

Tierra Grande Improvement Association, Inc.  
Via: Zoom & Telephonic  
Board of Directors  
February 22, 2023

**Directors Present:** Jim Lardner, President  
Michael Sumner, Executive VP (Zoom)  
Judi Magnussen, Treasurer (Zoom)  
Rhonda Davis, Secretary  
Trenten Moore, Director

**Directors Absent:** None

**Administration Present:** George Hobbes, Accountant  
Sue Moran, Administrator

**Guest(s):** None

**Audience:** None

Jim Lardner, President, called the meeting to order at 4:05 p.m.

**AGENDA:**

Mr. Lardner asked if there were any changes to the agenda.

Mr. Lardner added an item to “Other Items” – Roll Call

The Agenda was accepted as amended.

**ACTION ITEMS:**

**Board of Directors Meeting Minutes – January 25, 2023**

Mr. Lardner asked if there were any changes or corrections to the content or to the substance of the minutes.

**Motion: Motion by Ms. Magnussen, seconded by Mr. Moore to approve the Board meeting minutes of January 25, 2023, as presented. No further discussion. Unanimously approved. Motion carried.**

**FINANCIAL REPORT(s)** – The Financial Report for the period ending January 31, 2023, was reviewed.

Mr. Hobbes noted that it was a quiet month. Per direction of the Board at the January Board Meeting \$80,000 was moved out of the Operating Account to open a nine (9) month Certificate of Deposit with NMB&T.

There being no further discussion, Mr. Sumner recommended that the Financial Statements for the period ending January 31, 2023, be placed in the record for audit or review.

**Road Grant Request:** The Board reviewed a Road Grant reimbursement request from Salena Allison. Per Valencia County Road Department – Obra Circle is not currently on the County Road maintenance list because there are no homes currently on Obra Circle. The cost to improve the road to the lot owned by Ms. Allison was \$563.79. Ms. Allison asked that since two other properties besides her own benefited from the road improvement that the Board might consider the \$250 / lot for a total reimbursement of \$750. Ms. Allison now understands that she was to present the request to the Board before any work was done.

The Board did not feel that the other lots really benefited from the Obra Road improvement since those two (2) lots front on Escudo Dr. which is maintained by the County. Therefore, the Board moved to approve the \$563.79 requested by Ms. Allison.

**Motion:** by Mr. Sumner, seconded by Ms. Davis to approve Ms. Allison’s grant request for road improvement as requested in the amount of \$563.79. Unanimously approved. Motion Carried.

**OLD BUSINESS - None**

**NEW BUSINESS -**

**Draft Budget 2023:** Discussion took place regarding the development of the 2023 Budget. The Board reviewed the 2022 year ending cash report to build the 2023 Budget. The following recommendations were made:

- **Salaries Employee Expense** - Consolidate into one category.
- **Promotions** – Increase Dues & Subscriptions to adjust for Valencia County Chamber membership
- **TGIA Office Center Station** – Zero out expenses as it is not expected to be operational in 2023.
- **Capital Improvements Office\_Center\_Station** – Keep funding as is.
- **Computer and Software** – Increase budget to \$1,500 to allow for purchase of a computer.
- **Grants** – Consolidate into one category.

Ms. Moran will make the adjustments as directed by the Board for review at the March Board 2023 meeting.

Discussion ensued regarding amending the grant policies to adjust the cap currently in the policies.

In a related discussion the Board thought it would be a good idea to ask the members to submit their ideas for the development of Tierra Grande. Ms. Moran will draft up a sample questionnaire to the members for the Board the review at the March Board meeting.

**OTHER ITEMS:**

**Positive Pay** – Ms. Moran reported that the TGIA Operating Account with UBB is now set up with Positive Pay which is a confirmation / notification program to assure that any checks not authorized by TGIA will be reviewed and approved or denied by authorized staff prior to being released for payment. Ms. Davis recommended that TGIA include ACH payments in the Positive Pay process. Ms. Moran will contact the bank to begin that process.

**Roll Call** – Mr. Lardner said that a roll call of the Board members be incorporated into the Agenda of each Board meeting. This is a good way to confirm that a quorum is present at the meeting. Ms. Moran will update the Agenda to incorporate a Roll Call to follow the Call to Order.

**Office Security** – Discussion took place regarding staff safety concerns. Mr. Lardner recommended that the TGIA office door be fitted with a security release lock or door buzzer connected to the office alarm system. Ms. Moran will contact the office alarm company.

**ADJOURNMENT:** Mr. Lardner adjourned the meeting at 5:25 p.m.

**Next TGIA Board Meeting:** The next meeting is scheduled for Wednesday, March 22, 2023, at 4:00 p.m.

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Signature

/sdm: Minutes02/22/2023

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Date Approved