



WYNNEWOOD

N O R T H

Official Newsletter of the
Wynnewood North
Neighborhood Association

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From the Vice President, Fallyn Jones

Fall: The Season of Change

Fall has officially arrived and we have entered into the season of change and transformation. We welcome the changing leaves and bid a warm farewell to blazing summer heat. We now enjoy the crisp breeze, the Texas State Fair, football season (the Cowboys are actually winning – fingers crossed that it will continue), and a number of exciting events to keep us busy in our neighborhood which will be noted throughout this newsletter.

Fall is truly a period of transition and the perfect time of year to add a variety of spice and change in your life. Speaking of transitions, fall is also a very important season to residents of Wynnewood North as it is election season and time to exercise your right to vote for the 2017 Board of Directors. We are

Fallyn Jones
Vice President - WNNA

excited about holding elections at the October General Meeting which scheduled for **Thursday, October 20, 2016 at a new location - Kidd Springs Recreation Center**. We are definitely looking forward to volunteers from the neighborhood to transition onto the 2017 Board of Directors and introduce new ideas. Please do not fret,

****NEW****

****LOCATION****

Wynnewood North Neighborhood Association

General Meeting

October 20, 2016 - 7:00 PM

Meet and Greet Starts at 6:30 PM

Kidd Springs Recreation Center

711 W. Canty Street, Dallas 75208

See Page #3 For Directions and Parking



Community Service— Fallyn Jones, VP

although we will hold elections in October 2016, the board term does not begin until January 2017.

This allows two months for smooth transition between outgoing and incoming Board Members. If you have an interest in serving on the Board, ask a neighbor to nominate you or nominate yourself! **The Wynnewood North bylaws regarding the board election process along with the roles and responsibilities of each Board of Director position and are outlined in this newsletter on pages 14-24.**



Last but certainly not least, please remember to vote for your next elected officials. The

United States presidential election of 2016 and General Election Day is Tuesday, November 8, 2016. The Dallas County Elections Department provides several ways to easily access the names and information of elected and appointed officials that serve Dallas County. Dallas County registered voters on Election Day can vote only at their precinct polling location from 7:00am – 7:00pm.

The polling location for our neighborhood is in Precinct 4035 | Academy of Dallas School | 2324 S Vernon Ave Dallas, TX 75224.

Old Oak Cliff Conservation League (OCCCL) Neighborhood Grants Program

The Old Oak Cliff Conservation League (OCCCL | the “League”) offers Supplemental Grants for the enhancement of its member Oak Cliff neighborhoods, including Wynnewood North. Upon receipt of all grant applications, the League reviews and awards grants to the extent their funds allow. For those neighborhoods receiving a grant, OCCCL will reimburse 60% of the approved project cost upon completion.

Wynnewood North Mural Grant Update

The OCCCL granted WNNA funds to complete a mural project located on the retaining wall at Monssen Drive and Vernon Avenue. Additional WNNA funds were also approved to add an anti-graffiti coat. Also, to resolve dirt splashing issues on the mural, Cynthia Michaels and Terry Thomas placed gravel/rocks in front of the retaining wall. A very special thank you to Cynthia and Terry for their assistance with addressing this issue. Please see a photo of the completed mural below.



