



Partnering with Communities
to create a better
Prince William County

2010 Neighborhood Leaders Training & Meeting Schedule

All meetings take place from 7:00 - 8:30pm and are held in Room 202 of the Development Services Building at 5 County Complex Court, Woodbridge VA 221912, unless noted. Contact Neighborhood Services at nsd@pwcgov.org or 703-792-7018 to register.

Date	Location	Summary of Agenda
March 16 (Tuesday)	Development Services, 202	"Occupancy Limitations in PWC" The zoning ordinance was changed last year to include a maximum number of adults per square footage. A Property Code Inspector will explain the ordinance, the process by which cases are investigated, and the recent performance results.
March 27, 2010 (Saturday)	2010 Neighborhood Conference (McCoart)	Register at www.pwcgov.org/neighborhoodconference for this annual event that brings together neighborhoods from across the county. Special classes for HOA/condo communities and neighborhood groups.
April 7 (Wednesday)	Development Services, 107	"HOA Budget Workshop" Is it your responsibility to create or manage your homeowner or condominium's budget? Are you an owner that wants to understand how this process works in your association? Attend this hands-on session to learn the legal and practical requirements for association budgets.
April 12 (Monday)	Development Services, 202	(Tentative) "Surveying Your Community" Ever thought that the reason your neighbors didn't come out for a project was because they weren't interested? Want to know how, when and what to ask your community? Join other neighborhood leaders to learn how the experts create surveys, conduct them, analyze and publicize the results.
May 12 (Wednesday)	Development Services, 202	(Tentative) "Growing Neighborhood Watch Groups" You don't have to have a crime problem to have a Neighborhood Watch! In addition to preventing criminal activity, Neighborhood Watches provide a structure which enables neighborhood communication and a framework for community involvement. This session will both share lessons on how to start or strengthen a Neighborhood Watch as well as develop a plan to increase the numbers of watch groups.
June 15 (Tuesday)	Development Services, 202	(Tentative) "Drainage Issues" Does the County allow water to flow from one

		neighbor's yard to another? How much bare ground or earth-moving has to take place before silt fences are required? A Senior Inspector with Property Code Enforcement will answer these questions as the ordinances and laws governing drainage and erosion and sedimentation are explained.
August 11 (Wednesday)	Development Services, 202	(Tentative) "House Numbers, Sagging Porches and Missing Siding – What Constitutes a Building Maintenance Case?" Needed home repairs are put off and ignored. After a certain point, the integrity of the structure is compromised. What is that point?
September 20 (Monday)	Development Services, 202	"Handling Conflict in the Neighborhood" How you approach a neighbor or association member is crucial to making that interaction effective. Learn how to make your message received in the neighborly manner in which it is meant.
October 22 (Friday)	Development Services, 202	HOA and Condominium Leadership Seminar Current and future board members as well as owners will want to plan to attend this day of learning from industry experts. This program requires registration and a fee will be charged to cover seminar materials, breaks and lunches.
November 16 (Wednesday)	Development Services, 202	2011 Planning Session Input is solicited for the topics of next year's meetings as well as County Clean Ups and other Neighborhood Leaders Group activities

Past Training Topics and Group Accomplishments

January 14 2010 (Thursday)	McCoart, Powell's Creek	The group gave input on the dates and locations for the 2010 County Clean Up schedule. Topics for NLG training sessions were generated. Neighborhood Services has placed a priority on IOVs in CY2010 so citizen needs from the IOV enforcement process were provided. Strategies for implementation of the unenforceable community standards were created.
November 18 (Tuesday)	Development Services, 202	Our task was to complete the "Community Standards." The group described the ideal neighborhood – all the things we would like to have in our communities – the physical amenities, the feelings. This was a brainstorming exercise where the group did not let the boundaries of codes or covenants influence what was generated. We described the things we do not want to have in our neighborhoods, and again, won't be limited by codes or covenants. The synthesis of these two lists will serve as the basis for our "community standards" template for neighborhoods to adapt and adopt.
October 6,	McCoart,	The Neighborhood Leaders Group reviewed the plan

