



## TDA REGULAR MONTHLY BOARD MEETING

March 23, 2026 Minutes — **Approved 04/27/2026**

Held on ZOOM

**CALL TO ORDER:** President Peter Bairey called the Meeting to order at 6:00 PM.

**ROLL CALL AND QUORUM:** Board members present: Peter Bairey, Liz Munnelly, Tom O'Connor, Gigi Bustin and Bill Mascot. A quorum was confirmed.

Members in attendance included: Steph Bairey, Jill Brown, Steve Bustin, Victoria Grace, Thea Hosford, Del Nordquist, Mike Patterson, and Robin Smith.

**Approval of Minutes:** The Draft February Board Meeting – Peter Bairey moved to approve. Minutes were approved as presented by unanimous consent.

**Proof of Notice:** Meeting Agenda was distributed to Membership on February 16, with a reminder sent on the afternoon of the meeting.

### MEMBERSHIP FORUM:

Robin Smith was the sole speaker during Forum. The Following were the key points:

- Praised Mike Patterson and the maintenance team for progress on deferred maintenance, including what appears to be a viable solution for the parking lot flooding.
- It was Robin's opinion that a \$50 increase (\$42,500 annually) combined with the existing reserve balance of approximately \$200,000 should be sufficient to cover the sewer repair and other scheduled reserve projects.
- Recommended garage fees be tied to their actual cost of ownership; e.g.; a \$30 garage fee increase as sufficient to cover projected door, paint, and roof expenses, provided that revenue is not diverted to general repairs.
- Reported progress on an Energy Trust of Oregon lighting incentive program that could offset all or part of the cost of replacing halogen fixtures. Agreed to continue pursuing this on behalf of the Maintenance Committee.
- Reported that trees identified for removal are classified as "nuisance trees" by the City of Portland, making permits likely to be approved at no cost. **New environmental regulations potentially going into effect in July could make removal much harder.** Noted that removing the trees could potentially create space for bioswales to address storm water issues.
- Encouraged the board to provide more accessible ways for members to participate in board and annual meetings to improve volunteer engagement.

Peter thanked Robin and noted that tree removal and West End lighting will be on the April agenda.

### PRESIDENT'S REPORT:

Peter Bairey provided an overview of the meeting agenda and acknowledged the significant work done by committee chairs in preparing budget and reserve materials. Highlights:

- Thanked Mike Patterson (Maintenance & Reserves) and Tom O'Connor (Operating Budget) for their work in compiling detailed cost estimates and project schedules.
- Noted that the moorage is aging and that both small "honey-do" maintenance items and larger capital projects require attention. The maintenance budget increase reflects this reality.

Peter announced the TDA Town Hall for Friday, March 27, at 6:30 PM at Bill and Trudy's, covering the new governance structure and the website launch.

### SECRETARY'S REPORT:

Liz Munnelly reported she has been working with Bill Bowling and Steph Bairey on the new website rollout, and continues to update forms for the new site to replace lingering outdated versions.

## TREASURER'S REPORT:

Tom O'Connor presented the Period 8 expense, cash, and reserve position report. Key points:

- Tax payment 2 of 3 was made during the period; the final payment is due in May and is budgeted for.
- Reserve account APR has dropped to 1.6% due to KeyBank rate fluctuations. Bill Mascott is leading efforts to move the money market account to KeyBank's commercial side to stabilize rates, targeting a return to approximately 3.5%.
- A \$15,000 transfer to the reserve account was made on February 9th, consistent with the monthly transfer plan to reach the \$130,192 annual target.

Tom also reported on the **online payment portal**: Steph Bairey is leading development of **ACH/credit card payment capability for HOA fees**, working with Tom and Joanne. Beta testing planned. Tom requested go-live be timed to July HOA payments so residents program the new fee amount from the start.

This month's treasurer's report will be attached to the minutes.

## COMMITTEE REPORTS:

Committee Reports submitted in writing will be attached to these meeting minutes.

### Maintenance Committee Report – Presented by Interim Maintenance Chair, Mike Paterson

A full written report was distributed to the Board prior to the meeting – Below are the highlights:

- **Parking Lot Drain**: Jetting appears to be keeping the parking lot drain functional, potentially deferring a more costly parking lot fix. A quote for dry-well installation (approximately \$15,000 per unit, proposed 1–2 units) was received by a contractor as a longterm option and has been added to the reserve forecast as a contingency.
- **West End Flotation**: Additional flotation was added. Final cost came in approximately double initial estimates. Some stringers remain in the water; further inspection is needed to confirm project completion. Future finger dock rebuilds (new logs, new stringers) not yet in the reserve.
  - Mike theorized that the West End sewer line leak, (near slip 550), at the Fernco fitting corresponded to the lowest flotation point on the dock — as the dock sank, it likely pulled the fitting apart. He has updated the reserve to anticipate refloating the second half of the walkway (West End) in approximately 5 years.
- **Sewer Line Maintenance**: In the course of researching the lift station replacement, Mike learned that clean-outs should ideally be installed every 100 feet in sewer lines with minimal slope (as ours are). He suggested this could be done concurrently with the lift station replacement while the system is already offline, and recommended installing special mounting brackets for sewer pipes where needed.
- **Backflow Testing**: Completed testing on main water backflow valves, which provided a better understanding of how to shut off water — **important for the upcoming sewer tank replacement**.
- **Water Quality Advisory**: Mike discovered significantly more sediment in his whole-house filter than in any prior year. He believes this may be a result of last winter's major pipe burst. Members are advised to clean the aerator filters in their faucets. A plumber was also recently called to a unit with low water pressure, which may be related.
- **Free Bench Area**: Discussed with ARC a plan to level the ground, build shelves with a roof, and coordinate with a gardening space for the beautification committee. Small project, a few thousand dollars over time.
- **Sewer Lift Station**: Actively meeting with plumbing contractors. Mike visited JBMI marina to study their comparable system and will speak with their maintenance staff on Tuesday.

## OLD BUSINESS:

### FY 2027 Budget Discussion

**Operating Budget**: Tom O'Connor presented the March 14 working draft of the FY27 operating budget. The draft included placeholder amounts of **\$65 HOA increase and \$50 garage increase** to balance the spreadsheet. Tom emphasized this is a working document; the board does not approve a recommended budget until the April meeting. Key maintenance budget increases were reviewed, including catch basin cleaning/jetting (revised down to ~\$3,700 from the initial \$8,000 estimate based on actual costs), garage door repairs, a gate call box replacement (\$3,500 maximum), and corrected annual fire inspection costs (\$1,500, previously spent but not appearing in budget reports).

Liz Munnelly's alternative budget proposal: \$40/month HOA increase (vs. the placeholder \$65) combined with a \$115/month garage fee increase, bringing garage fees to \$265/month — closer to market rate.

It was noted that garage fees have historically been subsidized by the broader membership and have not kept pace with costs. Liz emphasized that a larger garage fee increase would generate approximately \$30,000 in additional annual reserve revenue, distributing the burden more equitably.

She also acknowledged that higher garage fees may reduce the wait list and allow *all homeowners* in good standing the opportunity to rent a garage.

Gigi Bustin supported bringing garage fees to market rate, characterizing garages as an association asset and a privilege, not a right — and that the entire moorage should benefit from that revenue stream.

**Reserve Fund Analysis:** Peter Bairey presented the capital forecast based on the reserve study. The FY27 opening reserve balance is \$281,000, representing 19% funding (anything below 35% is considered weak).

\$266,000 is the projected draw for FY27. Major projects include:

- The sewer lift station replacement (~\$52,000)
- Finger 2 piling replacement (\$140,000)
- West dock lighting, asphalt seal coat and landscape renovations (~\$26,000)

Liz Munnelly raised a critical concern: the \$140,000 Mark Marine bid for the piling project **does NOT include house moves or utility disconnects**. **These are additional costs with no current estimate**. Additionally, there is the added expense of providing temporary housing for the members, whose homes are moved. Tom O'Connor recalled the last piling project was approximately a 4-day operation (move day, piling work, return/reconnect). Christensen Marine was the subcontractor for house moves at that time.

**Action items from this discussion:**

- Peter agreed that the \$140,000 piling estimate does not include house moving or utility disconnects; he will verify costs with Mark Marine.
- Tom O'Connor will research what was paid and whether it was billed through Mark Marine or directly.
- \$18,000 asphalt seal coat may serve as a contingency buffer – could be deferred if piling costs exceed projections.

A 5-year projection at \$175,000 annual contribution shows reserves going negative approximately \$80,000 during the FY31 dredge year (~\$542,000). The Regenesys reserve study recommended \$175,000 annually; board consensus is that \$180,000 is the minimum.

**Assessment Discussion – Bill Mascott** proposed offering the membership an alternative: a one-time or partial lump-sum payment, tied to a specific project, to reduce the monthly HOA fee.

**Discussion points included:**

A \$71,000 assessment (approximately \$1,000/household) tied to the sewer lift station was used as an example.

It was noted that assessments do not eliminate the need for the \$180,000 annual reserve contribution; they only offer a different payment structure. Tom O'Connor offered to model a "50% assessment" scenario — where 50% of the lift station cost is funded via a one-time assessment, reducing the reserve contribution for the year and partially offsetting the HOA fee increase.

**Concerns raised:** administrative complexity of managing partial-payment plans, questions about assessment collection if a home sells, and equity for fixed-income residents.

