



# Hayden Bay Condominiums

585 N Tomahawk Island Drive  
Portland, OR 97217  
[www.hbcondos.org](http://www.hbcondos.org)

## AGENDA

**WHEN:** Thursday, November 17, 2022 @ 6:00PM

**WHERE:** 421 N. Tomahawk Island Dr

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

1. **CALL TO ORDER AND APPROVAL OF MEETING MINUTES OF OCTOBER 27, 2022** Donna Hempstead
2. **TREASURER'S REPORT:** Sally Anderson
  - a. October Financials
3. **COMMITTEE REPORTS:**
  - a. Maintenance and Reserve Donna Hempstead
  - b. Landscape Donna Hempstead & Sally Anderson
  - c. Insurance Hazel Larpenteur
  - d. Red Zone Hazel Larpenteur & Sally Anderson
4. **OLD BUSINESS:**
5. **NEW BUSINESS:**

### 2022 BOARD

Board Chair: Donna Hempstead  
Treasurer: Sally Anderson  
Secretary: Amy Welch  
Insurance: Hazel Larpenteur  
Director: Steve Alexander

### BOOKKEEPER

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

**HBC ASSOCIATION MEETINGS:** 4<sup>th</sup> Thursday of the month, 6:00pm, Clubhouse unless otherwise noted  
(one week earlier, Nov/Dec)



# Hayden Bay Condominiums

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585 N Tomahawk Island Drive  
Portland, OR 97217-7923

Website:  
[www.hbcondos.org](http://www.hbcondos.org)

Lillian Parker, Bookkeeper  
202 N. Hayden Bay Drive  
Portland, OR 97217  
[lillian@edosit.com](mailto:lillian@edosit.com)

## **Minutes of the October 27, 2022 Hayden Bay Condominiums Monthly Board Meeting**

**Board Members Present:** Donna Hempstead (Chair), Sally Anderson (Treasurer), Hazel Larpenteur (Ins)

**Board Members Not Present:** Steve Alexander (Director), Amy Welch (Secretary)

**Call to Order:** Chair Donna Hempstead called the meeting to order at 6:07 p.m.

**Vacancy Filled:** The Board members voted to elect Amy Welch to fill the unexpired term of Lori March (who moved out of the area), through the next Annual Meeting, February 2023, as allowed by the HBC Bylaws, Article III, Section 3. Thank you Amy.

**Minutes:** The minutes of the August 25, 2022 regular meeting (no September meeting) were approved unanimously.

**Treasurer's Report:** The HBC Association is on budget as expected.

### **Committee Reports:**

**Maintenance Reports:** Rain Gutters will be cleaned after leaves have fallen. See also Maintenance Committee report (attached).

**Landscape Report:** The Water has been turned off for the season. We are waiting for Brightview to clear up the Riverbank. Trimming and weeding was done in September. See also Landscape Committee report (attached).

**Reserve:** The 2022 Reserve Project of painting all 10 buildings, and fences is complete, on schedule and on budget. The Dec. 1 Reserve contributions are due for those who paid ½ in June, ½ in December.

**Insurance:** FEMA Flood Insurance statements and invoices were received in September.

**Red Zone:** The HB Marina HOA has met intermittently. The next meeting is scheduled for Nov. 1, 2022. The tennis court will be painted for Pickle Ball markings. The new Gate Code is 8068. Signage at the Clubhouse needs to reflect the name of the Association (Hayden Bay Marina HOA) including the Condos, instead of "Hayden Bay Homes", which doesn't exist.

### **Old Business:**

**New Business:** The Board would like to express our condolences on the passing of Amy Welch's husband and long-term resident of HBC, Bill Welch.

**Adjournment:** The Meeting was adjourned at 6.38 p.m. by unanimous consent.

The next Monthly Meeting is scheduled for November 17, 2022. Notice will be sent out.

