



TDA REGULAR MONTHLY BOARD MEETING

November 24, 2025 Minutes – Approved 01/26/2026
Held on ZOOM

CALL TO ORDER & ROLL CALL

Meeting called to order by President **Peter Bairey** at **7:01 PM**. Quorum established. Board Members present: Peter Bairey, Gigi Bustin, Liz Munnely, Tom O'Connor and Bill Mascott

Membership Attendees: Jill Brown, Steve Bustin, Victoria Grace, Thea Hosford, Kate Norman, Mike Patterson, Tom Puhl, Robin Smith.

APPROVAL OF MINUTES: A request to approve both the September and October Meeting Minutes. Peter Bairey made the motion to approve both sets of minutes – **Motion carried**

PROOF OF NOTICE: Agenda emailed to the membership on November 18, 2025.

MEMBERSHIP FORUM: No membership forum speakers this month.

PRESIDENT COMMENTS:

President Peter Bairey delivered a prepared statement and requested it be included in the minutes and sent to the Membership.

"I understand the concern in the community with the new board and the uncertainty around change. The board is not making a major shift. We are tightening and streamlining how the board does business. Before we move on with the agenda, I have a brief statement to clarify how the board makes decisions.

Tomahawk Destiny Association is registered with the Secretary of State as a private mutual-benefit nonprofit corporation. We are a multi-million-dollar business with annual revenue in excess of \$400,000. For many of us, this is our second or third-largest investment.

As a self-managed community, the Board is responsible for both policy and property management. Volunteering to serve on the Board of a nonprofit, and taking on the additional burden of managing a shared investment of this size, has depended on a core group of about a dozen people. They rotate through administrative leadership and perform much of the physical maintenance. Kate and Tom did the emotional and physical labor expected of professional property managers for more than a decade.

The Board's authority and decisions are guided by the Bylaws and Administrative Rules, the Oregon Planned Community Act, and Robert's Rules of Order. These are the frameworks that keep our work transparent, consistent, and legally compliant.

The Board is required to deliberate and make decisions in a public forum. Board members can work individually or in a sub-quorum during the month, but they bring that work back to the Board for discussion and decision in open meetings. Volunteer time is precious, and Robert's Rules give us a structure that ensures fair debate, keeps us focused, and provides an orderly way to conclude old business and take up new business."

To Summarize: Membership told us the Bylaws were inconsistently enforced or ignored. In many places, the Bylaws were silent or contradictory to Oregon statute. The only legal path to consistently enforced bylaws must begin with a formal enforcement resolution

Membership also told us the Board was opaque or conducted business in secret. The remedy is to follow the rules laid out in the Planned Community Act, which mirror Oregon's open-meeting laws. Staying within those requirements is a burden and it slows the Board's work, but we are legally obligated to do so.

And Finally: Membership said the board is unresponsive. **Any member may request time to speak in Forum.** The three-minute limit is nominal, and the Board allows reasonable time when needed. **Any member may request that new business be added to the agenda.** Requests to revisit closed old business must come from a Board member."

SECRETARY'S REPORT

Registration form received for new tenants, **Che & Buck**, who moved into **Slip 134**. Information forwarded to Bill Bowling for inclusion on the website.

- Tom O'Connor will meet with the new renters in the coming days to welcome them and orient them to floating home living.

TREASURER'S REPORT

Treasurer Tom O'Connor presented the **financial report for Period 4** (through October 31, 2025), which included the Profit & Loss statement and the summary provided to the Board and membership.

Income & Payments

- Income is slightly behind projections due to a few unprocessed HOA and garage payments; Tom will follow up with Joanne to reconcile. Variance is minor; no anticipated long-term issue.

Expenses

- **Utilities:** A double billing cycle (late-month/early-month overlap) resulted in a utility total over \$10,000 for the month; this will normalize.
- **Overall Expenditures:** Approximately \$12,000, considered a low-spend month.
- **Annual Fire Inspection:** Completed by Firehawk, coordinated via Epic; a scheduled annual expense.

Account Balances

- KeyBank account totals as of October 31 were reviewed and it was discovered that the **interest rate** had been lowered from **2.28% to 0.25% APR**. After Tom questioned the change, KeyBank issued TDA a **new rate of 3.25%**, effective in the next statement.

