

**Pine North Duplex Owners Association**  
**2016 Annual Meeting Minutes**

October 6, 2016

**I. Call to order**

Peter Dechant called to order the 2016 Annual Meeting of the Pine North Duplex Owners Association at 7:30PM on October 6, 2016 via Conference Call.

**II. Roll call**

Alex Ramos conducted a roll call. The following persons were present: Peter DeChant (President), Steven Thomas (Treasurer), Cheryl Dajczak, Robert Kirkman, Craig Campbell and Alex Ramos (Secretary).

**III. Open issues**

- a) The group discussed future use of the former trash area. Potential options included Guest Parking Stalls, Community Garden or Leave As Is. Robert Kirkman was going to look into outside organization who could manage a community garden. Steve Thomas was going to look into costs for turning into parking stalls. Cheryl motioned to approve the actions and Robert second the motion. Six ayes, zero nays.
- b) [Open issue/summary of discussion]

**IV. New business**

- a) Steve Thomas reviewed the Treasurer's report for 2016 and the proposed budget for 2017. Thanks to actions by Steve to change over the trash management arrangement as well as switching to new landscape providers, PNDOA was able to increase the total fund balance from \$22,052.87 to \$24,784.73 between 8/31/15 to 8/31/16.

<b>Fund Balances</b>				
<b>Unitus Account #186462</b>		<b>8/31/15</b>	<b>8/31/16</b>	
Business Checking	\$	5,306.94	\$	5,504.67
Business Prime Share	\$	16,745.93	\$	19,280.06
<b>Total</b>	<b>\$</b>	<b>22,052.87</b>	<b>\$</b>	<b>24,784.73</b>
				<b>Gain</b>
				<b>2,731.86</b>

The projected budget for 2017 remains fairly consistent with the exception of a slightly lower expense for Garbage and an increased expense for Landscaping.

<b>Income</b>				
	<b>2015-16 Actual</b>		<b>2016-17 Projected</b>	
Dues Received	\$	17,239.30	\$	17,239.30
Interest Earned	\$	9.13	\$	9.13
Other				
<b>Total Income</b>	<b>\$</b>	<b>17,248.43</b>	<b>\$</b>	<b>17,248.43</b>
<b>Expenses</b>				
	<b>2015-16 Actual</b>		<b>2016-17 Projected</b>	
Garbage	\$	6,913.53	\$	7,000.00
Landscaping	\$	2,851.00	\$	3,600.00
Legal Fees	\$	718.30	\$	700.00
Mailbox	\$	206.64	\$	220.00
Insurance	\$	612.00	\$	612.00
Corporation Fees	\$	50.00	\$	50.00
Forwarding	\$	-	\$	-
Mulching	\$	-	\$	-
Misc (gate, Roof, etc.)	\$	3,165.10	\$	2,000.00
<b>Total Expenses</b>	<b>\$</b>	<b>14,516.57</b>	<b>\$</b>	<b>14,182.00</b>
<b>Net Gain/Loss</b>	<b>\$</b>	<b>2,731.86</b>	<b>\$</b>	<b>3,066.43</b>
<b>Ending Balance</b>	<b>\$</b>	<b>24,784.73</b>	<b>\$</b>	<b>27,851.16</b>

Cheryl motioned to approve the 2016 Treasurer's Report and 2017 Budget and Alex second the motion. Six ayes, zero nays.

There was discussion around a "Fee to owners selling units". Often times a request is made to the treasurer to collect relevant information regarding the dues, CC&Rs, By Laws, and other information during a real estate transaction with one of the properties. With pertinent documents now made available electronically online, an attempt is being made to simplify the process and minimize or eliminate any associated costs.

- b) Peter DeChant would like to step down as President. He has served as President of PNDOA since June 2013. No resolution was made at this time. An Emergency Meeting will be held at another time.
- c) Alex reviewed the current website for PNDOA and outlined some of basic features. Alex will reach out to owners individually to make sure everyone has access. Useful information includes past Annual Meeting Minutes, Budgets, CC&Rs, Bylaws, Amendments and Insurance documents. Alex will poll owners regarding interest in electronic payment of dues.



