



# 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 June 27, 2019 Hayden Bay Condominiums Board Meeting**

**Board Members Present:** Donna Hempstead, Landscape/Maintenance; Sarah Warnick, secretary; Hazel Larpenteur, (Insurance); Steve Alexander and Debra Alexander, (Directors). **Board Member Absent:** Sean Penrith, president.

**Homeowners Present:** Jan Dimick, Beverley Duke-Young.

**Call to Order:** Donna Hempstead called the meeting to order at 6:00 p.m.

**Minutes** of the May 23 meeting were approved.

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

Discussion of reserve expenses/contributions and cash flow postponed until July 29, 2019 meeting.

### **Committees' Reports**

**Red Zone:** Steve Alexander reported the Hayden Bay Homes gate was disabled during a recent medical emergency that required access to a residence. The gate is now repaired.

**MAINTENANCE, LANDSCAPING, RESERVE PROJECTS:** See attached pages:

**INSURANCE:** Hazel is requesting a copy of the insurance certificate covering Hayden Bay property and .

### **Adjournment**

Hazel Larpenteur moved and Debra Alexander seconded the meeting be adjourned at 6:18 p.m.

The next Hayden Bay Condo Board meeting will be Thursday, July 25, 2019.

## **HBC BOARD MEETING; JUNE 27, 2019**

### **1. RESERVE PROJECT – EAST-END 4-PLEX ROOF – STATUS - COMPLETE**

- Replacement of all Flat surfaces on East-End 4-Plex – Roof and Upper Decks;  
and Upper Bayside Deck – West-End 4-Plex
- 3 bids obtained, JBC Roofing approved by Board (Jan/Feb)
- Down payment (25%) paid (April)
- Stones removed from 2 garage roofs (May 2<sup>nd</sup>)
- Steve Alexander and Donna Hempstead monitoring Project
- Project Started (May 8<sup>th</sup>); Rain Delayed
- Leak – Rain intrusion (May 19<sup>th</sup>); Source Fixed (May 20<sup>th</sup>)
- Pavers Removed from 4 Upper Decks – East-End (May 21<sup>st</sup>)
- Flat Roof(s) Completed (June):
  - Large Main roof
  - Areas over Garages (2)
  - All (4) Upper Decks replaced with new membrane
  - Flat Roof above skylights (2)
- New Decking – Bayside only – over new Membranes

### **2. RESERVE PROJECT – UPPER BAYSIDE DECK - #547 - STATUS**

- Stone Pavers removed/recycled (June 11)
- Deck Repair/Membrane (Completed June 26)
- Decking – Bayside only – to be Done



New Lock put on Shed – PLEASE REMEMBER TO PUT LOCK BACK WHEN USING!

**HBC BOARD MEETING; June, 2019; MAINTENANCE COMMITTEE REPORT**

1. Sidewalk Repair (West-End 4-Plex and #421) -
2. #547 (Weinman) – Repair Light on Stairs –
3. #547 (Weinman) – Repair or Replace Warped Landing Rail - DONE
4. Replace rotten Boards - #401/#407 – Front Entry - IN PROGRESS
5. #525 – Repair or Replace Awning – IN PROGRESS
6. #511 – Replace Fence Cap; Paint Fence Cap – DONE
7. Inspect South Walls – Paint as Needed (#513; #505; #439) – DONE
8. #543 (Brumbaugh) – Repair or Replace Light – Lower Garage Wall
9. #543 (Brumbaugh) – Repair or Replace Light – Entry Wall (Fence)
10. #545 (Owens) – Spot Paint – Exterior by Deck – DONE
11. Wash/Clean all Fence Caps (Except 3 that were recently painted) - DONE

**HBC BOARD MEETING; June, 2019; LANDSCAPE COMMITTEE REPORT**

1. Met with new Brightview Manager – Walkaround
2. Compost Mulch – Driveway areas; Entryways; Beds
3. Created stepping stones at #547
4. Cleaned Up West-End Walkway Corner
5. River Bank Cleared
6. Irrigation System Repaired (#511)
7. Slug Baited all Hostas (Second Application)
8. Planted new Bush at #547 to prevent ingress – bayside walkway.
9. Cleaned flower beds; Planted R/W/B flowers at Driveway Islands
10. Planted white flowers at Bayside Bench

