



Hayden Bay Condominiums

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

Website:
www.hbcondos.org

Lillian Parker, Bookkeeper
202 N. Hayden Bay Drive
Portland, OR 97217
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Minutes of the April 30, 2020 Hayden Bay Condominiums Board Meeting

Board Members Present: Chair, Donna Hempstead; Treasurer, Sally Anderson; Secretary, Sarah Warnick; Insurance, Hazel Larpenteur; Director, Steve Alexander. Guests: Bryan Brumbaugh, Beverly Duke-Young, Paul Dicker.

Call to Order: Chair Donna called the meeting to order at 6:02 pm.

Minutes: The minutes of the February 27, 2020 regular monthly meeting were approved, with corrections.

Treasurer's Report: Financials for the month of March 2020 were presented (via e-mail). There were no questions. The financials will be added to the monthly minutes and agendas that are emailed. Residents will receive a notice for June Reserve assessments from the bookkeeper by May 1, 2020.

Committee Reports

Maintenance/Reserve: The Board discussed the Reserve Project for 2020: 1) removal and replacement of new curbing; 2) excavation and regrading with 3" asphalt at specific repair areas where asphalt is damaged and raised from tree root damage (#511, 505, 437/439 and 421); and 3) cleaning and seal coat of all driveway areas. The Board voted unanimously to move forward with the project at an approximate cost of \$45,000. Additional costs for crack sealing (if necessary), repair of sprinkler systems near curbs, etc. may be incurred. The Board intends to stay within the \$55,000 annual average for Reserve Projects.

Landscape: The irrigation system is now up and running for the season. Report attached

Red Zone: The RZ Committee voted last week to add necessary repairs. Hazel moved and Donna seconded approving the HBC portion of \$1225 to repair a sidewalk to the pool and improvement of a retaining wall by the tennis courts; board approval was unanimous.

It was noted Hayden Bay Homes HOA may return to monthly meetings instead of quarterly sessions.

Insurance: Hazel reported on the Association's need for a bookkeeper's fidelity bond. After discussion, Donna moved for an expenditure of approximately \$425 for a \$100,000 bond. Steve seconded and the motion passed unanimously.

Adjournment: Steve moved and Hazel seconded the meeting be adjourned at 6:50 pm.

Hayden Bay Condominiums Board

Board Chair - Donna Hempstead

Treasurer – Sally Anderson

Secretary – Sarah Warnick

Insurance – Hazel Larpenteur

Director – Steve Alexander

Red Zone Representatives – Steve Alexander, Sarah Warnick

The next HOA meeting is tentatively
scheduled for Thursday, May 28, 2020.



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AGENDA

Thursday, April 30, 2020 6:00 PM

Chair Donna Hempstead's deck/lawn, 421 Tomahawk Island Drive

ALL HOMEOWNERS ENCOURAGED TO ATTEND: This is a no-contact meeting, so if anyone wants to follow along with papers, please print them out at home and bring them to the meeting.

- 1. Call to Order and Approval of Meeting minutes of Feb 27, 2020** Donna Hempstead
- 2. Treasurer's Report:** Sally Anderson
 - a. March 2020 Financials-
 - b. Assessment and Dues Collection
- 3. Officers' Reports:**
 - a. Maintenance Donna Hempstead
 - b. Landscape Donna Hempstead & Sally Anderson
 - c. Insurance Hazel Larpenteur
- 4. Committees Reports:**
 - a. Red Zone Taskforce – Pool, Tennis Court, Rec Room – Steve Alexander & Sarah Warnick
- 5. Old Business:**
 - a.
- 6. New Business**

