



GOOD MORNING EVERYONE

My name is Gary Collins. I live in the Bryan Place Neighborhood and serve as their Communication Chairperson. I am a retired pharmacist.

This is **Part 1** of a 2 part presentation.

Part 1 – covers from when you **start thinking** about an association **to just before the 1st General Association Meeting**

Part 2 – starts with the **1st General Association Meeting** through the formalizing of the Association

These Sessions are intended to provide some insight into the “How to”

Detailed information on these subjects can be found at our website, in a 136 page document titled, “Starting a Neighborhood Association.”

REASONS FOR ORGANIZING

- Changes in adjacent land use
(Schools, Shopping Centers, Roadways, etc)
- Need for neighborhood improvements
(Add Street Signs or Street Lights, etc)
- Need to control crime or other disturbances
- Normal aging process of a neighborhood

Why do you want to Organize?

<https://dallashomeownersleague.wildapricot.org/>

The neighborhood association of tomorrow is a vibrant, healthy organization of happy residents. They view their community association as vital part of their neighborhood to increase their voice on important issues affecting the quality of their lives or value of their property. A new neighborhood association should focus on forward thinking and neighborhood improvements. Living in a neighborhood with a sense of community is enjoyable. Serving on the Association's Board of Directors or on a committee can be very rewarding

These are some reasons why other neighborhoods have decided to organize.

The Real QUESTION is: WHY DO YOU WANT TO ORGANIZE?

FIRST - Lets go through some organizational models.

ORGANIZATIONAL MODELS

• Home Owners Association (HOA)

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A Homeowner association (HOA)

- Is a corporation formed by a real estate developer
- Ownership of the association is transferred to the homeowners at some point in the sales process
- Membership is MANDATORY (a buyer isn't given an option to reject it.)
- Most homeowner associations are incorporated as a non-profit corporation
- HOAs have MANDATORY FEES and in Texas they can seize your property for non-payment of dues.

ORGANIZATIONAL MODELS

- Home Owners Association (HOA)
- **Neighborhood Conservation District**

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A Conservation District:

- Primary goal is preserving the distinct physical characteristics of the neighborhood
- Tends not to merit designation as a historic district
- It is accomplished through the adoption of a zoning overlay or independent zoning district
- Has Voluntary Membership but any restrictions granted are mandatory.

ORGANIZATIONAL MODELS

- Home Owners Association (HOA)
- Neighborhood Conservation District
- **Historic District**

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A “historic preservation model” :

- Focuses on preserving the physical attributes of a neighborhood, and
- Contains a High concentration of older structures that share a common architectural style of building

However, any restrictions granted by the city are imposed on what can be built in the neighborhood in the future

ORGANIZATIONAL MODELS

- Home Owner Association
- Neighborhood Conservation District
- Historic District
- **Neighborhood Association (NA)**

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A Neighborhood Association (NA) :

- Is A group of residents and/or property owners who advocate for or organize activities to build a stronger neighborhood
- May have elected leaders
- MEMBERSHIP VOLUNTARY
- It can have VOLUNTARY DUES.
- It may be incorporated and may be either a 501c3 or 501c4 tax exempt organization
- It may have tax exempt status with the State of Texas.

LET'S LOOK AT THE TYPES OF ORGANIZATION STRUCTURE YOU CAN USE

ORGANIZATIONAL STRUCTURE

• Charitable Organization

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A Charitable Organization:

- May choose to have bylaws to help with continuity and process management
- If donations are expected and you want them to be tax exempt, then it must have 501c3 status with the IRS, However, you may not attempt to influence GOVERNMENT AGENCIES with this status
- Charitable Organizations are Primarily focused on CHARITABLE ACTIVITIES as defined by the IRS

ORGANIZATIONAL STRUCTURE

- Charitable Organization
- **Non-Profit Incorporated Organization**

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A Non-profit corporation:

- Is Recognized as a legal entity
- Can sign contracts and/or own property

THIS IS THE MOST COMMON NEIGHBORHOOD ASSOCIATION STRUCTURE

ORGANIZATIONAL STRUCTURE

- Charitable Organization
- Non-Profit Incorporated Organization
- **Tax-Exempt Organization**

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There are **two common types of Federal IRS tax exempt filings** for Neighborhood Associations

- If the organization wants - To **lobby or influence government, then you must file for an IRC 501.c.4** exemption
- If the organization wants - **donations and membership fees to be tax exempt, then file for an IRC 501.c.3** tax exemption

If the **organization wants to be exempt from state sales taxes and excise taxes then the IRS tax exemption approval is required before Texas** will grant a state tax exemption.

