



CITY OF SOUTHFIELD

NEIGHBORHOOD ASSOCIATIONS' RESOURCE GUIDE



NEIGHBORHOOD & INFORMATION CENTER
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A neighborhood is the place where people live, play, work, worship, shop, and go to school. A neighborhood association serves its members by working with various community and service organizations and individuals to provide input on issues that affect the neighborhood and undertake efforts to address the concerns of the neighborhood. A neighborhood association can also serve as simply a fun way to get to know your neighbors.

Neighborhood associations require resident involvement, commitment, planning, and organization. Neighborhood associations can be directed by a steering committee or board of directors. The members of the steering committee or board of directors should have a long-term commitment of time and energy. This handbook is designed to be used as a resource guide by neighborhood associations in various stages of development. The handbook contains instructional information on how to organize your neighborhood and how to develop a neighborhood association and information on general things you should know about neighborhood organizing. Each group should address the specific neighborhood needs in which it is organized.

This guide is primarily aimed at voluntary neighborhood associations. Townhome or condo associations may have legal and financial requirements that are not covered in this handbook. There is, however, information about agendas, meetings, and suggestions on how to have a successful organization that can be valuable to any neighborhood association.

This handbook is to be used as a reference guide and all instructional information is optional. Your group is encouraged to select items of interest, change them to fit your needs, or feel free to create and develop your own unique system for your neighborhood. The information and materials contained in this guide are for informational purposes only and not for the purpose of providing legal advice of any kind. You should contact an attorney to obtain advice with respect to any particular issue or concern. Use of the information and materials contained in this guide is not intended to and does not create any attorney-client relationship. If you need assistance, please contact the Neighborhood & Information Center at (248) 796-5140.

THE CITY OF SOUTHFIELD OFFERS A COMPLETE LIVING COMMUNITY!

Neighborhood. It's the place we call home, raise our family and enjoy our quality of life. In order for a neighborhood to succeed, community must exist. There must be people willing to support community involvement and neighbors' collective interest in maintaining property values and working together to ensure a clean, safe and attractive community. More than 71,000 residents have chosen to call Southfield home for the many advantages that the city has to offer. The City of Southfield is known for its abundant natural beauty, well maintained homes and neighborhoods, and as an ideal place to live and work. With more than 780 acres of park land, two public golf courses, miles of nature and fitness trails, and numerous other recreational activities for every age and interest – Southfield



truly has something for everyone. The City of Southfield offers a complete living community, featuring a nationally recognized public school system, numerous private and parochial schools, and 10 colleges and universities. All this, and conveniently located just minutes from almost anywhere in metro Detroit, Southfield is not only the Center of It All™ geographically, but also the business center of southeast Michigan as well. Approximately 8,600 businesses call Southfield home, including over 100 “Fortune 500” companies. Residents, businesses and visitors alike come to Southfield for its central location, great recreational opportunities and easy access to all of southeastern Michigan.

The Ideal Place to Live, Work and Raise a Family



Southfield is home to over 35,700 residential units –offering a wide variety of housing options, from single-family homes and condominiums to townhomes and apartments. Many Southfield neighborhoods are tucked away in quiet enclaves that are just minutes away from major highways, yet surrounded by mature trees and abundant natural beauty. More urban housing choices include the luxury condos of 5000 Town Center, complete with concierge service and fabulous views of the Southfield skyline. It is no coincidence that the City of Southfield was named one of the nation's most livable metro-area suburbs by Forbes magazine. Southfield was selected as metro Detroit's “most livable” community for its large commercial district, affordable housing, quality schools and safe neighborhoods.

The Role of Neighborhood Associations

Neighborhood associations play a vital role in representing the interests of residents and enhancing the local community. A well-organized association can have a significant impact on the quality of life in a neighborhood. The residents of the City of Southfield have demonstrated a great willingness to dedicate time and energy to make a difference in their community. This manual was designed to help residents focus their efforts and organize their neighborhoods for action. The City believes that increasing citizen participation benefits the entire community by creating a positive environment of shared responsibility and collaboration.

WHY NEIGHBORHOODS ORGANIZE

There are many different reasons why neighborhoods organize. *Some of the most common reasons include:*

- **To address a particular concern.** Many neighborhoods become organized when a particular concern emerges in which they can rally around. Residents of the neighborhood will get together to discuss problems and come up with solutions. As an association, members can work together to resolve the issue and use the many people and resources already available within the neighborhood.

- **To empower residents.** Some residents believe the main reason to organize is to empower residents to represent the collective interests of the community. When neighborhoods organize, they acquire power by joining together to accomplish something.
- **To build community.** Organizing to build community means improving your neighborhood's ability to act and organize the diverse skills of its residents. Residents want to become better neighbors by getting to know each other and helping each other out. Whether it is exchanging skills, such as cooking dinner for a neighbor one night in exchange for having him/her run some errands for you, activities such as these enhance the sense of community.

Benefits to Organizing Neighborhood Associations

Through neighborhood organizing, residents get to know each other better while working together to improve their collective community. Empowered neighborhoods can have input in events that are happening in their area as members take part in the decision making process that affects their neighborhoods. *Some of the benefits of having an organized neighborhood association include:*

- Achieving common neighborhood goals;
- Providing the neighborhood with a common voice and an effective means of communicating with government officials and other instrumental groups;
- Organizing and helping members work for preservation and improvements in their neighborhood;
- Planning and holding social activities for the neighborhood; and
- Organizing neighborhood improvement projects.

Role of the Citizen

Citizens have a very important role in the health and spirit of a community. Their active participation in the process is the best way to ensure that the quality of life desired is fulfilled. Citizen involvement can range from voting on a regular basis to being elected to serve in a public capacity. Both examples are equally as important to the process. Citizens also contribute greatly when they participate in or organize neighborhood projects or activities. Their involvement is crucial to improving the quality of life in their neighborhoods and the city.

Role of Local Government

The preservation and maintenance of an area's quality of life is a shared responsibility. Local government is responsible for ensuring that the common good is protected and public services are carried out in an orderly and efficient manner. The Neighborhood & Information Center in city hall provides a vital link between citizens and government. Registering your neighborhood association will improve communication between citizens and government and other useful groups. Neighborhood associations will be notified by city agencies when they will be affected by planning efforts or other actions that will affect the livability of a neighborhood. Through the registering process, the City will be able to provide timely notification of public meetings when an issue will be presented that may affect a neighborhood.

How to Get Involved in a Neighborhood Association

Let's say you have just moved into a new neighborhood. You would like to make new friends and have found out your neighborhood has an association. How do you become involved? What if you have been a resident in your neighborhood for quite some time, but have always been too busy to attend neighborhood meetings or events. Now your new schedule or job allows you to have a little extra time and you would like to help out in the neighborhood. Who do you contact? Becoming involved is very simple. If you know how to reach an officer of the neighborhood association where you live, contact them and tell them you are interested in getting involved. If you don't know how to reach an officer, begin talking with neighbors to find out when regular meetings are or to get a phone number of an association officer. Becoming involved will be a great opportunity to meet your neighbors and have a great time. You will also be a part of making your neighborhood a better place to live.

There are several opportunities for people to become involved by:

- Attending regular meetings
- Volunteering for activities
- Becoming a registered member of the association
- Attending regular association events and programs
- Becoming a block captain
- Represent your association in the community, at large, or on a committee

STARTING A NEIGHBORHOOD ASSOCIATION

SIX STEPS TO FORMING A NEW ASSOCIATION

If your neighborhood does not have an existing neighborhood association, you may want to create one. The following outlines a step-by-step process for forming a new neighborhood association.

