



# Hayden Bay Condominiums

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

## AGENDA

**WHEN:** Thursday, September 24, 2020 @ 6:00PM

**WHERE:** Chair Donna Hempstead's Patio  
421 Tomahawk Island Drive

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

1. **CALL TO ORDER AND APPROVAL OF MEETING MINUTES OF AUGUST 27, 2020** Donna Hempstead
2. **TREASURER'S REPORT:** Sally Anderson
  - a. August 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:** 4<sup>th</sup> Thursday of the month, 6:00pm, Location TBD  
**RED ZONE MEETINGS:** 3<sup>RD</sup> Tuesday quarterly, 7:00pm, Rec Room



# Hayden Bay Condominiums

Hayden Bay Condominiums  
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  
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## **Minutes of the September 24, 2020 Hayden Bay Condominiums Monthly Board Meeting**

**Board Members Present:** Donna Hempstead (Chair), Sally Anderson (Treasurer); Hazel Larpenteur, Steve Alexander (Directors)

**Board Member Absent:** Lori March (Secretary)

**Guests (Non-Board Members):** Karen Brumbaugh, Jan Dimick, Beverley Duke-Young, Paul Dicker. Rob Lewis and Rob Johns (HB Marina Homes) joined the meeting for “New Business”.

**Call to Order:** Chair Donna Hempstead called the meeting to order at 6:00 p.m.

**Minutes:** The minutes of the August 27, 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. Also, the Labor Day wind storm downed 4 trees. A big Thanks goes to Steve and Debra Alexander for their work in cutting up and piling those trees, saving the Association time and money!

**Insurance:** There is no new activity re: Insurance.

**Red Zone:** The Red Zone Board meets quarterly. Steve Alexander had nothing to report since the last meeting.

**Old Business:** Emergency Preparedness Discussion – After the air quality and fires around the State, Hazel Larpenteur and Paul Dicker led a discussion about how we proceed to organize for an emergency evacuation due to earthquake, flood, or other natural disaster. The Members present agree this is not an Association responsibility, but those who wish to continue the discussion as a voluntary measure, will research “emergency kits”, what other Neighborhoods are doing, and come back to the Board with findings. Some believe it would be a good idea to have a “folder” given to our residents by the end of the year with information on how to prepare.

**New Business:** HBC Marina Homes (Rob Lewis, President; and Rob Johns, Treasurer) presented their plan to fence in three sides of the Homes property. They indicated there would be no cost to Hayden Bay Condos, as they are paying for it out of their Reserves. The part of the new fence that would be in the Red Zone is to be further presented and discussed. Steve Alexander is going to find out more and report to the Condo Board.

**Adjournment:** The Meeting was adjourned at 7:07 p.m. by unanimous consent.

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### **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 Condominiums

## Treasurer's Report for the month ending September, 2020

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### **Balance Sheet 8/31/20**

1. Operating account is at \$72,736.81
2. Total Checking/Savings is \$186,442.75
2. Total Current Assets are \$157,935.63
3. General Reserve funds totaled \$113,705.94
4. Net Income for both Operating and Reserve is -\$12,973.07 (due in part to September payments for Insurance)

### **Profit & Loss Statement for the Month**

1. Total Operating Income for the month came in at \$9,236.36 in accord with average monthly dues income.
2. Total Operating Expense for the month was \$12,468.83 compared to budget average of \$7,971.00
3. Net Operating Income for September came in at -\$3,232.47 compared to budget expectation of -\$5,243.85

### **Operating Profit & Loss Budget Comparison YTD; Jan-Sept 2020**

1. Total Operating Income for Jan-Sept is \$85,535 compared to Budget expectation of \$85,534
2. 4000 – Landscaping is lower than budget at \$24,081 compared to budget of \$28,040.
3. 4200 – Maintenance expense came in lower at \$11,523 compared to budget of \$17,330\*
4. 5000 – Utilities came in lower at \$17,334 compared to budget of \$18,396
5. 6000 – Administration expenses and fees came in lower at \$17,127 compared to budget of \$20,714.
7. Total Operating Expense came in at \$70,066 which is lower than the budget figure of \$84,480.
8. Net Ordinary Income totals therefore came in at \$15,469, compared to the budgeted \$1,054.

