



City of Rio Rancho
Office of the City Clerk
Neighborhood Association Recognition Application

Please complete all the information on this form as completely and accurately as possible by typing or using blue or black ink. Refer to the City's Neighborhood Association Recognition Policy for more information. Please contact us at (505) 891-5004 with any questions.

Section I - Association Information

Association Name: Mariposa Neighborhood Association
Address: 1903 Castle Peak Loop NE, Rio Rancho 87144
Contact Person: Anne Apicella, Secretary
Phone #: 505.681.9261 Email: aapicella@nmkea.com

Section II - Boundary Information

Please provide a description of the boundaries for the proposed association:
North: New Mexico State Trust Land
East, Southeast, South & West: Rio Rancho Estates Unit 25
Northwest: Mariposa Preserve

Section III - Other Information

Does your association overlap the boundaries of an existing neighborhood association?
[X] NO [ ] YES
If yes, please attach demonstrated support of the owners and occupants of that territory and concurrence from the existing association.

Please list your schedule and location of regular meetings (e.x. 2nd and 4th Wednesday of each month at 6:00 p.m. at 1615 Cherry Street NE):
Quarterly meetings will be held on the 4th Sunday every quarter starting April 2019 at Mariposa Community center, 12501 Mariposa Parkway NE, Rio Rancho, NM 87144.
Please attach a list of officers, including names, addresses and telephone numbers thereof, and a copy of your bylaws or policies and procedures

[X] Attached [ ] Not Attached

Section III - Signature of Applicant

Authorized Signature: [Signature]
Printed Name: Cassandra D'Antonio, President
Date: 2-24-19

Section IV - City Approvals

Development Services: Anthony Caravella (\* see attached)
Date: 3/12/19
City Clerk: [Signature]
Date: 3/21/19

\* to Development Services review:

It is noted that there presently exists a Mariposa Homeowners Association (Mariposa Community Association, Inc.) The City considers Neighborhood Associations to be a voluntary organization of residents who work together to improve and maintain the quality of life in its neighborhood, where Homeowners Associations are formal legal entities created to maintain common areas and enforce private deed restrictions.

There are no identified other Neighborhood Associations within the boundaries of this new association, therefore, no support and concurrence of the Homeowner's Association is needed.

**2019**  
**MARIPOSA NEIGHBORHOOD ASSOCIATION**  
**Board of Directors**

<b>NAME</b>	<b>ADDRESS</b>	<b>NEIGHBORHOOD</b>	<b>EMAIL</b>	<b>PHONE NO.</b>	<b>POSITION</b>
Cassandra D'Antonio	6031 Redondo Sierra Vista NE	Sierra Vista	<a href="mailto:cassandantonio@aol.com">cassandantonio@aol.com</a>	505.274.0680	President
Eric Gregory	2623 Santa Fe Vista Rd NE	Vista Santa Fe	<a href="mailto:THEEL01@msn.com">THEEL01@msn.com</a>	505.990.9678	Co-Vice Pres
Zach Bryan	2315 Desert Zinnia Rd NE	The Estates	<a href="mailto:ridesouthloop@yahoo.com">ridesouthloop@yahoo.com</a>	505.220.4951	Co-Vice Pres
Anne Apicella	1903 Castle Peak Loop NE	The Peaks	<a href="mailto:aapicella@nmrea.com">aapicella@nmrea.com</a>	505.681.9261	Secretary
Kerry Neef	6024 Redondo Sierra Visa NE	Sierra Vista	<a href="mailto:KerryNeef@gmail.com">KerryNeef@gmail.com</a>	985.377.9856	Treasurer
Mary Grace James	1843 Castle Peak Loop NE	The Peaks	<a href="mailto:maryj@trwalters.com">maryj@trwalters.com</a>	505.690.1778	IT Chair
Nancy Hatchett	2639 Vista Manzano Loop NE	Vista Manzano	<a href="mailto:nph250@gmail.com">nph250@gmail.com</a>	512.345.7570	Director
Charlie Lopez	3001 Redondo Santa Fe NE	Vista Santa Fe	<a href="mailto:clopez1076@msn.com">clopez1076@msn.com</a>	505.269.0936	Director
Sarah Felsing	5733 Pikes Peak Loop NE	The Peaks	<a href="mailto:SarahFelsing@gmail.com">SarahFelsing@gmail.com</a>	891.601.8914	Director
Lynn McGowan	6033 North Sandia Court NE	Vista Sandia	<a href="mailto:lrmcgowan@live.com">lrmcgowan@live.com</a>	870.918.5860	Director
Gordon McGregor	3008 Redondo Santa Fe NE	Vista Sandia	<a href="mailto:mcregor@gmx.us">mcregor@gmx.us</a>	916.834.0404	Director

