



## CWNA Board Meeting

October 23 2018, 6:15pm to 7:45pm

OSU-Cascades, Tykeson Hall Room 111

### Attendees:

Board Members [Ward #]		Committee Heads/Coordinators/Guests	
Vacant [#1]		Glen Grochowski – Land Use	X
Susan Collins – Secretary [#2]	X	Shane Austin – Membership DB	
Vacant [#3]			
Glen Grochowski [#4]	X	Sally Russell – Bend City Council	X
Alexis Scharff – Treasurer [#5]	X	Joshua Romero – City of Bend Community Relations Mgr	X
Vacant [#6]		Kelly Sparks, Assoc VP, Finance & Strategic Planning OSU-Cascades	X
Nathan Moses [#7]	X	Steve Herr – CORC, CAI (Community Associations Institute)	X
Perry Brooks [#8]	X	Colin Stephens – City of Bend ,Planning Manager Community Development	X
Vacant – [#9]		Karen Swirsky – City of Bend, Sr. Planner Growth Management	X
Vacant [#10]			
Lisa Mushel – Chair [#11]	X		

### Agenda Items:

Topic	Information
Establish a Quorum	Based upon the (6) Board members and estimated 30-40 CWNA member guests, the CWNA Bylaws Article IV, Section 4 Quorum of a minimum of (10 ten members being present was met.
Approve 8/16/18 Board meeting minutes	Meeting minutes were approved.
CWNA Bylaw Amendment: Article V, Section 2	<p><u>Proposal to Amend CWNA Bylaw, Article V, Section 2 - Nathan Moses</u></p> <ul style="list-style-type: none"> <li>• CWNA Board of Directors proposed amending Article V, Section 2 of the CWNA Bylaws to provide for a Board position to be held by a student from OSU-Cascades.</li> <li>• Rationale: In an effort to more broadly characterize the diversity of residents living within CWNA boundaries, it was proposed that OSU-Cascades be represented by two board positions: Ward 8: A). OSU-C Faculty or Staff Member, and B) OSU-C Student Member. The addition of a student to the board provides an opportunity for CWNA to gain insight and experiences from an important body of residents in our neighborhood. With an eventual 1000+ students living on the OSU-C campus, it is felt the CWNA community will benefit from the voice of this</li> </ul>

	<p>important demographic group. Student engagement in local neighborhood concerns will foster communication between our campus residents and our residential neighbors. It will provide a forum for student collaboration on key CWNA projects or priorities.</p> <ul style="list-style-type: none"> <li>• As a result of designating a position for an OSU-C student, the CWNA Board construct shifts from (4) At Large Positions to (3). There is no net change to the total number of board positions.</li> <li>• The following is the new language:</li> </ul> <p>ARTICLE V Board of Directors and Officers Section 2</p> <p>Eligibility: Seven (7) of the Board Members shall be Members who reside in a specific geographic ward, as follows: Ward 1, Sunrise Village or Bachelor View Road; Ward 2, Braebern, Cascade Village, Westbrook Meadows or Mountain Gate; Ward 3, Mt. Bachelor Village or Touchmark; Ward 4, First on the Hill, Westridge or Sagewood; Ward 5, Broken Top or the Reserve at Broken Top; Ward 6, The Parks at Broken Top; Ward 7, the representative must own or lease commercially zoned property within the Neighborhood; <i>Ward 8.A. and 8.B., the representatives must be a staff and/or faculty member (8.A.) and a student (8.B.) of Oregon State University Cascades. The three at-large Board positions are open to any Member.</i></p> <ul style="list-style-type: none"> <li>• According to ARTICLE XII: Adoptions and Amendment of Bylaws - the amendment to Bylaws was proposed in writing and presented for consideration by the Board of Directors. Following consideration by the Board of Directors the proposed amendment was be presented to the membership via an agenda posted on the CWNA website as well as to the general membership meeting attendees. The Board of Directors recommended to approve the amendment. By a greater than two-thirds approval by a quorum of the membership, the Bylaw amendment was adopted.</li> </ul>
<p>CWNA Board Elections</p>	<p>Board positions up for election in 2018 were comprised of the following:</p> <ul style="list-style-type: none"> <li>• <u>Ward 2</u> (Braebern, Century Village, Westbrook Meadows, and Mountain Gate) – Susan Collins</li> <li>• <u>Ward 4</u> (First on the Hill, Westridge and Sagewood) – Glen and Cynthia Grochowski</li> <li>• <u>Ward 6</u> (The Parks at Broken Top) – No nominee</li> <li>• <u>Ward 8</u> (OSU-Cascades 8.A. and 8.B) <ul style="list-style-type: none"> <li>• 8.A. – Nathan Moses, Assist Dir of Conference Services &amp; University Events, OSU-Cascades</li> <li>• 8.B. Tessa Moody, Associated Students of Cascades Campus Director of Public Relations</li> </ul> </li> <li>• <u>Ward 10</u> (At Large) – Jeanne Berry</li> </ul>

