



TIERRA GRANDE

IMPROVEMENT ASSOCIATION, INC.

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

Title: Road 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.
- Proof is to be provided that the County will not / does not maintain the road.
- This Grant cannot be used for improvements for driveway access or the installation of culverts.
- Each owner/applicant request is limited to one (1) grant per developed lot.
- Each request is capped at \$2,500
- Grant applications must be submitted prior to beginning the project.
- Efforts should be made to request the road be accepted by the County for maintenance.
- Effective:** Amendment Effective January 1, 2025
- 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 road access to their Tierra Grande property IF the property fronts a road that is NOT maintained by a County.
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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 Valencia or Socorro 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. The conditions of qualifying for the Association’s financial support for 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.

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 before services begin.
2. The Tierra Grande landowner is required to submit proof that the road is not on the County maintenance list.
3. The Tierra Grande landowner is required to submit a copy of the proposed cost to grade the unimproved - unmaintained road.
4. 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.
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.
7. The landowner should make every effort to have the improved road accepted by the County.

B. Documents & Forms Required

1. Proof that the road is NOT on the list of roads maintained by the County.
2. Plan(s) (Map) showing proposed route to be improved.
3. Requests to offset costs (reflecting amount TGIA agrees to reimburse in support of the road grading charges).
4. Proof of payment to the contractor by the property owner.
5. Photo of the completed road improvements.

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 to Members:

Web site: 12/2/2024

Emailed: 12/6/2024

Comment Period Closed: 12/20/24.

Practice to be Implemented: January 1, 2025

**ROAD IMPROVEMENT ASSISTANCE – TGIA
ROADS NOT MAINTAINED BY A COUNTY
GRANT APPLICATION 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 Road(s) to be Improved: _____

- Submit Estimates for Proposed Road Improvements _____
 - o Miles of Road to be Improved _____
- Contractor Selected: _____ Estimate: _____
- =====

APPLICANT/OWNER

- I/we agree to the conditions described in the attached Road Improvement Grant. **I/we are aware that there is a cap of \$2,500 per Applicant per lot and that once the improvement is completed, I/we are responsible for making every effort have the County accept the road for maintenance.**
- _____
- Expected to Start _____ and completed by: _____
- _____
- Owner(s) Signature _____ Date _____

Road Improvement Grant Provided on: _____

- **Board of Directors Approved \$ _____ Dated: _____**
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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- **Payment will be made directly to applicant upon proof of completion of work provided on:**

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