# Hayden Bay Condo

## Operating Profit & Loss Budget vs. Actual

### June 2019

	Jun 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
3000 · Income				
3110 · Dues	10,039.16	10,039.16	0.00	100.0%
Total 3000 · Income	10,039.16	10,039.16	0.00	100.0%
Total Income	10,039.16	10,039.16	0.00	100.0%
Gross Profit	10,039.16	10,039.16	0.00	100.0%
Expense				
4000 · Landscaping				
4001 · Landscape Supplies Expenses	0.00	45.00	-45.00	0.0%
4010 · Landscape Contract	2,028.00	2,061.50	-33.50	98.4%
4015 · Landscape Maintenance	741.45	291.67	449.78	254.2%
4050 · Irrigation Repairs	93.81	190.00	-96.19	49.4%
4060 · Spraying Contract	0.00	62.50	-62.50	0.0%
4070 · Tree Pruning	0.00	208.33	-208.33	0.0%
4080 · Landscape Misc	650.00	166.67	483.33	390.0%
Total 4000 · Landscaping	3,513.26	3,025.67	487.59	116.1%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	1,312.07	926.92	385.15	141.6%
4235 · RZ Rec. Facility Major Projects	0.00	173.08	-173.08	0.0%
4600 · HBC Property Maintenance	2,116.76	667.00	1,449.76	317.4%
4601 · Maintenance Supplies Expenses	0.00	45.00	-45.00	0.0%
Total 4200 · Maintenance	3,428.83	1,812.00	1,616.83	189.2%
5000 · Utilities				
5010 · Electricity	57.20	83.33	-26.13	68.6%
5020 · Garbage	555.00	583.00	-28.00	95.2%
5030 · Water & Sewer	716.15	1,180.50	-464.35	60.7%
5090 · Cable TV	802.94	790.83	12.11	101.5%
Total 5000 · Utilities	2,131.29	2,637.66	-506.37	80.8%
6000 · Administration				
6051 · Bookkeeping Expenses	325.00	325.00	0.00	100.0%
6060 · Professional Fees	0.00	166.67	-166.67	0.0%
6230 · Bank Charges	5.95	6.00	-0.05	99.2%
6240 · Office Supplies/Misc	0.00	40.00	-40.00	0.0%
6300 · Website	0.00	37.50	-37.50	0.0%
6500 · Contingency	0.00	83.33	-83.33	0.0%
Total 6000 · Administration	330.95	658.50	-327.55	50.3%
Total Expense	9,404.33	8,133.83	1,270.50	115.6%
Net Ordinary Income	634.83	1,905.33	-1,270.50	33.3%
Net Income	634.83	1,905.33	-1,270.50	33.3%

# Hayden Bay Condo

## Reserve Profit & Loss Budget vs. Actual

June 2019

Accrual Basis

	Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3150 · Reserve Contribution	21,598.00	15,757.00	5,841.00	137.1%
3820 · Bank Interest	10.45	100.00	-89.55	10.5%
Total 3000 · Income	21,608.45	15,857.00	5,751.45	136.3%
Total Income	21,608.45	15,857.00	5,751.45	136.3%
Gross Profit	21,608.45	15,857.00	5,751.45	136.3%
Expense				
4200 · Maintenance				
4625 · Property Maintenance Reserve	1,497.58	0.00	1,497.58	100.0%
Total 4200 · Maintenance	1,497.58	0.00	1,497.58	100.0%
Total Expense	1,497.58	0.00	1,497.58	100.0%
Net Ordinary Income	20,110.87	15,857.00	4,253.87	126.8%
Net Income	20,110.87	15,857.00	4,253.87	126.8%



Hayden Bay Condo  
**Balance Sheet**  
As of June 30, 2019

	Jun 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Ally Bank CD-12 Month	30,000.00
Ally Bank CD-18 Months	30,343.69
Ally Bank CD-9 Month	30,281.07
Operating Account	78,803.49
Reserve Account	50,711.33
Total Checking/Savings	220,139.58
Accounts Receivable	
11000 · *Accounts Receivable	-28,231.78
Total Accounts Receivable	-28,231.78
Total Current Assets	191,907.80
<b>TOTAL ASSETS</b>	<b>191,907.80</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
30000 · Opening Balance Equity	142,822.62
32000 · Unrestricted Net Assets	32,144.17
Net Income	16,941.01
Total Equity	191,907.80
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>191,907.80</b>