



TDA REGULAR MONTHLY BOARD MEETING

September 22, 2025 Minutes – **APPROVED 11/24/25**

Held on ZOOM

CALL TO ORDER & ROLL CALL

- Meeting called to order by **Peter Bairey** at **7:02 PM**.
- Quorum established. Board Members present: Peter Bairey, Gigi Bustin, Liz Munnelly, Bill Mascott, Tom O'Connor.

Membership Attendees: Steph Bairey, Bill Bowling, Kate Brinkley, Steve Bustin, Jeff Gendron, Tom Gentry, Victoria Grace, Ginger Hall, Eric Keebler, Sean McCarthy, Kate Norman, Mike Patterson, Tom Puhl, Janice Solimeno.

APPROVAL OF PREVIOUS MEETING MINUTES

- Motion to approve by **Tom O'Connor**, seconded by **Peter Bairey**; unanimously approved.

PROOF OF NOTICE

- **Meeting Agenda** emailed to membership on September 15, 2025.

MEMBERSHIP FORUM

- **Jeff Gendron** addressed parking and dredging data, correcting misconceptions.
- Expressed concern about implementing penalties and fines.
- Highlighted the value of volunteerism, recognizing Tom Poole for his service.

PRESIDENT, SECRETARY, AND TREASURER COMMENTS

President (Acting) – Peter Bairey:

- Thanked Board and committee members for their support in helping him better understand Board and TDA operations.

Secretary – Liz Munnelly:

- Prepared certificates for new members (slips 534 & 460).
- Submitted payoff documentation for slip 380.
- Continuing updates to TDA forms.

Treasurer – Tom O'Connor:

- August financials tracking as expected; paid annual Directors & Officers (D&O) insurance.
- Accounts show steady interest (2.28% APR).
- Reserve contributions on hold pending first-quarter insurance/tax payments; to resume after first tax payment.
- Reviewed TDA income tax return. Will provide D&O coverage details to Board.

COMMITTEE REPORTS

Reserve Committee – Mike Patterson:

- **Parking Lot Maintenance:** Requested Board approval to form an **ad hoc committee** dedicated to **parking lot improvements** (seal coat, repairs, re-striping). Proposed inviting input from residents with larger vehicles, accessibility needs, and delivery considerations. **Goal: completion by July 2026.**
- **Preventive Maintenance:** Recommended investing annually in smaller upkeep tasks to extend moorage infrastructure life (tightening dock whalers, professionally cleaning garage roof/gutters).
- **Major Projects:** Piling work next year; dredging requires DSL permit and depth survey.

Board Response: Approved moving forward with contractor bids for parking lot; **Tom O'Connor** to manage dredge project with some coordination from **Kate Norman**.

Webmaster Committee – Bill Bowling:

- **New Website** progressing. Requested confirmation from Board/Committee members that **new webmail addresses** are functioning.
- Completed updates to the website, including additions for new residents/owners. Noted the need for an **intake form** for new arrivals (including recent 380 slip residents).
- **Social media:** Only **Bill** and **Trudy Bowling** moderating Facebook; volunteers needed. Suggested expanding group to Hayden Island.

Board Response: Acting President **Peter Bairey** reiterated that the Facebook page is a private, volunteer-run social group and is **not affiliated** with the Board of Directors or **TDA Moorage** business.

OLD BUSINESS

Compliance Update:

- The certified compliance letter previously sent to the member was **returned undelivered**.
- Acting President Peter Bairey reported he has spoken directly with the resident, but **no progress has been made** toward compliance.
- The **30-day notice period expires on September 30**. The Board will convene in **Executive Session** at that time to determine next steps

Rules & Enforcement:

- **Violation Notice Format:** **Peter Bairey** provided a draft violation notice template which included a sample fine schedule for the Board to review. Enforcement options, cited in **TDA Bylaws** are limited to (1) **special assessments** for **abatement** and (2) **legal action/liens**. No fine structure exists yet; adopting one will require a formal board policy.
- Courtesy notices handled by ARC and Parking Committees; unresolved cases escalated to Board.
- Step-by-step enforcement outline requested by **Gigi Bustin**. Peter to resend a revised timeline.
- **Tom O'Connor** noted that **TDA enforces** a monthly **late fee** for overdue **HOA dues**. The policy is applied consistently and is actively enforced each month, ensuring fairness and predictability, demonstrating that fines can be professionally managed, if later expanded to other types of violations.
- **Formal Enforcement Policy** to be drafted by **Peter Bairey** and **Bill Mascott**.

