



NOTICE

February 4, 2015

To: Homeowners of Hayden Bay Condominiums

Fr: Kate Dormer, CMCA

Community Manager

Noah & Associates Community Management

RE: Hayden Bay Condo Annual Meeting – Thurs, Feb 26, 2015

6 PM, Rec Room

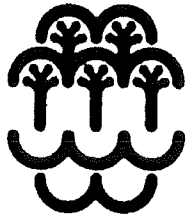
Enclosed for your review is the information about the upcoming Annual Meeting. Please take a moment to complete and return the Official Directed Proxy and Homeowners Information Sheet in the self-addressed, stamped envelope.

The following information is enclosed:

1. Annual Meeting Notice
2. Directed Proxy*
3. Information regarding CPA Review Legislation
4. Homeowner Information Sheet
5. Hayden Bay Association Directory – draft
6. Self-Addressed Stamped Envelope

*To help with obtaining a quorum prior to the Annual Meeting date, we ask that even if you plan to attend, please complete and return the enclosed proxy.

Should you have any questions about the information enclosed, please do not hesitate to contact me at 503 654 0118.



Hayden Bay Condominiums

Noah & Associates, property managers
12550 SE 93rd Avenue
Clackamas, OR 97015

www.hbcondos.org

Kate Dormer, account manager
kate.dormer@noahandassociates.net
503 654 0118

Thursday, February 26, 2015
Official Directed Proxy

Even if you are planning to attend, **please send in your proxy** so that we can be sure to reach a quorum. Proxies must be completed with your name, address and signature. Incomplete proxies may be voided.

I, _____, being a member in good standing of Hayden Bay Condominiums, Inc. under the duly recorded bylaws of the Association do hereby grant my proxy to:

Proxy's Full Name _____

Proxy's Address _____

Express instructions: I/We expressly direct and instruct my/our proxy to vote as indicated.

I/We vote: ☐ In Favor of the **2014 CPA Review** (this is NOT an audit)

☐ Against the **2014 CPA Review** (this is NOT an audit)

Per ORS 100.480, a review of the Association financial accounts from a Certified Public Accountant (See attached documentation for specific information regarding this requirement.

Said person being a member in good standing of the community, this proxy carries with it full right to the proxy holder to cast their vote as they see fit for any and all issues presented at the above-referenced meeting and any adjourned session of the Annual Meeting.

This proxy is cancelable by my notice in writing or by my Attendance at the Annual Meeting.

Signature _____

Address _____

Date _____

This proxy may be returned in the enclosed envelope or as transmitted by FAX to 503 659 0394 or SCAN to kate.dormer@noahandassociates.net to arrive on or before 3 PM, Thursday, February 26, 2015.

Please note that three director's positions (Penrith, Redmond, Welch) expire as of this meeting. If you are interested in having your name placed in the nomination for a position, please indicate below.

☐ YES ☐ NO



To: Hayden Bay Condominium Homeowners
Fr: Kate Dormer, CMCA
Community Manager
Noah & Associates Community Management
RE: **Important Legislation regarding Vote on Annual Financial Review
Please Read!**

The Oregon Condominium Statute 100.480 states in Section 26, Subsection 4, "The Association of unit owners of a condominium that has annual assessments exceeding \$75,000 shall cause the financial statement required under subsection (3) of this section to be reviewed within 180 days after the end of the fiscal year by an independent certified public accountant licensed in the State of Oregon in accordance with the Statements on Standards in Accounting and Review Services issued by the American Institute of Certified Public Accountants."

Subsequently, the statute goes on to state that, "An Association of unit owners subject to the requirements of subsection (4) of this section may elect, on an annual basis, not to comply with the requirements of subsection (4) of this selection by an affirmative vote of at least 60 percent of the owners, not including the votes of the declarant with respect to units owned by the declarant."

The cost to have a Review for your Association is approximately \$2,500.

If the owners feel they do not want to have a Review, a vote of at least 60% of the owners (11 homeowners) against the Review will need to be sought.

On your Annual Meeting Proxy, you will see that there is a place to vote. Even if you are planning on attending, please fill out your proxy and return in the envelope provided.

Thank you for your attention to this matter. Please contact me at 503 654 0118, if you have any questions.

Thank you!

