



Hayden Bay Condominiums

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

AGENDA

WHEN: Thursday, June 24, 2021 @ 6:00PM

WHERE: Clubhouse – Rec Room

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

1. **CALL TO ORDER AND APPROVAL OF MEETING MINUTES OF MAY 27, 2021** Donna Hempstead
2. **TREASURER’S REPORT:** Sally Anderson
 - a. May Financials
3. **COMMITTEE REPORTS:**
 - a. Maintenance and Reserve Donna Hempstead
 - b. Landscape Donna Hempstead & Sally Anderson
 - c. Insurance Hazel Larpenteur
 - d. Red Zone Steve Alexander & Sally Anderson
4. **OLD BUSINESS:**
 - a. Update re: HB Marina HOA RZ
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 (one week earlier, Nov/Dec)

HBM-HOA MEETINGS: 3RD Tuesday quarterly, 7:00pm, Rec Room; Next June 15



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Portland, OR 97217-7923

Website:
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Minutes of the May 27, 2021 Hayden Bay Condominiums Monthly Board Meeting

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

Board Member Absent: None

Guests (Non-Board Members): Beverley Duke-Young; Paul Dicker

Call to Order: Chair Donna Hempstead called the meeting to order at 6:01 p.m.

Minutes: The minutes of the April 22, 2021 regular meeting were approved unanimously, with no changes.

Treasurer's Report: Financial reports were included with the monthly meeting notice. All categories are within expected budget limits.

Committee Reports:

Maintenance Report: Attached to these Minutes.

Landscape Report: Attached to these Minutes.

Insurance: Hazel reported that although the Condos have been paying their proportionate share of the Red Zone insurance, they have not been listed as an Additional Insured. That has been corrected and the Condos have been added.

Red Zone: The Pool was opened on May 1, 2021. There is a Mandatory Pool Waiver (with COVID Protocols) to be signed by each individual (one time only) who uses the pool.

The HBM-HOA has requested the Condos pay a proportionate share of The Phoenix Security monthly invoices for security in the RZ. More information will be collected. No decision made.

There was discussion regarding the Tunnel Gate proposed by the HBM-HOA. The Board considered not opposing that portion of the proposed fence project as long as it is fully legal (easements necessary for Master Association members including Condos). No final decision was made.

Old Business: 2021 Reserve project – The West-End 4-plex flat roof will be replaced. The flat roof above the garages on the 5 duplexes and the flat roof above the garages of the West-End 4-plex will also be replaced. The contractor intends to give 2 weeks' notice to residents being affected by work.

New Business: Please use the Community herb garden planted between 419 and the East-End 4-Plex. Thyme, Rosemary, Chives, Marjoram, Sage, Mint,

In regards to the erosion of the bank, there is concern about one particular area. Engineers have reviewed it and have said the erosion is not something to be concerned about at this time.

Adjournment: The Meeting was adjourned at 6:59p.m. by unanimous consent.

The Next Meeting will be on June 24th. 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)

Steve Alexander (Red Zone Representative)

MAINTENANCE COMMITTEE REPORT – May 2021

1. Obtain Bids for Reserve Project (Roof, Garage Decks) – DONE
2. Sidewalk Repair (West-End 4-Plex, East-End 4-Plex and #421) – IN PROGRESS
3. Begin Research re: River Bank Repair – Engineering Work – IN PROGRESS
4. Motion Sensor Lights Checked and Bulbs Replaced - DONE
5. Garage Light Replacement – West End Detached Garage – IN PROGRESS

LANDSCAPE COMMITTEE REPORT – May 2021

- Big Trees Damage – Arborists Work - DONE
- Leaf Blowing; Sidewalk/Driveway Clearing
- Lawn Mowing; Clean-Up
- New Rhododendron planted at #543
- Irrigation System Inspected, Started, and Adjusted
- Community Herb Garden Planted; Bark Mulch
- Bayside Middle cleaned/weeded/trimmed (Amy Welch)
- Big Tree trimmed of lower branches

