

Planning Department
 Office of Neighborhood Coordination (ONC)
 600 Second St. NW, Rm. 120 (Basement)
 Albuquerque, NM 87102
 Phone: 924-3914



MUST BE SUBMITTED WITHIN SIXTY (60) DAYS FOLLOWING YOUR ANNUAL MEETING MONTH (per your by-laws filed in our office). REPORT NEEDS TO BE TYPED OR IN BLACK INK ONLY.

ORIGINAL FORM ONLY ACCEPTED

YEARLY ANNUAL REPORT FORM FOR NEIGHBORHOOD, HOMEOWNER ASSOCIATIONS AND COALITIONS

NA/HOA/Coalition Name: _____

1. Date of Annual Meeting: _____

2. **PLEASE ATTACH NOTICE OF ANNUAL MEETING FOR ANNUAL REPORT TO BE APPROVED** (copy of flyer, newsletter, postcard, etc.)

of notices prepared: ____ [] Hand Delivered [] Mailed [] Other _____

3. Number of dues-paying members: _____ (If your NA/HOA/COALITION doesn't charge dues, please list the number of active members.)

4. OFFICERS OF NA/HOA/COALITION ONLY

(please specify)

Please Print NAME ADDRESS ZIP PHONE # (H/W/C)

PRESIDENT _____

VICE PRESIDENT _____

SECRETARY _____

TREASURER _____

5. Names, addresses, phone number(s) and e-mail addresses (if applicable) of **TWO CONTACT PEOPLE** who will be placed on a list of association contacts and will receive notifications from various City Departments, Developers and Liquor License notification requests.

(please specify)

Please Print NAME ADDRESS ZIP PHONE # (H/W/C)

(1) _____

e-mail address: _____

(2) _____

e-mail address: _____

NA Website: _____ NA E-Mail: _____

*Please notify ONC ASAP of any changes for official notification by an officer of your association either in writing **-OR-** an e-mail message to <dlcarmona@cabq.gov>. Your association is responsible for the accuracy and timeliness of this information.*

6. Annual Report **must be** signed by at least three (3) officers **-OR-** will be returned for additional signatures.

 President

 Vice President

 Secretary

 Treasurer

(below this line for ONC Use Only)

Report Checked by: _____ Date _____

Dalaina L. Carmona, Senior Administrative Assistant, ONC

Report Approved by: _____ Date _____

Division Manager, ONC

City Councilor(s): _____