

Neighborhood Associations

One of the attractions of the City of Davis is that it still retains the beneficial qualities of a small college town with a unique and diverse living environment. In order to foster continued good community relations, the City is actively promoting Neighborhood Associations. The Community Partnership program was formed in 1998 to assist in the development of neighborhood associations to empower neighborhoods and provide community-based services. Based on experiences nationwide, neighborhood associations make for better and safer neighborhoods.



The City currently has 17 neighborhood associations. Each group has come together for different reasons. Neighborhood Associations form to address various issues, such as:

- Future land development proposals
- Park improvements
- Owner occupancy vs. absentee landlords/renters
- Code enforcement issues, such as abandoned vehicles, visual blight
- Traffic/safety issues
- Social activities

A Neighborhood Association is any group of area property owners and residents working together to open lines of communication in an inclusive and collaborative manner to address issues affecting their neighborhood. A neighborhood association can be whatever the neighborhood needs. The City requires associations to be inclusive of all property owners and residents within their boundaries. A neighborhood association is not a Home Owners Association. They have no legal powers or CC& R enforcement capabilities. They can collect dues as an option. However, they cannot be a condition of membership.

What is the City's role?

The City's goal is to develop a partnership relationship between the City and neighborhood to help create strong neighborhoods which reflect their needs and values. The City believes that the associations need to be formed by the residents within the neighborhood. It should not be the city staff telling residents what's important to them. The associations are expected to provide all leadership and direction to the neighborhood.

City assistance is in providing education, supporting documentation, accurate information regarding city programs and services, information on city decision making processes, assistance in finding meeting places and distributing agendas. The City will assist in coordinating City Department responses to neighborhood problems and requests in a positive and efficient manner. Davis Community Network (DCN) through the city contract provides neighborhoods with assistance creating web pages and listserve at no charge.

The City's Neighborhood Services program helps to insure that the lines of communication between the city and neighborhoods are always open. Leaders within the neighborhood will be notified of project or issues that may affect the neighborhood. A recognized Neighborhood Association will have a much stronger voice with decision-makers.

The City will provide administrative support by producing and mailing meeting agendas, and reserving city facilities for meetings at no charge.

How do I get started?

The City will provide you with basic information about neighborhood associations and helpful guidelines for approaching and working with neighbors. For more information and assistance, contact Stacey Winton, Community Partnership Coordinator, at 757-5661, or swinton@cityofdavis.org

Process:

- Hold an informal neighborhood meeting to talk about organizing a neighborhood association. If there is sufficient interest to proceed, establish a core group of neighbors to discuss potential boundaries and issues to focus on. Boundaries may change over time by mutual agreement of the entire group. These meetings are generally held at one of the resident's homes. This group needs to respect the needs of the neighborhood and the importance of being an inclusive group and listen to the whole neighborhood.
- Schedule a meeting with entire neighborhood, based on the availability of the group and allowing sufficient time to copy and mail flyers about the meeting. The City can assist with this process. The purpose of the meeting is to inform the whole neighborhood that a core group is interested in establishing a Neighborhood Association. At this meeting, brainstorm issues the neighborhood association would like to address.
- Recommend, based on comments and opinions collected at the whole neighborhood meeting, that a survey be conducted to collect information on whether neighbors want an association and what topics/issues they would like to see the association focus on. The meetings tend to be an open forum about what residents like about their neighborhood and concerns that they have that they would like to see addressed.
- Survey the entire neighborhood, via mailed survey, asking if they are interested in forming a Neighborhood Association and to prioritize topics/issues for the neighborhood. The City can assist with this process. The City will collect and tally the survey results and share them with the entire neighborhood. A copy of the survey results will be provided to the City Manager to share with the City Council. Based on the survey results, the core neighborhood group and City will determine if a neighborhood association is viable.
- Neighborhood representatives draft their own bylaws. The City will assist if requested. In some cases, one neighbor develops a draft; in other cases a committee develops a draft. At the group meeting it should be decided who is writing the draft.
- Schedule and notice a meeting of the whole neighborhood to vote on establishing a Neighborhood Association, Bylaws and elect a Board of Directors to represent the neighborhoods interests. The election of officers needs to be at a noticed meeting open to all property owners and residents. A majority of the neighborhood needs to be in attendance. Those in attendance shall vote on the Bylaws and Board. There needs to be majority

support for the Bylaws and Board to pass. The vote results will be reported out to the entire neighborhood. If approved, the Board will follow priorities set by the survey results.

- The Board of Directors can take advantage of the free web site and Listserves offered by Davis Community Network (DCN) to Neighborhood Associations.
- Once formed, the NA shall meet at least once per year. All affected residents within the association's boundary shall be notified of the neighborhood meetings. The City can assist with this process.
- Some NA collects membership dues to fund newsletters, social events, etc. Membership dues are optional.

