



TDA REGULAR MONTHLY BOARD MEETING

October 27, 2025 Minutes – **APPROVED 11/24/25**
Held on ZOOM

CALL TO ORDER & ROLL CALL

Meeting called to order by **Peter Bairey** at **7:00 PM**. Quorum established. Board Members present: Peter Bairey, Gigi Bustin, Liz Munnely, Tom O'Connor. Bill Mascott joined shortly after.

Membership Attendees: Steph Bairey, Steve Bustin, Victoria Grace, thea Hosford, Kate Norman, Joanne & Del Nordquist, Mike Patterson, Robin Smith and Katie Turner.

APPROVAL OF PREVIOUS MEETING MINUTES

- Approval deferred to next meeting.

PROOF OF NOTICE

- Meeting notice was distributed to membership on October 21, 2025.

MEMBERSHIP FORUM

- No members requested to speak.

PRESIDENT, SECRETARY, AND TREASURER COMMENTS

President – Peter Bairey:

Peter thanked volunteers and emphasized the **need for increased member participation** in **TDA activities**.

- A **member concern**, about the cluttered appearance of community flyers, was noted and referred to the Architectural Review Committee **ARC for recommendations**.

Secretary – Liz Munnely:

- Continues updating TDA forms and created a **Slip Certificate** for **new members, Danna and David Herrell** (Unit 380).

Treasurer – Tom O'Connor:

Income is tracking slightly below projection, but late fees should offset the difference. Major expenses, including insurance, are on budget. **Reserves remain on target**, with transfers beginning after the October property tax payment. Reserve goal remains \$130K–\$192K by June 2026.

- Tom to coordinate with **TDA Bookkeeper, Joanne Nordquist**, to confirm transfers by month-end.
- Reserve contributions of approximately \$15K/month are needed to stay on track which is feasible with current outlook.

COMMITTEE REPORTS

Maintenance – Interim Chair Mike Patterson

Thanked all volunteers for a **Successful Fall Work Party**; Special thanks to **Bill Bowling** for leadership.

- **Drainage:** Recent flooding prompted catch basin cleaning; replacement of the drainage line from the previous repair site down to the river is estimated at \$60–70K. Awaiting bids.
- **Equipment Updates:** Both pressure washers operational; blower repaired; chainsaw repair ongoing.

Maintenance Committee Report Continued

- **Electrical hazards** identified—motion unanimously approved for up to \$500 for a **licensed electrical inspection**. Motion made by **Liz Munnely**, seconded by **Peter Bairey**.
 - **Tom O'Connor** further requested that the electrician also provide feedback regarding **electrical capacity in the garage areas**, including any considerations related to charging and shared circuits.

Garage Maintenance: Mike asked for confirmation of garage door repair responsibilities. It was confirmed by **Tom O'Connor** and **Peter Bairey** that the TDA owns the garage structures and remains responsible for related repairs. A recent repair (cable and spring issue) will be billed to the Association. Mike recommended incorporating **garage door replacement** into **future reserve planning**.

PGV (Parking Garage Vehicles) – Tom O'Connor

- Preparing to **begin garage inspections** using a **standardized inspection checklist** (based on leases and safety requirements).
- Committee meeting scheduled to launch inspection process; Tom volunteered his garage as the pilot. **Garage renters are invited to volunteer early for inspection.**

Tom concluded by noting that **garage inspections will take time to complete** but that the process is now formally moving forward.

WOOO Committee

Peter Bairey moved to nominate **Victoria Grace** as the **interim TDA WOOO Committee representative**, replacing **Don Gire**. Seconded by **Gigi Bustin**. Motion carried unanimously. It should be noted that the Board is committed to finding a permanent replacement

Reserve Committee – Mike Patterson

Mike shared **three bids** for the parking lot **seal coat and striping project**. The bids came in near budget (\$17,400). Damage from heavy vehicles was noted.

- The **seal coating** is scheduled to proceed this year, while more extensive repairs may be included in **future Reserve planning**.
- Additionally, Mike also discussed **root-related surface damage** near the upper island and included quotes for those repairs.
- **Tom O'Connor** raised concerns about vehicles **blocking the top of the ramp**, posing potential access issues for emergency vehicles. He suggested adding **red striping and possibly removable bollards** to mark a no-parking zone.

