

Brought to you by: East Houston Civic Club & Lone Star Legal Aid
In partnership with: Glenwood Forest Community Civic Club

Deed Restrictions Workshop

Tuesday, May 18, 2021



Today's Agenda

TIME	SESSION NAME	SPEAKER
6:05-6:15	Introductions	Kimberly Lee
6:15-6:25	What is a Petition Committee?	Caroline Crow
6:25-6:40	What do you include in your Restrictions?	Amy Dinn
6:40-6:50	Voting for the Deed Restrictions	PJ Jones
6:50-6:55	Q&A	Kimberly Lee
6:55-7:00	Break	
7:00-7:15	How to Gather Signatures	Samantha Salas
7:15-7:30	Organizing Signature Events	PJ Jones
7:30-7:45	Weekly Check-in Meetings	PJ Jones
7:45-7:55	Q&A	Caroline Crow
7:55-8:00	Closing Survey	Shannon Jenkins
8:00	Closing Remarks	PJ Jones

Introductions

Session 2: Tuesday, May 18, 2021

Speakers & Moderators

Amy Dinn

Caroline Crow

Kimberly Lee

PJ Jones

Samantha Salas

Shannon Jenkins

AMY DINN

Lone Star Legal Aid
Environmental Justice Team
Managing Attorney



LONE STAR
LEGAL AID



CAROLINE CROW

Lone Star Legal Aid

Environmental Justice Team

Staff Attorney



KIMBERLY LEE

**East Houston Civic Club
Board Member**





PJ JONES

**Glenwood Forest
Community Civic Club
President**



SAMANTHA SALAS

Lone Star Legal Aid

Environmental Justice Team

Paralegal



**LONE STAR
LEGAL AID**



SHANNON JENKINS

Glenwood Forest

Community Civic Club

Marketing & Media Relations



Workshop Goals

1. To educate communities about deed restrictions.

2. To empower communities with knowledge about deed restrictions.

“Knowledge is power”

3. To inspire and motivate communities to protect their neighborhoods with deed restrictions, as an alternative solution to Houston’s lack of zoning.

4. To promote community collaboration to accomplish group-determined goals.

“Teamwork makes the dream work”

Workshop Rules

- 1) Please keep yourself muted if you are not speaking.
- 2) Please do not interrupt the presenters. At the end of each presentation, there will be time for questions. Feel free to put your question in the chat!
- 3) If you're calling-in, press STAR 6 [* 6] to mute or un-mute yourself.
- 4) If you are calling-in and are unable to access the chat feature on Zoom, please feel free to text questions to (512)-545-5054.

SESSION 1

6:15 - 6:25 PM

What is a Petition Committee?

Caroline Crow, Staff Attorney, Lone Star Legal Aid, EJ Team



WHAT IS A PETITION COMMITTEE?

- Chapter 201 of the Texas Property Code:

<https://statutes.capitol.texas.gov/Docs/PR/htm/PR.201.htm>

REVIEW: STEPS TO CREATE DEED RESTRICTIONS

1. FORM A PETITION COMMITTEE

2. FILE/RECORD NOTICE OF PETITION COMMITTEE FORMATION WITH THE COUNTY CLERK'S OFFICE.

3. COLLECT SIGNATURES.

3. FILE/RECORD PETITION & SIGNATURES WITH COUNTY CLERK'S OFFICE.

4. REQUIRED NOTICE TO PROPERTY OWNERS IN SUBDIVISION.

5. FILE/RECORD CERTIFICATE OF COMPLIANCE WITH COUNTY CLERK'S OFFICE.

I. FORM A PETITION COMMITTEE

- Identify 3 property owners in your subdivision who want to participate on the Petition Committee.
- These 3 property owners will sign your initiating legal document called the “Notice of Petition Committee Formation.”



WHAT IS A PETITION COMMITTEE?

- "Petition committee" or "committee" means a group of three or more owners who file with the county clerk a notice as required by Section [201.005](#)(a) and who prepare and circulate a petition as allowed under this chapter.

Texas Property Code Section 201.003(7) DEFINITIONS

WHO CAN BE A PETITION COMMITTEE MEMBER?

- Must be a property owner in the subdivision where you're seeking to implement deed restrictions.
- Best case: if the individual is also a resident of the subdivision, meaning the person lives in that neighborhood.

NOTICE OF PETITION COMMITTEE FORMATION REQUIREMENTS

Notice filed with the County Clerk must include the following information:

- (1) a **statement that a petition committee has been formed** for the extension of the term of, creation of, addition to, or modification of one or more restrictions;
- (2) the **name** and **residential address** of **each member** of the committee;
- (3) the **name of the subdivision** to which the restrictions apply and a **reference to the real property records or map or plat** records where the instrument or instruments that contain the restrictions sought to be extended, added to, or modified are recorded or, if the creation of a restriction is proposed, a reference to the place where the map or other document, if any, is recorded;
- (4) a **general statement of the matters to be included in the petition**;
- (5) if the creation of a restriction for a subdivision is proposed, a **copy of the proposed petition creating the restriction**; and
- (6) if the amendment or modification of a restriction is proposed, **a copy of the proposed instrument creating the amendment or modification**, containing the original restriction that is affected and indicating by appropriate deletion and insertion the change to the restriction that is proposed to be amended or modified.

RECORDING REQUIREMENTS



TENESHIA HUDSPETH
HARRIS COUNTY CLERK

HOME

NEWS

HOW DO I...

DEPARTMENTS

SEARCH RECORDS

CONTACT US

Select Language

Powered by Google Translate

We are still actively accepting mail and eFilings for Real Property through existing service providers.

+ I NEED TO FILE A FINANCING STATEMENT OR UNIFORM COMMERCIAL CODE (UCC).

+ HOW CAN I FILE A FOREIGN JUDGMENT?



+ HOW CAN I OBTAIN A COPY OF MY SURVEY OR PLAT?

+ HOW CAN I FILE MY ORIGINAL OR PROBATED WILL?

