



# Hayden Bay Condominiums

585 N Tomahawk Island Drive

Portland, OR 97217

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

## AGENDA

**WHEN:** Thursday, August 27, 2020 @ 6:00PM

**WHERE:** Chair Donna Hempstead's Patio

421 Tomahawk Island Drive

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

1. **CALL TO ORDER AND APPROVAL OF MEETING MINUTES OF JULY 23, 2020** Donna Hempstead
2. **TREASURER'S REPORT:** Sally Anderson
  - a. July Financials
  - b. Assessment and Dues Collection
3. **OFFICER'S REPORTS:**
  - a. Maintenance and Reserve Donna Hempstead
  - b. Landscape Donna Hempstead & Sally Anderson
  - c. Insurance Hazel Larpenteur
4. **COMMITTEE REPORTS:**
  - a. Red Zone Taskforce – Pool, Tennis Court, Rec Room Steve Alexander
5. **OLD BUSINESS:**
  - a.
  - b.

### 2020 BOARD

Board Chair: Donna Hempstead  
Treasurer: Sally Anderson  
Secretary: Lori March  
Insurance: Hazel Larpenteur  
Maintenance: Donna Hempstead  
Landscape: Donna Hempstead  
Director, Red Zone: Steve Alexander

### BOOKKEEPER

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

**CONDO MEETINGS:** 4<sup>th</sup> Thursday of the month, 6:00pm, Location TBD

**RED ZONE MEETINGS:** 3<sup>RD</sup> Tuesday quarterly, 7:00pm, Rec Room



# Hayden Bay Condominiums

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585 N Tomahawk Island Drive  
Portland, OR 97217-7923

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

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

## Minutes of the August 27, 2020 Hayden Bay Condominiums Board Meeting

**Board Members Present:** Chair, Donna Hempstead; Treasurer, Sally Anderson; Secretary, Lori March; Insurance, Hazel Larpenteur. Absent: Steve Alexander, Director.

**Call to Order:** Chair Donna Hempstead called the meeting to order at 6:05 pm.

**Minutes:** The minutes of the July 23, 2020 regular monthly meeting were approved unanimously.

**Treasurer's Report:** Sally said HOA financials indicate dues and reserve contributions were on time, and all expenses are in line with budget.

### Committee Reports:

**Reserves:** The seal coat of the driveways was completed this month, completing the 2020 Reserve project of replacing the curbs and seal coating the driveways.

**Landscaping and Maintenance:** See attached Reports.

**Insurance:** Hazel had no news of changes to report on Insurance.

**Red Zone:** The tennis court has been resurfaced and the HB Condo portion of that was \$5,400.

**New Business:** Reminder that the garbage cans are considered the private property of each unit and they shouldn't be rummaged through by others. Further, the cans should remain hidden/stored until Sunday p.m./Monday a.m. and stored again Monday p.m.

**Adjournment:** The meeting was adjourned at 6:18 pm.

## Hayden Bay Condominium Board effective August 1, 2020

Board Chair - Donna Hempstead

Treasurer – Sally Anderson

Secretary – Lori March

Insurance – Hazel Larpenteur

Director – Steve Alexander

Red Zone Representative – Steve Alexander

The next HOA meeting is scheduled for  
Thursday, September 24, 2020.

Location to be announced

**Hayden Bay Condo**  
**Balance Sheet**  
 As of August 31, 2020

	Aug 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
OnPoint CCU Operating Account	182,495.00
OnPoint CCU Reserve Account	5.00
Operating Account	5,896.71
Reserve Account	2,730.42
<b>Total Checking/Savings</b>	<b>191,127.13</b>
Accounts Receivable	
11000 · *Accounts Receivable	-29,972.33
<b>Total Accounts Receivable</b>	<b>-29,972.33</b>
<b>Total Current Assets</b>	<b>161,154.80</b>
<b>TOTAL ASSETS</b>	<b>161,154.80</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
30000 · Opening Balance Equity	142,822.62
32000 · Unrestricted Net Assets	28,086.08
Net Income	-9,753.90
<b>Total Equity</b>	<b>161,154.80</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>161,154.80</b>