Reserves

- Starting **reserve balance** was **\$144,000**. First reserve transfer for the fiscal year was completed on October 31, with another completed shortly after (to appear on the next statement).
- The TDA's approved budget includes an **income-to-reserve allocation goal of \$130,192** for the year.
- Transfers are being timed to avoid unnecessary back-and-forth and to ensure liquidity for **upcoming tax payments in February and May**.

OLD BUSINESS

Maintenance Reserve Report Review

President Peter Bairey revisited last month's Maintenance/Reserve Report, to ensure all Board members had a shared understanding. Peter reviewed the following Reserve items:

Parking Lot – Drainage Issue & Seal Coat/Striping

Peter provided an **update** on the **long-standing drainage problems** in the parking lot. He emphasized that this is **not a simple maintenance issue** and will likely require a multi-step solution.

- Peter noted that the parking lot has **more significant long-term issues** and recommended holding off on (**sealing & re-striping**) major capital work until additional research is done.
- The **Parking lot drainage** is a continual problem. Peter discovered that pipe is **90–95% blocked**.
- **Lovett** (same vendor as last year), recommends: **jetting and scoping the line** for ~ **\$4,600**. However, this would **not guarantee to clear the blockage**, only evaluate what is causing the block.
- **Tom O'Connor** was concerned that if the **outflow is jammed**, anything done upstream (jetting, clearing) may be **wasted money**. He suggested contacting a **local dive company** to see if they could access the underwater drainage pipe to **inspect and/or clear it**.

Dredging

- Permits are current.
- The Board to determine who will coordinate the bathymetric (depth) survey.
- Tom O'Connor will meet with Mike Patterson to discuss options, confirm needed steps, and identify whether he or another volunteer should act as project coordinator.

Pilings Project

- Corps of Engineers permit is in place; Mark's Marine will perform the work next fall.
- Tom O'Connor noted the complexity of the project, including the need to coordinate additional contractors and house moves and will assist based on experience from the previous piling replacement.
- Liz Munnely asked about payments and deposits. Peter will confirm the payment schedule; the first payment is estimated at approximately \$179,000 for the next phase, potentially due in March.
- Peter will follow up with detailed financial information prior to the next meeting

Electrical Walkthrough

- Mike Patterson had documented multiple electrical issues around the property: uncovered boxes, loose fixtures, and non-compliant wiring.
- A temporary extension-cord connection powering the sheds needs to be removed; bringing permanent power to the sheds is estimated at ~ \$2,000.
- Peter requested that Mike obtain additional bids for completing the necessary electrical repairs.

Garage Survey (PGV Committee)

- PGV is continuing its garage inspections, compiling photos of interior door panels, connection points, and electrical setups.
 - ◇ Reinforcements vary widely; final recommendations will be prepared after inspections conclude.

OLD BUSINESS

Member Proposal: EV Charging Stations

Introduction & Procedural Clarification – Prior to the Presentation, Peter Bairey made a personal statement (and requested that Liz include it, as a direct quote, in the meeting minutes)

“Robin has a proposal tonight, she’s going to give us a presentation for a New Capital Project. It’s an important amenity that could increase the value and desirability of the moorage.”

However, I need to make an important point here, to frame our discussion before moving forward. This renewal of motion was requested to give Robin the chance to follow up with a detailed proposal from last month where the Board took no action. I’m going to take this opportunity to make it very clear an important duty of the board.

We would never initiate a project based on a single bid. That would violate the bylaws, ORS chapter 94, and our fiduciary duty. Vendors will never appear before the board unless specifically invited and the specific purpose noticed in the Agenda to membership.

No member can solicit a bid on behalf of the moorage, nor can they invite a vendor onto moorage property for any purpose unless by authorization of the board. This is clearly spelled out in ORS Chapter 65 non-profits, Chapter 94 Planned Community Act, TDA bylaws, and the basic fiduciary duties of the directors.”

Peter Bairey noted that no substantive vote would occur during this meeting; a Board member motion would be required in order to move the topic forward.

PRESENTATION

Member Robin Smith presented an updated proposal for installing EV charging stations, (which will be included in these minutes). She opened the presentation, by agreeing with Peter, that this could improve the value of our Moorage.

