

Tierra Grande Improvement Association, Inc.  
Via: Zoom & Telephonic  
Board of Directors  
February 26, 2025

**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, Treasurer  
Richard Moore, Secretary  
Alexa Roberts, Director

**Directors Absent:** Michael Sumner, Executive VP

**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.

There being no changes to the agenda,

**Motion: Motion by Dr. Moore, seconded by Ms. Roberts to approve the Agenda for February 26, 2025, as presented. No further discussion. Unanimously approved. Motion carried.**

**ACTION ITEMS:**

**Board of Directors Meeting Minutes – January 22, 2025**

Ms. Davis asked if there were any changes or corrections to the content or to the substance of the minutes. There being none:

**Motion: Motion by Mr. Lardner, seconded by Ms. Roberts to approve the Board meeting minutes of January 22, 2025, as presented. No further discussion. Unanimously approved. Motion carried.**

**Entrance Beautification Sign Costs -**

The Board reviewed the following estimates for the purchase and installation of entrance signs for each major entrance in Tierra Grande.

- The Sign Store – to create Tierra Grande signs for twelve (12) entrances: \$3,693.69
  - o Nikaela & Katherine Sainz, designers of the entrance signs, offered to donate \$1,000 toward the cost of the signs.
- A&R Gates and More – installation cost: \$4,231.82

Discussion followed. Individual street names will be ordered by TGIA to place the specific street name on to the signs. The signs will be placed horizontally on the poles at each entrance within the road easement because signs cannot protrude on to state property.

**Motion: Motion by Dr. Moore, seconded by Ms. Roberts to approve the purchase of street signs per the quote received from the Sign Store and to approve the estimate for installation of the entrance signs received from A&R Gates and More. No further discussion. Unanimously Approved. Motion carried.**

### **USPS Package Receptacles -**

Ms. Moran shared that if USPS package receptacles in Tierra Grande are full or a package will not fit into an available receptacle, the resident must go to the Belen Post Office to pick up their package. Some residents have found this inconvenient. USPS will NOT install additional package boxes. However, USPS will allow TGIA to purchase and install package boxes. Ms. Moran estimated that to purchase five (5) package boxes that conform to USPS standards the cost would be approximately \$14,000. On top of that there will be the cost of installation, which again, must meet USPS standards which is estimated to cost an additional \$3,000-\$5,000.

Discussion ensued. It was recommended that Ms. Moran send an email to the members / residents of TGIA, asking their opinion of the use of TGIA funds for the installation of additional USPS package receptacles.

**Motion: Motion by Dr. Moore seconded by Ms. Roberts to table the issue to purchase and install additional USPS package receptacles until the opinion of the members is received. No further discussion. Unanimously Approved to Table the Motion.**

### **Grant Requests -**

The Board reviewed grant requests from Joe & Irene Ramirez for road improvements from HWY 60 to their home on Pino Rd. This property/home is in Socorro County. Socorro County will NOT maintain any roads in the Socorro County portion of Tierra Grande.

The following decisions were made:

- Deny Grant application # 1.
- Approve Grant application # 2. To offset the cost to grade the road to 41 Pino Rd and to increase the grant reimbursement request to \$3,500.

**Motion: Motion by Mr. Lardner, seconded by Dr. Moore to deny Grant application # 1 and to approve Grant application # 2 in the amount of \$3,500. No further discussion. Unanimously Approved. Motion carried.**

## **FINANCIAL REPORT(s) –**

### **Financial Statements:**

The Financial Reports (Net Worth, Cash Flow, & Profit & Loss Statement, Budget, and check register for each account) for the periods ending January 31, 2025, were reviewed.

Mr. Lardner shared that he reviews these documents against the reconciled bank statements regularly. Nothing unusual to report.

The decision was made that the Financial Statements for the period ending January 31, 2025, be placed in the record for audit or review.

### **Status of Accounts:**

The Board reviewed the status of accounts as of February 19, 2025. No decisions / reinvestments / transfers were required this upcoming month.