STEP 1 - THE IDEA

The first step is to make sure that a neighborhood association doesn't already exist in your area and recognize that a neighborhood association can help you make your neighborhood a better place to live. A neighborhood association unites residents and gives them the ability to work with the City to identify concerns and address issues.

STEP 2 - FORM A NEIGHBORHOOD ORGANIZING TEAM

Once you talk amongst your neighbors and decide that there is interest and need for a neighborhood association, a group of 2-4 residents should be appointed as the Neighborhood Organizing Team. The Team will be responsible for getting the association started and working with the City's Neighborhood Services staff.

STEP 3 - MEET WITH NEIGHBORHOOD & INFORMATION CENTER STAFF

The team will need to establish proposed boundaries and draft bylaws before the first neighborhood meeting is held. The Neighborhood & Information Center can provide assistance to residents as they form new associations. The Neighborhood Organizing Team meets with NIC staff who can provide all of the information and assistance necessary to get started.

STEP 4 - HOLD FIRST NEIGHBORHOOD MEETING

Once the Neighborhood Organizing Team has decided on the structure and boundaries of the association and created draft bylaws, you are ready for your first neighborhood meeting. The Neighborhood & Information Center staff will help you advertise and hold on your first meeting through mailings and meeting room arrangements. The purpose of this meeting is to introduce the idea of a neighborhood association, get residents involved and get feedback on the proposed boundaries and bylaws. The discussion may bring up new ideas or concerns and changes to the proposal may be needed.

STEP 5 - HOLD SECOND NEIGHBORHOOD MEETING

When there is consensus on the boundaries and bylaws of the new association (which may take multiple meetings), a meeting is held to adopt by-laws and elect officers. The new neighborhood association now exists! Now the real work, and fun, can begin.

STEP 6 - REGISTER WITH THE NEIGHBORHOOD & INFORMATION CENTER (NIC)

Neighborhood associations are encouraged to register with the City through the Neighborhood & Information Center. Registration puts your association in the City's database and lists you as the official representatives of your neighborhood. Your association will be kept informed of events in your area and contacted for feedback by various public agencies.

CREATING A FORMAL STRUCTURE

Once you have decided to form a new neighborhood association, there are many tasks to be done and decisions to be made. First you must decide how to structure your organization to meet the needs of your neighborhood and be most effective.

NEIGHBORHOOD ASSOCIATIONS AND HOMEOWNERS ASSOCIATIONS

Neighborhood Associations

Neighborhood associations are generally a group of residents and other interested stakeholders that devote their time and energy to improve and enhance the well-defined, geographic area where they live. The neighborhood association meeting is a time to exchange ideas, decide on projects and priorities, propose solutions, and make plans affecting the neighborhood. Associations usually meet monthly to discuss a variety of issues. Some issues could be: sponsoring neighborhood events,

economic well-being of residents, improving city services, implementing projects to build neighborhood pride, and publishing neighborhood newsletters. Formal neighborhood associations have an elected board of directors and bylaws.

Homeowners Associations

Homeowners associations are groups of homeowners who live in an area developed by the same developer, usually referred to as a subdivision. Homeowner associations usually have a formally elected body and are governed by deed restrictions - a set of rules that homeowners agree to when they purchase their house. These rules, or covenants, often govern construction regulations, membership/dues requirements, as well as a wide variety of other issues. Some homeowners associations also focus on items that affect their neighborhood such as beautification/clean-up, crime, street lighting, building issues/concerns, and social events. These issues are similar to those addressed by neighborhood associations.

BYLAWS

Neighborhood associations generally need to have bylaws describing how they will do business. Bylaws simply establish the rules governing a group. They serve as a constitution that establishes the legal requirements for the association. They also govern the way the association functions as well as the roles and responsibilities of its officers. They should be taken seriously because they are important to the maintenance of order and credibility in the organization.

Writing bylaws can be a tedious procedure for new organizations, but they are very important to the success of the organization. They help members clearly define and understand the purpose, procedures, and role of their neighborhood association.

A sample outline from a set of bylaws can be found in the appendix. It contains information that you may consider including in writing your own your bylaws. The sample outline is very inclusive, so do not feel your association must have every article or section. When designing your bylaws, use only those areas you are going to need. It is important to customize your bylaws to meet the needs of your group. Be specific, but still allow flexibility within your association. The bylaws will be part of your neighborhood association for a long time.

Once bylaws are written, they should be reviewed periodically to assure that the association's purpose has not changed. Reviewing bylaws on a regular basis ensures the rules are continuing to meet the needs of the group. Whenever bylaws are updated, they should be re-filed with Neighborhood & Information Center.

Many neighborhood associations also find it helpful to adopt "operating procedures" separate from the bylaws. These rules generally are easier to amend than bylaws. The purpose of such rules is to record agreements of a particular board or set of members about how to conduct meetings and other activities. Such rules should never be in conflict with the bylaws. Instead, they should address more detailed procedures that are covered in the bylaws.

MEMBERSHIP AND OFFICERS

Once an initial group of interested neighbors has been established, the group should select a short-term leader. Later when the association is formalized, elect a permanent leader. This way, the leader will be one that represents the whole association, not just the initial group. The association will need to choose permanent leaders that are elected to official terms. Your bylaws should describe all the positions, election procedures, how often they are elected, and the major responsibilities expected from each position. The positions created typically make up the neighborhood association board members.

Membership

It is important for the neighborhood association to be as inclusive as possible. Any person who is a resident or property owner within the neighborhood association boundaries, or who meets the criteria outlined in your association bylaws, is a prospective member and will be able to participate in your association.

Officers and Board Representatives

Elections should be held annually for your neighborhood association to elect a Board of Directors. These officers will handle the business of the neighborhood association throughout the upcoming year. Your association's bylaws should specify the positions and the general framework of your electoral process. Descriptions can outline the responsibilities of the board and other individual officer positions.

There are a number of duties and responsibilities involved in forming an organization. It is important to have enough people on the board to delegate the many tasks that need to be completed. The following positions are generally considered to be the minimum needed for the governing board of your association:

Chairperson or President

This person is responsible for the overall leadership of the association board and sets the agenda and facilitates all meetings. It is important for this person to be objective and judicial. A chairperson should never dominate discussions. The chair keeps the meeting running smoothly while allowing participation and is the person who makes sure people keep to the agenda, both in content and timing.

Some duties that are usually the responsibility of the chairperson are:

- Making sure members are notified about meeting dates, times, and locations.
- Represent the association in a public capacity.
- Keep the meeting focused and within the allotted time frames as outlined in the agenda.
- Mediate arguments between members as they arise.
- Clarify decisions made by the group.
- Have an organized agenda.
- Bring the issues to a vote as needed and in an orderly manner.
- Review tasks and make assignments.
- Ensure that all members follow bylaws and procedures.
- Give credit and recognition for accomplishments.
- Follow up on decisions made at meetings.
- Meet with successor and transfer records, files, etc.

HOW TO MAKE YOUR JOB AS CHAIRPERSON MORE MANAGEABLE

1. Introduce yourself at the beginning of a meeting. Don't assume everyone knows who you are. If the group is a reasonable size, have everyone introduce themselves as well.
2. Review the agenda and establish ground rules.
3. Direct the discussion. Keep people on the topic. If irrelevant issues are being brought up, remind the group that there will be a time for new business at the end of the meeting. If people are repetitive, restate the information that they have shared and move on to the next speaker. If a decision needs to be made, call for a motion and take a vote. Keep your own opinions to a minimum.
4. Facilitate voting and decision making. Never assume there is an agreement until it is put to a vote.
5. Do not abuse the power of the Chair. Do not ignore people who want to speak and do not monopolize the floor. A Chairperson should be neutral. If you want to voice your opinion, temporarily step out of your role as the Chair, and then voice your opinion. When finished, return to your role as the Chair. When your turn is finished, do not continue to speak.
6. Disagreement between the membership is inevitable. Mediate arguments when they arise. Remain impartial and fair. Give each person an opportunity to state his or her own point of view.
7. Publicly state in review what has to be done. Review all discussions, decisions made, and the tasks to be assigned.

