



TdZ Board of Directors: Libby Manabat, President
Colin Rowe, Secretary
Jan Ferrell, Member

Andrew Kirkpatrick, Vice-President
Athena Ortiz, Treasurer
David Steed, Member
Diane Yokom, Member

January 7, 2022

Dear Tierra de Zia HOA Homeowner:

You are cordially invited to attend the 2022 Annual Meeting of the Tierra de Zia Homeowners Association on Saturday, February 5th. The business meeting begins at 10:00 a.m. An invitation will be sent to you by email.

You will find included in this packet of information for the meeting:

1. Cover letter
2. Agenda
3. Proxy Form for those who cannot attend
4. Ballot for the Board of Directors
5. Nominating Form

The following documents will be posted on the website:

6. 2021 Financial Statement and 2022 Budget
7. Minutes of the Annual Meeting, February 6, 2021

Please read through the packet in preparation for the Annual Meeting and have your packet handy for the meeting.

Most important, please put this date on your calendar and plan to attend this important meeting. Your participation is invaluable to our community and we urge all homeowners to attend. The Association cannot do business without your participation!

If you wish to cast your ballot and vote for the Board of Directors by mail, you may simply fill in the ballot and mail it back to us as usual. It must arrive in our office (Building G) or WestGate's office 508 W Cordova Rd, Santa Fe 87505 by February 1, 2021 in order to be counted. Electronically signed documents may be sent to michael@westgatepm.com by Feb 1 also.

You may also choose to designate another homeowner or board member to cast your ballot for you at the meeting by completing the proxy form and returning it to the office by the due date.

The person you designate as proxy MUST be physically present at the meeting. You are responsible for letting your designee know that they will be casting a vote for you.

Please note, the 2022 budget and reports will be uploaded to the members only secured area of our website: www.tierradezia.com. We upload our bylaws, emergency procedures and other important general information to this site. Please send an email to the office if you need the password and keep it handy. If you do not have internet access or need these documents in hard copy for any reason, please call the office no later than 10 days prior to the meeting.

We hope that you will be able to attend the meeting and give us your valued feedback.

Sincerely,

TdZ Board of Directors

p.s. – Notice to homeowners who are more than two (2) months past due on regular HOA dues, fines & fees: Per the bylaws, 4.1(k) the Association may suspend voting rights for members not in good standing. Your account must be paid in full in order to regain member in good standing status. Thank you.

Topic: TDZ Annual Meeting

Time: Feb 5, 2022 10:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85296476547?pwd=M0xIKzVld0lxL1JWckhWUnJLTUhzQT09>

Meeting ID: 852 9647 6547

Passcode: 007837

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Meeting ID: 852 9647 6547

Passcode: 007837

Find your local number: <https://us02web.zoom.us/j/85296476547?pwd=M0xIKzVld0lxL1JWckhWUnJLTUhzQT09>

Tierra de Zia Master Condominium Association
2022 Annual Meeting
February 5, 2022
AGENDA

- I. Call to order, President**
- II. Roll Call and determination of quorum, Secretary**
- III. Proof of notice of meeting**
- IV. Reading of minutes of preceding meeting, Secretary.**
- V. President's Report**
- VI. Treasurer's Report**
- VII. Review of the 2022 Budget**
- VIII. Election of the Board of Directors**
- IX. Break**
- X. Manager's Report**
- XI. Homeowner Input**