Hayden Bay Condo

Profit & Loss

January through May 2021

	Jan - May 21
Ordinary Income/Expense	
Income	
3000 · Income	
3001 · Carryforward for Operatons	4,481.25
3110 · Dues	46,181.80
3820 · Bank Interest	56.48
Total 3000 · Income	50,719.53
Total Income	50,719.53
Gross Profit	50,719.53
Expense	
4000 · Landscaping	
4001 · Landscape Supplies	163.73
4010 · Landscape Contract	10,697.00
4015 · Landscape Maintenance	1,130.38
4050 · Irrigation Repairs	96.25
4070 · Trees	725.00
Total 4000 · Landscaping	12,812.36
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	4,269.70
4600 · HBC Property Maintenance	1,232.19
4601 · Maintenance Supplies	121.92
4200 · Maintenance - Other	0.00
Total 4200 · Maintenance	5,623.81
5000 · Utilities	
5010 · Electricity	303.13
5020 · Garbage	2,775.00
5030 · Water & Sewer	5,883.09
Total 5000 · Utilities	8,961.22
6000 · Administration	
6010 · Insurance Expense	7,127.00
6051 · Bookkeeping Expenses	2,000.00
6060 · Professional Fees	6,682.50
6070 · Tax Preperation	300.00
6100 · Taxes & Licences	50.00
6240 · Office Supplies/Misc	55.00
Total 6000 · Administration	16,214.50
Total Expense	43,611.89
Net Ordinary Income	7,107.64
Net Income	7,107.64

Hayden Bay Condo Reserve Budget vs. Actual May 2021

Accrual Basis

	May 21	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	5.29	20.00	-14.71	26.5%
Total 3000 · Income	5.29	20.00	-14.71	26.5%
Total Income	5.29	20.00	-14.71	26.5%
Gross Profit	5.29	20.00	-14.71	26.5%
Expense				
4200 · Maintenance				
4235 · RZ Rec. Facility Major Projects	0.00	0.00	0.00	0.0%
4625 · Property Maintenance Reserve	0.00	4,600.00	-4,600.00	0.0%
Total 4200 · Maintenance	0.00	4,600.00	-4,600.00	0.0%
Total Expense	0.00	4,600.00	-4,600.00	0.0%
Net Ordinary Income	5.29	-4,580.00	4,585.29	-0.1%
Net Income	5.29	-4,580.00	4,585.29	-0.1%

Hayden Bay Condo

Operating Budget vs. Actual

May 2021

	May 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	550.66	266.67	283.99	206.5%
4050 · Irrigation Repairs	0.00	167.00	-167.00	0.0%
4060 · Spraying Contract	0.00	62.50	-62.50	0.0%
4070 · Trees	725.00	183.33	541.67	395.5%
4080 · Landscape Misc	0.00	167.00	-167.00	0.0%
Total 4000 · Landscaping	3,427.66	3,038.50	389.16	112.8%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	903.13	950.00	-46.87	95.1%
4600 · HBC Property Maintenance	0.00	833.00	-833.00	0.0%
4601 · Maintenance Supplies	0.00	40.00	-40.00	0.0%
Total 4200 · Maintenance	903.13	1,823.00	-919.87	49.5%
5000 · Utilities				
5010 · Electricity	58.98	125.00	-66.02	47.2%
5020 · Garbage	555.00	583.00	-28.00	95.2%
5030 · Water & Sewer	689.03	1,167.00	-477.97	59.0%
Total 5000 · Utilities	1,303.01	1,875.00	-571.99	69.5%
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	6,682.50	5,000.00	1,682.50	133.7%
6070 · Tax Preperation	300.00	300.00	0.00	100.0%
6240 · Office Supplies/Misc	0.00	40.00	-40.00	0.0%
6300 · Website	0.00	33.33	-33.33	0.0%
6500 · Contingency	0.00	83.00	-83.00	0.0%
Total 6000 · Administration	7,807.50	5,856.33	1,951.17	133.3%
Total Expense	13,441.30	12,592.83	848.47	106.7%
Net Ordinary Income	-3,308.69	-2,460.22	-848.47	134.5%
Net Income	-3,308.69	-2,460.22	-848.47	134.5%