



# Hayden Bay Condominiums

585 N Tomahawk Island Drive  
Portland, OR 97217  
[www.hbcondos.org](http://www.hbcondos.org)

## **AGENDA – Annual Meeting**

**WHEN:** Thursday, February 25 @ 6:00PM

**WHERE:** Clubhouse – Rec Room; **New Gate Code 1320**

**\*NO CONTACT MEETING – PRINT OUT YOUR OWN MATERIALS\***  
**ALL HOMEOWNERS INVITED TO ATTEND – MUST WEAR MASKS**

1. **Roll Call and Certifying of Proxies** Lori March
2. **Proof of Notice of Meeting; Electronic and/or U.S. Mail** Lori March
3. **Approval of Minutes of February 27, 2020 Meeting** Lori March
4. **Officers and Committee Reports:**
  - a. Chair: Maintenance Donna Hempstead
  - b. Treasurer: 2021 Budget Sally Anderson
  - c. Secretary: Website Lori March
  - d. Insurance Hazel Larpenteur
  - e. Landscape: Donna Hempstead & Sally Anderson
  - f. Red Zone: Steve Alexander & Sally Anderson
5. **Election of Officers:** Lillian Parker

Three 2-year positions to be filled.
6. **Old Business:** Donna Hempstead
  - a. Reserve Status Report
7. **New Business:** Lillian Parker
  - a. Annual Audit Vote, as required by law.
8. **Adjournment:** Donna Hempstead

### **2020 BOARD**

Board Chair: Donna Hempstead  
Treasurer: Sally Anderson  
Secretary: Lori March  
Insurance: Hazel Larpenteur  
Director: Steve Alexander

### **BOOKKEEPER**

Lillian Parker  
202 N Hayden Bay Drive  
Portland, OR 97217  
[lillian@edosit.com](mailto:lillian@edosit.com)

**Hayden Bay Condominiums  
2021 Annual Meeting  
Thursday, February 25, 2021  
Official Directed Proxy**

**This proxy may be returned via email to Lori March, Secretary, at: [lorimmarch@gmail.com](mailto:lorimmarch@gmail.com) (Note two "m"s), or mailed to 585 N. Tomahawk Island Dr., Portland, OR, to arrive by Feb. 25<sup>th</sup>, or presented at the meeting.**

Even if you are planning to attend, please send in your proxy (one per Unit) so that we can be sure to reach a quorum of 50%. Proxies must be completed with your name, address, and signature. You can direct your proxy to any Board Member, or any other HBC Owner of your choosing.

I, \_\_\_\_\_, being an Owner in good standing of Hayden Bay Condominiums, Inc. under the duly recorded Bylaws of the Association do hereby grant my proxy to:

Proxy's Name \_\_\_\_\_

Proxy's Address \_\_\_\_\_ N. Tomahawk Island Drive, Portland, OR. 97217

In the event my proxy does not attend the meeting, I hereby authorize the presiding Board Member to cast my vote.

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 directed by me for the above-referenced Meeting. In the event I do not attend the meeting, and have not directed the proxy holder how to vote on the issues presented, the proxy holder may cast my vote as they see fit.

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

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date Signed: \_\_\_\_\_ 2021



# Hayden Bay Condominiums

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

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

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

## Minutes of the February 27, 2020 Hayden Bay Condominiums Annual Meeting

**CALL TO ORDER:** Sean Penrith called the meeting to order at 6:10 p.m.

**ROLL CALL:** Secretary Sarah Warnick showed a Proof of Notice mailing, took attendance and reported 17 of 18 homeowners were present or by proxy: Steve Alexander, Sally Anderson, Fred Bender, Karen Brumbaugh, Jan Dimick, Donna Hempstead, Hazel Larpenteur, Lori & Robert March, Sean Penrith, Thomas Repp, Teresita & Donald Spina, Beverley Duke-Young, Sarah Warnick, Scott Weinmann and Amy Welch. Other attendees included: Marsha Brumbaugh, Paul Dicker, Ian Ray and HOA Bookkeeper Lillian Parker. Absent: Karen Anderson

**The 2019 CPA Review** (not an audit) received three in favor, eight against, and two abstentions on the proxies.

**The Minutes of the 2019 Annual Meeting:** Hazel Larpenteur moved and Donna Hempstead seconded approval of the Hayden Bay Condominiums minutes. The Board voted unanimously to approve the minutes.