2021 YTD Actual & Projected; 2022 Budget							
Accrual Accounting		Units	147			Draft:	12/1/2021
		Average Assessment		185.33		179.99	(5.34)
	REFERENCE LABELS:	A	B	C	D	E	
		2021 Actuals	2021 Projected	2021	2022	2021-2022	
		1/21 - 10/31	1/21 - 12/21	Budget	Budget	Budget Variance	Notes
<u>Operating Income</u>							
Assessments (Jan & Feb)						54,487	
Assessments (March to December)		245,497	326,497	326,920		263,330	I-1
Reserve Assessment (March to December)						54,167	
Special Assessment		(120)	(120)				
Interest - Enterprise Bank		10	10				
Interest - NSB Operating							
						-	
Total Income		245,387	326,387	326,920		371,983	45,063
<u>Reimbursements</u>							
Assessment Interest		467	467	-		500	
Special Assessment Interest				-			
Late Fees		(19)	250	1,000		1,000	
Laundry Income		5,562	6,674	12,000		2,500	
Lien/Collection Fees		415	415	2,700		5,000	
NSF Fees		(45)	(45)	-			
HOA Transfer Fee		950	950	1,000		1,000	
Orientation Fees		200	400	-		400	
Gate Remotes		40	40	200		50	
Parking Permits		760	760	1,200		760	
Community Room Rental Income				100		-	
Violation Fines		275	350	1,000		500	
Other Income		960	960	17,000		1,000	
Total Reimbursements		9,565	11,221	36,200		12,710	(23,490)
Total Income		254,952	337,608	363,120		384,693	21,573
<u>Administrative</u>							
Accounting Tax Prepr		413	413	6,000		3,500	(2,500) 1
Bank Charges		152	152	300		-	(300) 2
Bad Debt Expense		10,840	10,840	-		5,000	5,000 3
Dues and Subscriptions		245	245	600		80	(520) 4
Insurance		24,571	29,892	29,000		31,836	2,836 5
Legal Fees		1,264	1,517	3,000		3,000	- 6
Legal : Review Governing Docs						2,000	
License/Permits		-	-	100		-	(100) 8
Lien/Collection Costs		1,375	1,375	200		1,500	1,300 9
Management: Community Mgmnt		26,581	32,653	5,648		36,435	30,787 10
Management: On Site Admin		22,466	33,466	35,000		29,700	(5,300) 11
Owner Meetings		290	300	1,500		300	(1,200) 12
Office Supplies		2,178	2,178	600		800	200 13
Office Supplies - Computer Software		16	16	100		-	(100) 14
Postage & Printing		680	880	600		900	300 15
Reserve Study (Moved to Reserves)						-	
Staff Gifts Operational		75	75	1,500		1,000	(500) 17
Website		125	125	100		125	25 18
Total Administrative		91,272	114,128	84,248		116,176	31,928
<u>Common Area</u>							
Clubhouse Supplies		-		800		500	(300) 19
Gate Maintenance		-	600	-		1,000	1,000 20
Maint: Gate Programming		520	700	300		-	(300) 21
Maint: Gate Transmitters		-	-	300		300	- 22
Janitorial Cleaning Supplies		48	60	300		500	200 23
Landscape Maintenance		5,578	5,578	-		20,000	20,000 24
Landscape - Other		-	1,000	-		3,000	3,000 25