### **Reserve Transactions YTD; Jan – Sept 2020 Period**

1. Reserve Contributions YTD are at \$21,598 compared to Budget of \$18,350 (due to pre-payments).
2. Reserve Expenses total \$52,483 (includes \$6,514 for Red Zone Tennis Court re-surfacing).
3. Net Ordinary Income for Reserve Account is -\$28,442 (due to Reserve Project, Driveway repair, Curb Removal and Replacement, and Driveway Sealcoating.)

Sally Anderson, Treasurer  
Hayden Bay Condominiums

\*Includes both HBC and Red Zone Maintenance

**Hayden Bay Condo**  
**Balance Sheet**  
As of September 30, 2020

	Sep 30, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
OnPoint CCU Operating Account	72,736.81
OnPoint CCU Reserve Account	113,705.94
	186,442.75
Total Checking/Savings	186,442.75
Accounts Receivable	
11000 · *Accounts Receivable	-29,437.91
	-29,437.91
Total Accounts Receivable	-29,437.91
Other Current Assets	
12000 · *Undeposited Funds	930.79
	930.79
Total Other Current Assets	930.79
Total Current Assets	157,935.63
<b>TOTAL ASSETS</b>	<b>157,935.63</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
30000 · Opening Balance Equity	142,822.62
32000 · Unrestricted Net Assets	28,086.08
Net Income	-12,973.07
	157,935.63
Total Equity	157,935.63
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>157,935.63</b>

## Hayden Bay Condo Operating Profit & Loss Budget vs. Actual September 2020

10/01/20

Accrual Basis

	Sep 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3000 · Income				
3110 · Dues	9,236.36	9,236.15	0.21	100.0%
<b>Total 3000 · Income</b>	9,236.36	9,236.15	0.21	100.0%
<b>Total Income</b>	9,236.36	9,236.15	0.21	100.0%
<b>Gross Profit</b>	9,236.36	9,236.15	0.21	100.0%
<b>Expense</b>				
<b>4000 · Landscaping</b>				
4001 · Landscape Supplies Expenses	20.00	40.00	-20.00	50.0%
4010 · Landscape Contract	2,089.00	2,100.00	-11.00	99.5%
4015 · Landscape Maintenance	148.75	290.00	-141.25	51.3%
4060 · Spraying Contract	0.00	250.00	-250.00	0.0%
4070 · Tree Pruning	0.00	200.00	-200.00	0.0%
4080 · Landscape Misc	105.00	200.00	-95.00	52.5%
<b>Total 4000 · Landscaping</b>	2,362.75	3,080.00	-717.25	76.7%
<b>4200 · Maintenance</b>				
4230 · RZ Rec. Facility Maint	705.03	975.00	-269.97	72.3%
4600 · HBC Property Maintenance	1,186.84	900.00	286.84	131.9%
4601 · Maintenance Supplies Expenses	0.00	40.00	-40.00	0.0%
<b>Total 4200 · Maintenance</b>	1,891.87	1,915.00	-23.13	98.8%
<b>5000 · Utilities</b>				
5010 · Electricity	58.95	130.00	-71.05	45.3%
5020 · Garbage	555.00	583.00	-28.00	95.2%
5030 · Water & Sewer	760.31	900.00	-139.69	84.5%
<b>Total 5000 · Utilities</b>	1,374.26	1,613.00	-238.74	85.2%
<b>6000 · Administration</b>				
6010 · Insurance Expense	6,432.00	6,825.00	-393.00	94.2%
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	7.95	6.00	1.95	132.5%
6240 · Office Supplies/Misc	0.00	40.00	-40.00	0.0%
6300 · Website	0.00	400.00	-400.00	0.0%
6500 · Contingency	0.00	100.00	-100.00	0.0%
<b>Total 6000 · Administration</b>	6,839.95	7,971.00	-1,131.05	85.8%
<b>Total Expense</b>	12,468.83	14,579.00	-2,110.17	85.5%
<b>Net Ordinary Income</b>	-3,232.47	-5,342.85	2,110.38	60.5%
<b>Net Income</b>	<b>-3,232.47</b>	<b>-5,342.85</b>	<b>2,110.38</b>	<b>60.5%</b>