### **2025 Proposed Budget:**

The Board reviewed a draft of the proposed budget for 2025. Discussion took place regarding Grants, correction to the total discretionary expense, and a few minor adjustments to budget lines.

The amended draft budget will be presented to the Board at the March meeting.

## **OLD BUSINESS -**

### **QuickBooks – Status Report:**

Ms. Moran shared that Paul Lucero and an associate from PnL Accounting visited the TGIA office. They set up the accounting program and began to input December 2024 year end balances. They will return to continue to develop and bring up to date the QuickBooks accounts. Training of staff should follow in March with the first quarter reports to be presented to the Board at the April 2025 Board meeting.

### **Tales N Trails Newsletter:**

Ms. Moran shared that she and Ron Robbins are up to the task of laying out the TGIA Tales N Trails newsletter beginning with the June edition. This should save TGIA almost \$4,000 over the remainder of 2025 and \$6,000 in 2026.

## NEW BUSINESS -

### Ballots / Voting by Email / End Business Return Mail:

Ms. Moran noted that there is no requirement in any of the TGIA governing documents nor the NM HOA Bill to mail ballots via Business Return Mail. This practice costs TGIA approximately \$1,000 per year between the cost of the permit (\$350) and the return itself (\$1.87/ballot). This year TGIA would like to give the members the option to vote by email. Recognizing that this change may take some time for the members to adjust to, the plan will be for 2025 to mail ballots with the June newsletter along with a return envelope. The June newsletter will encourage members to provide their email. Gathering emails will help with communication efforts.

The only requirement stated in TGIA's Amended By-Laws is related to the Notice of the Annual Meeting which is as follows:

- Article II, Section 2.06. Notice of Meetings. The secretary shall give notice of the time and place of meetings by mailing or hand delivering a notice thereof to each member at the member's last known address not less than ten (10) or more than fifty (50) days before the date of the meeting. **If mailed**, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at the member's last-known address with postage thereon shall be prepaid. If three (3) successive notices mailed to the last known address of any member are returned as undeliverable, no further notices of such member shall be necessary until another address for such member is made known to the corporation.

Notices regarding Board meeting dates are published in the January Tales N Trails newsletter and on TGIA's website. Notice regarding the Annual Meeting of the Members is published in the June edition of the Tales N Trails and is also posted in TGIA's website under "Member Meetings."

Regarding ballots, the NM HOA Act states the following:

- A. The association shall provide for votes to be cast in person, by absentee ballot or by proxy **and may provide for voting by some other form of delivery.**

The Board discussed this proposal to begin to offer members the option to vote by email and was in favor of proceeding.

### Report on Emailing Reminders of Past Due Accounts:

Mr. Robbins reviewed a spreadsheet with the Board reflecting the number of past due accounts in arrears for years one & two of which there were 512. Of those accounts, TGIA had email addresses for 391. In February Mr. Robbins then created emails for those accounts merging the TGIA billing program with the specific owner information. To date, over \$4,500 has been collected on fifty-four accounts / 73 lots. As a result, it is estimated that over \$200 in staff time and related costs was saved when the April late billing is mailed.

The Board shared that this was a great idea and congratulated Mr. Robbins on his efforts.

**Big Horn Sheep Grant:**

Mr. Robbins shared that Wendy Zens, a TGIA member, had informed him that a big horn sheep association is offering grants to organizations to improve the habitat of big horn sheep.

The Board thought that it was worth Mr. Robbins looking into the opportunity.

**Capital Fund Marketing Campaign:**

The Board reviewed materials from Capital Fund III, owners of approximately 847 lots in Tierra Grande. Capital Fund III is beginning to market building lots in Unit 3 of Tierra Grande. They have enlisted a local broker to implement a sales and marketing program.

**ADJOURNMENT -**

The meeting adjourned at 5:30 p.m.

**Next TGIA Board Meeting:**

The next meeting is scheduled for Wednesday, March 26, 2025, at 4:00 p.m.

---

Signature

/sdm: Minutes02/26/25

---

Date Approved