REFERENCE LABELS:		A	B	C	D	E	
		2021 Actuals 1/21 - 10/31	2021 Projected 1/21 - 12/21	2021 Budget	2022 Budget	2021-2022 Budget Variance	Notes
Locksmith		1,167	2,000	1,000	1,000	-	26
Pest Control		515	2,590	1,000	3,000	2,000	27
Pool Maintenance & Repairs		11,974	12,474	4,500	8,500	4,000	28
Pool Supplies		2,905	2,905	400	400	-	29
Repairs and Maintenance		76,148	91,378	86,860	70,000	(16,860)	30
	Maintenance done mostly by Charo: Stucco, pond, painting, trim, wood sealing, minor landscaping, garbage, minor gate maint, swamp cooler startup/shutdown, roofing						
Maint: Electric		-	-	5,000	1,000	(4,000)	31
Maint: (2021 Bridge & Maint Services)				1,900			32
Maint: Chimneys		11,821	16,000	16,000		(16,000)	33
Maint: Fence/Railroad Ties		-	-	2,000	-	(2,000)	34
Maint: Laundry Equipment		777	777	3,000	-	(3,000)	35
Maint: Lighting		7,348	7,348	500	500	-	36
Maint: Painting		772	772	1,000	500	(500)	37
Maint: Plumbing (Includes Bldg J Projected Repairs)		2,500	3,500	3,000	7,500	4,500	38
Maint: Pond		2,521	2,521	1,500	500	(1,000)	39
Maint: Roofs		-	-	-	1,000	1,000	40
Maint: Security Gate/System / Cameras		2,835	2,096	5,000	13,920	8,920	41
Security Patrol		8,241	10,844	9,600	8,000		42
Maint: Signage		-	-	1,000	500	(500)	43
Maint: Swamp Coolers		3,091	3,090	10,000	3,500	(6,500)	44
Maint: (2021 Tree Removal & Water Feature Maint)				1,000			45
Maint: Supplies		1,209	2,000	12,000	8,000	(4,000)	46
Snow Plow, Shoveling		-	500	1,000	1,000	-	47
Total Common Area		139,970	168,733	168,960	154,120	(14,840)	
Utilities							
Electricity		8,265	9,918	10,000	10,000	-	48
Gas		6,620	7,944	5,500	8,000	2,500	
Telephone (Centurylink)		2,930	3,515	2,100	3,500	1,400	
Telephone- Gates		1,107	1,328	2,400	1,300	(1,100)	
Trash/Sanitation		11,676	14,011	14,500	14,000	(500)	
Water /Sewer		7,403	8,884	3,250	8,900	5,650	
Utilities		38,001	45,601	37,750	45,700	7,950	
Total Op Expenses		269,242	328,462	290,958	315,996	52,576	
				359,458			
Net Income:		(14,291)	9,147	72,162	68,697	(31,003)	
		2021 Actuals 1/21 - 10/31	2021 Projected 1/21 - 12/21	2021 Budget	2022 Budget	2020-2021 Budget Variance	
Capital Reserve Income							
Transfer from Operating		57,083	68,499	68,500	68,500	-	29 TDZ Budget
Special Assessment - Reserve		-	-	-	-	-	
Interest - NSB Reserves		304	404	1,800	500		
Total Capital Reserve Income		57,387	68,903	70,300	69,000	(1,300)	
Capital Reserve Expenses							
GROUNDNS							
Landscaping /Irrigation		-	-	-	4,600		R1
Concrete slab at Pond				-	2,400		R2
Fence and Rail Road Ties					2,000		R3
Asphalt (Phase 1)					60,000		R4
Misc							
Signage				-			
Mailboxes				-	20,000		R5
X				-			
X				-			
Buildings							

REFERENCE LABELS:		A	B	C	D	E	
		2021 Actuals	2021 Projected	2021	2022	2021-2022	
		1/21 - 10/31	1/21 - 12/21	Budget	Budget	Budget Variance	Notes
Fence Replacements		228	228	-			
Roofs							
Painting		25,618	25,618	-	-		
Stucco		-		-	-		
POOL AREA							
X							
X							
OTHER CAPITAL EXP							
Other Capital Reserve Expenses		-		-			
Reserve Study		-		-	2,500	2,500	
Total Capital Reserve Expense		25,846	25,846	-	91,500		
Net Cash Flow (Net Surplus or Deficit)		31,541	43,057	70,300	(22,500)		
Bank Account Balances							
Enterprise Bank - Op		\$ 15,916	\$ 15,916		\$ -		
NSB - Operating		\$ 1,493	\$ 24,930		\$ 41,043		
NSB - Reserves		\$ 279,811	\$ 291,327		\$ 268,827		
TOTAL CASH BALANCE		\$ 297,220	\$ 332,173		309,870		
NOTES: OPERATING INCOME & EXPENSE NOTES							
I-1	Budget calls for increase in assessments because of an increase in operating expenses and the need to increase reserve funding. Assessments are divided into Operating & Reserves. The 2016 Reserve study recommends that \$603,952 be on account for fully funded reserves.						
	TDZ currently has \$279,811 of which approximately \$135,000 is allocated to asphalt rehabilitation.						
	Assessments remain as they are for Jan & Feb and increase in March, 2022.						
1	Covers cost of tax return and audit planned for the 2021 financial reports.						
2	No bank charges expected in 2022.						
3	Lower bad debt expense anticipated resulting from more persistent collections efforts.						
4	Reduction in expense expected.						
5	Insurance costs have been rising. Total is based on actual quote for the 10/28/2021 to 10/28/2022						
6	Additional legal fees expense expected for collections and to develop Maintenance Responsibility Chart						
7	Additional legal fees expense expected for review and possibly amending of governing documents to reflect common practice and community preferences with respect to certain maintenance matters.						
8	Licenses and permits for City of Santa Fe Business license and other						
9	Expected to pay for fees associated with liens and other strategies to collect unpaid assessments. Most of these costs are reimbursable if collected from non paying member.						
10	Covers cost of full service professional management together with any potential overtime resulting from project management.						
11	Part time office support. Hours and times could be adjusted in 2022 but will result in reduction in on site services.						
12	Less expected to spend on annual and other meetings.						
13	Office supplies. Postage and copies handled by WestGate are posted to a different account. This is only for supplies needed at the site office.						
14	Line item retired. Expenses may be posted to other line items.						
15	Postage and printing costs generally reimbursed for out of pocket expenses incurred by WestGate						
16	Reserve Study is outdated. New study recommended for 2022. It's generally recommended to update the study approximately every 5 years.						
	Previous study was done in 2016.						
17	Self explanatory						
18	Association website provided and managed by TDZ						
19	Non-office supplies associated with clubhouse and amenities						
20	Self explanatory						
21	Line item retired. Programming is managed as part of the WestGate contract except for out of pocket or 3rd party expenses						
22	Transmitter costs are generally reimbursed by homeowners						
23	Self explanatory						
24	Landscape Contract is planned for 2022 to handle the landscaping maintenance.						
25	Other Landscaping expenses may include tree pruning and other operation expenses associated with the grounds						
26	As needed						
27	Pest control contract or as needed						
28	2021 was over budget resulting from significant work after the pool had been closed for an extended period. Additionally, an outside CPO was required at a fairly high rate. 2022: A combination of outside CPO and staff training for day to day chemistry is planned.						
29	Pool supplies purchased in 2021. Nominal amount to purchase additional supplies as needed.						
30	See note associated with line item.						
31	Electrical contractor work as needed						
32	Included with Repairs and Maintenance, note 30						
33	Chimney inspections and repairs are homeowner expense under the documents. This may change as part of the governing document review.						
34	Included with Repairs and Maintenance, note 30						

TDZ Dues Calculations Per Unit

		2021			2022			
		Assmnt	Cap Reserve		Assmnt Jan - Feb	Assmnt Mar - Dec	Cap Resere Mar - Dec	
		326,920	-		54,487	315,996	65,000	Total
		Monthly	Monthly	TOTAL	Monthly	Monthly	Monthly	Difference
A-1	0.548842%	150	-	150	150	145	30	25
A-2	0.548842%	150	-	150	150	145	30	25
A-3	0.548842%	150	-	150	150	145	30	25
A-4	0.548842%	150	-	150	150	145	30	25
A-5	0.548842%	150	-	150	150	145	30	25
A-6	0.548842%	150	-	150	150	145	30	25
A-7	0.548842%	150	-	150	150	145	30	25
A-8	0.548842%	150	-	150	150	145	30	25
B-1	0.548842%	150	-	150	150	145	30	25
B-2	0.548842%	150	-	150	150	145	30	25
B-3	0.548842%	150	-	150	150	145	30	25
B-4	0.548842%	150	-	150	150	145	30	25
B-5	0.548842%	150	-	150	150	145	30	25
B-6	0.548842%	150	-	150	150	145	30	25
B-7	0.548842%	150	-	150	150	145	30	25
B-8	0.548842%	150	-	150	150	145	30	25
B-9	0.548842%	150	-	150	150	145	30	25
B-10	0.548842%	150	-	150	150	145	30	25
B-11	0.548842%	150	-	150	150	145	30	25
B-12	0.548842%	150	-	150	150	145	30	25
B-13	0.548842%	150	-	150	150	145	30	25
B-14	0.548842%	150	-	150	150	145	30	25
B-15	0.548842%	150	-	150	150	145	30	25
B-16	0.548842%	150	-	150	150	145	30	25
C-1	0.792641%	216	-	216	216	209	43	36
C-2	0.792641%	216	-	216	216	209	43	36
C-3	0.792641%	216	-	216	216	209	43	36
C-4	0.792641%	216	-	216	216	209	43	36
C-5	0.792641%	216	-	216	216	209	43	36
C-6	0.792641%	216	-	216	216	209	43	36
C-7	0.792641%	216	-	216	216	209	43	36
C-8	0.792641%	216	-	216	216	209	43	36
D-1	0.548842%	150	-	150	150	145	30	25
D-2	0.548842%	150	-	150	150	145	30	25
D-3	0.548842%	150	-	150	150	145	30	25
D-4	0.548842%	150	-	150	150	145	30	25
D-5	0.548842%	150	-	150	150	145	30	25
D-6	0.548842%	150	-	150	150	145	30	25
D-7	0.548842%	150	-	150	150	145	30	25
D-8	0.548842%	150	-	150	150	145	30	25
E-1	0.792641%	216	-	216	216	209	43	36
E-2	0.792641%	216	-	216	216	209	43	36
E-3	0.792641%	216	-	216	216	209	43	36
E-4	0.792641%	216	-	216	216	209	43	36
E-5	0.792641%	216	-	216	216	209	43	36

