## QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION

## Texas Department of Housing \& Community Affairs

## Read each item carefully before completing the blanks. Certify to each requirement by

 signing the last page. All attachments must be included in the QCP submission package.Once a letter is submitted to the Department it may not be changed or withdrawn.

## Part 1: Development Information

Development Name:
Development Street Address:
Development City:
Development County:

Harbor Acres Apartment $2430,52 n d$ street - Dallas.

Dallas

TDHCA \# (for office use only):

## Part 2: Neighborhood Organization Information

Neighborhood Organization Name:


This organization also made a submission to TDHCA in prior HTC Application Rounds: $(\mathrm{Y} / \mathrm{N})$
If YES, provide the years that the organization made submissions prior to 2016: $\qquad$ $\longrightarrow$
$\qquad$

The Neighborhood Organization is a (select one of the following):
Homeowners Association
Property Owners Association

- Resident Council and our members occupy the existing development Other (explain):
 Ms50cintion
As of March 1., 2016, this Neighborhood Organization is on record with (select one of the following):


## County

Secretary of State
Texas Department of Housing \& Community Affairs (if prior to Jomuary 29, 2016)

## Part 3: Neighborhood Organization Contact Information



QUALIFIED NEIGHRORHOOD ORGANIZATION EVIDENCE OF Rec'd 1/19/16 QUANTIFIABLE COMMUNITY PARTICIPATION

Texas Department of Housing \& Community Af lairs


Part 4: Reason for Support or Opposition
The Neighborhood Organization $\square$ Supports $\square$ Opposes the Application for Competitive Housing Tax Credits for the above referenced development for the following reasons:


Part 5: Written Boundary Description
Provide a written boundary description of the geographical boundaries of the Neighborhood Organization. (Example: North boundary is Main St., East boundary is railroad track, South boundary is First St., West boundary is Jones Ave.) Boundary description MUST match the boundary map.
L oretham Road on the North
Simpson Stuart Rood on the South
f.45 on the ?ant

Pancnatio Road an the Brest

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## Texas Department of Housing \& Community Affairs

## Part 6: Certifications

By signing this form, I (we) certify to the following:

- This organization certifies that the two contacts listed have the authority to sign on behalf of the Neighborhood Organization.
- This organization certifies that the organization was formed before January 8,2016.
- This organization certifies that the boundaries of this organization include the proposed Development Site in its entirety. This organization acknowledges that annexations after March 1,2016 may not be considered eligible boundaries and a site that is only partially within the boundaries may not satisfy the requirement that the boundaries contain the proposed Development Site.
- This organization certifies that it meets the definition of "Neighborhood Organization"; defined as an organization of persons living near one another within the organization's defined boundaries that contain the proposed Development Site and that has a primary purpose of working to maintain or improve the general welfare of the neighborhood.
- This organization certifies that none of the following individuals participated in the deliberations or voted on the decision to provide a statement with respect to the proposed development: the development owner, architect, attorney, tax professional, property management company, consultant, market analyst, tenant services provider, syndicator, real estate broker or agent or person receiving fees in connection with these services, current owners of the property, developer; builder, or general contractor associated with the proposed development.
- This organization certifies that at least $80 \%$ of the current membership resides or owns real property within the boundaries of the Neighborhood Organization.
This organization certifies that all certifications contained herein are true and accurate. Firstand Second Contacts must sign below):

Kessler Heights Boundary Map - North - Fordham Rd.; East-1-45; South - Simpson Stuart Rd.; West - Lancaster Rd.

January 15, 2016

Attention: Director of Multifamily Finance
Texas Department of Housing and Community Affair
p.O. Box 1394 (MC 332-10)

Austin, Texas 78711-3941

Kessler Heights Neighborhood Association
P. O. Box 76376

Dallas, Texas 75376

To Whom It May Concern:
We as a neighborhood association as part of our revitalization for our community, we welcome and suppor HARBOR ACRES APARTMENT on their development and projects for our community.

For more information please feel free to contact us.

