

# Running Your Neighborhood Association





# SETTING UP A BANK ACCOUNT

Setting up a bank account for your neighborhood association is a simple procedure, once you have made a few decisions about what is best for your association.

## **Decisions To Make:**

1. What type of account is needed for your association?
  - a) Will your association have more than 2 or 3 expenses to meet each month? If so, you should probably set up a checking account. If not, you might consider a savings account.
  - b) How much money do you anticipate keeping in the account? Most accounts require at least \$100 (or sometime \$1,000) to open the account. Thereafter, you will incur a monthly service charge if the account falls below a certain balance. Checking accounts typically have larger service fees and require larger balances to avoid the fees that do savings accounts.
2. Which bank do you want to use? It is well worth your while to phone all the local banks to find out which one will best meet your needs. Some major considerations might be:
  - a) The best account to suit your needs.
  - b) Convenient location, especially if you decide on a savings account.
  - c) Stability of the bank. Make sure they are covered by the FDIC.
3. Who do you want to be able to sign checks or make withdrawals? This issue should be discussed at a formal neighborhood meeting and voted on by the membership.
  - a) Usually, only the treasurer and /or the President are authorized to write checks or make withdrawals.
  - b) Sometimes, associations require both signatures on check writing or withdrawals. This safeguards against impropriety by any one person, but can become cumbersome and inconvenient.

## **Setting up the Account:**

1. Type a letter on your association letterhead (or with your association's name at the top) to your bank of choice, giving the bank instructions on what type of account you want set up and who will be authorized to sign checks or make withdrawals. The letter must be signed by an officer of the association (usually the President) and must include the association's Employer Identification Number (see section "L").
2. The association officers who are authorized to sign for the account need to go to the bank together, taking the letter with them, and set up the account with the bank. They will need to sign signature cards in the presence of the bank officer.

**\*\*\*Remember that when new officers are elected, the authorized names on the signature cards will need to be changed.\*\*\***

# SAMPLE LETTER TO THE BANK

John Smith, President  
\_\_\_\_\_  
Neighborhood Association  
1234 Main Street  
Dallas, TX 75200

May 23, 2003

New Accounts Department  
Safety Bank  
1111 First Avenue  
Dallas, TX 75200

Dear People

The \_\_\_\_\_ Neighborhood Association wishes to set up a checking (or savings) account with your bank. The President, John Smith, and the Treasurer, Jane Doe, have been authorized by the membership to sign on this account. Only one signature will be required (or both signatures will be required) for each transaction.

The associations Employer Identification Number is: 111-222222.

The President and Treasurer are authorized to decide which account will best suit our needs. We will appreciate any assistance you can give them.

Sincerely,

(signature)

John Smith, President

# IDEAS FOR NEIGHBORHOOD PROJECTS

Contests can be a fun way to generate a desire among the residents to improve the looks of the neighborhood. Some ideas are:

- Christmas House Decorating Contest
- Halloween House Decorating Contest
- Yard of the Month Contest

Other contests can provide some fun for the children in the neighborhood or reward residents for being good neighbors. For example:

- Neighbor of the Month Contests
- Scary Kid Contest for Halloween
- Bike/Car Decorating Contest for the 4<sup>th</sup> of July

Prizes for the contests can usually be obtained as donations from nearby merchants, especially if you give them some recognition for their generosity, either during the contest or after.

## **On-going Neighborhood Project/Events**

Statistics show that the more neighbors know each other and watch out for each other, the less crime can flourish in the neighborhood. Some projects that can help your neighbors get to know each other are:

- Pot-luck Dinner/ Picnics
- Neighbor's Night Out
- Block Parties \*\*\*\*\*Remember that you may need to get permission with the city, especially if you are planning to block off streets\*\*\*\*\*
- Publish a Neighborhood Directory

Other projects that can help develop community spirit are:

- Neighborhood Clean-up and Beautification efforts  
A well-kept neighborhood is a sure sign to a criminal that this neighborhood watches out for each other.
- Neighborhood Garage Sales  
Having neighborhood garage sales once or twice a year cuts down significantly on outsider traffic, and theft potential, in the neighborhood.
- Neighborhood Newsletter  
Distributing periodic newsletters lets everyone in the neighborhood know what is happening in the neighborhood and can be a great tool for developing community spirit and keeping crime down.

# PROJECT TIME LINES

The first thing to do after deciding which projects you want to accomplish is to decide who will work on the project, and who will be in charge of the project. Even if the project will be worked on by a committee, one person needs to be in charge. Secondly, you need to develop a time line for the steps leading up to the completion of the project. Be sure each committee member adds the dates on the time line to their own calendars. A sample time line might look like this (the names in parentheses are the committee members who will work on the tasks):

**Project:** Christmas House Decorating Contest

**Date:** December 19, 2003

**Time:** 7:00-9:00 p.m.

## **Time Line for Project Accomplishment**

- 10/10** Write letter soliciting donations for prizes (Joe Johnson)
- 10/12** Solicit donations (George Crow, Jane Doe, Julie Cross)
- 10/26** Find a judge for the contest (outside the neighborhood, if possible) (June Jones, Jack Peterson)
- 10/28** Design flyer announcing event (include names of judge and donors of prizes) ( Joe Johnson)
- 10/30** Print, or make copies of, flyer (Sandy Ridge)
- 11/1** Distribute flyers throughout neighborhood (Sandy Ridge, June Jones)
- 12/1** Place flyers at strategic points in neighborhood to remind people of the event (Sandy Ridge, June Jones)
- 12/11** Call judge to confirm attendance at event (Jack Peterson)
- 12/15** Hold contest (Jack Peterson)
- 12/16** Give out prizes (June Jones)
- 12/20** Announce prize distribution (in flyer or newsletter) to neighborhood (Joe Johnson)
- 12/20** Send thank you letters, with copies of prize announcement to donors (Joe Johnson)

## **Committee Members:**

Joe Johnson (992-5555)- Chair  
George Crow (992-4444)  
Jane Doe (992-3333)  
Sandy Ridge (993-1111)

Jack Peterson (992-0000)  
June Jones (992-1111)  
Julie Cross (992-2222)

# NEIGHBORHOOD CALENDAR

It is a good idea to set a neighborhood calendar of events at the first of every year, so planned events don't "sneak up on you." The easiest way to do this is to simply buy a calendar, mark the planned events in on the appropriate dates, then backtrack from each event and mark in the time line steps that need to be accomplished before the event. If any of your association members are proficient with a computer, this can also be easily accomplished on the computer.

**You may also want to include important dates on this calendar. For example, tax due dates, membership renewal dates, meeting dates, etc.**

The calendar should be kept by the president of the association, who can then monitor the progress of the various committees responsible for each project. The president may wish to make copies of the various months to give to the committee chairs. Each item should be checked off as it is accomplished.