Scope of the Project

Robin had obtained three bids and chose to present the bid/estimate from Pacific Energy Concepts (PEC) as she believed it to be the most suitable and comprehensive. PEC specializes in EV-related electrical work.

- **Electrical Upgrade Need:** PEC indicated that the upland electrical system is currently insufficient; upgrading the main electrical panel is necessary for any EV charging installation.
- Install two Level-2 charging stations (four ports) located near the Accessible Parking area.
- Additionally, PEC offered to include at no cost, an optional fix for the lower shed's electrical connection.

Robin noted that PEC's plan also aligns with utility requirements and includes coordination with PGE.

Cost & Incentive Grant Funding:

Estimated total cost: ~ \$49,000.

ODOT Grant incentive available: up to \$32,000 toward infrastructure and equipment.

- Remaining cost (~\$17,000) could be funded by membership user fees over five years, with costs decreasing as more residents choose to participate.

Additional Points Raised:

- The ODOT grant funds are first-come, first-served.
- Only \$3M of statewide grant money is available to communities like TDA (the remaining \$7M is reserved for disadvantaged areas).
- Robin conducted an informal resident survey, with her results indicating an interest in EV charging and willingness to pay associated fees.

Robin explained that: She is willing to handle the administrative duties the ODOT Grant requires.

- She is only requesting permission to apply for the grant.
- No financial commitment from TDA is required at this stage.
- If TDA wins the grant, the board can then decide whether to proceed with installation.

History & Context – Robin Smith

Robin referenced a prior proposal by Tom Gentry, which was dismissed by the Board due to existing electrical capacity and the additional costs associated with starting a New Capital Project.

At the end of the Presentation, Robin restated her request to the TDA Board.

To approve authorization for required signatures to apply for ODOT's \$32,000 EV charging incentive.

Board Q&A and Comments

Peter Bairey: Thanked Robin for "a really good proposal" and opened the floor to member comments.

The following questions were asked by Liz Munnelly:

1. Does this require any financial commitment from TDA right now?
 - ◇ Robin confirmed: No. This is only authorization to apply.
2. If TDA wins the grant, does it expire? – is there a deadline to begin the work?
 - ◇ Robin did not know, but estimated that most grants require work to begin within 6–12 months, but said the critical issue is grant funds running out quickly.

Gigi Bustin asked how many EV owners currently live at TDA?

◇ Robin responded that there are Four current EV owners living in our Moorage and at least three additional residents have expressed interest in future EV purchases.

Tom O'Connor raised two points:

1. **EV-Only Parking Requirement** – Tom noted that this grant proposal requires four parking spots be dedicated as EV-only and Robin's proposal indicated that these spots would be located where some of the current handicapped spaces are.

◇ Robin confirmed this is accurate, acknowledging that parking availability has improved recently.

2. **Existing Charging Stations on Hayden Island** – Tom asked how many chargers already exist on the island?

◇ Robin answered: 10 Tesla chargers presently, with 8 chargers at a nearby apartment complex (privately operated).

◇ Robin added that the existing commercial Tesla chargers, (located near Home Depot), cost 57 cents per kWh, making home charging significantly more convenient and economical.

Liz Munnely then asked if the four proposed EV spaces, (displacing two accessible spots), were chosen due to the proximity to the power source and would it cost more money if the location was elsewhere in the parking lot?

◇ Robin replied that it would cost more money if located further from the power source.

Tom added that he appreciated the proposal and members who are willing to step up and do this kind of work. But, he voiced his concern about allocating four parking spaces to any particular cause, for a limited number of people. Especially spaces in a prime position and currently designated as handicapped parking.

Gigi Bustin additionally expressed, how she wished that the Moorage were flush with cash and could afford to add this EV charging amenity, but that it comes down to Convenience vs Necessity. TDA currently has a long list of necessities that must be addressed first.

Robin closed by restating that: The board is only being asked to authorize the Grant Application. If the Grant funds are awarded, then the board can reassess and vote on whether to proceed with installation.

Motion made by Liz Munnely to authorize the necessary Board signatures so that Robin Smith may submit the ODOT Grant Application on behalf of TDA, with the understanding that acceptance of any funding and project initiation would require future Board approval.

