



Step  
**1**

## Check for an Existing HOA

Verify whether your neighborhood has an existing Homeowners Association (HOA). If one exists, the HOA will take precedence in governance and legal matters.

- ◆ If yes: Your HOA must register as part of the neighborhood registry. The City will not approve any NA applications that conflict with an established HOA.
- ◆ If no: Your neighborhood may proceed with applying for recognition as a Neighborhood Association.



Step  
**2**

## Engage Neighbors

Reach out to neighbors to assess their interest in forming a Neighborhood Association. Community engagement is essential for creating a successful association.

- ◆ Hold Informal Meetings: Organize gatherings to discuss the goals and purpose of the Neighborhood Association.
- ◆ Minimum Participation: A minimum of 5 neighbors is needed to form a Neighborhood Association.
- ◆ Membership Requirements (NA ONLY):
  - Membership in the Association is open to all neighbors. Neighbors are defined as residents or other legal entities that own or occupy property within a neighborhood. Residents are defined as anyone who lives in the boundaries of the city.
  - Membership in the Association is strictly voluntary. No neighbor will be required to participate.
  - Membership fees, when established by the bylaws of a neighborhood organization, shall be voluntary and shall not bar any neighbor from Association membership.



Step  
**3**

## Establish Boundaries

Clearly define the geographic boundaries of your neighborhood, considering natural boundaries like streets or parks.

- ◆ Aligning with the boundaries of an already recognized subdivision may provide consistency.
- ◆ GIS - Lawrence Subdivisions



Step  
**4**

## Create a Steering Committee

Establish a committee to guide the formation of the Neighborhood Association, responsible for organizing meetings and making initial decisions.



Step  
**5**

## Draft Bylaws and Mission Statement

- ◆ Develop Bylaws: Create straightforward bylaws outlining your association's structure, membership requirements, leadership roles, decision-making processes, and meeting schedules to ensure transparency and consistency.
- ◆ Assign Roles: Appoint positions such as President, Vice President, Secretary, and Treasurer for your associations.
- ◆ Create a Mission Statement: Develop a mission statement that defines your association's goals, values, and purpose, reflecting its contribution to the neighborhood's sense of community and safety.

*While it is encouraged that both NAs pursue 501(c)(3) tax-exempt status, it is not required for registration with the City. However, only NAs with 501(c)(3) status will be eligible for future grant opportunities offered by the City of Lawrence.*

*Without this designation, your association may miss out on valuable resources for neighborhood improvement projects and initiatives.*



Step  
**6**

## Register with the City

- ◆ Join the City Registry: Submit your Neighborhood Association or Homeowners Association to the City of Lawrence's Neighborhood Hub to be recognized and receive important communications and support.
- ◆ Identify Contact Persons: Assign primary and secondary contacts for city officials to reach out to regarding neighborhood matters.