All necessary **permits remain active**, including those for the **piling project scheduled for next November**.

- **Peter Bairey** added that other reserve funds are being saved toward the **\$250,000 piling project**.

The Board agreed with the plan **to proceed with the parking lot project within budget** and supported Mike's proposal to convene a **parking lot sub-committee**.

OLD BUSINESS

Tow Authority Resolution:

Clarified towing procedures under **ORS 98.812–830** limiting **authorization to Board members** only.

Summary of Key Provisions:

- **Immediate Towing:** Authorized for vehicles blocking access, posing safety issues, or otherwise violating posted regulations.
- **Tow After Notice:** For inoperable or unregistered vehicles, towing may occur after a 72-hour notice, following required steps of tagging, photographing, and recording.
- **Signage and Contractor Requirements:** The tow contractor will install state-compliant signage and handle enforcement at no cost to TDA, collecting fees directly from the vehicle owner.

Final draft (**Resolution No. 9**) to be circulated for email consensus approval.

Rules, Regulations & Enforcement

Peter Bairey provided background on the current draft of the Rules and Regulations document, noting that several board members had provided feedback. The Board now needed to review proposed edits, clarify enforcement procedures, and determine next steps before final approval.

- **Liz Munnely** asked who has authority to issue a courtesy warning (e.g., off-leash pets). **Tom O'Connor** noted that **courtesy warnings should come from the Board**, not individual members, to maintain consistency and authority.
- **Peter Bairey** clarified that enforcement begins only after a **formal board notice** is issued, and that any member may notify the board in writing about a violation.
- Courtesy warnings will be issued by the **Board of Directors**, with **ARC as an exception** due to its existing oversight role and ability to issue Courtesy Warnings **when member is out of compliance**.

Discussion focused on the shared **draft resolution**, consolidating sections, clarifying enforcement authority, and standardizing fines and timelines. **Peter** will redistribute an editable draft for further review before final approval.

PGV – Residency Requirements for Garage Renters

Tom O'Connor provided background on the residency requirements related to garage eligibility, first established in 2010 and **reaffirmed by the Board in 2023 as Administrative Resolution No. 7**. He explained that while some “legacy exemptions” for non-resident owners had been informally granted in the past, no documentation exists identifying who those exemptions applied to.

- It was emphasized that the Board needs to take a clear position on whether **garage renters must be full-time residents** and whether any remaining **legacy exemptions** should continue or be phased out. **Tom** noted the issue’s **relevance to upcoming garage inspections**, where some garages appear to be used for storage by non-residents.
- **Gigi Bustin** supported a consistent and fair standard, suggesting a **legal review** to confirm or refine the definition of residency. **Tom** agreed to re-engage legal counsel to **confirm whether sunseting legacy exemptions** (potentially effective June 30) raises any issues and to verify how residency is defined in current rules.

Tom Gentry's Agenda Request – EV Charging

Peter Bairey summarized research and considerations regarding **installation of EV chargers** in the Moorage:

Legal and Practical Considerations:

- **Installation in Common Areas:** TDA's parking lot and garages are **common property**, not deeded or exclusively assigned, so residents do not have an automatic legal right to install private charging stations.
- **Infrastructure Limitations:** Existing circuits in garages and common areas cannot support multiple EV chargers without risk of overloading breakers. Dedicated circuits would be necessary.

Cost Estimates:

- **Full-scale installation** of multiple chargers (fast chargers) in our common parking lot **could cost hundreds of thousands of dollars.**

After reviewing, the Board agreed that this is **not feasible at present** due to **infrastructure, cost, and safety** concerns. The **priority remains** addressing more immediate **maintenance and financial needs**. The Board did acknowledge that further research or proposals could be undertaken by interested community members and presented to the TDA Board in the future.

Committee Governance — Maintenance Committee Charter

Gigi Bustin presented an updated draft defining committee structure and volunteer roles.

The Maintenance Charter is designed to:

- Clarify committee responsibilities and subcommittees (e.g., parking lot, dock captains).
- Encourage **broader member participation** by breaking down volunteer roles into smaller, manageable parts.
- Distributing knowledge and responsibilities among several members.