E-6	0.792641%	216	-	216	216	209	43	36
E-7	0.792641%	216	-	216	216	209	43	36
E-8	0.792641%	216	-	216	216	209	43	36
F-1	0.548842%	150	-	150	150	145	30	25
F-2	0.548842%	150	-	150	150	145	30	25
F-3	0.548842%	150	-	150	150	145	30	25
F-4	0.548842%	150	-	150	150	145	30	25
F-5	0.548842%	150	-	150	150	145	30	25
F-6	0.548842%	150	-	150	150	145	30	25
F-7	0.548842%	150	-	150	150	145	30	25
F-8	0.548842%	150	-	150	150	145	30	25
F-9	0.548842%	150	-	150	150	145	30	25
F-10	0.548842%	150	-	150	150	145	30	25
F-11	0.548842%	150	-	150	150	145	30	25
F-12	0.548842%	150	-	150	150	145	30	25
F-13	0.548842%	150	-	150	150	145	30	25
F-14	0.548842%	150	-	150	150	145	30	25
F-15	0.548842%	150	-	150	150	145	30	25
F-16	0.548842%	150	-	150	150	145	30	25
H-1	0.548842%	150	-	150	150	145	30	25
H-2	0.548842%	150	-	150	150	145	30	25
H-3	0.548842%	150	-	150	150	145	30	25
H-4	0.548842%	150	-	150	150	145	30	25
H-5	0.548842%	150	-	150	150	145	30	25
H-6	0.548842%	150	-	150	150	145	30	25
H-7	0.548842%	150	-	150	150	145	30	25
H-8	0.548842%	150	-	150	150	145	30	25
H-9	0.548842%	150	-	150	150	145	30	25
H-10	0.548842%	150	-	150	150	145	30	25
H-11	0.548842%	150	-	150	150	145	30	25
H-12	0.548842%	150	-	150	150	145	30	25
H-13	0.548842%	150	-	150	150	145	30	25
H-14	0.548842%	150	-	150	150	145	30	25
H-15	0.548842%	150	-	150	150	145	30	25
H-16	0.548842%	150	-	150	150	145	30	25
I-1	0.548842%	150	-	150	150	145	30	25
I-10	0.548842%	150	-	150	150	145	30	25
I-11	0.548842%	150	-	150	150	145	30	25
I-12	0.548842%	150	-	150	150	145	30	25
I-13	0.548842%	150	-	150	150	145	30	25
I-14	0.548842%	150	-	150	150	145	30	25
I-15	0.548842%	150	-	150	150	145	30	25
I-16	0.548842%	150	-	150	150	145	30	25
I-2	0.548842%	150	-	150	150	145	30	25
I-3	0.548842%	150	-	150	150	145	30	25
I-4	0.548842%	150	-	150	150	145	30	25
I-5	0.548842%	150	-	150	150	145	30	25
I-6	0.548842%	150	-	150	150	145	30	25
I-7	0.548842%	150	-	150	150	145	30	25
I-8	0.548842%	150	-	150	150	145	30	25
I-9	0.548842%	150	-	150	150	145	30	25
J-1	0.548842%	150	-	150	150	145	30	25
J-2	0.548842%	150	-	150	150	145	30	25
J-3	0.548842%	150	-	150	150	145	30	25
J-4	0.548842%	150	-	150	150	145	30	25