- **WHAT ARE THE REQUIREMENTS FOR RECORDING A REAL PROPERTY DOCUMENT?**

- The document must be the original; Xerox copies cannot be accepted.
- The appropriate person must sign the document, and that person's signature must be notarized (i.e., Release, Deed of Trust, Deed, etc.). A Release issued by the Internal Revenue Service is not required to be notarized.
- The document must include legal descriptions when applicable.
- Documents of conveyance must indicate the grantee's address. (Texas Property Code 11.003)
- All names must be printed under all signatures with the capacity of the signer and the entity for which they are signing indicated.
- A Return address must be printed on the document.
- There should be a 1-2 inch margin across the top and left margin of the document for our recording information.
- If the document you are filing is from a Texas court, it must be a complete original court-issued certified copy. Please call the office for instructions on out of State court documents.
- A certified copy cannot be altered.
 - Court document – You must contact the court to request a court-certified copy to be re-issued with the necessary information.
 - County Recorder – You may attach a page to the back of the clerk-issued certified copy. Do not alter the pages of the certified copy.
- Abstracts of Judgment are required to contain a Plaintiff's mailing address. (Texas Property Code 52.0041)

<https://www.cclerk.hctx.net/RealProperty.aspx#FAQ>

PETITION COMMITTEE ISSUES

- **What if a Petition Committee Member moves away during the deed restriction signature process?**
- **What if a Petition Committee Member no longer has time to commit and/or does not want to be involved on the Committee anymore?**
 - **What if a Petition Committee Member passes away?**

The remaining Petition Committee Members may appoint, as a successor, an individual who owns land in the subdivision, and who consents to serve as a committee member.

Then, the new Petition Committee must file/record written notice that includes the **name** and **address of each successor committee member** with the county clerk 10 days following the new Committee Member's appointment.

ONLY ONE PETITION COMMITTEE AT A TIME

- Only one committee in a subdivision may file to operate in a Subdivision at a time.
- If a Petition Committee is not successful in collecting 51% of the community's signatures within the 1 year from filing the Notice of Petition Committee Formation, the Petition Committee is dissolved by operation of law.
- A new Petition Committee for that same subdivision may not be validly created **until 5 years after** the unsuccessful Petition Committee is dissolved.
- A petition circulated by a dissolved Petition Committee is ineffective for any of the purposes of this chapter.

QUESTIONS?

Caroline Crow

Staff Attorney

713-652-0077 x1011

ccrow@lonestarlegal.org



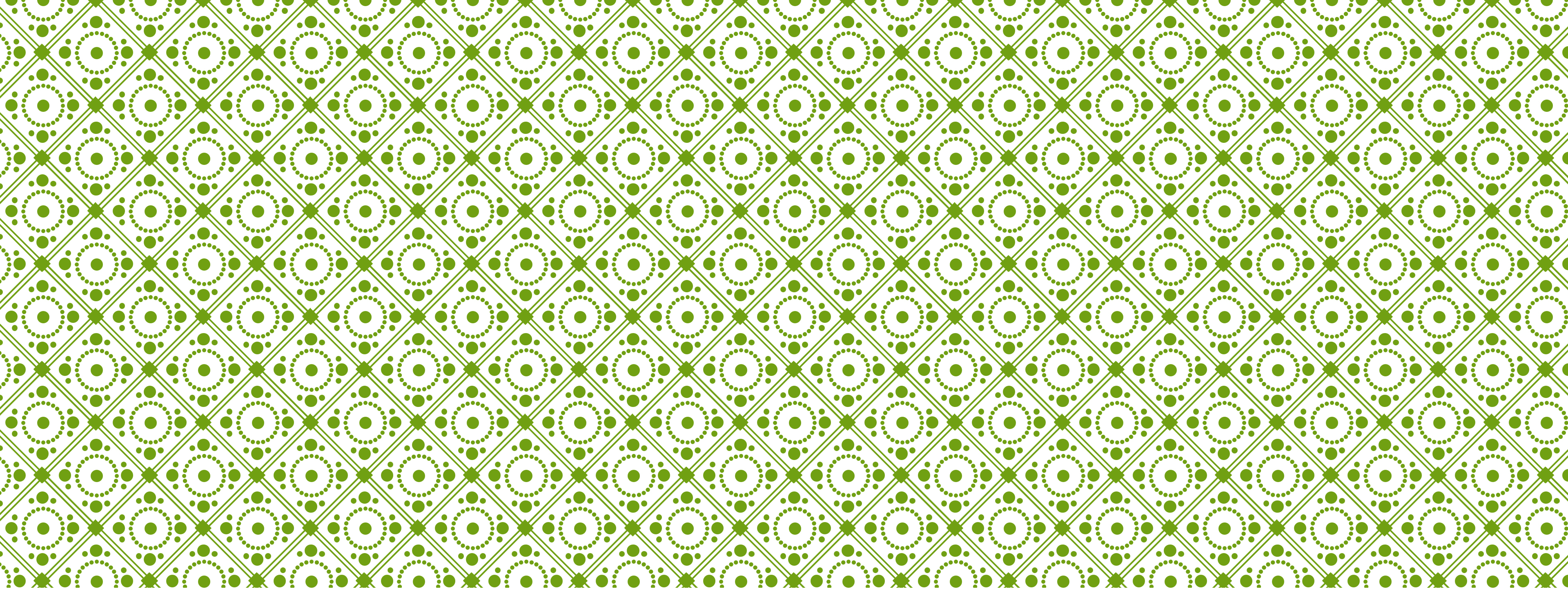
SESSION 2

6:25 - 6:40 PM

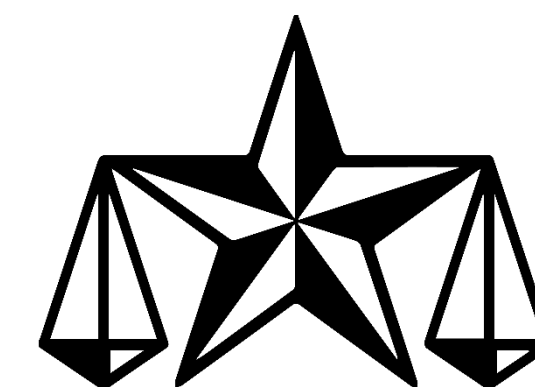
What do you include in your Restrictions?

Amy Dinn, Managing Attorney, Lone Star Legal Aid, EJ Team





WHAT SHOULD YOU INCLUDE IN YOUR DEED RESTRICTIONS?



LONE STAR
LEGAL AID

WHY ARE YOU CREATING OR MODIFYING YOUR RESTRICTIONS?

