



Hayden Bay Condominiums

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

Lillian Parker, Bookkeeper
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AGENDA

Thursday, July 23, 2020 6:00 PM

Chair Donna Hempstead's Patio, 421 Tomahawk Island Drive

*** No Contact Meeting – Print out your own Materials***

ALL HOMEOWNERS ENCOURAGED TO ATTEND

- 1. Call to Order and Approval of Meeting minutes of June 25, 2020** Donna Hempstead
- 2. Treasurer's Report:** Sally Anderson
 - a. June Financials
 - b. Assessment and Dues Collection
- 3. Officers' Reports:**
 - a. Maintenance & Reserve 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.
 - b.

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., Location TBD

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



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Minutes of the July 23, 2020 Hayden Bay Condominiums Board Meeting

Board Members Present: Chair, Donna Hempstead; Treasurer, Sally Anderson; Secretary, Sarah Warnick; Director, Steve Alexander. Insurance, Hazel Larpenteur, arrived after start of meeting. Guest: Lori March.

Call to Order: Chair Donna called the meeting to order at 6:03 pm.

Minutes: The minutes of the June 25, 2020 regular monthly meeting were approved unanimously.

Treasurer's Report: Sally said HOA financials indicate reserve contributions were ontime. The insurance fidelity bond application was approved.

Committee Reports

Reserves: New curbing was installed the week of July 13. Driveway seal coating is slated for the week of July 27. Both items are part of the 2020 Reserve Project. Fill-ins behind the curbs are set for August 1.

Landscape and Maintenance Reports will be sent with the monthly meeting notices.

Resignation: Board Secretary Sarah Warnick announced her resignation effective August 1, 2020 due to a move out of the area.

Nomination: Chair Donna asked for nominations to the secretary position and put forth resident Lori March. Sally seconded the motion. There were no other candidates; the vote was unanimous for Lori to fill the post.

Adjournment: The meeting was adjourned at 6:21 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, August 27, 2020.

Location to be announced

Hayden Bay Condo

Balance Sheet

As of July 31, 2020

	Jul 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Operating Account	75,191.77
Reserve Account	148,317.78
Total Checking/Savings	223,509.55
Accounts Receivable	
11000 · *Accounts Receivable	-29,910.83
Total Accounts Receivable	-29,910.83
Total Current Assets	193,598.72
TOTAL ASSETS	193,598.72
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	142,822.62
32000 · Unrestricted Net Assets	28,086.08
Net Income	22,690.02
Total Equity	193,598.72
TOTAL LIABILITIES & EQUITY	193,598.72

Hayden Bay Condo

Operating Profit & Loss Budget vs. Actual

July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3110 · Dues	9,236.36	9,236.15	0.21	100.0%
Total 3000 · Income	9,236.36	9,236.15	0.21	100.0%
Total Income	9,236.36	9,236.15	0.21	100.0%
Gross Profit	9,236.36	9,236.15	0.21	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	75.00	290.00	-215.00	25.9%
4050 · Irrigation Repairs	564.66	500.00	64.66	112.9%
4060 · Spraying Contract	383.94	0.00	383.94	100.0%
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	3,112.60	3,330.00	-217.40	93.5%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	806.32	1,100.00	-293.68	73.3%
4600 · HBC Property Maintenance	547.00	1,000.00	-453.00	54.7%
4601 · Maintenance Supplies Expenses	0.00	40.00	-40.00	0.0%
Total 4200 · Maintenance	1,353.32	2,140.00	-786.68	63.2%
5000 · Utilities				
5010 · Electricity	613.28	130.00	483.28	471.8%
5020 · Garbage	555.00	583.00	-28.00	95.2%
5030 · Water & Sewer	1,931.93	1,600.00	331.93	120.7%
Total 5000 · Utilities	3,100.21	2,313.00	787.21	134.0%
6000 · Administration				
6010 · Insurance Expense	425.00	0.00	425.00	100.0%
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	830.95	746.00	84.95	111.4%
Total Expense	8,397.08	8,529.00	-131.92	98.5%
Net Ordinary Income	839.28	707.15	132.13	118.7%
Net Income	839.28	707.15	132.13	118.7%