	<p>There was a motion and second from the CWNA general membership to approve the proposed nominations. All nominees were unanimously approved.</p> <p>Two volunteers were nominated to fill the following positions:</p> <ul style="list-style-type: none"> <li>• <u>Ward 1</u> (Sunrise Village and Bachelor View Rd) – Kristen Phillips, resident of Bachelor View Rd</li> <li>• <u>Ward 9</u> (At Large) – David Ewing, Braebern resident and President of the Braebern HOA</li> </ul> <p>The CWN Board of Directors voted unanimously to approve the nominations. These positions are filled for one year, and will be up for reelection in 2019.</p>
Finance Report by Treasurer Alexis Scharff	Based upon the City of Bend’s approval of the CWNA compliance report, the CWNA fiscal year 2018-2019 communications grant has been approved for \$2,506. CWNA has spent \$406 to date, with \$2,076 remaining to be spent on communications with residents. Lisa Mushel explained these funds will be used, in part, to provide direct mail communication with the membership in the coming year.
Annual Report by Chair Lisa Mushel	See Lisa Mushel’s annual report below.
Membership Report and Survey Results by Chair Lisa Mushel	<p>Membership is tracked through Mail Chimp. We added 35 new members for a total membership of 568. CWNA is comprised of 2200 tax lots.</p> <p>Membership survey sent in September preceding the Annual Membership meeting. Results presented can be found in the following link: <a href="#">Annual Meeting Slides - Membership Results</a></p> <ul style="list-style-type: none"> <li>• Discussion of key highlights: CWNA assuming advocacy role, Speeding and Traffic concerns, Communication</li> </ul>
NLA Update by Chair Lisa Mushel	<p>NLA – City of Bend: “The committee provides neighborhood associations the opportunity to address issues of City-wide concern. It gives neighborhood associations a direct and continuing means for providing input to the City Council from a neighborhood and community perspective. Read the <a href="#">ordinance creating the committee</a> and <a href="#">Bend Code chapter describing the committee</a> online. The committee has 13 members, with one member from each of the 13 neighborhood associations recognized by the City. “</p> <p>NLA became operational this summer and is currently outlining key priorities and projects. Focus will be on growth and livability: highlighting near term concerns with land projects; traffic and safety; and growth as it relates to infrastructure and density.</p>
2019 Goals by Chair Lisa Mushel	CWNA will select key objectives for the coming 2018-19 year during the November Board of Director Meeting. Goals will be selected based upon feedback from the Membership Survey, including goals to enhance