THE MOST COMMON MODEL IS “NEIGHBORHOOD ASSOCIATION”

THE MOST COMMON STRUCTURE IS “NON-PROFIT CORPORATION WITH 501C4 IRS EXEMPTION”

NOW LETS LOOK AT FORMING THE CORE GROUP

ESTABLISH A CORE GROUP

• Core Group Membership

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CORE GROUP MEMBERS MUST:

- Be willing to commit time to the effort
- Represent all elements of the neighborhood
- Feel as strong as you do on the basic issues and problems facing the neighborhood

Types of individuals to Recruit:

- Homeowners selected to represent areas in the neighborhood
- Business owners in the neighborhood
- Apartment residents, managers, and owners
- Church leaders
- School staff members

ESTABLISH A CORE GROUP

- Core Group Membership
- **Limit Number of Members**

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You can start with as few as 3 or as many as 10.

More than 10 members can present problems in both management and agreement on important issues and problems facing the group.

ESTABLISH A CORE GROUP

- Core Group Membership
- Limit Number of Members
- **Individual Commitment**

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Goes without saying. **Commitment is critical for the Core Group members.**

ESTABLISH A CORE GROUP

- Core Group Membership
- Limit Numbers of Members
- Individual Commitment
- **Initial Core Group Meeting**

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THE INITIAL MEETING OF THE CORE GROUP members:

- Should occur in one of the member's home to help establish a warm, receptive environment
- Members should be face-to-face during the meeting
- Avoid classroom setups since that arrangement allows individuals to observe without participating.

CORE GROUP ACTIVITIES

- **Approve the Organizational Model & Structure**

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The following Core Group Activities are presented in a **suggested order to help** ensure that each task builds toward the first General Association meeting

FIRST CORE GROUP TASK - APPROVE THE ORGANIZATIONAL MODEL AND STRUCTURE

YOU SHOULD BRIEF THE CORE GROUP ON THE PROPOSED ORGANIZATIONAL MODEL AND STRUCTURE. Provide reasons for choices and how those choices will affect the development of the organization

A CONSENSUS OF THE CORE GROUP IS ESSENTIAL BEFORE PROCEEDING.

CORE GROUP ACTIVITIES

- Approve the Organizational Model & Structure
- **Create a list of Neighborhood Problems/Issues**

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NEXT TASK - CREATE A LIST OF NEIGHBORHOOD PROBLEMS/ISSUES

Key to the Problem list is to be honest in the assessment

Tap outside resources as a source of pinpointing community problems prior to the 1st meeting. YOU Could conduct a survey.

Sometimes former residents, Realtors, accountants and attorneys will have a clearer view of the problems in a particular community.

EXAMPLES OF POSSIBLE ISSUES:

1. Lower the crime rate in our area
2. Build a sense of community for the residents
3. Improve the entrances to our edition to raise property values
4. Influence city government regarding their activities affecting the neighborhood

5. Add stop signs, parking signs, speed signs, etc.

6. Improve community lighting

Designate someone in the Core Group to research identified opportunities

CORE GROUP ACTIVITIES

- Approve the Organizational Model & Structure
- Create a list of Neighborhood Problems/Issues
- **Create & approve a Mission/Vision Statement (optional)**

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NEXT TASK - CREATE AND APPROVE A MISSION/VISION STATEMENT

This Not Essential -- BUT If you choose to do this then,

- Focus on identifying the reasons for your association's existence
- The reasons should be within your control to change, modify or establish.
- Short statements can be remembered easier.
- Difference between Mission and Vision Statements are NOT IMPORTANT

Examples,

- "to put a man on the moon in this decade and return him safely to the earth."
- "to reduce violent crime by two-thirds in the next two years."
- "to convince City Hall within the next year to install a rain garden in every block."

CORE GROUP ACTIVITIES

- Approve the Organizational Model & Structure
- Create a list of Neighborhood Problems/Issues
- Create & approve a Mission/Vision Statement (optional)
- **Create & Approve a Neighborhood Plan**

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NEXT TASK - CREATE AND APPROVE A NEIGHBORHOOD PLAN

The Neighborhood Plan should have:

- Specific goals to be achieved,
- The actions required to reach those goals defined
- A timeline for completion
- How progress will be monitored and evaluated by the Core Group.

A neighborhood plan is a guide that provides a framework for future decision making.

The Core Group may want to host some planning sessions. Planning sessions are free-speaking forums for new ideas.

SAMPLE PLAN AVAILABLE ON-LINE

CORE GROUP ACTIVITIES

- Approve the Organizational Model & Structure
- Create a list of Neighborhood Problems/Issues
- Create & approve a Mission/Vision Statement (optional)
- Create & Approve a Neighborhood Plan
- **Create & Approve a Description of the Potential Association**

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NEXT TASK - CREATE AND APPROVE A DESCRIPTION OF THE POTENTIAL ASSOCIATION

Distilled down the Neighborhood Plan to a brief description of what the association intends to accomplish.

