

MAINTENANCE COMMITTEE REPORT – May 2020

1. Wash Algae off Buildings and Fences – DONE
2. Repair damage at West-End 4-Plex Detached Garage – IN PROGRESS
3. Sidewalk Repair (West-End 4-Plex, East-End 4-Plex and #421) – TO BE DONE
4. Flat Roof Membrane – West-End 4-Plex – Secure to structure – IN PROGRESS
5. Sand/Paint Fence Cap at #437 - DONE
6. Storm Drain Cleaning – TO BE DONE
7. Lamp Post Light Repair - #437/439 – IN PROGRESS

LANDSCAPE COMMITTEE REPORT – May 2020

- Rake/Clean Beds at Entryways
- East-End 4-Plex Driveway Side Planted
- Riverbank Edges Cleaned
- Met w/ Brightview Supervisors May 14
- Fertilizer Applied to all Lawn May 15
- Herb Garden Planted
- Stepping Stones set for East-End 4-Plex

Hayden Bay Condo
Balance Sheet
As of April 30, 2020

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
Operating Account	66,644.67
Reserve Account	139,168.60
Total Checking/Savings	205,813.27
Accounts Receivable	
11000 · *Accounts Receivable	-24,891.15
Total Accounts Receivable	-24,891.15
Total Current Assets	180,922.12
TOTAL ASSETS	180,922.12
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	142,822.62
32000 · Unrestricted Net Assets	28,086.08
Net Income	10,013.42
Total Equity	180,922.12
TOTAL LIABILITIES & EQUITY	180,922.12

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Accrual Basis

Hayden Bay Condo

Operating Profit & Loss Budget vs. Actual

April 2020

	Apr 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3110 · Dues	9,236.36	9,236.20	0.16	100.0%
Total 3000 · Income	9,236.36	9,236.20	0.16	100.0%
Total Income	9,236.36	9,236.20	0.16	100.0%
Gross Profit	9,236.36	9,236.20	0.16	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	0.00	290.00	-290.00	0.0%
4060 · Spraying Contract	111.47	250.00	-138.53	44.6%
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	2,200.47	3,080.00	-879.53	71.4%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	552.52	975.00	-422.48	56.7%
4600 · HBC Property Maintenance	1,150.00	1,000.00	150.00	115.0%
4601 · Maintenance Supplies Expenses	0.00	40.00	-40.00	0.0%
Total 4200 · Maintenance	1,702.52	2,015.00	-312.48	84.5%
5000 · Utilities				
5010 · Electricity	60.27	130.00	-69.73	46.4%
5020 · Garbage	555.00	583.00	-28.00	95.2%
5030 · Water & Sewer	1,627.84	1,500.00	127.84	108.5%
Total 5000 · Utilities	2,243.11	2,213.00	30.11	101.4%
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	6,552.05	8,054.00	-1,501.95	81.4%
Net Ordinary Income	2,684.31	1,182.20	1,502.11	227.1%
Net Income	2,684.31	1,182.20	1,502.11	227.1%