A sample calendar for the month of December might look like this:

Sunday Saturday	Monday	Tuesday	Wednesday	Thursday	Friday	
				1	2	3
4 Holiday Flyers out	5	6	7	8 7:00 p.m. NA meeting	9	10
11	12	13	14 Call Judge	15	16	17
18 Holiday Contest	19	20	21 Announce Flyers/ Thanks	22 Send Thank You's	23	24
25	26	27	28	29	30	31

# REQUESTING DONATIONS

Many businesses are willing to make small donations to community organizations for worthwhile projects. In order to obtain these donations, you must ask for them. Most businesses need the request in writing, and that request must include:

1. The name of your association, preferably on letterhead.
2. A statement that you are organized as a non-profit organization.
3. Your employer identification number.
4. A description of the project and how the donation will be used.
5. The time and date of the project.

After the project is completed, be sure to thank the donor in writing, either with a thank you letter from the association, or with an article in the neighborhood newsletter (which you should then send to the donor), or both.

## SAMPLE DONATION REQUEST

(Name & Address or Letterhead)

(Date)

Dear Merchant:

The \_\_\_\_\_ Neighborhood Association (Employer Identification Number \_\_\_\_\_) is a non-profit organization organized to lessen neighborhood tensions and combat juvenile crime and community deterioration, as described in section 501 (c)(3) of the Internal Revenue Code, concerning nonprofit, charitable institutions. Our neighborhood association encompasses the area between \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ streets.

On \_\_\_\_\_ *(date)* we will \_\_\_\_\_ *(describe project)*. This project purpose is to \_\_\_\_\_ *(describe purpose or worthiness of project)*. We need donations of \_\_\_\_\_ for this event and hoped you might be able to make a contribution to our efforts.

Your contribution will be greatly appreciated by the residents in our area, and we will make sure everyone is aware of your generosity and concern for our neighborhood.

Thank you in advance for your consideration,

\_\_\_\_\_  
*(signature of the President of the association)*, President



# DONATION THANK YOU LETTER

(Name & Return Address or Letterhead)

(Date)

(Name & Address of Donor)

Dear \_\_\_\_\_:

Thank you for donating \_\_\_\_\_ (*donation*) for the \_\_\_\_\_ (*event*) held on \_\_\_\_\_ (*date*). We publicly thanked your business for your donation \_\_\_\_\_ (*at the meeting/ in the newsletter/ etc.*), and our neighborhood really appreciates your help and support in our efforts to improve our community.

Thanks to businesses like yours that are committed to helping improve the quality of life for the residents of our city, we have been able to make our community a safer and more enjoyable place in which to live.

We wish you the best in your business and look forward to working with you on future projects for the betterment of our community.

Sincerely,

(signature)

\_\_\_\_\_  
(*name*), \_\_\_\_\_ (*postion within the organization*)  
\_\_\_\_\_  
(*neighborhood association*)

# FORMING A COMMITTEE

Everyone jokes about unsuccessful projects that were put together by a committee but if handled right, forming a committee to tackle a project is often the best way to approach a project. One of the biggest dangers of running a neighborhood association is that the organizers overwork themselves and get burned out. Then, the association fizzles out because not enough people have gotten involved and acquired a “pride of ownership” in the group.

Forming a committee can help distribute the workload, as well as get new people involved. There are several secrets to forming successful committees:

1. Find and appoint only those people who are enthusiastic about the project to work on the committee. Otherwise, your committee can easily get bogged down with dead weight, and the productive committee members will feel resentful at having to take on other people’s chores.
2. Match committee members to the type of work they enjoy, or are proficient at, performing.
3. The chair of the committee should be someone who is a self-starter, someone who does not need to be told step by step what to do, and can be relied upon to get the job done. The chair should be able to assign tasks to the other committee members and follow up on them without being abrasive.
4. Set realistic goals for the committee. Don’t overwork them. Remember that you want this to be a pleasant experience. You may want these people to volunteer for another project sometime in the future.
5. Committee members, and the chair, need plenty of praise and encouragement during the project. Brag on them and their work to others in the neighborhood. Let everyone know that what they are doing is important to the entire neighborhood.
6. Publicly thank the committee members and the chair after the project is completed. Praise them not only for the successful completion of the project, but also for the many hours they put in and the effort they expended for the good of the neighborhood.
7. Help the chair work out a time line for the project and use a Project Worksheet (Section “S” in this manual), or a similar worksheet to track the progress of the committee.

# BLOCK CAPTAINS

Block captains can be an important asset to the formation of your neighborhood association. They can help in the dissemination of information to the residents on their blocks and can give you valuable feedback on the needs and desires of the residents.

Block captains can also be the focal point of the block in the event of an emergency. When there is a problem, it takes only one call to the block captain to alert everyone on the block. Many cases have been documented across the country where criminals have been caught because a neighborhood had in place an effective communication system to alert each other of immediate problems.

To be most effective, a block captain should only be responsible for 8-10 houses and certainly not more than 15. Block captains can save the association the cost of postage by distributing newsletters, flyers and various other information to the residents. They can also inform the association of any special needs or desires of their area of the neighborhood.

ONE OF YOUR FIRST STEPS IN ESTABLISHING A SUCCESSFUL NEIGHBORHOOD ASSOCIATION should be the appointment of block captains. They will be invaluable in the formation of your association.

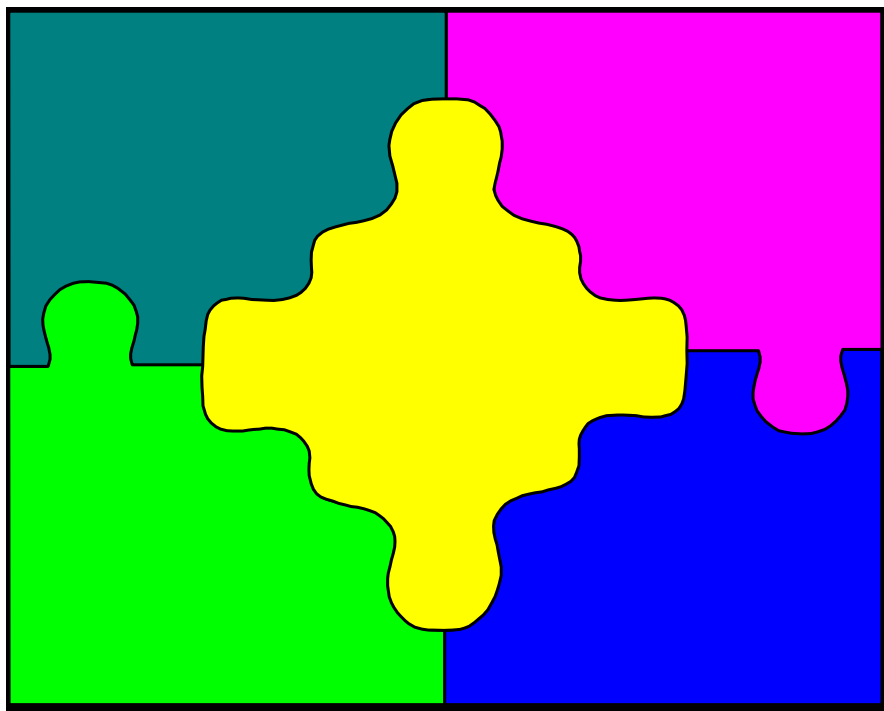
## **THE FIRST PLACE TO START is to:**

1. Make a list of the streets in your neighborhood (or the territory your association will encompass).
2. Make a list of the houses (and numbers) on each side of the street.
3. Find a volunteer to become block captain for each 8-12 houses per street.
4. Work from the attendance list of your first meeting. Contact each person and ask if he or she or someone they know might be willing to become a block captain on their street.
5. Hold a meeting for the block captains (preferably, a pot luck dinner) and discuss that neighborhood goals and what is expected of the block captain.