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This is the website for Pine North Duplexes Owners Association. Here you can find documents and information pertaining to this association.

### Send E-mails



#### Choose Recipient Group

For individual resident messaging or group listings, visit the Fellow Residents page

#### E-mail Contents:

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### Local News



#### 5 Portland Twitter Accounts You Need to Follow - Portland, OR Patch

10/6/16 10:40 AM

Portland, OR - Want to stay current with everything Portland? Make sure to follow these five Twitter accounts, and more >

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#### Volunteer With The Nature Conservancy

10/6/16 3:12 PM

The Nature Conservancy in Oregon offers several different volunteer programs for the people of Portland who are interested in environmental conservation and community building. The Conservancy's mission which is to 'conserve the lands and waters on ...

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Howdy Neighbor!  
**Pine North Duplexes Owners Association**

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This page should be used as a reference for running the association and providing information you may need while living here. For example, this is the ideal location for frequently asked questions (FAQs) and preferred vendors.

### Documents

Search files

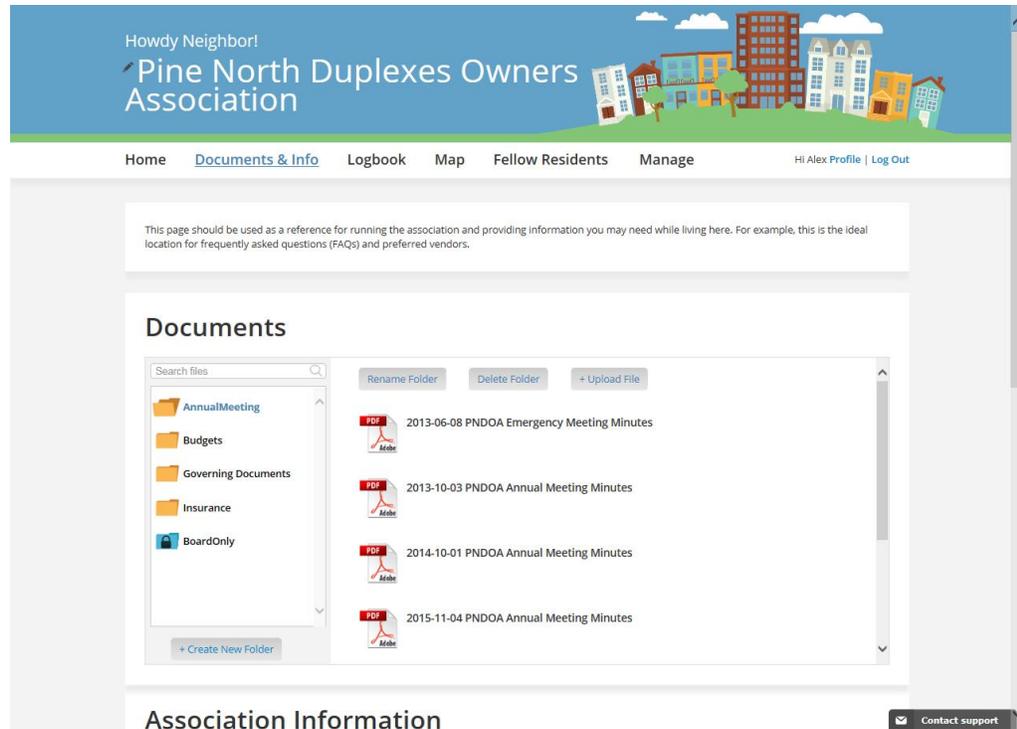
Rename Folder Delete Folder + Upload File

- AnnualMeeting
- Budgets
- Governing Documents
- Insurance
- BoardOnly

+ Create New Folder

- 2013-06-08 PNDOA Emergency Meeting Minutes
- 2013-10-03 PNDOA Annual Meeting Minutes
- 2014-10-01 PNDOA Annual Meeting Minutes
- 2015-11-04 PNDOA Annual Meeting Minutes

Association Information [Contact support](#)



## V. Adjournment

Robert Kirkman motioned to adjourn the meeting and Alex second the motion. Peter Dechant adjourned the meeting at 8:51PM.

Minutes submitted by: Alex Ramos