



Hayden Bay Condominiums

585 N Tomahawk Island Drive
Portland, OR 97217
www.hbcondos.org

AGENDA

WHEN: Thursday, December 16, 2021 @ 6:00PM

WHERE: 421 N. Tomahawk Island Dr

NO CONTACT MEETING – PRINT OUT YOUR OWN MATERIALS
ALL CONDO HOMEOWNERS INVITED

1. **CALL TO ORDER AND APPROVAL OF MEETING MINUTES OF November 18, 2021** Donna Hempstead
2. **TREASURER’S REPORT:** Sally Anderson
 - a. November Financials
3. **COMMITTEE REPORTS:**
 - a. Maintenance and Reserve Donna Hempstead
 - b. Landscape Donna Hempstead & Sally Anderson
 - c. Insurance Hazel Larpenteur
 - d. Red Zone Hazel Larpenteur & Sally Anderson
4. **OLD BUSINESS:**
 - a. Update re: HB Marina HOA Assessment and Dispute
 - b. Exploratory Committee regarding Red Zone
5. **NEW BUSINESS:**

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

CONDO MEETINGS: 4th Thursday of the month, 6:00pm, Clubhouse unless otherwise noted
(one week earlier, Nov/Dec)



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585 N Tomahawk Island Drive
Portland, OR 97217-7923

Website:
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Minutes of the November 18, 2021 Hayden Bay Condominiums Monthly Board Meeting

Board Members Present: Donna Hempstead (Chair), Sally Anderson (via phone) (Treasurer); Lori March (Secretary), Hazel Larpenteur (Ins), Steve Alexander (Director)

Board Member Absent: N/A

Guests (Non-Board Members): Bob March, Beverly Duke-Young and Paul Dicker

Call to Order: Chair Donna Hempstead called the meeting to order at 6:04 p.m.

Minutes: The minutes of the October 28, 2021 regular meeting were approved unanimously

Treasurer's Report: Financial reports were as expected and included with the monthly meeting notice.

Committee Reports:

Landscape Report: See attached Report.

Maintenance Report: See attached Report. Time to be alert for freezing conditions to ensure pipes are winterized properly. Gutters to be cleaned in early December.

Insurance: There is no new unusual activity re: Insurance. FEMA premium for Flood Insurance paid.

Red Zone Report: The Homes once again scheduled a Special Meeting with 4 day notice to vote again on the Red Zone portion of the fence. Neither of the Condo RZ Representatives were available on such short notice and this vote has been taken numerous times, with the Condo Representatives voting against the fence. The Condo RZ Reps informed the Homes board they would not be able to attend the meeting. The Homes Board made a point of the Reps not showing, and took an illegal "Yes" vote on the Red Zone Fence portion of the project.

Old Business: The Master Association sent bills to individual Condo owners for reimbursement of an assessment, which they say was "all Red Zone". The Condo Association and representatives on the Master Association were not asked, were not involved, and did not approve that assessment, as required in the Bylaws. It is believed the subject of the reimbursement (Master attorney's fees) were undertaken only to benefit the "Homes" to the detriment of the Condos. The Condo Association was advised to not pay the assessment. We are trying to resolve the dispute.

New Business: Roofs/gutters, etc., will be cleaned in the next week or two.

Adjournment: The Meeting was adjourned at 7:04p.m. by unanimous consent.

The Next Meeting will be on December 16th. Notice will be sent out.

Hayden Bay Condominiums Board:

Board Chair – Donna Hempstead (Maintenance, Landscape)

Treasurer – Sally Anderson (Landscape)

Secretary – Lori March

Hazel Larpenteur (Insurance)

Sally Anderson, Hazel Larpenteur - Red Zone Representative

Hayden Bay Condo
Balance Sheet
As of November 30, 2021

	Nov 30, 21
ASSETS	
Current Assets	
Checking/Savings	
OnPoint CCU Operating Account	49,651.70
OnPoint CCU Reserve Account	95,566.14
Total Checking/Savings	145,217.84
Accounts Receivable	
11000 · *Accounts Receivable	-26,436.52
Total Accounts Receivable	-26,436.52
Total Current Assets	118,781.32
TOTAL ASSETS	118,781.32
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	142,822.62
32000 · Unrestricted Net Assets	7,587.80
Net Income	-31,629.10
Total Equity	118,781.32
TOTAL LIABILITIES & EQUITY	118,781.32

