



Hayden Bay Condominiums

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

Lillian Parker, Bookkeeper
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AGENDA

Thursday, June 25, 2020 6:00 PM

Chair Donna Hempstead's Patio, 421 Tomahawk Island Drive

(This is a no-contact meeting and no items will be distributed)

ALL HOMEOWNERS ENCOURAGED TO ATTEND

- 1. Call to Order and Approval of Meeting Minutes of May 28, 2020** Donna Hempstead
- 2. Treasurer's Report:** Sally Anderson
 - a. May Financials
 - b. Assessment and Dues Collection
- 3. Officers' Reports:**
 - a. Maintenance and 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. Covid-19 Pool Rules
 - b. Discussion of Emergency Evacuation Research and Planning

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



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Minutes of the June 25, 2020 Hayden Bay Condominiums Board Meeting

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

Call to Order: Chair Donna called the meeting to order at 6:04 pm.

Minutes: The minutes of the May 28, 2020 regular monthly meeting were approved unanimously.

Treasurer's Report: Sally said HOA financials are going well. The financials are added to the monthly minutes and agendas that are emailed to all residents.

Committee Reports

Maintenance: New curbing will go in the week of July 13. The four-day project will begin at the east end; driveway sealing will occur several weeks later. Both items are part of the 2020 Reserve Project.

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

Red Zone: Sarah reported July 10th is the earliest the pool will reopen, concurrent with Covid-19 phase 2. Pool rules have been adopted by HBH with the addition of "swim at your own risk." Rules will be emailed to all Homes and Condos residents besides posted at the pool. Pool Committee Chair Ivonna Hagan purchased a Pickle Ball net/matt for the pool area for \$190. Players will need to provide their own paddles and balls (about \$30). Tennis court resurfacing is in the works. Retaining wall and drainage projects are complete, refurbishing of the concrete walkway to the clubhouse will begin shortly. Ivonna will spray a "friendly" ant killer around the clubhouse to address their infestation. (Cost \$15-20) She is also getting bids for sign replacement along the Tomahawk Island Drive walking path similar to the signage on the bayside walking path. HBH alerted HBC that it is discussing security issues.

Insurance: Hazel reported the insurance fidelity bond application has been resubmitted with more information. Hazel noted Emergency Evacuation Research continues.

Adjournment: The meeting was adjourned at 6:31 pm.

Hayden Bay Condominium 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 scheduled for
Thursday, July 23, 2020.

Location to be announced

Hayden Bay Condo

Balance Sheet

As of June 30, 2020

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
Operating Account	59,730.56
Reserve Account	165,111.39
Total Checking/Savings	224,841.95
Accounts Receivable	
11000 · *Accounts Receivable	-31,503.29
Total Accounts Receivable	-31,503.29
Total Current Assets	193,338.66
TOTAL ASSETS	193,338.66
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	142,822.62
32000 · Unrestricted Net Assets	28,086.08
Net Income	22,429.96
Total Equity	193,338.66
TOTAL LIABILITIES & EQUITY	193,338.66

Hayden Bay Condo

Operating Profit & Loss Budget vs. Actual

June 2020

	Jun 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	22.43	40.00	-17.57	56.1%
4010 · Landscape Contract	2,089.00	2,100.00	-11.00	99.5%
4015 · Landscape Maintenance	90.00	300.00	-210.00	30.0%
4050 · Irrigation Repairs	780.00	500.00	280.00	156.0%
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	2,981.43	3,340.00	-358.57	89.3%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	530.10	1,100.00	-569.90	48.2%
4600 · HBC Property Maintenance	402.49	1,000.00	-597.51	40.2%
4601 · Maintenance Supplies Expenses	0.00	40.00	-40.00	0.0%
Total 4200 · Maintenance	932.59	2,140.00	-1,207.41	43.6%
5000 · Utilities				
5010 · Electricity	58.86	130.00	-71.14	45.3%
5020 · Garbage	555.00	583.00	-28.00	95.2%
5030 · Water & Sewer	650.07	900.00	-249.93	72.2%
Total 5000 · Utilities	1,263.93	1,613.00	-349.07	78.4%
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	5,583.90	7,839.00	-2,255.10	71.2%
Net Ordinary Income	3,652.46	1,397.15	2,255.31	261.4%
Net Income	3,652.46	1,397.15	2,255.31	261.4%