Make sure that people leave the meeting with a clear understanding of what decisions have been made and which tasks are to be done by whom.

8. Make every attempt to be as organized as possible. Use a watch and follow the agenda. When it is time to end a discussion, announce that time is almost complete. Select the final speakers and their order from those still indicating a desire to speak. The discussion should end when those people have had their turn.

9. Do not be afraid to delegate duties and tasks. Be aware that you cannot do everything on your own.

10. Follow-up on the assignments after the meeting. Sometimes members need to be encouraged to get things done. You may need a lot of positive reinforcement to get things accomplished. Stay on top of things to ensure completion and success of the assigned task.

Vice Chairperson or Vice President

This person assists the chairperson. The person serves in an advisory capacity to the Chair. In absence of the chairperson, the vice-chairperson conducts the meetings and exercises all of the usual duties of the chairperson. The Vice Chairperson should also be a person with strong leadership qualities.

Some of the responsibilities of the Vice-Chairperson are:

- Effectively manage and facilitate meetings in the absence of the Chair.
- Step into the Chair position in the event that the Chair is unable to complete his or her term.
- Follow-up on tasks assigned to members of the association.

Secretary

The secretary records the minutes of the meetings and makes sure that copies of the minutes, agendas, and other records are available for the board and the public.

Some responsibilities of the Secretary are:

Record the minutes during all association meetings.

Maintain current and comprehensive membership records.

Record all of the official correspondence of the association.

Pass along important information to be included in association newsletters.

Treasurer

The treasurer is responsible for the funds of the neighborhood association. Someone should be selected that will take the duties of the position very seriously since the fiscal condition of the association is crucial to the future well being of the group.

Typical duties of Treasurers are to:

- Pay all of the association's expenses in a timely and accurate manner.
- Collect and deposit all funds received by the association.
- Maintain a financial accounting system that is adequate and thorough for the association.
- Collect voluntary dues from members of the association.
- Submit periodic financial reports to the board.

TAX IDENTIFICATION NUMBER

Neighborhood associations should have a federal tax identification number. The number acts as a Social Security number for organizations. The number can be used to open bank accounts, file IRS tax forms, apply for tax exempt status, etc. Organizations do not need to be incorporated to receive a tax identification number.

The form needed for a tax identification number is short and takes a small amount of time to complete. Prior to getting

a Michigan tax ID number, organizations in the State of Michigan must first obtain a federal tax ID number from the Internal Revenue Service (IRS). Michigan organizations that apply for a federal tax ID number on the IRS Web site (www.irs.gov) will receive a federal tax ID number immediately. Call (800) 829-4933 Monday through Friday from 7 a.m. through 10 p.m. Michigan organizations that fax Form SS-4, available online from the IRS Web site, will receive a federal tax ID number within four business days, and those that mail in Form SS-4 may wait up to four weeks to receive a federal tax ID number. There is no fee for a federal tax ID number.

Log onto the Michigan Business One Stop Web site at www.michigan.gov/business. Using this Web site allows Michigan organizations to get a state tax ID number and register for business taxes, such as sales and use tax. Complete the online application. The business must provide a federal tax ID number as opposed to a Social Security number. Indicate the number of employees that work for the business as well as the nature of the business. Print the confirmation number that's provided after the electronic submission. There is no charge for a Michigan state tax ID number. If you need to use the number before you receive it in the mail (for bank accounts or non-profit status), simply state that you have applied for it, but have not received it yet.

INCORPORATION

Incorporation is optional to all organizations and may be beneficial to your neighborhood association. If your association decides to incorporate, file non-profit Articles of Incorporation with the Michigan Department of Labor & Economic Growth, Corporation Division at www.michigan.gov or call (517) 241-6470 to determine name availability and to request forms. Contact the Internal Revenue Service at (800) 829-4933 or www.irs.gov to obtain the publication "Tax-Exempt Status for your Organization" (Publication 557) and the accompanying package "Application for Recognition of Exemption" (Form 1023 and Form 872-C).

TAX EXEMPT STATUS

In order to apply for tax exemption, a group must first be incorporated. The federal government may grant tax-exempt status upon proper application to the Internal Revenue Service. Obtaining a tax-exempt status may permit tax deductible donations to be made to the association. *NOTE: Processing the tax-exempt status application usually takes about six months.*

LIABILITY

A fear many board members have is being held liable for board actions. When organizations incorporate, individual board members can be protected from becoming financially liable as a result of board service.

A provision in the bylaws may be placed in order to indemnify board members in the event they are sued as a result of board service. Indemnification promises that the corporation will repay the board member for costs of defending themselves in lawsuits and/or for costs of judgements against board members. If desired, you should consult with an attorney to assure that you properly provide for indemnification of board members. However, such indemnification is pointless if the organization does not have funds available to cover the board member's costs in certain legal actions. Therefore, larger organizations often carry directors' and officers' liability insurance.

Additionally, for a low additional annual fee, several individual homeowners' policies may provide coverage for policyholder's volunteer activities. Check with your insurance agent to see what volunteer coverage is available.

RUNNING A SUCCESSFUL ORGANIZATION

Once you have your neighborhood association up and running, you must keep members interested and involved. This section is designed to provide helpful suggestions for running a successful organization.

BUILD AND MAINTAIN MEMBERSHIP

Recruiting members is important for the longevity of any organization. Initially, many groups attract members through well-publicized meetings on issues that concern projects involving lots of people. Once the project is completed or a problem is solved, active members may dwindle away. Many organizations experience this problem, so you need to be creative to avoid this dilemma.

Here are some actions your group can undergo to build membership:

1. Have association members go door-to-door calling on their neighbors. This can be a week-long effort or be done in a day. You could have a membership drive and then have a party for the members that volunteered in the effort. Your members would have fun and would have an opportunity to share experiences with each other.
2. Pass out printed materials to encourage residents to get involved. It could be as simple as a letter from the president or a brochure with details on upcoming events or issues. Members should also carry membership forms with them and offer both immediate and mail-in membership opportunities.
3. Designate block captains that can pass out flyers and newsletters to prospective new members, welcome new residents, serve as a sounding board for specific problems or issues on the block, and organize volunteers to help with activities they might be interested in.
4. Community gatherings or other events are also a great way to recruit new members. Sponsor a booth at a community festival or event. This is a great opportunity to talk to people in your area. Have membership sign-up sheets available. You can also have information packets about the association to hand out at events.

Keeping members involved can be quite challenging. For every member that is active in the association, there are probably two who would be involved if they were properly motivated.

Here are some ideas to keep in mind in order to retain active members:

1. Help new members find a place in the association. Many will offer to help but will not know where to start. Organize a list of volunteer activities and have those who want to help sign their name next to activities that they would be interested in assisting. This will be a great start for your new members.
2. Always welcome new members and attempt to make them feel at ease with the group. Officers and other members should watch for new faces at each meeting and welcome them. New or potential members should be introduced to someone who lives near them. Designate an official “greeter” at every meeting.
3. Avoid the appearance of cliques. New people who see the same people running every project will feel excluded and may not return. Different people should be appointed to positions of leadership. This will help create a sense of belonging.
4. Encourage new ideas and input at all levels of the organization. People who are new in the organization can see things in a new light and provide new solutions to old problems. New perspectives can assist the whole group in problem solving.
5. Every meeting should represent the strongest commitment to organization. Busy people will not attend meetings or involve themselves in organizations they consider to be a waste of time. Have a well-planned meeting will also display a sense of accomplishment from the beginning. Have a written agenda for every meeting and stick to it.
6. Maintain current membership records. Keep a file with members’ names, addresses, phone numbers, family member names, occupations, special talents, areas of interest, etc.
7. Being part of a neighborhood association is not all work. Have fun as well. Sponsor parties and celebrations to get to know your neighbors better. Your events should appeal to all, including children. This will foster a strong sense of community spirit among your neighbors.