**BY-LAWS**  
**MARIPOSA NEIGHBORHOOD ASSOCIATION**  
**CITY OF RIO RANCHO, NEW MEXICO**

**Article I: Name, Boundaries, Purpose, Requirements & Political Activities**

1. **Name**: The name of this organization is the Mariposa Neighborhood Association (NA).
2. **Boundaries**: The Mariposa NA is bounded on the North by New Mexico State Trust Land; bounded on the East, Southeast, South, and West by Rio Rancho Estates Unit 25; and bounded on the Northwest by the Mariposa Preserve.
3. **Purpose**: The purpose of the Mariposa NA shall be to preserve the property values and quality of life for property owners/residents of our unique neighborhood by:
  - Maintaining safety and security, including advocating for emergency response services;
  - Protecting natural resources, aesthetics, and recreational opportunities;
  - Promoting improved communications with our elected and appointed government officials and agency representatives;
  - Providing input and representing the neighborhood's concerns to the City of Rio Rancho and Sandoval County representatives; and
  - Monitoring of and providing feedback to the Mariposa Homeowners Association's enforcement of covenants.
4. **Requirements**: In addition to those requirements listed in the Articles below, the Mariposa NA is required to comply with the City of Rio Rancho's *Neighborhood Association Recognition Policy* (Chapter 9, Article 2, 2000).
5. **Political Activities**: The Mariposa NA, as a body, shall not participate in, or intervene in (including publication or distribution of statements) any political campaign on behalf of any candidate for public office. This does not preclude the NA's sponsorship of candidate forums to better understand candidates' positions on issues affecting the neighborhood. Nor does it preclude the NA from public criticism of candidates or officeholders with views detrimental to the purposes of the Mariposa NA.

**Article II: Membership & Dues**

1. Any homeowner, individual private lot owner, or rental resident residing within the boundaries listed in Article I shall be eligible for membership in the Mariposa NA. Membership/participation shall be strictly voluntary.

2. The Mariposa NA is autonomous. Membership in the NA does not preclude any homeowner, individual private lot owner, or rental resident from supporting any policy or participating in any activity it deems beneficial to its membership, or from opposing any policy it deems detrimental to its membership.
3. Annual membership dues shall be established at either the first regular meeting of the fiscal year or at the Annual Meeting by the Board of Directors, which will be based on an estimated budget provided by the Treasurer. Payment of dues by NA members shall be strictly voluntary, and non-payment of dues shall not preclude membership.
4. An annual membership and dues drive shall be held at a minimum of once a year, with timing determined by the Board of Directors, but preferably a month before the Annual Meeting.

### **Article III: Board of Directors/Officers**

1. **Board of Directors:** The government of the Mariposa NA shall be vested in a Board of Directors consisting of one Director representing each of the following Mariposa neighborhoods for a one-year term:

- Vista de Santa Fe
- Vista Sandia
- Vista Manzano
- Sierra Vista
- Desert View
- The Peaks - Pikes Peak Loop
- The Peaks - Castle Peak Loop
- Estates
- Redondo @ Mariposa
- Jemez Vista

There is no limit on the number of one-year terms served by any one Director. Vacancies are to be filled by the Board of Directors, and replacement Directors shall serve for the unexpired terms of their predecessors.

2. **Officers:** The Officers of the Mariposa NA shall be President, Vice President(s), Secretary, and Treasurer. These Officers shall be elected from and by the Board of Directors at the Annual Meeting. Therefore, an Officer will serve both in their elected position and as member of the Board of Directors. There is no limit on the number of one-year terms served by any one Officer. Newly elected Officers shall assume their respective duties immediately following the meeting in which they were elected. Vacancies shall be filled by the Board of Directors. Officers shall perform the duties and have the powers and authority assigned by the Board of Directors, incident to the office and provided by these By-Laws as follows:

**President:** The President shall be the Chief Executive Officer and principal speaker for the Mariposa NA. The President shall also be responsible for compliance with the City of Rio Rancho's *Neighborhood Association Recognition Policy* (Chapter 9, Article 2, 2000), specifically Section 9-2-4 *Communication Between Neighborhood Associations and the City*. The President shall also preside over all NA meetings and perform all acts incident to the office of President, and shall have such additional powers as assigned by the Board of Directors.