## Hayden Bay Condo

### Operating Profit & Loss Budget vs. Actual

January through September 2020

	Jan - Sep 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3000 · Income				
3110 · Dues	85,535.60	85,534.43	1.17	100.0%
<b>Total 3000 · Income</b>	<u>85,535.60</u>	<u>85,534.43</u>	<u>1.17</u>	<u>100.0%</u>
<b>Total Income</b>	<u>85,535.60</u>	<u>85,534.43</u>	<u>1.17</u>	<u>100.0%</u>
<b>Gross Profit</b>	85,535.60	85,534.43	1.17	100.0%
<b>Expense</b>				
<b>4000 · Landscaping</b>				
4001 · Landscape Supplies Expenses	240.93	360.00	-119.07	66.9%
4010 · Landscape Contract	18,740.00	18,900.00	-160.00	99.2%
4015 · Landscape Maintenance	1,163.74	2,630.00	-1,466.26	44.2%
4050 · Irrigation Repairs	1,472.16	2,000.00	-527.84	73.6%
4060 · Spraying Contract	606.88	750.00	-143.12	80.9%
4070 · Tree Pruning	1,730.00	1,800.00	-70.00	96.1%
4080 · Landscape Misc	127.50	1,600.00	-1,472.50	8.0%
<b>Total 4000 · Landscaping</b>	<u>24,081.21</u>	<u>28,040.00</u>	<u>-3,958.79</u>	<u>85.9%</u>
<b>4200 · Maintenance</b>				
4230 · RZ Rec. Facility Maint	6,270.42	9,070.00	-2,799.58	69.1%
4600 · HBC Property Maintenance	5,214.33	7,900.00	-2,685.67	66.0%
4601 · Maintenance Supplies Expenses	38.45	360.00	-321.55	10.7%
<b>Total 4200 · Maintenance</b>	<u>11,523.20</u>	<u>17,330.00</u>	<u>-5,806.80</u>	<u>66.5%</u>
<b>5000 · Utilities</b>				
5010 · Electricity	1,095.04	1,140.00	-44.96	96.1%
5020 · Garbage	4,995.00	5,247.00	-252.00	95.2%
5030 · Water & Sewer	9,636.62	9,600.00	36.62	100.4%
5090 · Cable TV	1,607.38	2,409.00	-801.62	66.7%
<b>Total 5000 · Utilities</b>	<u>17,334.04</u>	<u>18,396.00</u>	<u>-1,061.96</u>	<u>94.2%</u>
<b>6000 · Administration</b>				
6010 · Insurance Expense	13,289.00	13,650.00	-361.00	97.4%
6051 · Bookkeeping Expenses	3,450.00	3,600.00	-150.00	95.8%
6060 · Professional Fees	0.00	1,600.00	-1,600.00	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	55.55	54.00	1.55	102.9%
6240 · Office Supplies/Misc	283.29	360.00	-76.71	78.7%
6300 · Website	0.00	400.00	-400.00	0.0%
6500 · Contingency	0.00	700.00	-700.00	0.0%
<b>Total 6000 · Administration</b>	<u>17,127.84</u>	<u>20,714.00</u>	<u>-3,586.16</u>	<u>82.7%</u>
<b>Total Expense</b>	<u>70,066.29</u>	<u>84,480.00</u>	<u>-14,413.71</u>	<u>82.9%</u>
<b>Net Ordinary Income</b>	<u>15,469.31</u>	<u>1,054.43</u>	<u>14,414.88</u>	<u>1,467.1%</u>
<b>Net Income</b>	<u><u>15,469.31</u></u>	<u><u>1,054.43</u></u>	<u><u>14,414.88</u></u>	<u><u>1,467.1%</u></u>