MEETINGS

Regular meetings are important so that members are informed of current and future issues and projects, as well as the accomplishments of the group. It is also an excellent opportunity to give recognition to members and committees who have contributed a lot of their time to the association.

One thing to remember about meetings is that it isn't always necessary to call a full group meeting to make minor decisions. When minor decisions need to be made, using an executive committee or board is better. Most groups have a board meeting once a month unless something important requires an additional meeting. In order to prevent member burnout, meetings should not be longer than one hour.

If a regular meeting is scheduled, but there really isn't anything important to discuss, then create something. This can be done by inviting a guest speaker, organizing a neighborhood tour, or having a potluck. Don't cancel the meeting altogether because it is important for groups to have contact on a regular basis. One important part of holding a meeting is its location. Choose a place that is centrally located and familiar to the neighbors. The location can set the mood and the friendliness of the meeting. Try to estimate the number of people that will attend. The room should be comfortable but not so large as to make the people feel lost.

The meeting room should be arranged in a way that will encourage people to participate. The chairs can be arranged in a semi- or full circle so that everyone can be seen. Avoid having all the chairs facing the speaker as in a typical classroom. Do not use tables unless you need them to hold drawings or literature because they can form barriers to communication. However, a large table with everyone sitting around it can be used if people need to write.

Be sure to have enough copies of the agenda available when members arrive for the meeting. Members can begin familiarizing themselves with what is to be discussed and will be aware of the order of topics while waiting for the meeting to begin. The agenda should be short and concise. A sample agenda is provided in the Appendix of this manual.

Many groups are comfortable using Robert's Rules of Order, but feel free to use whatever method works best for your group. A special effort should be made to ensure that a vote truly represents the desire of the group. Keep meetings orderly and democratic.

General Meeting Rules

Your association should set some general operating rules for meetings so that they run smoothly and without difficulty. The operating rules could be included in the association's bylaws so that all members are aware of them. *Some common rules for all meetings typically include:*

- Only one person speaks at a time
- No derogatory remarks regarding others' ideas or viewpoints
- Speak from your own experience
- No cross-talk (i.e. no side conversations or interrupting the speaker to dispute points.)

COMMITTEES

Organizations can accomplish their objectives through the dedicated work of committees. The tasks and the types of committees depend on the overall purpose and structure of your neighborhood association. *Two types of committees might be formed:*

1. Committees for Internal Projects

Some examples of internal projects are fund raising, meeting arrangements, communications/publicity, bylaws, and social events.

2. Committees for Neighborhood Projects

Some examples of neighborhood projects are housing conditions, police/neighborhood relations, economic development, neighborhood maintenance, community services and resources, and traffic safety.

It can be difficult to keep members on committees active, productive, and motivated. Here are some tips to keep in mind that can help:

- Encourage members to participate in the association and the committee planning process.

- Define and discuss the goals and objectives of the committee.
- Provide reasons for the actions to be considered by the committee and the neighborhood association.
- Give recognition to members and committees who have contributed to the advancement of the neighborhood association.
- Make meeting time and committee work as productive as possible. No one wants to feel their time is being wasted.
- Help members develop communication skills.

WORK PLANS

Making work plans for each project will help members stay focused and on target. Meeting goals, planning events, recruiting volunteers, and strengthening the organization will be easier when time is taken to prepare an outline of expectations and objectives, and then make a plan for meeting those goals.

Some helpful questions to ask when preparing a work plan are:

- What is the purpose for doing this project? If this is an annual work plan, review the purpose of the organization, then define goals for the year.
- Is there a need for it?
- What resources are available to help attain these goals?
- Have other neighborhood associations attempted this activity? Can they be contacted for help?
- What tasks are involved with this project?
- Who will do the tasks?
- How much time is needed?
- What resources are needed to accomplish this project?
- Will this cost money? Does the association have the funds? How will you raise the money needed?
- Are there enough volunteers or members available to complete the project?

RAISING FUNDS

Neighborhood associations need to raise funds for regular operations and special events and projects. The ways that a group raises funds are limited only by the members' imaginations. Funds can be raised by the group itself, private donations, or private and government grants.

A fund raising committee should be selected to prepare a budget and to oversee projects. Often people who are well known and liked in the community are successful project leaders. This person should also have good contacts in your local business area. Most importantly, the person should have the time to dedicate for the fundraising.

Following are some examples of fundraising that has worked well for other neighborhood associations:

Rummage/ Garage Sales

- This fundraiser is a simple event to have. It will have a large variety of items since several different group members can donate items.
- Form a committee of people responsible for the event.
- Saturdays and Sundays are the best days to hold the sale. Have the sale in the garage(s) of someone who lives on a corner or near a main street.
- Decide beforehand what percentage of the profits will go to the association and to the individuals who gave items for the sale.
- Try to have a good variety of items. Televisions, dinette sets, dressers, and beds draw great crowds. Keep junk items to a minimum. Include knickknacks, glassware, dolls, and children's clothes.
- Advertise with city provided garage sale signs. If you can, invest in an ad in the local free paper as well as the daily.

Garage Sale Permits

The Southfield City Code allows residents to hold a garage sale once every six months with a valid permit. The term garage sale also includes reference to Basement Sale, Estate Sale and Attic Sale. The cost of the permit includes one (1) sign with a wire stand. One additional sign may be purchased for an additional fee. These permits are valid for five (5)

consecutive days, issued at least six months apart, and may not be apportioned to run over two weekend periods. Items for sale must be sold between the hours of 8 a.m. and 8 p.m.

Garage sale signs can be placed on private property with the permission of the property owner. Garage sale signs cannot be placed in any public right-of-way, generally described as an area where street signs, traffic signs, fire hydrants and utility poles are located, and those areas that span from the sidewalk to the roadway surface. Any garage sale sign located in the public right-of-way will be removed by the City and discarded.

Raffle

Raffles are successful if plenty of tickets are sold and the prizes are either donated or acquired inexpensively. Good sources of donated prizes are local merchants or group members. If prizes need to be purchased, your profits will diminish greatly.

1. Keep costs down by xeroxing tickets. Use a maximum number of people to sell tickets.
2. Keep track of persons selling tickets. Allow plenty of time for tickets to be sold. Ticket prices should not exceed \$.50 or \$1.00, unless the prizes are excellent.

NOTE: You should check with the State of Michigan Gaming Control Board to determine whether a license or permit is required.

Local Merchants

Many local merchants will readily help a neighborhood group with either merchandise or a cash contribution. Assess merchants according to the size of their business. *Remember these points when soliciting for contributions:*

- A good customer is the best person to approach a merchant.
- Do not solicit a merchant at the beginning or the end of the business day or during peak business hours.
- Bring a letter from your organization (preferably on letterhead) introducing you as the member who is authorized to solicit contributions.

Dues

Many organizations have membership dues to help pay for some of the activities and common costs of running an organization, such as paper, copying, etc. As membership increases and becomes more involved in association events, having dues will not necessarily be a hardship for some members because they will want to help out.

