



# Hayden Bay Condominiums

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

## AGENDA

**WHEN:** Thursday, May 26, 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 APRIL 28, 2022** Donna Hempstead
2. **TREASURER'S REPORT:** Sally Anderson
  - a. April 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:**
  - a. Update re: HB Marina HOA Assessment and Disputes
5. **NEW BUSINESS:**
  - a. Reserve Paint Project

### 2022 BOARD

Board Chair: Donna Hempstead  
Treasurer: Sally Anderson  
Secretary: Lori March  
Insurance: Hazel Larpenteur  
Director: Steve Alexander

### BOOKKEEPER

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



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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 April 28, 2022 Hayden Bay Condominiums Monthly Board Meeting**

**Board Members Present:** Donna Hempstead (Chair), Sally Anderson (Treasurer); Lori March (Secretary), Hazel Larpenteur (Ins), Steve Alexander (Director)

**Board Member Absent:** n/a

**Guests (Non-Board Members):** Debra Alexander

**Call to Order:** Chair Donna Hempstead called the meeting to order at 6:06 p.m.

**Minutes:** The minutes of the March 24, 2022 regular meeting were approved unanimously.

**Treasurer's Report:** The financials show we are within the approved 2022 budget.

### **Committee Reports:**

**Maintenance:** See attached Report.

**Landscape:** See attached Report. Also, mole trappers came this week to place traps.

**Insurance:** A 6-month payment was made for property and liability insurance.

**Red Zone:** The Homes Annual Meeting was March 30, 2022.

**Old Business:** The HB Condos did not approve the fence project undertaken by the HB Marina-HOA. HB Marina-HOA assessments to individual Condo owners will be officially removed when the Homes and the Condos reach a formal agreement regarding attorneys' fees and other matters related to the new fence. At this time, individual Condo owners should not be receiving any further invoices from the HBM-HOA.

**New Business:** The pool will reopen May 28, 2022.

**Adjournment:** The Meeting was adjourned at 6.33p.m. by unanimous consent.

The Next Meeting will be the Monthly Meeting to be held on May 26th. Notice will be sent out.

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

Board Chair – Donna Hempstead (Maintenance, Landscape)

Treasurer – Sally Anderson (Landscape)

Secretary – Lori March

Hazel Larpenteur (Insurance)

Sally Anderson, Hazel Larpenteur - Red Zone Representative

### **MAINTENANCE COMMITTEE REPORT – April 2022**

1. Motion Sensor Lights Checked and Bulbs Replacement – DONE
2. Paint Deck Poles at #543 – IN PROGRESS
3. Replace/Repair Back Upper Deck Railing and Scupper at #507 – IN PROGRESS
4. Repair Leak into Garage at #507 – DONE
5. Replace Address Signs – DONE
6. Install New Up-lighting of Address Signs – DONE
7. Prepare RFP for Painting/Reserve Project – TO BE DONE

### **LANDSCAPE COMMITTEE REPORT – April 2022**

- Cleaned Entryways
- Leaf Blowing; Sidewalk/Driveway Clearing
- First Lawn Mowing; Clean-Up
- Bayside Bank – Willows Trimmed
- Irrigation System – Inspected

# Hayden Bay Condo

## Profit & Loss

### January through April 2022

	Jan - Apr 22
<b>Ordinary Income/Expense</b>	
Income	
3000 · Income	
3001 · Carryforward for Operatons	13,333.32
3110 · Dues	37,961.36
3820 · Bank Interest	20.80
Total 3000 · Income	51,315.48
<b>Total Income</b>	51,315.48
<b>Gross Profit</b>	51,315.48
Expense	
4000 · Landscaping	
4010 · Landscape Contract	8,858.43
4015 · Landscape Maintenance	138.39
4050 · Irrigation Repairs	114.79
4080 · Landscape Misc	251.71
Total 4000 · Landscaping	9,363.32
4200 · Maintenance	
4230 · RZ Rec. Facility Maint	2,783.50
4600 · HBC Property Maintenance	1,470.38
4601 · Maintenance Supplies	40.96
4625 · Property Maintenance Reserve	1,072.22
Total 4200 · Maintenance	5,367.06
5000 · Utilities	
5010 · Electricity	231.22
5020 · Garbage	2,240.00
5030 · Water & Sewer	5,897.06
Total 5000 · Utilities	8,368.28
6000 · Administration	
6010 · Insurance Expense	7,297.98
6051 · Bookkeeping Expenses	1,600.00
6060 · Professional Fees	15,576.00
6070 · Tax Preperation	300.00
6100 · Taxes & Licences	50.00
6240 · Office Supplies/Misc	58.00
Total 6000 · Administration	24,881.98
<b>Total Expense</b>	47,980.64
<b>Net Ordinary Income</b>	3,334.84
<b>Net Income</b>	3,334.84