## BLOCK CAPTAIN LIST

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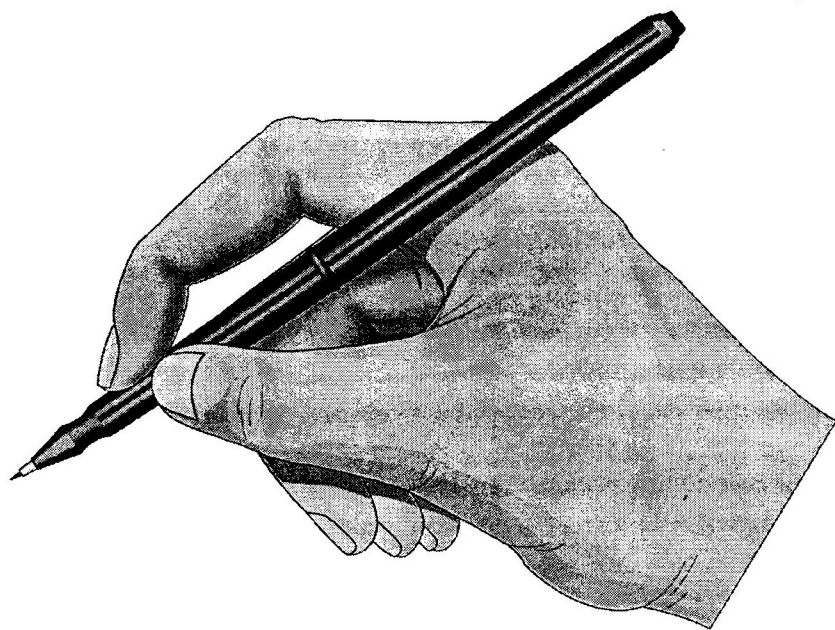
# How to Incorporate



# Incorporating

For most neighborhood associations it will be necessary to incorporate in order to qualify for nonprofit status. It is advised that you consult with an attorney about the incorporation process and the benefits of incorporation. This step should be considered carefully since there may be costs and additional paperwork associated with filing reports.

# How to Obtain Non- Profit Status



# TO BE OR NOT TO BE NON-PROFIT

A neighborhood association may qualify for non-profit status under Section 501(c)(3) of the Internal Revenue Code if:

1. It is incorporated
2. It is organized and operated exclusively for charitable or educational purposes
3. It does not promote specific political candidates or campaigns.

There are other ways to qualify for non-profit status, but these are the three most common qualifiers for neighborhood associations.

The major benefits of obtaining non-profit status with the IRS are:

1. To enable your neighborhood association to accept and solicit tax deductible donations.  
In order for a business or an individual to make a tax deductible donation to an organization, that organization must have a tax exempt (or non-profit) status with the IRS
2. To avoid paying sales tax on your purchases.  
Non-Profit organizations are generally exempt from paying state and city sales taxes on their purchases.
3. To avoid paying income tax on interest earned in the association's bank account and on qualified non-profit income.



# IMPORTANT FACTS ABOUT TAX-EXEMPT STATUS

## **Your neighborhood association may obtain tax-exempt status if:**

- It is incorporated by the state as a non-profit corporation
- It is organized solely for charitable purposes. This indicates organizations dedicated to:
  - ✓ Correct community deterioration
  - ✓ Combat juvenile delinquency
  - ✓ Lessen neighborhood tensions

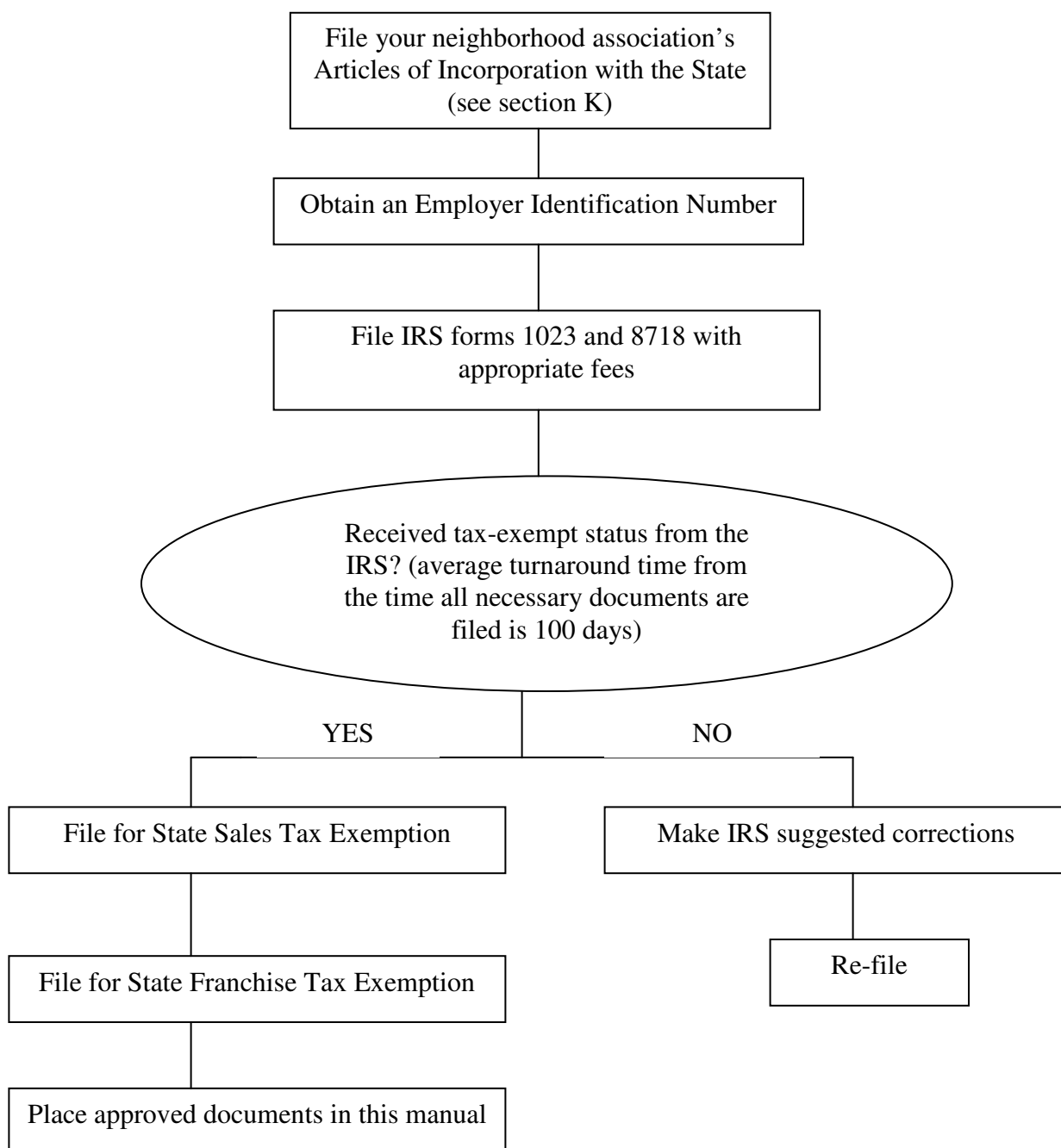
## **In order to keep your association's tax-exempt status, you must ensure that:**