BOOKKEEPING

All neighborhood associations encounter a sum of money for one reason or another. A management system needs to be in place for dealing with any funds handled by the association. The best thing to do is to open a bank account for the group.

With so many different types of accounts available, how do you know what kind of account to set up? Research needs to be dedicated to finding out the benefits of certain types of accounts and a decision can be made on an account that will be most beneficial for the group. Check with several banks to get the best deal for the group. Whether you are a corporation or just a designee person, either can open a bank account for the group. If you are a corporation and also have nonprofit status, you may be eligible to receive free or reduced fee banking privileges at some banks.

Two things to consider when determining the type of bank account for your neighborhood association are:

- How often will you withdraw money?
- The amount of money your association has to deposit. Do you have enough to keep a minimum balance in your account or pay service fees, if any?

Even though many organizations do not have much money, it is important to keep track of whatever money does come into or go out from your organization. It is a good idea to have an accountant or bookkeeper help you set up a set of books from the start, then the Treasurer or someone who feels comfortable with numbers and figures can take on bookkeeping responsibilities. The sooner the system is set up, the easier it is to keep accurate financial records.

The following is one common system to help keep your group's records accurate. It provides a record of all money

received and where it came from, and all the money paid out and the purpose for which it was utilized.

Cash Receipts and Cash Disbursements

Money coming into or out of the organization should be recorded. These transactions are recorded in a format called a journal.

Cash Receipts Journal

Record the total amount of money (cash or checks) the day it is received and the source of each amount, i.e., contributions, grants, sale of advertising, etc.

Cash Disbursement Journal

Record each disbursement from each bank account. Disbursements made by check should be recorded with the check number, date of check, the payee (who the check is made out to), amount of the check, and the purpose of the disbursement. For savings accounts without preprinted checks, record the date of withdrawal, amount and purpose (use) of the funds. Photocopy the withdrawal slip and file with the cash receipts journal to create a record of who withdrew the money.

General Ledger

Associations with many different sources of receipts or many different categories for disbursements, particularly those who receive foundation grants that restrict the use of the grant money, may need to set up a General Ledger. The General Ledger is essential for an organization that wants to use the accrual basis of accounting which records amounts owed to the organizations (receivables) and amounts owed by the organization (payables). If you think your association needs a General Ledger or has significant payables or receivables, get help from a trained accountant to set up your system.

Each month, the Treasurer or another designated person should prepare a written financial report. The report should include the results of the month's activities (i.e. from March 1 to March 31). *The report should include at least the following information:*

- Cash available at the beginning of the month.
- Total receipts during the month (with breakdown by source).
- Total disbursement during the month (with breakdown by type – i.e. postage, supplies, printing).
- Cash available at the end of the month.

PUBLICITY

Publicizing your neighborhood association's activities is very important. You will be planning several great programs for your neighborhood, so don't keep them a secret. Share them with as many people you can. This will help others in the neighborhood join your efforts and take part in making a difference. Publicity is also an easy way to increase membership in your association.

There are different sources that can be used for publicity that groups should take advantage of. A good publicity network is important to make people aware of their activities and projects and to keep members informed.

News Releases/ Public Service Announcements

News releases are used when you want give information about an event to the public, such as a neighborhood cleanup or election of officers. Public Service Announcements (PSA) can also be used when you want to announce an event.

When writing a news release, keep the following in mind:

- News releases should be about one typewritten, double-spaced page
- Your first paragraph should include who, what, when, and where
- Following paragraphs should provide details and background
- Include information for a contact person: name and phone number
- Include a "release date" and "do not use after" date
- Send a copy of the news release at least two weeks ahead of time

When writing a PSA, follow the same format as a news release except for the following:

- PSAs are shorter than news releases, maybe only a paragraph
- When sending a PSA to a radio station, be sure it can be read in 30 seconds (7 or 8 lines) and attach the details and background on a separate sheet

- When sending a PSA to a large newspaper, find out what section would give your PSA the best exposure. Send the PSA to the editor of that section.

Web site

There is a free resource to develop your own Web site through Neighborhood Link, which enables neighborhood associations to create and maintain their own Web sites quickly and easily by entering information into simple forms which automatically create or modify Web pages. The Web site's components include an interactive area where neighborhoods can post information such as garage sales as well as a section dedicated to information about meeting schedules, membership, the association's officers and the neighborhood. For more information, contact Neighborhood Link at 1-888-241-0123 or visit www.neighborhoodlink.com.

Posters & Flyers

Posters and flyers can be a great way to promote association activities or projects through distribution (please keep in mind the City's Sign Ordinance when posting). Some tips to keep in mind when designing a poster or flyer include:

- Use colorful paper
- Keep the message brief and artwork to a minimum
- Design one and copy the rest
- Post flyers in markets, laundromats, schools, stores, or any other place frequently visited by the people you are trying to reach (if they will allow)

Logos, Buttons, T-shirts & Decals

Designing logos and other association materials can be fun and can bring members together when an image can be associated with the group. The logo can be simple, such as an attractive way to display the group's name. The logo should be unique to the group so it can have a maximum impact. Once the group has a logo, you can transfer it to T-shirts, decals, and buttons. They can be sold for fundraising or distributed to volunteers. Using these items can also increase awareness of your group around the city.

NEIGHBORHOOD PROJECTS AND ACTIVITIES

Organizing neighborhood projects can provide opportunities for neighbors to work together and continue to stay active. It also builds the credibility of the group as a moving force in the community. Some common neighborhood projects are listed below to help you get started.

Neighborhood Cleanups

Neighborhood cleanups are a great way to boost pride in your area. Your group can organize to collect debris in alleys, backyards, vacant lots, and sidewalks. When most of the litter is cleared, occasional cleanups can be organized to maintain the cleanliness of the areas. Cleanups are a great way for neighbors to feel proud of where they live and provide immediate results.

Here are some helpful tips for planning a cleanup:

- Schedule a cleanup date (and a rain date) and time. Choose a Saturday or a Sunday, since most people are free on those days of the week.
- Notify residents of the project. Inform them of the date, time, and what tools would be helpful (work gloves, rakes, garbage bags, etc.)
- On the day of the cleanup, organize people into teams to get the maximum use of your manpower and tools.
- Be sure to have a break where everyone can meet up at a centralized place for refreshments and some fun. It would be great to have a local merchant donate refreshments.
- Contact the office of Neighborhood & Information Center for planning assistance at (248) 796-5140.
- Contact Public Works regarding litter collection dates and methods of pick up at (248) 796-4860.

CRIME PREVENTION EDUCATION & OUTREACH

By educating your neighbors in safety techniques, you can improve the security of your neighborhood. A well-informed group with an active interest in crime prevention can significantly reduce the local crime rate. One of the goals of the City's Crime Prevention Bureau is to educate residents and businesses in Southfield about crime prevention techniques. You may even consider starting a Neighborhood Watch group.

How to get started:

- Contact the Crime Prevention Officer at (248) 796-5400 to request a security inspection of homes that will inform residents of safety hazards, such as locks, windows, doors, etc. A speaker can also be provided to discuss security problems and measures to solve them.
- Any information about neighborhood safety programs should be distributed to community residents. Literature concerning safeguarding homes, burglary prevention, car thefts, and civilian patrol can be obtained from the Police Department. Once you have a crime prevention program established, you should publicize it to discourage criminal activity in your neighborhood.

Neighborhood Watch

Neighborhood Watch groups are concerned citizens working with the police to reduce crime and improve the quality of life in neighborhoods. Residents who participate in Neighborhood Watch are trained by the Police Department in home security, crime reporting skills and obtaining information on local crime patterns. They learn to watch for and report crimes as they happen or potential crimes that are likely to occur.

