



# Hayden Bay Condominiums

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

## **AGENDA – Annual Meeting**

**WHEN:** Thursday, February 24 @ 6:00PM

**WHERE:** *Virtual Meeting: Please log on as sent via email*

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 25, 2021 Meeting** Lori March
4. **Officers and Committee Reports:**
  - a. Chair: Maintenance Donna Hempstead
  - b. Treasurer: 2022 Budget Overview Sally Anderson
  - c. Secretary: Lori March
  - d. Insurance Hazel Larpenteur
  - e. Landscape: Donna Hempstead & Sally Anderson
  - f. Red Zone: Hazel Larpenteur & Sally Anderson
5. **Election of Officers:** Lillian Parker  
Two 2-year positions to be filled.
6. **New Business:** Lillian Parker
  - a. Annual Financial Review, Vote as required by law.
7. **Adjournment:** Donna Hempstead

### **2021 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)



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Hayden Bay Condominiums

Lillian Parker,

Bookkeeper

585 N Tomahawk Island Drive  
Portland, OR 97217-7923

202 N. Hayden Bay Drive  
Portland, OR 97217

## Minutes of the February 25, 2021 Hayden Bay Condominiums Annual Meeting

**CALL TO ORDER:** Donna Hempstead called the meeting to order at 6:08 p.m.

**ROLL CALL:** Secretary Lori March, showed a Proof of Notice mailing, took attendance and reported 13 of 18 homeowners were present in person or by proxy: Steve Alexander, Sally Anderson, Karen Brumbaugh, Jan Dimick, Beverly Duke-Young, Donna Hempstead, Hazel Larpenteur, Lori & Robert March, Nora Paul, Thomas Repp, Teresita & Donald Spina, and Amy Welch. Other attendees included: Brian Brumbaugh, Paul Dicker and HOA Bookkeeper Lillian Parker. Absent: Karen Anderson, Mitch Eaton, Fred Bender, Sean Penrith and Dan Redmond.

**The Minutes of the 2020 Annual Meeting:** Hazel Larpenteur moved and Donna Hempstead seconded approval of the Hayden Bay Condominiums 2020 Annual Meeting minutes. The Board voted unanimously to approve the minutes.

### BOARD AND COMMITTEE REPORTS:

Treasurer Sally Anderson presented the **Treasurer's Budget Report for 2021**. Steve Alexander moved and Hazel Larpenteur seconded approval. The Board voted unanimously to approve the 2021 Budget. (Was previously approved. No change in HOA dues).

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

**Insurance:** Hazel Larpenteur reported the Insurance policies have been paid and there are no issues at this time.

**Red Zone:** The next meeting (Annual) is 7 p.m. March 17, 2021, in the Rec Room, or by Zoom.

**Board Election:** Three seats (Hempstead, Anderson, March) were open. Ballots were counted and Hempstead, S. Anderson, and L. March were elected (renewal terms).

### Old Business:

Donna Hempstead gave an update on the Reserve Plan. The Reserve Plan is off by a year due to the resources for 2019 going entirely to the Red Zone Pool Project, which was not in the original Reserve Plan. The Financial Review will be asked to address the fact.

### New Business:

- a) **The CPA Financial Review** (not an audit) received eight in favor, five against, and five abstentions on the proxies, and will be carried out in 2021.
- b) **Annual Resolution for Revenue** Donna Hempstead read the Revenue Ruling regarding Excess Income applied to following years assessments and asked for a Vote of Members Agreement. Hazel Larpenteur moved and Steve Alexander seconded the motion. The Members voted in favor.

**Adjournment:** Donna Hempstead moved and Lori March seconded the Annual Meeting be adjourned. The Board voted unanimously to adjourn at 6:56 p.m. The next annual meeting will be February 24, 2022.

Following the Annual Meeting, the elected Board met to determine Officers. Hempstead will remain as Chair, Anderson will remain as Treasurer and March will remain as Secretary. The remainder of the Board will retain their seats (Steve Alexander and Hazel Larpenteur).