COULD INCLUDE THINGS SUCH AS :

- Represent the neighborhood on commons issues before local governments
- Manage common areas in the neighborhood that are not owned by anyone
- Improve communication between neighbors
- Sponsor social activities for the neighborhood

This document will be used to **support conversations with potential new members**, local businesses, etc. by members of the Core Group.

CORE GROUP ACTIVITIES

- Approve the Organizational Model & Structure
- Create a list of Neighborhood Problems/Issues
- Create & approve a Mission/Vision Statement (optional)
- Create & Approve a Neighborhood Plan
- Create & Approve a Description of the Potential Association
- **Define, Agree & Validate Neighborhood Association Boundaries**

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NEXT TASK - DEFINE, AGREE TO AND VALIDATE THE NEIGHBORHOOD ASSOCIATION BOUNDARIES

Determine the association's boundaries defined by:

- Roads or natural features along the border of the neighborhood
- Review of the City map and a tour around the area may suggest logical boundaries for a manageable sized area

If possible - use street names for setting the boundaries

Validate that the area is not claimed by some other association

CORE GROUP ACTIVITIES

- **Create & Approve an Inventory of Residents in Association Boundaries**

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NEXT TASK - CREATE AN INVENTORY OF RESIDENTS IN THE ASSOCIATION'S BOUNDARIES

Inventory can include:

- Individual resident addresses
- Type of housing i.e., townhomes, condos, free-standing houses, apartments, etc
- Resident's name
- Any other element unique to the neighborhood

At a minimum, create a listing of addresses or residences within your boundaries.

CORE GROUP ACTIVITIES

- Create & Approve an Inventory of Residents in Association Boundaries
- **Create & Approve a Communication Plan to Keep Neighborhood informed**

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NEXT TASK - CREATE AND APPROVE A COMMUNICATION PLAN

Decide who you want to tell about your new association such as

- Community newspapers
- Local government
- Churches
- Other neighborhood groups.

Create a list with contact names, phone numbers and email addresses and designate who in the core group should be in charge of this task.

Decide what types of communications to use: **REMEMBER: NOT EVERYONE HAS INTERNET ACCESS**

- Mailchimp and Constant Contact are two methods of mass emailing. If your neighborhood mailing list is below 1000, the service is free.
- Flyers
- Posters
- Lawn signs

- **Notices in public spaces**

SAMPLE PLAN AVAILABLE ON-LINE

CORE GROUP ACTIVITIES

- Create & Approve an Inventory of Residents in Association Boundaries
- Create, Approve & Initiate a Communication Plan to Keep Neighborhood informed
- **Create & Approve a Membership Plan**

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NEXT TASK - CREATE AND APPROVE A MEMBERSHIP PLAN

FIRST – SELECT AN ENERGETIC CHAIRPERSON FOR MEMBERSHIP

Components of a membership plan include:

- ID how many potential members are in the neighborhood
- ID what interests the residents
- Set realistic membership goals – 25 TO 50% OF AVAILABLE RESIDENTS
- Set what type of communication works for each group of residents
- Create a Welcome Letter for potential members that lists the benefits of membership and activities such as projects or committees they could support.
- Develop concise materials that describes the NA to include a description of the association and its activities, goals, and achievements.
- Develop an orientation program for new members.
- If possible, create partnerships with local businesses to promote the NA
- Define what follow-up will be implemented with new members
- Routinely report on progress toward the stated goals.

SAMPLE PLAN AVAILABLE ON-LINE

CORE GROUP ACTIVITIES

- Create & Approve an Inventory of Residents in Association Boundaries
- Create, Approve & Initiate a Communication Plan to Keep Neighborhood informed
- Create, Approve, & Initiate a Membership Plan
- **ID & Agree on Officer Positions, Roles & Possible Candidates**

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NEXT TASK - IDENTIFY & AGREE ON OFFICER POSITIONS, THEIR ROLES AND POSSIBLE CANDIDATES

President or Chairperson

- **Strength of the organization** reflects the president's administrative abilities
- **The spirit of the organization** reflects the president's clarity and understanding.
- Meetings and proceedings will reflect his or her organizational ability.

Some Responsibilities:

- Knowing the constitution and/or by laws of the organization.
- Preparation, in advance, of an agenda for every
- Preside at all meetings
- Know basic parliamentary procedure and protocol
- Be yourself
- Know your strengths and weaknesses
- Seek out the opinions of others and listen
- Respect all points of view.
- Lead with a friendly smile and a positive attitude.
- A sense of humor can keep it all in perspective.