Action:

Liz Munnely was the lone yes vote, with Tom O'Connor, Bill Mascot, Gigi Bustin and Peter Bairey against. Motion did not carry.

OLD BUSINESS – ENFORCEMENT POLICY & FINE SCHEDULE

Overview Presented: Adopting a Formal Enforcement Policy and Fine Schedule:

Peter emphasized that having a formal, written policy ensures consistent and fair enforcement, protects the community from overly strict or arbitrary interpretations by future boards, and fulfills the Association's legal and fiduciary responsibilities. He noted that the updated policy includes limitations on fines to prevent excessive penalties or misuse by future boards.

OLD BUSINESS – ENFORCEMENT POLICY & FINE SCHEDULE Continued

Peter stated that the Board will be voting on whether to submit the Enforcement Policy for legal review. If approved and subsequently adopted, the policy will be distributed to the membership and take effect 30 days later.

- Ensures consistent, fair, and respectful enforcement.
- Prevents future boards from interpreting rules inconsistently.
- Helps meet legal and fiduciary obligations and supports stable HOA governance.
- Limits fines to protect members from excessive or arbitrary penalties.

Discussion – Cure Period:

Gigi Bustin raised concern that cure periods were not clearly stated in the Fine Schedule.

- Peter clarified:
 - ◇ **15-day cure period** applies to all violations (the same window homeowners have to request a hearing).
 - ◇ Beyond the initial 15 days, the Board, at its discretion may extend the cure period depending on circumstances.
 - ◇ Allows the Board to address minor vs serious violations appropriately.
 - ◇ The policy text already states the Board may allow additional time under “Decision and Compliance Window.”

Action: Motion was made by Tom O’Connor to submit the Enforcement Policy and Fine Schedule for legal review, which was unanimously approved.

MAINTENANCE COMMITTEE STRUCTURE

Gigi Bustin presented the updated Maintenance Committee Charter. She explained that adopting it is the first step in a broader effort to formalize all committee structures with clear authority, expectations, processes, and ongoing board oversight. Establishing consistent documentation will allow volunteers and board members to step in seamlessly and maintain continuity.

Gigi emphasized that this supports the development of additional committee charters in an organized and transparent manner.

Motion: Gigi Bustin moved that the Board formally adopt the updated Maintenance Committee Charter, including the minor revisions discussed at the prior meeting, and proceed with developing and reviewing the remaining committee charters using the same structured approach.

Vote: The motion carried unanimously

Board members expressed appreciation for the clarity, structure, and long-term value of the charter.

NOTE ADDED TO MINUTES

Resolution 9 (Tow Authority)

Liz Munnely clarified for the record that Resolution 9 (Tow Authority) was approved unanimously by consensus via email, pursuant to the prior month’s discussion. Peter confirmed this should be included in the minutes.

NEW BUSINESS

Piling & Dredging Projects

- Peter noted there were no motions needed tonight, but he wanted to update the Board on progress and confirm responsibilities.
- Several upcoming projects — including future piling phases — will require individual Board members to volunteer as project leads.
- Peter asked members to consider which projects they may want to take on. Responsibilities include requesting bids, tracking progress, and monitoring permits.

Treasurer's Note on Piling Project Timing

- Tom O'Connor raised a concern about payment timing for Mark Marine, noting it may affect the current fiscal year's Reserves. If a large portion of the Phase 2 cost is due this fiscal year, the Reserve Plan may need adjustments.
- Peter agreed urgency is important and that Mark Marine will need to be contacted to confirm current numbers and payment schedule.

Questions on Project Costs

Bill Mascot asked for clarification on whether the quoted dollar figure applied only to Phase 2.

- Peter explained:
 - ◇ Phase 2 is approximately \$179,000.
 - ◇ Phase 3 is approximately \$83,000.

CLOSING COMMENTS & MEETING WRAP-UP

Next Regular Board Meeting is scheduled for January 26, 2026

- A special meeting may be called sooner if action is required after Legal Review of the Enforcement Policy; this would be brief and procedural.

Board Retreat Discussion

Peter Bairey asked whether the Board would be interested in a **Special Session** or retreat to discuss Board Goals, Communications, Meeting Procedures, and Expectations.