2009 (Tuesday)	Occoquan Room	for the Prince William Community Portal and began work on "Community Standards." The portal will not host sites, but will link to neighborhoods and non-profit organizations providing support to civic activities. Success stories and lessons learned will be featured, and appropriate questions sent by neighborhood leaders will be posted by administrators for solutions/suggestions by other leaders. Neighborhood Services will provide the funding for the first couple of years at which time sponsors or grants will fund the site.
September 21, 2009 (Monday)	Development Services, 202	"Recruiting and Retaining Volunteers" The strategies for engaging volunteers is similar to dating – a casual get together to "check each other out." During this time, gather some information about the potential volunteer. Does the person fit in well? Is the person capable of doing the particular task? Tell some stories about your project or organization, but don't pop the big question of "can you help" just yet! Engage the person for a second visit to your project or facility and at that time, lay out the help that is needed. Always thank the volunteer. Determine the volunteer's motivational needs type to match the person to a job, to know how the person wants to be supervised in the volunteer work and to reward or recognize them.
August 13, 2009 (Thursday)	Development Services, 202	"Running Effective Meetings" Knowing how to maintain control while not stifling a group's enthusiasm takes a bit of skill. Techniques to improve a meeting leader's skill were presented, including the use of Robert's Rules of Order. In addition, an update on the Neighborhood Stabilization Program in PWC was provided.
June 24, 2009 (Wednesday)	Development Services, 202	"IT Solutions to Neighborhood Communication" Kevin Crummett, IT support for Neighborhood Services, weighed the pros and cons of the different vehicles available to HOAs and neighborhood groups for communication, including social networking sites, Google and Yahoo Groups and portals. The leaders will pursue the idea of sponsoring a community portal.
May 11, 2009 (Monday)	Development Services, 202	"The Strange World of Zoning Ordinances" Speaker Nick Evers, PWC Zoning Administrator talked through the specifics of various zoning ordinances.
April 15, 2009 (Wednesday)	Development Services, 202	The Neighborhood Leaders Group Strategic Plan was completed; developed educational programs for next 6 months of meetings
March 11, 2009 (Wednesday)	Occoquan Room, McCoart Building	Strategic plan work continued. Strategies were placed in the appropriate goal area and activities were listed. Leaders are to think about how to measure success in each area.

February 10, 2009 (Tuesday)	Occoquan Room, McCoart Building	Work on the group's strategic plan. We brainstormed what we want the group to do, and found that they can be grouped into 3 major goal areas 1) Foster effective communications between communities and government, 2) Facilitate community improvement through education and outreach, and 3) Improve neighborhood quality of life.
January 8, 2009 (Thursday)	Occoquan Room, McCoart Building	How do you impart a sense of ownership and pride in your neighborhood? The question was researched and results shared. Personal contact is the key to bringing neighbors together to build stronger personal, social connections and involving others in activities that will improve the community. The idea of a "neighborhood pride week" appealed to many and a template was developed.
December 2, 2008 (Tuesday)	Development Services Building, Room 202A	Further development of strategies on vacant homes and new residents (resources, partnerships, welcome packets, other). Work resulted in the publications, "Mitigating the Impacts of Vacant Homes" and "Welcoming New Residents" which are linked from the Neighborhood Leaders web page
October 27, 2008 (Monday)	Potomac Room, McCoart Building	Inspector Barbara Valois spoke on the Spot Blight Program. The proposed mission statement was reviewed and adopted. The discussion was on foreclosures and vacant homes – action, resources needed.
September 22, 2008 (Monday)	Potomac Room, McCoart Building	Speaker Inspector Claire Firebaugh spoke on the new outside storage/trash and debris ordinance, civil versus criminal complaints. The group evaluated the past meetings and determined that it would be beneficial to our communities to continue to meet. Several of the group summarized what they learned at the Virginia Statewide Neighborhood Conference. The group received an update on the overcrowding pilot and neighborhood study done for Neighborhood Services.
August 13, 2008 (Wednesday)	Potomac Room, McCoart Building	Graffiti Abatement Program Update on overcrowding pilot and neighborhood study Property Code Enforcement Intake process (Intake Technician Ana Borrero, speaker)
July 24, 2008 (Thursday)	Potomac Room, McCoart Building	The group learned about the Dillon Rule and its impact on local government in Virginia. The speaker was Senior Inspector Michele Janke on inoperative vehicles, commercial vehicles, and restricted parking districts.
June 24, 2008 (Tuesday)	Occoquan Room, McCoart Building	Many neighborhood issues were identified and possible actions listed for vacant houses; graffiti; help for elderly, disabled and income eligible for home repairs. The group shared success stories on

		unsolicited newspapers, recruiting volunteers, County Clean Ups, and Neighborhood Watch.
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The Neighborhood Leaders Group is supported by Neighborhood Services Division of Prince William County's Department of Public Works as part of the "Partnering with Communities" program. Please address any questions or comments to the Neighborhood Coordinator at 703-792-6892 or preilly@pwcgov.org.