

# Neighborhood Association / Homeowner Association (HOA) Contact/Update Form

## 1. Complete Contact Information

Please submit contact information of one designated person that is willing to be the primary point-of-contact representing your neighborhood association/HOA. This could be your president, secretary, treasurer, etc. This representative needs to be someone that attends meetings regularly and is able to report on or distribute information at association meetings.

**Neighborhood Association/HOA Name:** \_\_\_\_\_

**Primary Point-of-Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Election Month:** \_\_\_\_\_

**Meeting Time and Place:** \_\_\_\_\_

**Boundaries:** \_\_\_\_\_  
\_\_\_\_\_

*(Please submit a map of your neighborhood association/HOA boundaries, if possible, & describe the boundaries above.)*

## 2. Submit Form

Please submit this form to Merary Trevino once you have elected your officers. **It is extremely important to continuously update the City of Wichita with any changes to this contact information.**

Merary Trevino  
Colvin Neighborhood City Hall  
2820 S Roosevelt  
Wichita, Kansas 67210

Phone: 316-303-8028  
Fax: 316- 858-7908  
E-mail: mtrevino@wichita.gov

### **How will this information be used?**

Your primary neighborhood association/HOA contact information will be included in a database that is used for distributing information that may affect your area. For example, if a new development is being considered in your neighborhood and notification is necessary, then your contact may be notified. The Metropolitan Area Planning Department also uses the database to send a quarterly newsletter called "Metro Planning News," to each neighborhood association/HOA, which may contain information about a planning project in or near your neighborhood.