Thank you,
Mirs. Connie Cooper, Active Director
Our former secretary passed away in November of 2015 and we have no records of our minutes, but September 2015

## KESSLER HEIGHTS NEIGHBORHOOD ASSOCIATION

## Association Meeting Minutes

September 17, 2015
6:30 p.m. -7:30 p.m.

| Location: | Cummings Recreation Center |
| :---: | :---: |
| Purpose: | Monthly community updates with residents. |
| Facilitator: | Randon Gray |
| Board Members in Attendance | Randon Gray, Cheryl Boyd, Pat Ford |
| Invited Participants: | Kessler Heights Residents |
| Agenda: | Community meeting to provide status on current initiatives, projects and strategies. Also, to allow residents to provide input and to volunteer with specific initiatives and/or projects. |

## Meeting called to order:

*. Meeting was called to order by Randon Gray at 6:30 pm

- Opened meeting with prayer.
o Informed residents we will be moving forward with the cleanup and sidewalk repair efforts on Sunnyvale between Cummings and Ann Arbor.
- Randon encouraged residents to bring a guest to the next meeting. He will give a prize to the person that brings the most guests.


## DCFI Update

* Update provided by Thurston
- Informed residents Dr. Lew Blackburn, DISD Board Trustee over District 5 will be attending our next members meeting on October $20^{\text {th }}$.
- The beautification project held on August $22^{\text {nd }}$ was a huge success so much so, DCFI would like to do one every month. More information to follow.
- The City of Dallas has donated 30 trees to the Kessler Heights neighborhood to be planted along Sunnyvale. We are currently seeking 15 volunteers to assist in planting the trees on November $21^{\text {st }}$ anyone interested should reach out to DCF or KHNA.

Next Meeting: The next Association Meeting will be held on October 20, 2015 at 6:30 p.m.
Adjournment: Meeting was adjourned at 7:30.
Submitted by Cheryl Boyd, Secretary, KHNA Board

## Bylaws

## Of the

## Kessler Heights Neighborhood Association

## A Texas Nonprofit Association

## ARTICLE I. NAME, LOCATION AND PURPOSE

Section 1.01: NAME. The name of the organization shall be Kessler Heights Neighborhood Association, hereafter referred to as THE ASSOCIATION. It shall be a nonprofit organization incorporated under the laws of the State of Texas.

Section 1.02: LOCATION. The neighborhood Association shall be the properties within the area which is bounded by Fordham Road on the North; Simpson Stuart Road on the South; 1-45, on the East; and Lancaster Road on the West.

Section 1.03: PURPOSE: The purposes of this civic organization shall be:

1) To provide both liaison to and coordination with governmental agencies with programs and activities affecting the neighborhood served by the Association.
2) To determine the needs and goals of the neighborhood and to promote undertakings to satisfy such needs and achieve such goals.
3) To preserve the identity and integrity of the properties within the boundaries of the neighborhood as set forth in ARTICLE I, Section 1.02.
4) To promote and encourage the safety, improvement and beautification of the neighborhood. The Association shall be operated exclusively for such purposes; no part of the net earnings of the Association shall inure to the benefit of any director, officer or member of the Association or any private individual.

## ARTICLE II. MEMBERSHIP

Section 2.01: ELIGIBILITY FOR MEMBERSHIP. Membership in the Association shall be open to any person who is at least 18 years of age who resides, owns property or operates a business within the boundaries of the neighborhood as set forth in ARTICLEI, Section 1.02. Membership shall be open to a representative from any organization, government agency, nonprofit entity, business, church or school who owns property or meets within the boundaries described above.

Section 2.02: HONORARY MEMBERSHIP. Any person may acquire Honorary membership in the Association, upon full payment of the Association dues, by a majority vote of the Membership at a regularly scheduled meeting. Honorary Membership entities the person to a malled copy of each newsletter and free participation in neighborhood events for one year from the date of membership. Honorary Membership does not, however, include voting rights.

Section 2.03: VOTING RIGHTS. Each member of the Association shall be entitled to one vote on each matter for which members are entitled to vote as provided herein. Members may vote in person or by proxy except no person may hold the proxy of more than one (1) other member.