Street Signage & Website Updates:

- **Realtor tab on TDA Website** revised: added the *Release, "Indemnification, and Assumption of Risk"* form which is currently provided to new owners by Welcoming Committee, should instead be provided to buyers as part of the **initial escrow/closing packet** rather than handled informally after move-in.
 - **Liz Munnelly** and **Gigi Bustin** will work together to compile a **seller's package** (forms and instructions) to streamline communication with real estate agents and escrow.
- **Street Signage Language:**
 - Liz recommended removing the sentence: *"Street signage, signs at the corner of the TDA driveway, are strongly discouraged."* Revised language clarifies that the **designated Community Real Estate Sign** outside the gate is the authorized location for realtors to attach signs and marketing materials.
- Motion by **Gigi Bustin** to adopt **Liz Munnelly's** proposed **TDA website language** revisions, seconded by **Tom O'Connor**. Motion passed with majority approval; **Bill Mascott opposed**.

Garbage & Recycling:

- Ongoing issues with improper disposal; Blue Recycling Bins and better signage to be requested from Waste Management.
- **Bill Mascott** to resume liaison role with **Waste Management**; **Gigi Bustin** to assist with signage improvements and education.

NEW BUSINESS

Board Leadership:

- **Motion: Liz Munnelly** nominated **Peter Bairey** to serve as President, seconded by **Gigi Bustin**.
Vote: **Unanimously approved**.

Board Vacancies:

- The Board currently has open seats. Peter recommended delaying appointments until the annual meeting, allowing the Board time to stabilize and new members to be elected rather than appointed.
- **Discussion: Tom O'Connor** concurred, adding that the Board has already made extensive efforts to recruit volunteers, and future additions should ideally come through election.

Parking Garages & Vehicles (PGV):

- **Tom O'Connor, PGV liaison**, provided an update on enforcement procedures, including towing authority and compliance with parking rules.
 - **Tow authority** should be limited to the **PGV liaison** and the **Board President**.
 - The Board must adopt a **simple resolution** formally designating towing authority.
- **Peter Bairey** volunteered to draft the towing resolution and present it at a future meeting.

Committee Governance; Structure, Goals & Responsibilities:

- **Gigi Bustin** presented organizational structure: **Board → Committees → Subcommittees → Project Leads**; committee charters to outline roles/responsibilities; one-page summaries for website; input requested on Maintenance Committee Charter.

Agenda Requests:

- **Tom Gentry's** EV charging station **Agenda Request** acknowledged; to be addressed at next board meeting.

Maintenance Committee Succession:

- **Peter Bairey** addressed the departure of **Tom Puhl** and the resulting gap in maintenance leadership, highlighting our **immediate need of a responsible volunteer** to act as maintenance lead/project manager to track issues, coordinate with contractors, and oversee ongoing projects (e.g., whalers, piling project, parking lot repairs).

Options discussed:

- Continue with In-house volunteer management
- **Hiring a professional property management company if no volunteer is available**
- **Emergency Response** procedures were emphasized, including a phone tree for urgent maintenance issues. **Gigi Bustin** proposed collaborative **Maintenance Committee with Subcommittees**; multiple members instead of relying on a single "Lead."
 - Create **subcommittees** for ongoing maintenance, emergency repairs, and project management.
 - Encourage skilled **volunteer** participation, including **dock captains**, to form a functional team.
- Email blast to The Moorage with a **call-to-action** to **Recruit Volunteers**. **Peter Bairey** and **Gigi Bustin** will collaborate to finalize the outreach plan

FINANCIAL IMPACT IF NO VOLUNTEERS STEP UP: Hiring a **Management Company** would **increase expenses** and may lead to a **substantial hike in dues** next year.