Hayden Bay Condo

Operating Profit & Loss Budget vs. Actual

January through July 2020

	Jan - Jul 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3110 · Dues	67,062.88	67,062.13	0.75	100.0%
Total 3000 · Income	67,062.88	67,062.13	0.75	100.0%
Total Income	67,062.88	67,062.13	0.75	100.0%
Gross Profit	67,062.88	67,062.13	0.75	100.0%
Expense				
4000 · Landscaping				
4001 · Landscape Supplies Expenses	138.58	280.00	-141.42	49.5%
4010 · Landscape Contract	14,562.00	14,700.00	-138.00	99.1%
4015 · Landscape Maintenance	909.99	2,050.00	-1,140.01	44.4%
4050 · Irrigation Repairs	1,344.66	1,500.00	-155.34	89.6%
4060 · Spraying Contract	495.41	250.00	245.41	198.2%
4070 · Tree Pruning	0.00	1,400.00	-1,400.00	0.0%
4080 · Landscape Misc	22.50	1,200.00	-1,177.50	1.9%
Total 4000 · Landscaping	17,473.14	21,380.00	-3,906.86	81.7%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	4,740.95	7,095.00	-2,354.05	66.8%
4600 · HBC Property Maintenance	3,379.49	6,000.00	-2,620.51	56.3%
4601 · Maintenance Supplies Expenses	38.45	280.00	-241.55	13.7%
Total 4200 · Maintenance	8,158.89	13,375.00	-5,216.11	61.0%
5000 · Utilities				
5010 · Electricity	980.75	880.00	100.75	111.4%
5020 · Garbage	3,885.00	4,081.00	-196.00	95.2%
5030 · Water & Sewer	8,124.13	7,800.00	324.13	104.2%
5090 · Cable TV	1,607.38	2,409.00	-801.62	66.7%
Total 5000 · Utilities	14,597.26	15,170.00	-572.74	96.2%
6000 · Administration				
6010 · Insurance Expense	6,857.00	6,825.00	32.00	100.5%
6051 · Bookkeeping Expenses	2,650.00	2,800.00	-150.00	94.6%
6060 · Professional Fees	0.00	1,200.00	-1,200.00	0.0%
6070 · Tax Preparation	0.00	300.00	-300.00	0.0%
6100 · Taxes & Licences	50.00	50.00	0.00	100.0%
6230 · Bank Charges	41.65	42.00	-0.35	99.2%
6240 · Office Supplies/Misc	135.16	280.00	-144.84	48.3%
6500 · Contingency	0.00	500.00	-500.00	0.0%
Total 6000 · Administration	9,733.81	11,997.00	-2,263.19	81.1%
Total Expense	49,963.10	61,922.00	-11,958.90	80.7%
Net Ordinary Income	17,099.78	5,140.13	11,959.65	332.7%
Net Income	17,099.78	5,140.13	11,959.65	332.7%

Hayden Bay Condo

Reserve Profit & Loss Budget vs. Actual

July 2020

Accrual Basis

	Jul 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	0.00	90.00	-90.00	0.0%
Total 3000 · Income	0.00	90.00	-90.00	0.0%
Total Income	0.00	90.00	-90.00	0.0%
Gross Profit	0.00	90.00	-90.00	0.0%
Expense				
4200 · Maintenance				
4235 · RZ Rec. Facility Major Projects	519.22	0.00	519.22	100.0%
4601 · Maintenance Supplies Expenses	15.00			
4625 · Property Maintenance Reserve	45.00	4,600.00	-4,555.00	1.0%
Total 4200 · Maintenance	579.22	4,600.00	-4,020.78	12.6%
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	579.22	4,600.00	-4,020.78	12.6%
Net Ordinary Income	-579.22	-4,510.00	3,930.78	12.8%
Net Income	-579.22	-4,510.00	3,930.78	12.8%

Hayden Bay Condo

Reserve Profit & Loss Budget vs. Actual

January through July 2020

Accrual Basis

	Jan - Jul 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
3000 · Income			
3150 · Reserve Contribution	21,598.00	18,350.00	3,248.00
3820 · Bank Interest	2,418.35	630.00	1,788.35
Total 3000 · Income	24,016.35	18,980.00	5,036.35
Total Income	24,016.35	18,980.00	5,036.35
Gross Profit	24,016.35	18,980.00	5,036.35
Expense			
4200 · Maintenance			
4235 · RZ Rec. Facility Major Projects	1,204.59	5,000.00	-3,795.41
4601 · Maintenance Supplies Expenses	85.05		
4625 · Property Maintenance Reserve	17,136.47	32,200.00	-15,063.53
Total 4200 · Maintenance	18,426.11	37,200.00	-18,773.89
6000 · Administration			
6060 · Professional Fees	0.00	0.00	0.00
6230 · Bank Charges	0.00	0.00	0.00
Total 6000 · Administration	0.00	0.00	0.00
64700 · Miscellaneous Expense	0.00	0.00	0.00
Total Expense	18,426.11	37,200.00	-18,773.89
Net Ordinary Income	5,590.24	-18,220.00	23,810.24
Net Income	5,590.24	-18,220.00	23,810.24

