

**QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION**

Texas Department of Housing & Community Affairs

**RECEIVED**  
**JAN 08 2015**

TDHCA  
Multifamily Finance Dept.

**Read each item carefully** before completing the blanks. Certify to each requirement by signing the last page. All attachments must be included in QCP submission package.

**Part 1: Development Information**

Development Name: HILLSIDE TERRACE APTS.  
 Development Street Address: 100 HILLSIDE TERRACE  
 Development City: COLDSPRING  
 Development County: SAN JACINTO  
 TDHCA # (for office use only): \_\_\_\_\_

**Part 2: Neighborhood Organization Information**

Neighborhood Organization Name: HILLSIDE TERRACE RESIDENT COUNCIL  
 This organization also made a submission to TDHCA in prior HTC Application Rounds: (Y/N) N  
 If YES, provide the years that the organization made submissions prior to 2015: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 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): \_\_\_\_\_  
 As of February 27, 2015, 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 January 28, 2015)

**Part 3: Neighborhood Organization Contact Information**

**1<sup>st</sup> Contact Information**

Name: NANCY BASSETT  
 Title: PRESIDENT  
 Physical Address: 100 HILLSIDE TERRACE APT #5  
 Mailing Address (if different from above): \_\_\_\_\_  
 City: COLDSPRING Zip Code: 77331  
 Phone: 832-584-8551 Email: \_\_\_\_\_

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**Part 3: Neighborhood Organization Contact Information (continued)**

**2nd Contact Information**

Name:	DIANA MASSEY		
Title:	Secretary / Treasurer		
Physical Address:	100 Hillside Terrace #19		
Mailing Address (if different from above):			
City:	Coldspring	Zip Code:	77331
Phone:	936-899-2550	Email:	texascowgirl1962@yahoo.com

**Part 4: Reason for Support or Opposition**

The Neighborhood Organization  Supports  Opposes the Application for Competitive Housing Tax Credits

for the above referenced development for the following reasons:

The Hillside Resident Council supports the rehabilitation of Hillside Terrace Apts. We the Council support better living conditions, safety and building a positive spirit of community and pride. By forming the resident council, specific areas can be addressed by working together to make it happen.

**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.

See ATTACHMENT.

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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, 2015.
- This organization certifies that the boundaries of this organization include the proposed Development Site in its entirety. This organization acknowledges that annexations after February 27, 2015 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. **(First and Second Contacts must sign below):**

Nancy L. Bassett  
1<sup>st</sup> Contact Signature

Jan 6, 2015  
Date

NANCY L. BASSETT  
1<sup>st</sup> Contact Printed Name

President  
Title

Diana Massey  
2<sup>nd</sup> Contact Signature

Jan 6, 2015  
Date

Diana Massey  
2<sup>nd</sup> Contact Printed Name

Secretary / Treasurer  
Title

JAN 08 2015

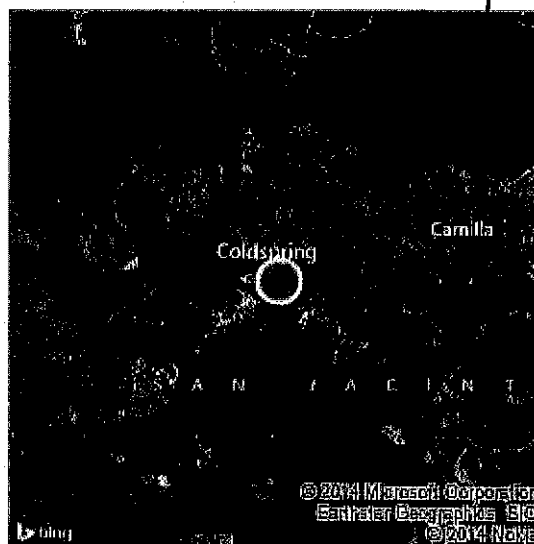
TDHCA  
Multifamily Finance Dept.



