

## Rose Hill Neighborhood Improvement Association

January 18, 2016

Texas Department of Housing and Community Affairs  
Attention: Department of Housing and Community Affairs  
PO Box 13941 (MC 332-10)  
Austin, TX 78711-3941

Texas Department of Housing and Community Affairs:

The Housing Authority of the City of Texarkana, Texas has successfully administered and secured affordable housing for the citizens of the City of Texarkana, Texas.

The Housing Authority of the City of Texarkana Texas has plans to meet additional needs by building an affordable senior housing complex in the Rosehill Community. They have submitted a request to Texas Department of Housing & Community Affairs for consideration to fund the development activities for this project.

I am writing this letter in support of the new senior housing development and the Housing Authority of City of Texarkana, Texas.

If you have any questions, Please feel free to give me a call at 903.832-4797.

Sincerely,



Erma Stenson  
President

## **Rosehill Neighborhood Improvement Association**

Texarkana, TX 75501

Erma Stenson

405 Forestbug Dr.

Wake Village, TX

903-832-4797

[e.stenson@att.net](mailto:e.stenson@att.net)

Rhonda Dolberry

2311 West 13<sup>th</sup>

Texarkana, TX 75501

903-794-5958

[rdolberry@aol.com](mailto:rdolberry@aol.com)

# **Rosehill Neighborhood Improvement Association**

## **Corporation By-laws**

### **Article I - Name**

The name of the organization shall be the Rosehill Neighborhood Improvement Association, Inc. a Non-Profit Corporation (the "Corporation").

### **Article II - Statement of Purpose**

Rosehill Neighborhood Improvement Association, Inc. shall be a non-profit, non-partisan, neighborhood association open to all residents living within the boundaries of the neighborhood who may through such association consider and deal by all lawful means, with common and shared concerns, goals, and activities that affect the quality of life of its members. The organization shall maintain a status as a 501(c)(4) organization as defined by the Internal Revenue Code.

Rosehill Neighborhood Improvement Association, Inc. shall be concerned with housing, community development, recreation, the environment, public safety and other related matters that indirectly and directly affect the quality and character of the neighborhood and the City of Texarkana, Texas. Rosehill Neighborhood Improvement Association, Inc. shall sponsor educational and informational programs, which may include social activities, that will further the organization's membership goals.

### **Article III - Neighborhood Boundaries**

North Boundary: New Boston Road

South Boundary: Southern Pacific Rail Road Tracks

West Boundary: US Highway 59/Loop 151

East Boundary: Union Pacific Rail Road Tracks

## **Article IV – Membership and Voting**

1. Membership. Members shall be residents in the general area known as the Rosehill Community, whose boundaries are described in Article III.
2. Voting. Each resident 18 years of age or older shall be entitled to one vote on each matter submitted to a vote of the membership, with a maximum of two votes per household.
3. Proxies. No proxies will be allowed. Votes must be cast in person.

## **Article V - Meetings of the Members**

1. Quarterly meeting. A quarterly meeting of the Association shall be held for conducting general, routine business as determined by the Executive Board.
2. Annual meeting. An annual meeting shall be held for the purpose of electing officers and standing committee chairs, the exact time and place to be established by the Executive Board.
3. Special meetings. It shall be the duty of the president to call a special meeting as directed by resolution of the Executive Board, or upon presentation to the Board of a petition signed by not less than twenty percent of the Association members. The notice of any special meeting shall state the time, place and purpose of the meeting. No business except as stated in the notice shall be transacted at a special meeting.
4. Quorum. Seven members shall constitute a quorum for any meeting, including one member of the Executive Board.
5. Non-voting attendees. Residents of neighborhoods near Rosehill are welcome to attend meetings and address issues but do not have a vote.