**Hayden Bay Condo**  
**Profit & Loss**  
 September 2020

	Sep 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3000 · Income	
3110 · Dues	9,236.36
3150 · Reserve Contribution	0.00
3820 · Bank Interest	13.30
	9,249.66
<b>Total 3000 · Income</b>	9,249.66
<b>Total Income</b>	9,249.66
<b>Gross Profit</b>	9,249.66
<b>Expense</b>	
4000 · Landscaping	
4001 · Landscape Supplies Expenses	20.00
4010 · Landscape Contract	2,089.00
4015 · Landscape Maintenance	148.75
4080 · Landscape Misc	105.00
	2,362.75
<b>Total 4000 · Landscaping</b>	2,362.75
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	705.03
4600 · HBC Property Maintenance	1,186.84
	1,891.87
<b>Total 4200 · Maintenance</b>	1,891.87
5000 · Utilities	
5010 · Electricity	58.95
5020 · Garbage	555.00
5030 · Water & Sewer	760.31
	1,374.26
<b>Total 5000 · Utilities</b>	1,374.26
6000 · Administration	
6010 · Insurance Expense	6,432.00
6051 · Bookkeeping Expenses	400.00
6230 · Bank Charges	7.95
	6,839.95
<b>Total 6000 · Administration</b>	6,839.95
<b>Total Expense</b>	12,468.83
<b>Net Ordinary Income</b>	-3,219.17
<b>Net Income</b>	-3,219.17

**Hayden Bay Condo**  
**Profit & Loss**  
 January through September 2020

	Jan - Sep 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3000 · Income	
3110 · Dues	85,535.60
3150 · Reserve Contribution	21,598.00
3820 · Bank Interest	2,443.51
<b>Total 3000 · Income</b>	109,577.11
<b>Total Income</b>	109,577.11
<b>Gross Profit</b>	109,577.11
<b>Expense</b>	
4000 · Landscaping	
4001 · Landscape Supplies Expenses	240.93
4010 · Landscape Contract	18,740.00
4015 · Landscape Maintenance	1,163.74
4050 · Irrigation Repairs	1,472.16
4060 · Spraying Contract	606.88
4070 · Tree Pruning	1,730.00
4080 · Landscape Misc	127.50
4000 · Landscaping - Other	0.00
<b>Total 4000 · Landscaping</b>	24,081.21
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	6,270.42
4235 · RZ Rec. Facility Major Projects	6,514.52
4600 · HBC Property Maintenance	5,214.33
4601 · Maintenance Supplies Expenses	123.50
4625 · Property Maintenance Reserve	45,864.32
<b>Total 4200 · Maintenance</b>	63,987.09
5000 · Utilities	
5010 · Electricity	1,095.04
5020 · Garbage	4,995.00
5030 · Water & Sewer	9,636.62
5090 · Cable TV	1,607.38
<b>Total 5000 · Utilities</b>	17,334.04
6000 · Administration	
6010 · Insurance Expense	13,289.00
6051 · Bookkeeping Expenses	3,450.00
6100 · Taxes & Licences	50.00
6230 · Bank Charges	75.55
6240 · Office Supplies/Misc	283.29
<b>Total 6000 · Administration</b>	17,147.84
69800 · Uncategorized Expenses	0.00
<b>Total Expense</b>	122,550.18
<b>Net Ordinary Income</b>	-12,973.07
<b>Net Income</b>	-12,973.07