- Cover unwanted land uses?
- Adapt or create restrictions to preserve the “look & feel” of the residential neighborhood?
- Update provisions that have been problematic to enforce?
- Keeping out nuisances or noxious uses.

BEFORE YOU BEGIN, DRIVE OR WALK YOUR NEIGHBORHOOD

ASK:

- What are your problem areas or concerns?
- What are the most frequent issues or concerns raised?
- What have you had trouble enforcing?
Are the present restrictions unclear?
No way to address problem issues with property?

MAKE A “TOP TEN” LIST

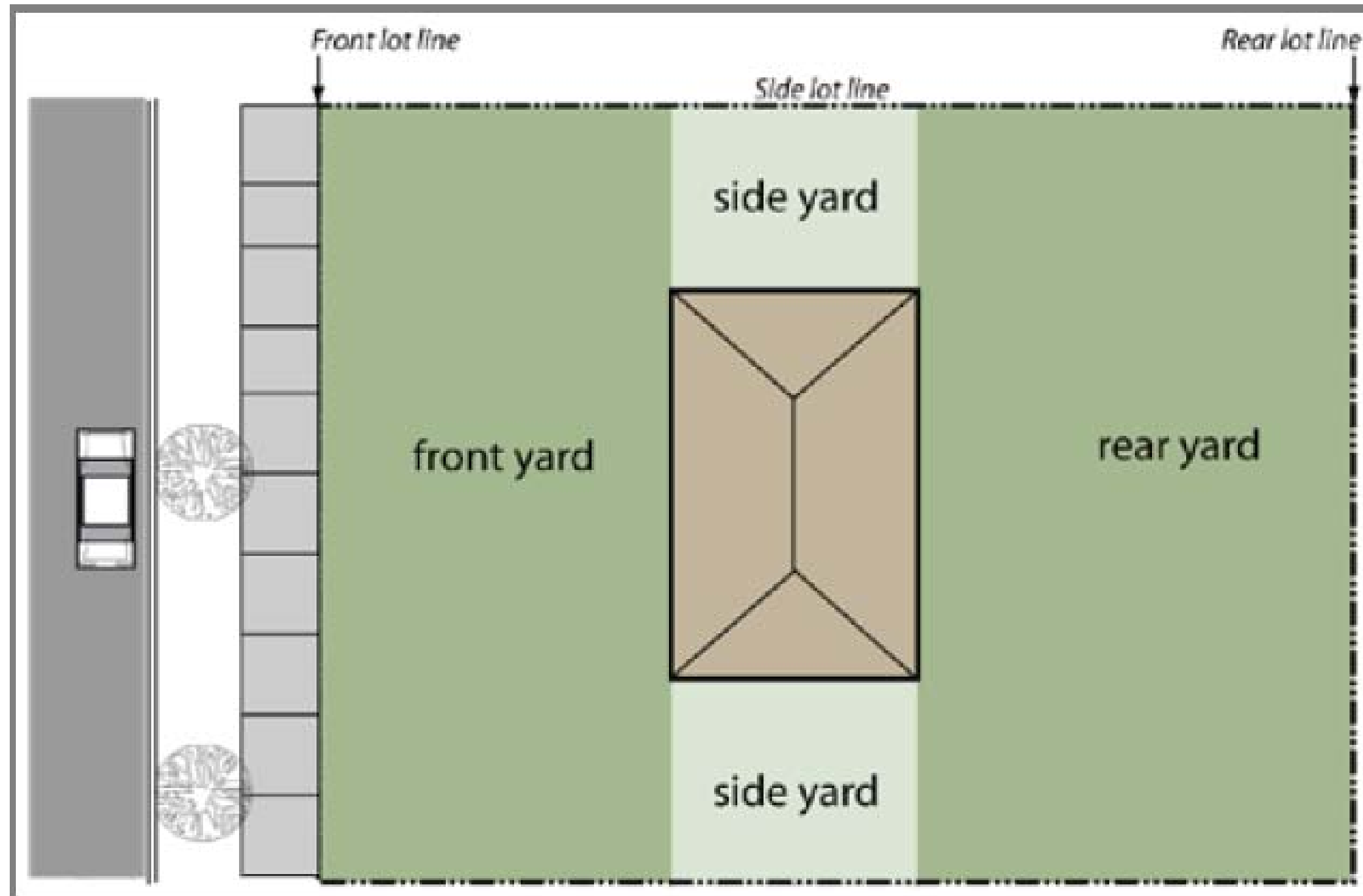


#1 SINGLE FAMILY RESIDENTIAL USE

- ❖ Use for single family, private residential purposes.
- ❖ No subdivision of lots.
- ❖ No duplex, triplex or fourplex on any lot.
- ❖ Not more than 1 residential dwelling on each lot.

- ❖ *Consider height restrictions*
- ❖ *Expand – prevent mobile homes or trailers from being placed on lots*
- ❖ *Expand – prevent use for business or professional purposes; commercial or manufacturing purposes*

#2 SETBACKS



#3 EXTERIOR MATERIALS

- Vinyl
- Wood
- Fiber Cement
- Stucco
- Engineered Wood Siding
- Brick
- Synthetic Stone



What is already in the neighborhood?

What % of exterior material will be required?

Only the front of the house (typical to exclude sides of house or rear) from this restriction

#4 GARAGE

- Attached / detached
- Define Size (1-3 vehicles)
- Allow living space?
- Allow business, professional or commercial purpose?
- Carports or porticos?



