



TDA Regular Monthly Board Meeting Minutes

07/28/2025 (Approved 8/25/25)

Meeting held on Zoom

Call to Order & Attendance

- Meeting called to order at 7:21 p.m. after technical difficulties with Zoom.
- Board roll call: Tom O'Connor, Gigi Bustin, Peter Bairey, Kate Norman, Karla Divine, Bill Mascott, and Liz Munnelly (Quorum present).
- Members present included: Don Gire, Tom Gentry, Victoria Grace, Bill Bowling, Greg and Connie Korn, Mike Patterson, Tom Puhl, Steph Bairey, Clare Higgins, Kate Brinkley, Sylvia Davids, Eric Keebler, and Janice Solimino

Approval of Minutes

- Motion to approve June 23, 2025, Regular Board Meeting minutes made by Peter Bairey; seconded by Karla Divine. Motion carried unanimously.

MEMBERSHIP FORUM

Tom Gentry raised two issues:

1. PGV (Parking/Garage/Vehicle) procedures – requested consideration of precedent and practice in decision-making.
 2. TDA Facebook Page rules – expressed concerns about content moderation and communication limits
- Board noted: Events are scheduled with consideration for all religious observances. Board members are available via email and agenda request forms to address concerns.

President's Comments (Kate Norman)

- **Agenda Request Form finalized** and approved for posting on the **HOA website**. Peter made the motion to approve the Agenda Request Form and post to the website, seconded by Karla. Motion carried unanimously.

Secretary's Report (Liz Munnelly)

- Secretary reported focus on learning duties and initial technical issues with appreciation expressed to board members for support.

Treasurer's Report (Tom O'Connor)

- **Year-end financial report** presented (fiscal year July 1 - June 30) *see attached to meeting minutes*
- TDA brought in slightly more revenue than budgeted, spent slightly less than budgeted, and met our Reserve income goal of \$108,992.
- Final year-end financials will be reviewed by the accountant & posted on website.

COMMITTEE REPORTS

Many committees submitted written reports to be posted with the minutes on the website

Insurance Renewal – (Don Gire)

Don provided a detailed overview of our insurance coverage and upcoming renewal, effective August 30. The current annual premium is \$37,016, with the renewal premium increasing to \$38,615.

- **Board Voted to Approve the presented insurance package for FY2025-2026.** Motion by Peter Bairey; seconded by Tom O'Connor. Motion carried unanimously.

Maintenance Committee (Tom Puhl)

Members were encouraged to report maintenance issues like leaks, noises, or loose boards. Dock captains (listed on the website) can often address concerns directly.

- **Slip markers on West End docks need replacing**—volunteers welcome; Don Gire offered to assist.
- Minor repairs completed (ramp lights, fixtures).
- **Fall Work Day prep underway**; members invited to submit tasks and volunteer as dock captains or team members.

OLD BUSINESS

Website & Email Hosting

The Board continued discussion on updating **TDA's website** and **email systems**, reviewing a proposal prepared by Bill Bowling with input from Steph Bairey.

- Phase 1 includes setting up a new email system for board and committee use, structured like standard accounts (e.g., Gmail), to separate TDA business from personal emails.
- The Web Committee will assist users with setup and device configuration.
- A list of users and desired email addresses will be compiled to begin implementation.
- Motion to approve Phase 1 passed (Liz Munnely moved, Gigi Bustin seconded).

The Board also discussed Phases 2–4, which cover website improvements and administrative tools. After further discussion regarding the cost effectiveness of the new proposal, a motion was made by Gigi Bustin to approve phases 2-4 for implementation, it was seconded by Karla Divine and approved by the Board.

Sub-Quorum Committee Report

A brief update was given on a member's compliance project:

- The member is ahead of schedule and regularly submits updates, which have been shared with the Board.
- Despite a recent family loss, he expects to maintain progress, though some flexibility may be needed.
- He has addressed ARC-identified issues, including:
 - Removal of items from walkways and decks
 - Rebuilding the upper deck (exceeding original requirements)
 - Removing a work float and addressing items in common waterfront areas

- Temporary clutter is due to active construction, with items being removed by hired help.
- Neighbors report steady and consistent progress; no formal inspection has occurred.
- The Board noted appreciation for the member's responsiveness and visible effort toward full compliance.

The project will continue to be monitored.

Garage Waiting List Eligibility and Policy (PGV)

The **Board discussed potential updates** to the garage assignment rules, focusing on improving fairness, transparency, and long-term clarity.

Concerns were raised about the current system, which limits waiting list access to members who meet specific eligibility criteria (e.g., owner-occupancy). This has created confusion and a sense of exclusion among newer homeowners who still contribute equally to garage maintenance and insurance.

The Board is considering ways to allow all homeowners to join the waiting list upon purchase, with eligibility requirements verified only when a garage is offered.