NEXT MEETING & ADJOURNMENT

- Next meeting: **October 27, 2025, 7:00 PM**, likely via Zoom.
- Motion to adjourn by **Peter Bairey**, seconded by **Bill Mascott**; unanimously approved.
- **Meeting adjourned at 8:37 PM.**

TDA Committee Reports – September 2025 (Summary)

Security (Corinn Castro)

- Trudy Bowling is backup for gate access while Corinn is away.
- Peter briefed on gate troubleshooting.

ARC (Steph Bairey, Chair | Sylvia Davids, Secretary)

- Monthly Sunday morning meetings planned.
- Role-based ARC emails being set up.
- **Decisions/Issues:**
 - #376 Gate: Must be reduced to 32"; no variance.
 - #376 Jet Ski Docks: Review on hold until property pins replaced.
 - #494 Work: May exceed “repair”; ARC to confirm, Board may need to enforce.
 - #210 Log Growth: Compliance request pending; enforcement may be needed.
 - Legacy survey: Need records and confirmation of enforcement process.
- **Board Requests:** Replace property pins (#376), provide survey records, confirm penalty process, and backstop enforcement for #494 and #210.

Reserve (Mike Patterson)

- Reserve report outline submitted.

NINooN (Victoria Grace)

- Report from Sept. 11 meeting submitted.

Beautification (Jane Gire)

- **Fall Clean-Up:** Sat. Oct. 4, 9:00 am.
- **Community BBQ:** Oct. 4, 11:30 am, community garden.

Social (Jane Gire)

- **Next Progressive Dinner:** Sat. Feb. 28, 2026. Locations TBD.

Web / Social Media (Bill Bowling)

- **Website:** Staging site live; framework set; migration of contacts, board pages, and documents in progress.
- **Email:** Role-based addresses live for Board, ARC, and PGV; awaiting confirmations.
- **Directory:** Updated; welcomed new member at Slip 230.
- **Social Media:** Requests Board guidance on Facebook group scope (suggests including Hayden Island topics).

Welcome (Kelly Monfort)

- New owners have moved in – Dustin and Katie Turner, slip 460

Pet (Kelly Monfort)

- Nothing to report

Purpose of HINooN: "To enhance the livability of the Hayden Island neighborhood by establishing and maintaining an open line of communications and liaison between members of HINooN, other neighborhood associations and government agencies."

To: TDA Members

Earthquake preparation and Island Emergency preparedness was a main focal point at the September 11th HINooN meeting. We need an earthquake prep program, and a community information project. It was proposed that HINooN join the National Disaster Control Program which, which includes earthquake readiness, and the group discussed satellite internet connectivity as a potential emergency communication solution. The island needs sirens and evacuation plans. There was a suggestion to work with the fire station on a siren system. A small committee was developed to do further investigation of this important initiative.

There were general discussions around the current Port of Portland – Metro real estate negotiations, and the Division of State Lands (DSL) claiming approximately 1/3 of the port's property under a dispute over filled lands. Followed by the news of a \$1.5 billion high-voltage power transmission project involving a 100-mile cable from The Dalles to Portland, which crosses Hayden Island. It is unclear at this time, how that would impact the island.

Continued interest and concern exist insofar as the Interstate Bridge Replacement (IBR) project, with plans to engage federal decision makers and pursue alternative transportation solutions.

Victoria Grace
Slip #138

Reserve Study Report, Sept 2025, Mike Patterson

- 1) I'd like to coordinate an ad hoc committee to focus on parking lot maintenance as scheduled in the current fiscal year. Two other members have shown interest, but I'd like to invite any other members who may be interested (handicap, large trucks, etc.)

Should we schedule drain jetting annually (recommended by contractor)

- 2) Whaler annual maintenance (thru bolt tightening)

Some sections are already loose

Suggest paying for annual service which will greatly extend whaler life and safety

- 3) Garage roof and gutter cleaning

We used to pay for this service

Will also increase roof life and extend reserve expenditures

- 4) Pilings scheduled next year

Who will head this up?

Permit has been filed (per PortlandMaps)

Any other prep work needed between now and then?