100 Hillside Terrace, Coldspring, TX 77331

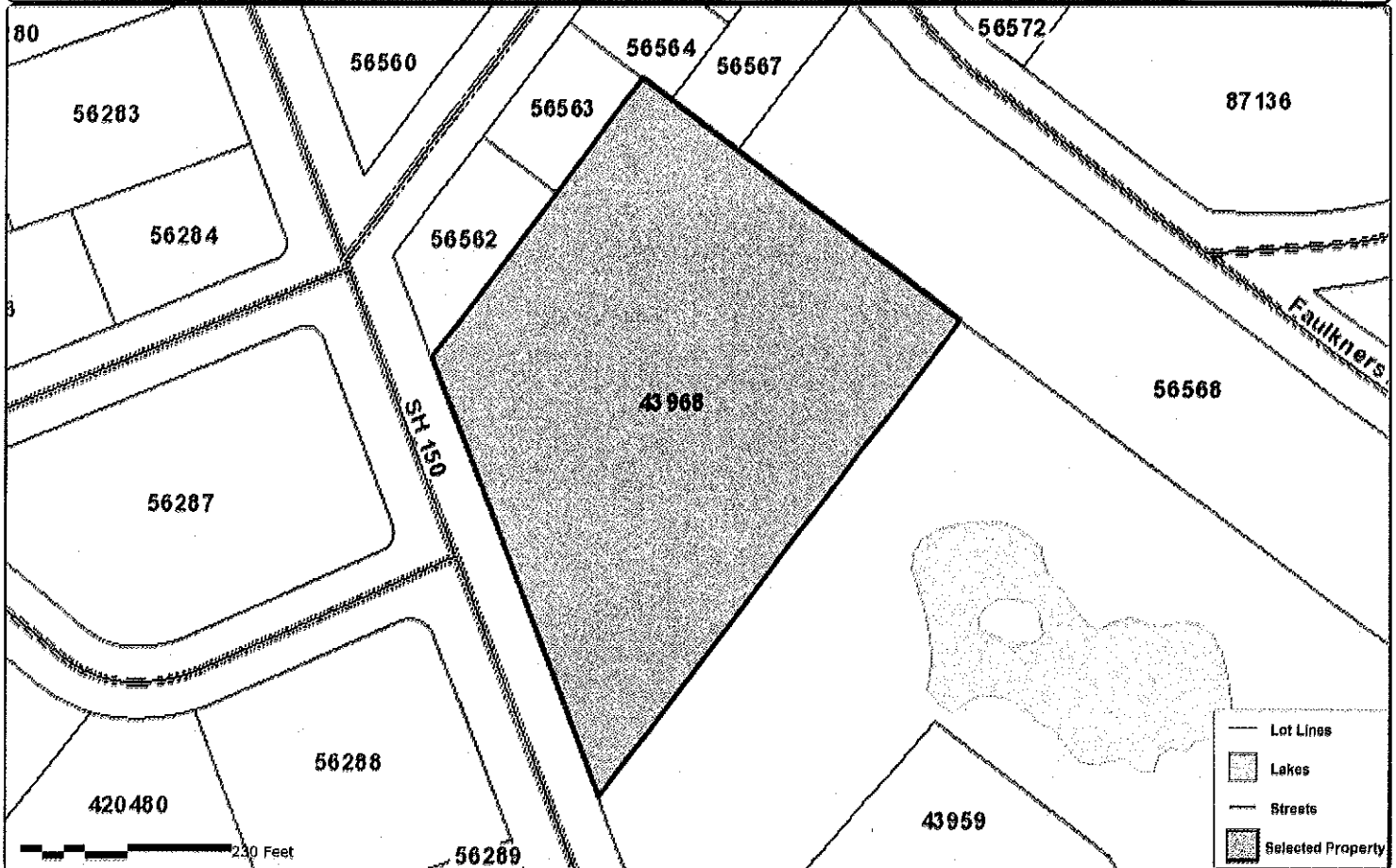
\*The Dot represents the development site address  
\*The solid line represents the Neighborhood Organization's boundaries

On the go? Use [m.bing.com](http://m.bing.com) to find maps, directions, businesses, and more



Bird's eye view maps can't be printed, so another map view has been substituted.

