



Hayden Bay Condominiums

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

AGENDA

WHEN: Thursday, October 27, 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 AUGUST 25, 2022** Donna Hempstead
2. **TREASURER'S REPORT:** Sally Anderson
 - a. September 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: Vacant
Insurance: Hazel Larpenteur
Director: Steve Alexander

BOOKKEEPER

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

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



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 August 25, 2022 Hayden Bay Condominiums Monthly Board Meeting

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

Board Member Absent: Steve Alexander (Director),

Guests (Non-Board Members): Bev Duke-Young, Paul Dicker

Call to Order: Chair Donna Hempstead called the meeting to order at 6:03 p.m.

Minutes: The minutes of the July 28, 2022 regular meeting were approved unanimously.

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

Committee Reports:

Maintenance Reports: The Railing/Wall repair at #507 has been completed. Lighting at 419/421 address sign needs replacing. The annual required Backflow Prevention testing has been done on water input pipes.

Landscape Report: The irrigation system has been inspected and some sprinkler heads have been replaced or redirected. Dry spots around the grounds are being addressed.

Reserve Project: The 2022 Reserve Project of painting all 10 buildings, and fences is complete, on schedule and on budget.

Insurance: Hazel Larpenteur would like to look into insurance coverage limits.

Red Zone: The HB Marina HOA has met as needed this summer, instead of monthly. Hazel reported the HOA has added plastic "spikes" to the fencing around the swimming pool to deter anyone from jumping the fence. A large tree will be removed at the clubhouse entrance, and 2 others will be removed in the next 2 years.

Old Business: None.

New Business: It has been reported that the tennis court area has been striped to also serve as a Pickle Ball court.

Adjournment: The Meeting was adjourned at 6.51p.m. by unanimous consent.

The next Monthly Meeting is scheduled for September 22, 2022. Notice will be sent out.

Hayden Bay Condominiums Board:

Board Chair – Donna Hempstead (Maintenance, Landscape)

Treasurer – Sally Anderson (Landscape)

Secretary – Vacant

Hazel Larpenteur (Insurance)

Sally Anderson, Hazel Larpenteur - Red Zone Representatives

Hayden Bay Condo
Balance Sheet
As of September 30, 2022

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
OnPoint CCU Operating Account	42,502.16
OnPoint CCU Reserve Account	47,958.27
Total Checking/Savings	90,460.43
Accounts Receivable	
11000 · *Accounts Receivable	-18,946.40
Total Accounts Receivable	-18,946.40
Total Current Assets	71,514.03
TOTAL ASSETS	71,514.03
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	142,822.62
32000 · Unrestricted Net Assets	-24,210.15
Net Income	-47,098.44
Total Equity	71,514.03
TOTAL LIABILITIES & EQUITY	71,514.03

Hayden Bay Condo

Profit & Loss

January through September 2022

	Jan - Sep 22
Ordinary Income/Expense	
Income	
3000 · Income	
3001 · Carryforward for Operatons	20,000.00
3110 · Dues	86,682.96
3150 · Reserve Contribution	21,598.00
3820 · Bank Interest	39.85
Total 3000 · Income	128,320.81
Total Income	128,320.81
Gross Profit	128,320.81
Expense	
4000 · Landscaping	
4001 · Landscape Supplies	102.81
4010 · Landscape Contract	20,282.64
4015 · Landscape Maintenance	1,353.93
4050 · Irrigation Repairs	624.79
4060 · Spraying Contract	544.00
4070 · Trees	1,730.00
4080 · Landscape Misc	409.71
Total 4000 · Landscaping	25,047.88
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	7,398.35
4310 · Electrical/HVAC	50.82
4600 · HBC Property Maintenance	2,966.88
4601 · Maintenance Supplies	40.96
4625 · Property Maintenance Reserve	81,637.72
Total 4200 · Maintenance	92,094.73
5000 · Utilities	
5010 · Electricity	517.21
5020 · Garbage	5,015.00
5030 · Water & Sewer	10,943.59
Total 5000 · Utilities	16,475.80
6000 · Administration	
6010 · Insurance Expense	16,254.96
6051 · Bookkeeping Expenses	3,600.00
6060 · Professional Fees	20,184.00
6070 · Tax Preperation	300.00
6100 · Taxes & Licences	50.00
6240 · Office Supplies/Misc	58.00
6300 · Website	119.88
6500 · Contingency	1,234.00
Total 6000 · Administration	41,800.84
Total Expense	175,419.25
Net Ordinary Income	-47,098.44
Net Income	-47,098.44