## **Article VI - Organization**

The General Membership of the Rosehill Neighborhood Improvement Association, Inc. shall elect at an annual meeting on the first Monday of February an Executive Committee composed of the following elected officers:

President

Vice President

Treasurer

Secretary

Area Coordinators (or Co-Coordinators)

## **Article VII - Duties of the Elected Officers of the Executive Committee**

### **President:**

The President is the chief executive officer of the organization. The President has general direction over the affairs of the organization, subject to the control of the Executive Committee. The President presides at the meetings of the Executive Committee. The President executes all contracts and other legally binding instruments but only with the prior approval of the Executive Committee. The President is authorized to speak on behalf of the organization consistently with the objectives and prior resolutions of the Executive Committee and of the general membership. Together with the Secretary, the President is responsible for giving advance notice of all meetings of the Executive Committee and of the general membership and sets the date, time, place, and agenda for those meetings. The President is an ex-officio member of the all standing and ad hoc committees.

At each meeting of the Executive Committee, the President shall report to the Executive Committee all business that the President has conducted since the last meeting of the Executive Committee, particularly any statements the President has made on behalf of the organization, and shall present to the Executive Committee all matters of interest that have come to his attention and all communications received or conveyed by him. The President is responsible for the final review and approval of the organization's communications.

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### **Secretary:**

The Secretary or the Secretary's designee shall attend all meetings of the Executive Committee and of the General Membership and shall take and maintain a permanent record of minutes of each meeting, including date, time, place, roll sheet, announcements, reports, motions and votes. The Secretary shall at each meeting read the minutes of the previous meeting, or have a typed copy of the minutes available for members to read and circulate during the meeting. The Secretary shall maintain the files of the Corporation.

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In an area designated by the Executive Committee, the Area Coordinators shall be responsible for: reporting to the Executive Committee on matters of concern within their areas; acting as a liaison with members residing within the Area Coordinator's area; distributing the organization's newsletters and other notices and may designate Block Captains for this purpose; and aiding interested persons in becoming members.

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There shall be regular meetings of the Executive Committee on a schedule to be established by the Executive Committee. A quorum of the Executive Committee shall be 5 Executive Committee Members. No business may be conducted at an Executive Committee meeting unless a quorum of the Executive Committee is present. To the extent practical, decisions of the organization shall be made by vote of the General Membership. All members are urged to attend the regular meetings of the Executive Committee. Decisions shall be by a majority vote of those present. A vote of a General Member and a vote of an Executive Committee Member shall have equal weight in such decisions.

Upon consideration of a Question of Policy, however, a majority of the Executive Committee present may vote to table the question for later consideration. A proposition is a Question of Policy if so declared by a majority of the Executive Committee in attendance. A Question of Policy is a proposition that, when decided, will reflect the Corporation's position on a matter of public interest. All contracts, other than contracts relating solely to the day-to-day operation of the Corporation, are Questions of Policy. No Question of Policy may be voted upon at a meeting of the Executive Committee unless there has been a reasonable effort to provide advance notice to all members of the Executive Committee that the Question of Policy will be taken up at the meeting. Should an absolute majority of the Executive Committee vote within 90 days that a vote was taken without such an effort, and that the vote was on a Question of Policy, the vote taken on the Question of Policy shall be void.

# **Article IX – Rosehill Neighborhood Improvement Association, Inc. Committees (Standing and Ad Hoc)**

## **A. Standing Committees**

There shall be four standing committees of the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC:

### **ZONING AND PLANNING COMMITTEE**

To review and make policy recommendations to the Executive Committee regarding applications for zoning changes and variances, master plan and other land use concerns.

### **TRANSPORTATION AND PUBLIC SAFETY COMMITTEE**

To review and make policy recommendations to the Executive Committee concerning streets, sidewalks, public transit, traffic (including bicycles, pedestrians and vehicles) and other transportation; to maintain communication with law enforcement agencies and to make policy recommendations to the Executive Committee relating to public safety concerns such as Neighborhood Watch, graffiti, safety of children, crime statistics and community policing.

### **PARKS, ENVIRONMENT AND SCHOOLS COMMITTEE**

To review and make policy recommendations to the Executive Committee relating to development, maintenance and regulation of public parks; relating to environmental concerns such as pollution, noise, aquifer protection and tree preservation; and relating to school needs.

### **SPECIAL EVENTS COMMITTEE**

To review and make policy recommendations to the Executive Committee concerning participation in and sponsorship of public events, including fundraising events.

### **Rules for Standing Rosehill Neighborhood Improvement Association, Inc. Committees:**

- The chair of each standing committee shall be appointed annually by a majority vote of a quorum the Executive Committee
- Members of the committee shall keep a record of each meeting held, including the date and place of the meeting, who was at the meeting, and decisions made at the meeting.

