



CWNA Board Meeting
April 18, 2019, 6:05pm to 8:00pm
Broken Top Boardroom

Attendees:

Board Members [Ward #]		Committee Heads/Coordinators/Guests	
Kristen Phillips [#1]	X	TBD – Land Use	
Susan Collins – Secretary [#2]	X	Shane Austin – Membership DB	
Vacant [#3]			
Glen Grochowski [#4]		Cliff Williams, Westbrook Meadows	X
Alexis Scharff – Treasurer [#5]			
Vacant [#6]			
Vacant [#7]			
Nathan Moses [#8.A.]			
Tessa Moody [#8.B.]			
David Ewing [#9]			
Jeanne Berry [#10]	X		
Lisa Mushel – Chair [#11]	X		

Agenda Items:

Topic	Information
<ul style="list-style-type: none"> Approve 3/21/19 Board meeting minutes 	Meeting minutes were approved.
<ul style="list-style-type: none"> Regular Business 	<p><u>Volunteer Assignments to Committees</u></p> <ol style="list-style-type: none"> Land Use City wide Transportation Advisory Committee (CTAC) NART and NLA <p><u>Land Use:</u></p> <ol style="list-style-type: none"> <u>Lodges at Bachelor View:</u> Lodges at Bachelor View eplan No update. <u>930 Yates – Proposed Condos – MU Partitioning:</u> Proposed 14 Luxury 930 Yates / Engle Condo project eplans Condo complex. Owner: Engle Trust Project was placed on hold in 2018 and will be revisited in future. <u>Former Ray's: Forum Westside, LLC – 210 SW Century Dr:</u> No update. Former Ray's - Forum Westside Development eplans

d. LOGE – Entrada: Nicolas Lennartz is city contact. Bend Planning files: 18-0636 & 18-0638. See link below for descriptions, drawings, site impact, parking, drainage.

<https://eplans.ci.bend.or.us/ProjectDox/Frame.aspx?ProjectID=31396>

e. OSU-Cascades:

Community Meeting Agenda

- https://osucascades.edu/sites/osucascades.edu/files/epa_cleanup_grant_pub_meeting_jan_2019.pdf

Public Comment Form Page along with the Proposal and Analysis

- <https://osucascades.edu/webform/brownfields-cleanup-grant-proposal-public-comment-form>

<https://osucascades.edu/campus-expansion>

<https://www.bendbulletin.com/localstate/6703614-151/turning-osu-cascades-landfill-and-pumice-mine-into-a>

City Wide Transportation Advisory Committee (CTAC):

a) Information on transportation planning on the COB website.

[CTAC Transportation and Planning - COB](#)

b) April 24th CTAC meeting, Kristen to attend; Roundabout at entrance to Tetherow/Lodges at Bachelor View on SW Century, Skyline Ranch Rd and Bachelor View in discussion. This was added to CTAC list of topics to investigate. Tetherow, neighbors in Bachelor View are partnering with Karen Swirsky to draft a neighborhood impact summary.

NLA/NART –

a) NLA: Neighborhood Leadership Alliance (NLA) –Lisa Mushel is CWNA’s representative.

- NLA presented their progress to City Council; NLA remains focused on three issues: Land Use Notification - Task Group to study the various proposals; Neighborhood Street Safety Program; create better communications with residents within the neighborhood associations and their memberships.
- Fireworks – NLA is not taking a position
- NLA meeting agenda and minutes can be found at this link: <https://www.bendoregon.gov/government/neighborhood-leadership-alliance>

• NART: No update, as there was no meeting in April. Events:

- **May 11th** Summer Safety held at OSU-C; Plan, creation and education for the NA, Fireworks and Water
- **July 13th** Communications & Creating Amazing Annual Meetings
- **September 14th** Emergency Preparedness

	<ul style="list-style-type: none"> • See link for agenda and minutes. NART Website Link
<ul style="list-style-type: none"> • New Business 	<p><u>Tetherow Resort Addition</u> - Pool, Parking area to be built on Meeks Trail bluff overlooking SW Century. Jeanne attended the HOA meeting, and there was very little discussion about the pool. All permits in place and they are allowed to proceed. Board determined no further investigation was needed. The bigger topic at their meeting was a robust discussion about a roundabout at the intersection of SW Century, Skyline Ranch Road, and Bachelor View Road. CWNA will engage in the discussion as it progresses.</p> <p><u>Social Media Guidelines</u>: Tabled until next meeting.</p> <p><u>Westbrook Meadows</u> – Cliff Williams reported his HOA is in the midst of a large fire prevention effort. Has been in discussion with Parks and Rec regarding their assessment of the danger. Their larger concern is the limbing of trees, as opposed to the pine needles. The ladder effect for fire spread is the largest risk, followed by the pine needles.</p>
<ul style="list-style-type: none"> • Old/Current Business 	<p><u>Fire Ready Bend – May 11th</u>, OSU-C from 11-2p</p> <p>FireWise is certified national program, Fire Free is local to Central Oregon.</p> <p>Proposed Agenda for the Fire Ready Bend event</p> <p>10 a NART leadership training – FireWise will Train the NA leadership</p> <p>11a & 2p General Public Courses – choose from 2 of 4</p> <ul style="list-style-type: none"> • Firewise Communities/Defensible Space - Jodie Barram (FireFree) • Emergency Management & Evacuation Planning - Dave Howe (Bend Fire Dept) • Fire-wise Landscaping - Amy Jo Detweiler (OSU Extension Service) • Two-week Preparedness Plan - Althea Rizzo (Oregon Office of Emergency Management) <p>12p – Lunch in the Beaver Dam; Fire Department will bring a new fire truck which will be available for participants to evaluate.</p> <p>Communication Plan: posted on OSU-C website, CWNA Facebook/website, email to CWNA membership, and emails to all HOA management companies via BOD member representing those Wards; Lisa has invited nearby NAs.</p> <p>CWNA Board Member Badges</p> <p>Staffing: CWNA Board Members and Student Volunteers</p> <p>Banners that can be reused?</p> <p>Printing and postage – Lisa will send a hard copy mailer to all CWNA members</p> <p>Signage – Susan will order and place 6 yard signs near roundabouts to promote the event.</p> <p>RSVP – link is established, allowing us to secure names of participants, solicit them for feedback, and secure new CWNA members.</p> <p><u>Spring Free Yard Debris Dumping</u> – Westside Location (Tree Farm near Miller Elementary May 4th & 12th</p>