Hayden Bay Condo

Operating Budget vs. Actual

January through September 2022

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3001 · Carryforward for Operatons	20,000.00	20,000.00	0.00	100.0%
3110 · Dues	86,682.96	86,683.24	-0.28	100.0%
Total 3000 · Income	106,682.96	106,683.24	-0.28	100.0%
Total Income	106,682.96	106,683.24	-0.28	100.0%
Gross Profit	106,682.96	106,683.24	-0.28	100.0%
Expense				
4000 · Landscaping				
4001 · Landscape Supplies	102.81	360.00	-257.19	28.6%
4010 · Landscape Contract	20,282.64	19,888.00	394.64	102.0%
4015 · Landscape Maintenance	1,353.93	2,399.99	-1,046.06	56.4%
4050 · Irrigation Repairs	624.79	2,000.00	-1,375.21	31.2%
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	409.71	2,000.00	-1,590.29	20.5%
Total 4000 · Landscaping	25,047.88	29,597.99	-4,550.11	84.6%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	7,398.35	10,873.00	-3,474.65	68.0%
4310 · Electrical/HVAC	50.82			
4600 · HBC Property Maintenance	2,966.88	7,499.98	-4,533.10	39.6%
4601 · Maintenance Supplies	40.96	360.00	-319.04	11.4%
Total 4200 · Maintenance	10,457.01	18,732.98	-8,275.97	55.8%
5000 · Utilities				
5010 · Electricity	517.21	1,139.99	-622.78	45.4%
5020 · Garbage	5,015.00	5,247.00	-232.00	95.6%
5030 · Water & Sewer	10,943.59	11,100.00	-156.41	98.6%
Total 5000 · Utilities	16,475.80	17,486.99	-1,011.19	94.2%
6000 · Administration				
6010 · Insurance Expense	16,254.96	14,372.00	1,882.96	113.1%
6051 · Bookkeeping Expenses	3,600.00	3,600.00	0.00	100.0%
6060 · Professional Fees	20,184.00	12,800.00	7,384.00	157.7%
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%

Hayden Bay Condo
Operating Budget vs. Actual
January through September 2022

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
6300 · Website	119.88	200.00	-80.12	59.9%
6500 · Contingency	1,234.00	200.00	1,034.00	617.0%
Total 6000 · Administration	41,800.84	31,622.00	10,178.84	132.2%
Total Expense	93,781.53	97,439.96	-3,658.43	96.2%
Net Ordinary Income	12,901.43	9,243.28	3,658.15	139.6%
Net Income	12,901.43	9,243.28	3,658.15	139.6%

Hayden Bay Condo

Operating & Reserve Budget vs. Actual-Fiscal Year

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Income				
3001 · Carryforward for Operatons	20,000.00	20,000.00	0.00	100.0%
3110 · Dues	86,682.96	115,916.32	-29,233.36	74.8%
3150 · Reserve Contribution	21,598.00	43,196.00	-21,598.00	50.0%
3820 · Bank Interest	39.85	100.00	-60.15	39.9%
Total 3000 · Income	128,320.81	179,212.32	-50,891.51	71.6%
Total Income	128,320.81	179,212.32	-50,891.51	71.6%
Gross Profit	128,320.81	179,212.32	-50,891.51	71.6%
Expense				
4000 · Landscaping				
4001 · Landscape Supplies	102.81	480.00	-377.19	21.4%
4010 · Landscape Contract	20,282.64	26,539.00	-6,256.36	76.4%
4015 · Landscape Maintenance	1,353.93	3,200.00	-1,846.07	42.3%
4050 · Irrigation Repairs	624.79	2,000.00	-1,375.21	31.2%
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	409.71	2,000.00	-1,590.29	20.5%
4000 · Landscaping - Other	0.00			
Total 4000 · Landscaping	25,047.88	37,169.00	-12,121.12	67.4%
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	7,398.35	14,500.00	-7,101.65	51.0%
4310 · Electrical/HVAC	50.82			
4600 · HBC Property Maintenance	2,966.88	10,000.00	-7,033.12	29.7%
4601 · Maintenance Supplies	40.96	480.00	-439.04	8.5%
4625 · Property Maintenance Reserve	81,637.72	82,273.00	-635.28	99.2%
Total 4200 · Maintenance	92,094.73	107,253.00	-15,158.27	85.9%
5000 · Utilities				
5010 · Electricity	517.21	1,520.00	-1,002.79	34.0%
5020 · Garbage	5,015.00	6,996.00	-1,981.00	71.7%
5030 · Water & Sewer	10,943.59	14,800.00	-3,856.41	73.9%
Total 5000 · Utilities	16,475.80	23,316.00	-6,840.20	70.7%
6000 · Administration				
6010 · Insurance Expense	16,254.96	29,100.00	-12,845.04	55.9%
6051 · Bookkeeping Expenses	3,600.00	4,800.00	-1,200.00	75.0%
6060 · Professional Fees	20,184.00	17,000.00	3,184.00	118.7%
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%
Total 6000 · Administration	41,800.84	51,750.00	-9,949.16	80.8%
Total Expense	175,419.25	219,488.00	-44,068.75	79.9%
Net Ordinary Income	-47,098.44	-40,275.68	-6,822.76	116.9%
Net Income	-47,098.44	-40,275.68	-6,822.76	116.9%

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