	community service/neighborhood projects as well as securing a grant for enhanced membership communication.
CAI, CORC (Community Associations Institute, Central Oregon Regional Chapter) by Steve Herr	<p>“CORC provides opportunities for Central Oregon homeowner association volunteer leaders, community managers, management companies and business partners to participate in local education programs. CORC does this through educational seminars, workshops, luncheon meetings where recognized experts in the industry share their experience and training with attendees.”</p> <p>Steve explained this organization is a resource for HOAs and is created to help align the HOAs and create activism. Membership is \$250, and Steve explained that this fee provides access to HOA resources and discounts to 8 community events. The kickoff meeting is in January, and the targeted members are HOAs, community liaisons, and HOA boards.</p>
OSU-Cascades – Remediation & Expansion - <i>Kelly Sparks, Assoc. Vice President of Finance &amp; Strategic Planning</i>	<p>A comprehensive overview of the next phase of the OSU-Cascades expansion. A copy of the presentation can be found here: <a href="#">OSU-C Remediation and Expansion, Next Phase</a></p> <p>The Master plan was approved in the summer of 2016. A pilot program is underway, and assuming the results are as expected, the site work is anticipated to occur between March-November 2019. The next phase will take place via reclamation of the pumice mine. There will be significant site remediation with extensive effort spent to minimize noise, dust, traffic, and exposure to reclamation materials.</p> <p>From the CWNA guests, the following topics were addressed:</p> <ul style="list-style-type: none"> <li>• Traffic: there will be truck traffic, hauling into/out of the site via Simpson. However, the goal is to reclaim much of the material, hauling off what cannot be used and bringing in little new material.</li> <li>• Obstruction of Views: concerns about what can be viewed from the surrounding neighborhoods. It is anticipated that view impact will be minimal, as the foundation of the new buildings will be located at lower elevation than the main campus buildings.</li> <li>• Sound: the reclamation work is being done below grade, down in the current pumice mine. Therefore, sound should not carry great distances. It is anticipated the higher elevations in the surrounding hills will hear results of the rock crushing work, but the pit project is designed to absorb most of the noise.</li> <li>• Air Quality: Extensive evaluation and control by the Department of Environmental Quality. See slides for specifics.</li> <li>• Timing of Work: goal is to construct a new building every 4 years, budget dependent; 46 acres of the campus will be remediated, and the entire pumice mine will be completed in 2019.</li> </ul>
COB Zoning and Mapping Project – <i>Colin Stephens, Planning</i>	An overview of the COB Zoning and Mapping Project approved by the City Council in September. A copy of the presentation can be found here: <a href="#">COB Mapping and Zoning Project</a>

<p><i>Manager &amp; Map Alignment</i></p>	<p>The project creates an aligned zoning map to match Bend’s Comprehensive Plan. Bend’s zoning map will now be in compliance with state rules and guidelines.</p> <p>From the CWNA guests, the following topics were addressed:</p> <ul style="list-style-type: none"> <li>• Parcel of Land located on Reed Market Road in front of The Athletic Club of Bend: Long-standing dispute regarding terms allowing development of the land. Agreement has been reached, and the parties are “releasing terms of their settlement agreement.” This will allow for development of the land, which allows for a 55 ft in height, or a 5-story building.</li> <li>• Parcel of land located in West Gate subdivision on Mammoth Drive: land is zoned Commercial Limited, and this allows for mixed use but primarily should be commercial. There was a proposed Senior Living Development project, but negotiations ceased between the owner and potential developer. There was discussion headed by a guest regarding potential for utilizing the property as a city park, to be acquired by surrounding neighborhoods and/or Parks and Rec. It is in the Parks and Rec Master Plan that a park is a priority in the general SW Century area. Perhaps there is a way for the community to impact development plans and/or sale. It was decided to take up the topic at the November CWNA Board Meeting.</li> </ul>
<p>City Transportation Plan Updates – <i>Karen Swirsky, Senior Planner &amp; Transportation System Plan Project Manager</i></p>	<p>An overview of the City Transportation Planning process and goals. A copy of the presentation can be found here: <a href="#">Bend's Transportation Plan - Overview</a></p> <p>Karen explained that the transportation plan has not been amended since 2000. Approximately 6 months ago, the CTAC committee began the update and revision process. They are currently in Phase I of the plan, and by January, the committee will be in a position to enlist the Neighborhood Associations for feedback.</p> <p>From the CWNA guests, the following topics were addressed:</p> <ul style="list-style-type: none"> <li>• How to get involved: Karen explained CWNA members should work with the board to ensure local concerns are identified and communicated in the January meetings.</li> <li>• Traffic/Speed Studies: a rather convoluted process initiated by City of Bend Transportation with ODOT (Oregon Department of Transportation). ODOT has conducted a study on traffic speeds and conditions on SW Century Drive. The City has recommended a consideration for a reduction to 45mph at the beginning of the City Limits. As expansion grows along SW Century, there is heightened concern about the safety of 55mph, especially at The Lodges at Bachelor View and Tetherow as well as the access roads onto SW Century from the local neighborhoods. The study results should be released in several months. Karen explained that Janet Hruby with the City of Bend handles the Citizen Service Requests, and she is working on this issue.</li> </ul>
<p>Next Board Meeting</p>	<p>Next Meeting, Thursday, November 15th; 6:00pm Broken Top Board Room</p>

