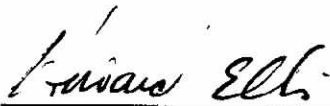


**ESTANCIA PRIMERA**  
**COMMUNITY SERVICES ASSOCIATION**

April 24, 1991

Attached is your 1991 Estancia Primera Community Services Association (EPCSA) dues. These can be paid annually, semi-annually or quarterly. Prompt payment will guarantee that the pool and recreation center will be open this summer.

The Estancia Primera developer, EPD Associates, has agreed to appoint resident homeowners to act as the Board of Directors for EPCSA. Two additional members can be elected to the Board at our next annual meeting in August. By the authority granted by the covenants and restrictions, this Board has full authority to make all necessary decisions and to take all steps required to see that the needs of the community are met. Since this Board is entirely composed of resident homeowners, you can be assured that your concerns will be addressed and acted upon. We feel this is a very positive development for the homeowners association and it represents a major step toward solving many of our problems.



Howard Ellis



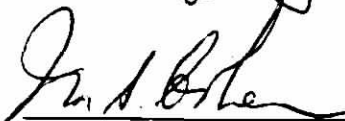
Dan Picaro



Sean Gilligan



Julie Larsen



Ira Cohen

8/17/91

# Estancia Park Community Service Association

- Howard opens the meeting.
- Motion to approve the budget. 1 motion carried

## Howard

- Moratorium lifted
- Board has been meeting weekly
- LaVigne + Costa per Cap own board
- Pete Stanton asked if we are on fire & police maps
- Put up signs for Lumber Vista
- Meet your neighbor meetings
- Legal questions were discussed
- Security: Julie discussed OKL coming by twice a month
- Howard discussed Architectural Review Board is functioning
- \$500 deposit for repairs to road.

Pete Stanton suggested that there be some type of time cap on how long we will wait. Suggested we should deal with every homeowner.

Motion was made to file liens if a negotiated settlement has not occurred then file. Passed unanimously.

Stanton discussed road maintenance & who is responsible.

# **ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION**

## **1991 ANNUAL MEETING**

**17 August 1991**

### **Agenda**

- 3:30 PM**
- 1. Opening Remarks - Howard Ellis**
  - 2. Treasurer's Report - Ira Cohen**
  - 3. Director's Report - Board of Directors**

**Overview**

**Legal**

**Security**

**EPCSA Policies**

**Programs**

- 4. Election of seven 1991-92 Directors**
- 5. New Business**

**Continued operation of the pool facilities**

- 5:00 PM**
- 6. Adjourn (To the Terrace for refreshments)**

## **ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION**

**MINUTES:** 1991 ANNUAL MEETING OF THE MEMBERSHIP

**Meeting Date:** 17 August 1991

**Location:** EPCSA Clubhouse

The 2nd Annual Meeting of the EPCSA was called to order at 3:35 PM, August 17, 1991, by Vice-president Howard Ellis. Twenty-four members in good standing were present representing 17 votes. After a few introductory remarks, Ellis proceeded with the meeting as outlined in the agenda.

### **Treasurer's Report - Ira Cohen**

The 1991 expenditures and income to date and those expected for the rest of this year were reviewed. Income, less Altamira and less EPD (the Developer), should total \$29,962.00 and expenditures (now including a contingency fund of \$5,000.00) are expected to total \$29,962.00. Sylvan Cohen made a motion to approve the 1991 Budget. The motion was seconded by Ed Fry and was passed by a unanimous vote. Ira Cohen next presented the preliminary 1992 budget based on anticipated income and expenses of \$31,300.00. No action of the membership was needed.

### **Director's Report**

#### Overview - Ellis

La Viveza and Paseo Cresta have formed active subdivision homeowners associations as set forth in the EPSCA By-laws. No such provisions were ever made for the Cumbre Vista Subdivision.

#### Legal - Gilligan

A lively discussion followed the announcement an attorney had been engaged to investigate, among other things, getting Altamira to join forces with the EPCSA. Robert Berkelo made a motion to direct the Board to vigorously pursue filing property liens, as soon as we receive errors and omissions insurance, to collect overdue fees from Altamira residents and all others delinquent with their fees. The motion was seconded by Connie Price and passed by a unanimous vote.

## Security - Larsen

Julie Larsen reported that AKAL Security had been hired for the months of July and August and the first two weeks of September to provide drive-by security of the Recreation Center at night.

## **Election**

A slate of seven nominees for the seven Director positions was presented to the membership. Sylvan Cohen moved to direct the Secretary to cast a unanimous ballot for the entire slate. The motion was seconded by Jackie Young and passed unanimously. The newly elected board members are: Ira Cohen, Richard Culpin, Howard Ellis, Sean Gilligan, Julie Larsen, Dan Picaro, and Pete Stanton.