**Hayden Bay Condo**  
**Operating Profit & Loss Budget vs. Actual**  
**August 2020**

09/04/20

Accrual Basis

	Aug 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Income</b>				
<b>3110 · Dues</b>	9,236.36	9,236.15	0.21	100.0%
<b>Total 3000 · Income</b>	9,236.36	9,236.15	0.21	100.0%
<b>Total Income</b>	9,236.36	9,236.15	0.21	100.0%
<b>Gross Profit</b>	9,236.36	9,236.15	0.21	100.0%
<b>Expense</b>				
<b>4000 · Landscaping</b>				
<b>4001 · Landscape Supplies Expenses</b>	82.35	40.00	42.35	205.9%
<b>4010 · Landscape Contract</b>	2,089.00	2,100.00	-11.00	99.5%
<b>4015 · Landscape Maintenance</b>	105.00	290.00	-185.00	36.2%
<b>4050 · Irrigation Repairs</b>	127.50	500.00	-372.50	25.5%
<b>4060 · Spraying Contract</b>	111.47	250.00	-138.53	44.6%
<b>4070 · Tree Pruning</b>	1,730.00	200.00	1,530.00	865.0%
<b>4080 · Landscape Misc</b>	0.00	200.00	-200.00	0.0%
<b>Total 4000 · Landscaping</b>	4,245.32	3,580.00	665.32	118.6%
<b>4200 · Maintenance</b>				
<b>4230 · RZ Rec. Facility Maint</b>	824.44	1,000.00	-175.56	82.4%
<b>4600 · HBC Property Maintenance</b>	648.00	1,000.00	-352.00	64.8%
<b>4601 · Maintenance Supplies Expenses</b>	0.00	40.00	-40.00	0.0%
<b>Total 4200 · Maintenance</b>	1,472.44	2,040.00	-567.56	72.2%
<b>5000 · Utilities</b>				
<b>5010 · Electricity</b>	55.34	130.00	-74.66	42.6%
<b>5020 · Garbage</b>	555.00	583.00	-28.00	95.2%
<b>5030 · Water &amp; Sewer</b>	752.18	900.00	-147.82	83.6%
<b>Total 5000 · Utilities</b>	1,362.52	1,613.00	-250.48	84.5%
<b>6000 · Administration</b>				
<b>6051 · Bookkeeping Expenses</b>	400.00	400.00	0.00	100.0%
<b>6060 · Professional Fees</b>	0.00	200.00	-200.00	0.0%
<b>6230 · Bank Charges</b>	5.95	6.00	-0.05	99.2%
<b>6240 · Office Supplies/Misc</b>	148.13	40.00	108.13	370.3%
<b>6500 · Contingency</b>	0.00	100.00	-100.00	0.0%
<b>Total 6000 · Administration</b>	554.08	746.00	-191.92	74.3%
<b>Total Expense</b>	7,634.36	7,979.00	-344.64	95.7%
<b>Net Ordinary Income</b>	1,602.00	1,257.15	344.85	127.4%
<b>Net Income</b>	<b>1,602.00</b>	<b>1,257.15</b>	<b>344.85</b>	<b>127.4%</b>

## Hayden Bay Condo

### Operating Profit & Loss Budget vs. Actual

January through August 2020

09/04/20

Accrual Basis

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3000 · Income				
3110 · Dues	76,299.24	76,298.28	0.96	100.0%
<b>Total 3000 · Income</b>	76,299.24	76,298.28	0.96	100.0%
<b>Total Income</b>	76,299.24	76,298.28	0.96	100.0%
<b>Gross Profit</b>	76,299.24	76,298.28	0.96	100.0%
<b>Expense</b>				
<b>4000 · Landscaping</b>				
4001 · Landscape Supplies Expenses	220.93	320.00	-99.07	69.0%
4010 · Landscape Contract	16,651.00	16,800.00	-149.00	99.1%
4015 · Landscape Maintenance	1,014.99	2,340.00	-1,325.01	43.4%
4050 · Irrigation Repairs	1,472.16	2,000.00	-527.84	73.6%
4060 · Spraying Contract	606.88	500.00	106.88	121.4%
4070 · Tree Pruning	1,730.00	1,600.00	130.00	108.1%
4080 · Landscape Misc	22.50	1,400.00	-1,377.50	1.6%
<b>Total 4000 · Landscaping</b>	21,718.46	24,960.00	-3,241.54	87.0%
<b>4200 · Maintenance</b>				
4230 · RZ Rec. Facility Maint	5,565.39	8,095.00	-2,529.61	68.8%
4600 · HBC Property Maintenance	4,027.49	7,000.00	-2,972.51	57.5%
4601 · Maintenance Supplies Expenses	38.45	320.00	-281.55	12.0%
<b>Total 4200 · Maintenance</b>	9,631.33	15,415.00	-5,783.67	62.5%
<b>5000 · Utilities</b>				
5010 · Electricity	1,036.09	1,010.00	26.09	102.6%
5020 · Garbage	4,440.00	4,664.00	-224.00	95.2%
5030 · Water & Sewer	8,876.31	8,700.00	176.31	102.0%
5090 · Cable TV	1,607.38	2,409.00	-801.62	66.7%
<b>Total 5000 · Utilities</b>	15,959.78	16,783.00	-823.22	95.1%
<b>6000 · Administration</b>				
6010 · Insurance Expense	6,857.00	6,825.00	32.00	100.5%
6051 · Bookkeeping Expenses	3,050.00	3,200.00	-150.00	95.3%
6060 · Professional Fees	0.00	1,400.00	-1,400.00	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	47.60	48.00	-0.40	99.2%
6240 · Office Supplies/Misc	283.29	320.00	-36.71	88.5%
6500 · Contingency	0.00	600.00	-600.00	0.0%
<b>Total 6000 · Administration</b>	10,287.89	12,743.00	-2,455.11	80.7%
<b>Total Expense</b>	57,597.46	69,901.00	-12,303.54	82.4%
<b>Net Ordinary Income</b>	18,701.78	6,397.28	12,304.50	292.3%
<b>Net Income</b>	<u>18,701.78</u>	<u>6,397.28</u>	<u>12,304.50</u>	<u>292.3%</u>

