

Update Form - Mandatory Neighborhood Organization

Homeowner Association, Property Owners' Association, etc.

This form is to be completed by a member of the resident board (this can be the organization's Advisory Board, Board of Directors, etc.) and not by professional management staff.

PURPOSE. This Update Form is for *mandatory* organizations that are already registered with the City. To remain registered with the City and active in our Neighborhood Database, an update must be submitted annually. However, it should also be submitted as soon as possible after elections or any time contacts change, to make sure you are receiving important City information. Failure to submit an annual update will result in the deactivation of your registered status as per the [Registration Policy](#).

To update information about a *voluntary* organization (Neighborhood Associations, Alliances, Redevelopment Orgs, etc.) please return to the website and use the Voluntary Neighborhood Organization form.

If you are looking to register an organization for the first time, please contact us at engagement@fortworthtexas.gov or 817-392-6201 to discuss our Registration Policy and how to become registered.

REVIEW: Please [review your current database information](#) as you complete this form.

PLEASE NOTE. Information collected on this form becomes a public record that may be subject to inspection and copying by members of the public unless an exemption in law exists. With the exception of mailing addresses, all information on this form will be made publicly available on the City's Neighborhood Database.

ACKNOWLEDGEMENT. At the end of this form, you will be asked to type your name to signify that all information entered is accurate to the best of your knowledge.

GENERAL INFORMATION

Organization Name Required

If your organization has a generic email address, please add it here. (for example, RollingAcresHOA@yahoo.com, etc.)

Website, if any

Social Media, if any

Mailing Address / P.O. Box Required

City Required

State/Province/Region Required

Postal / ZIP Code Required

ELECTIONS, BYLAWS and COVENANTS, CONDITIONS & RESTRICTIONS

How often do you hold elections? Required

- ☐ Every year
- ☐ Every 2 years

Have you updated your bylaws in the past year? Required

- ☐ Yes
- ☐ No

If yes, please email the most recent copy to engagement@fortworthtexas.gov along with this completed Update Form.

Have you updated your Covenants, Conditions & Restrictions (CC&R's) in the past year?

Required

- ☐ Yes
- ☐ No

If yes, please email the most recent copy to engagement@fortworthtexas.gov along with this completed Update Form.

MEETINGS

How often does your resident board hold general membership meetings? Required

- ☐ At least Annually
- ☐ At least Quarterly
- ☐ At least Monthly

In what format do you usually meet? Required

- ☐ In-Person
- ☐ Virtual
- ☐ It varies

How do you notify residents about your meetings? Check all that apply.

- ☐ Postal mail
- ☐ Door to door
- ☐ Email
- ☐ Newsletter
- ☐ Yard signs
- ☐ Social media
- ☐ Phone call/text message
- ☐ Other: _____

What's the best way for someone to find your meeting locations, dates and times?

- ☐ Use the contact information provided on this form
- ☐ Visit us online (website or social media)

CONTACTS

The primary purpose of registering your organization is to provide contact information that will allow City staff, private developers and others to reach you with important information related to your neighborhood. It is very important that this information is accurate. *All contacts listed will receive Courtesy Zoning Notifications by email.*

Contacts for both the resident board and the property management company (if any) are necessary. This information will be publicly available on the City's Neighborhood Database.

RESIDENT BOARD CONTACTS

Two contacts are required.

Required - Primary Org. Resident Contact #1: President/Chair/Leader

Resident Contact 1 Required

Position/Office 1 (President, Chair, etc.) Required

Phone Number 1 Required

Email Address 1 Required

Required - Primary Org. Resident Contact #2: President/Chair/Leader

Resident Contact 2 Required

Position/Office 2 (President, Chair, etc.) Required

Phone Number 2 Required

Email Address 2 Required

Optional - Org. Resident Contact #3

Resident Contact 3

Position/Office 3 (President, Chair, etc.)

Phone Number 3

Email Address 3

PROPERTY MANAGEMENT CONTACTS

Do you have a property management company?

- ☐ Yes
☐ No

If yes, please complete the following:

Site Property Manager Name

Site Property Manager Phone

Site Property Manager Email

Property Management Company Name

Property Management Company Email

Property Management Company Phone

ANNUAL UPDATE FORM CONTACT

Which of the contacts listed above is responsible for maintaining contact information and submitting this annual update to the City?

This helps if we receive multiple update forms for the same organization.

- ☐ Resident Contact #1 above
☐ Resident Contact #2 above

CONFIRM & SUBMIT

Type your name in the box below to indicate that the information provided on this form is accurate to the best of your knowledge.

Thank you for keeping your information accurate and up-to-date.

Name of the individual who completed this form:

Today's Date

Once you have filled-out this Update Form:

- Click "File" then "Save As" to save it to your computer.
- Create a new email, attach the completed Update Form and send it to engagement@fortworthtexas.gov.
- If you have made changes to your Bylaws or CC&R's, please attach those to the email along with the completed Update Form.
- Click "Send".