



Planning Department

Office of Neighborhood Coordination

Homeowner Association Requirements to be Placed on the City's Official List of Associations

Homeowner Associations or HOAs, are formal, legal entities created to maintain common areas and enforce private deed restrictions. Most condominium and townhouse developments, along with some single-family subdivisions have homeowner associations. These are usually created when the development is built.

In order for an HOA to be placed on the City's official list of associations, they need to provide the following:

- A copy of the HOAs by-laws (Note: You must have a specific annual meeting month listed in your by-laws)
- Zone map showing the boundaries of the HOA. This can be obtained on the City of Albuquerque's website at: data.cabq.gov/business/zoneatlas
- A letter with the names of two official contacts for the HOA containing their names, addresses, phone numbers and e-mail addresses

The items listed above should be mailed to:
City of Albuquerque
Planning Department
Attn: Office of Neighborhood Coordination
600 2nd Street NW, 5th Floor
Albuquerque, NM 87102



All of the items above must be received by the Office of Neighborhood Coordination before the HOA will be added to the City's official list. In addition, each year HOAs are asked to submit an annual report to the Office of Neighborhood Coordination. If that annual report is not received within 60 days of your annual meeting month, your association will be removed from the City's official list of associations.

Your association and its members may view our *Neighborhood News* electronic newsletter at: cabq.gov/planning/office-of-neighborhood-coordination/neighborhood-newsletter