She emphasized that this **shared structure** would improve continuity, reduce reliance on any one person (as in the past), and serve as a **template for other committees**.

Peter Bairey expressed strong support, noting the plan aligns with what a maintenance supervisor would do. His main concern was identifying who would take the lead, as committees still need a coordinator to ensure work gets done.

Tom O'Connor noted that **formal committee charters** would help TDA overall. He stated that committee roles should not have fixed terms and highlighted that having a structured but **flexible maintenance group** would **attract more volunteers**. He also pointed out that some maintenance work, such as **fire safety inspections** – **is now handled by EPIC** and should remain in that budget area.

Gigi concluded that the next steps are to:

- Finalize the charter and the **summary for member recruitment**.
- Collaborate with **Peter** on an email blast to recruit volunteers.
- Begin building the Maintenance Committee team under **Mike Patterson's temporary leadership**.

The Board expressed full support to finalize and circulate the draft to encourage member participation.

NEW BUSINESS

Maintenance Petty Cash Expense Policy

Peter Bairey proposed establishing a petty cash policy for maintenance purchases.

Key points discussed:

- **Authorized Purchaser: Mike Patterson** will be authorized to make petty cash purchases on behalf of the Moorage.
- **Spending Limit:** A guideline of **\$500 per purchase** was suggested. Purchases exceeding this amount should be approved by the Board, unless it is an **emergency** situation.

The Board agreed that a formal resolution with specific spending limits could be drafted in the future, but for now, **authorization** would be **documented in the minutes** to provide assurance and accountability.

Good Neighbor / Civility Policy

Gigi Bustin proposed a **civility rule to reinforce respectful communication** and that incidents of disrespect or bullying in meetings, emails, or around the moorage should be addressed.

Proposed Draft language included:

- All members, residents, guests, and visitors expected to act courteously.
- Disagreements are natural but must be handled respectfully without harassment, personal attacks, or disruptive behavior.

Suggested Enforcement steps:

- Courtesy reminder (written notice identifying concern)
- Formal notice with possible limits on participation
- **Continued violations** could result in **loss of eligibility** to serve on **board** and/or **committees**.

It was determined that the best approach, at this time, should be **reminders and encouraging messaging**, while **serious harassment/threats remain actionable** under existing enforcement policies

EXECUTIVE SESSION

Liz Munnely moved that The TDA Board of Directors enter into **Executive Session** under **ORS 94.644(2)(a)(B)(iii)**: collection of unpaid assessments, seconded by **Tom O'Connor**.

Executive Session discussion ensued. **Tom O'Connor** made the motion to move back into regular session, seconded by **Peter Bairey**, motion was unanimously approved.

ADJOURNMENT

Upon returning to regular session, **Tom O'Connor** moved to adjourn the meeting. Seconded by **Bill Mascott**. Motion carried unanimously. Meeting adjourned at 10:31p.m.

NEXT BOARD MEETING: November 24, 2025, 7:00pm via Zoom

TDA Committee Reports – October 2025 Board Meeting

EPIC

Submitted by: Joan Flora | Date: Oct. 13, 2025

- Hosted a kayak self-rescue demo by Alder Creek Kayak & Canoe in September.
- Completed all annual safety inspections (fire extinguishers, dry standpipe, backflow, harbormaster). All current and invoices sent to Treasurer.
- CPR/AED training on Oct. 23, 5:30 PM at House #176 – **To be rescheduled**
- Next event: Winterization Happy Hour in mid-January.
- Created quarterly task checklist to organize duties and assist new members.

Hayden Island Neighborhood Network (HINooN)

Submitted by: Victoria Grace | Date: Oct. 20, 2025

- Report from October 9 HINooN meeting submitted (attached).

Beautification

Submitted by: Jane Gire | Date: Oct. 21, 2025

- Thanks to all who participated in the Oct. 4 Fall Clean-Up and to Joan and Russell for hosting the barbecue.
- Next Clean-Up: April 11, 2026.

