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INTRODUCTION

Created by City Council in 2020, the City of Greer's Neighborhood Services serves to preserve and build community in neighborhoods by connecting neighbors to each other and to the resources around them.

This Neighborhood Handbook serves to assist established associations as well as to inform residents wanting to form a new neighborhood association on how to create that sense of community.

The type of association within each neighborhood is dependent on the individual characteristics of each community, but all serve to address the needs of the area and keep residents informed.

TYPES OF ASSOCIATIONS

HOME OWNER ASSOCIATION

A Home Owners Association or HOA is usually found within subdivisions, and residents usually agree to the rules, restrictions, and fees when they purchase their house.

NEIGHBORHOOD ASSOCIATION

A Neighborhood Association is usually formed within a geographic boundaries by residents who want to devote time and energy into improving where they live.
## HOA VERSUS NEIGHBORHOOD ASSOCIATION

### Comparing Two Types of Neighborhood Organizations

While all neighborhood organizations are formed to build relationships and empower residents there are some differences.

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<th>HOA (Home Owner Associations)</th>
<th>Neighborhood Associations</th>
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<tr>
<td><strong>Home Owner Associations are mandatory</strong></td>
<td><strong>Neighborhood Associations are voluntary</strong></td>
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<td><strong>Members are residents of a subdivision developed by the same developer</strong></td>
<td><strong>Members are residents or stakeholders from a geographic area</strong></td>
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<tr>
<td><strong>Rules and regulations are agreed to formally when someone purchases a house</strong></td>
<td><strong>No legal authority to enforce maintenance or design outside of city ordinances</strong></td>
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<td><strong>Fees are mandatory</strong></td>
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WHY SHOULD MY NEIGHBORHOOD ORGANIZE?

WHAT DO PEOPLE WANT FROM THEIR NEIGHBORS?

67% feel safer when they know their neighbors
75% want to be welcomed when they move into a neighborhood

CREATING THE BEST NEIGHBORHOOD

Research shows being connected with your neighbors can impact everything from foreclosure rates to life expectancy.

Neighborhood associations build stronger relationships among neighbors, establish leaders, empower residents, and help create a partnership with the City of Greer.
SIX STEPS TO START A NEIGHBORHOOD ASSOCIATION

TALK WITH YOUR NEIGHBORS
Find out if they are interested in working together on shared goals. Some examples of common goals are: better communication with neighbors, beautification of the area, increased neighborhood safety.

ORGANIZE A TEAM
Appoint 2-4 residents as the Neighborhood Organizing Team. The team will be responsible for getting the association started and working with the Greer's Neighborhood Services.

MEET WITH NEIGHBORHOOD SERVICES
The team will need to establish proposed boundaries and by-laws. The Neighborhood Services Coordinator is here to help!

HOLD YOUR 1ST MEETING
Introduce the idea of a neighborhood association, and get feedback on the proposed boundaries and by-laws. The discussion may bring up new ideas or concerns and changes to the proposal may be needed.

HOLD YOUR 2ND MEETING
When you agree on the boundaries and by-laws of the new association, a meeting is held to make it official and elect officers. The new neighborhood association now exists! Now the real work, and fun can begin.

REGISTER WITH NEIGHBORHOOD SERVICES
Registration puts you on our map and lists the official representatives of your neighborhood. Your association will be kept informed of events and notices in your area.
How to Make your Neighborhood Association Official

Your neighborhood must host at least one meeting per year.

Your neighborhood must turn in a completed registration form to the Neighborhood Services Coordinator.

A complete registration includes:
- Contact information of two representatives
- A copy of your bylaws
- Defined neighborhood boundaries

MEETINGS

Neighborhood Associations must have at least one annual meeting per year, and should elect offices at least every other year.

Tips for Effective Meetings
- Don’t hold more than 2 or 3 big meetings a year
- Invite guest speakers
- Select a time that is convenient
- Bring snacks and water
  Limit your meeting to 1 hour

BYLAWS

The rules for your group should be taken seriously because they are important to maintain the order and credibility of the organization.

Bylaws should define
- The purpose of the group
- How leaders will be selected for the group
- Clear neighborhood boundaries that can be drawn on a map, so that anyone who is within those boundaries can join!
KEEPING YOUR ASSOCIATION ACTIVE

While every neighborhood association is unique, their most important function is to create an inclusive, active, and better connected community.

Successful neighborhoods continually communicate and encourage participation with every neighbor!

ATTRACTING MEMBERS

- Every neighbor is a potential volunteer
- Start a welcome committee
- Communicate positive neighborhood news

BEING A GREAT NEIGHBORHOOD PRESIDENT

- Keep your neighbors informed—they are the key to your success!
- Assign volunteers to small projects with attainable goals
- Don't put too much pressure on anyone, including yourself!