Section 2.04: MEMBERSHIP YEAR. The membership vear shall be from May 1 to April 30. Members joining during the first six months of the membership year shall pay the full dues. Members joining during the last six months of the membership year shall pay one-half of the full dues.

Section 2.05: ANNUAL DUES. The amount required for annual dues shall be $\$ 25$ each year, unless changed by a majority vote of the members in attendance at an annual meeting of the full membership. Full payment of the annual dues will entitle the Resident or Property Owner to full membership privileges for one year from the date of payment.

Section 2.06: SPECIAL ASSESSMENTS. Special assessments may be levied by the board of directors with the approval of two-third (2/3) affirmative vote of the members present at any regular meeting of the Association for which a quorum is present.

Section 2.07: QUORUM. The presence of at least five percent ( $5 \%$ ) of the members shall constitute a quorum at any regular meeting of the Association.

Section 2.08: TERMINATION OF MEMBERSHIP. Membership in the Association is automatically terminated whenever the Member is in default of payment of the annual Association Dues. A member may also be removed by a majority vote of the membership.

## ARTICLE III. OFFICERS.

Section 3.01: OFFICERS. The Association shall have the following officers:

1) President,
2) Vice-President,
3) Vice-President of Communications,
4) Secretary, and
5) Treasurer.

Section 3.02: ELECTION OF OFFICERS. Officers shall be nominated by a nominating committee and/or by nomination from the floor at a meeting of the members to be held in April of each year. Officers shall then be elected by a majority vote at the annual meeting held in May of each year.

Section 3.03: TERM OF OFFICE. The Officers shall serve a one-year term, except for the Vice President who shall be president-elect, and until successors are elected and assume office. The Officers shall not have any limitations on future terms. The term of office shall commence upon election and continue until successors are elected at the annual meeting. All officers must be members of the Association.

Section 3.04: DUTIES. The duties of the Officers are as follows:

1) The PRESIDENT shall be the principal executive officer of the Association and shall preside over all meetings; shall conduct the day to day business of the Association and such matters as directed by the board of directors, shall be responsible for liaison with other neighborhood
associations; shall submit a "State of the Neighborhood" report in the April newsletter each year; and shall serve as chair of the board of directors.
2) The VICEPRESIDENT shall be president-elect; shall preside in the absence of the president; shall assist the president in the execution of business; and shall be responsible for securing a place for general meetings. The Vice-President shall also, in the absence or disability of the President, perform the duties and exercise the powers of the President of the Association.
3) The VICE-PRESIDENT OF COMMUNICATIONS shall be chair of the communications committee; shall be responsible for the publication of a quarterly newsletter and its distribution to all members; shall be responsible for the dissemination of information to said members; including the publication of all votes taken by the membership at the general meetings and Board Meetings; and shall be responsible for notifying said members of special meetings. The Vice President of Communications must present the newsletter to the President for review prior to being published.
4) The SECRETARY shall record the minutes of both general and special meetings and those of the board of directors; shall keep a register of all members supplied by the treasurer; shall call the roll when required; and shall conduct correspondence of the Association, in conjunction with the Vice-President of Communications.
5) The TREASURER shall collect all dues; shall have charge of a checking account; shall sign all checks; and shall pay all bills. The Treasurer shall keep a register of all members of the Association and shall provide an up-to-date roster of the members to the Secretary each month. The Treasurer shall publish a complete roster of all members of the neighborhood Association by October 1 of each year, which shall be distributed to each member of the Association. All members of the Association who have paid their dues by September 1 shall be included in that year's Association roster.
6) The duties of the officers shall not be limited as enumerated above, but they may discharge in addition such duties as are assigned the Association Membership.
7) Unless so authorized, no officer shall have any power or authority to bind the Association by and contract or engagement, to pledge its credit, or to render if liable pecuniary for any purpose or in any amount.

Section 3.05: VACANCIES AND REMOVAL FROM OFFICE. Any Officer may be removed by a majority vote of the members of the Association (excluding the Officer to be removed). Upon the death, removal, resignation, or incapacity of an Officer of the Association, a majority of the Association shall elect a successor.

