



Why do neighborhoods organize?

- To address a particular concern with a unified voice
- To build community
- Safety
- Beautification/ pride

Benefits to Organizing

- Provide the neighborhood with a common voice and an effective means of communicating with government officials and other groups
 - planning commission/ land-use
 - crime prevention/ code enforcement
 - Neighborhood watch/ CSPD
- Members take part in the decision-making that affects their neighborhoods
- Organize neighborhood improvement projects and clean ups
- Plan and hold social activities

Neighborhood Organizations/ Associations are generally a group of residents that devote time and energy to improve and enhance the defined geographic area where they live

- Meetings are held to exchange ideas, projects, priorities, solutions, plans to affect the neighborhood
- Elected board and by-laws
- Usually voluntary membership and dues

Homeowners Associations are groups of people who live in an area developed to same or similar plans

- Formally elected body and governed by deed restrictions- a set of rules that homeowners agree to when they buy their house
 - Covenants or rules often govern construction regulations, membership/ dues requirements
- Often mandatory dues

Steps in starting a Voluntary Neighborhood Organization

1. Meet with a CORE GROUP of interested neighbors
 - Develop the core group or organizing team
 - Recruit 2-5 residents as the core group
 - Determine common goals/ vision

- Identify strengths of individuals
 - Develop action plan/ timeline
2. The CORE GROUP can develop bylaws and amend covenants (if there are any)
 - 2a (or) The CORE GROUP can choose to hold a larger neighborhood meeting to help identify goals, create a neighborhood name, gather more input and volunteers for an official board
 3. The CORE GROUP can become the board or hold an election
 - 3a. The CORE GROUP can choose to hold a larger neighborhood meeting and elect board members to then develop bylaws and other business
 - ***If covenants/ bylaws exist, follow them*
 4. Once a board has been elected (President, Vice President, Secretary, Treasurer, at-large), register with Secretary of State, attain Federal Tax ID, open bank account
 5. Hold regular scheduled meetings and invite the neighborhood
 - Determine if social media, email, door-to-door are the best methods for communication to the neighborhood.
 - Be transparent and inclusive!

How to Register Your Business:

<http://www.sos.state.co.us/pubs/business/businessHome.html>

“Starting a business in Colorado - tutorial.”

How to apply for an EIN Number:

- IRS.gov
- Go to the full “Tools” Menu
- Under BUSINESSES, click on “Employer Identification Number (EIN)”
- Click on “How to apply for an EIN”
- Under the “Apply Online” heading, click on “Internet EIN”
- Click “Apply Online Now”
- Click “Begin Application”
- Community HOA Associations will be listed once you click on “**View Additional Types, Including Tax-Exempt and Governmental Organizations**”
- Continue through all the prompts of the application.
- Once application has been completed and submitted, you will be able to print a copy of the letter.

BYLAWS

Describe how your neighborhood will do business

- Governance of the group
- Specify positions and your election process
- Roles and responsibilities of its officers

Important to the maintenance of order and credibility in the organization

OFFICERS & DIRECTORS

- Elections should be held annually
- Board Member Duties
 - Chair/ President- effective manager and facilitator
 - Vice Chair/ Vice President- fills in whenever Chair is unable to fulfill duties
 - Secretary- records minutes
 - Treasurer- responsible for funds
- Duties of Loyalty, Care, and Obedience
- Directors & Officers Insurance & Liability Insurance

Duty of Care- The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

Duty of Loyalty- The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

Duty of Obedience- The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.