J-5	0.548842%	150	-	150	150	145	30	25
J-6	0.548842%	150	-	150	150	145	30	25
J-7	0.548842%	150	-	150	150	145	30	25
J-8	0.548842%	150	-	150	150	145	30	25
K-1	0.548842%	150	-	150	150	145	30	25
K-2	0.548842%	150	-	150	150	145	30	25
K-3	0.548842%	150	-	150	150	145	30	25
K-4	0.548842%	150	-	150	150	145	30	25
K-5	0.548842%	150	-	150	150	145	30	25
K-6	0.548842%	150	-	150	150	145	30	25
K-7	0.548842%	150	-	150	150	145	30	25
K-8	0.548842%	150	-	150	150	145	30	25
L-1	0.548842%	150	-	150	150	145	30	25
L-2	0.548842%	150	-	150	150	145	30	25
L-3	0.548842%	150	-	150	150	145	30	25
L-4	0.548842%	150	-	150	150	145	30	25
L-5	0.548842%	150	-	150	150	145	30	25
L-6	0.548842%	150	-	150	150	145	30	25
L-7	0.548842%	150	-	150	150	145	30	25
L-8	0.548842%	150	-	150	150	145	30	25
L-9	0.548842%	150	-	150	150	145	30	25
L-10	0.548842%	150	-	150	150	145	30	25
L-11	0.548842%	150	-	150	150	145	30	25
L-12	0.548842%	150	-	150	150	145	30	25
L-13	0.548842%	150	-	150	150	145	30	25
L-14	0.548842%	150	-	150	150	145	30	25
L-15	0.548842%	150	-	150	150	145	30	25
L-16	0.548842%	150	-	150	150	145	30	25
M	0.792641%	216	-	216	216	209	43	36
N-1	0.792641%	216	-	216	216	209	43	36
N-2	0.792641%	216	-	216	216	209	43	36
O-1	0.792641%	216	-	216	216	209	43	36
O-2	0.792641%	216	-	216	216	209	43	36
P-1	0.792641%	216	-	216	216	209	43	36
P-2	0.792641%	216	-	216	216	209	43	36
Q-1	0.792641%	216	-	216	216	209	43	36
Q-2	0.792641%	216	-	216	216	209	43	36
R-1	1.142440%	311	-	311	311	301	62	51
R-2	1.142440%	311	-	311	311	301	62	51
S-1	2.14828%	585	-	585	585	566	116	97
S-2	2.15362%	587	-	587	587	567	117	97
T-1	2.14695%	585	-	585	585	565	116	97
T-2	2.14695%	585	-	585	585	565	116	97
U-1	1.38283%	377	-	377	377	364	75	62
U-2	2.14828%	585	-	585	585	566	116	97
V-1	2.15362%	587	-	587	587	567	117	97
V-2	2.14828%	585	-	585	585	566	116	97
Monthly	1	27,243	-	27,243	27,243	26,333	5,417	4,506
Annual		326,920	-	326,920	-	-	65,000	65,000

Tierra de Zia Annual Homeowner's Meeting

This form must be received by February 1, 2022 by mail or in person to WestGate Offices 508 W Cordova Rd, Santa Fe, NM 87505 or to the TDZ Office, Bldg G. Electronically signed Ballots are accepted at michael@westgatepm.com

VOTER INFORMATION:

Homeowner Name: _____

Unit Number(s) owned: _____

Name of Proxy (if any): _____

Homeowner Signature: _____

-----**FOLD HERE**-----

BOARD OF DIRECTORS ELECTION BALLOT

To be eligible for the Board, a candidate must be a member in good standing of the HOA. The Board of Directors consists of seven members. Do not vote for more than seven (7) people.