Hayden Bay Condo

Operating Profit & Loss Budget vs. Actual

January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3110 · Dues	39,353.80	39,353.68	0.12	100.0%
Total 3000 · Income	39,353.80	39,353.68	0.12	100.0%
Total Income	39,353.80	39,353.68	0.12	100.0%
Gross Profit	39,353.80	39,353.68	0.12	100.0%
Expense				
4000 · Landscaping				
4001 · Landscape Supplies Expenses	101.15	160.00	-58.85	63.2%
4010 · Landscape Contract	8,295.00	8,400.00	-105.00	98.8%
4015 · Landscape Maintenance	311.49	1,160.00	-848.51	26.9%
4060 · Spraying Contract	298.97	250.00	48.97	119.6%
4070 · Tree Pruning	0.00	800.00	-800.00	0.0%
4080 · Landscape Misc	0.00	600.00	-600.00	0.0%
Total 4000 · Landscaping	9,006.61	11,370.00	-2,363.39	79.2%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	2,906.06	3,900.00	-993.94	74.5%
4600 · HBC Property Maintenance	2,152.50	3,000.00	-847.50	71.8%
4601 · Maintenance Supplies Expenses	28.47	160.00	-131.53	17.8%
Total 4200 · Maintenance	5,087.03	7,060.00	-1,972.97	72.1%
5000 · Utilities				
5010 · Electricity	250.62	490.00	-239.38	51.1%
5020 · Garbage	2,220.00	2,332.00	-112.00	95.2%
5030 · Water & Sewer	4,799.19	4,600.00	199.19	104.3%
5090 · Cable TV	1,607.38	2,409.00	-801.62	66.7%
Total 5000 · Utilities	8,877.19	9,831.00	-953.81	90.3%
6000 · Administration				
6010 · Insurance Expense	6,432.00	6,825.00	-393.00	94.2%
6051 · Bookkeeping Expenses	1,450.00	1,600.00	-150.00	90.6%
6060 · Professional Fees	0.00	600.00	-600.00	0.0%
6070 · Tax Preperation	0.00	300.00	-300.00	0.0%
6100 · Taxes & Licences	50.00	50.00	0.00	100.0%
6230 · Bank Charges	23.80	24.00	-0.20	99.2%
6240 · Office Supplies/Misc	135.16	160.00	-24.84	84.5%
6500 · Contingency	0.00	200.00	-200.00	0.0%
Total 6000 · Administration	8,090.96	9,759.00	-1,668.04	82.9%
Total Expense	31,061.79	38,020.00	-6,958.21	81.7%
Net Ordinary Income	8,292.01	1,333.68	6,958.33	621.7%
Net Income	8,292.01	1,333.68	6,958.33	621.7%

Hayden Bay Condo

Profit & Loss

April 2020

	Apr 20
Ordinary Income/Expense	
Income	
3000 · Income	
3110 · Dues	9,236.36
3820 · Bank Interest	5.70
Total 3000 · Income	9,242.06
Total Income	9,242.06
Gross Profit	9,242.06
Expense	
4000 · Landscaping	
4010 · Landscape Contract	2,089.00
4060 · Spraying Contract	111.47
Total 4000 · Landscaping	2,200.47
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	552.52
4235 · RZ Rec. Facility Major Projects	685.37
4600 · HBC Property Maintenance	1,150.00
Total 4200 · Maintenance	2,387.89
5000 · Utilities	
5010 · Electricity	60.27
5020 · Garbage	555.00
5030 · Water & Sewer	1,627.84
Total 5000 · Utilities	2,243.11
6000 · Administration	
6051 · Bookkeeping Expenses	400.00
6230 · Bank Charges	5.95
Total 6000 · Administration	405.95
Total Expense	7,237.42
Net Ordinary Income	2,004.64
Net Income	2,004.64

Hayden Bay Condo

Profit & Loss

January through April 2020

	Jan - Apr 20
Ordinary Income/Expense	
Income	
3000 · Income	
3110 · Dues	39,353.80
3820 · Bank Interest	2,406.78
Total 3000 · Income	41,760.58
Total Income	41,760.58
Gross Profit	41,760.58
Expense	
4000 · Landscaping	
4001 · Landscape Supplies Expenses	101.15
4010 · Landscape Contract	8,295.00
4015 · Landscape Maintenance	311.49
4060 · Spraying Contract	298.97
Total 4000 · Landscaping	9,006.61
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	2,906.06
4235 · RZ Rec. Facility Major Projects	685.37
4600 · HBC Property Maintenance	2,152.50
4601 · Maintenance Supplies Expenses	28.47
Total 4200 · Maintenance	5,772.40
5000 · Utilities	
5010 · Electricity	250.62
5020 · Garbage	2,220.00
5030 · Water & Sewer	4,799.19
5090 · Cable TV	1,607.38
Total 5000 · Utilities	8,877.19
6000 · Administration	
6010 · Insurance Expense	6,432.00
6051 · Bookkeeping Expenses	1,450.00
6100 · Taxes & Licences	50.00
6230 · Bank Charges	23.80
6240 · Office Supplies/Misc	135.16
Total 6000 · Administration	8,090.96
69800 · Uncategorized Expenses	0.00
Total Expense	31,747.16
Net Ordinary Income	10,013.42
Net Income	10,013.42