The goals of Neighborhood Watch are to increase awareness about criminal activity in the neighborhood, improve home security, identify suspicious activity, build relationships between neighbors and to support police efforts in crime prevention and detection. To start a Neighborhood watch group or for more information contact the Neighborhood Watch Coordinator at (248) 796-5415.

Fire Prevention Education & Outreach

Plan a Fire Prevention Night by contacting the Southfield Fire Department for a speaker at (248) 796-5700. A good fire prevention program can be easily organized for residents in your neighborhood.

How to get started:

- Call at least two weeks in advance. Be prepared to provide alternate dates (as needed).
- Have at least ten to fifteen people commit to going to the presentation.
- Identify particular subjects for discussion at the presentation.
- Hold the meeting in a home, nearby church, school or city facility.

Neighborhood Improvement Projects

There are a variety of enhancement projects that your group can organize to make your neighborhood a great place to live. Start by identifying what your residents value in your neighborhood and what they think needs to be done. Consider a cleanup project, new landscaping, entrance signage, park improvements, or a friendly code enforcement sweep. Use your imagination and listen to your residents!

COMMUNITY APPEARANCE & BEAUTIFICATION

The City of Southfield has several programs, services and departments focused on increasing and maintaining curb appeal throughout the city. The City helps to maintain the curb appeal and desirability of Southfield neighborhoods through the Code Enforcement department, the Neighborhood Entranceway beautification program, the Residential Entranceway Appearance Program, the Eyes on Southfield community appearance hotline, and the annual Community Pride Awards competition.

Code Enforcement - (248) 796-4140

Southfield's Code Enforcement Department covers a wide range of codes and ordinances that the City of Southfield has adopted to maintain the quality of life and physical appearance of the City. The department enforces any exterior violations of residential and commercial structures, and Code Enforcement inspectors are sworn constables who enforce portions of the Southfield City Code.

The department enforces various City ordinances that relate to the maintenance of property exteriors. Code Enforcement also works with, and makes referrals to, the appropriate City departments, such as Building, Planning, Police, Animal Control, Engineering or Streets and Highways all in a collective effort to help residents to maintain their homes and properties to keep Southfield beautiful. Code Enforcement officers offer residents a helping hand to resolve code issues in order to avoid citations whenever possible.

Neighborhood Entranceway Program

The Southfield Neighborhood Entranceway Program is a beautification initiative that funds neighborhood and condominium entranceway improvements. Neighborhood leaders who wish to beautify their entranceways with perennials, shrubs and subdivision signs can receive matching funding from the City for these improvements. Whatever funding the neighborhood raises and invests, the City will double match. Through the program, the City will provide a matching funds grant at a 2-to-1 ratio up to a maximum of \$1,000. (For example, if a project costs \$1,500 and the neighborhood spends \$500, the City will match the neighborhood total with \$1,000.)

Neighborhood Entranceway Program Requirements for reimbursement:

- New entranceway markers and landscaping as well as renovations of existing markers and landscaping are eligible for funding.
- All proposals require Community Relations and/or Parks and Recreation Department staff approval. Unapproved projects will not be funded.
- New proposals in the City's right-of-way or near an Oakland County Road may require City Council and/or Oakland County Road Commission approval.
- New markers placed on private property require a permission letter from the owner.
- All new entrance marker requests require a sign permit and compliance with City ordinances.
- Cost estimates and scaled drawings are required for each improvement. Landscape plans must list all plant material, types and sizes. Plantings should be guaranteed for one year. Sign plans will include a location map, showing right-of-way and property lines as well as curbs or street edges. Only perennial plants will be funded in this program.
- New entrance markers in the sight triangle cannot be higher than 3' above the road. (The sight triangle is formed by measuring 25' along each right-of-way from the corner and connecting the two lines.)
- New entrance markers cannot be larger than 5½' by 2' and no more than 3' in height.
- Subdivision associations are limited to two (2) signs per subdivision.
- Condominium associations are limited to one (1) wall sign or one (1) garden ground sign per complex.
- The maintenance of the entrance marker(s) and/or landscaping is the homeowner association's responsibility.
- Associations or their contractors are reimbursed with a single payment after all work is complete and inspected by city staff; and all receipts are submitted.
- Checks are usually issued within two weeks of final approval.

Landscape and Irrigation Requirements for reimbursement:

- All existing or proposed landscape and irrigation systems shall meet or exceed the general requirements and specifications of the City of Southfield's Planning Department. (copies available on request)
- All plant material shall be premium quality. (nursery grade #1)
- Only improved landscaped beds that include trees, shrubs or perennials (in healthy growing condition) will be eligible for reimbursement.
- Soil shall be backfilled directly behind all curbs and along sidewalks and compacted to the top of curbs or walks to support vehicle and pedestrians without settling.

All trees and shrubs shall be no closer than the following distances from sidewalks, curbs and parking stalls:

- Shade/Canopy Trees - 5 feet
- Ornamental/Flowering & Evergreen Trees - 10 feet
- Evergreen/Flowering Shrubs - 4 feet
- All shrub beds are to be mulched with shredded bark mulch to a 3" minimum depth, and lawn trees with a minimum 4' wide by 4" deep shredded bark ring. Only natural-colored double shredded hardwood bark mulch may be used.
- The irrigation of all plants, shrubs and trees shall continue for the entire growing season or as the weather dictates. Irrigation systems shall have separate zones to minimize overwatering.
- All landscape shall be free of weeds, dead or diseased material, trash and debris and shall be pruned, mowed or otherwise maintained in a timely fashion to improve appearances and remove hazards.

Residential Entranceway Appearance Program (REAP)

The City of Southfield launched the Residential Entranceway Appearance Program (REAP) to assist neighborhood and condominium associations who maintain their entranceways through either installed irrigation systems or by manual

irrigation maintenance with water bill rebates of up to \$500.

The City will award water bill rebates to the neighborhood or condominium associations that enroll and meet the program criteria standards. The program is designed to recognize the community appearance efforts of neighborhood and condominium associations that have irrigation systems installed in their public entranceways. Neighborhood associations that do not currently have an irrigation system installed may also apply for a grant of up to \$500 to be applied towards the installation of a system. The program also features a second-tier water bill rebate of up to \$250 for neighborhoods that do not have an irrigation system installed, however, still find ways to maintain their entranceways through manual watering.

Upon filling out a REAP application, associations will have to show (through photographs or other means) that the manual watering of their entranceway yielded tangible results in order to be eligible to receive the second-tier incentive rebate. The application will then be reviewed by the City's Neighborhood & Information Center and its standards criteria committee to determine the rebate amount that will be awarded.

REAP landscape and irrigation requirements for reimbursement:

- All existing or proposed landscape and irrigation systems shall meet or exceed the general requirements and specifications of the City of Southfield's Planning Department (copies available on request).
- All plant material shall be premium quality (nursery grade #1).
- Only improved landscaped beds that include trees, shrubs, perennials or annual flowers (in healthy growing condition) will be eligible for reimbursement.
- Soil shall be backfilled directly behind all curbs and along sidewalks and compacted to the top of curbs or walks to support vehicle and pedestrians without settling.
- All trees and shrubs shall be no closer than the following distances from sidewalks, curbs and parking stalls:
 - Shade/Canopy Trees Ornamental/Flowering = 5 feet
 - Evergreen Trees = 10 feet
 - Evergreen/Flowering = 4 feet
- All shrub beds must be mulched with shredded bark mulch to a 3" minimum depth and lawn trees with a minimum 4' wide by 4" deep shredded bark ring. Only natural-colored double shredded hardwood bark mulch may be used.
- The irrigation of all plants, shrubs and trees shall continue for the entire growing season or as the weather dictates. Irrigation systems shall have separate zones to minimize over-watering.
- All landscape shall be free of weeds, dead or diseased material, trash and debris, and shall be pruned, mowed or otherwise maintained in a timely fashion to improve appearances and remove hazards.
- Further direction and information available upon request.
- Refer to the city's Web site at www.cityofsouthfield.com to obtain additional links to gardening information.

