

Tierra Grande Improvement Association, Inc.
Via: Zoom & Telephonic
Board of Directors
August 27, 2025

CALL TO ORDER: Rhonda Davis, President, called the meeting to order at 4:05 p.m.

ROLL CALL: Sue Moran, Administrator

Director's Present: Rhonda Davis, President
Michael Sumner, Executive VP
Jim Lardner, Treasurer
Richard Moore, Secretary
Alexa Roberts, 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 requested that the following topics be added to New Business:

- Water Tanks
- Soil Compounding Road Product
- Arevon Easement Agreement – Conversation with Karla Poe
- NMB&T Transition to UMB Bank

Motion: Motion by Dr. Moore, seconded by Mr. Sumner to approve the Agenda for August 27, 2025, as Amended. No further discussion. Unanimously approved. Motion carried.

ACTION ITEMS:

Annual Meeting Minutes – July 19, 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 Dr. Moore, seconded by Mr. Lardner to approve the Annual meeting minutes of July 19, 2025, as presented. No further discussion. Unanimously approved. Motion carried.

Board of Directors Meeting Minutes – July 23, 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 Dr. Moore, seconded by Mr. Sumner to approve the Board meeting minutes of July 23, 2025, as presented. No further discussion. Unanimously approved. Motion carried.

Appointment to Ballot Committee –

Ms. Moran reported that Carol Claus has declined to serve on the Ballot Committee. James Thomas, resident of Tierra Grande, has agreed to serve.

Motion: Motion by Mr. Sumner, seconded by Dr. Moore to appoint James Thomas to the Ballot Committee as presented. No further discussion. Unanimously Approved. Motion carried.

5 Year 364 Write Off of Past Due Assessments –

Mr. Robbins presented a spreadsheet reflecting the 2025 write-off amount for assessments and interest in arrears over five (5) years and 364 days. The amount at the time the report was created came to \$10,247.58 representing 193 lots: up from 177 lots in 2024. This write-off is required by NM legislation.

Motion: Motion by Mr. Sumner, seconded by Dr. Moore to approve the write off for 2025 the amount for assessments and interest in arrears over five (5) years and 364 days (approximately \$10,248) as presented. 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 period ending July 31, 2025, were reviewed.

Ms. Moran noted that these will be the last reports created from the Quicken 2005 program. The new QuickBooks program is being used as of August 1, 2025.

Mr. Lardner commented that he compared the reports created by Quicken to the reports created by QuickBooks for this period. The reports matched.

Mr. Sumner recommended that the Financial Statements for the period ending July 31, 2025, be placed in the record for audit or review.

Status of Accounts:

The Board reviewed the status of TGIA holdings in various accounts at various banks. The T-Bills are set to automatically renew at various times depending on the length of the investment. A CD with United Business Bank (UBB) will be maturing in early November 2025. The Board asked Ms. Moran to find out the cost of the Positive Pay and Scan-A-Check programs currently offered by UBB to TGIA free of charge.

Status of Liens:

The Board reviewed a spreadsheet of Liens against twenty-eight owners (holders of forty-four lots) for which property taxes have been paid but TGIA assessments are past due. There are two (2) ACC Liens included in the spreadsheet.

OLD BUSINESS -

Member Survey / 5 Year Plan / Tasks / Office Procedure Manual:

2023 Member Survey – The Board reviewed an updated report for the Member’s Survey of July 2023. Some items have been completed while others were not deemed feasible. There is one item still in progress and that is #1. Creating water supplies (tanks) at strategic areas in TG for use by the fire and road departments. Staff are actively working on this. The hold up is the “free” well to be drilled by SunZia. There has been little progress made in this respect. TGIA may have to re-think how best to achieve this recommendation from the members.

Five (5) Year Plan – 7/22-6/27 – Most of the items within the Plan have been achieved. A few have been identified as not necessary, yet others are noted as not achievable, still some will always be ongoing.

The reports above will be uploaded to the TG website to share with the Members.

2025 Tasks – This list of tasks is used in-house by the Administrator and IT/Operations staff for supervision, training and tracking of day-to-day tasks.

Office Manual & Procedures – Ms. Moran shared a copy of the Office and Procedures Manual.

NEW BUSINESS

Water Tanks – Mr. Robbins shared that the cost of the water tanks and equipment proposed for installation in Tierra Grande have risen significantly – over \$5,000 per tank. The hold-up continues to be the well to be drilled by SunZia. Discussion ensued. Should TG approach SunZia for the funds and hire to have the well drilled? Should TG purchase both tanks and place them on each lot even though the well has not been drilled? Recommendation was to gather more information. Approach SunZia to inquire about paying TGIA directly for the cost of a well. Schedule meetings with Public Works and the City of Rio Communities Fire Department. Bring back the information to share with the Board.

Soil Compaction Product – Mr. Robbins discussed that even though the Permazyme product installed on Mallette Drive two (2) years ago has not totally performed as hoped it still has had a positive impact on the stabilization of the road base. Recently Mr. Robbins received information about a different soil compaction product which is purported to perform similarly to Permazyme. The product cost is significantly less. He was wondering if the Board would be willing to fund another road improvement project using this new product for Manzanita Dr. Manzanita Dr. is impacted the most by heavy rain. The road becomes a mud bog of flooding water.

Mr. Robbins will be scheduling a meeting with Valencia County Public Works to inquire if they would be interested in collaborating with TGIA to improve Manzanita Dr.

Dr. Moore asked that the manufacturer provide some references from which TGIA could obtain feedback.

Discussion about the budgeted funds remaining to cover such a project. Ms. Moran shared that between two (2) budget lines and agreements with Public Works, there should be approximately \$40,000 remaining for road improvements in the 2025 budget.

Arevon Easement Agreement – Conversation with Karla Poe – Ms. Moran reviewed the status of the Easement Agreement requested by Arevon Energy to cross a section of TGIA’s Abo Arroyo (west side along HWY 47). Ms. Poe shared with Ms. Moran that the easement agreement was poorly written and most assuredly TGIA’s legal fees will exceed the \$7,000 reimbursement ceiling imposed by Arevon. Ms. Moran asked Ms. Poe to speak with Arevon representatives directly. That Ms. Poe prepare a list of the most important bullet points that Arevon must agree to for the easement agreement to move forward. If in her discussion with Arevon she finds that they are not willing to work with TGIA, the recommendation will be for TGIA not to sign the agreement.

Ms. Moran will forward a copy of the bullet points to the Board once she receives them.

NMB&T Transition to UMB Bank – The Board discussed the transition of New Mexico Bank and Trust to UMB Bank this October. As part of the transition TG’s Visa credit card will be closed in early October requiring that TGIA redeem its rewards no later than October 6th. A new credit card will be issued and ready for use in mid-October. TGIA will have to notify vendors currently paid by credit card of this change.

ADJOURNMENT -

The meeting adjourned at 5:40 p.m.

Next TGIA Board Meeting:

The next meeting is scheduled for Wednesday, September 24, 2025, at 4:00 p.m.

Signature

/sdm: Minutes08/27/25

Date Approved