- Gigi strongly supported the idea, emphasizing the need to clarify priorities, communication practices, and responsibilities between meetings.
- Several members agreed that an in-person retreat would be ideal.

Comment on Meeting Procedure

- Tom O'Connor raised a procedural concern about the absence of "seconds" for motions. He prefers that the Board continue using seconding, as it has historically, to ensure motions proceed appropriately.
- Peter to look up the relevant section of Robert's Rules regarding small boards, but acknowledged the request. Tom expressed a desire to continue functioning "large-board style" requiring seconds

MEETING ADJOURNED:

Liz Munnely made the motion to adjourn, Tom O'Connor provided the second.

Meeting adjourned at 8:42pm

2025-26 P4 Expense, Cash & Reserve Position:

October 31st 2025

Expenses

Category	Budget	October MTD	YTD
Income	414,010	34,131	135,090
Category	Budget	October	Annual YTD
Maintenance & Repair	24,260	1,459	6,926
Taxes	88,487	-	150
Utilities	117,650	10,374	35,765
Insurance	39,977	-	39,468
Professional Fees	6,749	-	1,235
Other Expenses	7,595	210	1,246
Total Expense B/R	284,718	12,043	84,790

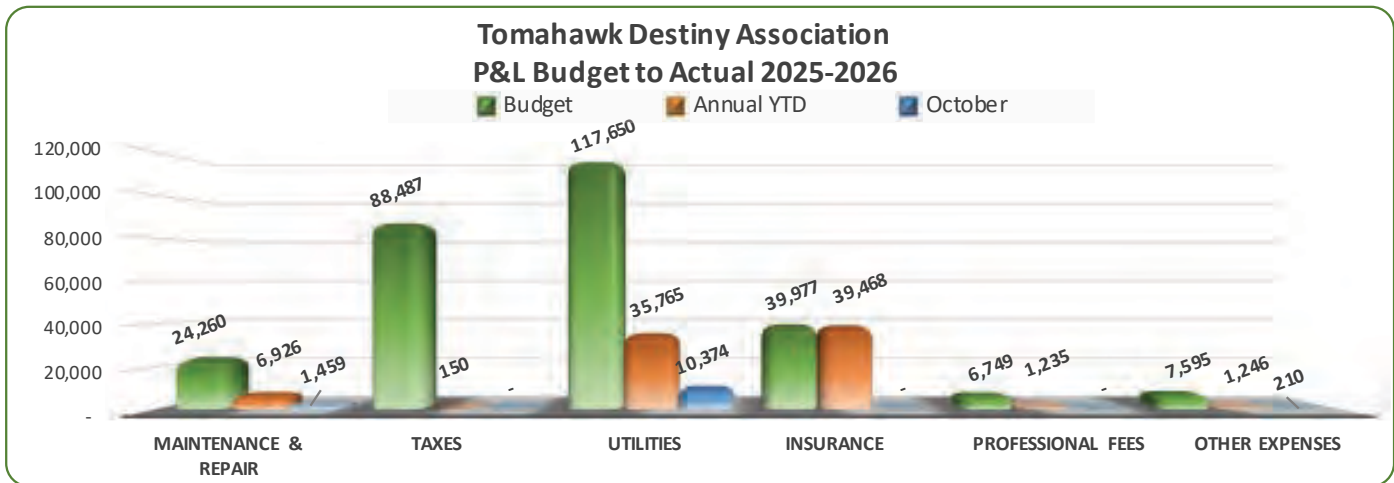
Other Expenses	Budget	MTD	YTD
Security	1,500	-	33
Pet Committee	465	-	98
Internet/Website	1,700	50	466
EPIC	100	-	-
Office Expenses	1,900	160	649
License & Fees	250	-	-
Misc Expense	1,180	-	-
Publications	-	-	-
Meals & Entertainment	-	-	-
Annual Meeting	500	-	-
Total Other Exp.	7,595	210	1,246

Large or Unusual Expenses			
Description		MTD	YTD
Annual Fire Main Inspection		775	775

Cash	
Key Bank - Checking	\$ 41,633.30
Key Bank - Reserve	\$ 160,195.45
TOTAL	\$ 201,828.75
0.25% APR Interest MMDA	\$ 30.92

