



## ANNUAL COMPLIANCE REPORT

Every year neighborhood associations must report in to the City of Bend to ensure that they are still operating with the guidelines established by the city.

### Neighborhood Association Annual Compliance Form

Date: \_\_\_\_\_

Neighborhood Association Name: \_\_\_\_\_

Board Position of Reporting Officer: \_\_\_\_\_

Name of Reporting Officer: \_\_\_\_\_

Street Address and E-mail Address of Reporting Officer:

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Phone Number of Reporting Officer: \_\_\_\_\_

### Neighborhood Association Contact Information

Please attach the names, addresses, phone numbers and email addresses of the official board contact member and your land use contact person.

### General Information

Please answer the following questions about your Neighborhood Association operations by circling the appropriate response and including any requested additional information:

1. Bylaws: Do your Bylaws or other binding rules require publicly announced and open meetings; govern election of board members and/or officers and meeting procedures? YES NO

If yes, please attach a copy of your current bylaws.

If no, please indicate when your Bylaws will reflect these requirements.

2. Does your NA maintain minutes of your open meetings? YES NO  
(i.e., are the minutes posted regularly on your NA website or another publicly accessible forum?)

3. Please provide a written report on the expenditure of grant funds for the most recent Fiscal Year.

Please submit your compliance form to:  
Communications Department  
P.O. Box 431  
Bend, OR 97701