- Members of the committee shall provide reports for the monthly general membership meetings.
- When meeting with non-Rosehill Neighborhood Improvement Association, Inc. representatives (e.g., city staff, local businesses, and developers), the committee can act on preliminary decisions, but shall not act as final decision maker for the Rosehill Neighborhood Improvement Association, Inc. . These decisions would be made by a majority vote of the membership or if time does not allow a membership vote, by a majority vote of a quorum of the Executive Board. (Committee members shall keep a record of this communication.)

## **B. Ad Hoc Committees**

In dealing with particular issues, ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. members may form an **Ad Hoc Committee** recognized as representing the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC., as long as they follow these guidelines.

### **Rules for Ad Hoc Committees**

- Before the ad hoc committee convenes, at least one member of the Executive Committee shall be made aware of the formation of this committee. That member, and/or members of the ad hoc committee shall make all Executive Committee members aware of the ad hoc committee within a reasonable amount of time.
- The committee shall clearly state its mission.
- The Standing Committee chair who would oversee that type of activity shall be invited to participate in the ad hoc committee (but is not required to participate).
- When its mission has been completed, the ad hoc committee shall disband.
- Members of the ad hoc committee shall keep a record of each meeting held, including the date and place of the meeting, who was at the meeting, and decisions made at the meeting.
- Members of the committee shall provide reports for the monthly general membership meetings.
- When meeting with non-ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. representatives (e.g., city staff, local businesses, and developers), the ad hoc committee can act on preliminary decisions, but shall not act as final decision maker for the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. . These decisions would be made by a vote of the membership or if time does not allow a membership vote, by a vote of



the Executive Committee. (Committee members shall keep a record of this communication.)

