



3355 Keswick Road, Suite 200  
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## **Community Association Capacity Inventory**

The following survey is intended to provide a better understanding of the current status of community associations in Baltimore. Information gathered may benefit community based organizations, Baltimore City government agencies, and city-wide organizations.

Citizens Planning and Housing Association, Inc. (CPHA) will use this survey to identify programmatic focuses and initiatives for community leaders. The survey responses will also be used to provide Baltimore's community associations with precise and targeted programming or assistance.

Community association presidents should fill out one survey for their community association. The survey is available as a form or as a PDF to download, print, and return to CPHA. Both versions can be found at [www.cphabaltimore.org/survey](http://www.cphabaltimore.org/survey). If you chose to complete a printed version of the survey, please mail the survey to CPHA 3355 Keswick Road, Suite 200, Baltimore, MD 21211.

The survey should take less than 20 minutes to complete. Your time and responses are greatly appreciated.

If you have any questions about this survey, please contact Mel Freeman by phone (410-539-1369 x101) or by email ([melf@cphabaltimore.org](mailto:melf@cphabaltimore.org)).

### **Sections:**

- Section 1: Organizational Information
- Section 2: Mission, Goals, and Programs
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- Section 4: Organization/Administration
- Section 5: General Meetings
- Section 6: Members
- Section 7: Partnerships/Coalitions
- Section 8: City-Wide Community Association Resources

**Please Return To:**  
**CPHA**  
**3355 Keswick Road, Suite 200**  
**Baltimore, MD 21211**

**Organizational Information**  
**Section 1 of 8**

Name of organization: \_\_\_\_\_

Acronym of association: \_\_\_\_\_

Phone number of community association's president: \_\_\_\_\_

Email of community association's president: \_\_\_\_\_

Fax number of community association: \_\_\_\_\_

Mailing address of community association: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

1. What is your association's website? \_\_\_\_\_

2. What are your community association's official boundaries? \_\_\_\_\_

\_\_\_\_\_

3. Annual date of community association elections. \_\_\_\_\_

4a. Are you a registered 501c3 nonprofit with the IRS? Yes No I don't know

4b. If no, do you want to be? Yes No I don't know

5. Is your organization incorporated? Yes No I don't know

6. Does the organization have by-laws? Yes No I don't know

7. Title of organization's leader: \_\_\_\_\_

8. Name of organization's leader: \_\_\_\_\_

**Mission, Goals, and Programs**  
**Section 2 of 8**

9. The organization has a mission statement that clearly defines its vision, purpose, and goals.  
Yes No I don't know

10. What are the most important goals of your organization? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Please indicate all of the topics that are important to your community:  
Historic Architecture Vacant Houses Nuisance Houses Zoning Crime Drugs  
Safety Land Beautification (tree wells, open space, gardens, etc.) Rats Sanitation  
Trash Social Events Community Events Parking Traffic  
Economic Development Membership Other \_\_\_\_\_

12. How many social events (block parties, festivals, etc.) does your community association host each year where residents can interact in an informal manner? \_\_\_\_\_

13. Over the past three years, how has the frequency of social events changed?  
Increased Decreased Remained the same I don't know

14. Is there active orientation of new residents, for instance, a welcome packet or welcoming team? Yes No I don't know

15a. Is there a printed newsletter for the community? Yes No I don't know  
 15b. If so, how many times in a year is it distributed? \_\_\_\_\_  
 15c. If so, how is the newsletter delivered? (mark all that apply)  
Available for pick up at certain locations At meetings Door-to-door delivery  
Other \_\_\_\_\_

16a. Does the organization have an e-blast or email newsletter? Yes No I don't know  
 16b. If yes, how does one sign up to receive an e-blast or an email newsletter? (mark all that apply) Through association's website By simple request (email, phone, in person)  
By signing in at a community association meeting Other \_\_\_\_\_

17. Please mark all of the social media that your association uses.  
Blog List Serve/Google Group/Yahoo Group Twitter Facebook Page  
Meetup.com iNeighbors Currently do not use any social media  
Other \_\_\_\_\_

18. How can your organization mobilize residents to take action in a crisis situation? (mark all that apply) CERT Team E-blast Phone Tree Block Captains  
Currently cannot mobilize residents in a crisis situation Other \_\_\_\_\_

19. Does your organization have block captains? Yes No I don't know

20a. Does your organization have any committees? Yes No I don't know

20b. If yes, please list each committee with a short description.