HAYDEN BAY CONDOMINIUMS

PLEASE COMPLETE AND RETURN THIS FORM
THANK YOU!

Date: _____

OWNER INFORMATION

Name: _____

Unit Address: _____

I give permission for my phone number and e-mail to be listed in a homeowner directory:

Yes _____ No _____

Date of Purchase: _____ E-mail: _____

Mailing Address (if different than unit): _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work: _____ Cell: _____

Insurance Company: _____ Phone Number: _____

Insurance Agent: _____ Policy Number: _____

EMERGENCY CONTACT INFORMATION

Please provide below a person(s) who may be contacted in the event of an emergency (preferably this individual should have access to your home). Thank you.

Name: _____

Home Phone: _____ Work Phone: _____

RENTER INFORMATION

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

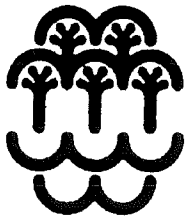
VEHICLE REGISTRATION

Make _____ Model _____

Year _____ Color _____ License Plate Number _____

Make _____ Model _____

Year _____ Color _____ License Plate Number _____



Hayden Bay Condominiums

Sally Anderson

439 N. Tomahawk Island Drive
Portland, OR 97217
sallyyea@comcast.net
503 246 0165
503 309 6912 cell
Brenda Nelson 503 307 3265

Fred & Philomena Bender

513 N Tomahawk Is Dr
20285 NW Amberwood Dr - Hillsboro, OR 97124
Portland, OR 97217
fred@whcentral.com auztin17@aol.com
503 645 5544
Fred 503 645 8156
Nancy Olssen 503 502 0225

Karen & Brock Brumbaugh

543 N Tomahawk Is Dr
285 N Lotus Beach Dr
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haydenbaypaws@comcast.net
503 286 3862
10 Puapake Pl #4 Lahaina, Maui 96761

Kari Dapp & Jawanza Hadley

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Emergency Karen (503) 806-0945

Jan Dimick

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503 407 4527

James G Folkerts

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(503)286-6387

Martin Newberry

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360 431 7105
emergency 503 799 8121

Martin & Alisa Owens

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503 475 0133 Martin
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Bob Palmer

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Ed & Mary Parkes

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enparkes@gmail.com
Ed 503 680 1699
Mary 503 680 1463
Emergency Dan King 503 805 1341
Dan work 503 235 4656
Mary email mlparkes2@gmail.com

Sean & Meredith Penrith

507 N Tomahawk Is Dr
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503 709 6429
503 724 0967
emergency: Karen Hutchinson
503 724 0587 khutch919@comcast.net
Meredith: meredithpenrith@gmail.com

Teresa Recknor

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tlrecknor@yahoo.com
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Emergency-Jessica Hanover 815-531-7734

Ed & Rozann Juth
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Eric 503 803 9337
503 281 1851

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Lori 949 412 0444
Emerg. Rhonda 949 632 1336

Brady & Kara Mills
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503 240 6010
503 247 7000 Work
Brady cell 503 784 6100
Kara cell 503 709 8966
Emergency Terry Arnold 503 730 7016

HB Condo Property Manager

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Dan rgsdan@aol.com

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Lisa Vanlue 971-409-4321

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206 390 1596 Thomas
Emergency, daughter, Arielle 503 729 2971

Don & Tess Spina
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dbs@ryucom.ne.jp
011 81 98 935 4781
Office 1 619 781 4765
Home 1 443 219 2359
+16 hours from Portland
Bob Johnson bob@rpmpdx.com 503 245 8022

Victor Viets & Donna Hempstead
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v.viets@comcast.net
503 286 1404
Victor Cell 503 307 4131
Donna Cell 503 502 3027
enviro-eco17@msn.com Donna

Bill & Amy Welch
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503 285 4007
503 516 4757 cell
amywelchpdx@comcast.net
971 222 3579 USA Ph in Mexico
503 730 7016 Terry Arnold