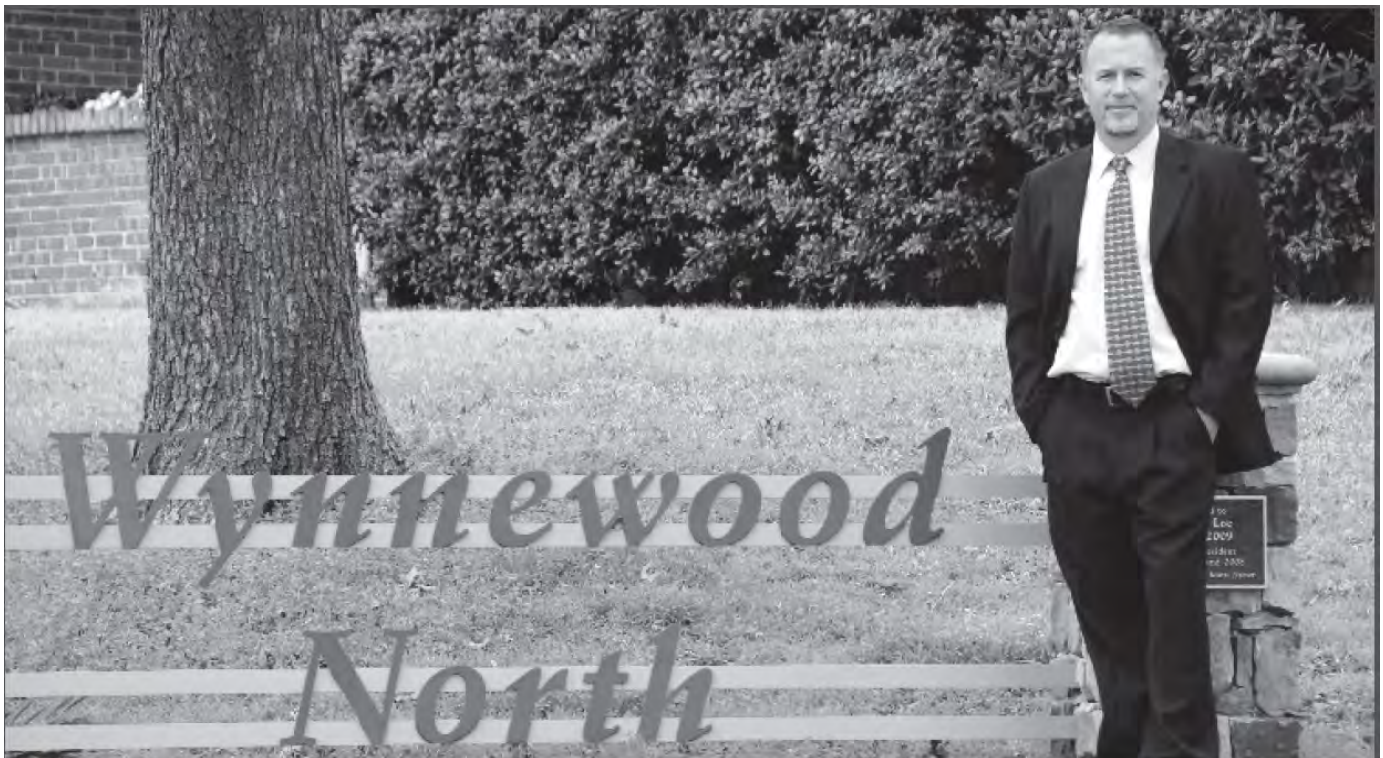
WYNNEWOOD N O R T H



Families of Dallas Police officers killed in the line of duty receive assistance from **Assist the Officer Foundation (ATO)**. WNA sponsored hole #11 at the Assist The Officer Pro-Am Golf Scramble. The ATO was the benefactor of a \$71,000 gift raised by the event on September 26 at Stevens Park Golf Course.



Cynthia Michaels was on team number 18! Teams consisted of a pro, a police officer and others. So happens, the police officer on Cynthia's team is the President of the ATO foundation. They had a great time even though it rained most of the day.



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Beautification—Cynthia Michaels

Yard of the Month

Congratulations to the most recent recipients of Yard of the Month:

August: Rick Iber and Jeff Sappenfield

September: Becca and Reese Leonard

October: Paul Nielsen

Each recipient of Yard of the Month receives a gift card compliments of Calloways. We have many beautiful yards in our neighborhood. Please remember to nominate homes for Yard of the Month. An eblast is sent out notifying residents when it is time to nominate homes for Yard of the Month. We will limit each home to receiving this designation only once per year.

As all prepare for the Fall season, note Calloway's has provided helpful tips and a coupon to be used on the purchase of your gardening needs for the Fall.



August - 708 Mayrant



October - 742 Bizerte



September - 715 Mayrant



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Tips for Spring Gardeners

FROM CALLOWAY'S AND CORNELIUS NURSERY



Timely Tips for October Gardeners

Usher in the autumn season with creative displays for indoors and out! Transformation quickly occurs with pots of mums, pansies, cabbages and ornamental peppers when combined with pumpkins, gourds and bales of hay.

Create a spectacular vignette in your landscape with bales of hay, a scarecrow or two, multiple sizes of pumpkins and gourds, pots of garden mums, corn stalks and for more texture consider adding old tools, a set of antlers or birdhouses. The autumn color palette offers a myriad of wonderful colors from which to choose; purples, rusts, gold's, yellows, oranges, deep greens and browns can be used. Whether you are mixing colors or working with only one, use color abundantly to create massive appeal. Create a pyramid of pumpkins and gourds by selecting different colors and stacking them one on top of the other. Simply displaying a "pile" of pumpkins in the same color palette and different sizes will draw ones eye and interest to an area of your landscape.



Color Creations filled with blooming or colorful foliage plants can be used on patios and porches. Freshen up existing containers by nestling an interesting pumpkin or gourd in amongst the plants. Fill a favorite basket or pot with a mixture of produce for a

simple, impressive look. Add a bit of nature into your containers with branches, corn husks, berries and other materials to enhance the overall look. If you did not apply a pre-emergent herbicide to your lawn in September; apply it by the first two weeks of October. You should also fertilize your St. Augustine or Bermuda lawns no later than the first week of October.

October is bulb buying month. They are in fresh supply and will provide welcome late winter and early spring color for the landscape. Refrigerate Tulips and Hyacinth bulb for at least 45 to 60 days to provide enough chilling to bloom properly. Plant them in late November or early December.

Information is courtesy of Calloway's Nursery at www.calloways.com. Attribution to Calloway's required for all for all use and reproduction.



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Parent Liaison – Tracy Lofts Wynnewood North Kids Korner

HALLOWEEN SAFETY TIPS

Trick or Treat With an Adult Children under the age of 12 should not be alone at night without adult supervision. If kids are mature enough to be out without supervision, they should stick to familiar areas that are well lit and trick-or-treat in groups.

Walk Safely Cross the street at corners, using traffic signals and crosswalks. Look left, right and left again when crossing and keep looking as you cross. Put electronic devices down and keep heads up and walk, don't run, across the street.

Teach children to make eye contact with drivers before crossing in front of them. Always walk on sidewalks or paths. If there are no sidewalks, walk facing traffic as far to the left as possible. Children should walk on direct routes with the fewest street crossings. Watch for cars that are turning or backing up. Teach children to never dart out into the street or cross between parked cars.

Keep Costumes Creative and Safe Decorate costumes and bags with reflective tape or stickers and, if possible, choose light colors.

Choose face paint and makeup whenever possible instead of masks, which can obstruct a child's vision.

Have kids carry glow sticks or flashlights to help them see and be seen by drivers.

When selecting a costume, make sure it is the right size to prevent trips and falls.

My First Halloween Word Search



w	g	g	n	p	z	n	n
q	h	b	a	t	f	y	k
m	o	o	n	w	e	b	y
p	s	p	i	d	e	r	n
g	t	o	w	l	c	o	i
s	p	o	o	k	a	o	g
b	l	a	c	k	t	m	h
q	p	w	i	t	c	h	t



bat	night
black	owl
broom	spider
cat	spook
ghost	web
moon	witch

ESL-RESOURCES.COM

Drive Extra Safely on Halloween Slow down and be especially alert in residential neighborhoods. Children are excited on Halloween and may move in unpredictable ways. Take extra time to look for kids at intersections, on medians and on curbs. Enter and exit driveways and alleys slowly and carefully. Eliminate any distractions inside your car so you can concentrate on the road and your surroundings. Drive slowly, anticipate heavy pedestrian traffic and turn your headlights on earlier in the day to spot children from greater distances. Popular trick-or-treating hours are 5:30 p.m. to 9:30 p.m. so be especially alert for kids during those hours.



