

# TOWN MAKING

12 Steps to a Better Future

"IF IT TAKES A VILLAGE TO RAISE A CHILD, IT TAKES A WHOLE COMMUNITY TO BUILD OR REBUILD YOUR TOWN"



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# MEETING GUIDELINES

**The 12 Steps of Town Making** was created to help people develop their own community by building a viable local ecosystem. In other words we feel like the people that live in your neighborhood are best suited to make their place sustainable, fun and alive! We also believe that the local citizens should be gaining wealth for themselves instead of always depending on outside business persons to save them and take profits to another city.

**Different groups** around the country may vary, but a typical meeting will work as outlined below:

We recommend that these meetings be held in the same place for a minimum of one year at a time, at least once a month and should last for 1 hour and 15 minutes at the most. Timeliness is very important.

**Place** to hold the meeting - The space you meet needs to represent the kind of development you want to see. It is also better if you have a local eating or drinking establishment within walking distance as we highly encourage the members of your group to get to know each other.

**There are two types of meetings:**

- Study of the 12 steps in the order they are numbered.
- Outside speaker meetings when special speakers are invited to share on the steps.

### **GROUPS MUST HAVE**

- A group **champion**, preferably an incremental or small developer, will serve as the keeper of the email list containing all past and current participants, as well as the group's social media page (which is optional, not mandatory).
- There is no official group leader, the meeting leader will change from week to week.
- The leader from each week will either pick a leader for the next session or look for a volunteer.
- You are all volunteers helping your group share experiences so that the whole community can be involved in improving your quality of life.
- You do not have to be a real estate developer or have any experience, although you need real estate developers in the group for this to be relevant.
- Any person that cares about their city, town or neighborhood is welcome to join because it takes a whole community to build or rebuild your town.

### **HOW TO RUN A MEETING**

Start off by introducing yourself, welcoming the group and thanking the person or company that has let you use the meeting space. If you have new members, get them to introduce themselves.

Read this next paragraph as it is written:

*These meetings are intended to help local communities learn and share their experiences in building or rebuilding their towns in an efficient and sustainable way. This is not a formula for house flipping, although there are times when this kind of development requires us to buy and sell properties, so that we can keep going on other projects to make our place the best it can be with what we have.*

Now to start the meeting, the group leader will share a short relatable story on the current step of the day.

If a speaker is attending, the group leader will introduce the speaker and tell the group how the talk will relate to one of the steps.

After opening the meeting, the group leader will pick someone either by choice or a volunteer to begin sharing. The group leader's job is to make sure that the topic on hand is discussed and that each speaker stays within a reasonable amount of time. In other words, keep the talk moving and on track!

*In the last 5 minutes of the meeting the group leader will do the following:*

- encourage people to work together to build their teams
- pick a group leader for the next session
- point out that the XYZ Coffee Shop is just across the street and a good place to get to know one another

*Remind attendees that some of what we talk about can be confidential and to use discretion when discussing outside of the group.*



## 12 Steps to Town Making



**FIND YOUR FARM.**  
Work it. Commit to it.  
Make it your life forever.

01




**GET TO KNOW YOUR NEIGHBORS**  
They will occupy, energize, and support your spaces.

02



**FIND SOME INVESTORS**  
Keep it local. Banks are a good starting place.

03



**LEARN THE LEGAL & ACCOUNTING**  
Get a damn good attorney & CPA. Trust no one (except your attorney & CPA). Study how to form a partnership and close a deal.

04



**FIND A PROJECT TO USE AS AN EXPERIMENT**  
No zoning changes (yet). Learn to do a pro forma. Already have that? Decide what's next. Keep it moving.

05



**CLEAN, CLEAN, CLEAN, DEMO.**  
And then clean some more. Know what you're working with, (and relieve some stress via sledgehammer).

06



**BUILD YOUR TEAM/ CREATE YOUR CREW**  
Consultants, contractors. Make sure they know you're working on small, incremental projects.

07




**DECIDE WHAT IS BEST FOR YOUR PROJECT**  
Learn to plan efficiently, bring your team together, and collaborate. You are no longer alone!

08



**SET UP A CONSTRUCTION MANAGEMENT SYSTEM**  
Hire a general contractor? Do it yourself?

09



**TIME TO MOVE.**  
If you have a tenant, move them in. If not, be your own. Make the space your home or office.

10



**LEARN TO MANAGE YOUR PROPERTY**  
It's ok if you're not the best at this. Don't freak out. Hire someone.

11



**HELP OTHERS**  
Share these steps with other small developers.

12



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