

**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 QCP submission package.**

**Part 1: Development Information**

Development Name:	Pecanwood Apartments I, II & III
Development Street Address:	502 West Main, Whitehouse, Texas 75791
Development City:	Whitehouse
Development County:	Smith
TDHCA # (for office use only):	

**Part 2: Neighborhood Organization Information**

Neighborhood Organization Name:	Pecanwood Apartments Resident Council
This organization also made a submission to TDHCA in prior HTC Application Rounds: (Y/N) NO	
If YES, provide the years that the organization made submissions prior to 2014: _____	
The Neighborhood Organization is a (select one of the following):	
<input type="checkbox"/>	Homeowners Association
<input type="checkbox"/>	Property Owners Association
<input checked="" type="checkbox"/>	Resident Council and our members occupy the existing development
<input type="checkbox"/>	Other (explain): _____
As of February 28, 2014, this Neighborhood Organization is on record with (select one of the following):	
<input type="checkbox"/>	County
<input checked="" type="checkbox"/>	Secretary of State OR
<input type="checkbox"/>	We now request to be on record with the Texas Department of Housing & Community Affairs. (Recommended)

**Part 3: Neighborhood Organization Contact Information**

<b>1st Contact Information</b>	
Name:	Kristen Bridges
Title:	President
Physical Address:	502 W. main # 48
Mailing Address (if different from above):	
City:	Whitehouse
Phone:	903-521-6491
Zip Code:	75791
Email:	KL.Bridges1012@gmail.com

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

**2nd Contact Information**

Name: Michelle Arnett  
 Title: Secretary  
 Physical Address: 502 W Main #30  
 Mailing Address (if different from above):  
 City: Whitehouse Zip Code: 75791  
 Phone: 903 714 9691 Email:

**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:

Pecanwood III Apartments needs a rehabilitation that will include new appliances, flooring, painting, HVAC systems and additional tenant amenities. Our Resident Council believes that funding from tax credits for a rehabilitation will promote and protect the quality of life, safety and residential characteristics of the complex and the neighborhood and insure a safe, sanitary and affordable place for our tenants to live.

**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.

The boundaries of the Resident Council shall be all of Pecanwood Street that runs North from Main Street (M346) to the end. Pecanwood Street includes Pecanwood I Apartments, Pecanwood II Apartments and Pecanwood III Apartments.

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**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 16, 2014.
  - This organization certifies that the boundaries of this organization include the proposed Development Site in its entirety. This organization acknowledges that annexations after February 28, 2014 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 vote 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:**

Kristen Bridges  
1st Contact Signature

12/14/14  
Date

Kristen Bridges  
1st Contact Printed Name

President  
Title

M A  
2nd Contact Signature

12/1/14  
Date

Michelle Arnett  
2nd Contact Printed Name

Secretary  
Title

# QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION

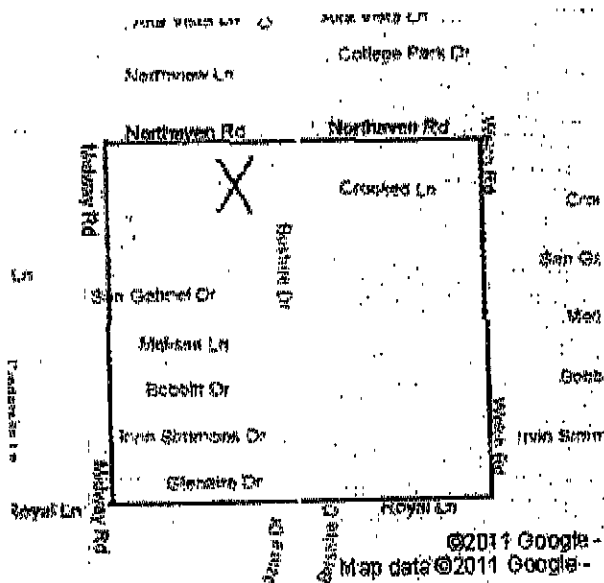
Texas Department of Housing & Community Affairs

## REQUIRED ATTACHMENTS

In addition to the information requested on the form, please attach the following items and include with your submission to the Texas Department of Housing & Community Affairs:

1. Documentation to support the selection of being on record with the County or Secretary of State (ex: letter from county clerk or judge acknowledging the Organization, letter from the Secretary of State stating the incorporated entity is in good standing.)
2. Evidence of the Neighborhood Organization's existence (ex. bylaws, newsletter, minutes, et cetera.)
3. 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.

Example:



The solid line indicates the Neighborhood Organization's boundary.  
The X indicates the development site.



## **Pecanwood Apartments Resident Council**

### **Article 1**

#### **Name**

The name of the organization shall be the Pecanwood Apartments Resident Council.

### **Article 2**

#### **Purpose**

The Association shall be a non-profit resident organization within which the tenants of Pecanwood Apartments I, Pecanwood Apartments II and Pecanwood Apartments III having an address of 502 West Main Street, Whitehouse, Texas 75791, but all are physically located on Pecanwood Street, Whitehouse, Texas, can promote and protect the quality of life, safety, residential characteristics and property values of the neighborhood primarily, and all neighborhoods generally, and to support the continued maintenance and rehabilitation of Pecanwood Apartments to insure a safe, sanitary and affordable place to live.