Pet Corner –Denise Requardt

HALLOWEEN PET TIPS

Halloween is right around the corner and while planning how much candy you need to keep the trick-or-treaters happy, your costume and the costume for your kids, keep in mind some simple guidelines to keep your pet safe.

Keep your pet indoors, even if it does seem like a sure way of winning a costume contest to include your pet. Not only will it keep your pet from becoming frightened by children's pranks and costumed people roaming the neighborhood but also it will keep your pet from becoming the victim of someone's cruel jokes or tricks. Be extra careful if you have a black cat. If you have a protective dog that might feel threatened by strangers, keep it away from the door when trick-or-treaters arrive. Make sure your pets have I.D. and collar on so that if they do get out and get lost, you can be contacted. Don't give any candy to your pets even a small amount of chocolate can be fatal. Make sure that all Halloween treats are put where your pets cannot get to them.

THE FACTS ABOUT HOMELESS, WILD AND UNTAMED CITY CATS

- http://www.dallasanimalservices.org/trap_neuter_return.html
- For additional Feral Cat information visit: www.feralfriends.org – Caregiver Agreement provided by Feral Friends and access to low or no cost spay/neuter.
- If you need a trap, help trapping, low cost organizations for spay/neuter, helpful information contact WVN Neighbor - Denise Requardt 214-801-1802



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First Ever... Wynnewood North Tail Waggers Round-Up!

POP-UP DOG PARK AND MICROCHIP REGISTRATION SATURDAY NOVEMBER 12 10AM - 2PM

Location: Greenbelt (across from Monssen triangle)

Purpose of event is to identify all dogs in our neighborhood. The reason we want to do this is in case a dog was to ever get out and run loose, we will be able to determine who their owner is. If the dog has a chip we will obtain the chip number. Hopefully owners will have the opportunity to get their dog chipped if they do not have a chip. We will take a picture of the dog. All data will be put in our directory. WWNA purchased a chip reader to help us check and see if a dog has a chip and hopefully get the dog quickly back to their owner. There will also be a pop-up dog park for non-aggressive dogs to play and have fun. Vendors have been invited to participate in this event. At this time there is only one firm commitment - Dallas Animal Services. Hopefully, others will commit as well.



Emma and Betsy live on Mayrant with Joan and Wayne

The fence provide by Geldmeier Fence and Deck

**Looking forward to seeing everyone
and their dogs on Nov 12!!!**

Treasurer — Denise Requardt

Treasury Report - 2016 YTD

Beginning Balance - 2016	\$14,288.29
YTD Income	\$7,035.38
YTD Expenses	<u>-\$8,154.11</u>
Ending Balance - Sept 30, 2016	\$13,169.56
<i>General Fund Balance</i> \$6,978.24	
<i>Guaranty Bank CD 5373</i>	\$3,095.66
<i>Guaranty Bank CD 5340</i>	\$3,095.66
	\$13,169.56

Social Calendar — Ric Shanahan

Sat Oct 22nd Movies on the Lawn

640 N Manus Dr arrive 7pm movies start at 7:30, bring you blankets, chairs and your own drinks.

Sat Nov 5th Fall Wynnewood Wander

#1 511 Woolsey hosted by Gail Moore & assisting Cynthia Michael 6pm-7:15pm

#2 734 Woolsey hosted by Charles Foulkers & Jack Kane 7:15-8:15pm

#3 336 N Manus hosted by Tracy Lofts & Vicky Gouge

Sat Nov 12th Tail Waggers Roundup & Pop Up Dog park 10am-2pm Monssen Greenbelt

Dec 3rd Holiday Event 506 Woolsey Dr hosted by Cindy Kirk and Mary Scherer 6pm-8:30pm

Sat Dec 4th Caroling lead by Michele Horick 631 S Manus Dr

Any questions call Ric Shanahan 214-289-2340 or email social@wynnewoodnorth.org



Tales from 506 Woolsey – Cindy Kirk

Chop Chop Time to Get Ready For Christmas !

In case you haven't read through all of the news-letter yet, Mary and I will be hosting this year's Christmas party on Saturday, December 3rd. It is now October 2nd, and panic has officially set in. We currently only have 6 free weekends for Mary to get everything done on my list of things/chores. She needs to get busy. I have graciously already removed some of the bigger items from the list. For instance, I told her we can hold off on knocking out the wall between the den and the dining room to open up the front room, we don't have to re-finish? AQAQ the hardwood floors, and we can delay enclosing the carport. She didn't seem impressed by my sacrifice. In fact, she seems to think I should move some things *off* her list and over to my list of chores! I've looked the lists over, and I personally feel they are pretty even. I have just a few items on

Mary's list including:

- Scrubbing and painting the floorboards and lower walls throughout the entire house (the oil from the dog's fur has caused the walls to look dirty). I wanted the entire interior painted, but I have now limited it to just the floorboards and lower walls and Mary is still complaining!
- Shampoo all rugs;
- Steam clean couches and chairs;
- Clean all window shades and ceiling fan blades;
- Wash all windows, interior and exterior;
- Clean out fireplace;
- Re-grout tile in the bathroom;
- Get all Christmas decorations down from the attic and have them sorted and ready to put up;
- Put up Christmas decorations;
- Put up exterior Christmas lights;
- Hand-cut Christmas tree;
- Decorate tree;
- Clean all patio furniture;
- Clean out flower beds;

Mary's list (continued)

- Re-stain fence; and
- Decorate patio



While my list may not be as long, it is equally taxing, as I have to worry that Mary isn't getting her chores done!

Cindy's list:

- Oversee Mary's work;
- Think about what needs to be done;
- Inspect all work done by Mary to insure it is up to company standards;
- Decorate the mantle; and
- Make brownies.

Whew, I'm exhausted just thinking about it! I've looked at the list, and I think we can all agree it's just NOT a party without Duncan Hines chocolate, chocolate, brownies! In the meantime, we're headed out for vacation because it is October, which means it is my birthday month! I just love the Fall. I almost had to cancel Mary's airline ticket because I was afraid if she took off too many weekends, she wouldn't get her tasks done. However, she has promised if she is allowed some down time she will come back refreshed and ready to take on the world. We will see. The clock is ticking! We hope to see everyone at the Christmas party as I would hate for all of my hard work to go to waste!



