

Tucson HOA LTP Community Survey Guidelines

How to administer the survey

- Be clear about the information you need from the community and target your survey accordingly. Do not include a lot of extraneous questions, keep it concise.
- Don't ask questions that you don't want input on (i.e., decisions have already been made).
- Give an opportunity for additional narrative comments/feedback.
- Allow for anonymity.
- Modern life includes a barrage of surveys, which can lead to fatigue. Do not pepper the community with survey after survey.
- Try to keep community feedback "out of the weeds" to avoid arguments about details.
- Share results with community and be willing to discuss how input is incorporated into the design process.
- Surveys can be easily generated with online survey tools or in google forms