### BOARD AND COMMITTEE REPORTS:

Treasurer Sean Penrith presented the **Treasurer's Report for the month of January 2020** and the **Treasurer's Budget Report for 2020**. Penrith pointed out this is the second consecutive year in which the HOA managed to lower homeowners dues amount. Steve Alexander moved and Hazel Larpenteur seconded approval. The Board voted unanimously to approve the 2020 Budget. Each homeowner will receive a dues reduction.

**Landscape and Maintenance Reports:** Donna Hempstead and Sally Anderson presented the Hayden Bay Condos Annual Landscape Report; Hempstead and Amy Welch presented the Annual Maintenance Report. A copy of the report is attached.

**Red Zone:** Representative Steve Alexander said Red Zone now meets quarterly. The next meeting is 7 p.m. March 25, 2020, in the Rec Room.

**Board Election:** Two seats (Alexander, Larpenteur) were open. Sean Penrith resigned as Chair and Treasurer; Donna Hempstead will replace him as Chair and Sally Anderson was nominated to serve as Treasurer. Hazel Larpenteur moved and Hempstead seconded the nomination. The Board unanimously approved. The remainder of the Board will retain their seats (Steve Alexander, Hazel Larpenteur and Sarah Warnick.)

**Schwindt Resolution:** The Association Resolution for Revenue Ruling - Excess Income Applied to the Following Year's Assessments was presented, explained and is now a part of the Annual Meeting Minutes.

**Adjournment:** Steve Alexander moved and Hazel Larpenteur seconded the Annual Meeting be adjourned. The Board voted unanimously to adjourn at 6:58 p.m. The next annual meeting will be February 25, 2021.

One Vote per Condo Unit

NAME(s): \_\_\_\_\_

Condo No.: \_\_\_\_\_

**2021 HBC ANNUAL MEETING – BALLOT FOR 2 REQUIRED ITEMS:**

**1. BOARD OF DIRECTORS POSITION BALLOT – Please only VOTE FOR THREE**

\_\_\_\_\_ Donna Hempstead \_\_\_\_\_ Write In \_\_\_\_\_

\_\_\_\_\_ Lori March \_\_\_\_\_ Write In \_\_\_\_\_

\_\_\_\_\_ Sally Anderson \_\_\_\_\_ Write In \_\_\_\_\_

**Current Officers are Running for Renewed Terms; Any Owner of Record May Run.**

**Submit your Vote at the Annual Meeting, or via your Proxy, or Emailed to the Secretary,**  
[lorimmarch@gmail.com](mailto:lorimmarch@gmail.com) (Please note two “m”s)

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**2. Annual Audit Vote: Board is Recommending a Vote FOR the Audit/Financial Review.**

**ORS 100.480 (4)** Within 90 days after the end of the fiscal year, the board of directors shall: **(a)** Prepare or cause to be prepared an annual financial statement consisting of a balance sheet and income and expenses statement for the preceding fiscal year; and **(b)** Distribute to each unit owner a copy of the annual financial statement.

**(5)** [The] association of unit owners of a condominium that has annual assessments exceeding \$75,000 shall cause the financial statement required under subsection (4) of this section to be reviewed within 300 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 for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

**(6)** The association of unit owners of a condominium that has annual assessments of \$75,000 or less shall ...[N/A]

**(7) An association of unit owners subject to the requirements of subsection (5) of this section may elect, on an annual basis, not to comply with the requirements of subsection (5) of this section by an affirmative vote of at least 60 percent of the owners....**

The cost to have a review is approximately \$2,500.00 - \$3,000.00. There has been no such review for approximately 8 years. The Board is recommending a Vote FOR the Audit/Financial Review. This is not a full audit. The Board believes it is necessary to have a professional review of financial procedures resulting in recommendations for improved procedures. The cost will not change the 2021 Monthly Dues, as the line item for Professional Fees is a part of the Budget.

