



January 15, 2016

To: Hayden Bay Condominium Homeowners
Fr: Kate Dormer, CMCA
Community Manager
Noah & Associates Community Management
RE: **Important Legislation regarding Vote on Annual Financial Review
Please Read!**

The Oregon Condominium Statute 100.480 states in Section 26, Subsection 4, "The Association of unit owners of a condominium that has annual assessments exceeding \$75,000 shall cause the financial statement required under subsection (3) of this section to be reviewed within 180 days after the end of the fiscal year by an independent certified public accountant licensed in the State of Oregon in accordance with the Statements on Standards in Accounting and Review Services issued by the American Institute of Certified Public Accountants."

Subsequently, the statute goes on to state that, "An Association of unit owners subject to the requirements of subsection (4) of this section may elect, on an annual basis, not to comply with the requirements of subsection (4) of this selection by an affirmative vote of at least 60 percent of the owners, not including the votes of the declarant with respect to units owned by the declarant."

The cost to have a Review for your Association is approximately \$2,500.

If the owners feel they do not want to have a Review, a vote of at least 60% of the owners (11 homeowners) against the Review will need to be sought.

On your Annual Meeting Proxy, you will see that there is a place to vote. Even if you are planning on attending, please fill out your proxy and return in the envelope provided.

Thank you for your attention to this matter. Please contact me at 503 654 0118, if you have any questions.

Thank you!



January 15, 2016

To: Homeowners of Hayden Bay Condominiums

Fr: Kate Dormer, CMCA

Community Manager

Noah & Associates Community Management

RE: Hayden Bay Condo Annual Meeting – Thurs, Feb 25, 2016

6 PM, Rec Room

Enclosed for your review is the information about the upcoming Annual Meeting. Please take a moment to complete and return the Official Directed Proxy and Homeowners Information Sheet in the self-addressed, stamped envelope.

The following information is enclosed:

1. Annual Meeting Notice
2. Directed Proxy*
3. Information regarding CPA Review Legislation
4. Homeowner Information Sheet
5. Hayden Bay Association Directory – draft
6. Self-Addressed Stamped Envelope

*To help with obtaining a quorum prior to the Annual Meeting date, we ask that even if you plan to attend, please complete and return the enclosed proxy.

Should you have any questions about the information enclosed, please do not hesitate to contact me at 503 654 0118.



Hayden Bay Condominiums

Noah & Associates, property managers
12550 SE 93rd Avenue
Clackamas, OR 97015

www.hbcondos.org

Kate Dormer, account manager
kate.dormer@noahandassociates.net
503 654 0118

Thursday, February 25, 2016
Official Directed Proxy

Even if you are planning to attend, **please send in your proxy** so that we can be sure to reach a quorum. Proxies must be completed with your name, address and signature. Incomplete proxies may be voided.

I, _____, being a member in good standing of Hayden Bay Condominiums, Inc. under the duly recorded bylaws of the Association do hereby grant my proxy to:

Proxy's Full Name _____

Proxy's Address _____

Express instructions: I/We expressly direct and instruct my/our proxy to vote as indicated.

I/We vote: ☐ In Favor of the **2015 CPA Review** (this is NOT an audit)

☐ Against the **2015 CPA Review** (this is NOT an audit)

Per ORS 100.480, a review of the Association financial accounts from a Certified Public Accountant (See attached documentation for specific information regarding this requirement).

Said person being a member in good standing of the community, this proxy carries with it full right to the proxy holder to cast their vote as they see fit for any and all issues presented at the above-referenced meeting and any adjourned session of the Annual Meeting.

This proxy is cancelable by my notice in writing or by my Attendance at the Annual Meeting.

Signature _____

Address _____

Date _____

This proxy may be returned in the enclosed envelope or as transmitted by FAX to 503 659 0394 or SCAN to kate.dormer@noahandassociates.net to arrive on or before 3 PM, Thursday, February 25, 2016.

Please note that two director's positions (Larpenteur and Viets) expire as of this meeting. If you are interested in having your name placed in the nomination for a position, please indicate below.

☐ YES ☐ NO

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The cost to have a Review for your Association is approximately \$2,500.

If the owners feel they do not want to have a Review, a vote of at least 60% of the owners (11 homeowners) against the Review will need to be sought.

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Thank you for your attention to this matter. Please contact me at 503 654 0118, if you have any questions.

Thank you!