**Hayden Bay Condo**  
**Profit & Loss**  
 August 2020

	Aug 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3000 · Income	
3110 · Dues	9,236.36
3820 · Bank Interest	11.86
	9,248.22
<b>Total 3000 · Income</b>	9,248.22
<b>Total Income</b>	9,248.22
<b>Gross Profit</b>	9,248.22
<b>Expense</b>	
4000 · Landscaping	
4001 · Landscape Supplies Expenses	82.35
4010 · Landscape Contract	2,089.00
4015 · Landscape Maintenance	105.00
4050 · Irrigation Repairs	127.50
4060 · Spraying Contract	111.47
4070 · Tree Pruning	1,730.00
	4,245.32
<b>Total 4000 · Landscaping</b>	4,245.32
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	824.44
4235 · RZ Rec. Facility Major Projects	5,309.93
4600 · HBC Property Maintenance	648.00
4625 · Property Maintenance Reserve	28,727.85
	35,510.22
<b>Total 4200 · Maintenance</b>	35,510.22
5000 · Utilities	
5010 · Electricity	55.34
5020 · Garbage	555.00
5030 · Water & Sewer	752.18
	1,362.52
<b>Total 5000 · Utilities</b>	1,362.52
6000 · Administration	
6051 · Bookkeeping Expenses	400.00
6230 · Bank Charges	25.95
6240 · Office Supplies/Misc	148.13
	574.08
<b>Total 6000 · Administration</b>	574.08
<b>Total Expense</b>	41,692.14
<b>Net Ordinary Income</b>	-32,443.92
<b>Net Income</b>	-32,443.92

**Hayden Bay Condo**  
**Profit & Loss**  
 January through August 2020

	Jan - Aug 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3000 · Income	
3110 · Dues	76,299.24
3150 · Reserve Contribution	21,598.00
3820 · Bank Interest	2,430.21
	100,327.45
<b>Total 3000 · Income</b>	100,327.45
<b>Total Income</b>	100,327.45
<b>Gross Profit</b>	100,327.45
<b>Expense</b>	
4000 · Landscaping	
4001 · Landscape Supplies Expenses	220.93
4010 · Landscape Contract	16,651.00
4015 · Landscape Maintenance	1,014.99
4050 · Irrigation Repairs	1,472.16
4060 · Spraying Contract	606.88
4070 · Tree Pruning	1,730.00
4080 · Landscape Misc	22.50
	21,718.46
<b>Total 4000 · Landscaping</b>	21,718.46
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	5,565.39
4235 · RZ Rec. Facility Major Projects	6,514.52
4600 · HBC Property Maintenance	4,027.49
4601 · Maintenance Supplies Expenses	123.50
4625 · Property Maintenance Reserve	45,864.32
	62,095.22
<b>Total 4200 · Maintenance</b>	62,095.22
5000 · Utilities	
5010 · Electricity	1,036.09
5020 · Garbage	4,440.00
5030 · Water & Sewer	8,876.31
5090 · Cable TV	1,607.38
	15,959.78
<b>Total 5000 · Utilities</b>	15,959.78
6000 · Administration	
6010 · Insurance Expense	6,857.00
6051 · Bookkeeping Expenses	3,050.00
6100 · Taxes & Licences	50.00
6230 · Bank Charges	67.60
6240 · Office Supplies/Misc	283.29
	10,307.89
<b>Total 6000 · Administration</b>	10,307.89

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09/04/20

Accrual Basis

Hayden Bay Condo  
**Profit & Loss**  
January through August 2020

	<u>Jan - Aug 20</u>
69800 · Uncategorized Expenses	<u>0.00</u>
Total Expense	<u>110,081.35</u>
Net Ordinary Income	<u>-9,753.90</u>
Net Income	<u><u>-9,753.90</u></u>