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### **Hayden Bay Condominiums Board:**

Board Chair – Donna Hempstead (Maintenance, Landscape)

Treasurer – Sally Anderson (Landscape)

Secretary – Amy Welch

Hazel Larpenteur (Insurance)

Sally Anderson, Hazel Larpenteur - Red Zone Representatives

## **MAINTENANCE COMMITTEE REPORT – October 2022**

1. Motion Sensor Lights Checked and Bulbs Replacement – ONGOING
2. Replace a Floor Board at Entry to #547 – TO BE DONE
3. Replace/Repair Back Upper Deck Railing at #507 – DONE
4. Repair New Up-lighting of Address Signs – IN PROGRESS
5. Repair Sidewalks Where Necessary – TO BE DONE
6. Replace Light Sensors for Bayside Lighting along Pathway - DONE

## **LANDSCAPE COMMITTEE REPORT – October 2022**

- Irrigation System – Solenoid at Station #3 needs replacing
- Trimmed/Cleaned West End Landscaping
- Weeded Driveway Islands
- Planted Flowers at Driveway Islands
- Cleaned Herb Garden
- Trimmed/Cleaned Entryways
- Trimmed Bushes – Bayside
- Weed/Trim Fence Line at #419, #507, #513
- Trim Middle Landscaping – Driveway side
- Ivy Trimmed – Bayside
- Magnolias Trimmed - Streetside

**Hayden Bay Condo**  
**Balance Sheet**  
As of October 31, 2022

	Oct 31, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
OnPoint CCU Operating Account	33,139.47
OnPoint CCU Reserve Account	47,960.31
Total Checking/Savings	81,099.78
Accounts Receivable	
11000 · *Accounts Receivable	-21,389.25
Total Accounts Receivable	-21,389.25
Total Current Assets	59,710.53
<b>TOTAL ASSETS</b>	<b>59,710.53</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
30000 · Opening Balance Equity	142,822.62
32000 · Unrestricted Net Assets	-24,210.15
Net Income	-58,901.94
Total Equity	59,710.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>59,710.53</b>

# Hayden Bay Condo

## Profit & Loss

### October 2022

	Oct 22
Ordinary Income/Expense	
Income	
3000 · Income	
3110 · Dues	9,744.32
3820 · Bank Interest	2.04
Total 3000 · Income	9,746.36
Total Income	9,746.36
Gross Profit	9,746.36
Expense	
4000 · Landscaping	
4001 · Landscape Supplies	189.01
4010 · Landscape Contract	2,303.46
4015 · Landscape Maintenance	700.00
4050 · Irrigation Repairs	205.39
4080 · Landscape Misc	130.00
Total 4000 · Landscaping	3,527.86
4200 · Maintenance	
4600 · HBC Property Maintenance	14,340.20
Total 4200 · Maintenance	14,340.20
5000 · Utilities	
5010 · Electricity	56.41
5020 · Garbage	555.00
5030 · Water & Sewer	2,705.39
Total 5000 · Utilities	3,316.80
6000 · Administration	
6051 · Bookkeeping Expenses	400.00
Total 6000 · Administration	400.00
Total Expense	21,584.86
Net Ordinary Income	-11,838.50
Net Income	-11,838.50