**Vice President(s):** The Vice President(s) shall perform the duties of the President with all of the powers and restrictions placed on that office, upon notice of the President, when unavailable to perform his/her duties. The Mariposa NA may decide, by majority vote, what additional powers and responsibilities it may wish to assign the Vice President(s). If the President is unable to fill the remaining term of office, the Vice President(s) shall assume the duties of that office for the duration of the term, and a new Vice President shall be elected.

**Secretary:** The Secretary shall record the minutes of all Mariposa NA meetings and shall maintain a membership list. All minutes of all meetings shall be passed on to a successor. The Secretary shall be in charge of all official records of the Mariposa NA, except those relating to financial matters, and shall perform other duties as may be assigned by the President or Board of Directors.

**Treasurer:** The Treasurer, under supervision of the Board of Directors, shall collect and have custody of all Mariposa NA monies, and shall be responsible for keeping accurate and complete financial records. The Treasurer shall provide a written report to the Board of Directors and membership at each scheduled NA meeting, and upon request. In coordination with other Officers and applicable Special Committee Chairs, the newly elected Treasurer shall present a proposed budget to the NA at the first regularly scheduled meeting.

#### **Article IV: Meetings**

1. **Meetings:** The Mariposa NA shall hold quarterly meetings, including an Annual Meeting to be held in October of each year. Notice of each quarterly meeting shall be provided to members of the Mariposa NA at least fourteen (14) calendar days prior to the meeting. Meetings shall be held at the Mariposa Community Center located at 2501 Mariposa Parkway NE, Rio Rancho, New Mexico.
2. **Annual Meeting:** At the Annual Meeting, to be held in October of each year, each neighborhood listed in Article III shall provide a representative to sit on the Board of Directors for a one-year term. The manner in which such representative is selected shall be left up to the neighborhood, e.g., through volunteers, caucusing, etc. Officers shall be

elected from and by the Board of Directors during the annual meeting for a one-year term. Notice of the Annual Meeting shall be provided to members of the Mariposa NA at least fourteen (14) calendar days prior to the meeting.

3. **Special Meetings**: Special meetings of the Mariposa NA may be called by a majority of the Board of Directors. The date, time, place and purpose of the meeting shall be set by the Directors calling the meeting. Notice of any special meeting shall be provided at least forty eight (48) hours before the meeting.
4. **Quorum**: Fifty-one percent (51%) of the Mariposa NA Board of Directors must present at each meeting to constitute a quorum. A quorum is necessary to conduct business.

#### **Article V: Special Committees & Reports**

1. **Special Committees**: Special Committees may be created by the Board of Directors for special projects or issues which have limited duration. All Committee Chairpersons shall be appointed by the Board of Directors.
2. **Reports**: An oral and written report of any activity or recommendation taken by a Committee shall be given at the next Mariposa NA meeting. For a report to be ordered into the official minutes of a meeting, it must be presented in writing and given to the Secretary at the meeting.

#### **Article VI: Monetary Matters & Fiscal Year**

1. **Organization Status**: The Mariposa NA shall operate as a nonprofit organization for the benefit of its members.
2. **Fiscal Year**: The fiscal year for the Mariposa NA shall be from January 1 through December 31.
3. **Fiscal Accountability**: A checking account shall be opened in the name of the Mariposa NA by the Secretary. All checks shall be signed by the President (or one Vice President, if President is unavailable) and the Treasurer. The Treasurer shall provide a written report, including balance sheet, to the Board of Directors and membership at each scheduled NA meeting and upon request.
3. **Compensation & Pecuniary Benefits**: No part of the funds of the Mariposa NA shall inure to the benefit of, or be distributable to its Directors, Officers, representatives or other private persons, except that the Board of Directors of the Mariposa NA shall be authorized and empowered to make reimbursement for properly authorized expenses on behalf of the NA upon proper accreditation.