Hayden Bay Condo

Reserve Profit & Loss Budget vs. Actual

January through July 2020

Accrual Basis

	% of Budget
Ordinary Income/Expense	
Income	
3000 · Income	
3150 · Reserve Contribution	117.7%
3820 · Bank Interest	383.9%
	126.5%
Total 3000 · Income	
	126.5%
Total Income	126.5%
Gross Profit	126.5%
Expense	
4200 · Maintenance	
4235 · RZ Rec. Facility Major Projects	24.1%
4601 · Maintenance Supplies Expenses	
4625 · Property Maintenance Reserve	53.2%
	49.5%
Total 4200 · Maintenance	
6000 · Administration	
6060 · Professional Fees	0.0%
6230 · Bank Charges	0.0%
	0.0%
Total 6000 · Administration	
	0.0%
64700 · Miscellaneous Expense	
	49.5%
Total Expense	49.5%
Net Ordinary Income	-30.7%
Net Income	-30.7%

Hayden Bay Condo

Profit & Loss

July 2020

	Jul 20
Ordinary Income/Expense	
Income	
3000 · Income	
3110 · Dues	9,236.36
Total 3000 · Income	9,236.36
Total Income	9,236.36
Gross Profit	9,236.36
Expense	
4000 · Landscaping	
4010 · Landscape Contract	2,089.00
4015 · Landscape Maintenance	75.00
4050 · Irrigation Repairs	564.66
4060 · Spraying Contract	383.94
Total 4000 · Landscaping	3,112.60
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	532.87
4235 · RZ Rec. Facility Major Projects	792.67
4600 · HBC Property Maintenance	547.00
4601 · Maintenance Supplies Expenses	15.00
4625 · Property Maintenance Reserve	45.00
Total 4200 · Maintenance	1,932.54
5000 · Utilities	
5010 · Electricity	613.28
5020 · Garbage	555.00
5030 · Water & Sewer	1,931.93
Total 5000 · Utilities	3,100.21
6000 · Administration	
6010 · Insurance Expense	425.00
6051 · Bookkeeping Expenses	400.00
6230 · Bank Charges	5.95
Total 6000 · Administration	830.95
Total Expense	8,976.30
Net Ordinary Income	260.06
Net Income	260.06

Hayden Bay Condo

Profit & Loss

January through July 2020

	Jan - Jul 20
Ordinary Income/Expense	
Income	
3000 · Income	
3110 · Dues	67,062.88
3150 · Reserve Contribution	21,598.00
3820 · Bank Interest	2,418.35
Total 3000 · Income	91,079.23
Total Income	91,079.23
Gross Profit	91,079.23
Expense	
4000 · Landscaping	
4001 · Landscape Supplies Expenses	138.58
4010 · Landscape Contract	14,562.00
4015 · Landscape Maintenance	909.99
4050 · Irrigation Repairs	1,344.66
4060 · Spraying Contract	495.41
4080 · Landscape Misc	22.50
Total 4000 · Landscaping	17,473.14
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	4,467.50
4235 · RZ Rec. Facility Major Projects	1,478.04
4600 · HBC Property Maintenance	3,379.49
4601 · Maintenance Supplies Expenses	123.50
4625 · Property Maintenance Reserve	17,136.47
Total 4200 · Maintenance	26,585.00
5000 · Utilities	
5010 · Electricity	980.75
5020 · Garbage	3,885.00
5030 · Water & Sewer	8,124.13
5090 · Cable TV	1,607.38
Total 5000 · Utilities	14,597.26
6000 · Administration	
6010 · Insurance Expense	6,857.00
6051 · Bookkeeping Expenses	2,650.00
6100 · Taxes & Licences	50.00
6230 · Bank Charges	41.65
6240 · Office Supplies/Misc	135.16
Total 6000 · Administration	9,733.81
69800 · Uncategorized Expenses	0.00
Total Expense	68,389.21
Net Ordinary Income	22,690.02
Net Income	22,690.02

MAINTENANCE COMMITTEE REPORT – July 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) – TO BE DONE
3. Flat Roof Membrane – West-End 4-Plex – Secure to structure – DONE
4. Storm Drain Cleaning – TO BE DONE
5. Solar Lamp Post Light Repair - #437/439 – DONE
6. Curbs Removed for Reserve Project – DONE
7. Curbs Replaced for Reserve Project – DONE
8. Seal Coat Driveways – TO BE DONE

LANDSCAPE COMMITTEE REPORT – July 2020

- Usual Mowing, Clearing, Blowing
- Spot-Spraying Lawn for Weeds
- Bayside Walkway Corners Trimmed/Weeded
- Irrigation Repairs
- Trim Low Trees
- Trim Bushes; Entryways
- Dogwoods sprayed for Fungus