

BYLAWS OF THE ENCHANTED PARK NEIGHBORHOOD ASSOCIATION (EPNA)

Article I – Name

This organization shall be known as the Enchanted Park Neighborhood Association (EPNA), hereinafter referred to as the Association.

Article II – Boundaries

For neighborhood associations:

The boundaries of the Association within the City of Albuquerque, New Mexico are as follow: Bounded on the West by Juan Tabo Blvd, bounded on the North by Candelaria Rd, bounded on the East by Chelwood Park Blvd and bounded on the South by Menaul Blvd.

Please see attached a map outlining the association boundaries.

Article III – Association Membership

Section 1. Membership is open to all individuals who live (renters included), own property, or own a business within the boundaries of the association, as stated in Section 14-8-2-3(B)(2) of the NARO. There shall be personal and business types of membership in the Association. These shall be known as Personal members and Business members.

Section 2. A personal Membership is for any adult aged 18 or older who resides full-time (including rents), or owns property within the boundaries specified for this Association.

Section 3. A business/professional Membership is for any business which operates within the Association boundaries.

Section 4. The Association shall allow ongoing Membership enrollment throughout the year.

[Guidance: Think about how many types of membership your association will have. Define each type of membership clearly. Remember that all persons residing, owning property, or owning a business within the boundaries of your neighborhood association must have full membership available to them which allows for the right to attend meetings, vote, and serve on the board.]

Section 5. Each member of the Association shall provide affirmation of membership.

Article IV – Dues

Section 1. Dues are voluntary for all members, and cannot be a prerequisite for either membership or voting, pursuant to Section 14-8-2-3(B)(4) [Associations] / Section 14-8-2-4(b)(4) [Coalitions].

Section 2. Voluntary dues/member donations are set at \$10 per year for Personal membership and \$100 per year for Business membership. Voluntary association /coalition dues shall be set by the board of directors.

Section 3. Voluntary dues/member donations can be paid at the annual meeting / monetary donations can be made at any time during the year.

[Guidance: Remember that dues are voluntary and cannot be used to affirm membership nor can they be used to allow voting within your association or coalition. Many members will voluntarily make a monetary donation to support the association/coalition if asked.]

Article V- Voting

Section 1. Every affirmed Member may cast one vote on any question, and participate in any election before the Association / Coalition.

Section 2. All questions to be voted upon by the general membership will be decided by a vote of a majority of the members present at any meeting of the membership voting in favor or against. In-person, mailed paper ballot, or electronic ballots must be allowed, in which case questions will be decided by a majority of total votes cast, as stated in Section 14-8-2-3 (B)(8) [Associations] / Section 14-8-2-4(B)(9) [Coalitions] of the NARO. All questions to be voted upon by the Board will be decided by a vote of a majority of the Board Directors/Officers present and voting in favor or against.

Article VI –Board of Directors/Officers

Section 1. A Board of Directors/Board of Officers shall be the governing body of the Association / Coalition and shall consist of an odd number not less than three or more than nine members of the Association / Coalition. The Board of Directors shall be elected by the general membership at the Annual Meeting. Board member terms shall be two years and shall be staggered.

Section 2. Board of Director/Officer Nominations:

- Nominations will be accepted to the Board of Directors/Officers at the Annual Meeting in May.
- The nominees must be members who live, own property, or own a business within the boundaries of the Association as stated in Article III.

- A vote will be taken during the Annual Meeting to accept nominees to the Board of Directors/Officers.

Section 3. Directors / Officers of the Association / Coalition may include a President, Vice President, Secretary, Treasurer, and any such other officers as determined by the Board of Directors/Officers. Officers shall be chosen by the Board at their first meeting immediately following the Annual Meeting.

Section 4. Officers shall hold terms of two years.

Section 5. All members must be eligible to hold any officer position within the association, pursuant to Section 14-8-2-3(B)(2) [Associations] /Section 14-8-2-4(B)(2) [Coalitions] of the NARO.

Section 6. Vacancies occurring in any office shall be filled for the unexpired term by a majority vote of the Board of Directors/Officers.