Revised Jan 2015
Most current info on website www.hbcondos.org



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503 654 0118

Annual Meeting AGENDA Thurs, February 26, 2015, 6:00 PM Recreation Room

Call to Order: Kate Dormer, Noah and Associates, Community Manager

I. Roll Call and Certifying of Proxies – Kate Dormer

II. Proof of Notice – Kate Dormer

III. Approval of 2014 Annual Meeting Minutes – February 26, 2014

IV. Reports from Board and Committees

- A. President – Victor Viets
- B. Treasurer – Sean Penrith
Reserve Study – Victor Viets & Sean Penrith
- C. Landscape – Sally Anderson & Donna Hempstead & Hazel Larpenteur
- D. Insurance & Maintenance – Dan Redmond
- E. Secretary – Website – HINooN – Amy Welch
- F. Hayden Bay Marina Homes (Rec Rm, Pool, Tennis Court) – Karen Brumbaugh & Dan Redmond

V. Election of Board Members

- A. Three 2-year terms. Expiring are Sean Penrith, Dan Redmond, and Amy Welch.
 - Homeowners are asked to submit their names as candidates. Anyone may come forward as a candidate if they are in good standing as a homeowner. If anyone is submitted as a candidate and is not present at the meeting, that person must give prior permission to serve on the board.
 - The new board will appoint officers and job titles and committees.

VI. Old Business

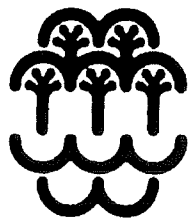
- A. Contractor-Painter Dispute report - Victor Viets

VII. New Business

- A. 2015 Budget – Victor Viets & Sean Penrith
- B. Annual Financial Review (not an audit) - Kate Dormer

VIII. Adjourn

A brief Board meeting to elect officers and identify monthly meeting day/time will follow the Annual Meeting, homeowners are welcome to attend.



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503 654 0118

Annual Minutes Meeting Wed, February 26, 2014, 6:00 PM Recreation Room

8 Members Present: Sally Anderson, Jim Folkerts, Bob & Lori March, Ed Parkes, Sean Penrith, Dan Redmond, Victor Viets & Donna Hempstead, Amy Welch.

8 Members Represented by Proxy: Fred Bender (Amy Welch), Karen Brumbaugh (Amy Welch), Ed & Rozann Juth (Amy Welch), Hazel Larpenteur (Victor Viets), Kara & Brady Mills (Victor Viets), Bob Palmer (Victor Viets), Tom Repp (Amy Welch), Don & Tess Spina (Amy Welch).

2 Homeowners not Represented: Arthur & Debra Parker (#527), Recontrust Company (#545).

Noah & Associates representative Present: Kate Dormer, HB Condos community manager.

Amy Welch, recording secretary.

Call to Order: Kate Dormer called the meeting to order at 6:06 pm.

I. Roll Call and Certifying of Proxies – Kate Dormer

16 homeowners were present in person or by proxy. The necessary quorum was met.

II. Proof of Notice – Kate Dormer

Mailed and emailed all notices on January 14, 2014.

III. Approval of Minutes – February 28, 2013

Victor Viets moved and Sean Penrith seconded to approve the minutes from the 2013 annual meeting.

16 YES 0 NO

IV. Reports from Officers

A. President – vacant

B. Treasurer – Victor Viets

See page 4 of this report for **“HBC Annual Treasurer’s Report: Feb 26. 2014”**

Reserve Study – Victor Viets & Sean Penrith

- Victor and Sean are crafting a 30-year Reserve Study to match rolling cash flow expenditures with available cash.
 - The Board has yet to review the Study in order to determine an appropriate assessment and/or dues increase.

C. Landscape – Sally Anderson & Donna Hempstead

- Willamette Landscape services the property every two weeks in winter and weekly in spring, summer and fall.

- Lace bug infestation has affected azaleas on the island and some rhododendrons. This is an infestation that is hitting the Portland area. Some affected azaleas and rhododendrons have been removed and some have been treated with a chemical injection to the roots. Lyle Feilmeier from Bartlett Landscape Service has been working with Donna and Sally on this issue.
- Scotch Pine by west end 4-plex has died, it will be removed after a permit is secured.

D. Insurance & Maintenance

- Dan mentioned that we currently have Flood Insurance at \$12,000 per year, in September we will need to discuss renewal (November). The condos are above the 100-year flood plain and mortgages no longer require flood insurance.
- Water leak in lower east end 4-plex; yet to be determined as to source.
- Dan requested that all unit owners ensure that there is an emergency contact available, especially in winter.
- Call Dan if a garden, path or garage motion sensor light is out.

