

ONE KINGSPORT

STRONG NEIGHBORHOODS

A TOOL KIT TO HELP STRENGTHEN OUR COMMUNITIES



CONTENT

- What is a neighborhood association?
- How to form a neighborhood association
- Setting the agenda
- Communication is key
- Leadership within an association
- Kingsport neighborhood commission
- Adding curb appeal
- City regulations
- Social options
- Bringing in the pros
- Connecting to the city of Kingsport



NEIGHBORHOOD ASSOCIATIONS

WHAT IS A NEIGHBORHOOD ASSOCIATION AND WHAT DOES IT DO?

- A neighborhood association is a group of residents who meet regularly to accomplish specific goals in their neighborhood. The association may include homeowners, renters, business owners, school faculty or staff, church officials and members of non-profit organizations. Depending on the goals of the group, meetings may be held twice a year, once a quarter or every month.



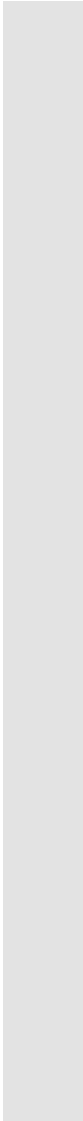
NEIGHBORHOOD ASSOCIATIONS HELP IDENTIFY:

- Challenges and concerns
- Support change and improvement efforts
- Help resolve conflicts
- Provide volunteers for community initiatives
- Represent the neighborhood as a whole to elected officials by serving on the Neighborhood Commission and find resources to make the neighborhood a better place to live





BEFORE FORMING A NEIGHBORHOOD ASSOCIATION IT IS IMPORTANT TO DEFINE THE GOALS WHICH MAY INCLUDE:

- Helping neighbors get to know each other by hosting social events
 - Making physical improvements such as adding a linear park/greenspace, installing a playground or organizing a neighborhood clean-up
 - Assembling a neighborhood watch to reduce crime
 - Organizing to share opinions with public officials
- 

HOW TO FORM A NEIGHBORHOOD ASSOCIATION

1. START WITH A CORE GROUP

- Start your neighborhood association by finding a core group of people who agree to meet regularly. Ask some neighbors you already know and ask those neighbors to speak to other neighbors.
- Once you have 5 or so people interested, schedule a meeting at a central location, a school, church or community center in the area.

HOW TO FORM A NEIGHBORHOOD ASSOCIATION



THE CORE GROUP SHOULD AGREE ON GROUND RULES FOR MEETINGS:

- Try to attend every meeting
- Act for the benefit of the group
- Be polite and make constructive comments
- Treat other members with respect
- Discuss issues and concerns, not personalities
- Accept group decisions after a vote has been taken

HOW TO FORM A NEIGHBORHOOD ASSOCIATION



2. SET THE NEIGHBORHOOD BOUNDARIES

- Once you have set the boundaries, establish a list of households in the area. This list will help you get more neighbors involved in the association and its activities. You may need to go door to door to obtain this list; information on property owners is available at the Tax Assessor's Office at City Hall

HOW TO FORM A NEIGHBORHOOD ASSOCIATION

3. IDENTIFY PROBLEMS AND DEVELOP A NEIGHBORHOOD PLAN

- A neighborhood plan will help your neighborhood association make decision and take action.
- First, conduct a neighborhood inventory. An inventory is a collection of facts about the neighborhood including information on residents, types of homes, area businesses, churches and schools.

HOW TO FORM A NEIGHBORHOOD ASSOCIATION

The plan should include:

- The reason the association was formed
- The principals that will guide the association and its work
- When and how often the members will meet
- How meetings will be conducted
- The goals and outcomes of the neighborhood association
- An action plan for accomplishing the goals set by the neighborhood association



HOW TO FORM A NEIGHBORHOOD ASSOCIATION

4. ESTABLISH COMMITTEES

- Some neighborhood associations work well when divided into committees. The core group should be responsible for determining what those committees are, how many are needed and the goals of the committees.

HOW TO FORM A NEIGHBORHOOD ASSOCIATION

COMMITTEE EXAMPLES

- By-laws Committee :
 - Determine how the association will conduct meetings and votes
 - Making decisions to resolve disagreements among members about procedures
- Crime Reduction Committee:
 - Works with the Kingsport Police to educate residents on crime prevention
 - Helps organize block watch programs about procedures
- The Green Committee:
 - Organizes neighborhood clean-ups
 - Works with the department of environmental control to address environmental violations
 - Organizes tree plantings and beautification projects

HOW TO FORM A NEIGHBORHOOD ASSOCIATION

PLAN THE MEETING

- People will be more likely to attend meetings if they are organized, brief, useful and in a convenient location.
- Set the time, date and location by consulting with the core group of members. Plan the meeting to last no longer than an hour.
- Pick a location that is centrally located and familiar to your neighbors, and then remind them of the time and date, by email, phone call, flier or letter. Before the meeting begins arrange the tables and chairs, have all handouts, resource materials available at the entrance of the room.
- Don't forget a sign in sheet, you will be able to keep all information up to date and keep new members involved.

SETTING THE AGENDA

- **SET THE AGENDA**

All meetings should have an agenda. The agenda lists the order of business at the meeting, including committee reports.

Example of a typical agenda:

- **1. CALL TO ORDER**- The President as designated by the neighborhood association will call the meeting to order. This person would also act as the meeting facilitator and offer opening remarks.
- **2. READING/REMINDER OF PAST DISCUSSIONS**- If minutes were kept from previous meeting, those minutes should be read aloud to the association. This could serve as a refresher of the topics at hand.
- **3. REPORTS FROM THE COMMITTEE MEMBERS**-A designated person from each committee should be prepared to report on the progress of the committee's goals and objectives. The individual should allow discussion or feedback from the entire group. Make sure each reporting committee member keeps debate time to a minimum of 5-10minutes.

SETTING THE AGENDA

- **4. UNFINISHED/NEW BUSINESS**- The President asks for new ideas or topics and opens the floor for discussion. Limiting discussion to 5-10 minutes
- **5. ANNOUNCEMENTS**- In most occasions this is an opportunity for non-profits, city departments or other agencies involved in the neighborhood association to speak. Next meeting date, time and location should be announced.
- **6. ADJOURNMENT**- The President adjourns the meeting.

COMMUNICATION
IS KEY

PUBLICITY

- Communication is very important to the success of your association. Here are some ways to get the word out:
- Create an email distribution list, utilize social media
- Publish a neighborhood association newsletter 4-12 times per year
- Announce your meetings and events in weekly area newspapers
- Distribute fliers/invitations door to door

COMMUNICATION IS BENEFICIAL

BENEFITS TO COMMUNICATING WITHIN YOUR NEIGHBORHOOD:

- Ability to report lost children
- Ability to report lost pets
- Emergencies within the community
- Crime Issues
- Neighborhood Association Meeting Reminders
- Social Event Reminders
- A feeling of being connected with your neighbors

NEIGHBORHOOD SOCIAL NETWORKS

ESTABLISH A NEIGHBORHOOD SOCIAL NETWORK

- One of the most important facets of a well established neighborhood association is communication
- A neighborhood social network can be useful to plan events, communicate about lost pets, warn about intruders, organize meetings, etc.
- Consider www.nextdoor.com as your private social network.

LEADERSHIP

LEADERSHIP: FINDING AND SUSTAINING IT

- Part of the neighborhood organizer is to identify and develop neighborhood leaders. People in leadership positions are responsible for coordinating activities of a group, including activities designed to help the group achieve its goals and those to help members stay involved and feel good about working together.
- It is important for leaders to involve all group members in the decision-making process and to be sure everyone is heard before the group votes on an action or makes a decision.
- The qualities of good leaders include flexibility, the desire to listen and consider the opinions of others, the ability to clearly state goals and expectations and willingness to acknowledge the contributions and achievements of other individuals. Part of being a leader is helping others to grow.

LEADERSHIP

DEVELOP LEADERS AVOID LEADER BURNOUT

- Search for more than one or two leaders within the community
- Delegate responsibility; some leaders have better strengths than others
- Encourage people to switch tasks and discover their strengths
- Break-up big jobs into small parts and assign different tasks
- Remind members to be open to change: bring in new members with fresh ideas
- Encourage younger individuals to participate in leadership roles
- Encourage people to communicate in a positive and productive manner
- Focus on the goals and achievements, not the conflict in personalities

KINGSPORT NEIGHBORHOOD COMMISSION

IDENTIFYING A REPRESENTATIVE TO SERVE ON THE KINGSPORT NEIGHBORHOOD COMMISSION

- Now that you have identified the leaders in your newly formed/revived Neighborhood Association, select an individual to serve as a representative on the Kingsport Neighborhood Commission
- This commission, formed by the Kingsport BMA, will consist of a representative from each city neighborhood and will interact with liaisons from the city to help work through any issues neighborhoods may be facing

ADDING CURB APPEAL TO YOUR NEIGHBORHOOD

ADD CURB APPEAL TO ENHANCE YOUR COMMUNITY

- Adding curb appeal to your neighborhood can not only increase value, but also bring a sense of pride and camaraderie to the community
- Consider adding greenspace, landscaping, play areas, gathering spaces, pocket parks, etc. to your neighborhood
- Visit the [Hendersonville, TN Pattern Book](#) or the [Cleveland, OH Vacant Lot Pattern Book](#) for some ideas



DEVELOPMENT REGULATIONS

- While enhancing the curb appeal of your neighborhood is important, it is equally important to make sure you are working within the bounds of the city regulations
- Visit the [Kingsport City Regulation site](#) for more information

A TOOL KIT OF SOCIAL OPTIONS

- Neighborhood Clean-up Day
- Neighborhood Garage Sale
- Movie Night in the lawn
- Easter Egg Hunts
- Fun Fest Block Party
- Cookouts
- Christmas luminaries

BRING IN THE PROS

Consider arranging professionals come to your Neighborhood Association Meetings

- Contractors to describe best investments for Improving your property value
- Realtors willing to evaluate and advise neighborhood strengths and weaknesses
- Landscapers
- Home Equity Specialists
- Home Repair Specialists
- Budget Counseling
- Energy Conservation

CONNECTING TO THE CITY OF KINGSPORT

KNOW YOUR CITY'S DEPARTMENTS AND ORGANIZATION

- There are many great resources for homeowners and neighborhood associations within the city
- Visit the [City of Kingsport Department list](#) to get in contact with a representative