

ANNUAL REPORT FORM FOR NEIGHBORHOOD ASSOCIATIONS
This form must be submitted within 60 days of your annual meeting month
(Please remember to notify the ONC of your annual meeting at least 2 weeks in advance)

Association Name: _____

Date of Annual Meeting: _____

NOTE: Please attach a photo demonstrating method of Annual Meeting notice, e.g., flyer, newsletter, photo of neighborhood sign posting, copy of e-mail or text message, etc.

How did you notice your Annual Meeting and How Many Notices Did You Send/Deliver?

Neighborhood Sign: _____ Sign in Prominent Location _____

Flyers _____ Website or Social Media Posting _____

E-mail/Text Message/Direct Message Through Social Media/Other Electronic Message _____

Total Affirmed Members: _____

Officers of Association:**

President:

Name:	E-mail:
Address:	Phone:
Zip Code:	Cell:

Vice-President:

Name:	E-mail:
Address:	Phone:
Zip Code:	Cell:

Secretary:

Name:	E-mail:
Address:	Phone:
Zip Code:	Cell:

Treasurer:

Name:	E-mail:
Address:	Phone:
Zip Code:	Cell:

*If your association has other board members who would like to be added to our email communication list, please send their contact information to: onc@cabq.gov

Association Website: _____
(Please indicate if you would like your association website added to the ONC's website)

Association E-mail: _____

Association Contacts:

These two contacts will receive notifications from the City of Albuquerque, developers, and others.

Primary Contact:

Name:	E-mail:
Address:	Phone:
Zip Code:	Cell:

Secondary Contact:

Name:	E-mail:
Address:	Phone:
Zip Code:	Cell:

Neighborhood Association Sign:

Does your neighborhood association have a sign? _____

If so, how many and where are they located?

NOTE: this information is not mandatory but helps the ONC track the location of existing neighborhood signs for maintenance.

Instructions for Completing This Form

Complete using Adobe Acrobat Reader
(free to download), save to your computer, and e-mail to:
onc@cabq.gov

--OR--

Print, complete by hand, scan and
Email to: onc@cabq.gov
Mail to: Council Services Department
Office of Neighborhood Coordination (ONC)
P.O. Box 1293
Albuquerque, NM 87103

****Notice of Duty to Release Information**

In accordance with the provisions of the Inspection of Public Records Act, NMSA 1978, § § 14-2-1 et seq. (IPRA), any information you provide to the Office of Neighborhood Coordination (ONC), including but not limited to, name, address, email, phone number and all other information will become public record and is required to be released to anyone who requests it.