Section 3.06: MANAGEMENT. The Association shall be managed by the Officers so elected, with powers consistent with the Organization and these Bylaws of the Association.

## ARTICLE IV. BOARD OF DIRECTORS.

Section 4.01: BOARD OF DIRECTORS. The board of directors shall consist of the officers of the Association and four (4) additional members.

Section 4.02: ADDITIONAL MEMBERS. The four (4) members who are not officers shall also be nominated by the nominating committee and/or from the floor at a meeting of the members to be held in April of each year. Officers shall then be elected by a majority vote at the anmual meeting held in May of each year. The board of directors shall then be elected by a majority vote of the members at such meeting.

Section 4.03: BOARD POWERS. The board of directors shall have the power to conduct the business and manage the affairs of the Association on behalf of the membership between general meetings.

Section 4.04: REGULAR MEETINGS. Regular meetings of the board of directors shall be as decided by the board of directors at its first meeting of each fiscal year and no further notice of such general meetings need be given. Special meetings of the board of directors may be called by two directors upon one day notice to all of the directors stating the time, place and purpose of such special meeting.

Section 4.05: QUORUM. A quorum of the board of directors shall consist of a majority of the board.
Section 4.06 PROXY VOTING. A director may vote in person or by proxy given to another director, but no director may hold more than one such proxy. No proxy shall be valid after three (3) months from the date of its execution. Each proxy shall be revocable unless otherwise made irrevocable by law. A director represented by proxy shall not be counted toward a quorum.

Section 4.07 VACANCY. The board of directors may, by majority vote, fill any vacancy, caused by any reason, on the board or in an office.

Section 4.08 TERM. No officer or director may serve in either or both capacities for more than four (4) consecutive years, unless that person has served as President of the Association, and in that case may not serve more than five (5) consecutive years as an officer or director.

Section 4.09 VOTING. Where any vote of the members or board of directors is called for or allowed herein, a majority vote of those members or directors, respectively, who are present at such meeting in person or represented by proxy shall be sufficient to carry such resolution except where a greater percentage is called for herein, in which case such greater percentage of the members or directors, respectively, who are present at such meeting in person or represented by proxy shall be required to carry such resolution.

## ARTICLE V. MEETINGS OF MEMBERS.

Section 5.01: PLACE AND TIME OF MEETINGS. Meetings of the Members shall be held at Cumming Recreation Center at $6: 30 \mathrm{p} . \mathrm{m}$., or at any other place and time the President or a majority of the Members may from time to time select.

Section 5.02: REGULAR MEETINGS. Regular meetings of the Association shall be held on the 3 rd Thursday of each month, except holidays.
Section 5.03: ANNUAL MEETING. An annual meeting of the Members shall be held in the month of May of each year, if possible. At such meeting the Members shall elect the Officers of the Association, receive reports on the affairs of the Association, and transact any other business which is within the power of the Members. If an annual meeting has not been called and held within six months after the time designated for it, any Member may call the amnual meeting.

Section 5.04: SPECIAL MEETINGS. Special meetings of the Members may be called by the President, by a majority of the officers of the Association, or by five percent ( $5 \%$ ) or more of the Members entitled to vote.

Section 5.05: NOTICE OF MEETINGS. A written or printed notice of each meeting stating the place, day, and hour of the meeting, shall be given by the Secretary of the Association, or by the person authorized to call the meeting, to each Member of record entitied to vote at the meeting. This notice shall be given at least seven (7) days before the date named for the meeting, with the exception of Regular Monthly Meetings for which, once a firm date, time and place have been publicized to all the members, no further notice shall be required.

Section 5.06: QUORUM. The Members presence of at least five percent (5\%) of the members shall constitute a quorum at any regular meeting of the Association.

## ARTICLE VI. VOTING.

Section 6.01: MEMBERSHIP VOTES. Votes by the membership of the Association, other than for routine matters, may only be taken if a description of the matter to be voted on has been given to the Vice-President of Communications at least ten (10) days prior to the meeting for dissemination of such information to residents. Any member can bring any item to a vote of the members, except the removal of an officer or director which shall require twenty (20) members as required by ARTICLE VIII, Section 8.02 below. Any such item, including the removal of an officer or director must first be submited to the board of directors (by delivery to any officer or board member) before the month end immediately prior to the members meeting for which the vote is requested. The board of directors shall then take the steps necessary to schedule such vote.

