



# Neighborhood Association Quick Guide



## Why Organize YOUR Neighborhood?

- Neighborhood Associations build community through cooperative action
- The City of Edina recognizes Neighborhood Associations to provide direct, effective communication
- Recognized Neighborhood Associations receive many benefits from the City of Edina
- Neighborhood Associations make Edina a better place to live, learn, raise a family, and do business!

## Background

- The City of Edina adopted the **Neighborhood Association Policy** in 2013.
- The Neighborhood Association Policy identifies the purpose, expectations, bylaw requirements, recognition process, support, benefits, and other information for Edina's Neighborhood Associations.
- The City of Edina adopted **Neighborhood Association Map** that outlines the geographic area of each neighborhood. Every property in the city resides in only one neighborhood association area.

## Organizing Checklist

- ✓ *Establish organizing team*
- ✓ *Postcard sent to all residents in neighborhood*
- ✓ *Neighborhood-wide Informational Meeting*
- ✓ *Neighborhood Association Incorporation Meeting*
- ✓ *Submit recognized neighborhood association application including approved bylaws and meeting minutes*
- ✓ *Edina City Manager Reviews & Approves Neighborhood Association's application*

## Steps to Organize



## Available Assistance from the City

- Sample bylaws
- Organizing strategies and tips
- Meeting planning resources and information
- Annual Neighborhood workshop with topical information and resources
- Meeting Space
- City experts to speak at community events
- Annual copying services

## Communication Information

- Free services provided to Neighborhood Association by the City of Edina:
  - Initial Mailing
    - Available on a **one-time basis** for initial neighborhood notification of association meeting
    - Includes printing and mailing of postcard to every household in neighborhood
    - **Content MUST be provided to City's Communication and Technology Services Department 21 days in advance of meeting**
  - Copying
    - Available **once per calendar year**
    - Total number of copies equals neighborhood est. population
    - Double-sided, 8.5" by 11"
    - Submit Content to City's Communication and Technology Services Department and expect 2-3 day turnaround
    - Maximize service by using half sheets
  - Website
    - Each Association will have a designated "landing page" under City's Neighborhood Association main webpage
    - Information on designated webpage includes:
      - **Name**
      - **Boundaries**
      - **Notable features**
      - **Bylaws**
      - **Regular meeting place and time**
      - **Association contact info**
      - **Links to association website or other online resources**
  - About Town Listing
    - City will recognize Neighborhood Associations and contact info
    - **Occurs annually**

## Staff Contacts:

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