Section 7. Any elected officer may be removed from office by a majority of the membership / majority of the Board of Directors/Officers, provided that notice of the intent to remove shall be furnished to subject officer in writing at least five (5) days prior to the meeting at which such action is to be discussed, as stated in Section 14-8-2-4(B)(3) [Associations] / Section 14-8-2-4(b)(3) [Coalitions] of the NARO.

Section 8. Any elected officer replacing previous officers removed from office by a majority of the membership will be appointed by a majority vote of the membership/majority of the Board of Directors/Officers, provided that notice of the intent to remove shall be furnished to subject officer in writing at least five (5) days prior to the meeting at which such action is to be discussed, as stated in Section 14-8-2-3(B)(3) [Associations] / Section 14-8-2-4(B)(3) [Coalitions] of the NARO.

Article VII – Duties of the Officers

The duties of the officers shall include but not be limited to the following:

Section 1. Duties of the President: The President shall be the chief executive officer of the Association / Coalition and shall in general supervise all the business and affairs of the Association / Coalition between meetings of the Board of Directors/Officers. The President shall preside at all meetings of the Board of Directors/Officers and the General Membership meeting. The President shall, with the approval of the Board of Directors/Officers, appoint all standing and special committees and shall be Ex-Officio member of all the committees. The President shall make an annual report to the general membership at the Annual Meeting and file such report with the Secretary. The President shall make all necessary reports to the City of Albuquerque in compliance with the Neighborhood Association Recognition Ordinance (NARO).

Section 2. Duties of the Vice President: The Vice President shall when necessary perform the duties of the President, and shall succeed to the Presidency in the event of the death, disability, resignation, or removal from office of the President until such time as a successor to the President shall be appointed.

Section 3. Duties of the Secretary: The Secretary shall keep minutes of all meetings of the Board of Directors/Officers, general membership meetings and shall keep all records of the Association and give notice of all meetings as directed. The Secretary shall perform all other duties incidental to the office of the Secretary or as required by the President or the Board of Directors/Officers.

Section 4. Duties of the Treasurer: The Treasurer shall collect all monies due the Association / Coalition, and shall deposit all funds of the Association / Coalition into a bank account set up by the Board of Directors. Every check issued from the Association / Coalition account shall bear the signature of at least one/two Officer(s) of the Association / Coalition. The Treasurer shall ensure that all bills approved by the Board of Directors/Officers are paid and shall keep a written account of all expenditures and retain all receipts. The Treasurer shall present a financial statement at every Board of Directors meeting and every general membership meeting. Copies of these reports shall be available for inspection every general meeting.

Section 6. Duties of Other Board Members as Designated

Communications Officer: The Communications Officer shall be responsible for the association's communication efforts. They work to promote the association's brand, public relations activities (e.g., newsletters, flyers, outreach), and work to create and distribute content (e.g., website, social media information), acting as a liaison between the association board and its members.

Duties of the Neighborhood Safety Officer: The Neighborhood Safety Officer shall meet with neighborhood association stakeholders to note safety concerns (e.g., local graffiti, reported local criminal activities) and communicate these concerns to the association board. The Neighborhood Safety Officer, at the discretion of the association board, may coordinate blocks/units within the association to address concerns (e.g., assist in bringing together neighbors to establish neighborhood watch groups, facilitate communication strategies/plans in case of safety events). At no point shall the Neighborhood Safety officer directly intervene during active safety events and should call 9-1-1 instead and report back to the association board.

Article VIII – Committees

Section 1. The Board of Directors/Officers may establish necessary committees at any meeting.

Section 2. No report or other action of a committee of the Association / Coalition shall be considered as an act of the Association / Coalition unless it has been approved by the Board of Directors/Officers or by the general membership at a membership meeting.

Article IX – Meetings

Section 1. Robert's Rules of Order shall govern the Association / Coalition except where in conflict with these by-laws.

