
MEETING MINUTES

THE PLACID BAY CIVIC ASSOCIATION BOARD OF DIRECTORS

September 14, 2026

Attendees: Dave Czako, President; Sue Clark, Vice President; Treasurer, Edith Bello; Richard Smail; Frank Clark

Not in Attendance: Chris Cox, Tim Minor and Nancy Minor

Quorum Status: Quorum met; Board noted attendance was minimal ("just had enough to make a board") and renewed its call for additional volunteer board members.

Appointed During Meeting:

Sue Clark — Secretary (volunteered and accepted)

Vanessa Street — Member at Large (social media), sworn in during meeting

Board Intern -- appointed during meeting

Public/Other Attendees:

Jim Rogers — Former/outgoing Treasurer, spoke during public comment

Julie Burks — Resident, spoke during public comment

[Name unidentified] — New resident (Circle Lane/Willie area), spoke during public comment

Other unidentified community members

BOARD MEMBER REPORTS ON OLD BUSINESS AND NEW BUSINESS

I. CALL TO ORDER: The meeting was called to order at 7:10 PM by the Board President.

II. APPROVAL OF PRIOR MINUTES: The minutes of the August 3 2026 meeting were presented for review.

MOTION: To approve the August 2026 meeting minutes as presented.

Moved by: Frank Clark Seconded by: Rich Smail

VOTE: Approved unanimously by voice vote.

III. OLD BUSINESS

1. County Road Plan: The Board President reported an ongoing meeting with the county regarding the road improvement plan; no new developments to report at this time.

2. Builder Impact Fees: Discussions continue with county legal counsel regarding a potential bonding mechanism that would allow the Sanitary District to bond builders to guarantee funds for post-construction road repair.

3. Board Vacancies: The Board reiterated its ongoing need for additional volunteer board members due to low current membership.
4. Buildings and Grounds: Noted positive progress from Frank Clark, including clubhouse power washing and installation of thermostat covers.
5. Financial Audit: The Board continues to seek an outside auditor to review approximately five to six years of financial records. [See Public Comment, Section VIII, for related recommendation.]
6. Sheriff's Department / Speeding: The Board President met with the Sheriff and two deputies regarding ongoing speeding complaints in the community.
7. Mailbox Installation: Continued difficulty coordinating with the Postal Service regarding mailbox relocation on Circle Lane; the postmaster has not authorized the move, though the mail carrier is supportive. The Board President is working to escalate the issue.
8. Treasurer's Report (August 2026): Net bank balance reported at \$72,031.48. Income included \$450 in membership dues/decal sales and \$2,837 in rental income, plus a \$400 rental refund adjustment. Expenses totaled \$828.30, including clubhouse cleaning and mowing. Net positive cash flow for the month was \$1,608.70.
9. QuickBooks Setup: Edith Bello reported an error in the 501(c) number submitted on the application; correction is in progress. Confirmed annual cost of \$80 for up to 5 users.
10. Shared Gmail Folder: Edith Bello confirmed folder access has been distributed to board members.
11. AUB Signature Authority: Edith Bello [See Motion, Section VI.]
12. Pet-Friendly Trash Cans: Sue Clark reported current cans are manageable and recommended no immediate change is needed.

IV. NEW BUSINESS

1. Rental Refund Authorization: Due to an HVAC failure during a rental event (balloons blocking return vent, breaker issues), the Board President authorized a partial deposit/rental refund to the affected renters as an executive decision. The renters provided positive feedback.
2. Wildwood Road Repair: Significant subsurface water damage was identified along a 50-yard section of Wildwood, believed to be linked to recent home construction altering underground water flow. Preliminary contractor estimates range from approximately \$400,000 to \$450,000[unclear: possible figures discrepancy in original statement]. A meeting with the county engineer is planned to confirm scope and repair approach.