- All assets are permanently dedicated to an exempt purpose. This means that, even upon dissolution of the group, all assets must be used or donated to exempt purposes or groups.
- No part of the net earnings or assets of the corporation may be used for the benefit or, or distribution to, the members or officers.
- No portion of the corporation's assets or funds may be used to influence legislation, promote propaganda, or benefit specific political candidates.

# STEPS FOR OBTAINING TAX-EXEMPT STATUS FOR YOUR NEIGHBORHOOD ASSOCIATION

Neighborhood associations with gross receipts of \$5,000 or less per year (see Gross Receipts Test) are not required to file form 1023. These organizations are exempt automatically if they meet the requirements for IRS Section 501 (c)(3). See pages 14 and 21 of IRS publication 557 for qualification requirements for section 501 (c)(3).

\*\*\*To order free publications and forms from the IRS, call 1-800-TAX-FORM (829-3676)\*\*\*



# OBTAINING AN EMPLOYER IDENTIFICATION NUMBER

Every tax-exempt organization is required to have an Employer Identification Number (EIN), whether or not it has any employees. This number is also necessary in order to set up a bank account for your association and to make purchases without paying sales tax. Obtaining this number is quite simple and can usually be accomplished within 15-30 minutes.

Its as easy as:

1. Fill out IRS form SS-4 (application for Employer Identification Number).
2. Call (1-512-462-7843) or send form SS-4 to the IRS to obtain an Employer Identification Number at:  
Internal Revenue Service  
ATT: Entity control  
Austin, TX 73301
3. If filing by phone, keep the signed original Form SS-4 in the organizational documents section of this manual.

# PROCEDURAL CHECKLIST FOR TAX-EXEMPTION

## **Make sure the application is complete.**

If you do not complete all applicable parts or do not provide all required attachments, we may return the incomplete application to your organization for resubmission with the missing information or attachments. This will delay the processing of the application and may delay the effective date of your organization's exempt status. The organization may also incur additional user fees.

### **Have you:**

- ✓ Attached Form 8718 (User Fee for Exempt Organization Determination Letter Request) along with the appropriate fee?
- ✓ Located the correct key district office for the mailing of the application? (See Where to File on Page 1). Do not file the application with your local Internal Revenue Service Center.
- ✓ Completed Parts I through IV and other schedules that apply to the organization?
- ✓ Shown the organization's employer identification number?
  - a) If your organization has one, write it in the space provided.
  - b) If this is a newly formed organization and does not have an employer identification number, obtain an EIN by telephone. (See Part I, Line 2 instructions.)
- ✓ Described your organization's specific activities as directed in Part II, Line 1 of the application?
- ✓ Included a conformed copy of the completed organizing instrument? (See Part I, Line 11 instructions.)
- ✓ Had the application signed by one of the following:
  - a) An officer or trustee who is authorized to sign (president, treasurer, etc.)
  - b) A person authorized by a power of attorney (submit Form 2848, 8821, or other power of attorney)?
- ✓ Enclosed financial statements (Part IV)?
  - a) Current year (must include period up to within 60 days of the date the application is filed and 3 preceding years).
  - b) Detailed breakdown of revenue and expenses (no lump sums).
  - c) If the organization has been in existence less than 1 year, you must also submit proposed budgets for 2 years showing the amounts and types of receipts and expenditures anticipated.

Note: During the technical review of a completed application by the Employee Plans/Exempt Organizations Division in the key district or by Exempt Organizations Technical Division in the National Office, it may be necessary to contact the organization for more specific or additional information.

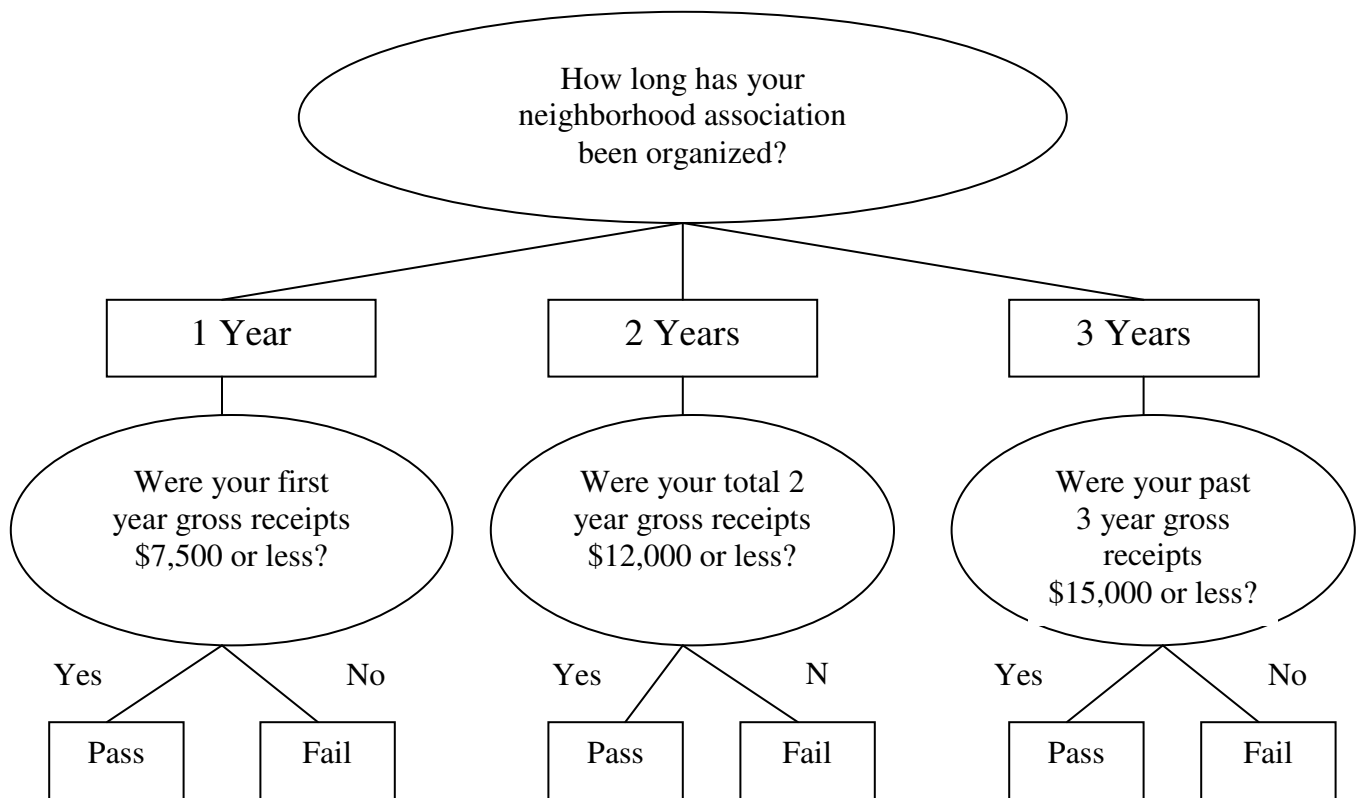
## **Do not send this checklist with the application**