# Hayden Bay Condo

## Operating Budget vs. Actual

### April 2022

	Apr 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3000 · Income				
3001 · Carryforward for Operatons	3,333.33	3,333.33	0.00	100.0%
3110 · Dues	9,744.32	9,744.36	-0.04	100.0%
<b>Total 3000 · Income</b>	<b>13,077.65</b>	<b>13,077.69</b>	<b>-0.04</b>	<b>100.0%</b>
<b>Total Income</b>	<b>13,077.65</b>	<b>13,077.69</b>	<b>-0.04</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>13,077.65</b>	<b>13,077.69</b>	<b>-0.04</b>	<b>100.0%</b>
<b>Expense</b>				
4000 · Landscaping				
4001 · Landscape Supplies	0.00	40.00	-40.00	0.0%
4010 · Landscape Contract	2,272.43	2,217.00	55.43	102.5%
4015 · Landscape Maintenance	138.39	266.66	-128.27	51.9%
4050 · Irrigation Repairs	0.00	400.00	-400.00	0.0%
4080 · Landscape Misc	151.71	200.00	-48.29	75.9%
<b>Total 4000 · Landscaping</b>	<b>2,562.53</b>	<b>3,123.66</b>	<b>-561.13</b>	<b>82.0%</b>
4200 · Maintenance				
4230 · RZ Rec. Facility Maint	640.99	1,208.00	-567.01	53.1%
4600 · HBC Property Maintenance	0.00	833.33	-833.33	0.0%
4601 · Maintenance Supplies	0.00	40.00	-40.00	0.0%
<b>Total 4200 · Maintenance</b>	<b>640.99</b>	<b>2,081.33</b>	<b>-1,440.34</b>	<b>30.8%</b>
5000 · Utilities				
5010 · Electricity	56.56	126.66	-70.10	44.7%
5020 · Garbage	575.00	583.00	-8.00	98.6%
5030 · Water & Sewer	2,311.73	2,200.00	111.73	105.1%
<b>Total 5000 · Utilities</b>	<b>2,943.29</b>	<b>2,909.66</b>	<b>33.63</b>	<b>101.2%</b>
6000 · Administration				
6051 · Bookkeeping Expenses	400.00	400.00	0.00	100.0%
6060 · Professional Fees	672.00	1,400.00	-728.00	48.0%
6070 · Tax Preparation	300.00	300.00	0.00	100.0%
<b>Total 6000 · Administration</b>	<b>1,372.00</b>	<b>2,100.00</b>	<b>-728.00</b>	<b>65.3%</b>
<b>Total Expense</b>	<b>7,518.81</b>	<b>10,214.65</b>	<b>-2,695.84</b>	<b>73.6%</b>
<b>Net Ordinary Income</b>	<b>5,558.84</b>	<b>2,863.04</b>	<b>2,695.80</b>	<b>194.2%</b>
<b>Net Income</b>	<b>5,558.84</b>	<b>2,863.04</b>	<b>2,695.80</b>	<b>194.2%</b>

