



Hayden Bay Condominiums

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

AGENDA

WHEN: Thursday, May 27, 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 APRIL 22, 2021** Donna Hempstead
2. **TREASURER’S REPORT:** Sally Anderson
 - a. April 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. Reserve Projects – West-End 4-Plex Roof
 - b. Update re: HB Marina HOA
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



Hayden Bay Condominiums

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Portland, OR 97217-7923

Website:
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Minutes of the April 22, 2021 Hayden Bay Condominiums Monthly Board Meeting

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

Board Member Absent: Steve Alexander (Directors)

Guests (Non-Board Members): n/a

Call to Order: Chair Donna Hempstead called the meeting to order at 6:10 p.m.

Minutes: The minutes of the March 25, 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: The River Bank is eroding. We will be investigating how to engineer the Slope.

Landscape Report: The damaged trees at #421 and #511 will be appropriately trimmed by arborists on May 12th. Please avoid walking near the hanging branches in the meantime. The River Bank was cleared of overgrowth, blackberries, and willows except for the one mitigation layer.

Insurance: There is no new activity re: Insurance.

Red Zone: The Pool is scheduled to open by May 1, 2021. The Condos will be assisting in the cleaning and preparation of the opening.

Old Business: Although it is already policy, a Resolution was passed to state the following: Hayden Bay Condo Board "Red Zone" representatives to the Hayden Bay Marina Homeowner's Association can only vote as directed by the full HB Condo Board – 0 No, 5 Yes

Reserve project – Bids are in progress for the flat roof areas of the west side 4-plex – similar to east side 4-plex, which was roofed in 2019. A discussion on order of priority for flat roof areas, upper deck areas, etc., was had and conclusions will be determined at a later date.

New Business:

- Marina Parking – The guest parking spaces are regularly being used by renters of boat slips that are owned by non-residents of Hayden Bay Condos. These spaces are not designated for this usage and parking is extremely difficult with the added usage. Discussion was had as to whether additional signage is needed at these guest parking spaces or if notes should be placed on the windshields of unauthorized parked cars.
- The Board voted on the below questions in regards to the proposed fence project by the Homes:

*Does the Condo Board agree to Repair/Replacement to the Car Entry Gate to Lotus Beach Drive at Yellow Zone expense, as long as it does not encroach on Red Zone – 0 No, 5 Yes

*Does the Board agree to a new Tunnel Gate, blocking public access to the bayside path? The Tunnel Gate is part of the common area of the HB Marina Homeowners Association (the "Master" Assoc.) - 5 No, 0 Yes

Adjournment: The Meeting was adjourned at 7:14p.m. by unanimous consent.

The Next Meeting will be on May 27th. Notice will be sent out.

Hayden Bay Condominiums Board:

Board Chair – Donna Hempstead (Maintenance, Landscape)

Hayden Bay Condo

Profit & Loss

April 2021

	Apr 21
Ordinary Income/Expense	
Income	
3000 · Income	
3001 · Carryforward for Operatons	896.25
3110 · Dues	9,236.36
3820 · Bank Interest	5.12
Total 3000 · Income	10,137.73
Total Income	10,137.73
Gross Profit	10,137.73
Expense	
4000 · Landscaping	
4001 · Landscape Supplies	93.28
4010 · Landscape Contract	2,152.00
4015 · Landscape Maintenance	183.75
Total 4000 · Landscaping	2,429.03
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	641.77
4600 · HBC Property Maintenance	8.75
4601 · Maintenance Supplies	37.92
Total 4200 · Maintenance	688.44
5000 · Utilities	
5010 · Electricity	59.73
5020 · Garbage	555.00
5030 · Water & Sewer	1,929.55
Total 5000 · Utilities	2,544.28
6000 · Administration	
6051 · Bookkeeping Expenses	400.00
Total 6000 · Administration	400.00
Total Expense	6,061.75
Net Ordinary Income	4,075.98
Net Income	4,075.98