#5 TEMPORARY STRUCTURES

- ❖ Trailer
- ❖ Basement
- ❖ Tent
- ❖ Shack
- ❖ Garage
- ❖ Barn
- ❖ Storage container



#6 PROHIBITED ACTIVITIES / NO NUISANCES



No commercial or business purposes

No equipment or process that produces noise, vibration, glare, fumes, odors or electromagnetic interference

“NO NOXIOUS OR OFFENSIVE ACTIVITY”



#7 INDUSTRIAL FACILITIES

Specifically prohibit:

- Concrete crushing facilities
- Concrete batch plants
- Metal recycling
- Other industrial or manufacturing facilities

#8 TRACTOR TRAILERS AND TRUCKS / VEHICLES

Specifically prohibit

- ❖ truck or tractor trailer parking
- ❖ parking of vehicles with more than 2 axles on any lot
- ❖ idling or running engines for tractor trailers or vehicles with more than 2 axles

Also possibly prohibit

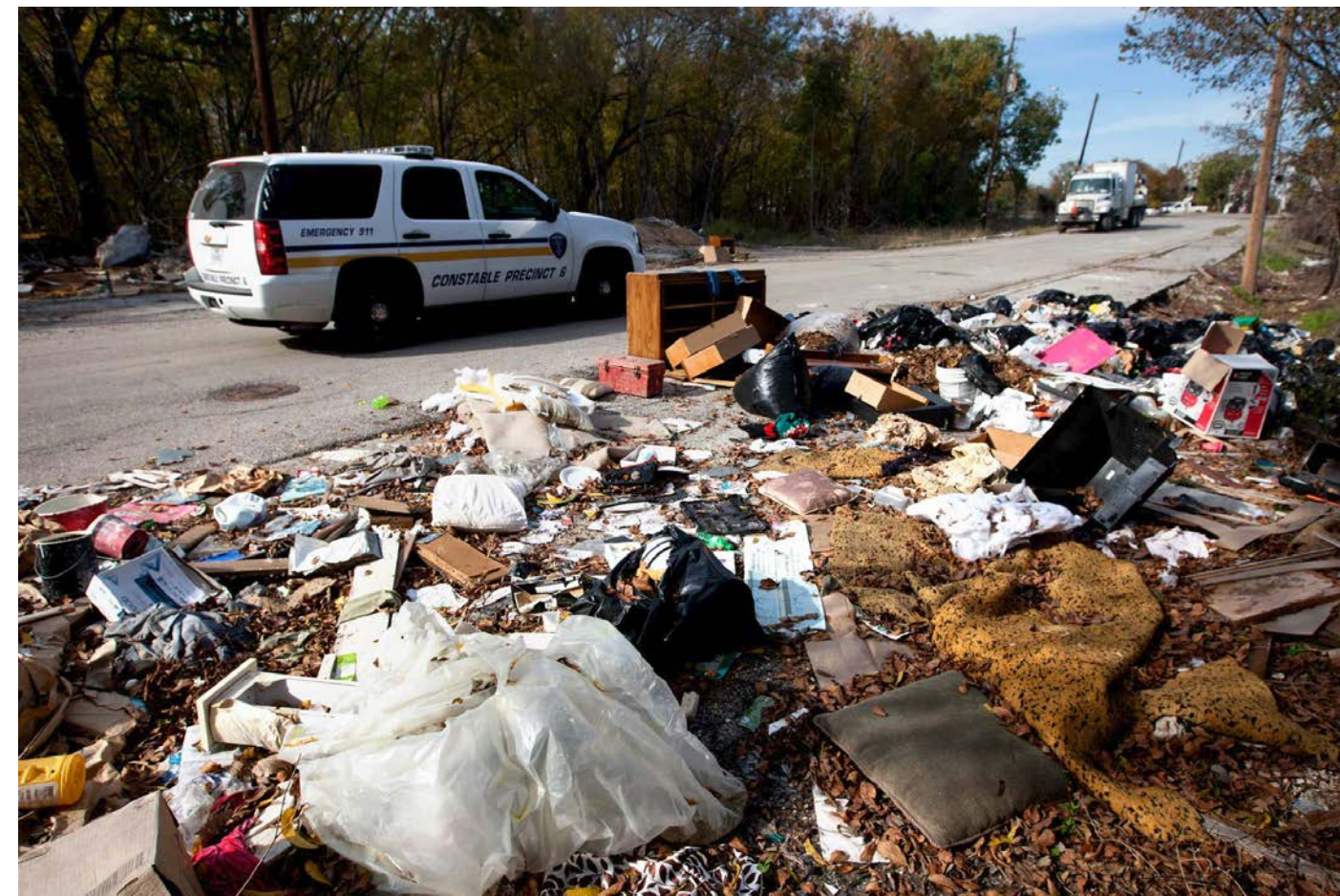
- Parking in front yard
- Parking in side yard



#9 TRASH AND GARBAGE

No dumping of rubbish, trash, garbage or tires.