E. Secretary – Website – HINooN – Amy Welch

- Homeowner list circulated, please let Amy know of any changes. New list to be posted on website at www.hbcondos.org
- Contact Amy for access to website.

F. Hayden Bay Marina Homes (Rec Rm, Pool, Tennis Court) – Karen Brumbaugh

- Karen Brumbaugh is the Homes rep. She has asked that we secure photos of homeowners for the Rec Rm roster. Contact or email Amy or Karen regarding photograph.

V. Election of Board Members

- Two 2-year terms. Expiring are Don Maltase and Victor Viets. Homeowners were asked to submit their names as candidates. The new board will appoint officers and job title.

Amy Welch moved and Dan Redmond seconded to elect Hazel Larpenteur and Victor Viets as board members.

16 YES 0 NO

VI. Old Business

a. Siding Status report - Victor Viets

- The project was three years in planning, and three years in construction, and now drawn into litigation between Aspen and Two Brothers.
- Over \$900,000 was spent on the remodel.
- Association Attorney Chris Tingey from Vial and Fotheringham wrote the Remodel contract, which was not sufficient.
- Vial and Fotheringham has been released and Alan Mitchell has been hired as a specialist in construction projects.
- A complaint has been filed by HB Condos with the State Construction Contractors' Board against Aspen. Aspen and their painting subcontractor have file claims against each other. The State Board has come out to the condos to review the complaint between Aspen and Two Brothers. No decision, as yet.

VII. New Business

a. 2014 Budget – Victor Viets & Sean Penrith

- The 2014 budget will include an increase in dues.
 - The utilities, landscape, rec. rm, water & sewer are fairly constant figures.
 - The 2013 budget was \$115, 443, but the actual spent was \$139,292 due to unanticipated repairs.
- The 2014 proposed budget includes funds for some anticipated repairs. The budget may vary from \$124,470 (7.7% increase from the 2013 budget) to \$134,517 (a 16% increase if a \$10,000 contribution to Reserves is included in the dues).
- The Board has not decided whether to make a one-time assessment to return \$22,000 to Reserves or increase the monthly dues.
- Regardless, an additional assessment of about \$12,000 will be needed to rebuild our Operating Cash account. If the Board decides to raise both the Reserves and Operating Cash with an assessment of (approx.) \$22,000, it would require a one-time payment of \$1,100 (approx. 4-plex) to \$1,300 (approx. duplex) from each unit owner.

b. Annual Financial Review (not an audit) - Kate Dormer

16 NO (all homeowners voting requested no Review)

State law states that if an association has \$70,000 in annual revenue, a financial review is necessary, unless 60% of the total membership needed to vote down the Review (60%=11 owners).

Vote was NO review.

c. Auditing of Special Assessment Siding Remodel – Victor Viets

- Victor and Sean suggested that the Board hire a CPA to investigate the trail of Siding funds assessed and spent over the past three years. Amy suggested that this could be accomplished through an accounting process known as an “Agreed Procedure.”
 1. Amy called Schwindt & Co, the association’s auditors of record to get an estimated cost for an *agreed procedure* – between \$3,000-5,000. This cost is included in the 2014 budget.
 2. Sean and Victor to get bids for this work, and bring to Board for a vote. It’s estimated that work to be done in May.

VIII. Adjourn

Sean Penrith moved and Victor Viets seconded to adjourn the meeting at 7:28 PM

16 YES 0 NO

HBC ANNUAL TREASURER'S REPORT: FEB. 26, 2014

Assets @ Start 2013:	Operating Account:	\$132,715	(Mixed cash & Special Assessment Assets)
	Reserves:	\$26,530	

Note 1: Extra Expenses Not Budgeted for 2013:

River Water Pump Control	\$4,819
Remove/Trim Hazard Trees	\$7,095
Unit 403 Leak/Roof Repair	\$9,410
Unit 405 Ceiling Leak Repair	\$1,814
Sprinkler Rebuilds	\$2,144
Lawsuit Start-Up	\$3,488

2013 Budget Over-run Estimate	\$28,770
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Note 2: Transfer of all Remaining Spec. Reserves from Operating Acct to Reserves: \$33,679

Assets @ Feb.26, 2014:	Operating Account: Est.	\$10,000	
	Total Reserves:	\$60,480	(Gen. Res. \$21,234; Spec. Asses. \$39,246)