## San Jacinto CAD - Map of Property ID 43968 for Year 2014



### Property Details

#### Account

Property ID: 43968  
Geo ID: 0042-000-0510  
Type: Real

Legal Description: A042 Robert Rankin, Tract 51, Acres 3.0

#### Location

Situs Address: Hwy 150 S Coldspring, TX 77331

Neighborhood:

Mapsc0:

Jurisdictions: CAD, ESD, GSJ, RDB, RLR, SCS, CP1

#### Owner

Owner Name: Coldspring Apartment LTD  
Mailing Address: , P O Box 489, New Caney, TX 77357

#### Property

Appraised Value: \$408,550.00

<https://propaccess.trueautomation.com/Map/View/Map/22/43968/2014>

powered by  
**PropertyACCESS**  
www.trueautomation.com

Map Disclaimer: This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The San Jacinto County Appraisal District expressly disclaims any and all liability in connection herewith.

I.

Being 3.028 acres of land out of and a part of the Robert Rankin Survey, A-42, San Jacinto County, Texas, being a part of that 60.5 acres conveyed to James E. Faulkner et ux. from Mary Louise Burch et al. by deed dated November 4, 1950, recorded in Vol. 57, Page 180 of the Deed Records of San Jacinto County, Texas, being that same land, called 3 acres more or less, conveyed from James E. Faulkner and wife to J. C. Glass, Sr. by deed dated September 13, 1951, recorded in Vol. 60, Page 17, San Jacinto County Deed Records and being that same land conveyed from J. C. Glass and wife, Rhoda Glass to B. Finger by deed dated August 14, 1954 and recorded in Vol. 67, Page 538 et seq., Deed Records, San Jacinto County, Texas, said 3.028 acres of land being described by metes and bounds as follows:

BEGINNING at the Southeast corner of "Park Place Addition" to the City of Coldspring, also being the most Southerly corner of Lot No. 30 of said Addition, a 1/2" dia iron rod in the East R.O.W. line of State Highway No. 150;

THENCE South 16 deg. 57 min. 26 sec. East - 401.86 ft. with the East R.O.W. line of said Highway, a 1/2" dia. iron rod for corner;

THENCE North 41 deg. 00 min. East - 492.60 ft. with old fence line found a 1" dia. iron rod for corner;

THENCE North 49 deg. 00 min. West - 343.47 ft. with an old fence and a Southwest line of "Park Place Addition" found a 2" dia. brass marker for corner;

THENCE South 40 deg. 25 min. 09 sec. West - 279.40 ft. with an old fence and a Southeast line of "Park Place Addition" to point of beginning, containing 3.028 acres of land, more or less.

*(Ced)*  
*Sox*  
*Johnson*

SUBJECT, HOWEVER, TO THE FOLLOWING:

1. Reservation of all oil, gas and other minerals by prior owners of record.
2. Right-of-way easement dated December 15, 1965 from James E. Faulkner to Gulf States Utilities Company recorded in Volume 100, Page 81, Deed Records, San Jacinto County, Texas.
3. Easement from James Monroe Rhodes, III et ux. to Sam Houston Electric Cooperative, Inc. recorded in the office of the County Clerk of San Jacinto County, Texas on November 9, 1992 under Clerk's File No. 4930.

II.

The property described herein was obtained or improved through Federal financial assistance. This property is subject to the provisions of Title VI of the Civil Rights Act of 1964 and the Rehabilitation Act of 1973 and the regulations issued pursuant

Exhibit A to Real Estate Deed of Trust for Texas dated  
September 2, 1993 from Coldspring Apartments, Ltd. to Neal  
Sox Johnson, Trustee

## **Hillside Terrace Resident Council**

### **Article I**

#### ***Name***

The name of the organization will be the Hillside Terrace Resident Council.

