



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 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.
- ✓ 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/zonetlas/>
- ✓ 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.

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 you will a copy of our monthly newsletter - "*Neighborhood News*" and other notifications that are sent to associations throughout the city.

FYI – 50% of the notifications to associations are through an e-mail message and the other fifty percent (50%) is through mailings to the associations.

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.