Keep trash, garbage and waste in sanitary containers



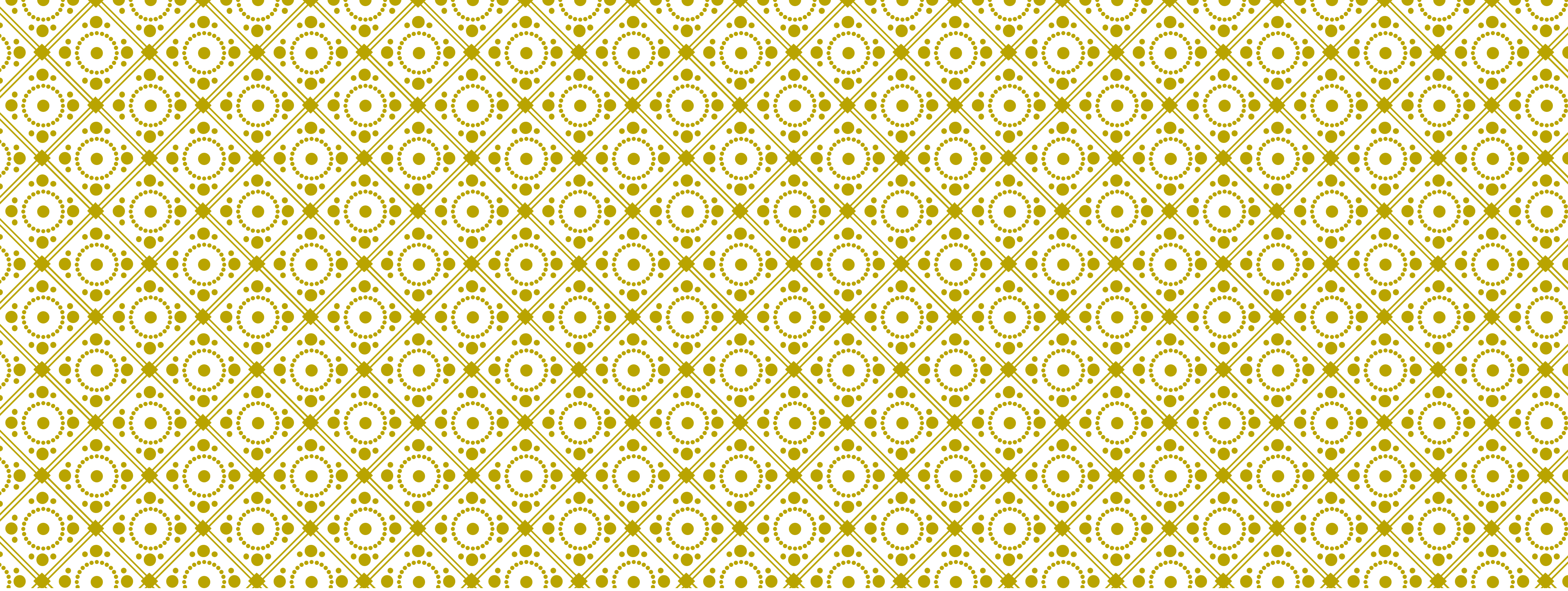
#10 LANDSCAPING

- ❖ Grass, weeds and vegetation should be regularly mowed.
- ❖ Require removal of dead trees, shrubs and plants.



OTHER POTENTIAL ISSUES

- ❖ **FENCING** (Houston: Fences of any material that exceed 8 feet and any masonry or concrete fence require permits)
- ❖ **SIGNAGE** (see Section 259.002 of Texas Election Code regarding restrictions relating to political signs)
- ❖ **UNIMPROVED OR VACANT LOTS** (what is possible/not possible)
- ❖ **RESTRICT SHORT TERM RENTALS** (no rental contract under 1 year or 6 months)



QUESTIONS????

Amy Dinn

adinn@lonestarlegal.org

713-652-0077 ext 1118

SESSION 3

6:40 - 6:50 PM

Voting for the Deed Restrictions

PJ Jones, President of Glenwood Forest Community Civic Club



VOTING FOR DEED RESTRICTIONS

PJ JONES, President

Glenwood Forest Community Civic Club



Definition of Voting

Voting is a method used to express or signify will or choice in a matter; a formal expression of opinion or choice made by an individual or body of individuals.

Why is the word “Vote” important?

- Shows the community members that they have the power of choice to express their support or opposition.
- Empowers community members to take action.
- Conjures a sense of civic duty within the community.
- Streamlines the signature process.

Know what you need: How many property owners' signatures do I need?



- For NEW deed restrictions: typically 51% of property owners signatures are needed.
- For MODIFICATION/AMENDING deed restrictions: typically 75% of property owners signatures are needed.
- You can achieve these percentages 3 ways: by the number of the lots, parcels, or square footage.

EVERY VOTE COUNTS

Opting in (INCLUDE)
AND

Opting out (EXCLUDE)

will help the community reach their deed restriction goal.

ATTACHMENT A

CONSENT TO PETITION TO CREATE THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR HOUSTON GARDENS

We, the undersigned owners, each own record title to property in Houston Gardens, a subdivision in Harris County, Texas.

Owners who do not sign this petition may exclude their property from the operation of the created restriction by filing a statement electing to exclude their property under Property Code Section 201.009(b)(4) before one year after the date on which the owner receives actual notice of the filing of this petition.

If an owner wishes to challenge the procedures followed in creating these restriction, that owner must file suit under Property Code Section 201.010 before the 181st day after the date on which the certificate of compliance required by Property Code Section 201.008(e) is filed.

Owner: _____

Owner's Signature: _____ Date: _____

Co-Owner: _____

Co-Owner's Signature: _____ Date: _____

Street Address of Property: _____

Legal Description of Property: _____

INCLUDE the above-described property in the Restrictions being created by this petition.

OR

EXCLUDE the above-described property from the Restrictions being created by this petition.

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

Before me, the undersigned notary, on this day personally appeared _____, proved to me through _____ to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

Notary Public in and for the State of Texas

What Information Does Each Property Owner Need to Cast a Vote?

- **NAME**
- **LEGAL DESCRIPTION OF THE PROPERTY**
- **PROPERTY ADDRESS**
- **DRIVER'S LICENSE OR ID FOR NOTARY**

Tax Year: 2021

HARRIS COUNTY APPRAISAL DISTRICT
 REAL PROPERTY ACCOUNT INFORMATION
1212000020001

 Print  E-mail

[File A Protest](#) | [Similar Owner Name](#) | [Nearby Addresses](#) | [Same Street Name](#) | [Related Map 4953A](#)

Ownership History

Owner and Property Information

Owner Name & Mailing Address: **KIPP ACADEMY
 10711 KIPP WAY DR
 HOUSTON TX 77099-2675**

Legal Description: **RES F BLK 1
 BISSONNET 75 CENTER AMEND**
 Property Address: **10711 KIPP WAY DR
 HOUSTON TX 77099**

State Class Code		Land Use Code		Building Class		Total Units
XJ -- Private Schools		8005 -- Land Neighborhood Section 5		E		0
Land Area	Building Area	Net Rentable Area	Neighborhood	Market Area	Map Facet	Key Map®
1,607,050 SF	132,304	0	9259	4024 -- Southwest Freeway Far	4953A	529U

Value Status Information

Value Status	Notice Date	Shared CAD
Noticed	04/23/2021	No

Exemptions and Jurisdictions

Exemption Type	Districts	Jurisdictions	Exemption Value	ARB Status	2020 Rate	2021 Rate	Online Tax Bill
Total	008	ALIEF ISD	16,905,668	Not Certified	1.204800		
	040	HARRIS COUNTY	16,905,668	Not Certified	0.391160		
	041	HARRIS CO FLOOD CNTRL	16,905,668	Not Certified	0.031420		
	042	PORT OF HOUSTON AUTHY	16,905,668	Not Certified	0.009910		
	043	HARRIS CO HOSP DIST	16,905,668	Not Certified	0.166710		
	044	HARRIS CO EDUC DEPT	16,905,668	Not Certified	0.004993		
	048	HOU COMMUNITY COLLEGE	16,905,668	Not Certified	0.100263		
	061	CITY OF HOUSTON	16,905,668	Not Certified	0.561840		
	931	INTERNATIONAL MANAGEMENT DISTRICT	16,905,668	Not Certified	0.100000		

Texas law prohibits us from displaying residential photographs, sketches, floor plans, or information indicating the age of a property owner on our website. You can inspect this information or get a copy at **HCAD's information center at 13013 NW Freeway.**

Valuations

How Does a Property Owner Vote?

