

**MEETING MINUTES**  
**THE PLACID BAY CIVIC ASSOCIATION BOARD OF DIRECTORS**  
**December 1, 2025**

**Attendees:** Dave Czako, President; Jim Rogers, Treasurer; Karen Roberts, Secretary; Frank Clark; Tim Minor; and Nancy Minor.

**Not in Attendance:** Timothy Massey, Vice President; Richard Smail

**I. MEETING CALLED TO ORDER BY THE VICE PRESIDENT AT 7:02 PM**

The minutes of the November meeting were approved.

**II. BOARD MEMBER REPORTS ON OLD BUSINESS AND NEW BUSINESS**

**OLD BUSINESS**

**Dave Czako (President)** updated the Board on the roads. He reported that the County is looking into funds available to Placid Bay and will report more detail on his New Business report. He also reported that the campground manager has requested a proposal letter from PBCA in January so that Placid Bay can share our amenities in exchange for sharing theirs with our residents. He also noted that the Venue deck repair proposal is still in the works and that there is currently nothing new from the County on setting up a Recreational District for Placid Bay.

**In his absence, Dave Czako relayed information for Timothy Massey (Vice President).** He reported that Stop the Bleed training will be held at the Oak Grove Fire Department station on December 30, and the time will be announced later.

**Jim Rogers (Treasurer)** sent the Treasurer's report via email to the Board before the meeting so he provided a brief review at the meeting. He reported that two CDs were rolled over. He also reported that he requested from the County information on addresses for Placid Bay residents and has received the addresses. The addresses will be used to send out an informational letter to residents.

**Karen Roberts (Secretary)** updated the Board on the upcoming Breakfast with Santa. She noted that set-up for breakfast begins at noon on Friday. She also reported that volunteers working with her on the food drive have been distributing food from their own pantries to some families in need in Placid Bay. She has instructed them to take what they need from the bins from now on, and then the remainder will be taken to a local food pantry. She asked Board members what they think about purchasing a new larger container for the food drive to place under the pavilion. In an email sent to the Board before the meeting, a few members replied to go forward, but it was not discussed further at the meeting.

**Richard Smail** was not present at the meeting but sent emails to the Board to report on having received the T-Dock Dam inspection and he forwarded a copy to the Board. He also reminded the Board that the County is unable to get their large equipment in the area to cut the brush on Short Way Dam.

## OLD BUSINESS, continued

**Frank Clark** reported that the camera for viewing monthly PBCA meetings was installed. The Board will need to find a way to broadcast the meetings live on the internet.

**Nancy Minor** requested information on moving forward on sending out an informational letter to Placid Bay residents. Treasure, Jim Rogers reported that the cost is estimated at \$1,200 for postcards. A motion was set forth to approve the cost of \$1,200 for sending out postcards. The motion was seconded and approved by the Board. The mailing should be ready in January.

**Building and Grounds Committee Chair, David Roberts** requested help moving a picnic table from the pavilion to Chrystal Lake Dam. Mr. Clark and Mr. Roberts agreed to move it this month.

## NEW BUSINESS

**Dave Czako, President** proposed that the board request the County to reallocate \$300,000 from Revenue Sharing with VA State to the Sanitary District Road Maintenance fund. This would include funding to repair the gravel and drainage on the full length of Circle Lane, Rose, Lily and Azalea. The Board approved asking the County to move funds from Revenue Sharing to road maintenance. Mr. Czako suggested that in the future the County fund \$200,000 for use on road maintenance from the Roads Sanitary District.

**Karen Roberts (Secretary)** reported that since St. Peter's Church is under construction and will be unavailable for quite some time, Julie Burks has requested the use of the Venue for St. Peter's Episcopal Church's Community Prayer Walk in March or May of 2026. The Venue would be used for a quick gathering to assist with advertising and as a start and stop area. At the end of the walk the walkers will gather for refreshments. Would the Board consider a reduced or waived fee for the rental? A motion was put forward to permit St. Peter's use of the Venue at no cost. The motion was seconded and approved by the Board. Ms. Burks agreed to coordinate plans and dates with Charlette Queen.

**Nancy Minor** requested The Board revisit repair to the boat ramp. A motion was set forth to approve bids for a 12'x 12' concrete extension. The motion was seconded and approved by the Board. Ms. Minor will obtain three bids on work that needs to be done. Dave Czako suggested a precast road barrier may work.

**Building and Grounds Committee Chair, David Roberts** reported that beaver activity at Chrystal Lake Dam is back. Beavers are clogging the culvert again and chewing on trees near the culvert. Additional mesh has been placed on the trees and around the culvert. Mr. Roberts also noted that the solar lights at the grist mill stone flag post do not work due to corrosion. A new solar light was ordered. He reported further that along Mattox Creek shoreline and the Event Venue secondary parking lot there is a strip of invasive Chinese Privet, Asian honeysuckle(?) and English Ivy. These invasive plants are blocking the growth of the shoreline's few native plants and trees, so they are being removed. In the future Mr. Roberts plans to meet with the Virginia Forester for recommendations on what to plant, and to get more information on their free replacement tree program.

**ACKNOWLEDGE AND ADDRESS VISITORS**

***The President acknowledged and welcomed visitors who wished to address the Board. The following visitors were present at the meeting:***

Matthias MacKay, Leo Hoffman, Julie Burks, David Burks, and Dottie McCarthy

While none of the visitors had concerns about, or any further input into the business meeting, we did learn that two new residents were present at the meeting! Welcome!

**III. WITH NO FURTHER BUSINESS TO DISCUSS THE MEETING WAS ADJOURNED AT 8:12 PM**

## **December Meeting Chairperson Building and Grounds**

- 1. Beaver activity at Crystal Lake Dam is back. Beavers are clogging the culvert again and chewing on trees near the culvert. Additional mesh has been placed on the trees and around the culvert.**
- 2. The solar lights at the grist mill stone flag post do not work due to corrosion. A new solar light was ordered.**
- 3. Along Mattox Creek shoreline and our community center secondary parking lot there is a strip of mostly invasive Chinese Privet, Asian honeysuckle(?) and English Ivy. These invasive plants are blocking our few native plants and trees and are being removed. In the future I will meet with the Virginia Forester for recommendations on what to plant and their free replacement tree program.**

**Any questions or comments?**