## **Article X - Amendment of the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. By-Laws**

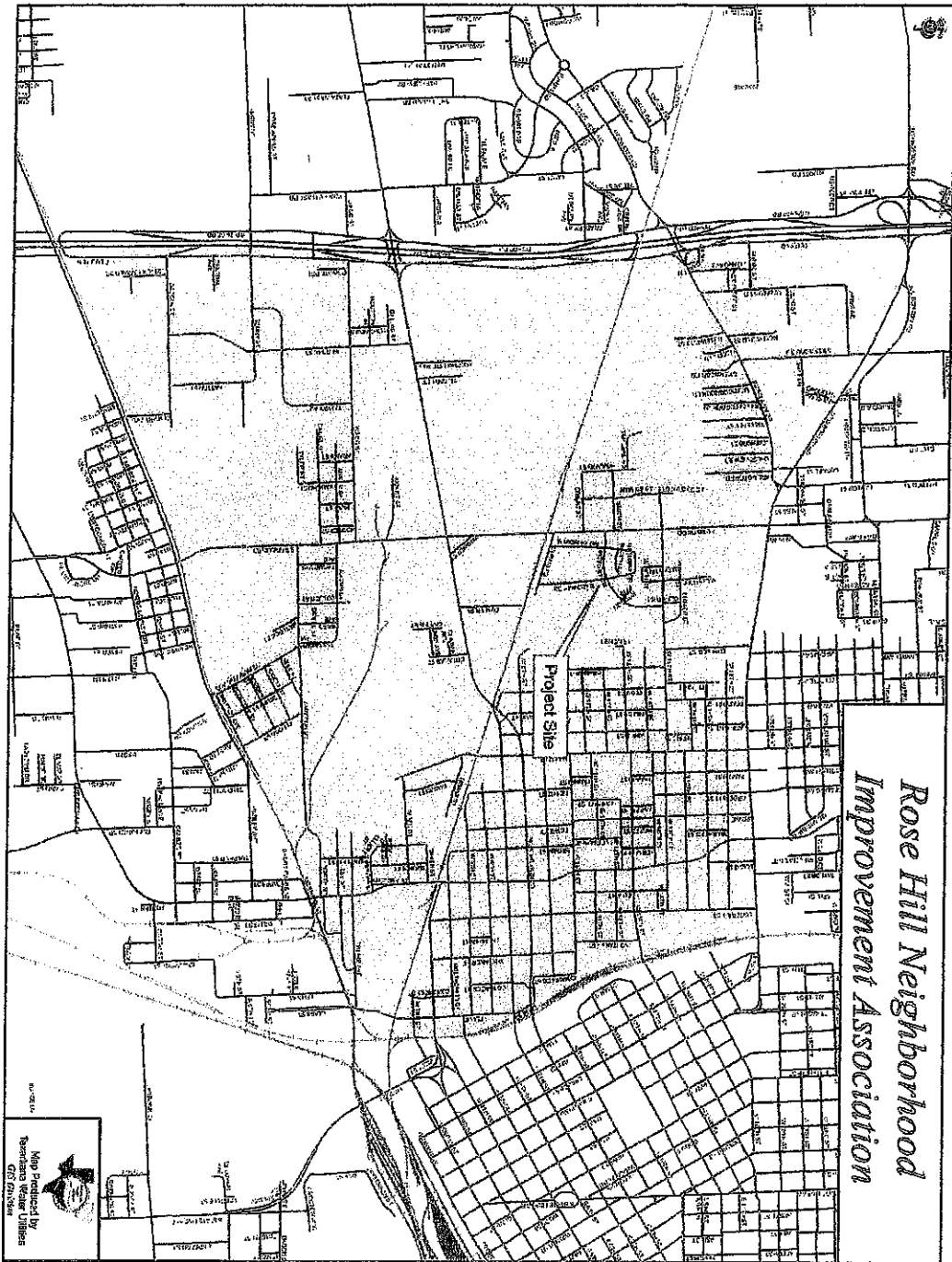
The ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. By-laws shall be adopted by a vote of the General Membership and may be amended or repealed and new ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. By-laws adopted, by a two-thirds majority vote at the monthly meeting of the General Membership. To amend or repeal the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. By-laws, a formal notice, which is a written or printed notice stating the place, day, and time of the meeting must be given not less than 10 days in advance nor more than 60 days before the date of the meeting either personally, by facsimile transmission, by e-mail, by posting on the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. website, by posting in the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. newsletter, or by mail, by or at the direction of the President, or the Secretary, or the elected officers or persons calling the meeting, to each member entitled to vote at any meeting at which alteration of the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. By-laws is to be voted upon. The exact wording of the proposed change must be included in the formal notice and on the agenda of the meeting. No change in the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. By-laws is valid unless these conditions are met.

## **Article XI - Political Activities**

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

## **Article XII - Parliamentary Authority**

The Corporation recognizes that conduct and governance of the Corporation are controlled by the Texas Non-Profit Corporations Act, Article 1396, Texas Civil Statutes, together with amendments that might be made from time to time. That statute and Robert's Rules of Order Newly Revised shall govern the procedural acts of the Corporation.



*Rose Hill Neighborhood  
Improvement Association*

Project Site

Map Produced by  
Rose Hill  
Improvement Association  
2012

ORIGIN ID:TXKA (903) 838-8548  
TEXARKANA HOUSING AUTHORITY

1611 N ROBISON RD

TEXARKANA, TX 755014113  
UNITED STATES US

SHIP DATE: 21 JAN 16  
ACTWTG: 0.20 LB  
CAD: /POS1621  
DIMS: 0x0x0 IN

BILL SENDER

Part # 156297-435 R112 12/15  
J12Z1930/11049.12/10 E3E64635

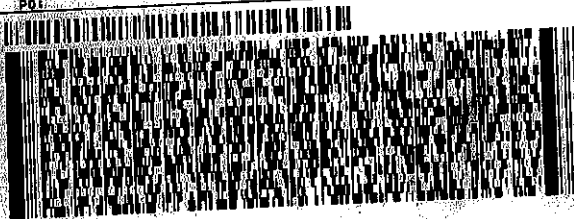
TO DIRECTOR OF MULTIFAMILY  
TEXAS DEPT OF HOUSING & COMM A  
221 E 11TH ST

AUSTIN TX 78701

(512) 475-1876

REF:

DEPT:



FedEx Express



TRK# 8010 6064 5657  
0215

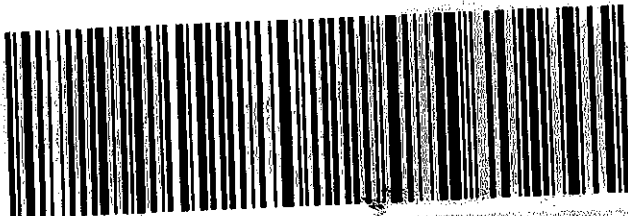
FRI - 22 JAN 3:00P  
STANDARD OVERNIGHT

JAN 22 2016 78701

XH AUSA

Texas Department of Housing & Community Affairs

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fedex.com 1.800.GoFedEx 1.800.463.3339

RECIPIENT PEEL HERE

Date 01/21/2016 FedEx Tracking Number

AD010101045657

Sender's Name HART

Phone 503 838-8548

Company TEXARKANA HOUSING AUTHORITY

Address 1611 N ROBISON RD

City TEXARKANA

State TX ZIP 75501-4113

2 Your Internal Billing Reference

3 To

Recipients Name Director of Multifamily Housing  
Phone 512 475-2261

Company Texas Dept. of Housing & Community Affairs

Address 221 East 11th Street

City Austin

State TX

ZIP 78701-2410

NOTE: Services are not available for hazardous materials, perishable goods, and other restricted items.

Next Business Day

FedEx First Overnight

FedEx Priority Overnight

FedEx Standard Overnight

2 or 3 Business Days

NEW FedEx 2Day A.M.

FedEx 2Day

FedEx Express Saver

6 Special Handling and Delivery Signature Options

SATURDAY Delivery

No Signature Required

Direct Signature

Indirect Signature

Signature Required

Signature Required - Restricted Access

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15:00  
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In dealing with particular issues, ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. members may form an **Ad Hoc Committee** recognized as representing the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC., as long as they follow these guidelines.

### **Rules for Ad Hoc Committees**

- Before the ad hoc committee convenes, at least one member of the Executive Committee shall be made aware of the formation of this committee. That member, and/or members of the ad hoc committee shall make all Executive Committee members aware of the ad hoc committee within a reasonable amount of time.
- The committee shall clearly state its mission.
- The Standing Committee chair who would oversee that type of activity shall be invited to participate in the ad hoc committee (but is not required to participate).
- When its mission has been completed, the ad hoc committee shall disband.
- Members of the ad hoc committee shall keep a record of each meeting held, including the date and place of the meeting, who was at the meeting, and decisions made at the meeting.
- Members of the committee shall provide reports for the monthly general membership meetings.
- When meeting with non-ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. representatives (e.g., city staff, local businesses, and developers), the ad hoc committee can act on preliminary decisions, but shall not act as final decision maker for the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. . These decisions would be made by a vote of the membership or if time does not allow a membership vote, by a vote of

the Executive Committee. (Committee members shall keep a record of this communication.)