Gigi Bustin suggested the board consider hosting a separate town hall specifically focused on the budget and reserve situation, where members could review detailed presentations and ask questions. No decision was made on this suggestion at this time.

Tom O'Connor will produce multiple updated budget versions for board review, incorporating Liz Munnelly's maintenance figures, various garage fee scenarios, and the 50% assessment option.

## Rules and Enforcement – Slip 494

Tom O'Connor reported that the compliance fine letter was sent today, including an invoice prepared by the Bookkeeper, a copy of the original August 2025 violation notice, and a cover letter. The initial \$50 fine has been issued, with \$100/month ongoing fines to accrue if the violation remains unresolved.

The safety issue enforcement letter is pending receipt of the contractor invoice for emergency abatement work. Additional securing work is needed and will be billed to TDA and assessed to the property owner.

The Board discussed next steps, including fines, liens, abatement, and legal action.

**Motion:** To authorize a one-hour legal consultation with the association's attorney to obtain guidance on enforcement options, proper sequencing, and ramifications of each path. **Vote: Unanimous Approval**

**Assignment:** Peter will draft questions for attorney review and circulate to the Board.

## Governance Reorganization Structure

Gigi Bustin provided a brief update. **Committee volunteer recruitment** has reached approximately 90% commitment. The Town Hall on Friday, March 27 at 6:30 PM will focus on **the new governance structure** and website launch. A newsletter is in development. Gigi will circulate a Q&A worksheet to the Board before Friday.

## NEW BUSINESS:

### Sewage Lift Station Replacement

**BACKGROUND:** Two consecutive sewage overflows into the river occurred in February. The tank, custom-built approximately 25 years ago, is **visibly deteriorated** and past its expected life. **Replacement must happen this fiscal year**, moving the project up from its originally scheduled 2030 date.

#### Research Findings:

- Stainless steel custom tank bid: \$10,700 (quarter-inch stainless, 550 gallon)
- Off-the-shelf fiberglass cylindrical systems with pumps and control panel: approximately \$8,000
- Replacement pumps: \$2,300 each (current pumps dated 2009, past 15-year shelf life)
- Additional labor costs, at this time, are unknown
- Existing rail system is non-functional

Discussion went back and forth comparing a cylindrical tank design, and its benefits, over the current rectangular configuration. Mike Patterson visited Jantzen Beach Marina to inspect a comparable system and plans to follow up with their maintenance team.

**The plan under consideration:** pre-assemble the entire new system (tank, pumps, fittings, rail system) at the contractor's shop; remove the old tank system (saving the old pumps as emergency backups); install the new, pre-assembled, complete unit. **Estimated downtime: approximately 4 hours.**

**Contractor Status:** Einstein Plumbing (full bid expected Friday, including disposal and permits), DeTemple Plumbing (meeting scheduled with Mike Patterson), Rose City Plumbing (evaluating), and others contacted. No action taken; research and contractor engagement continuing while waiting on quotes.

### Prose Apartments Traffic Hazard

The Board discussed ongoing traffic hazards from the adjacent Prose apartments, including illegal left turns. Peter has drafted a letter to the property management company (Greystar) in coordination with Hi-Noon. Peter will distribute information about PDX Reporter (pdxreporter.com) and 311 to the community for individual traffic reporting. The street parking situation from Prose appears to have been resolved.

## Community Bulletin Board

Gigi Bustin raised the condition of the community bulletin board area as a communication concern.

- The bulletin board is not attracting member attention — it is frequently fogged with moisture on the inside.
- The sliding plastic door panels are broken, leaving the board exposed and unappealing.
- The space is not serving its intended purpose of keeping members informed.

Gigi proposed a redesign of the space using materials and volunteer labor to build a more functional and attractive structure. Peter Bairey strongly agreed, noting the importance of curb appeal — not only for current members, but for prospective members who arrive and form a first impression.

Tom O'Connor suggested the redesign could serve multiple purposes in a single structure:

- A renewed, weather-protected community bulletin board for notices and communications.
- Integrated storage for life jackets, improving safety equipment accessibility.
- **Improved housing for the AED** (automated external defibrillator), which is currently exposed to afternoon sun all summer. Tom O'Connor noted concern about the heat impact on the device and suggested orienting or enclosing it to receive morning sun only, while potentially improving visibility.

The board agreed this project would be a natural fit for the new Community Committee. ARC approval would be required before any construction. Estimated budget impact would be modest if volunteer labor is utilized — and would fall under the miscellaneous operating budget line.

No action taken; referred to Community Committee for design and proposal development.

## MEETING ADJOURNMENT:

Motion to adjourn was approved unanimously at 8:17 PM

Next Board Meeting to be held April 27<sup>th</sup> at 6PM on Zoom.