- 5) Dredging

Who will head this up?

Last dredge was 2022

I heard concerns that we already might be filling in. Who is monitoring?

Two items not in Reserves

2026 DSL Permit \$28k

2026 Depth survey \$10k

Next dredge in 2031 as scheduled in Reserves

September Webmaster Report

New Website

Steady progress has been made on the Tomahawk Destiny website project over the past couple of weeks. Much of the work has focused on the technical foundation—especially configuring email accounts and webmail access—while the website build itself is moving forward on schedule.

Website progress so far:

- Staging site is live on Nixihost with WordPress installed and SSL secured (<https://staging.tomahawkdestiny.com>).
- Initial framework is ready for plugins, theme configuration, and content migration.
- Technical groundwork for redirects (including webmail) is in place to ensure seamless transitions.
- A wide range of resident photographs has been collected, along with the official logo files for branding.

Upcoming focus:

- Sept 17–18: Install core plugins, configure theme/branding, and set up site navigation/menus.
- Sept 19–22: Begin migration of contacts, board pages, governing documents, forms, ARC rules, and board meeting minutes.
- Sept 29–30: Migrate annual meeting minutes and create additional pages such as Realtors' information.

While the email setup required extra attention, resolving it now ensures smoother communication moving forward. With that foundation complete, the next steps will concentrate on building out the website's core features and migrating essential content.

TDA Email Addresses

The first group of users is now active, including the President, Vice President, Board Members, ARC, and PGV. A few users have yet to confirm successful access, and we are still waiting for feedback from *all* users on whether the provided webmail URL is working correctly.

Current Website

Recent directory updates include Slip 230. Welcome, Emily!

Social Media

With the recent change in leadership, I am requesting board guidance regarding our current community standards for the Facebook group. In my opinion, posts and comments could be broadened slightly to include Hayden Island topics.



2025-26 P2 Expense, Cash & Reserve Position:

August 31st 2025

Expenses

| Category | Budget | August MTD | YTD |
|--------------------------|----------------|---------------|---------------|
| Income | 414,010 | 34,332 | 67,102 |
| Category | Budget | August | Annual YTD |
| Maintenance & Repair | 24,260 | 920 | 3,688 |
| Taxes | 88,487 | - | - |
| Utilities | 117,650 | 8,417 | 17,411 |
| Insurance | 39,977 | 2,196 | 2,196 |
| Professional Fees | 6,749 | - | - |
| Other Expenses | 7,595 | 575 | 860 |
| Total Expense B/R | 284,718 | 12,108 | 24,155 |

| Other Expenses | Budget | MTD | YTD |
|-------------------------|--------------|------------|------------|
| Security | 1,500 | 33 | 33 |
| Pet Committee | 465 | 98 | 98 |
| Internet/Website | 1,700 | 316 | 366 |
| EPIC | 100 | - | - |
| Office Expenses | 1,900 | 128 | 363 |
| License & Fees | 250 | - | - |
| Misc Expense | 1,180 | - | - |
| Publications | - | - | - |
| Meals & Entertainmen | - | - | - |
| Annual Meeting | 500 | - | - |
| Total Other Exp. | 7,595 | 575 | 860 |

| Large or Unusual Expenses | | | |
|--------------------------------|--|-------|-------|
| Description | | MTD | YTD |
| Directors & Officers Insurance | | 2,196 | 2,196 |
| | | | |
| | | | |
| | | | |

Cash

| | | |
|-------------------------|-----------|-------------------|
| Key Bank - Checking | \$ | 49,490.91 |
| Key Bank - Reserve | \$ | 144,907.24 |
| TOTAL | \$ | 194,398.15 |
| 2.28% APR Interest MMDA | \$ | 276.11 |

2025-26 YTD Reserve Activity Summary

| | |
|--------------------------------------|---------------|
| Starting Balance | 144,354.49 |
| <u>Transfer Activity</u> | None |
| Income to Reserve Goal: | \$ 130,192.00 |
| Reserve Interest Income YTD: | \$ 552.75 |
| Total FY Reserve Project Expenditure | \$ - |

Notes:

