



Hayden Bay Condominiums

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

AGENDA

WHEN: Thursday, November 19, 2020 @ 6:00PM

WHERE: Clubhouse – Rec Room

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

1. **CALL TO ORDER AND APPROVAL OF MEETING MINUTES OF OCTOBER 22, 2020** Donna Hempstead
2. **TREASURER'S REPORT:** Sally Anderson
 - a. October Financials
 - b. Assessment and Dues Collection
3. **OFFICER'S REPORTS:**
 - a. Maintenance and Reserve Donna Hempstead
 - b. Landscape Donna Hempstead & Sally Anderson
 - c. Insurance Hazel Larpenteur
4. **COMMITTEE REPORTS:**
 - a. Red Zone Taskforce – Pool, Tennis Court, Rec Room Steve Alexander
5. **OLD BUSINESS:**
6. **NEW BUSINESS:**

2020 BOARD

Board Chair:	Donna Hempstead
Treasurer:	Sally Anderson
Secretary:	Lori March
Insurance:	Hazel Larpenteur
Maintenance:	Donna Hempstead & Amy Welch
Landscape:	Donna Hempstead & Sally Anderson
Director, Red Zone:	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)

RED ZONE MEETINGS: 3RD Tuesday quarterly, 7:00pm, Rec Room; next Dec. 15 2020



Hayden Bay Condominiums

Hayden Bay Condominiums
585 N Tomahawk Island Drive
Portland, OR 97217-7923

Website:
www.hbcondos.org

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

Minutes of the October 22, 2020 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: n/a

Guests (Non-Board Members): Debra Alexander

Call to Order: Chair Donna Hempstead called the meeting to order at 6:04 p.m.

Minutes: The minutes of the September 24, 2020 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: There is no new activity re: Insurance. Annual State Farm Insurance was paid.

Red Zone: The Red Zone Board meets quarterly. Steve Alexander had nothing to report since the last meeting and the next meeting is scheduled for December 15, 2020.

Old Business: n/a

New Business: n/a

Adjournment: The Meeting was adjourned at 6:30 p.m. by unanimous consent.

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)

Hayden Bay Condo

Balance Sheet

As of October 31, 2020

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
OnPoint CCU Operating Account	72,473.56
OnPoint CCU Reserve Account	113,720.43
Total Checking/Savings	186,193.99
Accounts Receivable	
11000 · *Accounts Receivable	-32,084.16
Total Accounts Receivable	-32,084.16
Other Current Assets	
12000 · *Undeposited Funds	1,133.89
Total Other Current Assets	1,133.89
Total Current Assets	155,243.72
TOTAL ASSETS	155,243.72
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	142,822.62
32000 · Unrestricted Net Assets	28,086.08
Net Income	-15,664.98
Total Equity	155,243.72
TOTAL LIABILITIES & EQUITY	155,243.72

Hayden Bay Condo

Operating Profit & Loss Budget vs. Actual

October 2020

	Oct 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	35.02	40.00	-4.98	87.6%
4010 · Landscape Contract	2,089.00	2,100.00	-11.00	99.5%
4015 · Landscape Maintenance	582.43	290.00	292.43	200.8%
4050 · Irrigation Repairs	480.54	0.00	480.54	100.0%
4070 · Trees	862.00	200.00	662.00	431.0%
4080 · Landscape Misc	1,255.54	200.00	1,055.54	627.8%
Total 4000 · Landscaping	5,304.53	2,830.00	2,474.53	187.4%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	1,479.86	975.00	504.86	151.8%
4600 · HBC Property Maintenance	1,668.73	900.00	768.73	185.4%
4601 · Maintenance Supplies Expenses	143.59	40.00	103.59	359.0%
Total 4200 · Maintenance	3,292.18	1,915.00	1,377.18	171.9%
5000 · Utilities				
5010 · Electricity	57.99	120.00	-62.01	48.3%
5020 · Garbage	555.00	583.00	-28.00	95.2%
5030 · Water & Sewer	2,143.06	2,000.00	143.06	107.2%
Total 5000 · Utilities	2,756.05	2,703.00	53.05	102.0%
6000 · Administration				
6010 · Insurance Expense	0.00	13,700.00	-13,700.00	0.0%
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	0.00	6.00	-6.00	0.0%
6240 · Office Supplies/Misc	0.00	40.00	-40.00	0.0%
6300 · Website	190.00	400.00	-210.00	47.5%
6500 · Contingency	0.00	100.00	-100.00	0.0%
Total 6000 · Administration	590.00	14,846.00	-14,256.00	4.0%
Total Expense	11,942.76	22,294.00	-10,351.24	53.6%
Net Ordinary Income	-2,706.40	-13,057.85	10,351.45	20.7%
Net Income	-2,706.40	-13,057.85	10,351.45	20.7%

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11/03/20

Accrual Basis

Hayden Bay Condo

Operating Profit & Loss Budget vs. Actual

January through October 2020

	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3110 · Dues	94,771.96	94,770.58	1.38	100.0%
Total 3000 · Income	94,771.96	94,770.58	1.38	100.0%
Total Income	94,771.96	94,770.58	1.38	100.0%
Gross Profit	94,771.96	94,770.58	1.38	100.0%
Expense				
4000 · Landscaping				
4001 · Landscape Supplies Expenses	275.95	400.00	-124.05	69.0%
4010 · Landscape Contract	20,829.00	21,000.00	-171.00	99.2%
4015 · Landscape Maintenance	1,746.17	2,920.00	-1,173.83	59.8%
4050 · Irrigation Repairs	1,952.70	2,000.00	-47.30	97.6%
4060 · Spraying Contract	606.88	750.00	-143.12	80.9%
4070 · Trees	2,697.00	2,000.00	697.00	134.9%
4080 · Landscape Misc	1,278.04	1,800.00	-521.96	71.0%
Total 4000 · Landscaping	29,385.74	30,870.00	-1,484.26	95.2%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	7,750.28	10,045.00	-2,294.72	77.2%
4600 · HBC Property Maintenance	6,883.06	8,800.00	-1,916.94	78.2%
4601 · Maintenance Supplies Expenses	182.04	400.00	-217.96	45.5%
Total 4200 · Maintenance	14,815.38	19,245.00	-4,429.62	77.0%
5000 · Utilities				
5010 · Electricity	1,153.03	1,260.00	-106.97	91.5%
5020 · Garbage	5,550.00	5,830.00	-280.00	95.2%
5030 · Water & Sewer	11,779.68	11,600.00	179.68	101.5%
5090 · Cable TV	1,607.38	2,409.00	-801.62	66.7%
Total 5000 · Utilities	20,090.09	21,099.00	-1,008.91	95.2%
6000 · Administration				
6010 · Insurance Expense	13,289.00	27,350.00	-14,061.00	48.6%
6051 · Bookkeeping Expenses	3,850.00	4,000.00	-150.00	96.3%
6060 · Professional Fees	0.00	1,800.00	-1,800.00	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	55.55	60.00	-4.45	92.6%
6240 · Office Supplies/Misc	283.29	400.00	-116.71	70.8%
6300 · Website	190.00	400.00	-210.00	47.5%
6500 · Contingency	0.00	800.00	-800.00	0.0%
Total 6000 · Administration	17,717.84	35,160.00	-17,442.16	50.4%
Total Expense	82,009.05	106,374.00	-24,364.95	77.1%
Net Ordinary Income	12,762.91	-11,603.42	24,366.33	-110.0%
Net Income	12,762.91	-11,603.42	24,366.33	-110.0%

12:31 PM

11/03/20

Accrual Basis

Hayden Bay Condo

Profit & Loss

October 2020

	Oct 20
Ordinary Income/Expense	
Income	
3000 · Income	
3110 · Dues	9,236.36
3820 · Bank Interest	14.49
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Total 3000 · Income	9,250.85
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Total Income	9,250.85
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Gross Profit	9,250.85
Expense	
4000 · Landscaping	
4001 · Landscape Supplies Expenses	35.02
4010 · Landscape Contract	2,089.00
4015 · Landscape Maintenance	582.43
4050 · Irrigation Repairs	480.54
4070 · Trees	862.00
4080 · Landscape Misc	1,255.54
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Total 4000 · Landscaping	5,304.53
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	1,479.86
4600 · HBC Property Maintenance	1,668.73
4601 · Maintenance Supplies Expenses	143.59
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Total 4200 · Maintenance	3,292.18
5000 · Utilities	
5010 · Electricity	57.99
5020 · Garbage	555.00
5030 · Water & Sewer	2,143.06
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Total 5000 · Utilities	2,756.05
6000 · Administration	
6051 · Bookkeeping Expenses	400.00
6300 · Website	190.00
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Total 6000 · Administration	590.00
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Total Expense	11,942.76
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Net Ordinary Income	-2,691.91
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Net Income	-2,691.91

Hayden Bay Condo

Profit & Loss

January through October 2020

	Jan - Oct 20
Ordinary Income/Expense	
Income	
3000 · Income	
3110 · Dues	94,771.96
3150 · Reserve Contribution	21,598.00
3820 · Bank Interest	2,458.00
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Total 3000 · Income	118,827.96
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Total Income	118,827.96
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Gross Profit	118,827.96
Expense	
4000 · Landscaping	
4001 · Landscape Supplies Expenses	275.95
4010 · Landscape Contract	20,829.00
4015 · Landscape Maintenance	1,746.17
4050 · Irrigation Repairs	1,952.70
4060 · Spraying Contract	606.88
4070 · Trees	2,697.00
4080 · Landscape Misc	1,278.04
4000 · Landscaping - Other	0.00
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Total 4000 · Landscaping	29,385.74
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	7,750.28
4235 · RZ Rec. Facility Major Projects	6,514.52
4600 · HBC Property Maintenance	6,883.06
4601 · Maintenance Supplies Expenses	267.09
4625 · Property Maintenance Reserve	45,864.32
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Total 4200 · Maintenance	67,279.27
5000 · Utilities	
5010 · Electricity	1,153.03
5020 · Garbage	5,550.00
5030 · Water & Sewer	11,779.68
5090 · Cable TV	1,607.38
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Total 5000 · Utilities	20,090.09
6000 · Administration	
6010 · Insurance Expense	13,289.00
6051 · Bookkeeping Expenses	3,850.00
6100 · Taxes & Licences	50.00
6230 · Bank Charges	75.55
6240 · Office Supplies/Misc	283.29
6300 · Website	190.00
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Total 6000 · Administration	17,737.84

Hayden Bay Condo
Profit & Loss
January through October 2020

	Jan - Oct 20
69800 · Uncategorized Expenses	0.00
Total Expense	134,492.94
Net Ordinary Income	-15,664.98
Net Income	-15,664.98

Hayden Bay Condo

Reserve Profit & Loss Budget vs. Actual

Accrual Basis

October 2020

	Oct 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	14.49	90.00	-75.51	16.1%
Total 3000 · Income	14.49	90.00	-75.51	16.1%
Total Income	14.49	90.00	-75.51	16.1%
Gross Profit	14.49	90.00	-75.51	16.1%
Expense				
4200 · Maintenance				
4235 · RZ Rec. Facility Major Projects	0.00	0.00	0.00	0.0%
4601 · Maintenance Supplies Expenses	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%
6000 · Administration				
6230 · Bank Charges	0.00	0.00	0.00	0.0%
Total 6000 · Administration	0.00	0.00	0.00	0.0%
Total Expense	0.00	4,600.00	-4,600.00	0.0%
Net Ordinary Income	14.49	-4,510.00	4,524.49	-0.3%
Net Income	14.49	-4,510.00	4,524.49	-0.3%

Hayden Bay Condo

Reserve Profit & Loss Budget vs. Actual

January through October 2020

Accrual Basis

	Jan - Oct 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	2,458.00	900.00	1,558.00	273.1%
Total 3000 · Income	24,056.00	19,250.00	4,806.00	125.0%
Total Income	24,056.00	19,250.00	4,806.00	125.0%
Gross Profit	24,056.00	19,250.00	4,806.00	125.0%
Expense				
4200 · Maintenance				
4235 · RZ Rec. Facility Major Projects	6,514.52	5,000.00	1,514.52	130.3%
4601 · Maintenance Supplies Expenses	85.05	0.00	85.05	100.0%
4625 · Property Maintenance Reserve	45,864.32	46,000.00	-135.68	99.7%
Total 4200 · Maintenance	52,463.89	51,000.00	1,463.89	102.9%
6000 · Administration				
6230 · Bank Charges	20.00	0.00	20.00	100.0%
Total 6000 · Administration	20.00	0.00	20.00	100.0%
Total Expense	52,483.89	51,000.00	1,483.89	102.9%
Net Ordinary Income	-28,427.89	-31,750.00	3,322.11	89.5%
Net Income	-28,427.89	-31,750.00	3,322.11	89.5%

MAINTENANCE COMMITTEE REPORT –November 2020

1. Sidewalk Repair (West-End 4-Plex, East-End 4-Plex and #421) – IN PROGRESS
2. Paint South-Facing Upper Walls where Necessary – TO BE DONE
3. Modify/Improve Pathway to West-End Mailbox – DONE
4. Patch/Prime/Paint Stair Railing - #545 – DONE
5. Take out/Replace Wood Sidewalk Spacers Trip Hazards - #543/545 – DONE
6. Replace Rotten Posts at HBC Sign – IN PROGRESS
7. Fix/Paint Dented Gutter – Detached Garage West End – DONE
8. Replace Light Fixture - #549 Garage – DONE
9. Replace Light Fixture - #543 Garage – DONE
10. Clean Gutters and Blow Flat Roofs – TO BE DONE

LANDSCAPE COMMITTEE REPORT – November 2020

- Leaf Blowing; Sidewalk/Driveway Clearing
- Bark Dust – West-End Mailbox Path
- Remove Dead Bush – Western-End Path
- Clean Up and Bark Dust Bench Area– Bayside Path
- Trim/Weed/Clean-Up East End; Bark Dust – Bayside Path
- Trim/Clean-Up – East End 4-Plex
- Weed Herb Garden
- Irrigation System Drained, Winterized
- Lawn Mowing; Clean-Up