### **Article II**

#### ***Purpose***

The Council shall be a non-profit resident organization where the tenants of Hillside Terrace Apartments located at 100 Hillside Dr. in Coldspring, Texas can promote and protect the quality of life, safety, and property values of the neighborhood primarily, and all neighborhoods generally, and to support the continued maintenance and rehabilitation of Hillside Terrace Apartments to insure a safe, sanitary, and affordable place to live.

### **Article III**

#### ***Territorial Boundary***

The boundaries of the Resident Council will be the same as defined in the attached legal description which also includes where Hillside Terrace Apartments are located.

### **Article IV**

#### ***Membership***

Membership shall be open to any adult in good standing as a tenant at Hillside Terrace Apartments. Each member will have one vote.

### **Article V**

#### ***Officers***

This Resident Council shall have 2 officers. These shall be a President and a Secretary/Treasurer.

The President will be an official member of all committees and exercise authority for meetings. The Secretary/Treasurer will record and transfer information concerning the Resident Council and will collect, disburse, and safely keep all, if any, monies that are used in and for the council.

The officers shall be elected by the general membership at the annual meeting. A list of nominees for the officers can be submitted by any member in advance of the election meeting when possible. Nominations from the floor shall also be in order. A majority of members voting shall elect the new officers.

The officers will begin their tenure at the close of the meeting at which they are elected. The term shall extend for one year until the close of the next election meeting or until successors are elected.

If a vacancy should occur in the office of President, the Secretary/Treasurer shall serve for the remainder of the term. Election to an office shall be by ballot if there is more than one candidate for the office.

## **Article VI** ***Meetings***

The annual member meeting shall convene in January and additional meetings may be called by the President.

Notice of any meetings shall be made to the members no less than one week in advance of the meeting by posting the notice in the office/community room of Hillside Terrace Apartments.

There shall be a minimum Hillside Terrace Apartments tenant percentage of 51% in attendance.

## **Article VII** ***Committees***

There will be different committees within the Council. The President and Council shall appoint the chairpersons for each committee.

- a) A Membership Committee, which will organize membership status and organize fund-raising events for the Council. The Secretary/Treasurer will be a member of the Committee.
- b) An Information Committee, which will prepare any necessary information for distribution to the Council. The Committee will develop and maintain a system for necessary neighborhood information. The President shall have final approval of a Newsletter, if any.
- c) A Nominating Committee, which will make recommendations for the other committees. It will balance the memberships of the other committees so that their make-up is constructed of persons who have demonstrated interest in the goals of the Resident Council. The committee shall also make recommendations to the President of the Council.
- d) A Transportation Committee, which will review and make recommendations regarding issues related to streets, sidewalks, public transit, and bicycle/pedestrian/automobile traffic, and related neighborhood transportation issues.
- e) A Police Relations Committee, which can act as a liaison with local police authorities and make recommendations related to Neighborhood Watch, graffiti, crime statistics, and community policing.
- g) Additional committees may be formed upon recommendation and the approval by the general membership.



**Article VIII**  
***Policy Determination***

Policy position of the Council shall be determined by a simple majority vote of the members present and voting at a general meeting.

**Article IX**  
***Parliamentary Authority***

Parliamentary authority shall govern the Council in all cases to which they are applicable and in consistent with the bylaws and any special rules the Council may adopt.

**Article X**  
***Amendment***

These bylaws may be amended by a two-thirds vote at any general meeting that notice was given in writing to all members at least one week in advance or by announcement at the preceding general membership meeting.

**Article XI**  
***Dissolution***

Upon the dissolution or termination of the Hillside Terrace Resident Council, no member will have any right to receive any assets of the Council. The assets of the Council shall be permanently dedicated to a charitable purpose. In the event of dissolution, the Council's assets shall be distributed to an organization that is tax-exempt under the provisions of Section 501 (c) (3) of the Internal Revenue Code.