2025-26 YTD Reserve Activity Summary	
Starting Balance	144,354.49
Transfer Activity	
Oct 31 transfer from checking	\$ 15,000.00
FY Reserve Fund Contributions	\$ 15,000.00
Income to Reserve Goal:	\$ 130,192.00
Reserve Interest Income FYTD:	\$ 840.96
Total FY Reserve Project Expenditures	\$ -

Notes:
Reserve fund transfers started this month



TDA EV Proposal

Robin Smith 11/21/2025

Instructions

Instructions provided for Member Proposals:

Member volunteers bring a unique set of skills and perspective. Board members have an additional fiduciary responsibility to enforce the bylaws and follow the provisions of the Oregon Planned Community Act.

A proposal to a board or management group is a request for action. There is no template. The expectation is that we will all act in good faith and to the best of our ability.

Suggested elements common to proposals are included below.

Why EV

Project or policy needed ON SITE EV CHARGING

- **Climate Change:** Electric cars are a proven way to reduce carbon emissions.
- **Public Health:** Our exposure to gasoline powered cars makes a health hazard, especially for the young and the old.
- **Harm Reduction:** Offering on site charging options will allow more members to choose electric cars.
- **Community Empowerment:** Providing on site charging empowers TDA to be part of the solution producing less pollution and doing our part to reduce carbon emissions.
- **Legal and Ethical Responsibility:** In many regions, there is a growing legal and ethical recognition of the need to address lowering our carbon footprint.
- **Transportation is responsible for 35% of greenhouse gas emissions, per ODOT, hence the incentive program.**

Scope

Scope of work: deliverables/timelines, area affected

Upgrade panel at top of ramp and add two charging stations with 4 ports.

See estimate from PEC attached

Impact

Impact on community

- Incentive to purchase a home in our moorage if EV user
- Less oil in the parking lot and washing into the river
- Option to drive an EV vehicle
- Upgraded electric capacity.

Administrative

Administrative responsibilities: notices to members, contractor access, monitoring compliance and progress, etc.

- Robin is willing to volunteer for these duties

Cost and funding: estimates, source of funds, maintenance cycle, ROI.

- 5 Year Maintenance cost is included in the grant
- See attached PEC Estimate for all details

Tomahawk Island Floating Homes



Custom Engineered Solution For:

Tomahawk Destiny Association

Prepared For:

Robin Smith
Manager



288 N Tomahawk Island Dr., Portland, OR 97217

MEET PEC

Trusted by the best

Pacific Energy Concepts (PEC) is North America's most innovative beneficial electrification and energy optimization company. We deliver customized solutions (like LED, advanced controls, wireless energy monitoring, and EV Charging) that augment and upgrade your business, giving you a competitive edge and future proofing your spaces.

We have worked with some of the most recognized businesses in the world, and plenty of smaller ones, to deliver massive impact over 5,000 partnered companies and counting.



5000+

Partnered Companies

8000+

Completed Projects

\$380M+

Value added to Date

3B+

kWh Saved to date



SCOPE OF WORK

- 1 Provide & Install new overhead meter main panel
- 2 Provide & Install new 40A circuits to power EV Chargers
- 3 Run conduit/wire from new panel to EV Charger locations
- 4 Provide & Install pre-casted concrete bases for EV Charger pedestals
- 5 Provide & Install (2) ChargePoint CPF50 Dual Pedestal units (Total of 4 ports)
- 6 Provide & Install (2) bollards for protection
- 7 Permitting/Engineering Included

FIXTURE KEY

- Conduit Route
- Dual Port Charger
- Electric Panel
- EV Space
- New Electrical Panel
- Safety Bollard



EV CHARGING SITE PLAN

SALES ENGINEER Taylor Lang	PROJECT LOCATION Tomahawk Island Floating Homes	
PROJECT MANAGER	288 N Tomahawk Island Dr	

WORK



Electric Vehicle Charging Station Equipment

No	Manufacturer	Charger	Qty	Mounting	Cable Management
1	Chargepoint	CPF50 Dual Pedestal Unit	2	Included	Included