## **New Business**

The cost of operating the Recreation Facilities in 1991 was presented to the membership by Ira Cohen. After discussing the pluses and minuses, a motion was made by Stanton to continue operating the facility in 1992, at which time we can review the program again. The motion was seconded by Berkelo and passed unanimously.

Stanton called attention to the assumption that Tract Homeowners Associations were responsible for maintaining the private roads and that the homeowners living on Avenida Primera South did not have to contribute funds for road maintenance. This will be looked into by the Board.

Ellis called for a motion to adjourn the meeting at 5:00 PM. The motion was made by Fry, seconded by C. Miller, and passed unanimously. Refreshments were served following the meeting.

# ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

MINUTES: WEEKLY BOARD OF DIRECTORS MEETING

DATE: 15 October, 1991

PRESENT: Howard Ellis, Julie Larsen, Sean Gilligan, Pete Stanton

LOCATION: EPCSA Clubhouse

Treasurer's Report: Not available.

President's Report:

Discussed meeting with Altamira on 26 October 1991. Indicated meeting would be held at Dick Downer's house in Altamira. Pete Stanton suggested that our lawyer make it clear to the Altamira Board of Directors that the dues problem is between the EPCSA and each individual homeowner in Altamira, not with the Altamira Board of Directors. Further, that our lawyer should be prepared to legally counter any argument from Altamira regarding the validity of our Board or the EPCSA.

Old Business:

The security system at the clubhouse is actively monitored when activated. The expense for this monitoring has been in the past assumed by Sean Gilligan. Since he is now paying rent, he suggested that the EPCSA assume the cost of this activity. After discussion and by mutual agreement the EPCSA and Sean Gilligan will split the cost.

Peter Stanton reported on the dog situation with Libby Hewitt. Last week the City cited her for violation. Hopefully, this will resolve this specific issue.

New Business: None

## ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

MINUTES: WEEKLY BOARD OF DIRECTORS MEETING

DATE: 22 October, 1991

PRESENT: Howard Ellis, Julie Larsen, Dan Picaro, Ira Cohen, and Pete Stanton

LOCATION: EPCSA Clubhouse

Treasurer's Report: Ira Cohen stated that sufficient funds existed to cover projected expenses. He indicated some concern over the Treasurer's work load especially in responding to queries from the Title companies in support of ownership transfers.

President's Report:

Discussed meeting with Altamira on 26 October 1991. Again indicated meeting would be held at Dick Downer's house in Altamira. It was stressed that our bottom line will be to support the requirements as levied by the Association documentation.

Old Business:

Peter Stanton reported on the dog situation was still not completely under control. Howard Ellis indicated he had a specific complaint against the dog owned by Martha Murray. The Board supported sending her a letter to discuss the violation.

New Business:

The Board discussed availability of Homeowner documentation. Apparently, the initial supply is near exhaustion. The Board will look into printing additional quantities and make them available to sellers, at their request for a nominal fee ( primarily to cover the cost of reproduction).

Peter Stanton discussed the recent talk with Councilman Griego in which he offered to have representation from the Board of Directors sit down with City Manager Ike Pino to discuss various subjects of mutual concern such as drainage, roads, security, etc. The Board requested Peter Stanton to prepare a letter to Ike Pino suggesting this meeting for review by the Board of Directors at the next meeting.

## ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

MINUTES: WEEKLY BOARD OF DIRECTORS MEETING  
DATE: 5 November, 1991  
PRESENT: Howard Ellis, Rich Culpin, Dan Picaro, Ira Cohen,  
Sean Gilligan and Pete Stanton  
LOCATION: EPCSA Clubhouse

### **Treasurer's Report:**

Ira Cohen stated that sufficient funds existed to cover projected expenses. He discussed the Association liability insurance coverage which raised questions as to exactly what we were paying for. It was agreed that Howard Ellis and Ira Cohen would meet with our insurance agent to clarify this issue. Ira Cohen indicated he has a list of Homeowners that are delinquent in dues payment. Billing will go out in December. The newsletter would be sent out in December after the situation with Altamira is more clear.

### **Old Business:**

Altamira- Patterson is attempting to arrange another meeting with Principals from Altamira and Estancia Primera. If Altamira will not agree to abide by the approved legal documentation, we will take appropriate action. We will attempt to get this meeting arranged by December 1st.

Letter to City Manager- Peter Stanton prepared a letter, which was slightly modified and approved by the Board. Howard Ellis will send it out this week.

Racquet Ball Court- Arrangements are being made to give access to the Court through a side door and partition off the rest of the rec center.

### **New Business:**

Delinquent Dues- It was agreed that we should send delinquent letters to all Homeowners other than Altamira. If we do not get a response, then we will initiate lien procedures. This will then set a precedent for our dealings with Altamira.