- **ATTEND A SIGNATURE EVENT**
- **MAIL-IN COMPLETED AND NOTARIZED ATTACHMENT A FORM**
- **MAKE AN APPOINTMENT WITH THE COMMUNITY LEADER**

Ways to Encourage Voting

1. Host signature events at a heavily-trafficked community center with notary on-site.
2. Hold multiple signature events.
3. Start holding voting events early on during your 1-year timeline.
4. Use yard signs and banners to promote any and all events.
5. Complete mail outs to the community that include the Proposed Restrictions, the Attachment A form, and an enclosed, self-addressed envelope.
6. Advertise appointment availability with community members who may need a notary to come to them.
7. Make voting easy.

QUESTIONS & ANSWERS

6:50-6:55

5 MINUTE BREAK



SESSION 4

7:00 - 7:15 PM

How to Gather Signatures

Samantha Salas, Paralegal, Lone Star Legal Aid, EJ Team



LONE STAR
LEGAL AID

HOW TO GATHER SIGNATURES

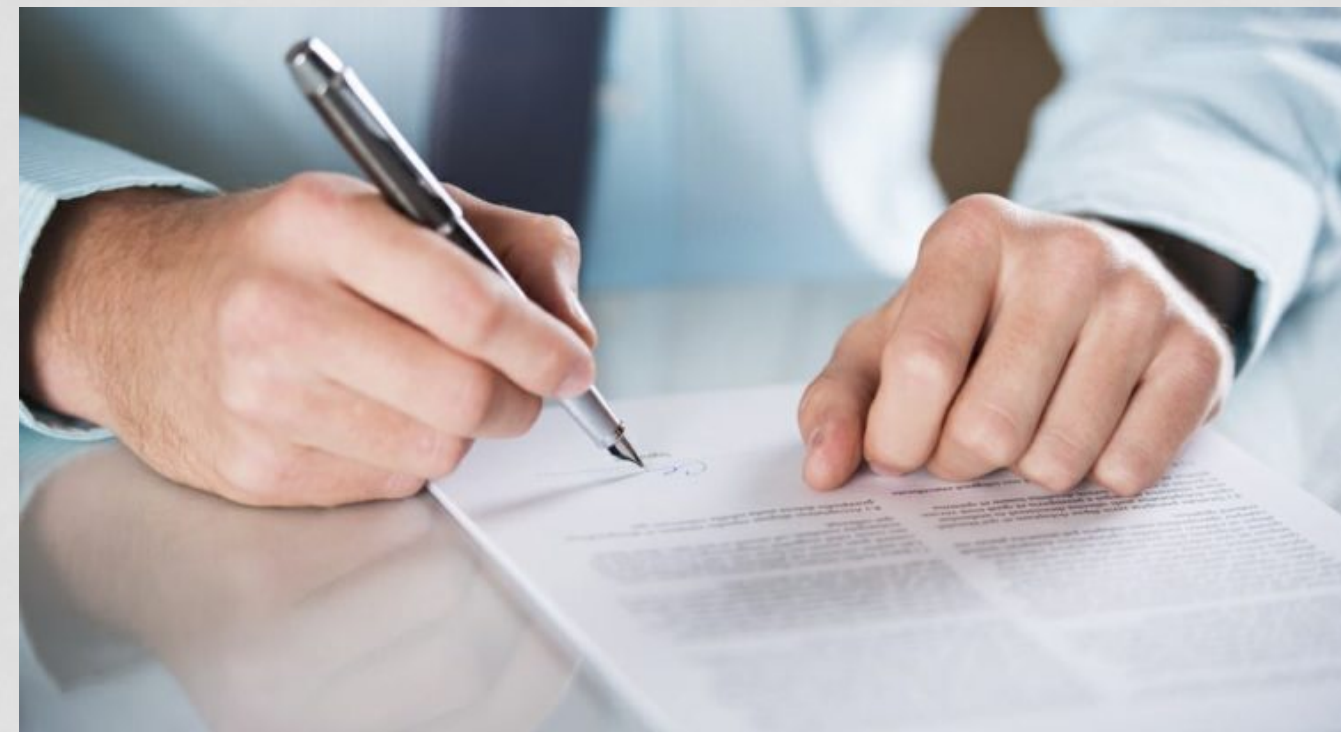
SAMANTHA SALAS
LONE STAR LEGAL AID, PARALEGAL



IMPORTANCE OF SIGNATURES

- **THE MOST IMPORTANT PART OF THE PROCESS!!!**

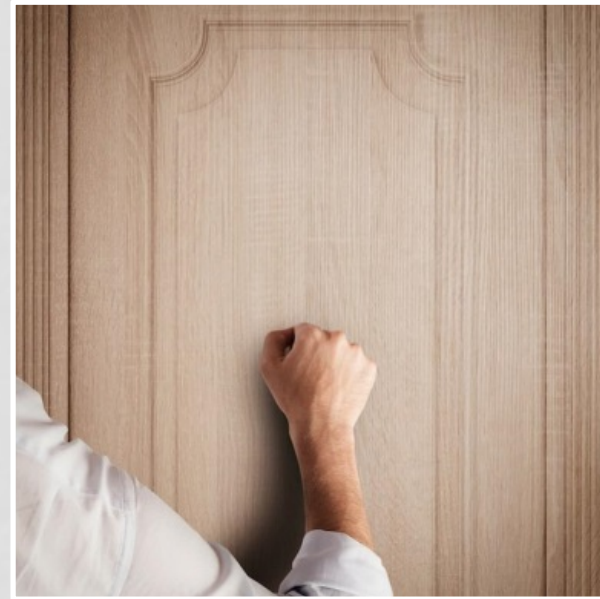
- Without the necessary signatures, your deed restrictions initiative will fail.
- If you fail to collect the required number of signatures in your 1 year time period, there is a 5 year wait period before you can try again.
- Creating new deed restrictions typically requires 51% of property owners signatures.
- Amending/modifying restrictions typically requires 75% of property owners signatures.