Hayden Bay Condo

Profit & Loss

January through April 2021

	Jan - Apr 21
Ordinary Income/Expense	
Income	
3000 · Income	
3001 · Carryforward for Operatons	3,585.00
3110 · Dues	36,945.44
3820 · Bank Interest	51.19
Total 3000 · Income	40,581.63
Total Income	40,581.63
Gross Profit	40,581.63
Expense	
4000 · Landscaping	
4001 · Landscape Supplies	163.73
4010 · Landscape Contract	8,545.00
4015 · Landscape Maintenance	579.72
4050 · Irrigation Repairs	96.25
Total 4000 · Landscaping	9,384.70
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	3,366.57
4600 · HBC Property Maintenance	1,232.19
4601 · Maintenance Supplies	121.92
Total 4200 · Maintenance	4,720.68
5000 · Utilities	
5010 · Electricity	244.15
5020 · Garbage	2,220.00
5030 · Water & Sewer	5,194.06
Total 5000 · Utilities	7,658.21
6000 · Administration	
6010 · Insurance Expense	6,702.00
6051 · Bookkeeping Expenses	1,600.00
6100 · Taxes & Licences	50.00
6240 · Office Supplies/Misc	55.00
Total 6000 · Administration	8,407.00
Total Expense	30,170.59
Net Ordinary Income	10,411.04
Net Income	10,411.04

Hayden Bay Condo

Operating Budget vs. Actual

April 2021

	Apr 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	93.28	40.00	53.28	233.2%
4010 · Landscape Contract	2,152.00	2,152.00	0.00	100.0%
4015 · Landscape Maintenance	183.75	266.66	-82.91	68.9%
4050 · Irrigation Repairs	0.00	166.00	-166.00	0.0%
4060 · Spraying Contract	0.00	62.50	-62.50	0.0%
4070 · Trees	0.00	183.33	-183.33	0.0%
4080 · Landscape Misc	0.00	166.00	-166.00	0.0%
Total 4000 · Landscaping	2,429.03	3,036.49	-607.46	80.0%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	641.77	950.00	-308.23	67.6%
4600 · HBC Property Maintenance	8.75	833.00	-824.25	1.1%
4601 · Maintenance Supplies	37.92	40.00	-2.08	94.8%
Total 4200 · Maintenance	688.44	1,823.00	-1,134.56	37.8%
5000 · Utilities				
5010 · Electricity	59.73	125.00	-65.27	47.8%
5020 · Garbage	555.00	583.00	-28.00	95.2%
5030 · Water & Sewer	1,929.55	1,166.00	763.55	165.5%
Total 5000 · Utilities	2,544.28	1,874.00	670.28	135.8%
6000 · Administration				
6051 · Bookkeeping Expenses	400.00	400.00	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	400.00	556.33	-156.33	71.9%
Total Expense	6,061.75	7,289.82	-1,228.07	83.2%
Net Ordinary Income	4,070.86	2,842.79	1,228.07	143.2%
Net Income	4,070.86	2,842.79	1,228.07	143.2%

Hayden Bay Condo Reserve Budget vs. Actual April 2021

Accrual Basis

	Apr 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	5.12	20.00	-14.88	25.6%
Total 3000 · Income	5.12	20.00	-14.88	25.6%
Total Income	5.12	20.00	-14.88	25.6%
Gross Profit	5.12	20.00	-14.88	25.6%
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	5.12	-4,580.00	4,585.12	-0.1%
Net Income	5.12	-4,580.00	4,585.12	-0.1%

Hayden Bay Condo

Balance Sheet

As of April 30, 2021

	Apr 30, 21
ASSETS	
Current Assets	
Checking/Savings	
OnPoint CCU Operating Account	67,280.79
OnPoint CCU Reserve Account	124,599.66
Total Checking/Savings	191,880.45
Accounts Receivable	
11000 · *Accounts Receivable	-17,336.56
Total Accounts Receivable	-17,336.56
Other Current Assets	
12000 · *Undeposited Funds	551.32
Total Other Current Assets	551.32
Total Current Assets	175,095.21
TOTAL ASSETS	175,095.21
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	142,822.62
32000 · Unrestricted Net Assets	22,757.80
Net Income	9,514.79
Total Equity	175,095.21
TOTAL LIABILITIES & EQUITY	175,095.21

MAINTENANCE COMMITTEE REPORT – Apr/May 2021

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

LANDSCAPE COMMITTEE REPORT – Apr/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 and Started
- Meet with Brightview Landscape Co.
- Community Herb Garden Planted; Bark Mulch