Hayden Bay Condo

Operating Profit & Loss Budget vs. Actual

January through June 2020

	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3110 · Dues	57,826.52	57,825.98	0.54	100.0%
Total 3000 · Income	57,826.52	57,825.98	0.54	100.0%
Total Income	57,826.52	57,825.98	0.54	100.0%
Gross Profit	57,826.52	57,825.98	0.54	100.0%
Expense				
4000 · Landscaping				
4001 · Landscape Supplies Expenses	138.58	240.00	-101.42	57.7%
4010 · Landscape Contract	12,473.00	12,600.00	-127.00	99.0%
4015 · Landscape Maintenance	834.99	1,760.00	-925.01	47.4%
4050 · Irrigation Repairs	780.00	1,000.00	-220.00	78.0%
4060 · Spraying Contract	111.47	250.00	-138.53	44.6%
4070 · Tree Pruning	0.00	1,200.00	-1,200.00	0.0%
4080 · Landscape Misc	22.50	1,000.00	-977.50	2.3%
Total 4000 · Landscaping	14,360.54	18,050.00	-3,689.46	79.6%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	3,934.63	5,995.00	-2,060.37	65.6%
4600 · HBC Property Maintenance	2,832.49	5,000.00	-2,167.51	56.6%
4601 · Maintenance Supplies Expenses	38.45	240.00	-201.55	16.0%
Total 4200 · Maintenance	6,805.57	11,235.00	-4,429.43	60.6%
5000 · Utilities				
5010 · Electricity	367.47	750.00	-382.53	49.0%
5020 · Garbage	3,330.00	3,498.00	-168.00	95.2%
5030 · Water & Sewer	6,192.20	6,200.00	-7.80	99.9%
5090 · Cable TV	1,607.38	2,409.00	-801.62	66.7%
Total 5000 · Utilities	11,497.05	12,857.00	-1,359.95	89.4%
6000 · Administration				
6010 · Insurance Expense	6,432.00	6,825.00	-393.00	94.2%
6051 · Bookkeeping Expenses	2,250.00	2,400.00	-150.00	93.8%
6060 · Professional Fees	0.00	1,000.00	-1,000.00	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	35.70	36.00	-0.30	99.2%
6240 · Office Supplies/Misc	135.16	240.00	-104.84	56.3%
6500 · Contingency	0.00	400.00	-400.00	0.0%
Total 6000 · Administration	8,902.86	11,251.00	-2,348.14	79.1%
Total Expense	41,566.02	53,393.00	-11,826.98	77.8%
Net Ordinary Income	16,260.50	4,432.98	11,827.52	366.8%
Net Income	16,260.50	4,432.98	11,827.52	366.8%

Hayden Bay Condo Reserve Profit & Loss Budget vs. Actual

Accrual Basis

June 2020

	Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3150 · Reserve Contribution	21,598.00	18,350.00	3,248.00	117.7%
3820 · Bank Interest	5.70	90.00	-84.30	6.3%
Total 3000 · Income	21,603.70	18,440.00	3,163.70	117.2%
Total Income	21,603.70	18,440.00	3,163.70	117.2%
Gross Profit	21,603.70	18,440.00	3,163.70	117.2%
Expense				
4200 · Maintenance				
4235 · RZ Rec. Facility Major Projects	0.00	0.00	0.00	0.0%
4601 · Maintenance Supplies Expenses	17.14			
4625 · Property Maintenance Reserve	16,776.47	4,600.00	12,176.47	364.7%
Total 4200 · Maintenance	16,793.61	4,600.00	12,193.61	365.1%
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	16,793.61	4,600.00	12,193.61	365.1%
Net Ordinary Income	4,810.09	13,840.00	-9,029.91	34.8%
Net Income	4,810.09	13,840.00	-9,029.91	34.8%

Hayden Bay Condo

Reserve Profit & Loss Budget vs. Actual

January through June 2020

Accrual Basis

	Jan - Jun 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	540.00	1,878.35
Total 3000 · Income	24,016.35	18,890.00	5,126.35
Total Income	24,016.35	18,890.00	5,126.35
Gross Profit	24,016.35	18,890.00	5,126.35
Expense			
4200 · Maintenance			
4235 · RZ Rec. Facility Major Projects	685.37	5,000.00	-4,314.63
4601 · Maintenance Supplies Expenses	70.05		
4625 · Property Maintenance Reserve	17,091.47	27,600.00	-10,508.53
Total 4200 · Maintenance	17,846.89	32,600.00	-14,753.11
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	17,846.89	32,600.00	-14,753.11
Net Ordinary Income	6,169.46	-13,710.00	19,879.46
Net Income	6,169.46	-13,710.00	19,879.46