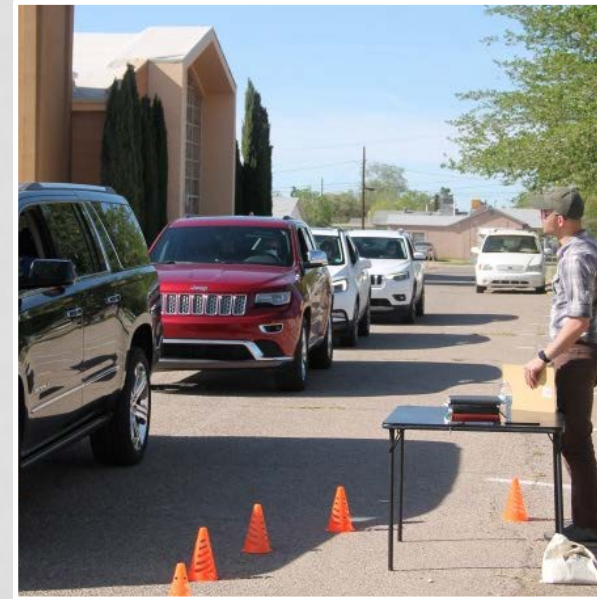
**Percentages can be reached by obtaining property owners' signatures in 3 ways: Lots, Parcels, or Square Footage.

WAYS TO GATHER SIGNATURES

Door to Door



Drive-thru events



In-person events



Mail -outs



DOOR TO DOOR



You will need:

- List of property owners and their property addresses to verify signatures and property
- Document to be signed and notarized (Attachment A form) (multiple copies)
- Notary available (either on call or with you)
- Hard copies of the restrictions or a digital link you can share to the restrictions for property owners to reference

DRIVE-THRU EVENTS

You will need:

- List of property owners and their property addresses to verify signatures and property
- Document to be signed and notarized (Attachment A form) (multiple copies)
- Notary available (on site)
- Hard copies of the restrictions or a digital link you can share to the restrictions for property owners to reference
- Tent, table, chairs (optional)



IN-PERSON EVENTS



You will need:

- List of property owners and their property addresses to verify signatures and property
- Document to be signed and notarized (Attachment A form) (multiple copies)
- Notary available (on site)
- Hard copies of the restrictions or a digital link you can share to the restrictions for property owners to reference

MAIL-OUTS

You will need

- List of property owners and their mailing addresses
 - Mailing address for property owners can be found HCAD
- Document to be signed and notarized (Attachment A form)
- Envelopes
- Stamps

Mail-out to include

- Informational Cover Letter
- Document to be signed and notarized (Attachment A form)
- Pre-stamped and addressed return envelope (optional but very effective)



MUST DO'S WHEN COLLECTING SIGNATURES



- Signature(s) MUST be from property owner(s).
 - Cannot be renters
 - Cannot be mother, brother, sister, cousin, etc.
 - All property owners listed on HCAD must sign.
- All owners' signatures MUST be notarized at time of signature.
- All signatures MUST be dated.
 - Applies to both property owner(s) and notary signatures

VERIFYING SIGNATURES

- Double check names of property owners with HCAD information
- Double check legal description of property is correct
- Check for notary stamp and signature
 - Make sure notary commission isn't expired
 - Make sure the notary both signed and used notary stamp/seal
 - Make sure the notary completed the notary block
 - Make sure that the notary stamp is visible & legible
- Check dates – All dates need to match
 - Date of property owners' signature and notary date must be the same.
- Make sure dates are on the date line and signatures on signature line
- Make sure that the property owner(s) clearly selected the INCLUDE or EXCLUDE box.
 - They can only select one

SOME ISSUES THAT MAY ARISE

- Deceased property owners
- Multiple property owners where each owner wants to vote a different way
- Property owner that is incapacitated or diminished capacity. (POA or appointed guardian); “judicially declared to be incompetent”
- Someone claiming to be property owner but HCAD is not reflecting their info.
- Minors owning property – minors cannot sign



QUESTIONS?



Samantha Salas

Paralegal

713-652-0077 ext. 1137

ssalas2@lonestarlegal.org

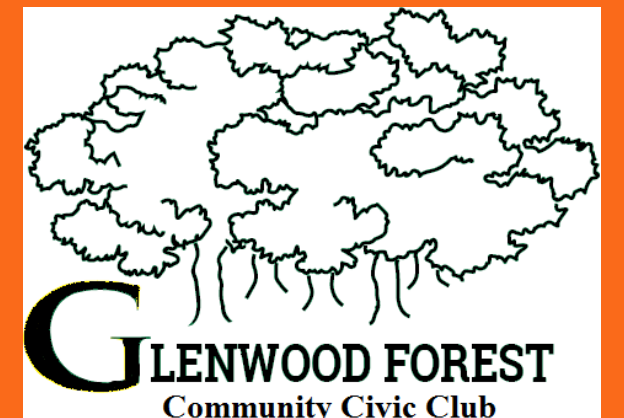


SESSION 5

7:15 - 7:30 PM

Organizing Signature Events

PJ Jones, President of Glenwood Forest Community Civic Club





ORGANIZING SIGNATURE EVENTS

PJ JONES, PRESIDENT

GLENWOOD FOREST COMMUNITY CIVIC CLUB



HOW TO ORGANIZE A SIGNATURE EVENT

1. Meet with your
Green Residents

2. Choose your
location

3. Select a date

4. Get necessary
supplies

5. Publicize your
event

I. MEET WITH YOUR GREEN RESIDENTS



- Create a strategy for signature collection.
- Determine group's availability.
- Petition Committee Members will likely be your Go-To Team for signature collection.

2. CHOOSING YOUR LOCATION

- Get appropriate permissions and reserve in advance.
- Consider location's capacity for people and for parking.
- Pick a heavily-trafficked spot in the community or well-known community landmark.
- Check the weather and prepare accordingly.



3. SELECTING A DATE



- Learn when local community organizations may have regular meetings planned and avoid those days where other activities are already planned.
- Consider hosting Saturday events; try to avoid holiday weekends and days with other community events.
- Pick a time of day when people may be out and about in the community: not too early in the morning and not too late in the evening.
- Discuss potential dates with your green residents, notaries, and any vendors you're inviting before scheduling.