COMMUNICATING WITH YOUR NEIGHBORS

- Email- Create an email list and send out information
- Social Networks- Twitter, Facebook, and Nextdoor are all sites that allow you to share ideas, events, and interest
- Website- Creating a website is a great way for people who are new to your area to get connected

If you need help with getting your neighborhood active reach out to your Neighborhood Services Coordinator. (864) 968-7038
Organizing neighborhood projects can provide opportunities for neighbors to work together and stay active! They also help build credibility of the group as a moving force in the area. Here are some common projects to help you get started.

**PROJECTS AND ACTIVITIES**

- Neighborhood clean ups are a great way to boost pride in your area and have immediate results.
  - Neighborhood Services can provide you with the supplies to get started!

- Neighborhood enhancement projects can be a fun way to get everyone involved. Consider things like enhancing the front entrance sign, helping a neighbor with home repairs, or a friendly code enforcement sweep.

- Host a guest speaker. Some guest speakers that Neighborhood Services can organize for your neighborhood include:
  - Crime prevention education
  - Fire prevention education
  - First time home buyer education
  - Financial empowerment coaches

Have an idea for a neighborhood activity and don't see it listed? Contact your Neighborhood Services Coordinator to see if they can help. (864) 968-7038
DOES MY PROJECT NEED A PERMIT?

What needs a permit?
- Any new construction
- New decks, additions, kitchen/bathroom remodels
- Replacement roofs, siding, window A/C, water heaters
- Swimming pools
- Storage buildings larger than 200 sq. ft

Why get a permit?
One of the major benefits of the City of Greer's permit process is that it verifies that contractors are properly licensed and bonded with the state. Our inspectors are certified in all trades of construction and inspect the work for compliance. We strongly recommend that homeowners do not pay contractors up front and make final payment after verification of inspection approval.

For all other code enforcement questions call (864) 801-2041
TOP 5 CODE ENFORCEMENT ISSUES

302.4 Premises and exterior property shall be maintained free from weeds or plant growth in excess of 12 inches.

302.8 Inoperative or unlicensed motor vehicles shall not be parked, kept, or stored on any premises and vehicles shall not at anytime be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled.

304.1 The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare.

For all other code enforcement questions call (864) 801-2041
305.1 The interior structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

Ordinance Number 8-2014 Sec 10-32 (1) No more than 6 domesticated female chickens shall be kept or maintained on a single premises. It is unlawful to keep roosters, or more than 6 domesticated female chickens.

Don't see the code you have questions about? Please see the International Property Maintenance Code on the City of Greer website
Neighborhood watch groups are a great way to keep your neighbors engaged and keep your neighborhood safe!

Neighborhood watch groups are successful in reducing acts of vandalism, burglaries, or auto theft. They also work to discourage gangs, and improve the security of young people and help older neighbors stay safe.

It is important to know that neighborhood watch groups are to help identify crime and report it properly.

**IF THERE IS AN EMERGENCY IN YOUR NEIGHBORHOOD CALL 911!**

To have a police officer talk to your neighborhood about a neighborhood watch program please call Sgt Smith at 864.968.7002
NEIGHBORHOOD WATCH PROCESS

The Need
If there is a concern in your neighborhood, talk with others about starting a neighborhood watch group.

STEP 01

The Professional
Reach out to the Greer Police Department

STEP 02

The Training
Greer Police will train you in home security, crime reporting, property marking, and other basics.

STEP 03

The Talk
Make sure you have a phone number, email, or some other way to communicate with your neighbors

STEP 04

The Fun
Organize events like block parties or clean ups!

STEP 05
5 TIPS FOR HOME FIRE SAFETY

1. Stay in the kitchen when you are cooking

2. Do not burn candles in the bedroom

3. Clean the lint filter after every use

4. Develop a home escape plan and practice!

5. Have a smoke detector in every bedroom and outside of bedroom and test it monthly!

If you would like a firefighter to come to your neighborhood to talk about fire safety please call (864) 848-2150
Neighborhood Concerns?
Here's who to call...