# Hayden Bay Condo

## Operating Budget vs. Actual

### January through October 2022

	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Income</b>				
3001 · Carryforward for Operatons	20,000.00	20,000.00	0.00	100.0%
3110 · Dues	96,427.28	96,427.60	-0.32	100.0%
3210 · Late Fee	35.00			
<b>Total 3000 · Income</b>	<b>116,462.28</b>	<b>116,427.60</b>	<b>34.68</b>	<b>100.0%</b>
<b>Total Income</b>	<b>116,462.28</b>	<b>116,427.60</b>	<b>34.68</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>116,462.28</b>	<b>116,427.60</b>	<b>34.68</b>	<b>100.0%</b>
<b>Expense</b>				
<b>4000 · Landscaping</b>				
4001 · Landscape Supplies	291.82	400.00	-108.18	73.0%
4010 · Landscape Contract	22,586.10	22,105.00	481.10	102.2%
4015 · Landscape Maintenance	2,053.93	2,666.66	-612.73	77.0%
4050 · Irrigation Repairs	830.18	2,000.00	-1,169.82	41.5%
4060 · Spraying Contract	544.00	750.00	-206.00	72.5%
4070 · Trees	1,730.00	2,200.00	-470.00	78.6%
4080 · Landscape Misc	539.71	2,000.00	-1,460.29	27.0%
<b>Total 4000 · Landscaping</b>	<b>28,575.74</b>	<b>32,121.66</b>	<b>-3,545.92</b>	<b>89.0%</b>
<b>4200 · Maintenance</b>				
4230 · RZ Rec. Facility Maint	7,398.35	12,082.00	-4,683.65	61.2%
4310 · Electrical/HVAC	50.82			
4600 · HBC Property Maintenance	17,307.08	8,333.32	8,973.76	207.7%
4601 · Maintenance Supplies	40.96	400.00	-359.04	10.2%
<b>Total 4200 · Maintenance</b>	<b>24,797.21</b>	<b>20,815.32</b>	<b>3,981.89</b>	<b>119.1%</b>
<b>5000 · Utilities</b>				
5010 · Electricity	573.62	1,266.66	-693.04	45.3%
5020 · Garbage	5,570.00	5,830.00	-260.00	95.5%
5030 · Water & Sewer	13,648.98	13,300.00	348.98	102.6%
<b>Total 5000 · Utilities</b>	<b>19,792.60</b>	<b>20,396.66</b>	<b>-604.06</b>	<b>97.0%</b>
<b>6000 · Administration</b>				
6010 · Insurance Expense	16,254.96	14,372.00	1,882.96	113.1%
6051 · Bookkeeping Expenses	4,000.00	4,000.00	0.00	100.0%
6060 · Professional Fees	20,184.00	14,200.00	5,984.00	142.1%
6070 · Tax Preperation	300.00	300.00	0.00	100.0%
6100 · Taxes & Licences	50.00	50.00	0.00	100.0%
6240 · Office Supplies/Misc	58.00	100.00	-42.00	58.0%
6300 · Website	119.88	200.00	-80.12	59.9%
6500 · Contingency	1,234.00	200.00	1,034.00	617.0%
<b>Total 6000 · Administration</b>	<b>42,200.84</b>	<b>33,422.00</b>	<b>8,778.84</b>	<b>126.3%</b>
<b>Total Expense</b>	<b>115,366.39</b>	<b>106,755.64</b>	<b>8,610.75</b>	<b>108.1%</b>
<b>Net Ordinary Income</b>	<b>1,095.89</b>	<b>9,671.96</b>	<b>-8,576.07</b>	<b>11.3%</b>
<b>Net Income</b>	<b>1,095.89</b>	<b>9,671.96</b>	<b>-8,576.07</b>	<b>11.3%</b>

# Hayden Bay Condo

## Reserve Budget vs. Actual

### January through October 2022

Accrual Basis

	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Income</b>				
<b>3150 · Reserve Contribution</b>	21,598.00	21,598.00	0.00	100.0%
<b>3820 · Bank Interest</b>	41.89	82.00	-40.11	51.1%
<b>Total 3000 · Income</b>	21,639.89	21,680.00	-40.11	99.8%
<b>Total Income</b>	21,639.89	21,680.00	-40.11	99.8%
<b>Gross Profit</b>	21,639.89	21,680.00	-40.11	99.8%
<b>Expense</b>				
<b>4200 · Maintenance</b>				
<b>4625 · Property Maintenance Reserve</b>	81,637.72	82,273.00	-635.28	99.2%
<b>Total 4200 · Maintenance</b>	81,637.72	82,273.00	-635.28	99.2%
<b>Total Expense</b>	81,637.72	82,273.00	-635.28	99.2%
<b>Net Ordinary Income</b>	-59,997.83	-60,593.00	595.17	99.0%
<b>Net Income</b>	<b>-59,997.83</b>	<b>-60,593.00</b>	<b>595.17</b>	<b>99.0%</b>