Neighborhood associations interested in enrolling in the program can download the application from the City's Web site at www.cityofsouthfield.com. Neighborhood associations must fill out the entire application and return it to the NIC by October 31 annually for consideration. Must submit paid water bill with application and only water portion of the bill is eligible for reimbursement. For further details, call the Neighborhood & Information Center at (248) 796-5140.

Eyes on Southfield

The City of Southfield's proactive community appearance program, Eyes on Southfield, enables residents to notify the City with ease when a potential code or appearance issue is observed. Residents may simply call (248) 796-EYES (3937) 24-hours a day, seven-days a week to report any code or appearance issues they may observe. The Southfield Code Enforcement Department or other appropriate staff respond to most calls within a 24- to 48-hour time period. Code Enforcement Officers canvass the City seven days a week to monitor the condition of Southfield homes and neighborhoods. In addition, the City relies on the "eyes and ears" of the entire community to report any obvious or significant appearance issues. When an issue exists, code officers inform the resident or business of the problem and educate them on how to resolve it. If another violation occurs at the same property, the home or business owner is issued a civil infraction and must appear in court. The City's ultimate goal is to work with the community to resolve issues quickly and to maintain Southfield's appearance.

Resident Handbook

Whether you are a long-time resident or new to the City - the Southfield Resident Handbook provides an overview of (almost) everything you need to know about living in Southfield. Every resident has a vested interest in maintaining property values by keeping Southfield clean and attractive. Please follow the guidelines found in the Resident Handbook and distribute to every resident in your homeowner's association, especially newcomers. The City's Resident Handbook may be downloaded at www.cityofsouthfield.com, or hard copies are also available at city hall.

Community Pride Awards

The annual Community Pride Awards program is sponsored by the City of Southfield and the Southfield Parks & Garden Club to recognize residents who have gone the extra mile in their beautification efforts. Residents are encouraged to nominate individual homeowners, neighborhoods, condominiums, apartments, schools, churches and even themselves. A team of judges will view nominated properties and select winners in late July. All winners will be honored by the Mayor and City Council prior to a council meeting in October. Residents are encouraged to submit up to a maximum of three nominations in any category. Categories include: 1) Neighborhoods; 2) Neighborhood Entrances; 3) Apartments; 4) Condominiums – Small Grounds; 5) Condominiums – Large Grounds; 6) Churches; 7) Schools; 8) Perennials; 9) Residential (Individual Homeowners). Nomination forms are available annually (generally beginning in May) at the City's Neighborhood & Information Center located inside City Hall at 26000 Evergreen Road, or they may be downloaded from the City's Web site. Pictures of properties are welcome and the condition of the entire property will be considered for judging. Nominations are generally due in mid July and may be hand delivered to the Neighborhood & Information Center, mailed to: City of Southfield, Attn: Community Relations, 26000 Evergreen Road, P.O. Box 2055, Southfield, MI 48037-2055, e-mail: lcarr@cityofsouthfield.com, or submitted online at www.cityofsouthfield.com. For more information, call the Neighborhood & Information Center at (248) 796-5140.

Neighborhood & Information Center (NIC) ~ *Your Link to City Hall*

As part of the Community Relations Department, the City's Neighborhood & Information Center (NIC) provides a vital link between City government and Southfield residents. The NIC is located in the lobby of City Hall and is open to the public from 8 a.m. to 5 p.m. weekdays. For visitors, home seekers and homeowners, the NIC is a valuable source of information about the City and Community. The Center provides relocation information, welcome packets, school information as well as information about all City of Southfield services and programs. The Center maintains contact with the nearly 90 neighborhood associations and 40 condominium groups through the *Neighborhood Focus* newsletter.

More than just an information source, the NIC also:

- Serves as a liaison to City government for residents and neighborhood associations
- Prepares mailing labels for neighborhood associations twice per year
- Provides postage and mailing of neighborhood association materials (newsletters, etc.) once per year
- Refers complaints to City departments and monitors their resolution
- Strengthens existing neighborhood associations and reactivates dormant ones
- Arranges yearly training and workshops for neighborhood leaders
- Arranges for neighborhood association block parties and meeting rooms

ROOM RESERVATION PROCEDURES

The Neighborhood & Information Center (NIC) can assist your neighborhood association with securing meeting rooms for your group at Southfield Parks & Recreation and Southfield Public School facilities weekdays free-of-charge. Rooms must be reserved by an association board member or condo management company representative.

Parks & Recreation Facilities

A member of the Neighborhood Association Board of Directors may call the Community Relations Department at (248) 796-5130 or e-mail lcarr@cityofsouthfield.com at least two weeks prior to the requested meeting date with the following information:

- Name of the association
- Your name and phone number

- Date and beginning and ending time of the meeting
- Approximately how many people will be attending the meeting
- Community Relations staff will research and return your call with a room number or request an alternate date.

Beechwoods Recreation Center

A member of the Neighborhood Association Board of Directors may contact Patty Dearie-Koski at (248) 796-4644 or e-mail pkoski@cityofsouthfield.com to schedule a room.

Southfield Public Schools

A member of the Neighborhood Association Board of Directors may call the Community Relations Department at 248/796-5130 or e-mail lcarr@cityofsouthfield.com at least two weeks prior to the meeting with the following information:

- Name of the association
- Your name and phone number
- Facility and room requested
- Date and beginning and ending time of the meeting (*Please note: no reservations are accepted when the schools are closed during summer months, weekends or holidays.*)
- Approximately how many people will be attending the meeting
- Community Relations staff will research and return your call with a room confirmation or request an alternate date.

MAILING GUIDELINES

- One mailing per year for each neighborhood association
- White, business-size envelopes only
- Sealed envelopes only
- Must include neighborhood association name and address in the return address portion of the envelope.
- Two sets of labels can be provided to each neighborhood association.
- **City resources cannot be used for the purposes of supporting any candidate for political office or influencing the outcome of an election. The publicly funded mailings from the NIC cannot contain any political endorsements or campaign advertising. They also cannot contain advertising for private businesses.**

SUMMER BLOCK PARTIES PROCEDURES

A neighborhood or condominium association board member should send a letter requesting assistance with their block party to the Community Relations Department at least two weeks in advance. *The letter should include:*

- Group's name, contact person's name, address and phone number
- Date, time and location of the party and the location of the barricades requested
- Any police or fire trucks requests, including what time should they try to arrive and how many children are expected (the Police and Fire Departments may provide giveaways if available).

The entire width of the street should be blocked as close to the adjacent intersection as possible. Streets must be accessible to emergency vehicles at all times. The barricades will be dropped off on Friday afternoon and picked up on the following Monday from the same location. The barricades may only be up for the duration of the party.



**For more information about any of the City's programs or services,
call (248) 796-5000 or visit www.cityofsouthfield.com.**

CITY OF SOUTHFIELD NEIGHBORHOOD ASSOCIATION REGISTRATION FORM

By registering with the City of Southfield, your association will receive important information and resources from the City. Please provide as much information as possible and print clearly. If this information changes, please submit a new form with updates to the City of Southfield, Community Relations Department, 26000 Evergreen Road, P.O Box 2055, Southfield, MI 48037. Thank you!