Social

Submitted by: Jane Gire | Date: Oct. 21, 2025

- Moorage Decorating Day: Sunday, Nov. 30, 9:00 AM.
- Potluck Brunch: Noon at Cindy & Charlie McDonald's (#160). Flyer forthcoming.
- Winter Progressive Dinner: Saturday, Feb. 28, 2026.

Webmaster

Submitted by: Bill Bowling | Date: Oct. 21, 2025

- Website redevelopment ongoing; next step is data and document transfer from old site.
- Old website remains operational; several directory updates completed.
- Reminder: Facebook group is community-run and not affiliated with the TDA Board.
- This will be the final Webmaster report unless new developments occur.

Security

Submitted by: Bill Bowling | Date: Oct. 21, 2025

- Two members had inflatable dinghies with outboards, stolen this past month. Please secure and/or lock up these items around your decks.

Reserve

Submitted by: Mike Patterson | Date: Oct. 23, 2025

- October reserve activities report submitted (attached).

Maintenance

Submitted by: Mike Patterson | Date: Oct. 23, 2025

- October Maintenance activities report submitted (attached).

2025-26 P3 Expense, Cash & Reserve Position:

September 30th 2025

Expenses

Category	Budget	September MTD	YTD
Income	414,010	33,857	100,959
Category	Budget	September	Annual YTD
Maintenance & Repair	24,260	1,779	5,467
Taxes	88,487	150	150
Utilities	117,650	7,980	25,391
Insurance	39,977	37,272	39,468
Professional Fees	6,749	1,235	1,235
Other Expenses	7,595	176	1,036
Total Expense B/R	284,718	48,592	72,747

Other Expenses	Budget	MTD	YTD
Security	1,500	-	33
Pet Committee	465	-	98
Internet/Website	1,700	50	416
EPIC	100	-	-
Office Expenses	1,900	126	489
License & Fees	250	-	-
Misc Expense	1,180	-	-
Publications	-	-	-
Meals & Entertainment	-	-	-
Annual Meeting	500	-	-
Total Other Exp.	7,595	176	1,036

Large or Unusual Expenses			
Description		MTD	YTD
Property, Liability, & Crime Insurance		37,272	39,468

Cash

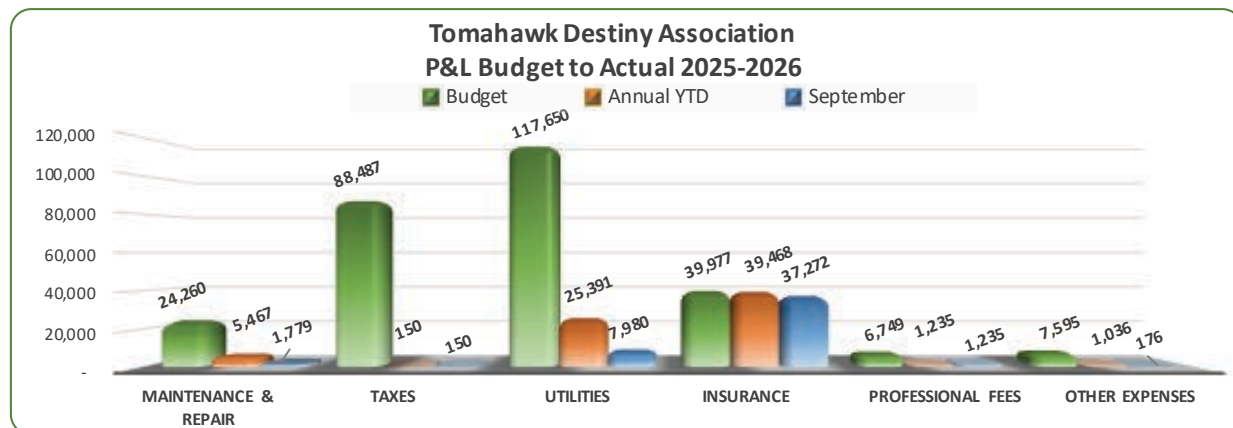
Key Bank - Checking	\$	34,948.58
Key Bank - Reserve	\$	145,164.53
TOTAL	\$	180,113.11
2.18% APR Interest MMDA	\$	257.29

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 FYTD:	\$ 810.04
Total FY Reserve Project Expenditures	\$ -

Notes:

Reserve fund transfers will start in October



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

Community disaster risk mitigation, initiated dialogue around the need to address – and ramp up - emergency preparedness on our island community. HINooN will be approaching our Fire Station 17 about a warning Siren, and we will create a stand-alone section for this effort on the HINooN website, which will be developed this year by members.