# Hayden Bay Condo

## Operating & Reserve Budget

### January through December 2022

	Actual Jan - Dec 21	2021 Budget	Adopted Jan-Dec 22
<b>Ordinary Income/Expense</b>			
Income			
3000 · Income			
3001 · Carryforward for Operatons	18,755.00	18,755.00	20,000.00
3110 · Dues	110,836.32	110,836.32	115,916.32
3150 · Reserve Contribution	43,196.00	41,031.00	43,196.00
3820 · Bank Interest	86.67	240.00	100.00
Total 3000 · Income	172,873.99	170,862.32	179,212.32
Total Income	172,873.99	170,862.32	179,212.32
Gross Profit	172,873.99	170,862.32	179,212.32
Expense			
4000 · Landscaping			
4001 · Landscape Supplies	217.37	480.00	480.00
4010 · Landscape Contract	25,761.00	25,761.00	26,539.00
4015 · Landscape Maintenance	2,766.63	3,200.00	3,200.00
4050 · Irrigation Repairs	1,355.83	2,000.00	2,000.00
4060 · Spraying Contract	383.94	750.00	750.00
4070 · Trees	882.50	2,200.00	2,200.00
4080 · Landscape Misc	1,286.96	2,000.00	2,000.00
Total 4000 · Landscaping	32,654.23	36,391.00	37,169.00
4200 · Maintenance			
4230 · RZ Rec. Facility Maint	13,419.97	12,670.00	14,500.00
4235 · RZ Rec. Facility Major Projects	0.00	0.00	0.00
4600 · HBC Property Maintenance	6,951.27	10,000.00	10,000.00
4601 · Maintenance Supplies	121.92	480.00	480.00
4625 · Property Maintenance Reserve	61,275.00	55,200.00	55,200.00
4200 · Maintenance - Other	0.00		0.00
Total 4200 · Maintenance	81,768.16	78,350.00	80,180.00
5000 · Utilities			
5010 · Electricity	1,443.67	1,500.00	1,520.00
5020 · Garbage	6,660.00	6,996.00	6,996.00
5030 · Water & Sewer	14,226.17	14,000.00	14,800.00
Total 5000 · Utilities	22,329.84	22,496.00	23,316.00
6000 · Administration			
6010 · Insurance Expense	27,989.00	28,100.00	29,100.00
6051 · Bookkeeping Expenses	4,800.00	4,800.00	4,800.00
6060 · Professional Fees	13,733.50	13,000.00	17,000.00
6070 · Tax Preperation	300.00	300.00	300.00
6100 · Taxes & Licences	50.00	50.00	50.00
6230 · Bank Charges	0.00	0.00	0.00
6240 · Office Supplies/Misc	55.00	480.00	100.00
6300 · Website	95.96	400.00	200.00
6500 · Contingency	0.00	1,000.00	200.00
Total 6000 · Administration	47,023.46	48,130.00	51,750.00
Total Expense	183,775.69	185,367.00	192,415.00
Net Ordinary Income	-10,901.70	-14,504.68	-13,202.68

**Hayden Bay Condos**  
**Annual Landscape Report for 2021**  
**Feb. 24, 2022**

**Sally Anderson & Donna Hempstead**

- Lawns Mowed; Driveways Cleared; Sidewalks Cleared
- Beds Weeded; Bushes Trimmed; Trees Trimmed
- Major Tree Breakage from Feb. 2021 Ice Storm Cleared
- Herb Garden Cleaned; New soil Ready for Spring; Fall Cleanup
- Lawn Sprayed for Pre-Emergent (Weed Control)
- Dogwoods sprayed for anthracnose disease prevention – Heat Damage
- River Pump Inspected; Fuses replaced
- Ivy Beds Trimmed; Rake/Cleaned Beds at Entryways
- Rhodies/Azaleas Sprayed - Lace Wing bug
- Dead Pine Removed – Driveway Side near #439
- Riverbank Cleared – One layer of Willows to remain for Mitigation
- Met with new Brightview Manager (Tanya Thompson) several times for Grounds Inspections
- Flowers planted at HBC Sign, Driveway Islands
- Star Magnolia Beds Cleaned and Weeded
- Irrigation System Inspected, Adjusted, Repaired as Necessary
- Slug Baited all Hostas
- Composted Mulched Beds
- Winterized Irrigation System

**Hayden Bay Condos**  
**ANNUAL MAINTENANCE REPORT OF WORK COMPLETED IN 2021**  
**Donna Hempstead & Amy Welch**

1. Garage Motion Sensor Lights Replaces where Needed – DONE
2. Outdoor Faucet Covers installed for Winter – DONE
3. Replace Rotten Posts at HBC Sign - DONE
4. Maintenance Notebook Updated for 2021 – DONE
5. Repair Roof Leak at #545 – DONE
6. Clean Upper Back Patio (#405) potential drip in Lower Unit – DONE
7. Clean Upper Back Patio Deck (#437) leak into Garage - DONE
8. Obtain Bids for Reserve Project – West-End 4-Plex Upper Roof and Flat Garage Roofs Duplexes – DONE
9. Wash Algae Off Buildings and Fences - DONE
10. Clean buildings for Moss removal – DONE
11. Repair/Reseal Flat Roof Joints at Leaks #439, #421, #511 - DONE
12. Replaced Flat Roof top over Attached Garages Duplexes – DONE
13. Replaced Flat Roof top of West Side 4-Plex - DONE
14. Repair/Replace Rotted Fence Cap at #507 – DONE
15. Clean Area around Shed - DONE
16. Inspected Roofs and Gutters – Gutters Cleaned - DONE
17. Replace Garage Motion Sensor Light Fixture at West-End 4-Plex Detached Garage - DONE
18. Repair Address Signs – DONE
19. Garage Motion Sensor Lights – Cleaned and Bulbs Replaced as Needed - DONE
20. Washed/Cleaned all Fence Caps and Removed Algae from Buildings - DONE
21. Backflow Check of Water System – DONE
22. Repair Hole in Fence at West End - DONE
23. Research re: River Bank Repair Need for Engineering Work – DONE
24. Replaced Bayside Pole at #543 - DONE
25. Address Leak at Courtyard Overhang from Upper Deck area # 507 – IN PROGRESS