[Guidance: Robert's Rules of Order are not a requirement for neighborhood associations or coalitions to use, but are recommended due to their transparency and familiarity. Having an established process of meeting governance is highly recommended]

Section 2. The association shall hold, at minimum, one annual meeting, and will be known as the Annual Meeting. The date for this annual meeting will be the first Saturday of May. The Association will notify the ONC of this meeting, and make a reasonable attempt to give written notice to all households and businesses within its boundaries at least two weeks in advance through placement of one or more signs at prominent locations within the association and one or more of the following: U.S. Mail; delivered flyers; website or social media posting; e-mail; text message, direct message through social media, or other form of electronic messages delivered in-person to the known address of each member, pursuant to Section 14-8-2-3(B)(5) [Associations] / Section 14-8-2-4(B)(6) [Coalitions] of the Neighborhood Association Recognition Ordinance (NARO).

Section 3. The Annual Meeting shall be for the purpose of electing Board Members, and receiving any Annual Reports of Officers and Committees and any other business as determined by the Board. Each member shall be afforded the ability to vote at the Annual Meeting in-person only, pursuant to Sections 14-8-2-3(B)(8)(b) and 14-8-2-3(B)(9) [Associations] / Sections 14-8-2-4(B)(9)(b) and 14-8-2-4(B)(10) [Coalitions] of the Neighborhood Association Recognition Ordinance (NARO).

Section 4. The Board of Directors/Officers shall meet as necessary, but at least quarterly, to conduct the business of the Association / Coalition, at such time and place as determined by its members. All Board members will be notified of meetings times and places.

[Guidance: determine the number of regular meetings of the general membership. You are required to have one annual meeting, at minimum. You can meet monthly or quarterly for regular meetings as needed and determined by your board.]

Section 5. Special meetings of the General Membership may be called by a majority of the Board of Directors / Officers, 30% of the membership, or the President. The President shall set the meeting within fifteen (15) days and the Secretary shall give notice of any such meeting.

Section 6. For any elections or voting other than the Annual Meeting, the Board of Directors must allow each member to vote using at least one of the following methods: in-person, mailed paper ballot, or electronic means, as stated in Section 14-8-2-3(B)(9) [Associations] / Section 14-8-2-4(B)(10) of the NARO.

Section 7. No member of the Association may vote by proxy.

Article X – Monetary Matters

Section 1. No member, director or officer will receive, directly or indirectly, any compensation or pecuniary benefit from the Association / Coalition, except that the Association / Coalition may reimburse them for expenses.

Section 2. In the event of the dissolution of the Association / Coalition, the Board of Directors/Officers, after payment of all liabilities of the Association / Coalition, shall dispose of the remaining assets of the Association / Coalition by refund to its members or by donation to an organization with a similar purpose as agreed upon by the Board of Directors/Officers.

Section 3. Access to banking accounts and to financial records of all voluntary dues, member donations, or other financial assets shall be shared by the President, Vice-President, and Treasurer, or any combination of Officers from the Board of Directors/Officers as designated by the Board of Directors/Officers.

Article XI – Communication Venues

Section 1. Board of Directors/Officers shall use an association-specific e-mail address for the sole purpose of association/coalition business.

Section 2. Access to these association/coalition e-mail addresses shall be held by the President, Vice-President and Secretary jointly, and passed on to new Board members as they are elected, or by any method designated by the Board of Directors/Officers.

Section 3. Access to any type of website or social media accounts shall be held by the President, Vice-President and Secretary jointly, and passed on to new Board members as they are elected, or by any method designated by the Board of Directors/Officers.

Article XII – Amendments

These by-laws may be amended at any regular or special meeting of the general membership by two thirds (2/3) vote of those in attendance. The membership shall be notified ten (10) days in advance of the meeting that amendments will be entertained at that meeting.

I certify that these bylaws were adopted and ratified by the members of the Enchanted Park Neighborhood Association on the fifth day of May, 2024, and were adopted and ratified by the Board of Directors at a meeting held on the fifth day of May, 2024.