If you are interested in forming a Neighborhood Association, contact Stacey Winton at 757-5661, or swinton@cityofdavis.org

Last updated 10/16/08



Sample Form of Bylaws

XXX NEIGHBORHOOD ASSOCIATION

APPROVED BYLAWS

Date

1. Name - The name of this association is the XX Neighborhood Association (hereafter referred to in this document as the Association). It is an unincorporated association and was established on X X, 2010.
2. Boundaries - The boundaries of the Association are shown in Attachment A.
3. Purpose - The purpose of this Association shall be to work cooperatively with residents of the neighborhood, government agencies and officials, public and civic associations to:
 - protect and promote the joint interests of the residents;
 - promote the improvement and maintenance of public facilities and services
 - encourage community and civic spirit and involvement;
 - foster communication, goodwill, and friendship among residents
4. Membership - Membership in the Association shall be open to all residents and owners of any parcel of real property located within the boundaries of the Association as defined in Attachment A.
5. Dues – There shall be no dues required. The board of directors shall establish such voluntary dues as may be appropriate for carrying on the activities of the Association.
6. Fiscal Year - The fiscal year of the Association shall begin on July 1 of each year and end on June 30 of the following year.
7. Meetings of Members
 - a. Annual Meeting - The members of the Association shall meet at least once each calendar year for the purpose of electing a board of directors and officers of the Association and taking such other actions as are appropriate. The annual meeting of the Association shall be held at a date, time, and place established by the directors of the Association.
 - b. Special Meetings - The board of directors or Chair of the Association may call special meetings of the members of the Association.

c. Notice of Meetings - At least five (5) days written notice of any meeting of the members shall be given by mail, personal delivery, telephone, or email to the owner and resident of each parcel of real property included in the XX Neighborhood Association boundaries. Notices shall state the purpose of the meeting. Under extraordinary circumstances requiring prompt action by the Association, a two-thirds majority of Directors may call a meeting of the members with less notice.

d. Quorum - At any meeting of members, the presence in person or by proxy of the residents or owners of at least fifteen parcels of real property located within the boundaries shall constitute a quorum.

e. Voting - Each parcel of real property shall have one vote at meetings of members. The resident of the parcel present at the meeting shall cast such vote. If the resident of the parcel is a tenant, and the owner of the parcel is present, such owner may elect to cast the vote allocated to the parcel. If there is more than one owner/tenant present, such owners/tenants shall decide among themselves how such vote shall be cast. Fractional voting shall not be permitted.

8. Board of Directors

a. Responsibilities of Directors - Subject to the provisions and limitations of these bylaws and applicable law, the Association's activities and affairs shall be managed, and all Association powers shall be exercised, by or under the direction of the Board

b. Number of Directors - The Board of Directors shall consist of five (5) members, a Chair, a Vice-Chair, a Secretary, a Treasurer, and Member At Large. In addition to such duties as may be assigned by the Board, each position is responsible for the following:

- Chair - The Chair shall coordinate the activities of the Board, supervise the Association, and act as the interface/liaison for the Association with the City of Davis and other organizations/associations.

- Vice-Chair - The Vice-Chair shall perform the duties of the Chair in the Chair's absences or in the event of his/her inability to act.

- Secretary - The Secretary shall conduct the correspondence of the Association, issue notices of and keep minutes of all meetings of the Association, and be custodian of Association records.

- Treasurer - The Treasurer shall collect all membership dues and shall have the care and custody of all the funds and property of this Association, which shall be disbursed by him/her only upon the order of the Board of Directors. He/she shall submit a financial statement for the most recently completed fiscal year to the annual meeting of the members and all other appropriate financial statements as directed by the Board of Directors. He/she shall deposit all funds in the name of the Association in such bank or banks as designated by the Board of Directors.

c. Election and Term of Office - Directors shall serve terms of one year, beginning at the annual meeting of the members at which they are elected. Directors shall hold office until the next annual meeting at which Directors are elected, and until a successor has been selected.

d. Qualifications - All Directors shall be residents of the Neighborhood.

e. Meetings of Board - Regular meetings of the board shall be held at least quarterly during the year. At least five (5) days written notice of any meeting of the Board shall be given by mail, personal delivery, telephone, or email to each Director and to the owner and resident of each parcel of real property included in the XX Neighborhood Association boundaries. Notices shall state the purpose of the meeting. Under extraordinary circumstances requiring prompt action by the Association, the Chair may call a meeting of the Board with less notice. All meetings of the board shall be open to all members of the Association.

f. Quorum - At any meeting of the Board of Directors, the presence in person of three of the five members of the Board of Directors shall constitute a quorum.

g. Vacancies - A vacancy on the Board shall exist on the occurrence of the following: (a) the death, resignation, or move out of the neighborhood of any Director; (b) the declaration by resolution of the Board of a vacancy in the office of a Director who has been absent for three consecutive meetings. Vacancies on the board may be filled by majority vote of the Board.

9. Committees

a. Block Party Committee - The Block Party Committee shall organize block parties and other social events for all residents of the neighborhood, to be held at least once each year.

b. XX Committee -

c. Other Committees - The Board may from time to time establish other committees as may be appropriate to carry on the work of the Association

d. Committee Membership - Committee membership shall be open to all members of the Association.

10. Amendments - The bylaws of this Association may be amended or revised by a unanimous vote of the Board of Directors, or by a two-thirds vote of members present at a meeting of the members, provided that the notice of the meeting contains a summary of the proposed amendment or amendments.