- Leaning Fence: Code Enforcement 864-801-2041
- Tall Grass: Code Enforcement 864-801-2041
- Trash/Debris: Code Enforcement 864-801-2041
- Street Light: Greer CPW 864-848-5500
- Graffiti: Police Dispatch 864-848-2151
- Abandoned Car: Code Enforcement 864-801-2041
- Tree on Property Line: Civil Dispute between Neighbors
- Police Dispatch: 864-848-2151
- Code Enforcement: 864-801-2041

- Public Services: 864-848-2182
- Animal Control: 864-848-5363
- Street Parking: Police Dispatch 864-848-2151
- Pothole: Public Services 864-848-2182
- Stray Animal: Low or Fallen Trees Public Services 864-848-2182
- Trash Carts or Recycle Bins: Public Services 864-848-2182

Don't see your issue?
Contact your Neighborhood Services Coordinator
(864) 968-7038
APPENDIX

- Sample Bylaws
- Sample Charter
- Neighborhood Registration form
Sample Bylaws
BYLAWS of the _____________________________NEIGHBORHOOD ASSOCIATION
Please note: the bylaws are intended to serve as generic organizing guidelines since the association is a voluntary one and not a legal entity. Establish bylaws that work best for your group.

ARTICLE I. MEMBERSHIP

1. Two categories of membership shall exist within this association: Voting Members and Associate Members:
   a) A Voting Member shall be a person who either resides or owns real property within this neighborhood, or a business, agency or organization that either rents or owns real property within this neighborhood.
   b) An Associate Member shall be a person, business, agency, or organization interested in the process of this neighborhood or of this association and shall not have voting rights.
2. Persons under 18 years of age shall be considered Associate Members.
3. Any dues collected will be voluntary and NOT mandatory

ARTICLE II. OFFICERS (the association may choose to have just 2)

1. Officers of this association shall hold office for a term of (1) year or until their successors are elected. The term of office shall begin at the close of the Annual Meeting. Duties are as follows:
   a) The President shall call and preside at all meetings, shall seek consensus as to the membership’s wishes, shall act on behalf of the association, shall appoint any specific committees necessary for the operation of the business of the association and shall act as official spokesperson for the association.
   b) The Vice-President shall serve in the absence of the President, assuming all duties of that office.
   c) The Secretary shall keep a permanent record of all Neighborhood Council, membership, special meetings and all legal documents and legal transactions of the association.
   d) The Treasurer (if this position is created) shall keep a permanent financial record of the association including receipts and up-to-date reports.
2. An officer shall hold only one position at a time.
3. All records are the property of the association.

ARTICLE III. MEETINGS

1. Annual membership meetings will be held 1 time a year
2. Special meetings may be called at the direction of the elected officers.

ARTICLE IV. NOMINATION, ELECTIONS

1. Nominations of officers shall be requested by the current officers annually or biannually prior to the membership meeting
2. Names of nominees will be sent to all households prior to the election.
3. The election will be held at the meeting.
Sample Charter

CHARTER of the
___________________________________ NEIGHBORHOOD ASSOCIATION
This neighborhood association is formed to promote a meaningful and respectful relationship among neighbors and to promote the enhancement of the quality of life in this neighborhood.

ARTICLE I. NAME AND BOUNDARIES

This neighborhood association shall be known as the
___________________________________ Neighborhood Association. Its area shall be defined as bounded on the north by ____________________________, on the south by ____________________________, on the east by _________________________________ and on the west by _________________________________.

ARTICLE II. PURPOSE (these statements should reflect the neighborhood’s desires):

The purpose of this association is:
1. To maintain and improve the neighborhood, to encourage respectful interaction among neighbors and to foster a sense of pride in the health and beauty of the neighborhood.

2. To encourage development of architecturally compatible buildings where open land exists.

3. To protect and preserve neighborhood institutions such as schools.

4. To seek and encourage desirable neighborhood improvements based on fact-finding and thorough research.

5. To influence the location of businesses and services in the area that are compatible with the residential character of the neighborhood and to work with existing businesses of the neighborhood.

6. To create and participate in programs for social and human growth and development within the neighborhood.

7. To establish an open process for the free and respectful exchange of ideas expressed by all residents in the neighborhood in order to reach a consensus as to the neighborhood’s wishes.
APPLICATION FOR FORMAL RECOGNITION OF NEIGHBORHOOD ORGANIZATION

Name of Association:

Year Established (if known):

Number of Members (households):

Website/Social Media Site:

Neighborhood Boundaries (Streets: north/south/east/west):

Primary Contact Information:

Name____________________________________________________
Address__________________________________________________
City _____________________________ State _______ Zip______________
Business (If applicable) ____________________________
Phone _______________________
E-Mail____________________________________________________

Application completed by (print name):

_________________________________________

_________________________________________       ______________________     ____________________
Applicant Title             Applicant Signature          Date of application

RETURN TO:
City of Greer
Neighborhood Services Administrator
301 E. Poinsett Street Greer, SC 29651
CONTACT US

For more information about how to start a Neighborhood Association in your area please contact your Neighborhood Services Coordinator

Telephone: (864) 968-7038
Email: kkizito@cityofgreer.org
Address: 301 East Poinsett St. Greer SC 29650

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