Crime Watch—Jeff Sappenfield

We had 8 reported crimes in the neighborhood from July thru September. We had 2 air compressors stolen, 1 tailgate, a home attempted to be broken into but wasn't thanks to neighbors across the street. We had a truck run into a light pole and 3 other thefts/vandalism that occurred with vehicles on the street.

VIP PROGRAM

The Volunteers In Patrol (VIP) patrolled 69 times in the last 3 months, including 23 in July, 26 in August, and 21 in September. Each VIPer that patrols has the chance to earn a chance to win exciting gift certificates as a token of our appreciation for the volunteer time. I would like to congratulate O.D. Vega, Jan Nunn, and Jane Sullivan who all won a \$50 certificate to a restaurant of their choice at Trinity Grove.

The DPD has scheduled a VIP class on October 22nd for new VIP's. Please contact myself crime@wynnewoodnorth.org if you are interested. I have the necessary paperwork that needs filled out no later than October 14.

The VIP Class is a great class that helps you notify those suspicious vehicles, behavior, and people in the neighborhood. You get to meet neighbors, assist in keeping criminal behavior out of our neighborhood, and possibly win a \$50 gift certificate to one of the surrounding restaurants.

CALL 911 and PHOTOS

Please remember if you see anything suspicious and that means a car that seems to be parked where it seems out of place, a vehicle driving slow through the neighborhood, an individual that seems to be act-

ing suspicious, or even someone speeding through the neighborhood call 911. Also, I know numerous people have cameras around their home for protection. If you are a victim of a crime or you took a picture of a suspicious vehicle or individual, after calling 911 and sharing your information, I ask you to please send any photo of a suspicious vehicle or individual to crime@wynnewoodnorth.org. I will then share this with the VIP's so when they are on patrol they have a picture to reference and we have a better chance to catch someone if they return to our neighborhood.

INCREASING POLICE PATROLS – USING 311

The DPD has created a way to increase police patrols when we have suspicious behavior or crimes committed in our neighborhood. I have used this every time a crime was committed, but want everyone in the neighborhood to be aware anyone can do this and it is very easy. Patrols usually last 14 days after your request. The more neighbors are aware of this the more patrols we should see in the neighborhood. If you have any questions please email me at crime@wynnewoodnorth.org or call me as my number is in the directory. To request additional patrols: GO TO: <http://dallascityhall.com/Pages/default.aspx>

1. Scroll down the home page till you get to the large Blue Box that says 311.
2. Hit the Request a Service Green Box.
3. On the Service Type scroll down to the EXTRA POLICE PATROL and select it.
4. Hit the Go Button.
5. Fill in the address where you would like extra patrol.
6. Select the Next step
7. Fill out all blanks that are relevant to the Extra patrol request (that you will be on vacation, dates, if someone is checking your mail, just make the boxes work for you however necessary.
8. After all steps are complete hit SUBMIT and you will receive a Confirmation / Tracking #

Patrols usually last 14 days after your request. ended yet and since we honoring VIP's not sure if this goes in this section or elsewhere.



National Night Out

National Night Out is an annual event designed to strengthen communities by encouraging neighborhoods to engage in stronger relationships with each other and with their local law enforcement partners. The goal is to heighten crime-prevention awareness and build support and participation in local anti-crime programs. It is also the perfect opportunity to get to know your neighbors even better and “give crime a going away party”.

Wynnewood North’s National Night Out event was a great success.





Crime Watch Resources

Support Wynnewood North

Quarterly Crime Watch Meetings DPD Southwest Substation Contact: Donna Thurman, Senior Corporal, Crime Watch Coordinator,

214-670-6795 Donna.thurman@dpd.ci.dallas.tx.us

Crime Watch Websites/Links

policereports.dallaspolice.net/ spotcrime.com
p.landfair@att.net dallasareawatch.com
North Oak Cliff Crime Watch – facebook page

Wynnewood North Neighborhood Association is an IRS designated 501(c)3 non-profit organization.

Donations are tax deductible and can be made at general meetings, PayPal on the website, or by mail.

- Online: <http://www.wynnewoodnorth.org/donate>
- Mail: WNA Treasurer / P.O. Box 3872 / Dallas, TX 75208
- In Person: Cash, Check, or Credit with Treasurer
- Receipts are provided upon request.

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From the Board

Every Wynnewood North resident is a valued member of our family, and we want to include everyone in maintaining Wynnewood North as the best neighborhood in Dallas. The WNNA Board welcomes all new volunteers, and board elections take place at the October General Meeting. **Click here to review our Bylaws.**

Please feel free to contact any of the officers by sending them an email message. General inquiries should be sent to info @ wynnewoodnorth.org

Did you know Wynnewood North Neighborhood Association has a fan page on Facebook?

If you have an account, just search for us and join. You can see photos from neighborhood social gatherings and post on the wall.

Internet and Web Connections

WNNA.....wynnewoodnorth.org

Facebook.....facebook.com/wynnewoodnorth

Nextdoor.....wynnewoodnorth.nextdoor.com



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Wynnewood North Bylaws Recap

Powers. The Board of Directors (Directors) of WNNA is vested with the management of the business and affairs of WNNA, subject to the Texas Business Organizations Code, the Articles of Incorporation, and these bylaws.

Qualifications. All Officers must be members of WNNA. Directorships shall not be denied to any person on the basis of sex, age, race ethnicity, national origin, range of physical abilities, sexual orientation, gender identity, financial means, education or political affiliation.

Number of Directors. The Board of Directors will consist of eleven (11) Directors. Upon majority resolution of the Board of Directors, the number of Directors may be increased or decreased from time to time, but in no event shall a decrease shorten the term of an incumbent Director, nor shall any decrease bring the total number of Directors to less than three (3) Directors.

Term of Directors. Directors shall serve a one-year term, with no limitation on future terms. The term of office shall commence January 1st immediately following October elections and continue until December 31st of that year.