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503 654 0118

Annual Meeting AGENDA Thurs, February 25, 2016, 6:00 PM Recreation Room

Call to Order: Kate Dormer, Noah and Associates, Community Manager

I. Roll Call and Certifying of Proxies – Kate Dormer

II. Proof of Notice – Kate Dormer

III. Approval of 2015 Annual Meeting Minutes – February 26, 2015

IV. Reports from Board and Committees

- A. President – Victor Viets
- B. Treasurer – Sean Penrith
Reserve Study – Victor Viets & Sean Penrith
- C. Landscape – Sally Anderson & Donna Hempstead & Hazel Larpenteur
- D. Insurance & Maintenance – Dan Redmond
- E. Secretary – Website – HINooN – Amy Welch
- F. Hayden Bay Marina Homes (Rec Rm, Pool, Tennis Court) – Karen Brumbaugh & Dan Redmond

V. Election of Board Members

- A. Two 2-year terms. Expiring are Hazel Larpenteur and Victor Viets.
 - Homeowners are asked to submit their names as candidates. Anyone may come forward as a candidate if they are in good standing as a homeowner. If anyone is submitted as a candidate and is not present at the meeting, that person must give prior permission to serve on the board.
 - The new board will appoint officers and job titles and committees.

VI. Old Business

- A. 10-Year Reserve – Sean Penrith & Victor Viets

VII. New Business

- A. 2016 Budget – Sean Penrith & Victor Viets
- B. Annual Financial Review (not an audit) - Kate Dormer
- C. State Farm – Earthquake Insurance

VIII. Adjourn

A brief Board meeting to elect officers and identify monthly meeting day/time will follow the Annual Meeting, homeowners are welcome to attend.



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503 654 0118

Annual Minutes Meeting
Thurs, February 26, 2015, 6:00 PM
Recreation Room

These minutes are DRAFT minutes, to be approved at the 2016 Annual Meeting.

10 Members Present: Sally Anderson, Jim Folkerts, Hazel Larpenteur, Bob & Lori March, Martin & Alisa Owens, Ed Parkes, Sean Penrith, Dan Redmond, Victor Viets & Donna Hempstead, Amy Welch.

7 Members Represented by Proxy: Fred & Philomena Bender (Amy Welch), Karen Brumbaugh (Amy Welch), Ed & Rozann Juth (Amy Welch), Kara & Brady Mills (Ed Parkes), Bob Palmer (Victor Viets), Tom Repp (Amy Welch), Don & Tess Spina (Amy Welch).

1 Homeowners not Represented: Kari Dapp (527).

Noah & Associates representative Present: Kate Dormer, HB Condos community manager.

Amy Welch, recording secretary.

Call to Order: Kate Dormer called the meeting to order at 6:07 pm.

I. Roll Call and Certifying of Proxies – Kate Dormer

17 homeowners were present in person or by proxy. The necessary quorum was met.

II. Proof of Notice – Kate Dormer

Mailed and emailed all notices on February 5, 2014.

III. Approval of Minutes – February 26, 2014

Marty Owens moved and Hazel Larpenteur seconded to approve the minutes from the 2014 annual meeting.

17 YES 0 NO 1 ABSENT

IV. Reports from Officers

A. President – Victor Viets

- #527 Kari Dapp to remodel but she will get an architectural plan with a structural engineering report, then a board review & approval, before commencing work.
- Guest Parking – Meeting at 10 AM Sunday, March 1, Victor and Marty to meet to review, homeowners welcome to attend.

B. Treasurer – Sean Penrith

- The biggest items on the budget are Landscape, Water/Sewer.
- January 2015: Cash \$5,895.42 (\$3,389.93 Dec 31, 2014)
- Reserve funds \$53,049.41 (\$53,488.12 Dec 31, 2014)
 - i. \$46,045.20 General Reserve account, \$7,004.21 Special Assessment
- Total Assets, \$58,944.83 (\$56,878.05 December)

- Total Capital, \$3,480.95 (\$993.70 December)

Reserve Study – Victor Viets & Sean Penrith

- Distributed and placed on website.
- There is no current plan as to how to fund the Reserve Study. Long-term funding will be discussed and decided at the next regular Board meeting, using the option proposed in the “Cash Flow Reserve Plan” in the Reserve Study.
- The Study is broken into Four Parts
 - Overview
 - Property Description
 - History of Reserve Studies and Major Improvements
 - Component Inventory
 - Building Components
 - Siding – Living Units and Attached Garages
 - Siding – Detached Garages: Replacement
 - Roofing – Replacement
 - Gutters and Downspouts – Renewal
 - Fences – Renewal
 - Painting
 - Awnings – Replacement
 - Metal Rails – Replacement
 - Wood Decks – Replacement
 - Garage Doors – Replacement
 - Doors and Windows - Replacement
 - Grounds Components
 - Asphalt Driveway – Seal Coat
 - Asphalt Bayside Path – Seal Coat
 - Asphalt – Overlay
 - Concrete Curbs – Replacement
 - Concrete Sidewalks – Repair
 - Landscaping – Trees and Sprinkler System
 - River Pump – Replacement
 - River Bank Stabilization (future addition to Reserve Study)
 - Cash Flow Reserve Plan

C. Pool & Rec Room Facility

- Extensive expenses anticipated with the fence and pool apron.
 - i. Dan Redmond is on the design review committee.
- Alisa Owens volunteered to participate on the Homes Board, as it pertains to the pool/rec facility.
- Sean Penrith and Victor Viets are condo reps to the Red Zone committee.