Electronically signed by: Angel
Vasquez
Reason: Required
Date: May 29, 2024 19:31 MDT

Signature

Angel Vasquez, President

Printed Name

May 29, 2024

Date



Electronically signed by: Joseph Funes-
Clark
Reason: Treasurer Signature
Date: May 29, 2024 19:25 MDT

Signature

Joseph Funes-Clark, Treasurer

Printed Name

May 29, 2024

Date

ATTACHMENT B: EPNA Zone Atlas Map

From: [AV](#)
To: [Office of Neighborhood Coordination](#)
Cc: willicindyjohns@msn.com; junesclark94@gmail.com
Subject: New Neighborhood Association Application
Date: Wednesday, May 29, 2024 7:44:24 PM
Attachments: [EPNA Application ComplianceForm - signed.pdf](#)

[EXTERNAL] Forward to phishing@cabq.gov and delete if an email causes any concern.

Hello, my name is Angel Vasquez and my neighbors and I would like to restart the Enchanted Park Neighborhood Association (EPNA) that went inactive a few years back. We have met and formed a board to discuss the application materials and voted on the bylaws. Attached you will find a single document with a new compliance/application form, completed and signed bylaws, and city atlas map detailing the boundaries of the proposed EPNA.

Thank you for your assistance in processing our application. Please let me know if you have any questions or need additional information.

-Angel

From: [AV](#)
To: [Baca, Vanessa](#)
Cc: [williecindyjohns@msn.com](#); [junesclark94@gmail.com](#)
Subject: Re: New Neighborhood Association Application
Date: Tuesday, June 11, 2024 8:19:07 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[Enchanted Park Neighborhood Association Contact List.pdf](#)

[EXTERNAL] Forward to [phishing@cabq.gov](#) and delete if an email causes any concern.

Good morning Ms. Baca,

Thank you for your email. Please see the attached contact information for the Enchanted Park Neighborhood Association board members.

I appreciate you processing our application.

Angel

On Mon, Jun 3, 2024 at 12:28 PM Baca, Vanessa <vanessabaca@cabq.gov> wrote:

Good afternoon and thank you for submitting your paperwork for recognition of your neighborhood association. If you can please also send the names and full contact information for your board members, we can proceed with processing and getting the Enchanted Park NA back into recognized status with the City of Albuquerque.

Thank you.



Vanessa Baca

Manager

Office of Neighborhood Coordination (ONC) | City Council Department | City of Albuquerque

(505) 768-3331 Office

E-mail: vanessabaca@cabq.gov

Website: www.cabq.gov/neighborhoods



From: AV <legnavasquez@gmail.com>
Sent: Wednesday, May 29, 2024 7:43 PM
To: Office of Neighborhood Coordination <onc@cabq.gov>
Cc: willicindyjohns@msn.com; jfunesclark94@gmail.com
Subject: New Neighborhood Association Application

[EXTERNAL] Forward to phishing@cabq.gov and delete if an email causes any concern.

Hello, my name is Angel Vasquez and my neighbors and I would like to restart the Enchanted Park Neighborhood Association (EPNA) that went inactive a few years back. We have met and formed a board to discuss the application materials and voted on the bylaws. Attached you will find a single document with a new compliance/application form, completed and signed bylaws, and city atlas map detailing the boundaries of the proposed EPNA.

Thank you for your assistance in processing our application. Please let me know if you have any questions or need additional information.

-Angel

ASSOCIATION COMPLIANCE FORM
For use when applying to create a new recognized neighborhood association

1. Full Name of Association Used in Bylaws:

Enchanted Park Neighborhood Association (EPNA)

2. Please attach:

- A. Completed and signed copy of Bylaws, with date of annual meeting clearly indicated.
- B. Zone Atlas Map, with all neighborhood association street boundaries named and designated, e.g., Middle of the Street, Back Lot Line, etc. You can find and download Zone Atlas Maps at: <http://data.cabq.gov/business/addressatlas>. Please download the appropriate map and outline the boundaries of your proposed coalition.

3. Boundaries

Streets forming geographical boundaries of your Association:

North: Candelaria RD

South: Menaul BLVD

East: Chelwood Park BLVD

West: Juan Tabo BLVD

4. Association Contacts:

These two contacts will be placed on a list of recognized neighborhood associations and will receive notifications from the City of Albuquerque, developers, and others.

