
MEETING MINUTES

THE PLACID BAY CIVIC ASSOCIATION BOARD OF DIRECTORS

July 6, 2026

Attendees: Dave Czako, President; Sue Clark, Vice President, Treasurer; Edith Bello, Secretary, Vacant; Richard Smail; Frank Clark; Tim Minor; Nancy Minor
Not in Attendance: Chris Cox

MEETING CALLED TO ORDER BY THE PRESIDENT AT 7:06 PM

- The minutes of the June 2026 meeting were approved.

BOARD MEMBER REPORTS ON OLD BUSINESS AND NEW BUSINESS

Old Business:

- Dave: County roads & engineering follow-up
 - Meeting with county administrator Donna Coghill (scheduled next week) to discuss road maintenance/VDOT coordination, review the engineering firm proposal (staged \$50k over 3 years vs \$250k up front and explore bonding/fee options for builders to fund road improvements.

New Business:

1. Boat ramp construction:
 - a. Complete and documentation filed in the boat ramp binder. Users reported generally positive loading experiences.
 - b. Incident (last weekend): a new boater backed too far at low tide, failed to unstrap trailer, vehicle had to be towed back; trailer/van got partially submerged.
 - c. Immediate mitigations proposed and discussed:
 - i. Mark the pylon/edge of the concrete ramp with a visible stop marker/sign so users know the ramp ends (proposal ~\$200).
 - ii. Reinforce existing signage: "Use at your own risk" is already posted; consider additional safety messaging and security-camera coverage.

- d. Security key controls discussed (security-key access vs. duplicate key risk); board emphasized liability when keys are given out.
2. QuickBooks migration & Gmail management
 - a. Investigate migrating bookkeeping from spreadsheets to QuickBooks Cloud, propose a transition plan this month, and continue to monitor/label the shared Gmail account and file emails into subfolders for operational follow-up.
3. Grounds Keeping:
 - HVAC service & faucet replacement
 - Arrange HVAC service for malfunctioning unit and replace the outside faucet with a frost free model (ensure removable handle or interior shutoff to prevent accidental flooding). Report completion and any costs.
 - Coordinate moving the leftover pea gravel (from across the street) into the beds at the clubhouse and place/secure trash cans as needed; schedule work and confirm volunteers.
 - Organize removal of the rusted water heater next to the shed with your crew (planned for tomorrow) and ensure disposal or relocation as needed; record any small maintenance expenses against the maintenance budget.

KEY DECISIONS AND MOTIONS PASSED

- Board approved minutes and covered many operational items
 - Meeting lasted ~64 min.
- Key decisions:
 - \$5,000 preliminary budget for a private beach project
 - \$100 rental-rate increase per booking (effective Aug 1).
 - **Motion to increase rental rates, seconded by all in favor,**
 - **Motion to increase rental rates effective August 1, 2026, passed.**
 - Bank balance reported: \$19,566.73 (as of June 30).
 - Laptop purchase of up to \$500 for clubhouse operations was approved.
 - **Motion to approve purchase of laptop not to exceed \$500.00, seconded by, all in favor.**
 - **Motion to purchase laptop not to exceed \$500.00 was passed.**
 - Boat ramp work was declared completed
 - Incident occurred (vehicle/trailer stuck at low tide)
 - Safety signage and controls were prioritized (stop sign / markings; ~\$200 suggested).

- New beach installation:
 - Board approved a \$5,000 allocation as a preliminary budget for a private beach installation (not to exceed a proposed \$10k ceiling); plan to seek donations, in-kind material (Walker Sand and Stone), and an Eagle Scout project to execute.
 - **Motion to approve new beach installation not to exceed \$5,000 was passed.**
- Rental rate increase:
 - The board agreed to raise the rental fee by \$100 per rental, effective August 1, to cover unseen maintenance, cleaning and utilities; this increase is to be applied to total rate (not as a separate line item).
 - **Motion to approve rental rate increase by \$100.00-six-and-twelve-hour rentals was passed, effective August 1, 2026. Rates to be standardized, seasonal rates will be eliminated**

ADMINISTRATION, FINANCE AND GOVERNANCE

Governance & board operations

- Attendance and minutes:

Handwritten minutes were circulated via Google Docs
 Minutes from prior meeting were approved.
 Board acknowledged recent turnover in secretarial/treasurer roles and is stabilizing paperwork and processes.
- Daily clubhouse and membership operations checklist reviewed:

A two-page facilities operations / rental-management job list was presented to the board outlining daily/weekly clubhouse tasks and membership/key distributions being performed by clubhouse manager.
- Treasurer/finance process:

Discussion to migrate bookkeeping from spreadsheet to a cloud accounting system (QuickBooks) and to improve Gmail monitoring and labeling for incoming operational emails.