\_\_\_\_\_ Vote FOR Financial Review

\_\_\_\_\_ Vote AGAINST Financial Review

**Submit your Vote at the Annual Meeting, or via your Proxy, or Emailed to the Secretary,**  
[lorimmarch@gmail.com](mailto:lorimmarch@gmail.com) (Please note two “m”s)

**Hayden Bay Condos**  
**Annual Landscape Report for 2020**  
**Feb. 25, 2021**

**Sally Anderson & Donna Hempstead**

- Lawns Mowed; Driveways Cleared; Sidewalks Cleared
- Herb Garden Cleaned; New soil Ready for Spring
- Ground Cover Trimmed from Building; West-End 4-Plex
- Beds Weeded; Bushes Trimmed
- River Pump Inspected; Fuses replaced
- Lawn Sprayed for Pre-Emergent (Weed Control)
- Dogwoods sprayed for anthracnose disease prevention
- Pines Trimmed for Roadside Clearance (#511-#527 Driveway)
- Star Magnolia Beds Cleaned and Weeded
- Ivy Beds Trimmed; Rake/Cleaned Beds at Entryways
- Rhodies/Azaleas Sprayed for Lace Wing bug
- Riverbank Cleared – One layer of Willows remain for Mitigation
- Spring/Fall flowers planted at driveway islands
- New Plantings at East-End 4-Plex Driveway Side; 20 Perennial Grasses
- Met with new Brightview Manager (Tanya Thompson) several times for walk-through
- Flowers obtained and placed at HBC Sign, Driveway Islands
- Trimmed tree limbs away from chimneys; Other Trees Trimmed
- Irrigation System Inspected, Adjusted, Repaired as Necessary
- Slug Baited all Hostas (Slug Bait largely unavailable in 2020)
- 4 Pines Downed in September Wind Storm; 3 Replaced with slow-growing Mountain Hemlock; 1 Maple; #419-#421-#437
- Composted Mulched Beds
- Winterized Irrigation System

**Hayden Bay Condos**  
**ANNUAL MAINTENANCE REPORT OF WORK COMPLETED IN 2020**  
**Donna Hempstead & Amy Welch**

1. Garage Motion Sensor Lights Replaces where Needed - DONE
2. Replace Wood Blocks on East-End 4-Plex Roof to Secure Gas Lines - DONE
3. Repair Lamp Post at #437/#439 - DONE
4. Repair Roof at Seam #511 - DONE
5. Maintenance Notebook Updated for 2020 - DONE
6. Wash Algae Off Buildings and Fences - DONE
7. Flat Roof Membrane – Secure to Structure West-End 4-Plex - DONE
8. Cleaned buildings for Moss removal – DONE
9. Sand/Paint Fence Cap #437 – DONE
10. Mark Locates for Reserve Driveway Project – DONE
11. Prep for Curb Replacement – Move Dirt back to Widen Parking Spots - DONE
12. Inspected Roofs and Gutters – Gutters Cleaned - DONE
13. Repair Damage at West-End 4-Plex Detached Garage - DONE
14. Remove Old Curbs for Reserve Project – DONE
15. Remove Bumpy Asphalt, Repair with New Asphalt where Needed in Driveways - DONE
16. Repaired Address Signs – DONE
17. Install New Curbs for Reserve Project - DONE
18. Seal Coat All Driveways – DONE
19. Garage Motion Sensor Lights – Cleaned and Bulbs Replaced as Needed - DONE
20. Modify/Improve Pathway to West-End Mailbox - DONE
21. Patch/Repair/Paint/Rail Landing at #545 - DONE
22. Repair Electricity to Bayside Path Light - DONE
23. Replace Rotten Posts at HBC Sign - DONE
24. Washed/Cleaned all Fence Caps - DONE
25. Remove and Replace Wood Sidewalk Spacers Trip Hazard #543-#545 - DONE
26. Wood Blocks replaced on East-End Roof to Secure Gas Lines - DONE
27. Backflow Check of Water System – DONE
28. Clean Gutters and Blow Flat Roofs – DONE
29. Pump Out Storm Drains – DONE
30. Obtain Bids for Reserve Project – Driveways – IN PROGRESS