4. **Contracts**: The President may enter into contracts with providers of services supporting the purposes of the Mariposa NA only upon and with the approval of the Board of Directors.
5. **Dissolution**: In the event of dissolution, the Board of Directors shall, after paying or making provisions for payment of all liabilities of the Mariposa NA, dispose of all assets of the NA to a charitable nonprofit organization.

#### **Article VII: Code of Conduct & Removal from Office**

1. **Code of Conduct**: Officers and Directors shall conduct and perform their duties and responsibilities in a safe, open, fair, unbiased, and transparent manner.
2. **Removal from Office**: Any Officer or Director of the Mariposa NA may be removed from office for failure to fulfill the duties of said office, or for conduct detrimental in the best interest of the NA by a two-thirds (2/3) vote of the Board of Directors represented at a meeting where the proposed removal is to be the only item on the agenda. The Officer or Director whose removal is to be considered shall be provided written notice, by certified mail with return receipt, of the meeting at least ten (10) days in advance of any such meeting.

#### **Article VIII: Authority to Bind**

No Member of, or Representative to, the Mariposa NA shall incur any debt for, or enter into any agreement for, or otherwise obligate the NA, except by authorization of the Board of Directors.

#### **Article IX: Parliamentary Authority**

Robert's Rules of Order shall govern the Mariposa NA in all cases in which they are applicable and not in conflict with these By-Laws. In the event of a conflict, the By-Laws shall have precedent.

#### **Article X: Communications**

A website for the Mariposa NA will be developed and maintained by an IT Chair to provide copies of these By-Laws and other pertinent NA documentation, and for the purposes of meeting announcements, alerts, newsletters, communications from members to the Board of Directors, etc. Meeting announcements will also be disseminated through Nextdoor.com, flyers, emails, and signs, as appropriate.


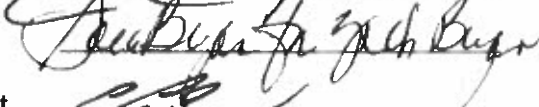



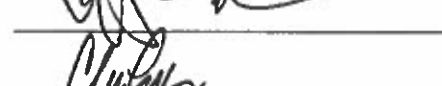
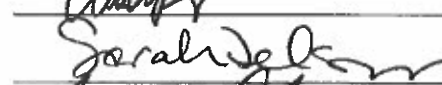


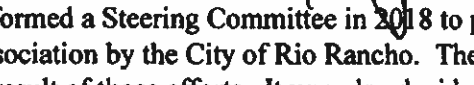
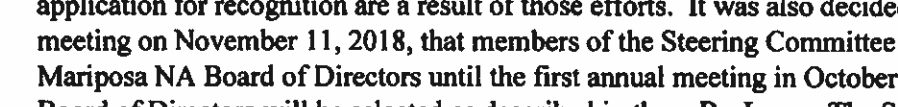
#### **Article XI: Amendments**

These By-Laws may be amended by a vote of two-thirds (2/3) of the Board of Directors represented at a regular meeting or special meeting provided that written notice of the proposed



amendment has provided to the Mariposa NA at least two (2) weeks prior to the date of such meeting.

**These By-Laws were approved by the following Mariposa NA Officers/Board of Directors\*:**

<u>NAME</u>	<u>SIGNATURE</u>	<u>DATE</u>
Cassandra D'Antonio, President		2-24-19
Zach Bryan, Co-Vice President		2.24.19
Eric Gregory, Co-Vice President		2/24/19
Anne Apicella, Secretary		2/24/19
Kerry Neef, Treasurer		2/24/19
Mary Grace James, Director		2.24.19
Nancy Hatchett, Director		2/24/19
Charlie Lopez, Director		2/24/19
Sarah Felsing, Director		2/24/19
Lynn McGowan, Director		2/24/19
Gordon McGregor		2/24/19

\*A group of Mariposa residents formed a Steering Committee in 2018 to pursue being recognized as a neighborhood association by the City of Rio Rancho. These By-Laws and our application for recognition are a result of those efforts. It was also decided at our kick-off meeting on November 11, 2018, that members of the Steering Committee were to serve as the Mariposa NA Board of Directors until the first annual meeting in October 2019, when a new Board of Directors will be selected as described in these By-Laws. The Steering Committee/Board of Directors also informally elected its Officers, whom will also serve and fulfill the responsibilities outlined in these By-Laws until October 2019, when formal elections will be held, as described in these By-Laws.