Note 3: Noah recommends minimum Operating Acct of 2 months dues income (~ \$22,000)
Operating Account Deficit = \$12,000 : Need urgent new Assessment

Note 4: "Unusual" Expenses Budgeted for 2014:

Pavement & Curb Rehab East	\$11,700	From Reserves
Repair Freeze Damage	\$ 2,000	From Operating Acct.
Lien Law Suit	\$10,000	From Operating Acct.
Reserve Contribution	\$10,000	From Operating Acct. (or New Assessment)

Note 5: **End of 2014 Goals: Adequate Operating Account and Improved Reserves Process**

Hayden Bay Condos 2015 Operational Budget

Updated 1/27/2015

INCOME

3110: 3110 Dues
3150: 3150 Reserve Contribution
3210: 3210 Late Fee
3820: 3820 Interest Income

TOTAL INCOME

EXPENSE

Landscaping

4010: 4010 Landscape Contract
4015: 4015 Landscape Maintenance (created for HBC)
4050: 4050 Irrigation Repairs
4060: 4060 Spraying Contract
4070: 4070 Tree Pruning
4080: 4080 Landscape Misc.

Sub-Total Landscaping

Maintenance

4230: 4230 Rec. Facility Maint.
4235: 4235 Rec. Facility Major Products (created for HBC)
4310: 4310 Electrical/HVAC
4600: 4600 Property Maintenance

Sub-Total Maintenance

Utilities

5010: 5010 Electricity
5020: 5020 Garbage
5030: 5030 Water & Sewer
5090: 5090 Cable TV

Sub-Total Utilities

Administration

6010: 6010 Insurance
6050: 6050 Management
6060: 6060 Professional Fees
6070: 6070 Tax Preparation
6100: 6100 Taxes & Licences
6230: 6230 Bank Charges
6240: 6240 Office Supplies/Misc.
6500: 6500 Contingency

Sub-Total Administration

Total Expense

RESERVE

General
Interest
Total Reserve

TOTAL EXPENSE & RESERVE

NET INCOME

Jan-Dec 2014	2014 Budget	2015 Operating
Actual	Approved	Proposed Budget
\$122,724.67	\$124,517.00	\$124,517.00
\$710.52	\$16,700.00	{Separate budget}
\$667.95		\$500.00
\$15.61	\$50.00	\$15.00
\$124,118.75	\$141,267.00	\$125,032.00
\$22,056.00	\$22,056.00	\$22,607.00
\$2,830.62	\$3,500.00	\$3,500.00
\$5,464.81	\$4,000.00	\$4,000.00
\$186.00	\$1,500.00	\$1,000.00
\$2,175.00	\$2,500.00	\$2,500.00
\$1,363.57	\$2,500.00	\$2,500.00
\$34,076.00	\$36,056.00	\$36,107.00
\$13,269.65	\$12,000.00	\$13,500.00
\$0.00	\$3,185.00	\$0.00
\$0.00	\$400.00	\$400.00
\$16,063.93	\$17,700.00	\$7,000.00
\$29,333.58	\$33,285.00	\$20,900.00
\$1,296.02	\$1,090.00	\$1,300.00
\$5,922.00	\$5,800.00	\$6,000.00
\$13,631.00	\$12,000.00	\$14,000.00
\$8,598.01	\$8,850.00	\$8,850.00
\$29,447.03	\$27,740.00	\$30,150.00
\$21,609.96	\$22,000.00	\$22,000.00
\$5,232.00	\$5,136.00	\$5,376.00
\$12,372.46	\$15,000.00	\$7,379.00
\$275.00	\$275.00	\$275.00
\$50.00	\$200.00	\$50.00
\$165.06		\$180.00
\$977.20	\$800.00	\$1,100.00
\$214.00	\$1,000.00	\$1,000.00
\$40,895.68	\$44,411.00	\$37,360.00
\$133,752.29	\$141,492.00	\$124,517.00
\$710.52	\$2,000.00	{Separate budget}
\$15.61	\$150.00	{Separate budget}
\$726.13	\$2,150.00	\$0.00
\$134,478.42	\$143,642.00	\$124,517.00
-\$10,359.67	-\$2,375.00	\$515.00