# Hayden Bay Condo

## Profit & Loss Budget Overview w/ Reserve

January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
3000 · Income	
3001 · Carryforward for Operatons	10,755.00
3110 · Dues	110,833.80
3150 · Reserve Contribution	41,031.00
3820 · Bank Interest	240.00
Total 3000 · Income	162,859.80
Total Income	162,859.80
Gross Profit	162,859.80
Expense	
4000 · Landscaping	
4001 · Landscape Supplies	480.00
4010 · Landscape Contract	25,761.00
4015 · Landscape Maintenance	3,200.00
4050 · Irrigation Repairs	2,000.00
4060 · Spraying Contract	750.00
4070 · Trees	2,200.00
4080 · Landscape Misc	2,000.00
Total 4000 · Landscaping	36,391.00
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	12,670.00
4235 · RZ Rec. Facility Major Projects	0.00
4600 · HBC Property Maintenance	10,000.00
4601 · Maintenance Supplies	480.00
4625 · Property Maintenance Reserve	55,200.00
Total 4200 · Maintenance	78,350.00
5000 · Utilities	
5010 · Electricity	1,500.00
5020 · Garbage	6,996.00
5030 · Water & Sewer	14,000.00
Total 5000 · Utilities	22,496.00
6000 · Administration	
6010 · Insurance Expense	28,100.00
6051 · Bookkeeping Expenses	4,800.00
6060 · Professional Fees	5,000.00
6070 · Tax Preperation	300.00
6100 · Taxes & Licences	50.00
6230 · Bank Charges	0.00
6240 · Office Supplies/Misc	480.00
6300 · Website	400.00
6500 · Contingency	1,000.00
Total 6000 · Administration	40,130.00
Total Expense	177,367.00
Net Ordinary Income	-14,507.20
Net Income	-14,507.20

# Hayden Bay Condo

## Profit & Loss Budget Overview - Operating Acct

January through December 2021

	Jan - Dec 21
<b>Ordinary Income/Expense</b>	
Income	
3000 · Income	
3001 · Carryforward for Operatons	10,755.00
3110 · Dues	110,833.80
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Total 3000 · Income	121,588.80
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Total Income	121,588.80
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Gross Profit	121,588.80
Expense	
4000 · Landscaping	
4001 · Landscape Supplies	480.00
4010 · Landscape Contract	25,761.00
4015 · Landscape Maintenance	3,200.00
4050 · Irrigation Repairs	2,000.00
4060 · Spraying Contract	750.00
4070 · Trees	2,200.00
4080 · Landscape Misc	2,000.00
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Total 4000 · Landscaping	36,391.00
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	12,670.00
4235 · RZ Rec. Facility Major Projects	0.00
4600 · HBC Property Maintenance	10,000.00
4601 · Maintenance Supplies	480.00
	<hr/>
Total 4200 · Maintenance	23,150.00
5000 · Utilities	
5010 · Electricity	1,500.00
5020 · Garbage	6,996.00
5030 · Water & Sewer	14,000.00
	<hr/>
Total 5000 · Utilities	22,496.00
6000 · Administration	
6010 · Insurance Expense	28,100.00
6051 · Bookkeeping Expenses	4,800.00
6060 · Professional Fees	5,000.00
6070 · Tax Preperation	300.00
6100 · Taxes & Licences	50.00
6230 · Bank Charges	0.00
6240 · Office Supplies/Misc	480.00
6300 · Website	400.00
6500 · Contingency	1,000.00
	<hr/>
Total 6000 · Administration	40,130.00
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Total Expense	122,167.00
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Net Ordinary Income	-578.20
	<hr/>
Net Income	<b>-578.20</b>