



TIERRA GRANDE

IMPROVEMENT ASSOCIATION, INC.

**ADMINISTRATIVE PRACTICE
GRANT PROCEDURE
Road Assistance –
For Roads NOT on the
County Maintenance List**

Title: Road / Culvert Assistance - Supporting Members in Good Standing

Brief Description: The purpose of this document is to articulate a practice/procedure in support of Tierra Grande landowners whose accounts are in good standing (paid to date) and who propose to improve the road to their TGIA property which is NOT maintained by a County and/or requires a culvert to access the property from the road. Reimbursement will be variable depending on the number of surrounding landowners that will benefit as well.

The Fiscal Year (January-December) budget total is \$10,000
Each owner/applicant request is capped at \$2,500 with a three (3) year break in between requests. Efforts should be made to request the road be accepted by the County for maintenance.

Effective: July 1, 2021

Approved by: TGIA Board of Directors

Responsible Administrator: Susan Moran

Policy Contact: TGIA PO Box 1388, Rio Communities, NM 87002
505-864-2345 or info@TierraGrande.org

Applies to: Tierra Grande Members In Good Standing (account is paid in full)

Reason for Policy: To implement a process for supporting Tierra Grande members who wish to improve access to their Tierra Grande property.

I. INTRODUCTION

Each Tierra Grande member has a stake in how the Tierra Grande Improvement Association supports the improvement of properties in the community. Those who want to improve access to their property in the Tierra Grande Community which is located on a road that is not on the County road maintenance list and which would benefit adjoining properties may apply to the Association to request assistance to offset the cost of road grading and/or culvert installation. Conditions of qualifying for the Association's financial support is that ALL / ANY road assistance is as follows: requestor must be a member in good standing (all accounts paid to date) and must show that the road to be graded is not a County maintained road. Financial assistance to offset the cost for the installation of a culvert may also be considered if a culvert is needed to access the property from the road whether it be a maintained road or not.

II. DEFINITION

A. Procedures

1. A qualified Tierra Grande landowner should visit the TGIA office for a review of the proposed road improvement plans to discuss options for applicable road grading and/or culvert installation **before** services begin.
2. The Tierra Grande landowner is required to submit a copy of the proposed cost to grade the unimproved - unmaintained road and/or culvert installation and to review if the route would benefit surrounding landowners
3. The Board of Director's will determine how much of the cost the Association will be willing to contribute to offset the cost of the road grading and/or culvert installation.
4. The Board may also consider contributing an additional stipend for each lot that the road improvement benefits.
5. It is up to the landowner to schedule and oversee the maintenance performed by the selected contractor.
6. Once the landowner provides TGIA with a copy of the receipt of payment for the service and a photo of the work completed, the Tierra Grande Association will reimburse the lot owner directly, the amount mutually agreed upon.
7. The landowner should make every effort to have the improved road accepted by the County.

B. Documents & Forms Required

1. Plan(s) (Map) showing proposed route to be improved and/or a culvert installed.
2. Request to Offset Costs (reflecting amount TGIA agrees to reimburse in support of the road grading and/or culvert charges).
3. Proof of payment to the contractor by the property owner.
4. Photo of the road improvements completed.

TGIA will reimburse the property owner directly the agreed portion in full within thirty (30) days of the documentation being provided.

C. Expiration of Application Agreement

The Application Agreement to Offset Costs will EXPIRE three (3) years after the Application is approved by TGIA if the following conditions are not met:

1. Documents & Forms required have not been provided to TGIA
2. Property Owner is no longer a "member in good standing"

Attachment

Draft Approved by BOD: 05/26/2021

Draft to Members for Review and Comment:

- Posted on Web site: 06/01/2021
- Emailed: 06/04/2021

Comment Period Closes: 06/07/2021

No Comments Received as of: 06/18/2021

Practice Approved by BOD as Presented: 06/23/2021

Implementation Date: 07/01/2021

ROAD IMPROVEMENT ASSISTANCE – TGIA
ROADS NOT MAINTAINED BY A COUNTY
APPLICATION to TGIA to OFFSET COSTS

Complete the following and return:

- Owner(s): _____ Phone: _____
- Email: _____ Cell: _____
- Street address of property: _____
- Property description: Unit _____ Block _____ Lot _____ Acres _____
- Name of Roads to be Improved: _____

- Submit two Estimates for Proposed Road Improvements _____
 - o Miles of Road to be Improved _____
 - How Many Lots (including the applicant) will be improved as a result: _____
- Submit two Estimates for Requested Culvert Installation _____
- Contractor Selected: _____ Estimate: _____
- Calculation \$250 X per _____ lot that benefits from the road improvement: _____

- Board of Directors Approved \$ _____ Dated: _____

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Contract is between lot owner and Contractor/Owner. TGIA does not guarantee payment until the road improvement and/or culvert installation is completed as presented. Proof of payment and photo of completion is required.
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Signed Contract Between Member and Contractor/Owner Provided on: _____

Expected to Start _____ and completed by: _____

- Payment will be made directly to applicant upon proof of completion of work provided on: _____

- Payment Date _____ Check # _____ Amount: \$ _____

APPLICANT/OWNER

I/We agree to the conditions as described in the attached Road/Culvert Improvement Policy. I am/we are aware that the annual budget for such requests is \$10,000 with a cap of \$2,500 per Applicant with a three (3) year break in between requests. Every effort by the member is to be made to have the County accept the road for maintenance if applicable.

Owner(s) Signature _____ Date _____

FOR OFFICE USE ONLY
Records Noted Accordingly by: _____ Date: _____