# Hayden Bay Condo

## Operating & Reserve Budget vs. Actual-Fiscal Year

### January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Income</b>				
3001 · Carryforward for Operatons	13,333.32	20,000.00	-6,666.68	66.7%
3110 · Dues	37,961.36	115,916.32	-77,954.96	32.7%
3150 · Reserve Contribution	0.00	43,196.00	-43,196.00	0.0%
3820 · Bank Interest	20.80	100.00	-79.20	20.8%
<b>Total 3000 · Income</b>	<b>51,315.48</b>	<b>179,212.32</b>	<b>-127,896.84</b>	<b>28.6%</b>
<b>Total Income</b>	<b>51,315.48</b>	<b>179,212.32</b>	<b>-127,896.84</b>	<b>28.6%</b>
<b>Gross Profit</b>	<b>51,315.48</b>	<b>179,212.32</b>	<b>-127,896.84</b>	<b>28.6%</b>
<b>Expense</b>				
<b>4000 · Landscaping</b>				
4001 · Landscape Supplies	0.00	480.00	-480.00	0.0%
4010 · Landscape Contract	8,858.43	26,539.00	-17,680.57	33.4%
4015 · Landscape Maintenance	138.39	3,200.00	-3,061.61	4.3%
4050 · Irrigation Repairs	114.79	2,000.00	-1,885.21	5.7%
4060 · Spraying Contract	0.00	750.00	-750.00	0.0%
4070 · Trees	0.00	2,200.00	-2,200.00	0.0%
4080 · Landscape Misc	251.71	2,000.00	-1,748.29	12.6%
4000 · Landscaping - Other	0.00			
<b>Total 4000 · Landscaping</b>	<b>9,363.32</b>	<b>37,169.00</b>	<b>-27,805.68</b>	<b>25.2%</b>
<b>4200 · Maintenance</b>				
4230 · RZ Rec. Facility Maint	2,783.50	14,500.00	-11,716.50	19.2%
4600 · HBC Property Maintenance	1,470.38	10,000.00	-8,529.62	14.7%
4601 · Maintenance Supplies	40.96	480.00	-439.04	8.5%
4625 · Property Maintenance Reserve	1,072.22	55,200.00	-54,127.78	1.9%
<b>Total 4200 · Maintenance</b>	<b>5,367.06</b>	<b>80,180.00</b>	<b>-74,812.94</b>	<b>6.7%</b>
<b>5000 · Utilities</b>				
5010 · Electricity	231.22	1,520.00	-1,288.78	15.2%
5020 · Garbage	2,240.00	6,996.00	-4,756.00	32.0%
5030 · Water & Sewer	5,897.06	14,800.00	-8,902.94	39.8%
<b>Total 5000 · Utilities</b>	<b>8,368.28</b>	<b>23,316.00</b>	<b>-14,947.72</b>	<b>35.9%</b>
<b>6000 · Administration</b>				
6010 · Insurance Expense	7,297.98	29,100.00	-21,802.02	25.1%
6051 · Bookkeeping Expenses	1,600.00	4,800.00	-3,200.00	33.3%
6060 · Professional Fees	15,576.00	17,000.00	-1,424.00	91.6%
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 & Reserve Budget vs. Actual-Fiscal Year**  
**January through December 2022**

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
6300 · Website	0.00	200.00	-200.00	0.0%
6500 · Contingency	0.00	200.00	-200.00	0.0%
Total 6000 · Administration	24,881.98	51,750.00	-26,868.02	48.1%
Total Expense	47,980.64	192,415.00	-144,434.36	24.9%
Net Ordinary Income	3,334.84	-13,202.68	16,537.52	-25.3%
Net Income	<b>3,334.84</b>	<b>-13,202.68</b>	<b>16,537.52</b>	<b>-25.3%</b>

Hayden Bay Condo  
**Balance Sheet**  
As of April 30, 2022

	Apr 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
OnPoint CCU Operating Account	39,935.11
OnPoint CCU Reserve Account	101,174.72
Total Checking/Savings	141,109.83
Accounts Receivable	
11000 · *Accounts Receivable	-12,495.84
Total Accounts Receivable	-12,495.84
Total Current Assets	128,613.99
<b>TOTAL ASSETS</b>	<b>128,613.99</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
30000 · Opening Balance Equity	142,822.62
32000 · Unrestricted Net Assets	-17,543.47
Net Income	3,334.84
Total Equity	128,613.99
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>128,613.99</b>



### **MAINTENANCE COMMITTEE REPORT – May 2022**

1. Motion Sensor Lights Checked and Bulbs Replacement – ONGOING
2. Paint Deck Poles at #543 – DONE
3. Replace/Repair Back Upper Deck Railing and Scupper at #507 – IN PROGRESS
4. Repair Leak into Garage at #507 – DONE
5. Replace Address Signs – DONE
6. Install New Up-lighting of Address Signs – DONE
7. Meet with Miller Paint recommended companies for Painting/Reserve Project – DONE

### **LANDSCAPE COMMITTEE REPORT – May 2022**

- Landscape crew are now here Thursdays instead of Fridays
- Community Herb Garden Planted
- Driveway Island Flowers and Address Sign Flowers Planted
- Irrigation System – Inspected; Minor Repairs to be Done