Published by Tax Management Inc., a Subsidiary of The Bureau of National Affairs, Inc., (page 7, 10/4/93, 1023.17) through the booklet published by Preservation Dallas. May 15, 2003.

# IRS GROSS RECEIPTS TAX

Neighborhood associations with annual gross receipts of \$5,000 or less per year are not required to file form 1023. These organizations are exempt automatically if they meet the requirements of IRS section 501 (c)(3). See pages 14 and 21 of IRS publication 557 for qualification requirements for section 501 (c)(3).

However, if your association wants to be able to accept grant money for special projects, you will need to file form 1023 in order to obtain “official” 501 (c)(3) status with the IRS and be eligible to accept grant funds.



# APPLYING FOR EXEMPTION FROM TEXAS STATE SALES TAX

Applying for exemption from state sales, use and excise taxes can save your association money on every qualifying purchase made for the association. Before you apply for this exemption, you must have obtained 501 (c)(3) status with the IRS. Then, all you need to do is send a copy of the letter from the IRS granting exemption, along with a version of the following letter:

(Your name & title within the association)

(Your neighborhood association name)

(The association mailing address)

(Date)

Tax Policy Division-Exempt Organizations Section  
Texas State Comptroller's Office  
P. O. Box 13528  
Austin, TX 78774-3528

Dear People:

The       (name of your neighborhood association, Inc.)       hereby requests tax-exempt status from state sales, use and excise taxes. The Association has been granted non-profit status from the IRS under section 501 (c)(3) (see enclosed letter) and is engaged solely in activities included within the 501 (c)(3) guidelines.

Thank you for your assistance. You may contact       (your name)       at       (your phone number, including area code)       for more information.

Sincerely,

      (your name and title within the organization)      

encl: IRS determination letter

# APPLYING FOR EXEMPTION FROM TEXAS STATE FRANCHISE TAX

Every corporation in Texas is subject to a state franchise tax, which must be filed annually, unless specifically exempted. In order to apply for exemption from this tax, send a version of the following letter, along with copies of: 1) your Articles of Incorporation, 2) your Bylaws, and 3) the letter from the IRS granting exemption under 501 (c)(3).

(Your name and title within the organization)  
(Your neighborhood association name)  
(The association mailing address)

(Date)

Texas State Comptroller  
Att: Exempt Organizations  
P.O. Box 13528  
Austin, TX 78774-3528

Dear People:

The           (name of your neighborhood association inc.)           hereby requests an exemption from the Texas State Franchise Tax. The association has been granted non-profit status from the IRS under section 501(c)(3) (see enclosed letter) and is engaged solely in activities included within the 501(c)(3) guidelines.

Our Federal ID number is           (insert the number assigned to you by the IRS)           and our State Charter number is           (insert the number assigned to you by the state when you filed for incorporation)          .

Thank you for your assistance. You may contact           (your name)           at           (your phone number including area code)           for more information.

Sincerely,

          (your name and title within the organization)          

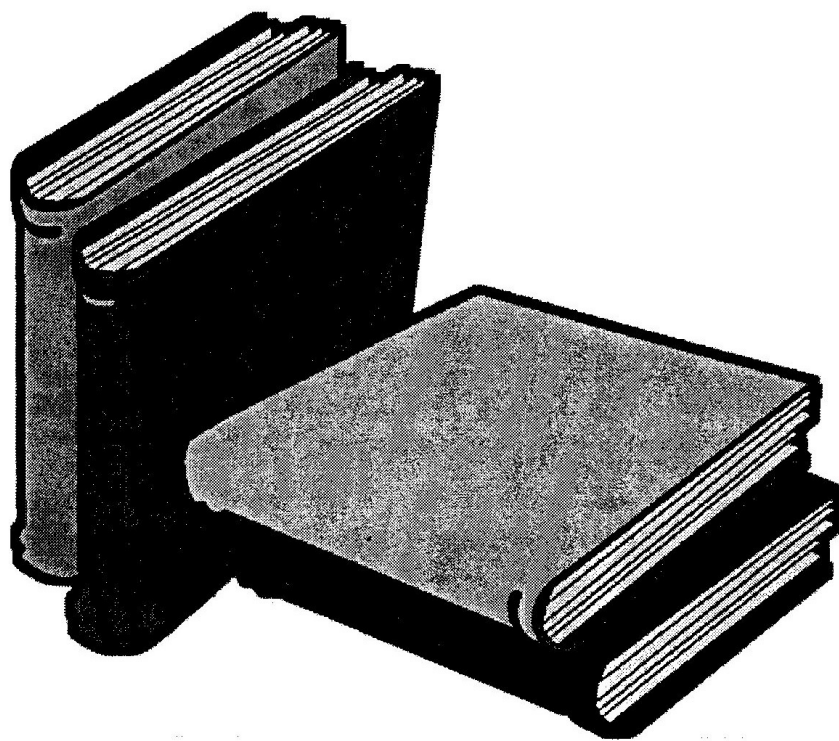
encl: Articles of Incorporation  
Bylaws  
IRS determination letter





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# Bylaws



# ***SAMPLE BYLAWS***

## **BYLAWS**

### **of the**

### **NEIGHBORHOOD ASSOCIATION**

#### **ARTICLE I. NAME AND PURPOSE**

*Section 1.01: NAME.* The NAME of this organization shall be the \_\_\_\_\_ Neighborhood Association, hereafter referred to as THE ASSOCIATION.