2020 Board

Board Chair Donna Hempstead

Treasurer Sally Anderson

Secretary & Red Zone Sarah Warnick

Insurance Hazel Larpenteur

Landscape Donna Hempstead & Sally Anderson

Maintenance Donna Hempstead

Director & Red Zone .. Steve Alexander

Condo meetings: 4th Thurs of the month, 6:00 p.m., Recreation Room

Red Zone meetings: 3rd Tuesday quarterly, 7:00 p.m. Recreation Room

Hayden Bay Condo
Balance Sheet
As of April 30, 2020

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
Operating Account	66,644.67
Reserve Account	139,168.60
Total Checking/Savings	205,813.27
Accounts Receivable	
11000 · *Accounts Receivable	-24,891.15
Total Accounts Receivable	-24,891.15
Total Current Assets	180,922.12
TOTAL ASSETS	180,922.12
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	142,822.62
32000 · Unrestricted Net Assets	28,086.08
Net Income	10,013.42
Total Equity	180,922.12
TOTAL LIABILITIES & EQUITY	180,922.12

1:15 PM

05/17/20

Accrual Basis

Hayden Bay Condo

Operating Profit & Loss Budget vs. Actual

April 2020

	Apr 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3110 · Dues	9,236.36	9,236.20	0.16	100.0%
Total 3000 · Income	9,236.36	9,236.20	0.16	100.0%
Total Income	9,236.36	9,236.20	0.16	100.0%
Gross Profit	9,236.36	9,236.20	0.16	100.0%
Expense				
4000 · Landscaping				
4001 · Landscape Supplies Expenses	0.00	40.00	-40.00	0.0%
4010 · Landscape Contract	2,089.00	2,100.00	-11.00	99.5%
4015 · Landscape Maintenance	0.00	290.00	-290.00	0.0%
4060 · Spraying Contract	111.47	250.00	-138.53	44.6%
4070 · Tree Pruning	0.00	200.00	-200.00	0.0%
4080 · Landscape Misc	0.00	200.00	-200.00	0.0%
Total 4000 · Landscaping	2,200.47	3,080.00	-879.53	71.4%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	552.52	975.00	-422.48	56.7%
4600 · HBC Property Maintenance	1,150.00	1,000.00	150.00	115.0%
4601 · Maintenance Supplies Expenses	0.00	40.00	-40.00	0.0%
Total 4200 · Maintenance	1,702.52	2,015.00	-312.48	84.5%
5000 · Utilities				
5010 · Electricity	60.27	130.00	-69.73	46.4%
5020 · Garbage	555.00	583.00	-28.00	95.2%
5030 · Water & Sewer	1,627.84	1,500.00	127.84	108.5%
Total 5000 · Utilities	2,243.11	2,213.00	30.11	101.4%
6000 · Administration				
6051 · Bookkeeping Expenses	400.00	400.00	0.00	100.0%
6060 · Professional Fees	0.00	200.00	-200.00	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%
6500 · Contingency	0.00	100.00	-100.00	0.0%
Total 6000 · Administration	405.95	746.00	-340.05	54.4%
Total Expense	6,552.05	8,054.00	-1,501.95	81.4%
Net Ordinary Income	2,684.31	1,182.20	1,502.11	227.1%
Net Income	2,684.31	1,182.20	1,502.11	227.1%

