

**City of Fort Collins**

**Neighborhood Sign  
Recognition Program**

# Neighborhood Sign Recognition Program Application Form

1. Neighborhood name (as you would like it on your signs)

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2. Please draw and label your neighborhood's boundaries.

3. Approximate number of households \_\_\_\_\_

4. Neighborhood Representative(s)

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

5. What method(s) do you use to notify residents of meetings or events? How do you ensure you notify all residents?

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6. What is the mission, or purpose, of your organization? \_\_\_\_\_

\_\_\_\_\_

7. Our goal is to provide a minimum of two signs for each neighborhood. Please list the desired locations for your neighborhood signs, in order of preference. Please be as specific as possible, indicating also the direction you wish the sign to face, i.e. "Elm/Shields, north side of Elm facing westbound traffic."

1st \_\_\_\_\_

2nd \_\_\_\_\_

3rd \_\_\_\_\_

4th \_\_\_\_\_

Once the preferred two locations have been determined, you will likely be asked to contact adjacent property owners to get their consent to having the signs near their home (or business). Neighborhood Resources staff will advise you of this after the Application Form has been processed.

8. \_\_\_\_\_

Signature of applicant/representative

Date submitted

**Thank you!**

**A representative from the Neighborhood Resources Office will contact you shortly.**

\_\_\_\_\_

**City of Fort Collins Approval**

\_\_\_\_\_  
Neighborhood Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Traffic Operations

\_\_\_\_\_  
Date

## Sample Neighborhood Sign



## **Guidelines for Bylaws**

Devising bylaws for your neighborhood group is simple. You can fill in the blanks in the included sample bylaws or you can write your own bylaws. Remember, they can always be amended. For purposes of this program, a minimum set of bylaws includes:

1. A neighborhood purpose statement, defining the goal or goals of your association;
2. The chosen name of your neighborhood and its defined boundaries;
3. A statement indicating that your neighborhood group is inclusive of all residents within your chosen boundaries;
4. A description of the decision-making process used by your group, i.e., majority vote, consensus, etc.;
5. The names of the current officers or leadership team and how they are elected (a minimum of one officer is required for the bylaws); and
6. A statement of neighborhood intent to hold a meeting at least once a year that is open to all residents inside the chosen boundaries.

**NEIGHBORHOOD ASSOCIATION  
BYLAWS**

**I. PURPOSE**

The \_\_\_\_\_ Neighborhood Association (“the Association”) is established by the residents of the Neighborhood in order to promote the common interests and welfare of the neighborhood and its residents. The Association shall concern itself with a variety of community issues and challenges, including but not limited to, matters affecting the quality of life in the neighborhood or the community in general.

**II. BOUNDARIES**

The boundaries of the Association are as follows: \_\_\_\_\_  
\_\_\_\_\_ on  
the North, \_\_\_\_\_ on  
the South, \_\_\_\_\_ on the  
East and \_\_\_\_\_ on the  
West. Changes in the boundaries are subject to approval of the Association. Disputes shall be arbitrated by persons mutually selected by the contestant parties.

**III. MEMBERSHIP**

The membership of the Association is open to all residents, property owners, business licensees and non-profit organizations within the boundaries of the neighborhood as outlined in Section II.

#### **IV. VOTING**

All members of the Association eighteen (18) years and older who reside within the Association boundaries are entitled to vote on all matters brought before the Association. No proxies shall be taken.

All parties residing outside the Association boundaries may take part in all debate but are not allowed to vote.

Voting may be by voice vote or secret ballot as decided by the membership in advance of the voting.

#### **V. OFFICERS**

The officers of the Association shall be the Chair or Co-Chairs as circumstances may dictate, Vice-Chair, Secretary and Treasurer. (In the event Co-Chairs are elected, the position of Vice-Chair may remain vacant. In addition, the positions of Secretary and Treasurer may be combined.) The officers shall preside over all meetings, planning sessions and activities of the Association.

The duties of the officers shall include, but not be limited to, the following:

Chair/Co-Chairs: Shall act as the primary executive officer and preside over all deliberations and activities of the Association. The Chair/Co-Chairs or their designated alternates shall be the official spokesperson(s) of the Association.

Name(s): \_\_\_\_\_

Address(es): \_\_\_\_\_

Vice-Chair: Shall act in the absence of the Chair/Co-Chairs and perform such other duties as required.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Secretary: Shall act in conjunction with the other officers; keep minutes of all Association and Executive Board meetings; and notify members of meeting and activities in advance.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Treasurer: Shall act in conjunction with the officers; maintain the financial records of the Association.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

## **VI. EXECUTIVE BOARD**

The Executive Board shall be composed of the Officers of the Association and committee chairs. The Executive Board may act on behalf of the Association as necessary and meet as required to conduct the activities of the Association. All decisions made by the Executive Board are subject to confirmation at a meeting of the general membership.

## **VII. ELECTION OF OFFICERS**

Officers shall be elected annually at the first meeting of the calendar year. Officers shall be limited to two (2) consecutive terms of service in a particular position and a total of four (4) consecutive terms of service on the Executive Board. Elections to fill vacant positions shall occur whenever a vacancy exists.



## **VIII. COMMITTEES**

Special committees to address specific concerns, issues or activities may be appointed by the Chair/Co-Chairs as necessary. All committees shall have chairs or co-chairs. Chairs and/or co-chairs shall serve on the Executive Board during the duration of their service as committee chairs.

## **IX. MEETINGS**

The Executive Board shall meet as necessary.

A general meeting of the membership shall be held not less than once every twelve (12) months, but other meetings of the membership may be called by the Executive Board as necessary. An agenda shall be published any time a meeting is announced. All decisions must be reached by a majority vote. A quorum is reached when attendance of voting members is greater than fifty (50) percent of the average voting member attendance of the last two (2) general meetings, and two (2) officers are present.

The official report of all decisions shall record both majority and minority concerns.

## **X. FUNDING**

Voluntary dues, contributions, contracts, grants, subscriptions or fundraising activities may be used by the Association as desired. Membership dues shall not bar any resident from membership or voting. Customary basic operating expenditures require only consensus of Officers.

## **XI. DISSOLUTION**

The Association may dissolve itself by taking a vote in the same fashion on any issue to be decided.

These Bylaws are adopted by the following vote:

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Co-Chairperson

\_\_\_\_\_  
Co-Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer