



How to form a Homeowner/Neighborhood Association

Overview

The words homeowner and neighborhood association are used interchangeably. However, homeowner associations are combined membership of those homeowners within a subdivision. Neighborhood associations can be combined membership of all those within a specified area; whether homeowners, renters, apartments, etc. There are some easy steps below that can help you start a homeowner/neighborhood association. For questions or additional information, please contact Community Relations Department at 972-218-1300.

1. Poll the community to find out how many other people are interested in the same things you are. Send flyers, flyers, flyers. You will not get 100% cooperation; however, you should have enough people to help you do the initial work. Some people will be interested in participating once you have everything set up. Decide whether you want to make this just a grass roots organization (informal) or if you want it to be a non-profit group (formal). If you just plan on making this a grass roots organization, you will only need to complete step two and a portion of step three. Only by-laws will be needed in order to establish the procedures for the operation of the association. It is becoming the norm however, that most neighborhood/homeowners associations are becoming non-profits. This is being done for several reasons. Some of those reasons include: more accountability, accessibility to grants, and more protection (indemnification from law suits).
- 2: Check with the Dallas County Clerks Office to see if the developer has filed a Declaration of Covenants, Conditions, and Restrictions for the subdivision in which you live. There may be a Deed of Restrictions for your subdivision establishing a homeowners association. If not, move on to step three. The County Clerks Office is located in downtown Dallas. The address is 509 Main Street, 2nd Floor in the
- Index Department, (214) 653-7275. A copy of the plat will also be useful because it shows the boundaries for the subdivision. Subdivision plats can be obtained from the Planning and Zoning Department located at 700 E. Main St., Lancaster, Texas.
- 3: Have a working group draft by-laws and articles of incorporation to bring before the entire community. The by-laws will establish the procedures for the operation of the association to include: voting, financing, and control procedures. The articles of incorporation, under state law, create a corporation, if the association is incorporated.
- 4: Create bylaws and articles of incorporation to bring for consideration by all your members. Bylaws establish the procedures for the operation of the association. The create HOA rules for voting, financing, and control procedures. The articles of incorporation actually create a corporation if the association chooses to become incorporated.
- 5: Once the articles of incorporation have been completed, send two copies along with a \$35.00 fee to the Secretary of State. Address: Secretary of State, Corporate Section, P.O. Box 13697, Austin, Texas 78711, (512) 463-5701.

The essence of a homeowner's association is the interdependence of people working together. There can be a lot accomplished in a homeowner's association to include: maintaining the common area landscaping, providing a means for the homeowners to work together, cleaner appearance of the neighborhood, special events for the neighborhood, increased awareness of safety, etc. Sample copies of articles of incorporation and by-laws are included in this packet. Once the association is formed, make sure that you register with the city.