Section 6.02: PUBLIC AGENCIES. All positions to be taken before public agencies on behalf of the Association must be published in the newsletter stating that a vote will be taken and a general description of the issue to be voted on by the members of the Association unless the immediacy of the issue or lack of a quorum does not permit it, in which case the board of directors may take such a position if it determines that such position is in the best interests of the Association and the matter is presented to the members of the Association for a vote at the next regular meeting of the members at which a quorum is present.

Section 6.03: VOTING BY MAl. Where Officers are to be elected by Members, or any changes in the Bylaws are to be voted on, or any other election is to be made whereby a count of the votes of all members may be desired, such election may be conducted by mail or by distribution ballot in such manner as the officers of the Association shall determine advisable.

## ARTICLE VII. COMMITTEES.

Section 7.01. STANDING COMMITTEES. The standing committees of the Association shall be a communications committee, a transportation committee, a crime watch committee, an activities committee, a beautification committee, an education committee, a land use committee, and a welcoming committee. Ad hoc committees may be formed as needed by a majority of the board of directors.

1) The COMMUNICATIONS COMMITTE shall be chaired by the Vice President of Communications and shall carry out the responsibilities as set forth in ARTICLE V, Section 5.04; and ARTICLE III, Section 3.04.3.
2) The TRANSPORTATION COMMITHE shall have a representative attend all appropriate public meetings of any governmental and quasi-governmental agency dealing with transportation, shall monitor the work and decisions of those agencies, shall report its finding to the board of directors, and shall develop plans and actions for dealing with such agencies.
3) The CRIME WATCH COMMITTE shall carry out all of the responsibilities of the neighborhood crime watch.
4) The ACTIVITIES COMMITTE shall have charge of all social activities of the Association.
5) The BEAUTIFICATION COMMITTEE shall be responsible for promoting and encouraging the beautification of the neighborhood and making necessary recommendations to the board of directors.
6) The EDUCATION COMMITEE shall be responsible for monitoring the education activities of the public schools serving the neighborhood and assisting such schools in improving their educational activities.
7) The LAND USE COMMITEE shall be responsible for handing the zoning and land use issues affecting the neighborhood.
8) The WELCOMING COMMITTE shall be responsible for visiting new residents of the neighborhood orient neighbors to the Association and distribute "welcome Information" packets.

Section 7.02. CHAR APPOINTMENT. The board of directors shall appoint the chair of all standing committees except the communications committee and any member of the Association may serve on any committee. Each committee chair shall report the activities of his/her committee to a member of the board of directors designated by the board.

## ARTICLE VIII. RESIGNATION OR REMOVAL FROM OFFICE

Section 8.01. RESIGNATION. Any officer or committee chairperson may resign by written notice delivered to the President of in the case of resignation of the President, delivery to the Vice-President. The failure of an officer or committee chairperson to attend three (3) consecutive Board meetings or absence from four (4) Board Meetings in a twelve (12) month period without an excuse acceptable to the majority of the Board of Directors shall be considered a tender of his/her resignation at the time the report from that officer or committee chairperson is called for during said meeting.

Section 8.02 REMOVAL. Removal of any officer, director or committee chairperson because of action in violation of these bylaws, dereliction of duty, incompetence, or misconduct in office, or misappropriation of funds must be initiated by written petition, stating the reason for requesting removal, signed by at least twenty (20) members of the Association.