Three options were discussed:

- Retain the current eligibility-based list
- Allow broader access to the list while keeping eligibility checks at the time of offer
- Explore a future transition to a lottery system as a more equitable method of garage assignment

Immediate next steps include **revising language** in the governing documents (Rules & Regs and Admin Resolution #7) to reflect actual practice and Board intent. A draft of the updated language will be reviewed at the next meeting.

Long-term changes, including a possible lottery system, remain under study and would require further community input.

NEW BUSINESS

Transfer Fee and New Member Orientation

The Board approved unanimously to increase the **home sale transfer (registration) fee from \$25 to \$600**. The motion was made by Bill Mascott and seconded by Gigi Bustin. This increase aligns with industry standards and helps cover administrative tasks and support for new owner orientation.

Orientation Process:

The Board agreed to continue the current practice of having two board members meet with new homeowners. A policy will be drafted to encourage all board members to take turns participating in orientations. The process will be formalized in association policy.

Agenda Requests – Process & Updates

Agenda requests are acknowledged by email (Board CC'd); simple issues are often resolved without full discussion.

Recent Requests:

- **Andrew Lasky:** Membership certificate confirmed; President will coordinate delivery upon his return.
- **Steve Bustin:** Concern about rule enforcement already on agenda; no discussion.
- **Connie Korn:** Proposed signage for “treasures” area near dumpster. Board responded positively; while the Beautification Committee is assisting, the project is not under their official scope. Design improvements will be submitted to ARC, then Board, for cost approval.

Descriptions & Responsibilities

The Board agreed to create written role descriptions for officers, directors, committees, and key operational duties to support clarity and continuity.

Karla will lead; Gigi will assist with content; Liz will support formatting & document design.

Consensus to move forward.

Rules & Regulations – Enforcement Framework

The Board discussed creating a formal enforcement process that meets HOA legal standards while prioritizing cooperation over punishment.

Proposal Highlights (from Peter):

- Start with informal resolution; use formal steps only if needed.
- Certified notice initiates the legal process.
- Members get 15 days to request a hearing and 30 days for corrective action.
- Fines and timelines to be clearly defined, with flexibility for good-faith efforts or large projects.
- Emergency issues may allow immediate action.

Next Steps:

- Board to review Peter’s draft and provide feedback.
- Final policy will become a bylaw amendment to ensure lasting clarity and fairness.

ADJOURNMENT

- Next meeting: **Monday, August 25, 2025, 7:00 PM** (Zoom or TBD).
- Motion to adjourn by Peter Bairey, seconded by Gigi Bustin.
Approved unanimously

TDA June Financial Report

2024-25 P12 Expense, Cash & Reserve Position:

June 30th 2025

Expenses

Category	Budget	June MTD	YTD
Income	375,930	32,951	379,357
Category	Budget	June	Annual YTD
Maintenance & Repair	24,760	579	17,482
Taxes	85,000	-	85,914
Utilities	106,600	7,954	104,037
Insurance	36,000	-	37,016
Professional Fees	5,600	-	3,624
Other Expenses	8,978	594	8,220
Total Expense B/R	266,938	9,127	256,293

Other Expenses	Budget	MTD	YTD
Security	1,000	-	992
Pet Committee	50	27	229
Internet/Website	1,700	50	1,661
EPIC	1,700	377	1,389
Office Expenses	2,000	115	1,877
License & Fees	250	-	621
Misc Expense	1,778	-	175
Publications	-	-	125
Meals & Entertainment	-	-	-
Annual Meeting	500	25	1,151
Total Other Exp.	8,978	594	8,220

Large or Unusual Expenses			
Description		MTD	YTD
Piling Project Permitting		350	9,543

Cash

Key Bank - Checking	\$	10,812.88
Key Bank - Reserve	\$	144,354.49
2.28% APR Interest MMDA	\$	230.79
	\$	155,167.37

2024-25 YTD Reserve Activity Summary

Starting Balance	\$	302,668.00
Transfer Activity		
7/2/24, Riverbank #1 West End	\$	(64,293.75)
8/16/24, Riverbank #2 West End	\$	(11,000.00)
8/16/24, Metro - Gate Project	\$	(67,734.00)
9/3/24 Checking to Reserve: Income	\$	30,000.00
9/18/24, Riverbank #3 West End	\$	(30,218.75)
11/1/24, Riverbank #4 West End	\$	(30,218.75)
12/19/24, Q2 C'king to Res; Income	\$	26,000.00
12/19/24, Security Camera Project	\$	(31,768.00)
12/20/24, Drain Pipe Repair	\$	(38,322.00)
2/18/25, C'king to Res; Correction	\$	1,890.00
2/24/25, Q3-1 C'king to Res; Income	\$	13,248.00
3/31/25, Q3-2 C'king to Res; Income	\$	13,248.00
3/14/25, Drain Pipe Repair, Final	\$	(9,634.50)
6/23/25, Q4 C'king to Res; Income	\$	26,496.00
Income to Reserve Goal:	\$	108,992.00
Reserve Interest Income YTD:	\$	4,681.74
Total FY Reserve Project Expenditures	\$	(281,299.75)

Notes:

\$108,992 income to Reserve goal met