Installation & Misc Materials

No	Description
1	Provide & Install (1) new overhead meter main panel at location of existing service
2	Provide & Install (2) new 40A 240v circuits
3	Run conduit/wire from new panel to EV Charger locations
4	Trenching and backfill included
5	Provide & Install (2) EV Block pre-casted concrete bases for EV Chargers to be mounted on
6	Provide & Install (2) ChargePoint CPF50 Dual Pedestal Units (total of 4 ports)
7	5-Years Prepaid of the ChargePoint Commercial Cloud Plan for all (4) ports
8	5-Years Prepaid of the ChargePoint Assure Warranty for all (4) Ports
9	Activation/Commissioning for all (4) ports
10	Provide & Install (4) "EV Charging Only" signs (ODOT Requirement)
11	All permitting & engineering fees included

FINANCIAL BREAKDOWN

CAPITAL SUMMARY

By optimizing your projects, we maximize energy savings, secure the greatest incentives (possible) and minimize maintenance costs.
The CARES Act (Coronavirus Aid, Relief, and Economic Security Act) provides a retroactive 10% tax credit and bonus depreciation to make CPE eligible for bonus depreciation (topping to 80% cost) depreciation in 2023.



Investment	\$	48,947.66
Materials	Included	
Installation Labor	Included	
Services	Included	
Sales Tax	Included	
Less Projected Incentives (ODOT)	\$	32,000.00
Net System Investment	\$	16,947.66

Potential Tax Savings Benefit - see tax professional		
Section 30C - Federal Tax Credit	\$	-
Accelerated Bonus Depreciation	\$	3,559.01
Net System Investment (Post-Tax)	\$	13,388.65

Network Fees (Annual)		
Year 1-5 Network Costs	Included	
Year 1-5 Assure Warranty Costs	Included	



* Consult tax professional. Estimated tax savings based off 21% effective tax rate.
* PEC HQ reserves the right to withdraw this proposal 90 days from the date listed on this proposal.

Taylor Lang | 360-946-1915 | Taylor.Lang@pecnw.com

The Motion Requested

The specific motion to be considered:

To approve authorization for signatures on needed documents to apply for ODOT's \$32,000 in incentives for installation of EV chargers. |

Cost to Users

\$17,000 balance of cost if we act quickly and secure the grant

\$17,000 divided by 60 months = \$283 month

4 users = \$71.00 month

6 users = \$47.00 month

10 users = \$28.00 month

Plus their actual charge cost

Email Support Mark Lawwill

New:

Gov. Tina Kotek signed an executive order yesterday directing Oregon agencies to accelerate the state's clean energy transition and cut emissions.

Member support:

Hi Robin. I won't be able to speak at the meeting. But you can use my name as someone who thinks we should secure the available grant in hopes that we can agree to move forward with EV charging being available for those who want to cover any net cost associated with the use. It may be a few years before I decide on a different car but when I do I would like the option of going electric.

Informal Survey

57% yes to EV's

42% no

66% yes, willing to pay small fee for install if a user

33% no

History and Direction Requested

Further direction from TDA: Thank you again for all the work you've put into this project. We share the same goal but not necessarily the priorities. Members forum is available for advocacy and submission of documents. I hope you'll continue to advocate and work towards a practical solution we can vote to approve.

History of request:

The above proposal provides a path to the needed minimal upgrade and the majority of the needed funding, thus eliminating the earlier concerns shown on the response to Tom Gentry's Proposal.

The Motion Requested

The specific motion to be considered:

To approve authorization for signatures on needed documents to apply for ODOT's \$32,000 in incentives for installation of EV chargers. |

Maintenance Committee Charter

1. Purpose

The Maintenance Committee is responsible for maintenance activities for the moorage's shared assets, including docks, utilities, garages, parking areas, landscaping, and safety systems. The committee manages routine and small-scale tasks directly and takes the lead in planning, organizing, and recommending solutions for larger projects.

Equally important, the committee serves as a central source of shared knowledge and continuity, ensuring that maintenance decisions are informed by collective experience and accessible information. The committee operates with a collective share of responsibility for day-to-day maintenance matters, without dependence on board approval for routine decisions.