*Section 1.02: PURPOSE.* The Bylaws shall govern the Corporation and its members and facilitate the following purposes:

- A. To determine the needs and goals of the neighborhood and to promote undertakings to satisfy such needs and achieve such goals.
- B. To preserve the identity and integrity of the properties within the boundaries of the neighborhood as set forth in Article II, Section 2.01.
- C. To promote and encourage the safety, improvement, and beautification of the neighborhood. The Association shall be operated exclusively for such purposes; no part of the net earnings of the Association shall inure to the benefit of any director, officer or member of the Association or any private individual; no substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation and shall not, as an organization, participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- D. To provide both liaison to and coordination with governmental agencies with programs and activities affecting the neighborhood served by the Association.

#### **ARTICLE II. MEMBERSHIP**

*Section 2.01: ELIGIBILITY FOR MEMBERSHIP.* Any current resident of, or owner of property in, the \_\_\_\_\_ Neighborhood, bounded by

\_\_\_\_\_ Street on the north,  
\_\_\_\_\_ Street on the south,  
\_\_\_\_\_ on the east, and  
\_\_\_\_\_ on the west.

is eligible for Membership in the Association.

*Section 2.02: HONORARY MEMBERSHIP.* Honorary Membership is extended to all who attend regularly scheduled meetings and accept the purpose of the Association as stated in Section 1.02.

*Section 2.03: DONATIONS.* Monetary contributions or in-kind services to the Association can be made at any time and shall be offered at the regularly scheduled meeting and recorded at that time.

*Section 2.04: VOTING RIGHTS.* Membership entitles each person over age eighteen, including Honorary Members, to one vote apiece in all Association elections.

### ARTICLE III. OFFICERS.

*Section 3.01: OFFICERS.* The Association shall have the following officers:

- A. President. The president shall preside at all meeting, shall conduct the day to day business of the Association and such matters as directed by the Association, shall be responsible for liaison with other neighborhood associations, and shall submit a "State of the Neighborhood" report annually each year.
- B. Vice-President. The vice president shall be president-elect, shall preside in the absence of the president, and shall assist the president in the execution of business.
- C. Treasurer. The treasurer shall collect all monetary contributions, shall have charge of any checking account, shall sign all checks together with the president or secretary, and shall pay all bills. The treasurer shall keep a register of all members of the Association and shall provide an up-to-date roster of the members to the secretary each month. The treasurer shall provide a complete roster of all members of the neighborhood association at the January meeting, which shall be distributed to members of the Association at a regular meeting.
- D. Secretary. The secretary shall record the minutes of both general and special meetings, shall keep a register of all members supplied by the treasurer, and shall call the roll when required.
- E. Corresponding Secretary shall conduct all written correspondence of the Association, in conjunction with the president and shall record the minutes in the absence of the secretary.

*Section 3.02: ELECTION OF OFFICERS.* The Officers shall be elected by majority vote at the annual meeting of the Association.

*Section 3.03: TERM OF OFFICE.* The term of office shall be one year. Officers may serve more than one term.

#### ARTICLE IV. MEETINGS OF MEMBERS

*Section 4.01: PLACE OF MEETINGS.* Meetings of the Association shall be held at any place the President or a majority of the Members select.

*Section 4.02: REGULAR MEETINGS.* Regular meetings of the Association shall be held monthly, at a time and place designated by a majority of the Members.

*Section 4.03: ANNUAL MEETING.* An annual meeting of the Members shall be held in the month of January of each year, if possible.

At such meeting, the Members shall elect Officers of the Association, receive reports on the affairs of the Association, and transact any other business which is within the power of the Members.

If an annual meeting has not been called and held within six months after the time designated for it, any Member may call the annual meeting.

*Section 4.04: SPECIAL MEETINGS.* Special meetings of the Members may be called by the President, by a majority of the Officers of the Association, or by the majority of members entitled to vote.

*Section 4.05: NOTICE OF MEETINGS.* The Association shall establish a date, time and place for its regular meetings at a regular meeting of the Association by a majority vote of those present. The Corresponding Secretary of the Association shall provide notice of the regular meeting date to Association members.

Once the date, time and place of the regular meeting has been publicized to members, no further notice shall be required.

*Section 4.06: QUORUM.* The Members present at any properly announced meeting shall constitute a quorum of such meeting.

#### ARTICLE V. VOTING.

*Section 5.01: VOTING.* All issues shall be decided by a majority vote of members present at the meetings.

#### ARTICLE VI. COMMITTEES.

*Section 6.01: AUTHORIZATION TO ESTABLISH COMMITTEES.* The Association may establish committees as deemed necessary to pursue its stated objectives.

Members of Committees should be appointed by the President.

## ARTICLE VII. FINANCES.

*Section 7.01: EXPENDITURES.* Expenditure of funds amounting to over one hundred dollars (\$100) in any month must be approved by a majority vote of the Membership present at any properly announced meeting of the Membership.

*Section 7.02: FINANCIAL REPORTS.* Monthly and Annual Financial Reports shall be prepared by the Treasurer and presented to the Members at the monthly and annual meetings.

## ARTICLE VIII. AMENDMENTS.

*Section 8.01: PROCEDURE.* These Bylaws may be amended by a two-thirds majority vote of those present at any regular meeting of the Members of the Association.

## ARTICLE IX. ACCEPTANCE AND EFFECTIVE DATE OF BYLAWS.

*Section 9.01: VOTING.* Acceptance of these Bylaws shall be by a two-thirds majority of those present at any regular meeting of the Members of the Association. The Bylaws shall become effective on the date and time of acceptance.

## ARTICLE X. NON-COMPLIANCE WITH BYLAWS.

*Section 10.01: NON-COMPLIANCE PENALTIES.* Non-compliance with the Bylaws of the Association may result in termination of membership for the offender, upon a two-thirds majority vote by the Membership of the Association.

Under no circumstances will non-compliance with any section of these Bylaws constitute the forfeiture of the rights of the Association to exist or the rights of the Association to enforce the bylaws of the Association.

## CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the Association and that such Bylaws were duly adopted by the Association on the date set forth below.

Adopted by the Association on the \_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_.