Primary Contact:

Name: Joseph Funes-Clark	E-mail: JFUNESCLARK94@gmail.com
Address: 11721 Foxpoint Ave NE 87112	Phone: 505-934-3099
Zip Code:	Cell:

Secondary Contact:

Name:	E-mail: legnavasquez@gmail.com
Address: 2445 Kirby St NE 87112	Phone: 208-982-8257
Zip Code:	Cell:

Association Website (please indicate if you would like your website added to the ONC's webpage listing of recognized neighborhood associations and coalitions):

Facebook.com/EPNAABQ

Association E-mail Address:
EPNAABQ@gmail.com

5. Evidence of Compliance with §14-8-2-3 of the Neighborhood Association Recognition Ordinance

A. Compliance with §14-8-2-3(B)(4): Note the section of your bylaws that reference how membership is affirmed.

EPNA Bylaws article III.

Name of Individual Submitting Information:
Angel Vasquez

E-mail:
legnavasquez@gmail.com

Telephone:
208-982-8257

Instructions for Completing This Form:

Complete using Adobe Acrobat Reader (free to download), save to your computer, and e-mail to: onc@cabq.gov

--OR--

Print, complete by hand, scan and
Email to: onc@cabq.gov
Mail to: Council Services Department
Office of Neighborhood Coordination (ONC)
P.O. Box 1293
Albuquerque, NM 87103

****Notice of Duty to Release Information**

In accordance with the provisions of the Inspection of Public Records Act, NMSA 1978, § § 14-2-1 et seq. (IPRA), any information you provide to the Office of Neighborhood Coordination (ONC), including but not limited to, name, address, email, phone number and all other information will become public record and is required to be released to anyone who requests it.

This section for ONC use only

Compliance Form Approved by:

ONC Manager

Date

ATTACHMENT A: EPNA Bylaws

EPNA_Application_ComplianceForm

Final Audit Report

2024-05-30

Created:	2024-05-29
By:	Angel Vasquez (vasquez@unm.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2qlzBPUuqv5uQmJuznZMHmEkNATXuYm1

"EPNA_Application_ComplianceForm" History

- 📄 Document created by Angel Vasquez (vasquez@unm.edu)
2024-05-29 - 10:19:23 PM GMT- IP address: 67.0.13.154
- ✉️ Document emailed to jfunesclark94@gmail.com for signature
2024-05-29 - 10:21:12 PM GMT
- ✉️ Email viewed by jfunesclark94@gmail.com
2024-05-29 - 10:52:54 PM GMT- IP address: 104.28.48.216
- 👤 Signer jfunesclark94@gmail.com entered name at signing as Joseph Funes-Clark
2024-05-30 - 1:25:57 AM GMT- IP address: 98.48.89.174
- ✍️ Document e-signed by Joseph Funes-Clark (jfunesclark94@gmail.com)
Signing reason: Treasurer Signature
Signature Date: 2024-05-30 - 1:25:59 AM GMT - Time Source: server- IP address: 98.48.89.174
- ✉️ Document emailed to legnavasquez@gmail.com for signature
2024-05-30 - 1:26:01 AM GMT
- ✉️ Email viewed by legnavasquez@gmail.com
2024-05-30 - 1:30:49 AM GMT- IP address: 104.28.50.160
- 👤 Signer legnavasquez@gmail.com entered name at signing as Angel Vasquez
2024-05-30 - 1:31:40 AM GMT- IP address: 67.0.13.154
- ✍️ Document e-signed by Angel Vasquez (legnavasquez@gmail.com)
Signing reason: Required
Signature Date: 2024-05-30 - 1:31:42 AM GMT - Time Source: server- IP address: 67.0.13.154
- ✓ Agreement completed.
2024-05-30 - 1:31:42 AM GMT

Enchanted Park Neighborhood Association

President

Angel Vasquez
2445 Kirby St. NE
208.982.8257
legnavasquez@gmail.com

Vice President

Lora Butler
505.259.8360

Secretary

Aaron Clark
11712 Fox Point
919-559-2568

Treasurer

Joseph Funes-Clark
11721 Fox Point NE
505-934-3099

Safety Officer

Cindy Johns
2613 Sadler St. NE
505-480-6335

Communications Officer

Patricia Yost
2501 Algodones St NE
505-235-0111