	<p><u>BOD Recruitment</u> - Kristen met with Scott Neil at Touchmark. There may be a resident interested in joining the CWNA BOD, their community's biggest worries are fire (40% of the residents are from CA). The facility is planning a full fire evacuation practice. Scott offered for BOD to meet at Touchmark;</p>
<ul style="list-style-type: none"> Action Items Update 	<p><u>Action Items</u></p> <ol style="list-style-type: none"> 1. Firewise Readiness – May 11th – 10a-2p, OSU-C hosts an educational event in partnership with Firefree. Will have information booths, including Fire Department, membership table for CWNA. Two presentations are planned, and there will be an emergency management session by the Sherriff's office Risk management - OSU Cascade students will help residents with demonstrated need; looking for CWNA to promote this within the HOAs directly. Working on terminology regarding restrictions for volunteers and homeowners; will have a list of items that are clear. 2. Membership Drive – BOD to ensure outreach to HOAs to increase membership 3. Action Items for Tessa Moody carried forward to April meeting.
<ul style="list-style-type: none"> Committee Reports 	<p><u>Finance (Alexis)</u> – 2018-2019 Budget: \$2,506. Spent \$1,017; \$1,488 remaining. Remainder of funds to be used for the Firewise event and mailer to membership.</p> <p><u>Membership (Lisa Mushel)</u></p> <ul style="list-style-type: none"> • Goal is to increase 2019 membership by 10%, to be measured on an annual basis. One new member joined in March. Part 1 – BOD to scrub respective Ward member lists and contact the HOAs to ask their membership to join. Email or present to HOA Board meeting – increase CWNA visibility. Membership goal – 70 new members, approx. double 2015 <p><u>eCommunications (Tessa)</u></p> <ul style="list-style-type: none"> • No update in April Tessa/Nathan will report at May Meeting. <p><u>Volunteer Assignments to Community:</u> Events – Nathan Moses to spearhead on behalf of CWNA.</p> <p><u>Land Use (Glen)</u> – No active projects of large impact within CWNA this month.</p> <p><u>NLA/NART</u> - See above.</p> <p><u>Transportation/Traffic</u> – See above under CTAC.</p> <ul style="list-style-type: none"> • Transportation Update (Draft Neighborhood Workshop Summary)

	<ul style="list-style-type: none"> Service Request Line (link here)
<ul style="list-style-type: none"> Next Board Meeting 	Next Meeting, Thursday, June 20 th - Site TBD

Action Items:

Responsible Person	Action Item	Due Date	Complete?
Kristen Phillips/Susan Collins	Kristen to notify Lodges at BV, Susan to notify David E of Tetherow plan to construct pool above Braebern and The Lodges.	April '19	
Doug Meyer (Susan to follow up with Doug)	Capture photos to demonstrate congestion on the unstructured current park and ride in the dirt, off-road parking area of SW Century across from ACB. There is a desire to monitor and reduce congestion and safety.	April '19	
Lisa Mushel	Create CWNA Business Card to use at promotional events	April '19	
Lisa Mushel	Share HOA membership drive communication she created with Steve Gatto.	April '19	
Susan Collins	Send Lisa cvs file from Secty of State – List of HOAs	May '10	
Susan Collins	Ask Doug Williams to have Mt Bachelor repost traffic slowing consideration for the spring/summer tourists	May '10	
BOD	Commercial Business Engagement – consider “what’s in it” for our local businesses and discuss at June meeting	June '19	
BOD	Membership drive - Scrub all HOA lists in assigned Wards, contact all HOAs to solicit new members.	June '19	
BOD	Post all official CWNA Documentation on CWNA GDrive	Ongoing	
BOD	Recruit for 3 Open Board Positions <ul style="list-style-type: none"> ◇ Ward 3: Mt Bachelor Village, Touchmark at Mt. Bachelor Village ◇ Ward 6: The Parks ◇ Ward 7: Commercial 	Ongoing	
Nathan Moses/Tessa Moody	Post link to Pothole Service Request Form and alert membership.	April '19	X
Lisa Mushel	Contact Shane - find out what he pays for, his estimated expenses, and determine what CWNA pays for	April '19	X
Susan Collins	HOA lists – associations are not tracked in any database, potentially contact state of Oregon to understand the HOAs for Central Oregon/Bend as they are contracted 501c3. Need full HOA list to ensure we’re reaching our membership.	April '19	X
Susan Collins	Follow up on request of Speed Radar sign for SW Century to slow traffic at the point of 45mph speed	April '19	X

	reduction. Lisa/Susan to discuss applicability of Slow Down It's Our Town program, contact Joshua Romero.		
Kristen Phillips	Explore opportunity for CWNA promotion at Touchmark; potential board recruitment. Ask Scott Neil about Touchmark interest in filling the commercial BOD vacancy.	April '19	X

DRAFT 04/18/19

Submitted by: Susan Collins, CWNA Secretary

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 (TBD) - CWNA Land Use Head