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

Accrual Basis

	% of Budget
Ordinary Income/Expense	
Income	
3000 · Income	
3150 · Reserve Contribution	117.7%
3820 · Bank Interest	447.8%
	127.1%
Total 3000 · Income	127.1%
Total Income	127.1%
Gross Profit	127.1%
Expense	
4200 · Maintenance	
4235 · RZ Rec. Facility Major Projects	13.7%
4601 · Maintenance Supplies Expenses	
4625 · Property Maintenance Reserve	61.9%
	54.7%
Total 4200 · Maintenance	54.7%
6000 · Administration	
6060 · Professional Fees	0.0%
6230 · Bank Charges	0.0%
	0.0%
Total 6000 · Administration	0.0%
64700 · Miscellaneous Expense	0.0%
Total Expense	54.7%
Net Ordinary Income	-45.0%
Net Income	-45.0%

Hayden Bay Condo

Profit & Loss

June 2020

	Jun 20
Ordinary Income/Expense	
Income	
3000 · Income	
3110 · Dues	9,236.36
3150 · Reserve Contribution	21,598.00
3820 · Bank Interest	5.70
Total 3000 · Income	30,840.06
Total Income	30,840.06
Gross Profit	30,840.06
Expense	
4000 · Landscaping	
4001 · Landscape Supplies Expenses	22.43
4010 · Landscape Contract	2,089.00
4015 · Landscape Maintenance	90.00
4050 · Irrigation Repairs	780.00
Total 4000 · Landscaping	2,981.43
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	530.10
4600 · HBC Property Maintenance	402.49
4601 · Maintenance Supplies Expenses	17.14
4625 · Property Maintenance Reserve	16,776.47
Total 4200 · Maintenance	17,726.20
5000 · Utilities	
5010 · Electricity	58.86
5020 · Garbage	555.00
5030 · Water & Sewer	650.07
Total 5000 · Utilities	1,263.93
6000 · Administration	
6051 · Bookkeeping Expenses	400.00
6230 · Bank Charges	5.95
Total 6000 · Administration	405.95
Total Expense	22,377.51
Net Ordinary Income	8,462.55
Net Income	8,462.55

Hayden Bay Condo

Profit & Loss

January through June 2020

	Jan - Jun 20
Ordinary Income/Expense	
Income	
3000 · Income	
3110 · Dues	57,826.52
3150 · Reserve Contribution	21,598.00
3820 · Bank Interest	2,418.35
Total 3000 · Income	81,842.87
Total Income	81,842.87
Gross Profit	81,842.87
Expense	
4000 · Landscaping	
4001 · Landscape Supplies Expenses	138.58
4010 · Landscape Contract	12,473.00
4015 · Landscape Maintenance	834.99
4050 · Irrigation Repairs	780.00
4060 · Spraying Contract	111.47
4080 · Landscape Misc	22.50
Total 4000 · Landscaping	14,360.54
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	3,934.63
4235 · RZ Rec. Facility Major Projects	685.37
4600 · HBC Property Maintenance	2,832.49
4601 · Maintenance Supplies Expenses	108.50
4625 · Property Maintenance Reserve	17,091.47
Total 4200 · Maintenance	24,652.46
5000 · Utilities	
5010 · Electricity	367.47
5020 · Garbage	3,330.00
5030 · Water & Sewer	6,192.20
5090 · Cable TV	1,607.38
Total 5000 · Utilities	11,497.05
6000 · Administration	
6010 · Insurance Expense	6,432.00
6051 · Bookkeeping Expenses	2,250.00
6100 · Taxes & Licences	50.00
6230 · Bank Charges	35.70
6240 · Office Supplies/Misc	135.16
Total 6000 · Administration	8,902.86
69800 · Uncategorized Expenses	0.00
Total Expense	59,412.91
Net Ordinary Income	22,429.96
Net Income	22,429.96

MAINTENANCE COMMITTEE REPORT – June 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. Locates; Prep for Reserve Project – DONE
7. Curbs Removed for Reserve Project – DONE

LANDSCAPE COMMITTEE REPORT – June 2020

- Repair Station #2 – Irrigation
- Weed/Trim Roadway Islands
- Repair Sprinkler Head at Driveway #419
- Trim Bushes
- Azaleas and Rhodies sprayed for Lace Wing bug