
MEETING MINUTES

THE PLACID BAY CIVIC ASSOCIATION BOARD OF DIRECTORS

August 3, 2026

Attendees: Dave Czako, President; Sue Clark, Vice President, Treasurer; Edith Bello, Secretary, Vacant; Richard Smail; Frank Clark; Tim Minor; Nancy Minor, Chris Cox

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

- The minutes of the July 2026 meeting were approved.

BOARD MEMBER REPORTS ON OLD BUSINESS AND NEW BUSINESS

Action Items

- Treasurer: Purchase & implement QuickBooks

Lead purchase and initial setup of QuickBooks Online for the association within the approved budget (do not exceed \$500). Configure user access (treasurer + Charlotte + up to 3 limited users), coordinate migration from Excel, and oversee the transition with Jim/Chris as background support.

- President: Initiate external audit & county/legal follow up

Request and coordinate an outside professional audit to be completed within the next 60 days and follow up with county contacts (including county attorney) on engineering contract/legal routing and potential maintenance fund support for dam/road issues.

- Michael Bell: Execute Crystal Lake Eagle Scout project

Proceed as project leader to finalize PBCA scope, confirm vendor quotes, order materials, organize volunteer teams and deliveries, secure required shoreline permits, and target project completion by October 1st within the approved budget of \$5,200.

- Tim Miner: Pressure wash building

Perform or coordinate the building pressure wash and shed door modification upon return next week, using the approved budget up to \$250; ensure work is scheduled and documented.

- Frank Clark: Contact pressure washer vendor

Contact the pressure washer vendor and confirm hire, scope, supplies, and schedule consistent with the board's approved budget and timing; report back with booked date.

- Rich: Pursue VDOT vegetation & ditch work

Continue follow up with VDOT to schedule cutting and maintenance (clearing beaver/clogged drains and embankment vegetation) on Lakeview Drive and other affected areas to prevent road subsidence.

- Edith: Share mobile payment credentials / set up payments

Share Venmo/CashApp/PayPal account access details as agreed and assist with setting up a controlled payment flow for rentals/donations while ensuring appropriate safeguards and oversight for PBCA receipts.

- President: Invite sheriff for neighborhood watch briefing

Invite the sheriff's office back to the next monthly meeting (or arrange a dedicated session) to present a neighborhood watch program and gauge volunteer participation from residents.

Overview

- Meeting opened under Robert's Rules to reduce interruptions; meeting duration ~76 min. All board members present.
- Finance position: Total assets \$70,082.63, checking ≈ \$20,625, savings \$898.89; July net change approx -\$1,835.
- Several operational approvals: QuickBooks purchase/transition approved (budget cap), pressure wash contract approved (up to \$250), Eagle Scout waterfront project approved with \$5,200 budget.

Meeting conduct & governance

- Chair reinstated strict adherence to Robert's Rules to manage public participation, limit interruptions, and streamline agenda flow.
- Secretary role remains vacant; a fill in (Charlotte) is performing many duties until a permanent volunteer is confirmed.
- Group emphasized better resident engagement for county meetings and notifications (Facebook, paper notices, signage) after low public turnout at recent county hearings.
- President reported a county public meeting about sanitary district engineering and revenue share; he reviewed a proposed engineering contract but the county attorney advised against the current form.
- County requested additional verbiage and legal review before PBCA would sign; county said it cannot accept the contract as presented and asked for alternate approach.
- Road construction / developer impact highlighted: board presented build out and housing stats to county; county now more receptive but legal/administrative follow up required.

Roads & VDOT

- No progress on several road projects; Holly way considered complete by county but other phases (Lakeview) pending execution once engineering contract is signed.

- Discussion about pursuing builder responsibility for road/bond obligations; county guidance currently limits direct impact fees to PBCA.
- VDOT maintenance: vegetation and clogged culverts causing localized drainage issues (Turtle Pond/Lakeview Drive). Board reported VDOT has been slow; volunteer (Rich) continues follow up to get vegetation and ditch work scheduled.

