



Summit West Neighborhood District Board Meeting Agenda

In Person:

Westside Church, Community Center - Downstairs Conference Room

2051 NW Shevlin Park Road

Zoom Meeting: <https://us06web.zoom.us/j/85887712544?pwd=tUS0PdmxGplu11xGZzValzzbYncQ4K.1>

Meeting ID: 858 8771 2544

Passcode: 565885

September 9, 6 PM to 7:30 PM

Date	September 9, 2025
Board members present (Zoom)	<ul style="list-style-type: none">• Cheryl Stark (Chair)• Robin Church (Emergency Preparedness)• Madelyn Nasser (Secretary)
Public present	None (in person, or Zoom)
Call to order	6:09PM CS called the meeting to order
Verification of quorum	Quorum established
Approval of previous meeting minutes	Minutes from August approved (CS motions, RC second, unanimous approval)

- Board Related
 - Robin: Non-Profit Status Update, benefits, work required, next steps
 1. Motion to form a non-profit (CS motion, MN second, unanimous approval)
 - Motion to spend up to \$400 on filing fees (CS motion, RC second, unanimous approval)
 - Steps will be the ones outlined below
 2. Motion to open a bank account (CS motion, RC second, unanimous approval)
 - Bank selection to be determined
 - All - Updates on HOA mailings focused on increasing membership (newsletter email signups)
 - Robin, Cheryl - Quick update on Meeting with Orchard District, Firewise Overview and interest
- Community Related

- September Coffee and Conversation, September 27, confirming Planning Commission, John Lamotte and Bob Gressens – CBS sent email to confirm
- City Related:
 - Madelyn and Cheryl – No update (if any) on RFP for ND “agency”
- Treasurer Update and Funding Requests
 - 2025 – 2026 Budget Updates, if any
 1. CS submitted upcoming Westside fees (~\$300) in to last year’s budget
 - New funding requests, if any (see above)

Board updates	None
Public comment	None
Adjournment	7:28PM MN motions to adjourn (CS seconds), unanimous approval

Non-Profit steps

BECOMING A NON-PROFIT ORGANIZATION

Step 1

Choose a name and type of organization. Determine how funds will be distributed if the non-profit were ever to be dissolved. Note: SWND Bylaw Article 2, Section 3 states that "Nothing in the bylaws shall preclude the District from incorporating as an Oregon non-profit organization." There are 3 types of organizations: Public Benefit, Mutual Benefit, and Religious.

Cost: FREE

Time: Immediate

Check Name Availability: https://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login

Name: Summit West Neighborhood District (Per the Bylaws. Name is available.)

Type: Public Benefit

Distribution of Assets Upon Dissolution: Must be to another charity per OR DOJ

Step 2

Register online with OR SOS by filing the “Articles of Incorporation” form. Sign up for a new account when initially registering with OR SOS.

Cost: \$50

Time: Immediate

Website: <https://sos.oregon.gov/business/Pages/nonprofit.aspx>

Click “Register your nonprofit corporation”, then “register online”

Form Instructions: <https://sos.oregon.gov/business/Pages/articles-of-incorporation-form-instructions-nonprofit.aspx>

Step 3

After the organization is formed with OR SOS, obtain an EIN online through the IRS.

Cost: FREE

Time: Immediate

Website: <https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number>

Step 4

After getting an EIN, apply for tax-exempt status online through the IRS. Before applying, determine what type of tax-exempt status is wanted: 501c3 (charitable), 501c4 (social welfare) or 501a (other nonprofit or tax-exempt). Note: SWND Bylaw Article 2, Section 1 states that SWND will be “organized exclusively for educational, social and charitable purposes” while Bylaw Article 2, Section 2 limits political activities.

Cost: \$275

Time: 3 weeks for Form 1023-EZ (501c3 organization); >190 days (all others)

Website: <https://www.irs.gov/charities-non-profits/applying-for-tax-exempt-status>

Type: Charitable

Step 5

After obtaining tax-exempt status from the IRS, simultaneously:

- a. Register with OR DOJ.

Cost: FREE

Time: 8-10 weeks for OR DOJ to process registration

Website: <https://www.doj.state.or.us/charitable-activities/starting-or-closing-a-charity/registering-a-new-charity/>

- b. Register with the City of Bend using the State Registry Number provided by OR SOS and an NAICS Code. There is no requirement to complete the Wastewater Discharge Form since there is no physical location.

Cost: FREE (Cost is waived for nonprofits)

Time: 1 – 7 days per Paula Fisher, COB Community Development

Website: <https://www.bendoregon.gov/services/business/registration>

NAICS Code: 813410 (Civic and Social Organization)

Instructions: See COB document

- c. Note: Deschutes County does not require non-profits to register.

Step 6

Thereafter, open a bank account to receive grant funding awarded to any SWND neighborhoods (or tax-deductible donations from others). Manage the distribution of grant funds in accordance with the awards.

Step 7

Annually, set up calendar alerts to:

- a. File the annual report form with OR SOS online. Cost: \$50. Notified by OR SOS 45 days before due date. Deadline: Based on incorporation anniversary date with OR SOS. Must file within 45 days of renewal date – Date TBD.
- b. File an e-Postcard Form 990-N with the IRS online. Cost: FREE. The form is very basic – certifies that income \leq \$50,000. Informational return only. No financial tax return is required for 990-N filers. No notification by IRS. Deadline: 15th day of the 5th month following the end of the organizations' taxable year – December 15.
- c. File annual CT-12 report with OR DOJ online. Cost: \$20. Notified by OR DOJ 2-3 months in advance of renewal. Deadline: 4 months, 15 days after June 30, the end of the fiscal year – November 15.
- d. File renewal with the City of Bend in the 30 days prior to renewal date. Notified by City 30 days prior to expiration. Deadline: 12 a.m. on the first of the month – Date TBD.