## **Article X - Amendment of the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. By-Laws**

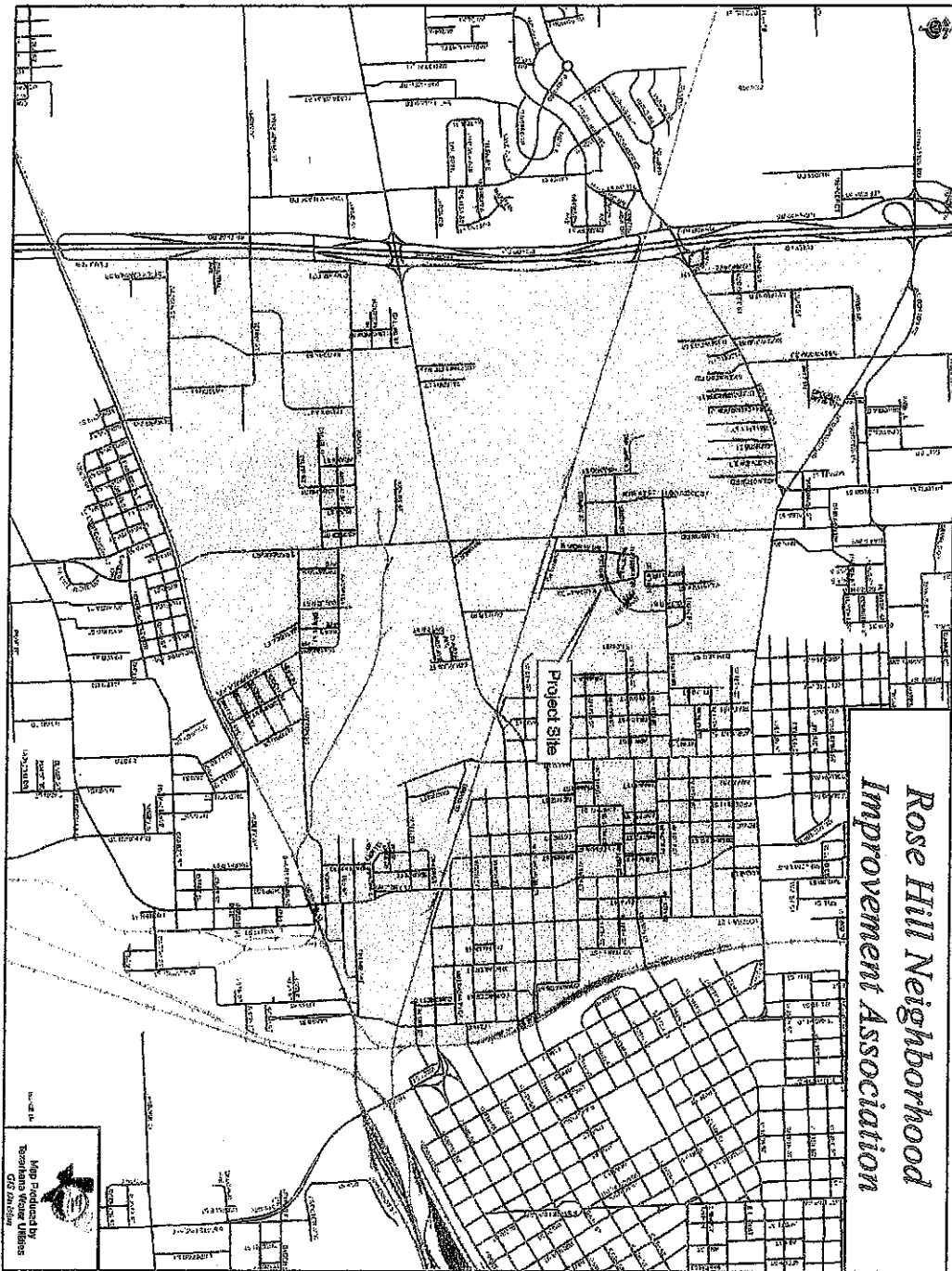
The ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. By-laws shall be adopted by a vote of the General Membership and may be amended or repealed and new ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. By-laws adopted, by a two-thirds majority vote at the monthly meeting of the General Membership. To amend or repeal the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. By-laws, a formal notice, which is a written or printed notice stating the place, day, and time of the meeting must be given not less than 10 days in advance nor more than 60 days before the date of the meeting either personally, by facsimile transmission, by e-mail, by posting on the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. website, by posting in the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. newsletter, or by mail, by or at the direction of the President, or the Secretary, or the elected officers or persons calling the meeting, to each member entitled to vote at any meeting at which alteration of the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. By-laws is to be voted upon. The exact wording of the proposed change must be included in the formal notice and on the agenda of the meeting. No change in the ROSEHILL NEIGHBORHOOD IMPROVEMENT ASSOCIATION, INC. By-laws is valid unless these conditions are met.

## **Article XI - Political Activities**

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

## **Article XII - Parliamentary Authority**

The Corporation recognizes that conduct and governance of the Corporation are controlled by the Texas Non-Profit Corporations Act, Article 1396, Texas Civil Statutes, together with amendments that might be made from time to time. That statute and Robert's Rules of Order Newly Revised shall govern the procedural acts of the Corporation.



*Rose Hill Neighborhood  
Improvement Association*

Project Site

Map Produced by  
Rose Hill  
GIS Analysis

Texas Department of Housing and  
Community Affairs  
Attn: Department of Housing and Community Affairs  
P.O. Box 13941 (MC 332-10)  
Austin, TX 78711-3941

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Texas Department of Housing  
and Community Affairs

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