Vice President

The vice president assists the president or does the president's job if absent

Secretary

- **Keeps records** of the business proceedings of the organization
- Keeps an accurate, **up-to-date list** of the officers, chairpersons, and members
- Can assist with preparation of the agenda
- **Writes the minutes** of the meetings
- **Distributes meeting notifications**
- Prepare official organization correspondence at the president's request.
- **Report at the meeting** on correspondence sent by the organization and correspondence received since the last meeting.

Treasurer

The treasurer is the keeper of all funds.

Their duties and responsibilities include:

- **Paying all bills** approved at the meeting,
- **Maintaining an itemized account of all receipts and disbursements,**
- **Reporting** such receipts and disbursements at each meeting,
- Submission of records for audit annually, and
- **Submission of a written report** (properly audited) at the annual meeting.

DETAILED ROLES AVAILABLE ON-LINE

CORE GROUP ACTIVITIES

- Create & Approve an Inventory of Residents in Association Boundaries
- Create, Approve & Initiate a Communication Plan to Keep Neighborhood informed
- Create, Approve, & Initiate a Membership Plan
- ID & Agree on Officer Positions, Roles & Possible Candidates
- **ID & Agree on Committees, Roles & Possible Chair People**

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NEXT TASK – IDENTIFY AND AGREE ON WHAT COMMITTEES ARE NEEDED FOLLOWED BY IDENTIFYING THEIR ROLES AND POSSIBLE CHAIR PEOPLE

TYPES OF COMMITTEES

- **Mandatory committees** - specifically named in the governing documents, such as a Nominating Committee and an Elections Committee
- **Standing Committees** - identified in the declaration and/or bylaws of the association - "function oriented" e.g. a Budget and Finance Committee. Standing committees remain in force indefinitely.
- **Ad-Hoc Committees** - "task oriented" – preform a task and then dissolve.

SUGGESTED COMMITTEES INCLUDE: MEMBERSHIP, COMMUNICATION, SOCIAL, LANDSCAPING, SECURITY, ETC.

A committee can have **one or more members** with a Chairperson. Generally it is important that the **chairperson of a standing committee be a board member** to ensure the connection of the committee to the board. Committees should either provide an **oral and/or written report** at each board meeting.

DETAILED INFORMATION ON COMMITTEES AVAILABLE ON-LINE

CORE GROUP ACTIVITIES

- **Contact All Candidates to Gain Agreement to Run for Office**

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NEXT TASK – CONTACT ALL CANDIDATES TO GAIN THEIR AGREEMENT TO RUN FOR OFFICE

A Core Committee member should:

- Review the position's roles and responsibilities with each candidate.
- Determine willingness to perform the responsibilities for the proposed office

CORE GROUP ACTIVITIES

- Contact All Candidates to Gain Agreement to Run for Office
- **Define & Agree on the Board Members & Their Roles**

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NEXT TASK – DEFINE AND APPROVE THE BOARD MEMBERSHIP AND THEIR ROLES AS BOARD MEMBERS

Board Membership could include :

All officers - Standing Committee chair-people – If association is very large, may be some Board Members that serve “at large.”

Board Roles include:

- **A Time commitment - on the average - five hours per month**
- **Commitment** to the betterment of the neighborhood,
- **Works well with others** and respect their opinions,
- **Listens attentively** to other people’s ideas and concerns,
- **Communicates ideas and concerns** clearly to others,
- **Follow through** on commitments, and
- **Be assertive and friendly** to recruit volunteers.

DETAILED INFORMATION AVAILABLE ON-LINE

CORE GROUP ACTIVITIES

- Contact All Candidates to Gain Agreement to Run for Office
- Define and Agree on the Board Members and Their Roles
- **Define a list of “Kick-Off” projects & Assign a Leader for Each**

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FINAL TASK – DEFINE A LIST OF KICK OFF PROJECTS WITH AN ASSIGNED LEADER

“Kick-off” projects should be fairly simple such as:

- **A block clean-up,**
- **Letter writing/email campaign, or**
- **A potluck fundraising event.**

Make it easy for the people who come to the first meeting to get involved

Review the progress of each project at each Core Group meeting



DHL has posted a number of tools that might be helpful to neighborhood associations such as:

A **136 page guide**, “Starting a Neighborhood Association” includes detailed descriptions and sample forms.

13 briefs on subjects ranging from **leadership considerations** to **fund raising ideas**.

18 documents on HOW To and **sample forms** from **sample bylaws** to **how to conduct a neighborhood self evaluation**.

These documents can be found on our PUBLIC Site at the url below.