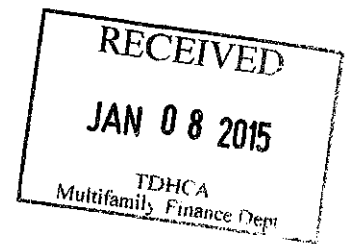
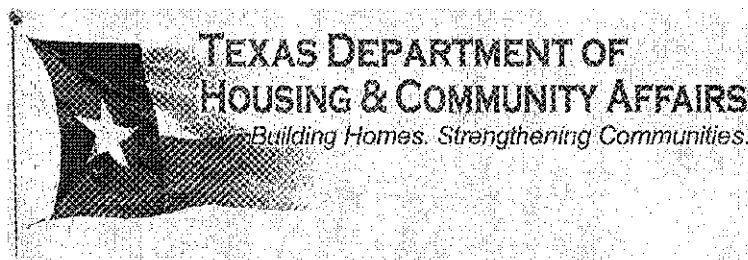
SIGNED this 6<sup>th</sup> day of JANUARY, 2015.

Nancy L. Bassett

President

Liana Massey

Secretary/Treasurer



# 2015 Quantifiable Community Participation (QCP) Neighborhood Information Packet

Following are materials to assist Neighborhood Organizations in determining if they are a qualified Neighborhood Organization for the purpose of providing input for Quantifiable Community Participation ("QCP") and how to provide that input as provided under the State of Texas Qualified Allocation Plan ("QAP"). The materials include:

- ❖ Requirements for QCP Submission
- ❖ QCP Form
- ❖ Required Attachments
- ❖ Boundary Map Example

Este paquete contiene materiales e información para asistir a Organizaciones Vecindarios a determinar si califican para dar aportación a la Participación Cuantitativa Comunitaria ("QCP") y como proporcionar esa aportación según el State of Texas Qualified Allocation Plan ("QAP"). Si usted necesita asistencia o tiene preguntas sobre los requisitos del QAP, la plantilla, u otras preguntas con respecto al ciclo del Housing Tax Credit, favor de comunicarse con la División Multifamily Finance Production al 512-475-3340.

**If you have questions regarding the QCP requirements, please contact Nicole Fisher in the Multifamily Finance Production Division by email at [nicole.fisher@tdhca.state.tx.us](mailto:nicole.fisher@tdhca.state.tx.us), by phone at (512) 475-2201, or by fax at (512) 475-1895.**

## REQUIREMENTS FOR QCP SUBMISSION

**Should there be any conflict between this guidance and the QAP, the QAP takes precedence.**

Quantifiable Community Participation, referred to as "QCP", is one of many selection criteria by which applications competing for Housing Tax Credits are reviewed and scored. This scoring item ensures that qualified neighborhood organizations have input in the development that occurs in their community and serves the purpose of encouraging community participation from neighborhood organizations whose boundaries contain the proposed development site. Pursuant to §2306.6710(b)(1)(B) and §2306.6725(a)(2), Texas Government Code, the Texas Department of housing and Community Affairs (the "Department" or "TDHCA") is required to rank applications

**required registration information to TDHCA by 5:00 pm on January 28, 2015.** (County, Secretary of State and TDHCA registry may require additional documentation to be submitted upon request.) *Note that Neighborhood Organizations that are not on record with the state or county as of January 28, 2015 will not be required to be notified by Applicants.*

- Evidence that the Neighborhood Organization was in existence (ex: bylaws, articles, newsletter, minutes, etc.) prior to January 8, 2015 is required for TDHCA registry. If the documentation submitted for being on record with the county or Secretary of State is dated after January 8, 2015, evidence of existence by January 8, 2015 is also required.
- Boundary Map - The boundary map should be legible, clearly marked with the geographical boundaries of the Neighborhood Organization, and indicate the location of the proposed Development. The written description and boundary map should have the same geographical boundaries as the map. The map must show the street names or identify the landmarks (for instance, railroad tracks or a creek) that make up the boundaries. This documentation is subject to the Department's approval. A street-level map can be created at <http://www.mapquest.com> or at <http://maps.google.com>. Please contact the Department if assistance is needed to create an appropriate map.