Committee	Description

21. On average, how many times per year does your community association rally residents around a specific topic? \_\_\_\_\_

22. Does your organization support city, state, and national public policy coalitions which work on issues outside of the immediate community?

- Often  Occasionally  Infrequently  Never  I don't know

23. The following is a list of activities that neighborhood associations often do. Please check all of the activities that your association does.

Sanitation

- Neighborhood Clean-Ups  
 Recording/Reporting Sanitation Violations  
 Educating Neighbors  
 Other \_\_\_\_\_

Housing

- Recording/Reporting Housing Violations  
 Covenant/Architecture Review  
 Marketing/Home Buyers Programs  
 Other \_\_\_\_\_

Crime

- Neighborhood Walkers/Patrol  
 Recording/Reporting Crimes  
 Hot Spot Program Work  
 Drug House Nuisance Cases  
 Other \_\_\_\_\_

Zoning and Development

- Zoning Review/Urban Renewal Plan  
 Design Review/Planned Urban Development  
 Advocating for Commercial Revitalization  
 Testifying Before the Zoning Board  
 Other \_\_\_\_\_

Community Activities

- Community-wide Festivals or Events  
 Leadership Training  
 Block Improvement/Beautification Projects  
 Other \_\_\_\_\_

Youth

- Academic Activities  
 Sports/Recreational Activities  
 Art/Music Activities  
 Other \_\_\_\_\_

Health

- Health Education  
 Health Referrals  
 Drug Treatment Referrals  
 Other \_\_\_\_\_

Other Activities

- Other \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

**Board and Elections**

**Section 3 of 8**

24a. Is there an elected board? Yes No I don't know

24b. If yes, how many people serve on the board of directors? \_\_\_\_\_

25. On average, how many members vote in an election? \_\_\_\_\_

26. Please check off all the roles currently filled:

- President or Chair Vice-President or Vice-Chair Secretary Treasurer  
Other \_\_\_\_\_

27. How long are board terms? \_\_\_\_\_

28. How often are former officers re-elected? (Either to the same position or to a new position on the board.) Never Rarely Sometimes Often

29. Are the income levels of the board representative of the income levels of the residents served by the organization? Yes No I don't know

30. How often does the board meet outside of general community association meetings? \_\_\_\_\_

31a. Is there a way to submit anonymous questions or concerns to the board?

Yes No I don't know

31b. If yes, how so? \_\_\_\_\_

### **Organization/ Administration**

#### **Section 4 of 8**

32. What is your annual budget? \_\_\_\_\_

33a. In the last two years, has the organization applied for and received one or more grants?

Yes No I don't know

33b. If yes, how much grant money were you awarded in the last two years? \_\_\_\_\_

34. Does your organization have a bank account? Yes No I don't know

35. How do you keep track of your finances? (mark all that apply) Excel Quickbook Word

Paper/Pen Ledgerbook We don't have a system to track our finances

Other \_\_\_\_\_

36. Do you report the state of the budget at general meetings? Yes No I don't know

37. Does your organization employ paid staff? Yes No I don't know

### **General Meetings**

#### **Section 5 of 8**

38. How many general meetings are held a year? \_\_\_\_\_

39. How are these meetings advertised? (mark all that apply) Flyer Newsletter

Word of Mouth Email Phone Meetings are not actively advertised Website

Facebook Meetup.com Other \_\_\_\_\_

40. On average, how many residents attend each general meeting? (This does not include invited guests/non-residents). \_\_\_\_\_

