

ADDENDUM I to BYLAWS
MARIPOSA NEIGHBORHOOD ASSOCIATION
CITY OF RIO RANCHO, NEW MEXICO

The purpose of this addendum to the Mariposa Neighborhood Association (MNA) Bylaws is to list and describe the focus and responsibilities of the Standing Committees as described in Article V in the Bylaws.

STANDING COMMITTEES

I. Resident Communications Committee (RESCOM)

The RESCOM Committee is comprised of volunteer members, ideally with one representative from each existing neighborhood, including a Committee Chair who is appointed by the Mariposa NA President with input from the Board of Directors.

The RESCOM Committee Chair will:

- Report to his/her Board Sponsor
- Convene the committee at least once quarterly and more often as needed
- Develop or maintain an annual Work Plan including quarterly written progress reports to the Mariposa NA Board of Directors
- Facilitate the documentation of formal recommendations to their Board Sponsor

Committee members will be asked to lead or contribute to one or more of the following focus areas of the committee:

1. Provide residents with multiple inbound communication mechanisms for submitting ideas, issues, and requests for the Mariposa NA Board to consider via
 - a. Surveys
 - b. The MNA Website Discussion Board
 - c. Nextdoor.com and the MNA group on Nextdoor.com
2. Prepare multiple outbound communications that address current issues, report Mariposa NA progress, and apprise residents of Mariposa Community Association (MCA) and Founder activities impacting Mariposa East via
 - a. The MNA Newsletter
 - b. Posts on the MNA Website Discussion Board
 - c. Posts on Nextdoor.com and posts on the MNA group on Nextdoor.com

3. Interact with other Standing Committees and the MNA Board of Directors to assist with messaging all relevant activity including
 - a. Document management, public website libraries (including the Standing Committee libraries), and Board Member communications
 - b. Standard Operating Procedure (SOP) Manual
 - c. Petitions
 - d. Templates e.g. Committee Work Plan templates
 - e. White Papers on formal requests to the City or Founder
 - f. Human resources library
 - g. Quarterly Neighborhood Association Meetings
4. Develop and maintain communications with members by
 - a. Welcoming all new residents and ensuring that existing and new residents in their respective neighborhoods are aware of the Mariposa NA
 - b. Encouraging the residents in their respective neighborhoods to register on the Mariposa NA website and assisting with the annual volunteer and membership drive
 - c. Monitoring Nextdoor.com and sending a welcome message, along with Mariposa NA information, to new joiners
 - d. Monitoring and approving new member requests
 - e. Conducting Email blasts from the website (including maintaining an email directory)
 - f. Updating the website with quarterly general meeting agendas, presentations, and minutes
 - g. Developing and maintaining a contact directory of their fellow neighbors
 - h. Distributing Mariposa NA brochures, meeting notices, and other information as requested by their Board Sponsor
 - i. Implementing a Communications Calendar
5. Develop marketing/communication materials including
 - a. A welcome packet
 - b. A Mariposa fact sheet/brochure
6. Be a conduit between their neighbors and the MNA Board of Directors of issues and concerns needing attention, including concerns that need to be directed to the MCA
7. Represent their neighborhoods at MNA Board of Directors meetings as requested and at the MNA General Meetings

II. Covenants, Controls & Restrictions (CC&R) Committee

The CC&R Committee is comprised of volunteer members, ideally with one representative from each neighborhood, including a Committee Chair who is appointed by the President with input from the Board of Directors.

The CC&R Committee Chair will:

- Report to his/her Board Sponsor
- Act as the liaison with the MCA Manager
- Convene the committee at least once quarterly and more often as needed
- Develop or maintain an annual Work Plan including quarterly written progress reports to the MNA Board of Directors
- Facilitate the documentation of formal recommendations to his/her Board Sponsor
- Contribute newsworthy information to the newsletter
- Communicate important meeting dates and discussion items to RESCOM

The focus of the committee is to:

1. Assure the MCA has transparent and equitable systems in place for monitoring the compliance of homeowners and builders with the established Community Charter/Supplements for Mariposa Residential Property and Guidelines for Sustainability for Neighborhood Builder Homes and for Estate and Highland Homes. This will require extensive review and knowledge of the Mariposa documents including the city, county, and state regulations that affect Mariposa in the compliance monitoring
2. Work with the MCA to establish a formal process for both individual residents and the Mariposa NA to report issues/concerns/infractions regarding compliance by homeowners and builders, and to work with the MCA to establish a feedback method for resolution and closure of open issues
3. Work with the MCA to improve the process for homeowners requesting an architectural revision to an existing home, ensuring that the process is transparent and equitable
4. Evaluate existing Charter, Supplements, and Guidelines and identify recommendations for revision
5. Identify the formal process for changing and enhancing CC&R's through the MCA Board, Harvard Investments, and CCMC. Implement those procedures to strengthen CC&Rs as needed
6. Review the MCA General Operating and Reserve budgets and those neighborhoods that have separate operating and reserve budgets quarterly and raise concerns/requests as needed, assure that the reserve funds are being maintained to address future expense needs
7. Review all MCA documents and legislation related to the CC&Rs, including MCA's stipulations and NM's legal requirements for resident representation on the MCA Board including the city, county, and state regulations that affect Homeowner Associations
8. Escalate issues to senior-level management at CCMC and Harvard Investments as necessary

III. Infrastructure, Development & Environment Committee

The Infrastructure, Development & Environment Committee will be comprised of volunteer members including a Chair who is appointed by the Mariposa NA President with input from the Board of Directors.