Hayden Bay Condo

Profit & Loss

January through November 2021

	Jan - Nov 21
Ordinary Income/Expense	
Income	
3000 · Income	
3001 · Carryforward for Operatons	17,858.75
3110 · Dues	101,599.96
3150 · Reserve Contribution	21,598.00
3820 · Bank Interest	82.74
3000 · Income - Other	3.93
Total 3000 · Income	141,143.38
Total Income	141,143.38
Gross Profit	141,143.38
Expense	
4000 · Landscaping	
4001 · Landscape Supplies	217.37
4010 · Landscape Contract	23,609.00
4015 · Landscape Maintenance	2,679.13
4050 · Irrigation Repairs	1,355.83
4060 · Spraying Contract	383.94
4070 · Trees	882.50
4080 · Landscape Misc	1,286.96
Total 4000 · Landscaping	30,414.73
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	12,413.15
4600 · HBC Property Maintenance	3,130.84
4601 · Maintenance Supplies	121.92
4625 · Property Maintenance Reserve	59,700.00
Total 4200 · Maintenance	75,365.91
5000 · Utilities	
5010 · Electricity	1,382.55
5020 · Garbage	6,105.00
5030 · Water & Sewer	13,378.83
Total 5000 · Utilities	20,866.38
6000 · Administration	
6010 · Insurance Expense	27,989.00
6051 · Bookkeeping Expenses	4,400.00
6060 · Professional Fees	13,235.50
6070 · Tax Preperation	300.00
6100 · Taxes & Licences	50.00
6240 · Office Supplies/Misc	55.00
6300 · Website	95.96
Total 6000 · Administration	46,125.46
Total Expense	172,772.48
Net Ordinary Income	-31,629.10
Net Income	-31,629.10

Hayden Bay Condo

Operating Budget vs. Actual

November 2021

	Nov 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3001 · Carryforward for Operatons	896.25	896.25	0.00	100.0%
3110 · Dues	9,236.36	9,236.36	0.00	100.0%
Total 3000 · Income	10,132.61	10,132.61	0.00	100.0%
Total Income	10,132.61	10,132.61	0.00	100.0%
Gross Profit	10,132.61	10,132.61	0.00	100.0%
Expense				
4000 · Landscaping				
4001 · Landscape Supplies	0.00	40.00	-40.00	0.0%
4010 · Landscape Contract	2,152.00	2,152.00	0.00	100.0%
4015 · Landscape Maintenance	0.00	266.67	-266.67	0.0%
4050 · Irrigation Repairs	0.00	167.00	-167.00	0.0%
4060 · Spraying Contract	0.00	62.50	-62.50	0.0%
4070 · Trees	0.00	183.34	-183.34	0.0%
4080 · Landscape Misc	0.00	167.00	-167.00	0.0%
Total 4000 · Landscaping	2,152.00	3,038.51	-886.51	70.8%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	1,124.89	2,000.00	-875.11	56.2%
4600 · HBC Property Maintenance	0.00	834.00	-834.00	0.0%
4601 · Maintenance Supplies	0.00	40.00	-40.00	0.0%
Total 4200 · Maintenance	1,124.89	2,874.00	-1,749.11	39.1%
5000 · Utilities				
5010 · Electricity	58.26	125.00	-66.74	46.6%
5020 · Garbage	555.00	583.00	-28.00	95.2%
5030 · Water & Sewer	677.87	1,167.00	-489.13	58.1%
Total 5000 · Utilities	1,291.13	1,875.00	-583.87	68.9%
6000 · Administration				
6010 · Insurance Expense	14,160.00	14,275.00	-115.00	99.2%
6051 · Bookkeeping Expenses	400.00	400.00	0.00	100.0%
6060 · Professional Fees	334.50	0.00	334.50	100.0%
6240 · Office Supplies/Misc	0.00	40.00	-40.00	0.0%
6300 · Website	0.00	33.34	-33.34	0.0%
6500 · Contingency	0.00	84.00	-84.00	0.0%
Total 6000 · Administration	14,894.50	14,832.34	62.16	100.4%
Total Expense	19,462.52	22,619.85	-3,157.33	86.0%
Net Ordinary Income	-9,329.91	-12,487.24	3,157.33	74.7%
Net Income	-9,329.91	-12,487.24	3,157.33	74.7%