1) The petition must be presented by the petitioner in person to a Board member at least three (3) days prior to a board meeting.
2) The Board shall provide the candidate for removal with a copy of the petition prior to the meeting at which the removal is discussed.
3) The President, or the Vice-President if the President is the one whose removal is sought, shall appoint a committee, with the consent of the Board of Directors, to investigate the allegations.
a. Should two-thirds $(2 / 3)$ of the Board deem it necessary, the person whose removal is sought shall be temporarily relieved of that person's duties pending a final decision. Not later than fifteen (15) days after the initiation of removal, the committee shall report its findings to the Board.
b. If a majority of the Board members present decide that the allegations are groundless and without merit, the investigation shall stop and the person shall be reinstated, if the person was temporarily removed.
c. If a majority of the Board members present decide that the allegations are not groundless and not without merit, the removal request must be submitted to the general membership within fifteen (15) days if demanded by the person whose removal is sought. Otherwise, the removal request shall be discussed at the next meeting of the general membership.
4) At the general meeting, a vote by secret ballot of two-thirds (2/3) of those present shall be required to remove the person from office.
5) In the event the presiding officer is either a petitioner or the candidate for removal, a majority of the members at the special meeting shall elect a temporary presiding officer to serve the petition for removal is acted upon.
6) All action required to be taken by the Board of Directors shall be by the Board as it was composed at the time the removal request was initially begun.

## ARTICLEIX. NOMINATING COMMITTEE.

Section 9.01. NOMINATING COMMITEE. The nominating committee, consisting of five (5) members, shall be elected by the Board of Directors before the May meeting of the membership. The committee shall elect its own chair. The President may not serve on this committee. It shall be the function of this committee to prepare a slate of nominees for the election. No person may serve on the nominating committee for more than two (2) consecutive years.

## ARTICLEX. STANDING AUTHORITY.

Section 10.01. STANDING AUTHORITY. The rules contained in Robert's Rule of Order, revised shall govern the conduct of all meetings of the Association except where such rules conflict with articles of bylaws of the Association or the laws of the State of Texas, which shall control in all cases.

## ARTICLE XI. FINANCES.

Section 11.01. EXPENDITURES. Expenditures of funds amounting to over Five Hundred Dollars (\$500) in any month must be approved by majority vote of the Membership present at any properly announced meeting of the Membership.

Section 11.02. FINANCIAL REPORTS. Quarterly and Annual Financial Reports shall be prepared by the Treasurer and presented to the Members at the quarterly and annual meetings.

## ARTICLE XIL. AMENDMENTS.

Section 12.01. PROCEDURE. These Bylaws may be amended by a two-thirds (2/3) majority vote of those present at any regular meeting of the Members of the Association, provided seven (7) days written notice of the proposed amendment and of the meeting is given.

## ARTICLE XII. ACCEPTANCE OF BYLAWS

Section 13.01: VOTING. Acceptance of these Bylaws shall be by a two-thirds (2/3) majority vote of those present at any regular meeting of the Members of the Association, provided written copies of the Bylaws and written notice of the meeting is given to all Members at least seven (7) days prior to the meeting.

## ARTICLE XIV. NON-COMPLIANCE WITH BYLAWS.

Section 14.01: NON-COMPLIANCE PENALTIES. Noncompliance with the Bylaws of the Association may result in termination of membership for the offender, upon a two-thirds majority vote by the membership of the Association. Under no circumstance will noncompliance with any section of these Bylaws constitute the forfeiture of the rights of the Association to exist or the rights of the Association to enforce the Bylaws of the Association.

## Board Members

## Name and Titles

1. Connie Cooper, 5730 Highland Hills Dr. Apt. 122 Dallas, TX 75241 Active Director
2. Senester King, President (Resiged)
3. Randon Gray, Vice-President (Resiged)
4. Cheryl Wooter Boyd, Secretary (Deceased)
5. Douglas Hammond, Treasurer (Resiged)
6. Gary Brown, 3015 E. Ledbetter Dr. Apt. 2107 Dallas, TX 75216 Director of Communication
7. Patricia Ford, 1116 Essex Dr. Cedar Hill, TX 75104 Board of Directors
8. Floyda Lynn 4214 Cicero St. Dallas, TX 75216 Borad of Directors

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## SERVICL

Friday, Noyenber 6,2015
11:00 AM
CONCORD CHURCH
6808 Pastor Bailey Dr Dallas, TX 75237

Pastor Bryan L. Curter Sewior Pastor and Eulogist