D. Landscape – Sally Anderson & Donna Hempstead

- Landscape to bid out December 2016 for a 3-year contract.
- Affected American Dogwoods to be soil treated three times beginning week of Mar 2 to control anthracnose and to prevent gray mold/fungus.
- West End 4-plex driveway – removal of two pines damaged in wind storm, replaced with Mountain Hemlock, a native species, slow-growing and low maintenance.
- 220 tulip & 100 daffodil bulbs planted end of 2014 – they should be up soon.

- Do not put anything down the storm drains.
- Any landscape work (other than your immediate front door/walkway and inner courtyard) should be coordinated with Sally, Donna or Hazel.

E. Insurance & Maintenance

- Flood Insurance is a \$12,000 per year, and is not currently required by banks for mortgage purposes. After extensive discussion the Board decided to continue this coverage prior to paying the 2014 annual premium.
- No policy claims currently.
- Garage door motion sensor lights are currently out of stock. Dan did find them on the internet. Amazon has a good stock of them, at approx. \$50 each.

F. HINooN – Amy Welch

- Alisa Owens volunteered to be the HINooN rep.

V. Election of Board Members

- a. Three 2-year terms. Expiring are Sean Penrith, Dan Redmond, Amy Welch. No homeowners came forward.

Hazel moved and Marty seconded that we accept the current appointments.

17 YES 0 NO 1 ABSENT

VI. Old Business

a. Aspen-Two Brothers Lien.

- The end appears to be in sight, court date is April 10.
- There is concern as to who is to sign on behalf of the association, and rid homeowners/the association of the liens.
- The association is presently working with three attorneys, one of which is paid by Aspen.

VII. FINANCIAL REVIEW

- a. Oregon Condominium Statute 100.480 states that if an association has annual assessments exceeding \$75,000 that the owners are subject to a financial review. In order to not be subject to a review, a minimum of 60% (11 homeowners) of the owners must vote "no."

3 YES 14 NO 1 ABSENT

VIII. NEW BUSINESS

a. Parking

Not enough parking for guests. There is no resolution presently, it will be an action item for the Board. Sunday, 10 AM, homeowner meeting to walk around and view the problem; make suggestions for resolution.

Hazel Larpenteur moved and Sean Penrith seconded to adjourn the meeting at 7:52 PM

17 YES 0 NO 1 ABSENT

Board Meeting followed – sole purpose was to elect officers.

Victor Viets called the meeting to order at 7:55 PM.

President	Victor Viets
Treasurer	Sean Penrith
Secretary	Amy Welch

Maintenance & Insurance Dan Redmond
Landscaping Hazel Larpenteur

February minutes will be approved at the March meeting.

Hazel moved and Dan seconded to adjourn the meeting at 8:00 PM

HAYDEN BAY CONDOMINIUMS

PLEASE COMPLETE AND RETURN THIS FORM
THANK YOU!

Please fill in the information in this box completely

Date: _____

OWNER INFORMATION

Name: _____

Unit Address: _____

I give permission for my phone number and e-mail to be listed in a homeowner directory:

Yes _____ No _____

Date of Purchase: _____ E-mail: _____

Mailing Address (if different than unit): _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work: _____ Cell: _____

Insurance Company: _____ Phone Number: _____

Insurance Agent: _____ Policy Number: _____

EMERGENCY CONTACT INFORMATION

Please provide below a person(s) who may be contacted in the event of an emergency (preferably this individual should have access to your home). Thank you.

Name: _____

Home Phone: _____ Work Phone: _____

RENTER INFORMATION

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

VEHICLE REGISTRATION

Make _____ Model _____

Year _____ Color _____ License Plate Number _____

Make _____ Model _____

Year _____ Color _____ License Plate Number _____



Hayden Bay Condominiums

Debra & Steve Alexander

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503-481-3577 Debra
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Sally Anderson

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503 309 6912 cell
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Meredith & Sean Penrith

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Kara & Brady Mills

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503 247 7000 Work
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Kara cell 503 709 8966
Emergency Terry Arnold 503 730 7016

HB Condo Property Manager

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Amy & Bill Welch

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