3. Pothole Repair Program: Previously approved pothole-filling work is expected to begin the following week.
4. VDOT Revenue Share Program: The Board President raised community member suggestions to withdraw from the VDOT revenue share program in favor of independent road maintenance funded by existing tax revenue. Potential advantages (faster repairs) and disadvantages (permanent community liability for road maintenance, no future state takeover) were discussed. No decision was made; the Board President will research options and present recommendations next month.
5. Mailbox Relocation (Circle Lane): Continued coordination with postal officials regarding relocating mailboxes from the corner to the loop; unresolved due to differing positions between the postmaster and mail carrier.
6. Flood/Hurricane Season Advisory: The Board President advised residents, particularly those in newly constructed low-lying homes, to obtain flood insurance and prepare for potential flooding based on historical water levels in the community.
7. Flag Donation: Sue and Frank Clark announced donation of two new community flag and contribution of MS 365 software for Event Venue Rental laptop.
8. Insurance Policy Renewal: The Board discussed the need to review and renew the district's insurance policy before the premium is due at the end of the month. Rich Smail requested confirmation on whether premium costs had been compared to alternative providers as previously discussed; this had not yet been completed.
9. PayPal/Debit Card Review: The Board discussed that PayPal requires a personal Social Security number for nonprofit accounts and explored using a bank debit card as an alternative for membership dues collection.
10. Secretary Position: Sue Clark volunteered to serve as Secretary and was accepted into the role.
11. VDOT/Dam Maintenance (Turtle Pond): Rich Smail reported ongoing difficulty obtaining VDOT cooperation for vegetation clearing on the dam embankment at Turtle Pond (upper Lake Placid area) and for securing/replacing reflective poles along the roadway. The matter has been escalated to the county; resolution is pending.
12. Street Signs: Rich Smail reported replacement signs for Circle Lane and Wildwood/Woodbine have been ordered; installation pending delivery.
13. Boat Ramp Security: Frank Clark reported ongoing issues with unauthorized individuals untying boat ramp ropes. The Board discussed adding poles or cables as a deterrent, to be revisited next season.
14. Sewer Leak Detection: Frank and Sue Clark reported assisting the county in locating a sewer line leak based on resident observation; repair has since been completed. Residents were encouraged to report unusual sounds (hissing/suction) near sewer infrastructure.

16. Speeding and Traffic Safety: The Board President reported increased community complaints regarding speeding and reckless driving, including a recent incident involving a vehicle narrowly avoiding a collision near a resident's driveway (driver since arrested on unrelated charges). The Sheriff's Department will increase patrols. The Board is pursuing purchase of four speed-feedback signs, pending a required VDOT safety study and possible grant funding.

16. Unauthorized Off-Road Vehicle Use: Concerns were raised regarding minors operating unregistered ATVs/dirt bikes on community roads and recently damaged boat ramp grounds. The Board encouraged neighbor-to-neighbor communication rather than formal enforcement action at this time.

17. Shortway Dam Speed Bump Request: Residents on Shortway Dam requested permission to install a private, certified 25-mph speed bump following the deaths of several ducks on the roadway. The Board declined to take an official position for or against the request, citing liability concerns, and advised the requesting resident accordingly.

V. PUBLIC COMMENT

Public comment was opened following new business discussion. Topics raised included:

1. Jim Rogers recommended forming a small board committee to review financial records prior to engaging a paid auditor, and offered to transfer maintained project binders, to-do lists, and Excel recordkeeping files (available on the shared Google Drive) to current board members.

2. Julie Burks raised concerns regarding hurricane season preparedness, suggesting the Board consider designating the community center as a supply point for food and water in the event of a major storm, and noted a safety hazard at the boat dock (a loose metal bracket requiring removal).

3. A new resident near Circle Lane and Willie raised concerns regarding difficulty obtaining flood insurance despite being in a known flood-prone area; the Board President confirmed historical flooding in that area and encouraged the resident to pursue flood coverage.

VI. MOTIONS AND VOTES

Motion 1: To approve the September 14 2026 meeting minutes as presented.

Moved by: Frank Clark

Seconded by: Rich Smail

VOTE: Approved unanimously.

Motion 2: To change signature authority at Atlantic Union Bank to designate Edith Bello as primary signer, retain the Board President on the account, and add Chris Cox as secondary/backup signer for the Treasurer/Assistant Treasurer role; Jim Rogers to be removed as signer.

Moved by: Dave (Board President)

Seconded by: Sue Clark

VOTE: Approved unanimously.