'Earthquake' is an obvious focus (bridge access and flooding), and the need for all to be prepared in the event of the Cascadia Subduction 9.0+. Fire and Natural Disasters are of concern. And our air is not always clean. We will contact Travis Nelson (our House Rep 44th District) to gather information about toxicologists and procedures for poisonous gases. *"I checked the air quality index this morning, and north Portland is at 33 which is considered Good, posing little to no risk of health. FYI. VG 10/20/25"*

Community events planning discussion developed, as it has been many years since HINooN has sponsored an island community event. A committee of five has been formed, and we are welcoming any ideas that have the potential for community involvement in something social to include our residents and business community together in camaraderie, to further develop familiarity, exposure, and general good will. The SMILE Boat Parade created in 2023 is an example of an event that has drawn the Hayden Island and Bridgeton Communities together. We are looking for something specific to Hayden Island. *"I'm on this committee. If you have any suggestions, please don't hesitate to mention them! VG"*

The continued interest and concerns exist insofar as **the Interstate Bridge Replacement (IBR)** project, prompting HINooN to support plans by Board member Martin Slapikas, to engage federal decision makers, and pursue alternative transportation solutions. More to come!

Victoria Grace
Slip #138

Reserve Projects

Parking Lot Repairs

- **Three quotes** received for repairs.

Parking Lot Quotes

	Porter Sealcoat & Paving	Hal's Construction	Fox Coatings	Budget
Clean, crack seal, sealcoat & stripe	\$19,350.00	\$17,525.00	\$18,511.00	\$17,395.00
Asphalt patch, 5 areas	\$8,000.00	\$29,800.00		
Root damage repair	\$6,000.00	\$2,025.00		
	\$33,350.00	\$49,350.00	\$18,511.00	
Expire date		11/22/2025	4/1/2026	
Square feet	54,200	55,151	52,649	
	3" repairs	4" repairs		

Dredging

- **Flowing Solutions** has been contacted for follow-up.
- **Permits are current.**
- Question: Should we schedule a **depth survey** this year?
- Need to confirm **who is serving as project coordinator.**

Pilings

- **Scheduled for November (next year).**
- **Corps of Engineers permit** is in place.
- Contact Mark's Marine in March 2026 for scheduling.
- Need to determine **who will coordinate** this project.

Next Steps / Action Items

1. Approve calling Lovett for drain clearing.
2. Schedule electrician walkthrough and quote.
3. Confirm coordinator for dredging and pilings projects.
4. Review and decide on parking lot repair quotes.
 - Coordinate community discussion of striping layout
5. Review garage door survey results.

Maintenance Committee Report

Date: October 27, 2025

Prepared by: Mike Patterson

Fall Work Party

- The Fall Work Party had a strong turnout.
- Mike facilitated the setup of projects and materials ahead of time.
- Bill was on-site to provide direction since Mike was unable to attend in person.
- Approximately **\$450** was spent on supplies for the work party.
- Detailed documentation of the process was completed so future volunteers can easily coordinate and lead the next event.

Power Tool Repairs

- **Pressure washer pump:** replacement cost approximately **\$200**
- **Blower:** repair cost approximately **\$100**
- **Chainsaw:** repair cost **TBD**

Lake Tomahawk

- The lake is now **back**.
- **Request approval** to call **Lovett** to clear the drains.
 - Spending category: **Annual Maintenance**

Electrical Safety

- Ongoing issues, primarily on the **east end**.
- **Request:** Have an electrician conduct a walkthrough and provide a **quote** for recommended scope of work.
- Photos have been provided showing sample concerns. (See attached)
- Noted that **ramp lights** are rated for indoor use and use an **incorrect ballast system**.

Garage Door

- Awaiting review of **survey results** (pending update).



Eastside & Ramp Electrical Concerns