Hayden Bay Condo

Operating Profit & Loss Budget vs. Actual

January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3110 · Dues	39,353.80	39,353.68	0.12	100.0%
Total 3000 · Income	39,353.80	39,353.68	0.12	100.0%
Total Income	39,353.80	39,353.68	0.12	100.0%
Gross Profit	39,353.80	39,353.68	0.12	100.0%
Expense				
4000 · Landscaping				
4001 · Landscape Supplies Expenses	101.15	160.00	-58.85	63.2%
4010 · Landscape Contract	8,295.00	8,400.00	-105.00	98.8%
4015 · Landscape Maintenance	311.49	1,160.00	-848.51	26.9%
4060 · Spraying Contract	298.97	250.00	48.97	119.6%
4070 · Tree Pruning	0.00	800.00	-800.00	0.0%
4080 · Landscape Misc	0.00	600.00	-600.00	0.0%
Total 4000 · Landscaping	9,006.61	11,370.00	-2,363.39	79.2%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	2,906.06	3,900.00	-993.94	74.5%
4600 · HBC Property Maintenance	2,152.50	3,000.00	-847.50	71.8%
4601 · Maintenance Supplies Expenses	28.47	160.00	-131.53	17.8%
Total 4200 · Maintenance	5,087.03	7,060.00	-1,972.97	72.1%
5000 · Utilities				
5010 · Electricity	250.62	490.00	-239.38	51.1%
5020 · Garbage	2,220.00	2,332.00	-112.00	95.2%
5030 · Water & Sewer	4,799.19	4,600.00	199.19	104.3%
5090 · Cable TV	1,607.38	2,409.00	-801.62	66.7%
Total 5000 · Utilities	8,877.19	9,831.00	-953.81	90.3%
6000 · Administration				
6010 · Insurance Expense	6,432.00	6,825.00	-393.00	94.2%
6051 · Bookkeeping Expenses	1,450.00	1,600.00	-150.00	90.6%
6060 · Professional Fees	0.00	600.00	-600.00	0.0%
6070 · Tax Preperation	0.00	300.00	-300.00	0.0%
6100 · Taxes & Licences	50.00	50.00	0.00	100.0%
6230 · Bank Charges	23.80	24.00	-0.20	99.2%
6240 · Office Supplies/Misc	135.16	160.00	-24.84	84.5%
6500 · Contingency	0.00	200.00	-200.00	0.0%
Total 6000 · Administration	8,090.96	9,759.00	-1,668.04	82.9%
Total Expense	31,061.79	38,020.00	-6,958.21	81.7%
Net Ordinary Income	8,292.01	1,333.68	6,958.33	621.7%
Net Income	8,292.01	1,333.68	6,958.33	621.7%

Hayden Bay Condo

Profit & Loss

April 2020

	Apr 20
Ordinary Income/Expense	
Income	
3000 · Income	
3110 · Dues	9,236.36
3820 · Bank Interest	5.70
Total 3000 · Income	9,242.06
Total Income	9,242.06
Gross Profit	9,242.06
Expense	
4000 · Landscaping	
4010 · Landscape Contract	2,089.00
4060 · Spraying Contract	111.47
Total 4000 · Landscaping	2,200.47
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	552.52
4235 · RZ Rec. Facility Major Projects	685.37
4600 · HBC Property Maintenance	1,150.00
Total 4200 · Maintenance	2,387.89
5000 · Utilities	
5010 · Electricity	60.27
5020 · Garbage	555.00
5030 · Water & Sewer	1,627.84
Total 5000 · Utilities	2,243.11
6000 · Administration	
6051 · Bookkeeping Expenses	400.00
6230 · Bank Charges	5.95
Total 6000 · Administration	405.95
Total Expense	7,237.42
Net Ordinary Income	2,004.64
Net Income	2,004.64

Hayden Bay Condo

Profit & Loss

January through April 2020

	Jan - Apr 20
Ordinary Income/Expense	
Income	
3000 · Income	
3110 · Dues	39,353.80
3820 · Bank Interest	2,406.78
Total 3000 · Income	41,760.58
Total Income	41,760.58
Gross Profit	41,760.58
Expense	
4000 · Landscaping	
4001 · Landscape Supplies Expenses	101.15
4010 · Landscape Contract	8,295.00
4015 · Landscape Maintenance	311.49
4060 · Spraying Contract	298.97
Total 4000 · Landscaping	9,006.61
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	2,906.06
4235 · RZ Rec. Facility Major Projects	685.37
4600 · HBC Property Maintenance	2,152.50
4601 · Maintenance Supplies Expenses	28.47
Total 4200 · Maintenance	5,772.40
5000 · Utilities	
5010 · Electricity	250.62
5020 · Garbage	2,220.00
5030 · Water & Sewer	4,799.19
5090 · Cable TV	1,607.38
Total 5000 · Utilities	8,877.19
6000 · Administration	
6010 · Insurance Expense	6,432.00
6051 · Bookkeeping Expenses	1,450.00
6100 · Taxes & Licences	50.00
6230 · Bank Charges	23.80
6240 · Office Supplies/Misc	135.16
Total 6000 · Administration	8,090.96
69800 · Uncategorized Expenses	0.00
Total Expense	31,747.16
Net Ordinary Income	10,013.42
Net Income	10,013.42