**Hayden Bay Condo**  
**Reserve Profit & Loss Budget vs. Actual**  
**September 2020**

Accrual Basis

	Sep 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Income</b>				
3150 · Reserve Contribution	0.00	0.00	0.00	0.0%
3820 · Bank Interest	13.30	90.00	-76.70	14.8%
<b>Total 3000 · Income</b>	<u>13.30</u>	<u>90.00</u>	<u>-76.70</u>	<u>14.8%</u>
<b>Total Income</b>	<u>13.30</u>	<u>90.00</u>	<u>-76.70</u>	<u>14.8%</u>
<b>Gross Profit</b>	13.30	90.00	-76.70	14.8%
<b>Expense</b>				
<b>4200 · Maintenance</b>				
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%
<b>Total 4200 · Maintenance</b>	0.00	4,600.00	-4,600.00	0.0%
<b>6000 · Administration</b>				
6230 · Bank Charges	0.00	0.00	0.00	0.0%
<b>Total 6000 · Administration</b>	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>0.00</u>	<u>4,600.00</u>	<u>-4,600.00</u>	<u>0.0%</u>
<b>Net Ordinary Income</b>	<u>13.30</u>	<u>-4,510.00</u>	<u>4,523.30</u>	<u>-0.3%</u>
<b>Net Income</b>	<u><u>13.30</u></u>	<u><u>-4,510.00</u></u>	<u><u>4,523.30</u></u>	<u><u>-0.3%</u></u>

**Hayden Bay Condo**  
**Reserve Profit & Loss Budget vs. Actual**  
 January through September 2020

Accrual Basis

	Jan - Sep 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Income</b>				
3150 · Reserve Contribution	21,598.00	18,350.00	3,248.00	117.7%
3820 · Bank Interest	2,443.51	810.00	1,633.51	301.7%
<b>Total 3000 · Income</b>	<u>24,041.51</u>	<u>19,160.00</u>	<u>4,881.51</u>	<u>125.5%</u>
<b>Total Income</b>	<u>24,041.51</u>	<u>19,160.00</u>	<u>4,881.51</u>	<u>125.5%</u>
<b>Gross Profit</b>	24,041.51	19,160.00	4,881.51	125.5%
<b>Expense</b>				
<b>4200 · Maintenance</b>				
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	41,400.00	4,464.32	110.8%
<b>Total 4200 · Maintenance</b>	<u>52,463.89</u>	<u>46,400.00</u>	<u>6,063.89</u>	<u>113.1%</u>
<b>6000 · Administration</b>				
6230 · Bank Charges	20.00	0.00	20.00	100.0%
<b>Total 6000 · Administration</b>	<u>20.00</u>	<u>0.00</u>	<u>20.00</u>	<u>100.0%</u>
<b>Total Expense</b>	<u>52,483.89</u>	<u>46,400.00</u>	<u>6,083.89</u>	<u>113.1%</u>
<b>Net Ordinary Income</b>	<u>-28,442.38</u>	<u>-27,240.00</u>	<u>-1,202.38</u>	<u>104.4%</u>
<b>Net Income</b>	<u><b>-28,442.38</b></u>	<u><b>-27,240.00</b></u>	<u><b>-1,202.38</b></u>	<u><b>104.4%</b></u>

## LANDSCAPE COMMITTEE REPORT – September 2020

- Lawn Mowing; Clean-Up
- Sidewalk/Driveway Clearing, Blowing
- Star Magnolias Trimmed – Bayside Path
- River Bank top String-Trimmed
- Irrigation System Repairs
- 1 Tree Removed; 1 partially removed off Building
- Ivy Trimmed
- Wind Damage – 4 Small Trees Lost (3 Pines, 1 young Maple)



### **MAINTENANCE COMMITTEE REPORT – September 2020**

1. Repair Electricity to Bayside Path Light – DONE
2. Sidewalk Repair (West-End 4-Plex, East-End 4-Plex and #421) – IN PROGRESS
3. Flat Roof Membrane – West-End 4-Plex – Modify for Sound/Wind – IN PROGRESS
4. Storm Drain Cleaning – DONE
5. Backflow Prevention Check – Water Lines – DONE
6. Paint South-Facing Upper Walls where Necessary – TO BE DONE
7. Modify/Improve Pathway to West-End Mailbox – TO BE DONE
8. Diagnose Upper Deck - #507 – TO BE DONE

### **LANDSCAPE COMMITTEE REPORT – September 2020**

- Lawn Mowing; Clean-Up
- Sidewalk/Driveway Clearing, Blowing
- Star Magnolias Trimmed – Bayside Path
- River Bank top String-Trimmed
- Irrigation System Repairs
- 1 Tree Removed; 1 partially removed off Building
- Ivy Trimmed
- Wind Damage – 4 Small Trees Lost (3 Pines, 1 young Maple)