### **Article III**

#### **Territorial Boundaries**

The boundaries of the Resident Council shall be all of Pecanwood Street that runs North from Main Street (FM346) to the end. Pecanwood Street includes Pecanwood I Apartments, Pecanwood II Apartments and Pecanwood III Apartments.

### **Article IV**

#### **Membership**

Membership shall be open to any adult in good standing as a tenant at Pecanwood Apartments I or Pecanwood Apartments II or Pecanwood Apartments III or residing within the territorial boundaries. Each member shall be entitled to one vote.

### **Article V**

#### **Officers**

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

The President shall be an ex-officio member of all committees and exercise parliamentary authority for meetings. The Secretary-Treasurer shall record and disseminate information concerning the Resident Council and shall collect, disburse, and safely keep all Resident Council monies, shall maintain a membership roster of voting members and make periodic reports to the members at membership meetings.

The officers shall be elected by the general membership at the annual meeting. A list of nominees for the 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 officers shall take office 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 their successors are elected. No officers may serve more than three consecutive terms in the same office.

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

## **Article VI Meetings**

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

Notice of special or general meetings shall be made to the membership no less than one week in advance of the meeting by posting the notice in the office of Pecanwood Apartments I, Pecanwood Apartments II and Pecanwood Apartments III.

A quorum shall consist of 51% of tenants of Pecanwood Apartments I, Pecanwood Apartments II and Pecanwood Apartments III.

## **Article VIII Committees**

There shall be two classes of committee within the Association: standing committees, and special committees.

Members of the standing committees shall be elected by the Steering Committee from the general membership and the Steering Committee. The President shall appoint the committee chairpersons. The standing committees shall be: a) A Membership Committee, which shall organize and implement membership drives and fund-raising events for the Resident Council. The Secretary- Treasurer shall be a member of the Committee. b) An Information Committee, which shall prepare and reproduce any necessary information at the direction of the Steering Committee for distribution as determined by the Steering Committee. The Committee shall develop and maintain a distribution system for necessary neighborhood information, based upon low-cost or volunteer labor, or bulk-mail service. The President shall have final approval of the Newsletter.

c) A Nominating and Bylaws Committee, which shall make recommendations to the membership of worthy individuals for the Steering Committee. It shall attempt to balance the membership of the Steering Committee with respect to geographic residence, age, sex, occupation, and areas of expertise, choosing from among persons who have demonstrated interest in the goals of the

Resident Council. The committee shall also make recommendations, as necessary, to the Steering Committee for changes to the bylaws. d) A Zoning Committee, which shall review and make policy recommendations to the Steering Committee regarding application for zoning changes and variances, and other land use issues. e) A Transportation Committee, which shall review and make policy recommendations to the Steering Committee regarding issues related to streets, sidewalks, public transit, and bicycle/pedestrian/automobile traffic, and related neighborhood transportation issues. f) A Police Relations Committee, which shall act as a liaison with local police authorities, and review and make policy recommendations to the Steering Committee regarding issues related to Neighborhood Watch, graffiti, crime statistics, and community policing. g) Additional standing committees may be formed upon recommendation of the Steering Committee and approval by the general membership.

**Article IX  
Political Activities**

Neither the Association nor any member purporting to speak for the Association shall endorse any candidate for public office or any political party. Membership rosters of the Association shall not be used for political, commercial, or other activity not directly related to the Association.

**Article X  
Policy Determination**

Policy position of the Resident Council shall be determined by a simple majority vote of the members present and voting at a meeting of the general membership, or, in the case of necessity, between membership meetings, by a two-thirds vote of the Steering Committee. Failure by a Steering Committee member to represent this majority view shall be considered unbecoming conduct.

**Article XI  
Parliamentary Authority**

Rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Resident Council in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the Resident Council may adopt.

**Article XII  
Amendment**

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

**Article XIII  
Dissolution**



Upon the dissolution of the Pecanwood Apartments Resident Council no class of member shall have any right nor shall receive any assets of the Resident Council. The assets of the Resident Council shall be permanently dedicated to a tax-exempt purpose. In the event of dissolution, the Resident Council's assets after payment of debts, shall be distributed to an organization which is tax exempt under the provisions of Section 501 (c) (3) of the Internal Revenue Code.

[End of bylaws]

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2014

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President

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Secretary-Treasurer

Upon the dissolution of the Pecanwood Apartments Resident Council no class of member shall have any right nor shall receive any assets of the Resident Council. The assets of the Resident Council shall be permanently dedicated to a tax-exempt purpose. In the event of dissolution, the Resident Council's assets after payment of debts, shall be distributed to an organization which is tax exempt under the provisions of Section 501 (c) (3) of the Internal Revenue Code.

[End of bylaws]

SIGNED this 1<sup>st</sup> day of December, 2014

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary/Treasurer