Hayden Bay Condo

Reserve Profit & Loss Budget vs. Actual

April 2020

Accrual Basis

	Apr 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3150 · Reserve Contribution	0.00	0.00	0.00	0.0%
3820 · Bank Interest	5.70	90.00	-84.30	6.3%
Total 3000 · Income	5.70	90.00	-84.30	6.3%
Total Income	5.70	90.00	-84.30	6.3%
Gross Profit	5.70	90.00	-84.30	6.3%
Expense				
4200 · Maintenance				
4235 · RZ Rec. Facility Major Projects	685.37	0.00	685.37	100.0%
4625 · Property Maintenance Reserve	0.00	4,600.00	-4,600.00	0.0%
Total 4200 · Maintenance	685.37	4,600.00	-3,914.63	14.9%
6000 · Administration				
6060 · Professional Fees	0.00	0.00	0.00	0.0%
6230 · Bank Charges	0.00	0.00	0.00	0.0%
Total 6000 · Administration	0.00	0.00	0.00	0.0%
64700 · Miscellaneous Expense	0.00	0.00	0.00	0.0%
Total Expense	685.37	4,600.00	-3,914.63	14.9%
Net Ordinary Income	-679.67	-4,510.00	3,830.33	15.1%
Net Income	-679.67	-4,510.00	3,830.33	15.1%

Hayden Bay Condo

Reserve Profit & Loss Budget vs. Actual

January through April 2020

Accrual Basis

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3150 · Reserve Contribution	0.00	0.00	0.00	0.0%
3820 · Bank Interest	2,406.78	360.00	2,046.78	668.6%
Total 3000 · Income	2,406.78	360.00	2,046.78	668.6%
Total Income	2,406.78	360.00	2,046.78	668.6%
Gross Profit	2,406.78	360.00	2,046.78	668.6%
Expense				
4200 · Maintenance				
4235 · RZ Rec. Facility Major Projects	685.37	0.00	685.37	100.0%
4625 · Property Maintenance Reserve	0.00	18,400.00	-18,400.00	0.0%
Total 4200 · Maintenance	685.37	18,400.00	-17,714.63	3.7%
6000 · Administration				
6060 · Professional Fees	0.00	0.00	0.00	0.0%
6230 · Bank Charges	0.00	0.00	0.00	0.0%
Total 6000 · Administration	0.00	0.00	0.00	0.0%
64700 · Miscellaneous Expense	0.00	0.00	0.00	0.0%
Total Expense	685.37	18,400.00	-17,714.63	3.7%
Net Ordinary Income	1,721.41	-18,040.00	19,761.41	-9.5%
Net Income	<u>1,721.41</u>	<u>-18,040.00</u>	<u>19,761.41</u>	<u>-9.5%</u>

MAINTENANCE COMMITTEE REPORT – April 2020

1. Repair Broken Pathway Light – Bayside – DONE
2. Pressure Washing – Sidewalks and Curbs – DONE
3. Wash Algae off Buildings and Fences – DONE
4. Remove Extreme Moss Buildup at #437 Bayside Upper Deck - DONE
5. Garage Motion Sensor Light – Detached Garage west end; - DONE
6. Sidewalk Repair (West-End 4-Plex, East-End 4-Plex and #421) – TO BE DONE
7. Flat Roof Membrane – West-End 4-Plex – Secure to structure – DONE
8. Sand/Paint Fence Cap at #437 - DONE
9. Gutter Cleaning – DONE
10. Storm Drain Cleaning – TO BE DONE
11. Lamp Post Light Repair - #437/439 – IN PROGRESS

LANDSCAPE COMMITTEE REPORT – April 2020

- Ivy Trimmed
- Beds Cleaned
- Fungal Spray – Dogwoods
- Spray for Disease – Rhodies/Azaleas
- Riverbank Cleared