2. Core Responsibilities of the Maintenance Committee

2.1 Oversight & Inspection

- Conduct routine walk-throughs of docks, pilings, ramps, walkways, utilities, parking lot, garages, lighting, landscaping, storm drains, etc.
- Document conditions and identify safety issues, wear, or needed repairs.
- Recommend preventive maintenance schedules (e.g., dock resurfacing, roof maintenance, striping parking lot).
- Establish maintenance schedules for routine tasks (cleaning, painting, snow/ice removal, float inspections) and seasonal needs, coordinating with the Board on budget planning.

2.2 Planning & Budgeting

- Develop a rolling maintenance calendar (weekly, monthly, seasonal, annual tasks).
- Prepare cost estimates for upcoming repairs, replacements, or contracted services.
- Provide input to the HOA Board for annual budgeting and reserve studies.
- Work collaboratively with the Reserve Committee to align maintenance priorities with long-term capital planning, ensuring accurate reserve projections and coordinated project scheduling.

2.3 Coordination of Work

- Recommend contractors or vendors and review bids for larger projects.
- Oversee smaller volunteer projects (painting, light bulb replacement, basic landscaping).
- Ensure proper permits are obtained when required (especially for docks, electrical, roofs, or structural work).

2.4 Safety & Compliance

- Monitor docks, gangways, handrails, lighting, garage doors, and electrical systems for safety compliance.
- Recommend emergency repairs and notify the Board of urgent hazards.
- Ensure the moorage complies with environmental and local regulations (fuel, sewage, stormwater).

2.5 Communication

- Provide written reports of findings and recommendations to the HOA Board.
- Maintain records of inspections, repairs, vendor warranties, and maintenance history.
- Keep homeowners informed about upcoming projects, disruptions, or safety notices.

2.6 Long-Term Planning

- Track the life cycle of major assets (pilings, floats, roofs, pavement, utility lines, garage structures).
- Recommend reserve contributions to fund future replacements.
- Help the Board avoid deferred maintenance by forecasting needs years in advance.

3. Authority & Limitations

The committee may recommend actions and vendors but may not enter into contracts or commit HOA funds without Board approval.

The committee has authority to manage day-to-day maintenance activities and needs within a budget approved by the Board, including routine materials, supplies, and minor repairs.

Members may volunteer labor for small projects but are not required to perform skilled repairs.

The committee operates under the direction of the HOA Board and reports directly to it.

4. Membership

Committee members are volunteer residents appointed by the Board.

The committee will select a Chairperson to coordinate activities and serve as the primary liaison with the Board.

Meetings will be held as needed and are open to all homeowners.

5. Maintenance Committee Volunteer Opportunities

5.1 Ongoing Jobs (light, routine tasks)

- Dock Walker – Monthly walk-through of docks for loose boards, algae, or hazards.
- Lighting Checker – Weekly or monthly check for burnt-out bulbs in parking, garages, docks.
- Garage Monitor – Quarterly inspection for leaks, roof condition, doors, and signage.
- Landscape Watcher – Seasonal check of trees, erosion, shoreline plantings.
- Clean-Up Helper – Pick up litter, sweep common walkways.
- Snow/Ice Helper (seasonal) – Apply de-icer or sweep docks/walkways during winter storms.
- Fire Safety Checker – Ensure extinguishers and signage are in place and current.

5.2 Repair Team Jobs (hands-on helpers for fix-it days)

- Dock Repair Crew – Replace boards, tighten cleats, fix handrails.
- Garage Repair Crew – Paint touch-ups, minor repairs to doors/trim.
- Parking Lot Helpers – Repaint striping, patch potholes, clean drains.
- Fence & Gate Fixers – Repair latches, hinges, or small sections of fencing.
- Storm Response Team – Clear debris, unclog drains, secure loose dock parts after heavy weather.
- Landscaping Crew – Mulch beds, trim shrubs, replace dead plants, pull weeds.
- Painting Crew – Touch up dock railings, utility boxes, or garage doors.

5.3 Project & Support Jobs (planning, coordination, administration)

- Bid Assistant – Help gather contractor quotes.
- Project Liaison – Serve as point-of-contact with contractors during work.
- Photo Documenter – Take before/after pictures for records.
- Newsletter/Bulletin Helper – Share project updates with the Board newsletter editor.
- Archive Helper – Keep digital folders updated with warranties, invoices, and inspection reports.
- Special Skills Volunteers – Carpentry, electrical/lighting (minor fixture or bulb replacement), plumbing.