



New year, new decade– wishing you all the best!

2019 was a great evaluation year for us and 2020 will be a year to fine tune procedures and build on the systems that we have been slowly putting in place. Some important things to note:

- Gate code changes “round two” and parking stickers will start happening in a few days. If you don’t get a code change notice by January 20th, then your code will not change. (If your code changed in round one, this does not apply to you.)
- Tenant information: there are still a number of units for which we have no contact information for residents. Unit owners will be notified. We MUST have contact information for all residents.
- 2019 One Time Special Assessment for the Asphalt Fund. A number of units have still not paid this assessment which was advertised frequently last year and due 12/1/19. Notices will be sent next week.
- In an effort to save \$ on postage and copy costs we continue to increase use of email over printed material for all who opt in.

Here’s to a great 2020!



## **BIG CHANGES TO TdZ ACCOUNTING!!**

We have hired an HOA management company to take over our accounting department beginning in February. This will:

- Save money!!
- Ensure our accounting is accurate and in regulatory compliance.
- Allow homeowners to pay ONLINE as well as by check, or bank transfer. A number of you have requested that.
- Allow the board and staff to be more productive and effective.

**MORE INFO COMING SOON!!!!** This applies to accounting *only* and not general office management. That stays the same.

### **Office Hours:**

Monday:  
11am-5pm

Tuesday:  
9am-1pm

Wednesday:  
11am– 5pm

Thursday:  
9:00am– 1pm

Monday Evenings &  
Saturdays by  
appointment

505-474-4042  
tdzcondoffice@gmail.com

Non– emergency Calls &  
emails will be returned by  
the next business day.

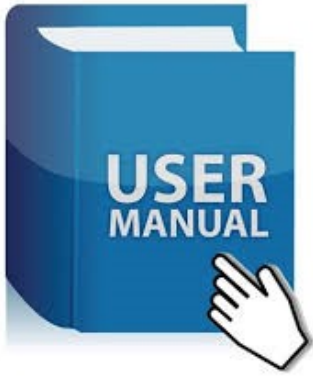


### **Next Board Meetings:**

Monday, January 6th at 6:30PM  
ANNUAL MEETING: Saturday,  
February 8th at 10:00AM

Both meetings in TdZ Boardroom.  
Please consider joining the board!

# HOW TO TdZ



The board/office has been working on a policies manual all year: think of it as sort of a “How-To” guide for Tierra de Zia. This handy little guide covers everything from pets & parking to home improvement and rental guidelines and our upcoming smoking policy.

Although not yet on the New York Times bestseller list, we anticipate this book to be quite popular... here at least. This guide in no way will supersede existing bylaws, etc, but it will be a big step in accomplishing our goal to have clearly written policies that are consistently and equally applied and easily disseminated. We hope to take the guesswork out of many activities here.

There will be a page that all owners and residents will be asked to sign and return to indicate that they have read it. In the future, this will be handled at the new resident orientations, which are required of all new residents here at the complex.

The manual will be posted on our website and also emailed by January, please watch for it.

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## Announcing New Policies on Smoking– Coming Soon

Due to the rising number of complaints about second hand smoke and the enthusiastic support of those in attendance at the 2019 Annual Meeting, the board has decided to take steps to make TdZ a non-smoking property. Many other local condo complexes have gone smoke free in recent years. Besides the odor complaints and accompanying health risks, this will also decrease the risk of fire.

Full details will be made available soon in the Policies & Procedures Manual mentioned above, but here are a few highlights:

- This policy will go into effect March 15th, 2020. Current residents who register as smokers before February 15th will be grandfathered in. Upon move-out of an Owner or Renter who is a registered smoker, or upon sale of the Unit, the Unit will become smoke-free.
- Information for registering as a smoker will be made available soon.
- This applies to all tobacco products, vaping, pipes, cigars, eCigarettes and other methods.
- Smoking, burning or vaping medical marijuana is prohibited, in accordance with state laws regarding usage in smoking restricted areas.
- Owners who rent their units are encouraged to include no smoking clauses in their leases.