Hayden Bay Condo

Reserve Profit & Loss Budget vs. Actual

April 2020

Accrual Basis

	Apr 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	5.70	90.00	-84.30	6.3%
Total 3000 · Income	5.70	90.00	-84.30	6.3%
Total Income	5.70	90.00	-84.30	6.3%
Gross Profit	5.70	90.00	-84.30	6.3%
Expense				
4200 · Maintenance				
4235 · RZ Rec. Facility Major Projects	685.37	0.00	685.37	100.0%
4625 · Property Maintenance Reserve	0.00	4,600.00	-4,600.00	0.0%
Total 4200 · Maintenance	685.37	4,600.00	-3,914.63	14.9%
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	685.37	4,600.00	-3,914.63	14.9%
Net Ordinary Income	-679.67	-4,510.00	3,830.33	15.1%
Net Income	-679.67	-4,510.00	3,830.33	15.1%

Hayden Bay Condo

Reserve Profit & Loss Budget vs. Actual

January through April 2020

Accrual Basis

	Jan - Apr 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	2,406.78	360.00	2,046.78	668.6%
Total 3000 · Income	2,406.78	360.00	2,046.78	668.6%
Total Income	2,406.78	360.00	2,046.78	668.6%
Gross Profit	2,406.78	360.00	2,046.78	668.6%
Expense				
4200 · Maintenance				
4235 · RZ Rec. Facility Major Projects	685.37	0.00	685.37	100.0%
4625 · Property Maintenance Reserve	0.00	18,400.00	-18,400.00	0.0%
Total 4200 · Maintenance	685.37	18,400.00	-17,714.63	3.7%
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	685.37	18,400.00	-17,714.63	3.7%
Net Ordinary Income	1,721.41	-18,040.00	19,761.41	-9.5%
Net Income	<u>1,721.41</u>	<u>-18,040.00</u>	<u>19,761.41</u>	<u>-9.5%</u>



Hayden Bay Condominiums

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

Lillian Parker, Bookkeeper
202 N. Hayden Bay Drive
Portland, OR 97217
lillian@edosit.com

AGENDA

Thursday, May 28, 2020 6:00 PM

Chair Donna Hempstead's Patio, 421 Tomahawk Island Drive

ALL HOMEOWNERS ENCOURAGED TO ATTEND

- 1. Call to Order and Approval of Meeting minutes of Apr 30, 2020** Donna Hempstead
- 2. Treasurer's Report:** Sally Anderson
 - a. April Financials
 - b. Assessment and Dues Collection
- 3. Officers' Reports:**
 - a. Maintenance 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.
- 6. New Business**

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



Hayden Bay Condominiums

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585 N Tomahawk Island Drive
Portland, OR 97217-7923

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Portland, OR

Minutes of the April 30, 2020 Hayden Bay Condominiums Board Meeting

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

Call to Order: Board Chair Donna called the meeting to order at 6.02 p.m.

Minutes: The minutes of the February 27, 2020 regular monthly meeting were approved with corrections. The treasurer's report will be added to the monthly minutes and agendas that are emailed. Residents with

assessments will receive an updated report from the bookkeeper shortly.

Officers Reports: Donna reported on a Reserve Project for 2020 that will be 1) removal and replacement of new curbing; 2) excavating and regrading with 3" asphalt at specific repair areas where asphalt is damaged and raised from tree root damage (#511, 505, 437/439 and 421); and 3) cleaning and seal coat of all driveway areas. The Board moved to move forward with the project at an approximate cost of \$45,000. Additional costs for crack sealing (if necessary), repair of sprinkler system near curbs etc. may be incurred. The Board intends to stay within the \$55,000 annual average for Reserve projects.

Donna also presented the April 2020 Maintenance/Landscape report.

Committee Reports: Red Zone: Hazel moved and Donna seconded spending \$1225 to repair a sidewalk to the pool and improvement of a retaining wall by the tennis courts; board approval was unanimous.

Insurance: Hazel reported on the Association's need for a bookkeeper's bond. Donna moved an expenditure for a \$100,000 bond, Steve seconded and the motion passed unanimously.

Committees' Reports: Red Zone: Donna noted Hayden Bay Homes HOA may return to monthly meetings following a year of quarterly sessions.

Adjournment: Steve moved and Hazel seconded the meeting be adjourned at 6.50 p.m.

Hayden Bay Condominiums 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 tentatively scheduled
for May 28, 2020