Tomahawk Island
FLOATING HOME COMMUNITY
Established in 1999

TDA REGULAR MONTHLY BOARD MEETING
June 2026 Minutes – DRAFT
Held on ZOOM

CALL TO ORDER:

Treasurer Tom O'Connor called the meeting to order at approximately 6:02 PM on Monday, June 22, 2026, chairing in President Bairey's absence.

ROLL CALL AND QUORUM:

Board members present: Tom O'Connor, Liz Munnelly, Gigi Bustin, and Bill Mascott. Peter Bairey was absent. A quorum was confirmed.

Members in attendance: Steph Bairey, Steve Bustin, Jill Brown, Victoria Grace, Danna Herrell, Eric Keebler, Drew Lasky, Kelly Monfort, Lee & Patty Nielsen, Kate Norman, Mike Patterson, Tom Puhl, Robin Smith, and Janice Solemeno

Approval of Minutes: Liz Munnelly made the motion to approve the May 26, 2026 Board Meeting minutes and they were approved by unanimous consent, 4-0.

Proof of Notice: The meeting agenda was distributed to membership on Tuesday, June 16, 2026. A reminder was sent on the day of the meeting.

MEMBERSHIP FORUM:

No membership forum items were raised. The Slip 584 topic will be addressed under New Business.

SECRETARY'S REPORT:

Liz Munnelly announced that two new board members will begin serving in July at the start of FY2027: **Drew Lasky and Robin Smith**. The board will return to seven members next month.

TREASURER'S REPORT:

Tom O'Connor presented the FY26 Period 11 financial report (through May 31, 2026). The financial report will be attached to these minutes.

The Treasurer noted that **maintenance spending continues to run significantly over budget** at $41,000 against a $24,000 budget, a trend reported for several months. The website line item is approximately $1,200 over budget due to the new TDA website. The third and final property tax installment of $29,440 was paid in May. A reserve study update cost of $749 also appeared in the May ledger.

Key Bank balances as of May 31: checking account approximately $7,500; reserve fund approximately $243,000. Reserve interest for the month was $305.00.

The Treasurer reported that $10,000 was transferred from reserves back to checking to cover the tax payment. This amount was reimbursed from checking to reserves in early June, along with an additional $15,000 reserve contribution. Despite these adjustments, **TDA will end FY26 approximately $15,000 short of the income-to-reserve goal**, primarily attributable to the maintenance overspend. The checking account is expected to close June at approximately $10,000 before July HOA revenue arrives.

COMMITTEE REPORTS:

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

Maintenance Committee Report – Presented by Interim Maintenance Chair, Mike Patterson

The Maintenance Committee has two active workstreams: a member obtaining quotes for tree trimming and pruning in the parking lot (with advice on future replacement procedures), and a member reviewing the dumpster enclosure and the old pet gate fence, both of which are on the reserve list for FY27.

On the sewer lift station project, a diver inspection is needed to assess a large sunken log that appears to be attached to the tank, as well as the condition of the float and its remaining service life. Coordination with McCuddy's for use of their boat lift is underway; McCuddy's requires proof of insurance and proof of ownership from the bill-payer (the Treasurer) before proceeding. As an alternative, a crane lift from the parking lot was investigated but is less preferred due to higher cost and complexity. The Maintenance Chair has obtained a certificate of insurance. The Treasurer will coordinate directly with McCuddy's. Mike Patterson will continue to shepherd the sewer lift station project past his June 30 interim term end for continuity.

Parking Garage Vehicle (PGV) Subgroup

The PGV subgroup has sent annual residency verification letters to all 22 garage renters per the rules and regulations. As of the previous day, eight responses were outstanding. The goal is to provide the Board with a complete list of all garage renters and their residency status. The Board reaffirmed Administrative Resolution #7 in 2023, granting legacy exemptions to non-resident garage renters with pre-2023 leases, but did not verify who qualified at that time. This effort is intended to provide actual facts for the Board to reference in any future discussion about the garage rental rules. No one will lose a garage until the Board acts. The PGV subgroup will move under the Community Committee going forward.

OLD BUSINESS:

Governance Structure / Standing Committee Reporting

Gigi Bustin reported on the Community Committee's work to restructure board reporting into five reports covering all areas of responsibility. The goal is a streamlined, online-accessible reporting system. Each committee's areas of responsibility will be defined collaboratively, with all reporting funneling to one committee-level report. The transition will be coordinated with the Secretary to ensure continuity. Current reporting procedures remain in place until the final plan is ready.

Sewer Lift Station

No new updates beyond the Maintenance Committee report. Research/contractor engagement continues.

NEW BUSINESS:

Slip 584 – Property Status and Pending Sale

The Board heard from Lee and Patty, owners of Slip 584, regarding a pending real estate transaction. The prospective buyers have requested assurance that if they choose to move out in the future, they may rent the two separate living spaces of the property independently. The buyers' agent has confirmed this is likely a deal breaker for the sale if they are unable to do so.

The property is a single-family home, not a legal duplex. However, it was modified prior to June 1999 with two fully separate living spaces, including separate entrances, kitchens, and washer/dryers. The owners stated that the property was purchased in 2001 specifically because the configuration allowed the buyer to live upstairs and rent the downstairs, and that it was operated as two occupied residences from approximately 2001 through 2005 with the moorage's knowledge. The owners referenced a 2001 sales addendum and City of Portland plans from 1997 as supporting documentation, though these were not provided to the Board in advance.

The Secretary noted that Slip 584's file does not contain documentation of dual-occupancy status, or previous approved renters in contrast to Slip 556, which has extensive legacy documentation including a notarized affidavit stating that the structure was brought in as a duplex in 1987 with records showing a number of approved renters dating back years. The Board noted that the rules and regulations identify one duplex property in the moorage and expressed concern about the precedent that could be set by affirming a second property's dual-occupancy status.

After discussion, the Board determined it could not vote on this matter without additional documentation and review by legal counsel. The Board requested that the owners provide the 2001 sales addendum, affidavits from long-term residents who can attest to the property's historical use, and any other relevant documentation. The Board will engage legal counsel on an expedited basis.

The Board agreed to target a decision by July 2, in advance of the buyer's July 10 inspection deadline and the July 31 closing date. A special board meeting may be called. All four board members present confirmed this approach. The Board acknowledged the owners' urgency and personal timeline while emphasizing its responsibility to all 71 homeowners.

Board Directors' Code of Conduct

Two draft codes of conduct had been circulated: a longer version prepared by Gigi Bustin and a condensed one-page version prepared by Liz Munnelly. The Board expressed a preference for the one-page version. The vote was deferred to the July meeting so the full seven-member board, including incoming members Drew Lasky and Robin Smith, can review and adopt together. The Secretary will distribute the one-page draft to the incoming board members.

Slip 494 – Status Update

This item had dropped off the agenda in the President's absence. The Treasurer confirmed that non-compliance fines are being rendered but the owner has chosen not to pay them. The owner remains current on HOA dues. The physical status of the property could not be reported without the President present. A board member will email the President requesting an update for the Board's review.

MEETING ADJOURNMENT:

Liz Munnelly moved to adjourn. The motion was approved unanimously.
The meeting adjourned at 7:24 PM.

A special Board meeting was scheduled for June 26 to address the Slip 584 decision.

Next Regular Board Meeting: Monday, July 27, 2026 at 6:00 PM on Zoom. (May be changed to in-person as the new board's first meeting.)