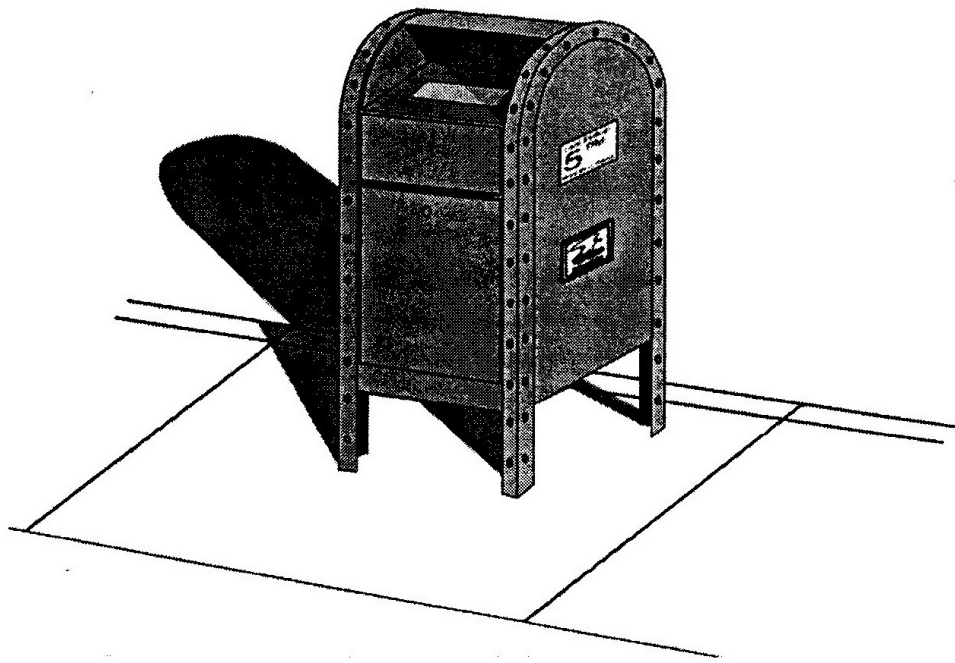
ATTEST:

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Secretary of the Association



# Developing Neighborhood Communication



# SAMPLE NEIGHBORHOOD COMMUNICATION TOOLS

Keeping people informed serves several purposes. Most important, communicating reminds residents that a neighborhood association is working on issues that are important to them. It can pique their interest by letting them know what issues you are working on. When you report something has been accomplished, people get motivated and may offer to help work on the next project. Hopefully, you will get some response from neighborhood residents, resulting in meeting new and interesting people and learning which people have useful knowledge or skills for future projects.

Communication can happen in several ways. Following are descriptions of a few useful types of communication tools.

## **NEWSLETTERS**

Newsletters are used to provide residents with information about your association and updates about projects and issues. They should be published on an ongoing, regular basis, whether it is as often as once a month or as little as twice a year. The cost of paper and printing may help determine the length and frequency of publication.

A newsletter can be simple or elaborate, depending on the time available to prepare it and the money and expertise available.

Whether they are one page or 10 pages, they should be interesting and eye catching. With all the junk mail we get these days, if people cannot identify your newsletter immediately, it is likely to end up in the trash can.

There are several ways to make your newsletter stand out from all that junk mail.

One of the best ways is to develop an association logo. Again, it can be simple or elaborate, but it should be instantly visible and identifiable so people know at a glance that they are looking at an official association publication. Another way to make your newsletter stand out is to choose a format and stick to it. If the newsletter looks the same every time, people will identify it right away.

At minimum, the newsletter should include the following items:

- The date and summary of events of the last association meeting.
- The date and agenda for the next association meeting.
- Names, addresses and telephone numbers of association board members.
- It should include the status of projects/issues the association is working on. Don't be afraid to make a big deal over things you have accomplished. Also, don't be afraid to ask for help by making specific projects sound interesting and/or important and asking for the help you need.
- Include announcements of events or activities that are important to the neighborhood. It could be anything from a City Council meeting where you need neighborhood support to a neighborhood block party.

These items will probably take no more than one 8 ½" X 11", two-sided page. However, you can include many other things such as names and telephone numbers of elected officials, articles from the newsletter or other publications about topics important to your neighborhood; recipes; announcements of marriages, births, anniversaries, etc.; or cartoons.



The list could go on and on. It is up to you, your budget, available expertise, and imagination.

Newsletters, as with flyers (following section), can be mailed if you have the funds, delivered door-to-door, or left at one or a number of places where people can pick them up. This could be at the post office, grocery store, churches, businesses, restaurants, or community centers.

### **FLYERS**

Many times something will come up between newsletter that you want to tell residents about. Or maybe something is so important you want to call particular attention to it. In these cases you can send out a flyer. Flyers should be bold and flashy, maybe printed on brightly colored paper, so people will be sure to take notice. They should be used only when something is particularly important and should always include the association logo so it is easily identifiable. Please not that it is illegal to place flyers in mailboxes.

### **TELEPHONE TREE**

Sometimes you may need to contact residents personally. When this happens, a phone tree can help spread the word fast. This way this works is that a system is created in which each resident is responsible for calling one neighbor who, in turn, calls another neighbor, and so on. In no time the whole neighborhood is contacted and no one has made more that one phone call.

### **AGENDAS AND NEIGHBORHOOD MEETINGS**

Your regular neighborhood meetings and meeting agendas are a great way to communicate. The agenda lets people know what you will be discussing and if people choose to attend they can provide input to the discussion. Try to draw people to your meetings by having a special speaker such as your neighborhood police officer or your city council member. However, be aware that people generally only take an interest if there is something wrong. If things are running smoothly with no major issues, don't be surprised if your have only a few people at your meetings.

### **NOTICES**

Posting notices or announcements on local bulletin boards is another good way to get information out. These can be posted at public places such as churches, grocery stores, or community centers.

### **MEDIA**

The media can sometimes help you get your message across. Newspapers, radio stations, and television stations are always looking for good, local events and issues to cover. If your neighborhood is holding an important neighborhood function, such as a clean-up drive or local celebration, you can often get the media to cover the event. Also, if you have accomplished something important or are dealing with an important issue, you can contact the media to cover the subject.

### **OTHERS**

Following are some other suggestions to get the word out:

- Neighborhood social functions.

- Network. Make a point to talk to a variety of people to tell them what you are doing and try to get them to take part in association activities.
- Use signs if appropriate.
- Deliver information (newsletters, flyers, etc.) by hand to give you a chance to talk to people about neighborhood issues.

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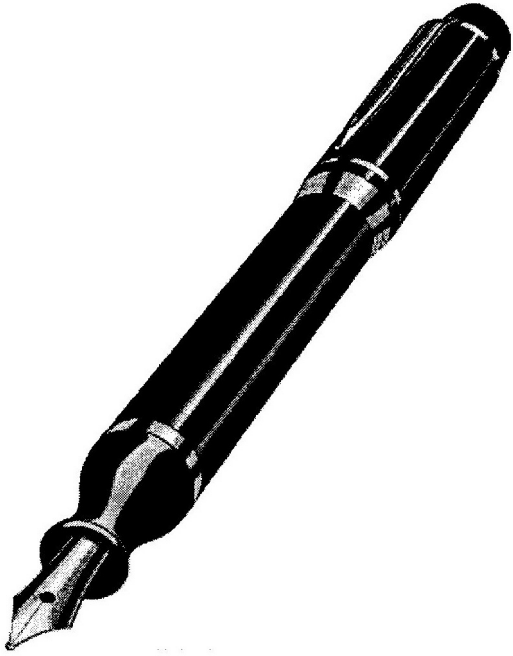
# Documents