❖ **ADDITIONAL INFORMATION**

TDHCA may request that the organization provide additional information or documentation that it deems relevant to clarify information contained in the organization's form and/or enclosures. If the Department determines additional information is needed, staff will request information in an Administrative Deficiency Notice by e-mail or facsimile to the e-mail addresses or facsimile numbers provided on the form. If the deficiencies are not clarified or corrected to the Department's satisfaction within five business days from the date the notice is sent to the organization, the organization's form may not be considered further for scoring and the organization will be so advised. This deficiency process does not, however, extend any deadline associated with the "Quantifiable Community Participation" process. An organization may not submit additional information or documentation after the original submission of the QCP documentation except in response to the Department specifically requesting additional information.

**Any statement of opposition from a Neighborhood organization may be challenged if it is contrary to findings or determinations (including zoning) made by a city, county, school district, or other local governmental entity. If any such statement is challenged, the challenger must declare the basis for the challenge and the Neighborhood Organization will be given seven calendar days to provide support for its statements.**

Any submission determined to be ineligible for QCP scoring will be summarized for the Department's Board as public comment but will not be scored for QCP.

**INSTRUCTIONS FOR COMPLETING THE QCP FORM**

If an organization is eligible to provide input on more than one Development, each Development must be addressed in a separate submission.

❖ **Part 1: Development Information**

- This section of the form requests basic information regarding the proposed affordable housing development for which the Neighborhood Organization wishes to provide comment. Please enter the Development Name and address. (If a street address is not available, descriptions such as "the southwest corner of Smith St and Jones Rd" are acceptable.)

❖ **Part 2: Neighborhood Organization Information**

- This section of the form requests information about the Neighborhood Organization that is providing input on a specific property. If the Neighborhood Organization has submitted comment during a past Application Round, provide the year the comment was submitted. If the organization is currently on record with the county or the Secretary of State, evidence of such is required to be attached to this form. To be on record with TDHCA, the organization must have submitted the required documentation by January 28, 2015.

❖ **Part 3: Neighborhood Organization Contact Information**

- This section of the form requests contact information for two individuals ***who have authority to sign on behalf of the organization*** in case the Department needs to contact these individuals for additional information. Information about other members of the Neighborhood Organization may be required if the two contacts listed here do not reside within the Neighborhood Organizations boundaries.

❖ **Part 4: Reason for Support or Opposition**

- This section of the form requests the Neighborhood Organization to indicate whether they support or oppose the proposed development for which the input is being provided. A clear reason or reasons for the Neighborhood Organization's support or opposition is required in order for the statement to qualify for points.

❖ **Part 5: Written Boundary Description**

- This section of the form requests a written boundary description of the Neighborhood Organization's boundaries. In order for the comment to count for the QCP score, the boundaries of a Neighborhood Organization must be complete and include the Development Site. A boundary map, showing each boundary consistent with the description, should be attached to this form. If boundaries are not visible on the map or do not match the description, the Department will issue an Administrative Deficiency to request clarification. If the Development Site is not located within the boundaries, no QCP points will be awarded for the letter. The letter will still be presented to the Department's Governing Board as part of public comment.

❖ **Part 6: Certifications**

- This section of the form requests that the individuals with authority to sign on behalf of the Neighborhood Organization certify to the information presented on this form and that the Neighborhood Organization meets the requirements to qualify for purposes of Quantifiable Community Participation.
- This certification includes statements regarding the membership of the neighborhood Organization as well as its boundaries and should be carefully reviewed.
- The form requires the signature, printed name, date and title for both the 1st and 2nd Contact to be considered complete.

If any of the above items (by-laws, boundary maps, etc.) were previously submitted (between January 2 and January 28, 2015) in order for a Neighborhood Organization to be on record with the TDHCA, they will not be required to be submitted again. If this is the case, please indicate on this form that such documentation was previously submitted.