



**Homeowner Association (HOA)
(Membership only for property owners)
Requirements to Be Placed on the Office of
Neighborhood Coordination Association List**

In order to be placed on the Office of Neighborhood Coordination's (ONC) list of associations, we need the following from a homeowner association:

- a. A copy of your homeowner association's by-laws. You must have a specific Annual Meeting Month listed in your by-laws in order to be placed on our lists.
- b. Zone map showing the boundaries of your homeowner association. You can obtain on the city's website at this URL:
<<http://data.cabq.gov/business/addressatlas/>>.
- c. A letter with the names of two (2) official contacts for this association. We will need their names, addresses (**two separate addresses**), phone number(s) and e-mail addresses.
- d. Please mail all these to: COA/Planning/ONC, Attention: Dalaina Carmona, 600 Second Street NW, Room 440 (Fourth Floor), Albuquerque, NM 87102

Each year we ask any unrecognized Neighborhood Associations, Homeowner Associations and Coalition of Neighborhood Associations to submit a yearly Annual Report to our office. If that yearly Annual Report **is not received within 60 days of your Annual Meeting month**, your association **will be removed from our list**.

After this is all submitted to our office, your HOA will be added to our list and each month our monthly newsletter - "*Neighborhood News*" will be available online at the following URL: <http://www.cabq.gov/planning/residents/neighborhood-newsletter>.

I am sorry until we receive all the above information, we can not add any association to our list.

If you have any questions, please feel free to contact our office at **(505) 924-3914**. We look forward to getting your homeowner association's information shortly in order to be placed on our list of homeowner and neighborhood associations.