Finance & Treasurer's report

- Treasurer presented July financials (emailed to board):
- Checking $\approx$ \$20,625; Savings \$898.89; Total assets \$70,082.63 including CDs.
- Income: \$523 (rentals, boat keys, dues); Clubhouse receipts \$2,339 with expenditures \$1,113.50.
- Administrative costs included laptop purchase \$480.90 and website fees \$239.76.
- Net change for period approx $-\$1,835$.
- Board approved the financial report unanimously.

Payments / online receipts

- Discussion of Venmo/Cash App/PayPal options and merchant fees; treasurer offered to share login/access where needed but noted risks of mobile payments and that accounts must be held under a person.
- Board agreed to retain careful oversight and consider PayPal/Venmo only with appropriate controls.

QuickBooks / accounting software

- Motion approved to transition from Excel to QuickBooks Online (nonprofit pricing); motion capped spending (do not exceed \$500 total) and allowed modest setup charges (meeting/setup expense budget \$200).
- Plan: purchase QuickBooks, migrate books, provide access for up to a few users (treasurer + Charlotte + background support).
- Board also agreed to pursue an external professional audit (outside audit) to be completed within 60 days after QuickBooks setup; audit will be transitioned to the auditor/firm once QuickBooks is in place.

Buildings & grounds / maintenance

- Venue/deck/roof replacement remains in early budgeting stage; initial contractor estimates indicate this is a high cost replacement project. Board will firm up budget before proceeding.
- Clubhouse repairs: AC issue (capacitor) and rusty water heater noted; repairs planned.
- Cabinet locks delivered; work to install and improve storage ongoing.

- Pressure wash of building approved: board approved hiring an outside contractor to power wash the building with a budget up to \$250 (motion passed).
- Shed modification: volunteer offered to modify shed to allow tractor storage; volunteer will perform work and report back.

Amenities / Crystal Lake beach & Eagle Scout project

- Eagle Scout candidate (Michael Bell) presented a beachfront improvement project to create a sand beach, install a permanent grill, park bench/umbrella, and shoreline stabilization.
- Detailed materials and tools listed; estimated total \$5,200 (~\$5,000 materials + \$200 supplies). Vendor quotes being confirmed.
- Board approved the project and committed PBCA support up to \$5,200, contingent on necessary approvals and coordination with PBCA/County and vendor confirmations.
- Project schedule: leader aims to complete work by October 1 and will coordinate permits, volunteers, delivery logistics, and safety briefings.

Trash cans, docks, and boat ramp area

- Motion approved to research and procure a park style outdoor trash can for the new location; budget guidance ~\$200 (not above \$300).
- Discussion of current misuse: residents placing household trash in boat ramp cans; board requested photos and will follow up with offending vehicle tags and homeowner outreach.
- Boat ramp trash and pooper scoop disposal issues discussed; options include anchored metal park cans and neighborhood reporting.

Mailboxes / USPS coordination

- Board continues to pursue relocating mailboxes on Circle Lane; process requires approval from USPS carrier, postmaster, and 911 mapping.
- Board submitted a letter and will continue follow up; outcome pending carrier/postmaster approval.

Neighborhood safety & neighborhood watch

- Discussion about re-starting a neighborhood watch program; board to invite sheriff's office back next month to present and gauge volunteers.
- Speeding/commercial truck speeds on private gravel roads discussed; board encouraged residents to report incidents, collect video/photo evidence, and contact the trash/hauler company where applicable.
- Speed hump/hump design discussed: board supportive of traffic calming but noted legal/liability requirements (written acceptance of responsibility, insurance, proper installation) before installation.

Public comments & resident concerns (highlights)

- Multiple residents raised litter/dog waste, loose dogs, and builders leaving construction debris.
- Concerns about builders not paying impact fees; board reiterated county restricts impact fee implementation and prior efforts were struck down by county counsel.
- Several residents volunteered to help with social media and marketing; PBCA social media management will continue (volunteers identified to support Instagram/Facebook postings).

Decisions & outlook

- Key approvals: QuickBooks transition ($\leq$ \$500); pressure wash ($\leq$ \$250); park trash can research ($\sim$ \$200); Eagle Scout beach project (\$5,200).
- Board committed to: pursuing an external audit within 60 days, pursuing county/legal follow up on engineering/road issues, and soliciting more volunteer help (neighborhood watch, social media, grounds).
- Meeting adjourned at approximately 8:18 PM.