Motion 3: To hold the community Trunk-or-Treat event on Friday, October 30, beginning at 5:00 PM.

Moved by:

Seconded by:

VOTE: Approved unanimously.

Motion 4: To add Eagle Scout as Board Intern.

Moved by:

Seconded by:

VOTE: Approved unanimously.

Additional Appointments (by acclamation, not formal roll call vote):

Sue Clark accepted as Secretary.

Vanessa Street accepted as Member at Large (social media coordination).

VII. ACTION ITEMS

1. Correct the 501(c) number error on the QuickBooks application and finalize QuickBooks subscription enrollment (approximately \$80/year, up to 5 users).

Owner: Edith Bello

Deadline: Not specified

Source: Old Business — QuickBooks Setup

2. Complete in-person visit to Atlantic Union Bank to finalize transfer of signature authority.

Owner: Edith Bello

Deadline: End of current month

Source: Old Business — Treasurer Transition

3. Research bank debit card as an alternative to PayPal to avoid requiring a personal Social Security number on the nonprofit account.

Owner: Edith Bello

Deadline: Not specified

Source: New Business — Banking/PayPal Review

4. Form a small committee of board members to review financial books prior to deciding whether to engage an outside auditor.

Owner: [Unassigned]

Deadline: Not specified

Source: Old Business — Financial Audit

5. Continue coordination with the Postal Service regarding mailbox relocation on Circle Lane.

Owner: Dave Czako

Deadline: Not specified

Source: Old Business/New Business — Mailbox Installation

6. Meet with county engineer to evaluate the extent of road failure on Wildwood and determine repair approach.

Owner: Dave Czako

Deadline: Not specified

Source: New Business — Wildwood Road Repair

7. Begin contractor pothole-filling work throughout the community.

Owner: Contractor (coordinated by Dave Czako)

Deadline: Approximately one week following the meeting (exact date not specified)

Source: New Business — Road Maintenance

8. Research and present options regarding continued participation in the VDOT revenue share program versus independent road maintenance/bonding.

Owner: Dave Czako

Deadline: Next board meeting

Source: New Business — Road Maintenance Strategy

9. Review and renew the Sanitary District's insurance policy before the premium due date.

Owner: Edith Bello and Rich Smail

Deadline: End of current month (approximately two weeks from meeting date)

Source: New Business — Insurance Policy Renewal

10. Follow up with VDOT and the county regarding maintenance responsibility for Turtle Pond dam vegetation and reflective pole repair.

Owner: Rich Smail

Deadline: Not specified

Source: New Business — VDOT/Dam Maintenance

11. Complete installation of replacement street signs on Circle Lane and Wildwood/Woodbine once delivered.

Owner: Rich Smail

Deadline: Not specified

Source: New Business — Street Signs

12. Evaluate installation of additional poles/cables at the boat ramp to prevent unauthorized rope removal.

Owner: Frank Clark

Deadline: Next boating season

Source: New Business — Boat Ramp Maintenance

13. Pursue purchase and installation of four speed-feedback signs, including required VDOT safety study and possible grant funding.

Owner: Dave Clark

Deadline: Not specified

Source: New Business — Traffic Safety/Speeding

14. Remove hazardous metal bracket at the end of the community boat dock.

Owner: [Unassigned]

Deadline: [Priority: Urgent]

Source: Public Comment — Boat Ramp Safety

15. Obtain contact information from the newly appointed Member at Large to coordinate social media postings.

Owner: Dave Czako

Deadline: Not specified

Source: New Business — Board Appointments

16. Advertise the Trunk-or-Treat event on social media and community platforms.

Owner: Vanessa Street

Deadline: Before October 30

Source: New Business — Trunk-or-Treat Event

17. Provide candy, hot dogs, and table setup for the Trunk-or-Treat event.

Owner: Dave Czako

Deadline: October 30

Source: New Business — Trunk-or-Treat Event

18. Consider establishing a community emergency preparedness plan (food/water supply point at the community center) ahead of hurricane season.

Owner: [Unassigned]

Deadline: Not specified

Source: Public Comment — Hurricane Preparedness

VIII. ADJOURNMENT

A motion to adjourn was made and the meeting was adjourned at 8:12 PM.