



Summit West Neighborhood District Board Meeting Agenda

In Person:

Westside Church, Community Center - Downstairs Conference Room
2051 NW Shevlin Park Road

Zoom Meeting: <https://us02web.zoom.us/j/84748263028?pwd=TnBnU0lnMXBoUk1aSm9lYXYvSyt1UT09>

Meeting ID: 386 840 2108

Date	October 14, 2025
Board members present	<ul style="list-style-type: none">• Cheryl Stark (Chair)• Kat Holoch (Land Use Chair)• Robin Church (Emergency Preparedness)• Glen Van Peski (Treasurer)• Madelyn Nasser (Secretary)
Public present	None (in person, or Zoom)
Call to order	6:03PM CS called the meeting to order
Verification of quorum	Quorum established
Approval of previous meeting minutes	Minutes from September approved (CS motions, RC second, unanimous approval)

- Board Related

- All -: Non-Profit Status Update, benefits, work required, next steps
 1. Tasks completed to date, EIN?, Online Forms? Other?
 - Oregon SoS - complete (renew each year by Sept 15)
 - EIN - in progress (SS-4)
 - Tax exempt – not started (1023)
 - Cheryl making the Nonprofit Audit and Control Process Framework
 2. Motion to set up a bank/credit union account
 - Likely First Interstate (no minimum, no fees for small non-profits)
- All - Updates on HOA mailings focused on increasing membership (newsletter email signups)

1. Currently 748 email subscribers
 2. Cheryl to send Elk Ridge contact information to Robin – everyone else follow suit
- Yard signs
 1. Ask in newsletter for potential sign hosts
 2. Madelyn to work with Premier Printing in Bend
 - Quote for signs and design
 - 10, 20 and 30 of each, 2 sided with 24” stakes
 - Option to maybe add a sticker?
 3. CS motion, KH 2nd, all in favor up to \$750 for signs and stakes (board will confirm quantity and next steps in email once we get the quote)
- Community Related
 - City Related:
 - Madelyn and Cheryl – Nothing to report – No Updates on RFP for ND “agency”
 - Treasurer Update and Funding Requests
 - Balance as of today \$5,356
 1. Cheryl spent \$300 for board room rental for 2026 calendar year
 2. Credit of \$256 from the city (we think from last year and with mystery \$44 that was charged to Southwest Bend ND)

Board updates	Cheryl sent a note to Melissa as Westside Church to see if they can provide us storage for our pop up tent, folding tables and a couple of totes. Answer was no.
Public comment	None
Adjournment	7:27PM MN motions to adjourn (GVP seconds), unanimous approval