**Hayden Bay Condo**  
**Reserve Profit & Loss Budget vs. Actual**  
**August 2020**

Accrual Basis

	Aug 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Income</b>				
3150 · Reserve Contribution	0.00	0.00	0.00	0.0%
3820 · Bank Interest	11.86	90.00	-78.14	13.2%
<b>Total 3000 · Income</b>	11.86	90.00	-78.14	13.2%
<b>Total Income</b>	11.86	90.00	-78.14	13.2%
<b>Gross Profit</b>	11.86	90.00	-78.14	13.2%
<b>Expense</b>				
<b>4200 · Maintenance</b>				
4235 · RZ Rec. Facility Major Projects	5,309.93	4,000.00	1,309.93	132.7%
4625 · Property Maintenance Reserve	28,727.85	4,600.00	24,127.85	624.5%
<b>Total 4200 · Maintenance</b>	34,037.78	8,600.00	25,437.78	395.8%
<b>6000 · Administration</b>				
6230 · Bank Charges	20.00	0.00	20.00	100.0%
<b>Total 6000 · Administration</b>	20.00	0.00	20.00	100.0%
<b>Total Expense</b>	34,057.78	8,600.00	25,457.78	396.0%
<b>Net Ordinary Income</b>	-34,045.92	-8,510.00	-25,535.92	400.1%
<b>Net Income</b>	<b>-34,045.92</b>	<b>-8,510.00</b>	<b>-25,535.92</b>	<b>400.1%</b>

**Hayden Bay Condo**  
**Reserve Profit & Loss Budget vs. Actual**  
 January through August 2020

Accrual Basis

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Income</b>				
3150 · Reserve Contribution	21,598.00	18,350.00	3,248.00	117.7%
3820 · Bank Interest	2,430.21	720.00	1,710.21	337.5%
<b>Total 3000 · Income</b>	<u>24,028.21</u>	<u>19,070.00</u>	<u>4,958.21</u>	<u>126.0%</u>
<b>Total Income</b>	<u>24,028.21</u>	<u>19,070.00</u>	<u>4,958.21</u>	<u>126.0%</u>
<b>Gross Profit</b>	24,028.21	19,070.00	4,958.21	126.0%
<b>Expense</b>				
<b>4200 · Maintenance</b>				
4235 · RZ Rec. Facility Major Projects	6,514.52	5,000.00	1,514.52	130.3%
4601 · Maintenance Supplies Expenses	85.05			
4625 · Property Maintenance Reserve	45,864.32	36,800.00	9,064.32	124.6%
<b>Total 4200 · Maintenance</b>	<u>52,463.89</u>	<u>41,800.00</u>	<u>10,663.89</u>	<u>125.5%</u>
<b>6000 · Administration</b>				
6230 · Bank Charges	20.00	0.00	20.00	100.0%
<b>Total 6000 · Administration</b>	<u>20.00</u>	<u>0.00</u>	<u>20.00</u>	<u>100.0%</u>
<b>Total Expense</b>	<u>52,483.89</u>	<u>41,800.00</u>	<u>10,683.89</u>	<u>125.6%</u>
<b>Net Ordinary Income</b>	<u>-28,455.68</u>	<u>-22,730.00</u>	<u>-5,725.68</u>	<u>125.2%</u>
<b>Net Income</b>	<u><u>-28,455.68</u></u>	<u><u>-22,730.00</u></u>	<u><u>-5,725.68</u></u>	<u><u>125.2%</u></u>

## **MAINTENANCE COMMITTEE REPORT – August 2020**

1. Repair damage at West-End 4-Plex Detached Garage – DONE
2. Sidewalk Repair (West-End 4-Plex, East-End 4-Plex and #421) – IN PROGRESS
3. Flat Roof Membrane – West-End 4-Plex – Secure to structure – DONE
4. Storm Drain Cleaning – TO BE DONE
5. Curbs Removed for Reserve Project – DONE
6. Asphalt Repair – Driveway Bumps - DONE
7. Curbs Replaced for Reserve Project – DONE
8. Seal Coat Driveways – DONE

## **LANDSCAPE COMMITTEE REPORT – AUGUST 2020**

- Mowing, Clearing, Blowing
- Lawns Aerated
- Trees trimmed by Arborists; 1 Pine Tree Removed (#419)
- Soil Replaced between New Curbs and Lawn
- River Bank cleared for Weeds
- Irrigation System Repairs (3)
- Irrigation Adjustments, Zones 1-6
- Tree (Maple), Rhodie trimmed (#407)
- Flower Pots Donated by Sarah W.; Flowers obtained and placed at HBC Sign
- Repair large Depression in Lawn at #419 (from previous tree removal)