- 41a. Do you have a sign-in sheet at your meetings? Yes No I don't know
- 41b. If yes, what do you do with this information? (mark all that apply)
- Add new names to listserv
  - Add new names to spreadsheet or other database
  - Follow up with new attendees
  - Nothing
  - Other \_\_\_\_\_
- 42a. Where are the meetings held? (Address) \_\_\_\_\_
- Our meeting location changes each time
- 42b. What day of the month/year are your meetings? \_\_\_\_\_
- 42c. What time are your meetings? \_\_\_\_\_
43. What percentage of time at community association meetings is allocated for open-floor discussion? 0% 1-9% 10-19% 20-39% 40%+
- 44a. Are general meeting minutes shared with residents? Yes No I don't know
- 44b. If yes, how are meeting minutes shared? (mark all that apply)
- Email
  - Available upon request
  - At a general meeting
  - Other \_\_\_\_\_
- 45a. Are there topic specific meetings held outside of general meetings?
- Yes
  - No
  - I don't know
- 45b. If yes, how many of these meetings are held each year? \_\_\_\_\_
46. What opportunities are available to residents to talk to each other about concerns important to them? (mark all that apply) Blog Listserve Meeting Time
- No opportunities' currently exist
  - Other \_\_\_\_\_

**Members**  
**Section 6 of 8**

47. How do you define someone as a member of your organization? (mark all that apply)
- Pays Dues
  - Attends Meetings
  - Participates in events
  - Registered as a member
  - Homeowner
  - Renter
  - Other \_\_\_\_\_
48. How many members does the association currently have? \_\_\_\_\_
49. Are homeowners or renters members of your organization?
- Only homeowners
  - Only renters
  - Both homeowners and renters
- 50a. Do members pay dues? Yes No I don't know
- 50b. If yes, how much? \_\_\_\_\_
- 50c. If yes, how often? \_\_\_\_\_
51. How are new members recruited? (mark all that apply) Word of mouth Flyers
- Newsletter
  - Email
  - At Meetings
  - The community association does not recruit
  - Other \_\_\_\_\_

**Partnerships/Coalitions**  
**Section 7 of 8**

52. Which types of organizations or institutions (churches, schools, businesses, etc) does your organization collaborate with? (mark all that apply)

- Business Owners  Developers  Politicians  Government Agencies
- Police or other safety representatives  Nonprofit representatives
- University Representatives  Representatives from religious groups
- Currently do not collaborate with any other organization  Other \_\_\_\_\_

53a. Does your organization work with an umbrella organization?  Yes  No  I don't know

53b. If yes, please list the umbrella organization. \_\_\_\_\_

54a. Does your organization work with a CDC?  Yes  No  I don't know

54b. If yes, please list the CDC. \_\_\_\_\_

55. Please list the organizations you most often work with and issues you work together on below.

Organization	Issue

56a. Does your organization have liaisons to other organizations or associations?

- Yes  No  I don't know

56b. If yes, can you please list what organizations you have liaisons for? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

57. Over the past three years, how has your organization's engagement with other organizations changed?  Increased  Decreased  Remained the same  I don't know

**City-Wide Community Association Resources**

**Section 8 of 8**

58. Please indicate your level of awareness of the following city-wide organizations by checking one box in each row.

	Not Aware	Aware of Organization	Aware of Organization and familiar with services	Aware of organization and your CA has benefited from this organization's services
Baltimore Heritage				
Baltimore Metropolitan Council				
Baltimore Neighborhood Collaborative				
Baltimore Open Space				
BNIA (Baltimore Neighborhood Indicators Alliance)				
Civic Works				
Community Law Center				
CPHA (Citizens Planning and Housing Association, Inc.)				
Mayor's Office of Neighborhoods				
Neighborhood Design Center				
Parks and People Foundation				

59. What services or resources would you like to be provided to better improve your community association? (Please include any training, equipment, supplies, or anything else that would assist your community association). \_\_\_\_\_



Thank you for your time and responses. Your answers will greatly help CPHA expand and implement its initiatives and programs for community associations.

If you have any questions about the survey please contact Mel Freeman at CPHA at 410-539-1369 x101 or by email at [melf@cphabaltimore.org](mailto:melf@cphabaltimore.org).

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