1. Libby Manabat _____
(Current Board President)

2. Jan Ferrell _____
(Current Board Member)

3. Colin Rowe _____
(Current Board Member)

4. Athena Ortiz _____
(Current Board Member)

5. David Steed _____
(Current Board Member)

6. Diane Yokom _____
(Current Board Member)

Write-In: _____

Write-In: _____

Write-In: _____

Write-In: _____

**Proxy
Annual Meeting
Tierra de Zia Master Condominium Association
February 5, 2022**

This is to certify that I/We _____ (enter both your name and Trust name if different) am/are the Owner(s) of Record for the unit(s) _____ (address)

I/We are unable to attend the meeting and hereby assign our proxy to the President of Tierra de Zia Master Condominium Association, with full power of substitution, or to Mr./Ms. _____ to vote on my/our behalf on all matters presented for a vote at the subject meeting, and only at this meeting.

Note: Proxy forms must be properly completed to be deemed valid. Per State law (7-127-204(3)), the HOA is entitled to reject a proxy appointment if the secretary or other officer or agent authorized to tabulate votes, acting in good faith, has reasonable basis for doubt about the validity of the signature on it or about the signatory's authority to sign for the member. This proxy may be withdrawn at any time before the meeting is adjourned.

- Please ensure printed names (above) are legible.
- If the unit has multiple current owners in County records, include all owners' names (above) and signatures. If this is not possible (e.g. each of multiple owners wishes to complete their own proxy form, or one/some of the multiple owners will attend in-person), the proxy form may be treated as applying only to one of the owners, and not to the entire voting rights of the Lot.
- If the Unit is owned by an entity other than a person's name (e.g. Trust), please include above the names of people authorized to represent that entity.

Date: _____

Signatures (required to be valid):

Owner: _____

***It is very important that you return the above proxy to the TdZ Office or WestGate Properties no later than 12:00 noon on 2/4/2022.**

Tierra de Zia

Board Of Directors Candidates

Diane Yokom has been a resident at Tierra de Zia since 2017, and also has rental property here at the complex. She joined the board in the fall of 2021 with the goal of focusing on landscape issues and other important operational concerns.

Her background is in design and project management of commercial and residential properties and landscape design in New Mexico, California and Mexico.

A former California Master Gardener, and a current Santa Fe Botanical Garden volunteer, Diane hopes to work to preserve the beauty of Tierra de Zia, and champion improvements here to upgrade our unique environment.

Jan Ferrell - We have been owners at TdZ for 4 years. We love it here, and we especially love living in Santa Fe. We have vacationed in Santa Fe for over 25 years and are proud to finally call it our home.

I have served as an HOA Board Member at TdZ for the last year. I faithfully attended over 14 meetings in the previous 11 months, including monthly HOA Meetings, Budget Meetings and additional meetings called mid-month. I was instrumental to help push through home-owner requests and complaints, (i.e. purchase of new fountain head for the Upper Pond, insuring that contaminating pond muck was properly disposed of, and voting that repairs were expedited.)

My goal for this next year is to help expedite voting and passing of critical business (new and improved security, for instance) As well as, condensing and correctly conflicting and outdated information in our Managing Documents (Declarations, Articles of Incorporations, Bylaws, Procedures, Rules and Regulations.) As always, I work towards transparency in governing.

My professional background includes Interior Designer, Professional Sales and owning several small businesses. I also served as a board member on the prestigious Art in Public Places Commission in Colorado , and worked with the international volunteer organization called JustServe.Org.

Please vote me in to continue to serve on our Tierra de Zia community HOA Board.



Hello, my name is Libby Manabat. I joined the Tierra de Zia Board in 2019. Following the resignation of our property manager and the stepping down of the then President of the Board of Directors, I was elected by the Board as president. I stepped into the role at the start of the pandemic in 2020 to help with major transitions with staffing and management of TdZ.

Within a very short time, I diligently worked with other board members to address head-on the many issues that faced the HOA. We also had to reintroduce and enforced the newly adopted Policies & Procedures. While all a daunting task, we made significant headway toward professionalizing the important work of our HOA. As a reminder to everyone, I've put the spotlight on the underfunded Reserve Fund and the importance of building this to avoid future special assessments, the unbalanced ratio of residents (owners vs renters), just to name a few.

Like you, I care deeply about our TdZ community. I have enjoyed living here these past three years with my little dog, Bailey. If I am re-elected to serve, I will continue to work together with all board members and our current management company – help ensure that we always hold ourselves to higher standards - with strong work ethic, honesty, and integrity – to continuously make TdZ a great place to live in.

