

Tierra Grande Improvement Association, Inc.  
Via: Zoom & Telephonic  
Board of Directors  
March 27, 2024

**CALL TO ORDER:** Rhonda Davis, President, called the meeting to order at 4:00 p.m.

**ROLL CALL:** Sue Moran, Administrator

**Directors Present:** Rhonda Davis, President  
Jim Lardner, Secretary  
Michael Sumner, Executive VP  
Trenten Moore, Director (arrived at 4:30)  
Richard Moore, Director

**Directors Absent:** None

**Administration Present:** Sue Moran, Administrator  
Ron Robbins, IT/Operations

**Guest(s):** None

**Audience:** None

**AGENDA:**

Ms. Davis asked if there were any changes to the agenda.

Ms. Moran asked for the following Agenda changes:

New Business: Insurance Refund – Increased Deductible  
Comcast Renewal – Credit Card / Direct Debit  
OnPay – FUTA Tax

There being no other changes to the agenda,

**Motion: Motion by Mr. Lardner, seconded by Mr. Moore to approve the Agenda of March 27, 2024, as amended. No further discussion. Unanimously approved. Motion carried.**

**ACTION ITEMS:**

**Board of Directors Meeting Minutes:** Ms. Davis asked if there were any changes or corrections to the content or to the substance of the February 28, 2024, minutes. There being none:

**Motion: Motion by Dr. Moore, seconded by Mr. Sumner to approve the Board meeting minutes of February 28, 2024, as presented. No further discussion. Unanimously approved. Motion carried.**

**2024 Budget:** The Board reviewed the amended 2024 Budget which incorporated the recommendations by the Board at the February 28, 2024, Board meeting. There being no further discussion.

**Motion: Motion by Mr. Sumer, seconded by Dr. Moore to approve the 2024 Budget as presented. No further discussion. Unanimously approved. Motion carried.**

**Selection of Accountant and Assignment of Tasks:** The Board reviewed the resume and contract material provided by Brandie Drummond, a forensic accountant. The Board recommended to contract with Ms. Drummond to provide the following accounting services:

- Assist in the purchase of QuickBooks Online Program.
- Set up of accounting program software.
  - budget
  - payable functions
  - accounts
  - include / train staff in setup and operation.
  - set up review option for up to 5 – Board President, Treasurer, Auditor, Administrator, Accountant
  - upload financial history for 2022, 2023, 2024 from Quicken 2005 program if possible. If NOT possible just create the program beginning 2024.
- Create recurring reports on a monthly, quarterly, and yearly basis such as:
  - P & L
  - Revenue
  - Expenditures
- Review account transactions to ensure correct assignment according to the financial information in the QuickBooks Online software on a quarterly basis.
- Create quarterly and annual reports as needed by the Board of Directors.
- Assist with audits/reviews as requested.
- As the needs of Tierra Grande become defined, the responsibilities of this contract may be amended from time to time.

The Board will review and discuss Ms. Drummond's proposal at the April 24, 2024, Board meeting.

**Cost of Improving One (1) Mile of Mallette Dr.:** The Board reviewed the quotes obtained by the Valencia County Road Department for the cost of base course and the cost of the Perma-zyme product to improve the first mile of Mallette Dr. The estimated cost is around \$52,000. A question arose regarding the warranty for this product. Mr. Robbins agreed to find out the answer to that question. Ms. Moran will check the quotes provided by the road department to see if there might be some saving options. There being no further discussion.

**Motion: Motion by Mr. Lardner, seconded by Dr. Moore to approve the moving forward with the Mallette Dr. road improvement project as discussed. No further discussion. Unanimously approved. Motion carried.**

**Amend Offer Price for McKinley Property with Well.:** Ms. Moran shared that the Valencia County Board of County Commissioners approved vacating 10' of road easement along south side of the property TGIA is proposing to purchase from Marcland LLC. where the lot adjoins Military Highway at Diablo Dr. The County is requiring TGIA to obtain an amended survey which shows the new lot boundary and the vacated portion of Military Highway. The cost of the amended survey will be approximately \$1,300.

Ms. Moran went on to say that Tierra Grande has already paid for the original survey (\$1,200) as well as the cost to make sure that the well on the property is in working order (\$400). She asked if the Board recommended changing the offer price to split these costs. TGIA would pay all other closing costs and title insurance. After some discussion, the Board agreed that Ms. Moran ask Marc McKinley to share the cost of the surveys by either accepting a reduced asking price OR offsetting the cost at closing.

**Motion: Motion by Mr. Lardner, seconded by Mr. Sumner to approve offering a reduced price to purchase the Marcland lot with the well. No further discussion. Unanimously approved. Motion carried.**

**FINANCIAL REPORT(s)** – The Board reviewed various financial materials representing the period ending February 29, 2024.

There being no further discussion, Mr. Lardner recommended that the financial materials representing February 2024 be placed in the record for audit or review.

#### **OLD BUSINESS -**

**Open Space Sign Requirements:** Mr. Robbins shared the State of New Mexico's requirements for the posting of No Trespassing and other sign requirements. The Board reviewed a sample of two (2) proposed signs. Dr. Moore stated that the word "permitted" gave the impression that entrance was permitted. The signs will be updated to reflect that Permits are required for entry. It is anticipated that the signs will be posted at every gate and every legal easement into TGIA's Open Space. The cost of an individual sign is approximately \$15. There will be additional associated costs related to the posting of the signs, such as signposts, as necessary.

**Motion: Motion by Dr. Moore, seconded by Mr. Moore to approve the purchase and the posting of signs on various entrances into TGIA's Open Space. No further discussion. Unanimously approved. Motion carried.**

**Insurance:** Ms. Moran reported that the refund TGIA expected from increasing our insurance deductible to \$5,000 was offset by adding the recent purchase of open space land to the policy. In fact, TGIA will be billed an additional amount.

#### **NEW BUSINESS -**

**Comcast Phone/Internet Renewal:** Mr. Robbins shared that TGIA's contract with Comcast will be expiring shortly. He priced out the renewal rates with both Comcast and CenturyLink. CenturyLink does NOT have contacts. Comcast offers a two (2) year agreement. Both companies are similar in price.

If TGIA agrees to receive the Comcast statement electronically and to sign up for autopay using our credit card, there will be a \$10 credit applied to our account.

The Board approved entering into a two (2) year agreement with Comcast and allowing payment via our credit card.

**OnPay Payroll FUTA Tax:** Ms. Moran reported that our new payroll processing company, OnPay, took FUTA tax (Federal Unemployment) out of our payroll. She confirmed with Mr. Hobbes that TGIA is exempt from FUTA. Mr. Robbins submitted a refund request to OnPay for the FUTA charges. It is expected that a refund will be issued shortly. Otherwise, payroll has gone smoothly with the new company. OnPay customer service is excellent.

**EXECUTIVE SESSION:**

The Board convened into Executive Session at 5:20 p.m. to discuss a personnel issue.

The Board reconvened back into the regular Board meeting at 5:35 p.m.

No action was taken.

**OTHER ITEMS:**

- None

**ADJOURNMENT:** Ms. Davis adjourned the meeting at 5:40 p.m.

**Next TGIA Board Meeting:** The next meeting is scheduled for Wednesday, April 24, 2024, at 4:00 p.m.

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Signature

/sdm: Minutes03/27/2024

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Date Approved