Annual Report Comments from Lisa Mushel, CWNA Chair



<b>Governance</b>
<i>Please answer the following questions. Include a copy of your current bylaws with this form.</i>
<b>Do your bylaws or other binding rules require publicly announced and open meetings?</b> ⇒ If no, please indicate when they will reflect this requirement.
<b>ANSWER: YES</b>
<b>Do your bylaws govern election of board members and/or officers?</b> ⇒ If no, please indicate when they will reflect this requirement.
<b>ANSWER: YES</b>
<b>Do your bylaws govern meeting procedures?</b> ⇒ If no, please indicate when they will reflect this requirement.
<b>ANSWER: YES</b>
<b>Does your NA maintain and publish minutes of your open meetings (i.e., minutes posted regularly on your NA website or another publicly accessible forum)?</b> ⇒ If yes, describe where they are published. Provide a website link, if applicable. ⇒ If no, please indicate when and where you will begin publishing them.
<b>ANSWER: YES at <a href="http://www.centurywestneighbohood.com">www.centurywestneighbohood.com</a></b>



<b>General Meeting</b>
<i>City Code grants the City authority to terminate recognition of a Neighborhood Association if it "has not held a general meeting in the previous 18 months" (Chapter 1.70.040). Please provide a record of your most recent general meeting.</i>
<b>Meeting Date and Time</b>
<b>ANSWER: October 25, 2017</b>
<b>Meeting Location</b>
<b>ANSWER: Mt. Bachelor Conference Center</b>
<b>Optional: Estimated Number of Attendees</b> <i>This is used internally to help City staff prepare for presentations.</i>
<b>ANSWER: 25</b>
<b>Note: Next meeting planned for October 23, 2018.</b>



### Report of Expenditures

*Neighborhood Associations are required to provide a written report of expenditures of Communications Grant funding. This is the funding that Neighborhood Associations receive annually based on the number of tax lots within their boundaries.*

*The City already has documentation of individual expenses from the reimbursement and invoicing process, so you do not need to include an itemized list of expenses. Instead, please provide a short narrative paragraph explaining how grant funding was spent (i.e., number of meetings, types of communications activities, etc.).*

**Please provide a written report on the expenditure of grant funds for the most recent fiscal year.**

**WRITTEN REPORT: CWNA attempted to live without a hard copy mailing of our 2017 annual meeting invitation, as the cost of the mailings consumes a good portion of the budget. It is difficult to know if this caused a low turn-out for our annual meeting – only 25 people or so – or if it was the lack of a significant project to gain the attention of our constituents. The bulk of our expenses this year went toward website maintenance, however those costs are lower than previous because of the ability of our members’ to manage the sites. We spent a little less than half of our total budget. For this next year, we expect to spend more of our budget as it appears hard copy mailings will be necessary going forward.**



#### Board Meeting Minute Acronyms

- BMPRD** – Bend Metro Parks and Recreation District
- BDC** – Bend Development Code
- BEDAB** – Bend Economic Development Advisory Board
- CAC** – Community Advisory Committee
- CEAC** – Campus Expansion Advisory Committee
- COB** – City of Bend
- CTAC** – **C**itywide Transportation Advisory Committee
- CWNA** – Cascade West Neighborhood Association
- CWNA BOD** – CWNA Board of Directors
- LUBA** – Land use Board of Appeal
- NA** – Neighborhood Association(s)
- NART** – Neighborhood Associations Roundtable
- NLA** – Neighborhood Leadership Alliance (New, codified group under development)
- OSU-C** – Oregon State University Cascades
- PC**-- Planning Commission
- UGB** – Urban Growth Boundary
- WTS** – Westside Transportation Study

**“Monthly” Land Use Development Report by Glen Grochowski, CWNA Land Use Head**