

**Draft Minutes of Special Meeting  
October 24, 2025  
Tyrone Water and Wastewater Association**

1. The meeting was called to order by Alan Berg at 630 p.m. Members present were Doug Gorthy, Austin King, Alan Berg, and Elizabeth Gonzales on Zoom.
2. Berg declared a quorum was present. One member of the public was present.
3. Berg entertained a motion to move into executive session in accordance with 2024 New Mexico Statutes Chapter 10 - Public Officers and Employees Article 15 - Open Meetings Section 10-15-1 H (6) and (7) Formation of public policy; procedures for open meetings; exceptions and procedures for executive session. Doug Gorthy made a motion to move into executive session. Austin King seconded the motion. Berg asked if there was any discussion on the motion. Hearing none, he called for a roll call vote. All members voted in the affirmative to move into executive session.
4. Discussion in executive session.
  - a. First order was that the current accounting firm and TWWA have different expectations on tasks, timeliness of the tasks, and an understanding of what was in the Agreement between TWWA and Silver Bookkeeping LLC. After considerable discussion, a motion was made by Austin King to put Silver Bookkeeping LLC on notice that we would invoke our option in the Agreement to terminate our Agreement in 60 days if Silver Bookkeeping LLC did not meet our expectations for in scope and out of scope tasks and timelines. Doug Gorthy seconded the motion. No further discussion on the motion was made. Berg called for the question; and it passed unanimously by a roll call vote. Berg will contact Silver Bookkeeping's owner and present our remedial action plan.
  - b. Second topic was the matter of sending 60-day letters to those property owners who have not responded to the initial 31-day letter informing them of their balances and methods offered to bring them into compliance with our Rules and Regulations. Texts of the 31 and 60 day letter are attached. Discussion was held on the property owners who were not able or willing to agree with a 12

month or 24-month payment plan. The process would involve the owners submitting a hardship request and the Board would have a sub-committee of two members to review the hardship requests and bring a recommendation to the Board. There will not be any forgiveness of the debts and a lien would be filed on the property and only released when the debt is paid or the property is sold.

5. Berg entertained a motion to reconvene in open session after executive session. Doug Gorthy moved to return to regular session and the motion was seconded by Austin King. Berg asked if there was any discussion; hearing none, he called for a vote which was approved unanimously.
6. Return to regular session.
  - a. Berg reported that Silver Bookkeeping LLC will be put on notice to remedy identified deficiencies within 60 days or we will invoke the termination element of our Agreement with Silver Bookkeeping.
  - b. Berg reported that the Board will consider five (5) hardship requests for those property owners who would not or could not repay delinquent property assessments within the 12 or 24 month repayment period.
7. Motion for Adjournment was made by Austin King and seconded by Alan Berg. Motion was carried unanimously. Meeting adjourned at 745 p.m.

# 31-DAY DEMAND LETTER FOR PAYMENT

August 12, 2025

(Name)            Account (Lot)  
(Mailing Address)  
(Physical address)

Dear (Name),

You currently have an outstanding balance with **TWWA** in the amount of **\$(Total)**

Please remit your payment within 10 days from the date of this letter

*You may contact either Eddie Mendoza or Silver Bookkeeping to make payment. See contact information at bottom of this notice.*

### **TWWA policy on Assessment Debt Collection**

- 31-day letter informing property owners of unpaid assessments.
- 60-day letter informing the property owners that their water will be disconnected in 10 calendar days unless assessment debt has been paid or a payment agreement has been developed with the owner and approved by the TWWA.
- After 90 days a lien will be filed with the Grant County Recorder's Office. The lien will be released only after the account is paid in full or a payment agreement has been developed with the owner and approved by the TWWA. Additionally, A fee of \$100.00 for the removal of the lien shall be paid to the TWWA.

*Our community depends on all of us participating in funding and financing our existing and new water and wastewater projects.*

Sincerely,

Board of Directors

### **Contact Information:**

Silver Bookkeeping LLC Jennifer Klotz (304) 893-8209

Eddie Mendoza Water and Wastewater Operator (575) 313-9829

Alan Berg President TWWA Board of Directors (575) 654-0391

Website: tyronewater.org

# **60-DAY DEMAND LETTER FOR PAYMENT & 10 DAY-NOTICE OF DISCONNECTION OF WATER SERVICE**

October 28, 2025

Mr. John Doe                      Account A99  
Post Office Box 500  
500 Malachite Avenue  
Tyrone, NM 88065-0500

Dear Mr. Doe,

You currently have an outstanding balance with **TWWA** in the amount of **\$000.00**.

Please remit your payment within 10 days of the date of this letter. You have received this notice of disconnect as you have not paid your outstanding debts, you have not completed a payment plan with TWWA, or submitted a hardship request to tyronenmwaterandwastewaterassn@gmail.com.

*You may go the community center at 50 Malachite Avenue on Monday or Wednesday between 1000 am to 200 pm to make a payment or contact either Eddie Mendoza or Silver Bookkeeping to make payment. See contact information at bottom of this notice.*

## **TWWA policy on Assessment Debt Collection**

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Sincerely,

Board of Directors

### **Contact Information:**

Eddie Mendoza Water and Wastewater Operator (575) 313-9829

Alan Berg President TWWA Board of Directors (575) 654-0391

Website: tyronewater.org

Silver Bookkeeping LLC Jennifer Klotz (304) 893-8209 (for payments only)

<b>Range from</b>	<b>Range to</b>	<b>Additional Monthly Payment based on 12 month repayment</b>	<b>Additional Monthly Payment based on 24 month repayment with 5% interest</b>
\$ 1.00	\$ 205.00	\$ 17.08	\$ 8.97
\$ 251.00	\$ 500.00	\$ 41.67	\$ 21.88
\$ 501.00	\$ 750.00	\$ 62.50	\$ 32.81
\$ 751.00	\$ 1,000.00	\$ 83.33	\$ 43.75
\$ 1,001.00	\$ 1,250.00	\$ 104.17	\$ 54.69
\$ 1,251.00	\$ 1,500.00	\$ 125.00	\$ 65.63
\$ 1,501.00	\$ 1,750.00	\$ 145.83	\$ 76.56
\$ 1,751.00	\$ 2,000.00	\$ 166.67	\$ 87.50
\$ 2,001.00	\$ 2,250.00	\$ 187.50	\$ 98.44
\$ 2,251.00	\$ 2,500.00	\$ 208.33	\$ 109.38
\$ 2,501.00	\$ 2,750.00	\$ 229.17	\$ 120.31
\$ 2,751.00	\$ 3,000.00	\$ 250.00	\$ 131.25
\$ 3,001.00	\$ 3,250.00	\$ 270.83	\$ 142.19
\$ 3,251.00	\$ 3,500.00	\$ 291.67	\$ 153.13
\$ 3,501.00	\$ 3,750.00	\$ 312.50	\$ 164.06
\$ 3,751.00	\$ 4,000.00	\$ 333.33	\$ 175.00
\$ 4,001.00	\$ 4,250.00	\$ 354.17	\$ 185.94
\$ 4,251.00	\$ 4,500.00	\$ 375.00	\$ 196.88