Election of Directors. The Directors of the WNNA shall be elected annually at the regular general membership meeting of the WNNA normally held the third Thursday in October. Such election shall be by majority vote of the members present and voting.

Resignation. Any Director may resign at any time by delivering written notice, including electronic written notice, to the President or Secretary of the Board of Directors. Such resignation shall take effect upon receipt or, if later, at the time specified in the notice. The failure of an officer or committee chairperson to attend three consecutive Board meetings, or who is absent from four Board Meetings in a twelve month period without approval from the majority of the Board of Directors shall tender of his/her resignation at the time the report from that officer or committee chairperson is called for during said meeting.

Removal. Any Director may be removed without cause, at any time, by a majority of the entire Board of Directors, at a Regular or Special Meeting called for that purpose. Any Director under consideration of removal must first be notified about the consideration in writing, including electronic written notice, at least five (5) days prior to the meeting at which the vote takes place.

Vacancies. Vacancies shall be filled by majority vote of the remaining members of the Board of Directors. The newly appointed Director filling the vacancy shall serve for the remainder of the term of the directorship that was vacated. Vacancies shall be filled as soon as practical. Any Director may make nominations to fill vacant directorships.

Compensation. Directors shall not receive any salaries or other compensation for their services, but, by resolution of the Board of the Directors, may be reimbursed for any actual expenses incurred in the performance of their duties, as long as a majority of disinterested Board of Directors approves the reimbursement. WNNA shall not loan money or property to, or guarantee the obligation of, any Director.



The Officers Of the Board

Roster of Officers. WNNA shall have a President, Vice President, Secretary, and Treasurer. These four officers shall constitute the Executive Committee. WNNA may have, at the discretion of the Board of Directors, such other officers as may be appointed by the Board of Directors. One person may hold two or more offices, except those serving as President or Secretary.

Officers of WNNA

WNNA shall have the following Officers/Directors:

- a. President – Executive Director
- b. Vice-President – Executive Director
- c. Treasurer – Executive Director
- d. Secretary – Executive Director
- e. Social Director
- f. Publications Director
- g. Communications Director
- h. Beautification Director
- j. Crime Watch Director
- k. WebMaster
- l. Parent Liaison Director

The Members occupying these offices shall constitute the Board of Directors of WNNA, and may, upon majority vote thereof, take action for or develop a posture on issues of concern for WNNA.

President

Is a member of the Board and the Executive Committee of WNNA; The President will supervise and control the day-to-day business affairs of WNNA and shall exercise such supervisory powers as may be given to him or her by the Board of Directors; The President shall preside over regular and special meetings of the membership of the WNNA as well as over meetings of the Board of Directors and shall exercise parliamentary control; The President shall represent WNNA on public occasions; The President shall make such committee appointments as needed for the effective conduct of the work of the WNNA; Write newsletter article; The President shall, with the advice of the Board of Directors and in accordance with the requirements of these bylaws, set the agenda for each meeting of the Board of Directors.



Vice-President

Is a member of the Board and the Executive Committee of WNNA; The Vice President shall act in place of the President in the event of the President's absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required by the Board of Directors; Represents the organization on behalf of the President when president not available; Participates closely with the president to develop and implement officer transition.

Specific Duties:

- ◆ Write newsletter article
- ◆ The Vice President shall also act as the Old Oak Cliff Conservation League ("OOCCL") Representative for WNNA and shall be the WNNA liaison between OOCCL and WNNA. The Vice President's membership in the OOCCL will be paid for by WNNA;
- ◆ The Vice President shall attend the OOCCL monthly meetings on behalf WNNA and communicate any OOCCL updates to WNNA and send to the Webmaster Director to send communication updates to the neighborhood;
- ◆ The Vice President is responsible for preparing and submitting all neighborhood grant application packets and proposals including the OOCCL grant on behalf of WNNA;
- ◆ The Vice President must submit all grant reimbursement receipts to the Treasurer and ensure that WNNA is reimbursed for any funds advanced for neighborhood grants.

Treasurer

Is a member of the Board and the Executive Committee of WNNA; The Treasurer shall collect, safeguard, disburse and make periodic reports of all funds collected in the name of WNNA; The Treasurer will have charge and custody of all funds of WNNA, will oversee and supervise the financial business of WNNA, will render reports and accountings to the Directors as required by the Board of Directors, and will perform in general all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation, or by these bylaws, or which may be assigned from time to time by the Board of Directors; The Treasurer, with the approval of the Board of Directors, shall set up all checking, savings, and investment accounts of WNNA and deposit all such funds in the name of WNNA in such accounts; The Treasurer's signature shall be the authorized signature for all checking, savings, and investment accounts of WNNA unless the Treasurer, with the approval of the Board of Directors, designates another member of the Board of Directors as the authorized signatory for a particular type of disbursement; The Treasurer shall prepare a monthly report for the Board of Directors, providing an accounting of all transactions and of the financial condition of WNNA; The Treasurer shall keep all financing records, books, and annual reports of the financial activities of WNNA and upon reasonable notice, make them available at the request of any Director or Member, or member of the public for inspection and copying.



Treasurer (continued)

Specific Duties:

- ◆ Proficient in Excel
- ◆ Manage checking account
- ◆ Manage financial responsibilities of Wynnewood North
- ◆ Monthly, Quarterly and Annual Budget Report updates
- ◆ Store, file and manage invoices, reimbursements, WWNA documents
- ◆ Work with Publications Director on ads for Newsletter; i.e. reach out to potential businesses, invoicing for ads, renewals for ads; provide Treasurer report for newsletter
- ◆ Review yearly CD information
- ◆ Updates on Charity renewals
- ◆ State of Texas filings
- ◆ IRIS – Electronic Form 990-N e-Post Card yearly
- ◆ State Comptroller Office
- ◆ Check mailbox weekly

Secretary

Is a member of the Board and the Executive Committee of WNNA; The Secretary shall attest to and keep the bylaws and other legal records of WNNA, or copies thereof; The Secretary shall take or ensure that someone takes minutes of all meetings of the committees and Board of Directors, and shall keep copies of all minutes; Ensures minutes are distributed to members shortly after each meeting; and the Secretary shall ensure that all records of WNNA, minutes of all official meetings, and records of all votes, are made available for inspection by any Member, or Director. Maintains records of the board and ensures effective management of WNNA's records; Is sufficiently familiar with legal documents (by-laws, etc) to note applicability during meetings.