I believe TdZ Board members should know how to plan and understand how the budget works, manage the HOA finances, deal with disputes, listen to the membership, and bring forth ideas for discussion and help carry them out.

My qualifications: I am a resourceful professional with a history of success managing facilities, construction, personnel, other significant projects, including public relations and multi-media for the non-profit, corporate, government and private sectors.

I've also served on several boards, including the HOAs of my former homes in Chicago. My time at the Anti-Defamation League, a leading national civil rights and human relations organization, ignited my passion to understand and explore ways to bridge the gap between diverse groups of people. I also served as VP of Business Development for Gibraltar Real Estate Company (commercial real estate), a division of CBIZ; Operations & Facilities Director, as well as Marketing/Event Planning Manager for Shelbourne Development, an international real estate company – its major project was the Chicago Spire, a 2,000 square foot skyscraper, designed by world-renowned architect, Santiago Calatrava.

As a board member, I would bring my diverse business management experience and entrepreneurial spirit to be of service to TdZ HOA. Thank you!!!

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Tierra de Zia Master Condominium Association

Nomination Petition

Election to the Board of Directors

To be nominated for election to the Board of Directors, a unit owner must complete and satisfy the following three requirements:

1. I, _____ owner of Condo Unit # _____

at Tierra de Zia Master Condominium Association, hereby willingly submit my name is nomination for the Board of Directors in the election to be held at the next Annual Meeting on February 5, 2022.

I certify that I am an owner in good standing of the Tierra de Zia Master Condominium Association. I understand that if elected I will be a fiduciary of the Association. I affirm that I will always carry out the duties and responsibilities of an elected Director as defined n the governing documents of the Association and the Condominium Act of the State of New Mexico.

Signature Date

- 2. I offer a short biographical sketch (attached) for the consideration of the Board of Directors.
- 3. I offer the following 3 signatures of Condo Owners that own units at Tierra de Zia Master Condominium Association and are in good standing.

Printed Name	Signature	Condo Unit #	Date

Must be received by January 31, 2022

Submit to:

Tierra de Zia Master Condominium Association
 Att: Board of Directors
 2600 W. Zia Road
 Building G
 Santa Fe, NM 87505
 Email: tdzcondoooffice@gmail.com

Received and certified complete:

Signature, Board Member Date

Tierra de Zia Annual Meeting: February 6th, 2021

Meeting called to order at 10:06 am. Further delay due to connectivity issues. Officers Present: President Libby Manabat, Vice President Mary Deane Lynn, Secretary Colin Rowe, Treasurer Andrew Kirkpatrick, Board Member Athena Ortiz. Quorum established by those in attendance including remote and proxy voting.

Libby Manabat gave the president's report.

Policies and Procedures Manual introduced last year is now being enforced. Smoking policy implemented. 2020 improvements included painting of buildings A and I, pool resurfacing, bridges refinished and repaired, directional signage, and parking permits assigned. We will be hiring a professional management company to direct further improvements including fireplace maintenance, landscaping, laundry facility, fencing, painting building L, ponds, and reassessment of asphalt plan.

Mary Deane Lynn is resigning from the board. She encourages homeowner support in filling open spaces on the board, and thanks Libby for filling in during the absence of management in the past year.

Athena Ortiz presented the treasurer's report, reviewing income and expenses from the posted financial report. Our 2020 operating budget was on target, so the new 2021 budget essentially mirrors the previous one. Budget ratified.

Write-in candidates introduced themselves and, after a brake for voting, Sandy Waltz and Jan Farrell were elected to the board. Libby Manabat, Colin Rowe, Andrew Kirkpatrick and Athena Ortiz were re-elected for another term.

Following two previous manager resignations in 2020, Camille Roybal is now also resigning from the position. She says it's proven to be a difficult job just keeping up with homeowner feedback, and Libby's assistance was greatly appreciated.

Homeowner input includes concerns regarding management turnover and communication issues, maintenance response, fire safety, landscaping, laundry facilities, security, asphalt repair and special assessments.

The meeting was adjourned by Libby Manabat.

Minutes compiled by Andrew Kirkpatrick