Finance summary

- Cash position: \$19,566.73 on books as of June 30.
- Small expenditures approved: \$200 (suggested cap) for immediate signage/stickers to mark boat-ramp end; and \$500 laptop budget was approved for clubhouse manager (up to \$500).

- Larger project funding: board approved a \$5,000 allocation as a preliminary budget for a private beach installation (not to exceed a proposed \$10k ceiling); plan to seek donations, in-kind material (Walker Sand and Stone), and an Eagle Scout project to execute.

Private beach project (Crystal Dam)

- Concept: create a small sand/beach access area (~20–75 ft discussed; likely 50–75 ft based on site curvature) to increase community use in summer.
- Budget assumptions discussed: ~\$700 per load of sand; initial estimate was 3 loads (sand/clay), with proposal to seek donated material and contractor support.
- Decision: board approved a \$5,000 preliminary allocation and formation of a committee to deliver the project over the next 30 days (Eagle Scout involvement and donor asks planned).

Clubhouse rentals & rates

- Recent rental experience: one board member rented the building for a half-day and reported net income was small after cleaning/inspections. Cleaning contractor charges were noted as approximately \$75–\$85 per event.
- Rate changes approved:
 - The board agreed to raise the rental fee by \$100 per rental, effective August 1st, 2026, to cover unseen maintenance, cleaning, and utilities; this increase is to be applied to total rate (not as a separate line item).
- Board will standardize rates year round (no winter-versus-summer differentiation) to simplify bookkeeping; existing bookings remain honored.
- Clubhouse operations: agreed to keep cleaning/maintenance expectations in rental contract and publish new rates on website/Facebook once updated.

Clubhouse maintenance & admin

- Laptop: board approved purchase of a mobile laptop (up to \$500) to support the clubhouse manager's daily operations, allow on-site access to minutes and documents, and improve administration.
- Power washing, spigot, and small repairs: volunteers identified to power wash building, replace outside spigot with a frost-free model and install cabinet locks; these smaller maintenance tasks will be charged to the general maintenance budget (cap discussed at \$200 for small items).
- Trash & site maintenance: agreed to assign regular trash-can management and replenish bags; volunteers will schedule regular cleanup and T dock trash can emptying.

Payments & bookkeeping

- Current payment methods reviewed: PayPal, Venmo, Zelle and bank debit card discussed. Board favored moving to a cloud QuickBooks solution and enabling pragmatic online payment options (mobile card readers, app payments) for membership/rental transactions.
- Action on admin emails: Treasurer/finance lead to monitoring the shared Gmail account, label and file messages into subfolders to streamline follow-ups and bookkeeping.

Roads & county coordination

- County liaison: meeting scheduled with new county administrator (Donna Coghill) to discuss sanitary-district roads, VDOT engagement, and developer bonding/road funding.
- Funding mechanics: VDOT can match funds on a 50/50 basis for eligible road projects; board discussed mechanisms to capture taxable revenue to unlock `matching funds. Example approach discussed: staged engineering contract with county attorney review (proposal: \$50k paid over 3 years in lieu of \$250k upfront to deliver design services).
- Signage & enforcement: requested additional street-name and speed-awareness signage for multiple locations (Wildwood, Rose Way, Circle Wave area). Board pursuing VDOT/sanitary-district coordination and traffic-calming solutions; homeowners may need to request speed sign placement through VDOT process.

Grounds & facilities maintenance

- Groundskeeping: county crews performed a good cleanup at a T-dock dam; new grounds crew is more consistent.
- Short-term tasks assigned: spread leftover pea gravel into beds; power wash clubhouse; replace water heater next to shed (removal scheduled).
- Volunteer coordination: agreed to schedule cleanup days and assign regular responsibilities for trash cans and basic maintenance; purchase of stakes/T posts for securing trash cans discussed.

OUTLOOK/NEXT STEPS

- Implement approved motions: \$5,000 beach budget, \$100 rental increase (effective Aug 1), publish updated rental rates and payment options online.
Laptop purchase does not exceed \$500.00.
- County engagement: Board president to meet with county admin to advance road-engineering plan and bonding options; target follow-up and legal review is expected over the coming month.
- Administrative and operational improvements: migrate finance to a cloud QuickBooks solution, improve shared Gmail folder, and post updated signage and safety notices at boat ramp and community amenities.

- Short-term maintenance: schedule HVAC service, remove rusty water heater, replace faucet, power wash clubhouse and spread pea gravel; assign volunteers and track under general maintenance budget.

Meeting adjourned at 8:10 pm