Specific Duties:

- ◆ **Prepare meeting minutes.** The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved.. Requirements of minutes may vary with the jurisdiction but should include at a minimum: date, time, location of meeting; list of those present and absent; list of items discussed; list of reports presented; text of motions presented and description of their disposition.
- ◆ The Secretary keeps the final, approved minutes and ensures that this copy is maintained for the WNNA records.
- ◆ **Custodian of records** The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include documents such as the bylaws and/or other official records.
- ◆ **Bylaws** The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.



Social Director

The Social Director shall have charge of coordinating all social activities of the WNNA, including all fund-raising events, Fall and Spring Wanders, Happy Hours, New Residents Welcome Social, Movie on the Lawn, Support Senior Neighbors of Wynnewood (“SSNOW”), National Night Out; the WNNA Spring Fling; the WNNA Holiday Party, and any other special events put on by the neighborhood; write article for newsletter.

Publications Director

The Publications Director shall perform such functions as requested by the President, and shall act as coordinator for all WNNA publications. This include, but is not limited to preparation and coordinating of the WNNA newsletter and the WNNA Directory, coordinating the purchasing, design and publication of advertisements for the WNNA newsletter and WNNA directory and creation of any other special announcements or special events flyers as needed.

Specific Duties:

- ◆ Gathers (quarterly) newsletter submittals from Board members or other WN neighbors (communicates due date in Board meetings) - consider adding the due date and submit to email for articles and ad copy to the WNNA community calendar - such a note may prompt more neighbors to submit articles, ad requests, etc.;
- ◆ Gathers newsletter paid ads info (from Treasurer);
- ◆ Encourages non-Board member neighbors to submit newsletter articles and (paid) ads;
- ◆ Plugs all newsletter submittals and ads into the newsletter template and distributes the draft to all Board Members for review and comments approximately five days prior to print date (followed by creation of final version for printing and e-release);
- ◆ Coordinates the printing of hard copies of the final version of the newsletter for community-wide distribution (ie, submit to printer, pick-up hard copies, deliver to Communications Director just over two weeks prior to quarterly neighborhood meeting - Communications Director will provide the hard copies to each Block Captain for block by block distribution);
- ◆ Provides e-version of final version of the newsletter to Webmaster
- ◆ (for e-distribution two weeks prior to the quarterly neighborhood meeting).



Communications Director

The Communications Director shall act as the WNNA liaison between the neighborhood Block Captains and the WNNA Board, including visiting new residents of the neighborhood, orienting neighbors to the WNNA; distributing “welcome information” packets; coordinating with Block Captains on the distribution of the WNNA newsletter, neighborhood directory and other publications as needed. The Communications director shall coordinate with the Publications Director and Webmaster as needed in order to provide updated information for individual WNNA residents such as a change in the WNNA members contact information; the Communications Director shall also perform such other functions as requested by the President.

Specific Duties:

- ◆ In charge of block captains/appoint one when necessary
- ◆ Responsible for getting quarterly newsletter and flyers to block captains and fill in for captains who are unable to deliver because of illness, etc. ensuring they are delivered in a timely manner
- ◆ Making welcome baskets for new neighbors/have block captains deliver/deliver yourself
- ◆ Getting names, phone numbers, email addresses of new neighbors/have block captains do this when baskets are delivered
- ◆ Keep track of who moves in and out
- ◆ Recognize new neighbors at functions
- ◆ Buy cookie tray for quarterly meetings

Beautification Director

The Beautification Director shall be responsible for promoting and encouraging the beautification of the neighborhood, including the Yard of the Month, and making necessary recommendations to the Board of Directors regarding special projects for the beautification of the neighborhood. The Beautification Director shall also coordinate with the Vice President and/or the Beautification Committees or Special Projects Committee on submitting any grant requests to the OOCCL for any project that is to be used specifically for beautification of the neighborhood.

Specific Duties:

- ◆ **YARD OF THE MONTH (YOM)** (1) At the beginning of the New Year enroll in Callaway's Yard of the Month program. (2) Establish Beautification Committee. Usually 5-6 members. (3) Request webmaster send out email notification indicating time for nominating YOM. Set date/time to end nominations. Usually allow a week or more for nominations and then a week or so for voting. The Beautification committee votes for YOM. (4) After nominations cease email Beautification committee members listing nominations and giving deadline ending voting. If there is a tie, then the committee will vote again on the



Beautification Director (continued)