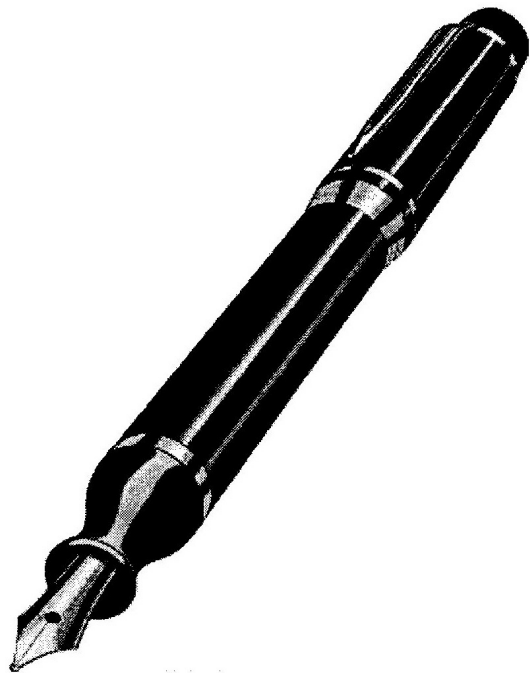
# NEIGHBORHOOD ASSOCIATION ORGANIZATIONAL DOCUMENTS

## **CONTENTS:**

- ☐ Bylaws
- ☐ Articles of Incorporation (Accepted State Copy)
- ☐ SS-4 Form (Employer Identification Number)
- ☐ IRS Determination Letter for 501(c)(3) Status
- ☐ State Sales Tax Exemption
- ☐ State Franchise Tax Exemption
- ☐ Project Reports
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_



# Minutes



# HINTS OF EFFECTIVE MINUTE TAKING

1. The most effective way to take minutes at a meeting is to tape the proceedings, either with a tape recording or a video camera, then transcribe the tapes at your leisure.
  - a) If using a tape recorder, place the recorder in a central position where you can pick up everyone's conversation. Otherwise, take the recorder to each person who wants to speak.
  - b) If using a video camera, place the camera in a corner so you can see and record all the people in the room.
  - c) Transcribe the tapes as soon after the meeting as possible. Otherwise, you may forget salient points not captured on tape.
2. You do not need to write down everything said at the meeting, but it is important to accurately record all motions, votes, and actions decided upon at the meeting.
3. Organize your minutes to follow the agenda of the meeting. For example:
  - a) The meeting was called to order by the President, Joseph Scott, at 7:00 p.m. on December 10, 2003.
  - b) The Treasurer's report showed a balance of \$560.00 after expenditures of \$89.00 for postage, paper and photocopying since the last meeting on November 1, 2003.
  - c) Jack Peterson moved that the association incorporated as a non-profit corporation with the state. June Jones seconded the motion. The motion carried (or was defeated) unanimously (or by a vote of 28 "for" to 4 "against").
  - d) Under agenda item 4, other business and neighborhood concerns,
    - Julie Cross suggested looking into placing sign toppers in the neighborhood.
    - Tom Dooley suggested landscaping the medians throughout the neighborhood.
    - Kris Thompson suggested working with the city to develop new roofing and chimney ordinances.

These items will be added to the next meeting's agenda.
4. June Jones moved to adjourn the meeting. Jane Doe seconded the motion. The motion carried unanimously and the meeting was adjourned at 8:30 p.m.

# Treasurer's Reports



# SAMPLE TREASURER'S REPORT

**May 23, 2003**

## **TREASURER'S REPORT**

**for the**

**FRIENDSHIP VILLAGE NEIGHBORHOOD ASSOCIATION INC.**

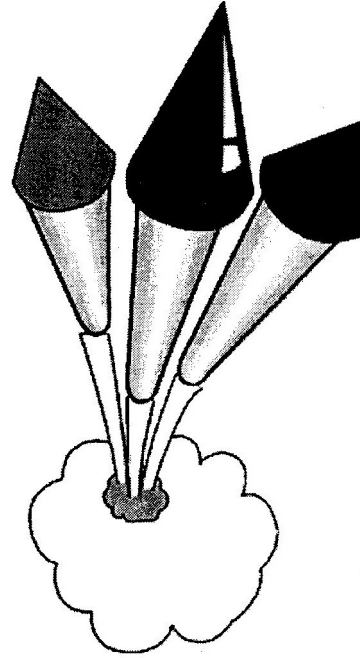
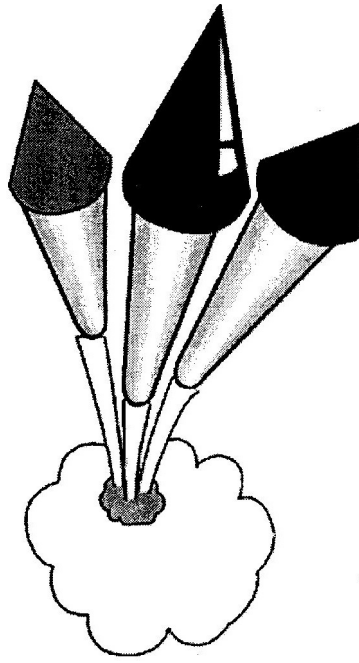
\$ 1,200.56	Balance from last report on April 1, 2002
+ 350.00	Income
250.0	New membership fees
100.0	Donations from local businesses/ patrons
- 175.67	Expenses
75.67	Printing
100.0	Postage
\$ 1374.89	Balance as of May 23, 2003

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(signature)

Treasurer's Name, Title (Treasurer)





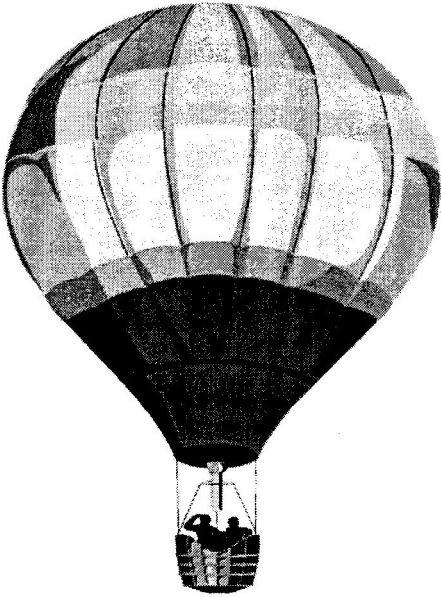
Accomplishments

# LIST OF ACCOMPLISHMENTS

For \_\_\_\_\_ (year) \_\_\_\_\_

Project Description	Date Begun	Date Finished

# Project Planning



# PROJECT WORKSHEET

for the

\_\_\_\_\_ Project

1. Explain project or goal as briefly as possible:

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2. List reasons to accomplish this goal or project:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

3. List possible ways to accomplish this goal or project:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4. List possible people (include phone numbers) to help accomplish this goal or project:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5. Things to do:	Date Finished:
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____
9) _____	_____
10) _____	_____

6. Resolutions/ Decisions/ Accomplishments:	Date:
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____
9) _____	_____
10) _____	_____