The Infrastructure Committee Chair will:

- Report to his/her Board Sponsor
- Convene the committee at least once quarterly and more often as needed
- Develop or maintain an annual Work Plan, including quarterly written progress reports to the Mariposa NA Board of Directors
- Facilitate the documentation of formal recommendations to their Board Sponsor
- Contribute newsworthy information to the newsletter
- Communicate important meeting dates and discussion items to RESCOM

The focus of the committee is to:

1. Monitor, track, and understand Development, Drainage, Flood Control, Transportation, Environmental, and Access issues as they pertain within the boundaries of the Mariposa NA
2. Monitor the City of Rio Rancho Planning & Zoning (P&Z) Board agendas and provide or coordinate written and in-person input when an action item will directly or indirectly impact Mariposa
3. Establish a working relationship with the Southern Sandoval County Flood Control Authority (SSCAFCA), monitor agendas, and attend their monthly meetings as needed
4. Understand the Mariposa Master Drainage Plan and monitor current and future development in accordance with SSCAFCA's Resolution 2019-05, which requires that the P&Z consider the need to require an update of the Master Drainage Plan as part of their evaluation of future Mariposa East development
5. Monitor all existing and proposed environmental permits as they pertain to development within the Mariposa NA boundaries
6. Research and understand federal, state, and local development and environmental laws, ordinances, regulations, etc., and provide input to proposed new or revised legislation/regulations when they will impact the quality of life or rights of the residents of Mariposa
7. Work with SSCAFCA and the City of Rio Rancho to obtain and maintain an electronic library of documents
8. Suggest discussion board topics and membership surveys working with Sponsor, Board of Directors, and other Standing Committees to develop processes for petitioning the City or SSCAFCA on issues pertaining to infrastructure concerns and needs

IV. Information Technology (IT) Committee

The IT Committee will be comprised of volunteer members including a Committee Chair who is appointed by the Mariposa NA President with input from the Board of Directors.

The IT Committee Chair will:

- Report to his/her Board Sponsor
- Convene the committee at least once quarterly and more often as needed
- Develop or maintain an annual Work Plan, including quarterly written progress reports to the Mariposa NA Board of Directors
- Facilitate the documentation of formal recommendations to their Board Sponsor
- Contribute newsworthy information to the newsletter
- Communicate important meeting dates and discussion items to RESCOM

The focus of the committee is Website Oversight and IT Functions. The IT Committee will be responsible for assuring that the website is maintained through

1. Contracting with and being the primary point of contact with the external website vendor
2. Overseeing all incoming Email communications via - info@mariposaneighbors.org
3. Managing the Gmail email address – info.mariposaneighbors@gmail.com
4. Managing other IT platforms such as Zoom, VENMO, and others as needed

V. Keep Mariposa Beautiful Committee

The Keep Mariposa Beautiful Committee will be comprised of volunteer members including a Chair who is appointed by the Mariposa NA President with input from the Board of Directors.

The Keep Mariposa Beautiful Committee Chair will:

- Report to his/her Board Sponsor
- Convene the committee at least once quarterly and more often as needed
- Develop or maintain an annual Work Plan, including quarterly written progress reports to the Mariposa NA Board of Directors
- Facilitate the documentation of formal recommendations to their Board Sponsor
- Contribute newsworthy information to the newsletter
- Communicate important meeting dates and discussion items to RESCOM

The focus of the committee is to:

1. Communicate with the City of Rio Rancho regarding its Toss No Mas campaign and other beautification events. Ideally, this committee will schedule two trash clean-up events per year for the Adopt-a-Spot along Unser Blvd
2. Organize periodic clean-up events within each Mariposa Neighborhood
3. Organize periodic clean-up events in the common areas of Mariposa including the trails and paths
4. Provide the dates, times, and other pertinent information through their Board Sponsor to the Board of Directors and RESCOM for volunteer recruitment and recognition

This addendum has been approved by the 2021 MNA Board of Directors.

<u>NAME</u>	<u>SIGNATURE</u>	<u>DATE</u>
Eric Gregory, President	_____	_____
Melissa Pedraza, Vice President	_____	_____
Kelly Heimgartner, Secretary	_____	_____
Kerry Neef, Treasurer	_____	_____
Sara Bryan, Director	_____	_____
Robin Saunders, Director	_____	_____
Pamela Troutman, Director	_____	_____