- ◆ nominations that tied. (5) After winner is determined, put the Callaway's sign in the winning yard. (6) Take picture of the sign in the yard. (7) Complete Callaway's Yard of Month submission form. (8) Email completed submission form, picture and copy of latest newsletter to Callaway's. (9) Residents of winning yard will receive a \$25.00 gift certificate from Callaway's. (10) Email YOM photo to webmaster so it can be posted to website. (11) Email YOM photo to Publication Director so it can be published in newsletter.
- ◆ TRIANGLES: (Woolsey/S. Manus) (Mayrant and N. Manus): (1) Ensure sprinkler systems are working properly. (2) Set and adjust running days and times of the sprinkler system. (3) Ensure grass is mowed, edged and flowerbeds are weeded. (4) Put out appropriate fertilizer, weed killer, etc. at appropriate times. (5) Mulch flowerbeds as needed. (6) Ensure lights that shine on trees are working.
- ◆ GREENBELT: (1) Liaison between our neighborhood and the Park Department (2) Ensure greenbelt is mowed when needed. (3) Report any fallen or downed trees to Park Department that need to be removed. (4) Coordinate with the Park Department in participating in It's Your Park Day in the Spring. (5) Obtain water/refreshments for those volunteering to work It's Your Park Day. (6) Maintain doggie waste disposal bags in bag holders in greenbelt. (7) Maintain a supply of doggie waste disposal bags. Order said bags when supply is low. (8) Be responsible for equipment given to us by Park Dept. for It's Your Park Day...gloves, trash bags, extended trash pickers. (9) Ensure wild flower area is mowed at the appropriate time. (10) Report to Park Dept. any blockage that might occur in the creek bed from trash/fallen trees/debris/etc.
- ◆ WYNNEWOOD NORTH neighborhood signs: (1) Ensure solar lights are in place and working properly. (2) Ensure all letters are in place. (3) Cut weeds, limbs and pick up trash at sign on Vernon.
- ◆ NEWSLETTER: (1) Send Callaway's monthly tips to publication director to be published in the newsletter. (2) Write article for newsletter. (3) Ensure publication director has photos of YOM to be published in newsletter. Should be 3 for each newsletter.
- ◆ GENERAL: (1) Ensure all street lights are working. If any are out, report to Oncor. (2) Monitor lawns for high grass and weeds. Any violations report to 311. (3) Monitor neighborhood for bulk trash violations. Report violations to 311. (4) Email Callaway's tip of the month to webmaster so tips can be posted to the website. (5) Attend board meetings which are monthly. (6) Host a Board meeting providing refreshments. (7) Attend general neighborhood meetings which are quarterly. (9) Complete Old Oak Cliff Conservation League Grant request as needed. (10) Other duties as assigned.



Crime Watch Director

The Crime Watch Director shall have charge of coordinating the responsibilities of the neighborhood crime watch, including the organization and maintenance of all crime watch materials of the WNNA, coordinating update of the WNNA crime watch hot-line; the placing of crime alert signs in the neighborhood; attending quarterly meetings with other Crime Watch Directors at the Southwest Patrol Division; and shall also coordinate with the Dallas Police Department's Community liaison. The Crime Watch Director shall coordinate with the Crime Watch Committee on an as needed basis for any special projects relating to the safety and well-being of the neighborhood, including but not limited to issues involving crime and/or code compliance.

Specific Duties:

- ◆ Crime Watch Director communicates to the board and neighborhood crime prevention information, crime watch activities and programs, criminal activity in the neighborhood, and is the neighborhoods contact with the Dallas Police Department (DPD);
- ◆ Track neighborhood crimes and incidents
- ◆ Create eblasts as needed for crime activity or VIP Training Dates
- ◆ Recruit new VIP members and ensure they attend VIP Training at SW Precinct
- ◆ Work with DPD contact to set-up VIP classes through the year
- ◆ Train VIP's on Patrolling and the Scheduling software
- ◆ Scheduling VIP patrols using scheduling software and emailing monthly calendar to VIPs
- ◆ Communicate with VIP: specifics on crime activity, suspicious behavior
- ◆ Maintain monthly crime stat report and email report to DPD contact & VIPs
- ◆ Maintain Patrol Log Book and update regularly; VIP Directory, Schedule, Out of Town Sheet, patrol sheets, list and/or pictures of suspicious vehicles or people, VIP Contact List
- ◆ Create Monthly Out of Town/Long Term Construction/Vacant Home List for Patrol book
- ◆ Communicate through the website *Nextdoor* to all WNNA neighbors about crime activity, suspicious behavior, crime prevention tips, and info that will help neighbors keep home-
stead safe.
- ◆ Contribute content to quarterly newsletters; crime stats, tips, VIP Trainings, recognition of VIP gift card recipients
- ◆ National Night Out – tribute to VIPs
- ◆ VIP monthly drawings (performed at quarterly meetings, \$50 gift card given to winner (Compile names of patrollers – 1 drawing entry for each patrol a VIP completes that month)
- ◆ Crime Watch Director Specific Duties Continued
- ◆ Attend monthly board meetings and quarterly general meetings



- ◆ Communicates with DPD officer concerning general meeting agenda for crime issues
 - ◆ **Neighborhood Patrol Officer** - Shawn Hejke, shawn.hejke@dpd.ci.dallas.tx.us

Webmaster Director

The Webmaster shall update the WNNA website on a weekly or “as needed” basis, coordinate obtaining pictures of all WNNA social or special events and posting them on the WNNA website, coordinate with the Board to ensure all information is up to date and accurate (e.g. Yard of the Month, the WNNA calendar, Calloway’s Tip of the Month, crime updates, etc.); sending out “blast” email notifications to participating WNNA members.

Specific Duties:

- ◆ **Administer Public Facing Website**
 - ◇ Website Vendor is typically a “drag and drop” type interface for any additions / updates
 - ◇ Have a basic understanding of HTML / CSS / Javascript and how these elements appear rendering of webpages
 - ◇ Promote use of Wynnewoodnorth.org brand for outward communications (vs using personal e-mail addresses – gmail, Yahoo, etc)
 - ◇ Ability and understanding of basic image manipulation (Image file size, image types {gif, jpg, png, etc})
 - ◇ Promote different articles / topics as submitted by board members to associated areas on website (Events, Home Page, Sub-Pages)
 - ◇ Manage / Setup Event Registration for paid events, e.g. Wander. Validate flow of registration data with notifications to event organizer, attendee, and others is correct. Validate integration / data flow with Payment processor.
- ◆ **Administer Public Facing Website**
 - ◇ Create e-mail blasts from content received from other board members. Ability to be creative with Text and image placement. Look for images and / or supporting URL’s for inclusion from alternative sources when not received from board members.
 - ◇ Coordinate payment of yearly website fees with Treasurer.
- ◆ **Membership management (A component of Website)**
 - ◇ Look for changes in Neighborhood activity, e.g. new “Welcomes” to residents on Nextdoor,
 - ◇ For Sale / Sold Real Estate listings and update official neighborhood directory with relevant information
 - ◇ Export Membership data / Look for Duplicate listings
 - ◇ Assist Neighbors with Password resets for Self Service section of Website



Web Master (continued)