4. NECESSARY SUPPLIES

- Notary Services
- Pens
- Printed Copies of the Proposed Restrictions
- Printed Copies of the Attachment A Forms for signatures
- Printed Copies of property lists, so that you can help community members fill in the legal description of their property
- Printed map of the Subdivision boundaries
- Access to Harris County Appraisal District Website in case you need to look up a property address for a community member (mobile version is available)
- Weather accommodations: Tent, fans, and/or heaters
- Water, Snacks, or other giveaways





QUESTIONS?

PJ JONES, PRESIDENT

GLENWOOD FOREST COMMUNITY CIVIC CLUB



SESSION 6

7:30 – 7:45 PM

Weekly Check in Meetings

PJ Jones, President of Glenwood Forest Community Civic Club





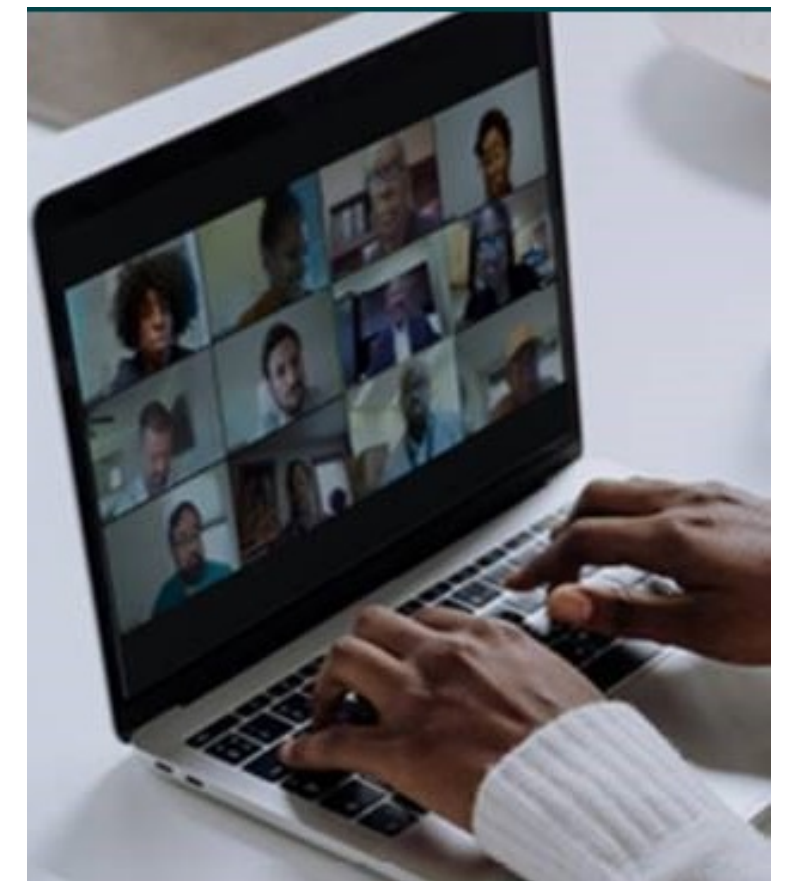
Weekly Check-In Meetings

PJ JONES, PRESIDENT

GLENWOOD FOREST COMMUNITY CIVIC CLUB

Importance of Weekly Check-In Meetings

- ▶ Keeps everyone on track.
- ▶ Easiest way to monitor progress.
- ▶ Allows members to discuss their struggles, questions, dilemmas, and accomplishments.
- ▶ Keeps the momentum going.



**Meetings can be held in-person or virtually

Who should attend the Weekly Check-In Meetings?



- ▶ Any and all community members who wish to help with your deed restrictions initiative, these can include but are not limited to:
 - ▶ Block captains
 - ▶ Petition Committee Members
 - ▶ Green residents
 - ▶ Group's board members/leaders

When to host your Weekly Check-In Meetings?

- ▶ It is important to host weekly or bi-weekly check-in meetings throughout the entire deed restriction process.
 - ▶ Know your community & determine whether weekly or bi-weekly check-ins would work better.
 - ▶ If you are ahead on gathering your signatures, you could choose to host meetings bi-weekly, instead of every week.
- ▶ Plan your weekly meetings around your Signature Events and Civic Club Meetings.
 - ▶ Planning the weekly meeting on different days than signature events and civic club meetings allows you to solely focus on the deed restrictions initiative.
 - ▶ We've learned that implementing deed restrictions is a project that can take up a lot of time, and your civic club or community meetings may not allow enough time to cover issues and plan.

What to discuss at your Weekly Check-In Meetings?

- ▶ Number of signatures gathered & number of signatures needed.
- ▶ Follow-up approach with residents who requested follow-up.
- ▶ Issues/concerns that have come up and how to resolve those issues.
- ▶ Setting goals for the week or the month.
 - ▶ Setting both short-term and long-term goals is key.
- ▶ Decide whether to hold additional signature event or go door-to-door.
 - ▶ Planning for your signature events.



How to set Short-Term and Long-Term Goals?



- ▶ Long-term goals can be overwhelming, but it is important that the community knows the big picture.
 - ▶ EX. 400 total properties in subdivision and we need 201 of those signatures.
 - ▶ 201 signatures is a big number and can seem like a lot of work – and it is. But, it doesn't have to be done all in a day.
- ▶ Short-term goals are easier to achieve and are much more manageable.
 - ▶ EX. We need a total of 201 signatures so, lets aim for 15 signatures a week for 13 weeks.
 - ▶ 15 signatures sounds like a much easier goal to reach – and it is. Especially, when you have multiple people working towards that goal.
 - ▶ EX. If you have 3 people working towards that goal then each person only needs to collect 5 signatures a week.

Track your progress at meetings.

- ▶ Work backward from the required number of signatures you need.
 - ▶ EX. We needed 201 signatures and we have 41 signatures, we only need 160 signatures. As the number continues to get lower, the momentum and excitement to success starts to build.
- ▶ Progress-tracking will help you visualize results.
- ▶ Color-code a subdivision map as community members vote.
- ▶ Keep a spreadsheet of "Opt-ins" and "Opt-outs"
- ▶ Stay positive about reaching your goal!



Questions?

PJ JONES, PRESIDENT

GLENWOOD FOREST COMMUNITY CIVIC CLUB

QUESTIONS & ANSWERS

7:45-7:55

Closing Survey



<https://forms.gle/S6xQbJEpLvYMsMg36>

CLOSING REMARKS