Date Submitted: _____

Association Name: _____

NEIGHBORHOOD ASSOCIATION BOUNDARIES

North: _____ South: _____

East: _____ West: _____

Association Mailing Address: _____

NEIGHBORHOOD ASSOCIATION PRESIDENT INFORMATION

Name: _____ Title: _____

Address: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

NEIGHBORHOOD ASSOCIATION VICE PRESIDENT INFORMATION

Name: _____ Title: _____

Address: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

NEIGHBORHOOD INFORMATION

How many people currently belong to your association? _____ Number of households in association boundaries? _____

When was the association founded? _____ When are meetings held (time/day/location)? _____

Association Web site address: _____ Newsletter Distribution (publication date(s): _____

What are your association's top three goals for the year? _____

Additional Information or Comments: _____

How can the City of Southfield assist you and your neighbors? _____

SAMPLE BYLAWS

Article I. Purpose

Section 1. Name

The name of the neighborhood association shall be _____.

Section 2. Purpose

The purpose of the neighborhood association shall be to promote a better neighborhood and community through group action.

Article II. Membership

Any person residing on _____ between _____ and _____ is eligible for membership.

Article III. Dues

Dues shall be \$4.00 per person per year.

Article IV. Meetings

Section 1. General Membership Meetings

Regular meetings will be held on the _____ of each month, or more or less often as deemed necessary.

Section 2. Quorum

At least ten percent of the membership must be present to conduct official business.

Article V. Officers

Section 1. Number and Election of Positions

The officers shall be a President, Vice President, Secretary, and Treasurer, who shall be elected in _____ of each year. The term of office shall be one year.

Article VI. Committees

The membership may establish necessary committees at any meeting. The President may also establish such committees. The President shall appoint committee chairpersons.

Article VII. Amendments

The bylaws may be amended at any regular meeting. Two-thirds (2/3) of those members in attendance must approve the amendment.

SAMPLE BYLAW ORGANIZATIONAL OUTLINE

Article I. Purpose

Section 1. Name of Organization

Section 2. Purpose of Neighborhood Association

Article II. Membership

Section 1. Membership Qualifications

Section 2. Membership Voting

Article III. Dues

Article IV. Meetings

Section 1. General Membership Meetings

Section 2. Special Membership Meetings

Section 3. Agenda

Section 4. Quorum
Section 5. Participation
Section 6. Procedures

Article V. Board of Directors

Section 1. Number of Board Members
Section 2. Terms of Office
Section 3. Eligibility for Board Service
Section 4. Duties of Board Members
Section 5. Election of Board Members
Section 6. Board Vacancies
Section 7. Duties of Board Officers
Section 8. Board Meetings
Section 9. Emergency Powers
Section 10. Termination for Non-Attendance

Article VI. Committees

Article VII. Conflict of Interest Procedures

Section 1. Definition
Section 2. Declaring the Conflict of Interest
Section 3. Abstention from Voting

Article VIII. Grievance Procedures

Section 1. Eligibility to Grieve
Section 2. Complaint Receipt
Section 3. Final Resolution

Article IX. Procedure for Consideration of Proposals

Section 1. Submission of Proposals
Section 2. Notification
Section 3. Attendance
Section 4. Dissemination

Article X. Public Meetings/ Public Records Requirements

Article XI. Boundaries

Article XII. Non-Discrimination

This section should describe the association's commitment to include all members of their neighborhood as defined under the "Boundaries" section of the bylaws. Be as inclusive as possible.

Article XIII. Adoption and Amendment of Bylaws

SAMPLE ASSOCIATION MEETING AGENDA

(Keep it short)

- I.** Call Meeting to Order
- II.** Introduction of Organizers and Guest Speakers
- III.** Discussion and Possible Action on the Problem(s) of
- IV.** Discussion and Possible Action on Forming a Neighborhood Association
- V.** Other Neighborhood Concerns
- VI.** Adjourn

HOW TO INVITE YOUR NEIGHBORS TO A COMMUNITY MEETING

Hi. My name is _____ and I'm one of your neighbors on _____.
(your name) (street)

I would like to invite you to an important community meeting

on _____ at _____ at _____.
(date) (time) (place)

[hand the neighbor a flyer]

Many of the neighbors are would like to discuss _____ in
(issue or concern)

our neighborhood. We believe that by working together we can _____.
(proposal or solution)

This meeting will also be an opportunity for you to state your concerns about the neighborhood and your ideas for improving it. _____ will be there to share ideas and also answer any questions you may have.
(guests)

I hope you will be able to attend. We need your ideas and support!

SAMPLE FLYER

Date: _____ **Time:** _____

Place: _____

Directions: _____

Topics to be discussed:

1. _____
2. _____
3. _____
4. _____

Please attend this IMPORTANT MEETING
Our Neighborhood Needs Your Ideas and Support!

For more information, please call _____ at _____ or
_____ at _____. Thank you!

Residential Entranceway Appearance Program (REAP)

APPLICATION

Date_____

Association Name_____

Contact Person_____

Address_____ Zip Code_____

Daytime Phone _____ E-mail _____

Irrigation watering system

1. What months do you run your irrigation system?
2. Where is your irrigation system located?
3. What plant material did your irrigation system support?
4. What is the dollar amount of your last water bill?

Manual watering system (second tier)

1. Can you provide proof/documentation and location of watering?
2. Who is designated to water the entranceway?
3. How is it watered? How often is it watered?
4. How long is it being watered?

Signature of association representative _____

For office use only

Date received:

Date approved:

\$ amount approved:

Entranceway Marker / Landscape Appearance Program

APPLICATION

Date_____

Association Name_____

Contact Person_____

Address_____ Zip Code_____

Daytime Telephone # _____

E-mail address_____

1. What entranceway improvements are proposed? (ie. repairs, new marker(s), landscaping or a combination of the above)

2. Please obtain estimates for all proposed improvements and submit the estimates to City of Southfield, Community Relations Department, 26000 Evergreen Road, P.O. Box 2055, Southfield, MI 48037-2055. **All improvements require an estimate and City of Southfield approval before the work begins. No work will be approved for funding after it is completed.**

(Signature of association representative)

Simple Steps for Organizing or Reactivating a Neighborhood Organization

1. Identify other neighbors who want to reactivate or start a neighborhood association.
2. Have a meeting with these neighbors and identify issues, concerns and reasons to have an organization.
3. Schedule a meeting and invite the entire neighborhood. The Neighborhood and Information Center staff can help find a meeting room, assist with the mailing of a flyer and help lead the meeting.
4. Determine if the neighborhood wants to have an organization and why.
5. Identify the boundaries and potential members of the organization. Begin ongoing recruitment of members.
6. Establish a structure for the organization by adopting bylaws and electing a leader and officers. Obtain a bank account for dues collected.
7. Identify and prioritize issues.
8. Develop strategies to achieve objectives.
9. Assign members responsibility for achieving objectives.
10. Celebrate accomplishments of the organization. Identify new issues.

Checklist for Effective Neighborhood Associations

The characteristics of an effective organization are as follows:

The Members

- ☐ Have energy and skills
- ☐ Have time, ability and commitment
- ☐ Have personal resources to commit to the organization
- ☐ Obtain resources and develop relationships with other organizations
- ☐ Are sufficient in number to accomplish the association's work

The Leaders

- ☐ Are responsive to the members
- ☐ Make democratic decisions
- ☐ Have relationships with other community organizations
- ☐ Develop new leaders

The Organization

- ☐ Continuously searches for new resources and members
- ☐ Seeks every member's input
- ☐ Distributes the workload evenly among the members
- ☐ Provides a wide variety of activities for members to get involved
- ☐ Has activities that produce good feelings among the members
- ☐ Mobilizes members effectively
- ☐ Meets its objectives and goals
- ☐ Establishes a positive track record of accomplishments