- ◆ **Manage Renewal of registered domains to WNNNA via Domain Registrar.**
 - ◇ Understand how changes to NS, A, MX, TXT affect website / e-mail traffic
 - ◇ Coordinate Payment of Yearly registrar dues with Treasurer.
- ◆ **Manage Office 365 Services**
 - ◇ Create new Exchange e-mail addresses with as full mailboxes or Forward Only Boxes
 - ◇ Create / Delete SMTP Aliases for officers as board members join or roll-off. Tie these aliases to the associated position. E.g. FirstName.LastName@wynnewoodnorth.org is an alias of BoardPosition@wynnewoodnorth.org
 - ◇ Modify officers@wynnewoodnorth.org Distribution List as board members join or roll-off, Modify vip@wynnewoodnorth.org as board members join or roll-off
- ◆ **Manage Organizational Page on Facebook**
 - ◇ Moderate Posts by page participants
 - ◇ Manage / Assign editors to page
 - ◇ Post articles of interest found on other Facebook pages / other websites.
- ◆ **Nextdoor**
 - ◇ Post articles of interest found on other Facebook pages / other websites.

Parent Liaison Director

The Parent Liaison Director shall facilitate positive interaction between Members and local schools, PTA's and parent support organizations. This person shall initiate child-friendly social activities to increase involvement among residents. This person may also attend various school board meetings and report back to the Members at the General Meeting.

Specific Duties:

- ◆ **Yearly social activities**
 - ◇ Spring Fling: Egg Hunt, Kids Games and Prizes, Bounce House (should this be moved under Parent Liaison rather than social?), Coordinate Easter Bunny and/or Face Painting (if funding permits), Setup / Breakdown of Activity Tables
 - ◇ SSNOW: Coordinate volunteer list of children to attend and help service food to seniors.
 - ◇ July 4th Parade
 - ◇ National Night Out: Coordinate Games/Activities for children..Setup / Breakdown of Activity Tables
 - ◇ Halloween (TBD)



\$30 Flu Shots

Your family's health is our priority.

It's why you should get vaccinated against this year's new strain of the influenza virus. Kids are especially at risk, so make sure your family is protected with a \$30 flu shot at any of our Methodist Urgent Care Centers.



MethodistUrgentCare.com



Richardson
350 South Plano Rd.
972-231-0011

The Colony
5151 State Highway 121
469-305-4586

Inwood Village
5709 W. Lovers Ln.
469-913-8940



Parent Liasion (continued)

- ◇ Christmas caroling to Seniors
- ◇ Coordinate two or more Family Night Out activities (late Spring / early Fall)
- ◇ Storage of all reusable supplies
- ◆ **Create and submit Kids Page for quarterly Newsletter**



Board of Directors

President Brian Davis
 Vice President..... Fallyn Jones
 Treasurer..... Denise Requardt
 Secretary Cindy Kirk
 Crime Watch..... Jeff Sappenfield
 Social Director..... Ric Shanahan
 Publications Beth Mecchi
 Communications Janice Coffee
 Beautification..... Cynthia Michaels
 Parent Liaison Tracy Lofts
 Website/Special Projects Dean Rose

Internet and Web Connections

WNNa..... wynnewoodnorth.org
 Facebook..... facebook.com/wynnewoodnorth
 Nextdoor wynnewoodnorth.nextdoor.com

Block Captains

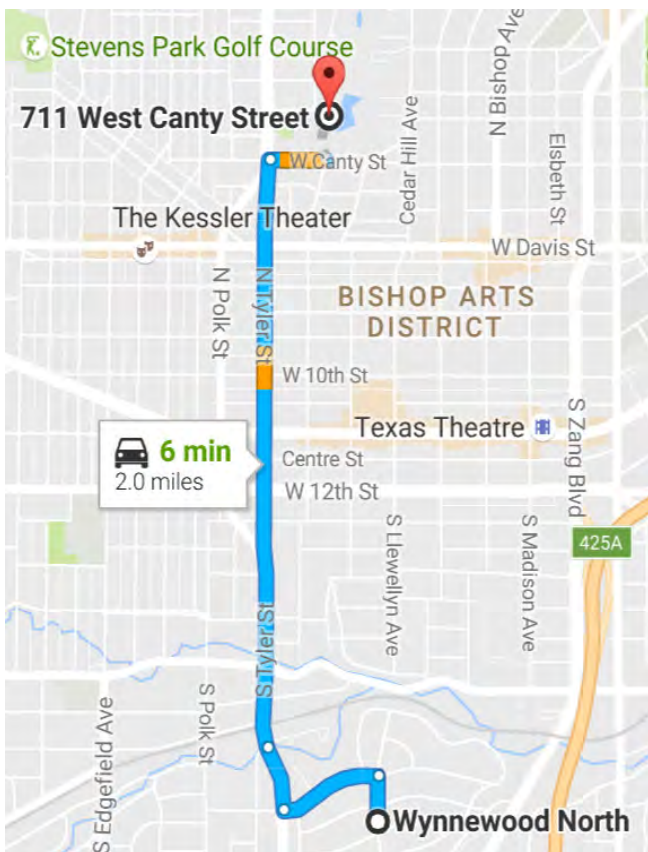
Bizerte (East)/Pratt/Heyser Greg and Pat Parrish
 Bizerte (West) Guy Allbright
 Hoel/Llewellyn..... Jeremy Ratliff
 N. Manus (East)..... Sue May
 N. Manus (West) Lisa Tully
 S. Manus..... Larry & Donna Libby
 Mayrant (East)..... Lynn Sulander
 Mayrant (West) Janice Coffee & Terry Thomas
 Monssen (East) Ron Henson
 Monssen (West)/Monssen Pkwy Janice Coffee
 Shelmire O.D Vega
 Woolsey (East) Mary Scherer
 Woolsey (West)..... Denise Requardt



Neighborhood General Meeting Relocation



New Location: Kidd Springs Recreation Center, 711 W. Canty Street



Handicap Parking:
FIRST entrance

General Parking:
SECOND entrance up the hill