



# Hayden Bay Condominiums

Hayden Bay Condominiums  
585 N Tomahawk Island Drive  
Portland, OR 97217-7923

[www.hbcondos.org](http://www.hbcondos.org)

Lilian Parker, Bookkeeper  
202 N. Hayden Bay Drive  
Portland, OR 97217

## **Minutes of the July 25, 2019 Hayden Bay Condominiums Board Meeting**

**Board Members Present:** Chair and Treasurer Sean Penrith; Donna Hempstead (Landscape/Maintenance); Hazel Larpenteur (Insurance); Sarah Warnick (Secretary); and, Steve Alexander (Director)

**Homeowners Present:** Beverley Duke-Young, Paul Dicker, Lori and Bob March, Ian Ray

**Call to Order:** Chair Sean called the meeting to order at 6:01 pm

**Board Agenda and minutes posted on website:** [www.hbcondos.org](http://www.hbcondos.org)

Steve Alexander moved and Sean Penrith seconded approval of the June 2019 minutes. YES 5 NO 0

### **Treasurer's Report:**

- a. Financials – Report distributed for the month of June 2019 (see attached)
- b. Assessment and Dues Collection reported for the first six months of 2019; next report will include December 2019 information.
- c. Discussion was held about the HBC Check Request Form that allows for maintenance vendors to be paid sooner with the HOA bookkeeper-signed checks. Hazel moved and Steve seconded this system that provides this method for the sake of expediency.  
Discussion also noted checks for expenses under \$1,000 require only one board signature; expenses over that amount require two board signatures.

### **Officers' Reports**

**Maintenance:** (see attached report) Donna Hempstead noted David Nelson, the onetime maintenance vendor, has been replaced by John Kane, who is available for 'light' maintenance repairs. Steve said he is still planning to work on the roof pipe that is part of the roof replacement project on the east complex.

**Insurance:** No report

### **Committee Reports**

Sarah Warnick noted the pool passed a county inspection on July 9, 2019 with a notation that a flow valve on one pipe is needed. Pool Maintenance vendor CMI will ensure compliance.

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**Old Business**

a. Sean and Donna will prepare a report on reserve expenses/contributions & cashflow for the board to review prior to our next meeting on August 22, 2019.

b....Board members were asked to review the Schwindt resolution prior to the August 22, 2019 meeting and a possible vote.

**New Business**

An in depth discussion of HBCondo rentals ensued with two issues of concern: the number of rentals allowed for the complex; and, the possibility of owners selling their properties to new residents who might wish to turn them into Air BnBs. (Note: HBO has three rental units currently with the bylaws stating five are allowed.) Sean and Donna will study the bylaws and other legalities about short-term rentals prior to further discussion at the August 22, 2019 meeting.

Adjournment

Hazel moved and Sean seconded adjournment at 6:57 p.m.

(Attachments: Treasurer's Report for June 2019, Maintenance,



# Hayden Bay Condo Operating Profit & Loss Budget vs. Actual January through July 2019

	Jan - Jul 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3110 · Dues	71,285.84	70,274.12	1,011.72	101.4%
3820 · Bank Interest	0.02			
Total 3000 · Income	71,285.86	70,274.12	1,011.74	101.4%
Total Income	71,285.86	70,274.12	1,011.74	101.4%
Gross Profit	71,285.86	70,274.12	1,011.74	101.4%
Expense				
4000 · Landscaping				
4001 · Landscape Supplies Expenses	90.67	300.00	-209.33	30.2%
4010 · Landscape Contract	14,147.00	14,430.50	-283.50	98.0%
4015 · Landscape Maintenance	2,321.33	2,041.65	279.68	113.7%
4050 · Irrigation Repairs	1,149.18	1,330.00	-180.82	86.4%
4060 · Spraying Contract	383.94	437.50	-53.56	87.8%
4070 · Tree Pruning	1,981.70	1,458.31	523.39	135.9%
4080 · Landscape Misc	650.00	1,166.65	-516.65	55.7%
Total 4000 · Landscaping	20,723.82	21,164.61	-440.79	97.9%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	7,040.73	6,488.40	552.33	108.5%
4235 · RZ Rec. Facility Major Projects	530.16	1,211.56	-681.40	43.8%
4600 · HBC Property Maintenance	7,381.07	4,665.00	2,716.07	158.2%
4601 · Maintenance Supplies Expenses	25.00	300.00	-275.00	8.3%
Total 4200 · Maintenance	14,976.96	12,664.96	2,312.00	118.3%
5000 · Utilities				
5010 · Electricity	889.02	583.31	305.71	152.4%
5020 · Garbage	3,885.00	4,081.00	-196.00	95.2%
5030 · Water & Sewer	7,316.82	8,263.50	-946.68	88.5%
5090 · Cable TV	5,526.50	5,456.97	69.53	101.3%
Total 5000 · Utilities	17,617.34	18,384.78	-767.44	95.8%
6000 · Administration				
6010 · Insurance Expense	6,486.96	6,350.00	136.96	102.2%
6050 · Management	325.00			
6051 · Bookkeeping Expenses	1,950.00	2,275.00	-325.00	85.7%
6060 · Professional Fees	243.00	1,166.65	-923.65	20.8%
6070 · Tax Preparation	300.00	300.00	0.00	100.0%
6100 · Taxes & Licences	50.00	50.00	0.00	100.0%
6230 · Bank Charges	41.65	42.00	-0.35	99.2%
6240 · Office Supplies/Misc	50.00	280.00	-230.00	17.9%

# Hayden Bay Condo Operating Profit & Loss Budget vs. Actual January through July 2019

	Jan - Jul 19	Budget	\$ Over Budget	% of Budget
6300 · Website	0.00	262.50	-262.50	0.0%
6500 · Contingency	295.00	583.31	-288.31	50.6%
Total 6000 · Administration	9,741.61	11,309.46	-1,567.85	86.1%
Total Expense	63,059.73	63,523.81	-464.08	99.3%
Net Ordinary Income	8,226.13	6,750.31	1,475.82	121.9%
Net Income	8,226.13	6,750.31	1,475.82	121.9%