Hayden Bay Condo

Operating & Reserve Budget vs. Actual-Fiscal Year

January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3001 · Carryforward for Operatons	17,858.75	18,755.00	-896.25	95.2%
3110 · Dues	101,599.96	110,836.32	-9,236.36	91.7%
3150 · Reserve Contribution	21,598.00	41,031.00	-19,433.00	52.6%
3820 · Bank Interest	82.74	240.00	-157.26	34.5%
3000 · Income - Other	3.93			
Total 3000 · Income	141,143.38	170,862.32	-29,718.94	82.6%
Total Income	141,143.38	170,862.32	-29,718.94	82.6%
Gross Profit	141,143.38	170,862.32	-29,718.94	82.6%
Expense				
4000 · Landscaping				
4001 · Landscape Supplies	217.37	480.00	-262.63	45.3%
4010 · Landscape Contract	23,609.00	25,761.00	-2,152.00	91.6%
4015 · Landscape Maintenance	2,679.13	3,200.00	-520.87	83.7%
4050 · Irrigation Repairs	1,355.83	2,000.00	-644.17	67.8%
4060 · Spraying Contract	383.94	750.00	-366.06	51.2%
4070 · Trees	882.50	2,200.00	-1,317.50	40.1%
4080 · Landscape Misc	1,286.96	2,000.00	-713.04	64.3%
Total 4000 · Landscaping	30,414.73	36,391.00	-5,976.27	83.6%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	12,413.15	12,670.00	-256.85	98.0%
4235 · RZ Rec. Facility Major Projects	0.00	0.00	0.00	0.0%
4600 · HBC Property Maintenance	3,130.84	10,000.00	-6,869.16	31.3%
4601 · Maintenance Supplies	121.92	480.00	-358.08	25.4%
4625 · Property Maintenance Reserve	59,700.00	55,200.00	4,500.00	108.2%
4200 · Maintenance - Other	0.00			
Total 4200 · Maintenance	75,365.91	78,350.00	-2,984.09	96.2%
5000 · Utilities				
5010 · Electricity	1,382.55	1,500.00	-117.45	92.2%
5020 · Garbage	6,105.00	6,996.00	-891.00	87.3%
5030 · Water & Sewer	13,378.83	14,000.00	-621.17	95.6%
Total 5000 · Utilities	20,866.38	22,496.00	-1,629.62	92.8%
6000 · Administration				
6010 · Insurance Expense	27,989.00	28,100.00	-111.00	99.6%
6051 · Bookkeeping Expenses	4,400.00	4,800.00	-400.00	91.7%
6060 · Professional Fees	13,235.50	13,000.00	235.50	101.8%
6070 · Tax Preperation	300.00	300.00	0.00	100.0%
6100 · Taxes & Licences	50.00	50.00	0.00	100.0%
6230 · Bank Charges	0.00	0.00	0.00	0.0%
6240 · Office Supplies/Misc	55.00	480.00	-425.00	11.5%

Hayden Bay Condo
Operating & Reserve Budget vs. Actual-Fiscal Year
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
6300 · Website	95.96	400.00	-304.04	24.0%
6500 · Contingency	0.00	1,000.00	-1,000.00	0.0%
Total 6000 · Administration	46,125.46	48,130.00	-2,004.54	95.8%
Total Expense	172,772.48	185,367.00	-12,594.52	93.2%
Net Ordinary Income	-31,629.10	-14,504.68	-17,124.42	218.1%
Net Income	-31,629.10	-14,504.68	-17,124.42	218.1%

MAINTENANCE COMMITTEE REPORT – December 2021

1. Cap Rail at #507 Repair/Replace – IN PROGRESS -
2. Motion Sensor Lights Checked and Bulbs Replacement – CONTINUING
3. Garage Light Replacements – West End Detached Garage – DONE
4. Gutter Cleaning – DONE
5. Inspect/Replace Deck Pole at #543 – IN PROGRESS
6. Inspect Leak Roof/Back Upper Deck at #507 – IN PROGRESS

LANDSCAPE COMMITTEE REPORT – December 2021

- Ivy Trimming – East End
- Leaf Blowing; Sidewalk/Driveway Clearing
- Lawn Mowing; Clean-Up
- Community Herb Garden – Cleaned
- Bayside Bank – Needs Trimming
- Irrigation System – Winterized