Martha Murray letter- The letter requested the Board for home office approval. After discussion, it was agreed to give approval with certain traffic limitations which if exceeded could require later reevaluation.

Homeowner documentation- The Board approved printing additional quantities and make them available for a nominal fee ( primarily to cover the cost of reproduction ). The cost would be between \$6.00 and \$7.00 a copy.



**ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION****REGULAR BOARD OF DIRECTORS MEETING**

12 November 1991

**AGENDA**

1. Approve minutes of November 5 Meeting
2. Treasurer's Report
  - a. Insurance - no meeting with agent yet
3. Old Business
  - a. Altamira follow-up
  - b. Letter to City Manager requesting a joint meeting - sent
  - c. Status of after-hours access to Racquet Ball court
  - d. Canyonlands Aspen Compound development - review project
4. New Business
  - a. Awning complaint
  - b. Follow-up letter regarding shooting
5. Miscellaneous Information
  - a. Northeast Homeowners Association meeting - Picaro

*duplicate*

## ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

MINUTES: WEEKLY BOARD OF DIRECTORS MEETING

DATE: 12 November, 1991

PRESENT: Howard Ellis, Julie Larsen, Dan Picaro, Ira Cohen,  
Sean Gilligan and Pete Stanton

LOCATION: EPCSA Clubhouse

**Treasurer's Report:** No change in financial status. Insurance policy still needs to be discussed with Insurance Agency, which will be done by Ira Cohen and Howard Ellis. Signature cards were signed authorizing either Ira Cohen, Howard Ellis or Sean Gilligan to sign account.

**Old Business:** Nothing new on Altamira. Letter sent to City Manager suggesting meeting. Reviewed Aspen Compound plat received from Canyonlands. Agreed that drainage wall should be stuccoed in finish coat by Canyonlands all in the same color at the same time.

**New Business:** Discussed shooting incident at Sylvan Cohen's home. Letter will be sent by Association to City expressing concern regarding incident. Complaint regarding Libby Hewitt's green awning discussed. No action contemplated. Dan Picaro mentioned that a Northeast Homeowners Association meeting is scheduled for Monday, 18 November 1991 and he plans to attend representing EPCSA. He invited other Board members to attend also. Next meeting scheduled for December 3, 1991.

COLFIM

# ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

## REGULAR BOARD OF DIRECTORS MEETING

3 December 1991

### AGENDA

1. Approve minutes of November 12 Meeting
2. Treasurer's Report
  - a. Insurance - meeting with our agent
  - b. Budget up-date
  - c. Letter to those delinquent in paying fees other than Altamira
  - d. Additional comments
3. Old Business
  - a. Report on meeting with City Manager's staff
  - b. Status of after-hours access to Racquet Ball court
4. New Business
  - a. Letter from Mr. M. E. With, attorney
  - b. December newsletter
    - 1) 1992 billing
    - 2) 1991 Budget summary (present status)
    - 3) Christmas Party (More people in residence immediately after Xmas)
5. Miscellaneous Information
  - a. Northeast Homeowners Association meeting with City Councilors- Picaro

# ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

MINUTES: WEEKLY BOARD OF DIRECTORS MEETING

DATE: 3 December, 1991

PRESENT: Howard Ellis, Julie Larsen, Dan Picaro, Ira Cohen, Rich Culpin,  
Sean Gilligan and Pete Stanton

LOCATION: EPCSA Clubhouse

Treasurer's Report: Financial status was discussed. Letter to delinquent Homeowners was reviewed and approved for distribution. Insurance policy was discussed and clarified with Insurance Agency; however, more work needs to be done before we have correct picture of what is required. Apparently, over 60% of expenses are pool related. Homeowners will be made aware of this in newsletter. No action at this time. Bills are still scheduled for mailing before Christmas.

Old Business: Nothing new on Altamira. Discussed meeting with City Officials. Generally, the meeting was an excellent exchange of information. Drainage items is being reviewed by Dave Martinez of their Technical Review Section. Pete Stanton and Dan Picaro will contact him as to status and further action.

New Business: Discussed shooting incident at Sylvan Cohen's home. Letter to be sent by Association to City expressing concern regarding incident was reviewed and approved for mailing. Dan Picaro discussed the Northeast Homeowners Association meeting and stated that it was well attended, but most of the discussion related to paving of Gonzales Rd. A Holiday party was discussed and scheduled for Friday , 27 December 1991 at the Recreation Center. Information will be distributed in the Newsletter. Newsletter is scheduled for issue by 15th of December. Next meeting scheduled for December 10, 1991.

# ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

## REGULAR BOARD OF DIRECTORS MEETING

10 December 1991

### AGENDA

1. Approve minutes of December 3 Meeting
2. Treasurer's Report
3. Old Business
  - a. Status of after-hours access to Racquet Ball court
4. New Business
  - a. December newsletter
    - 1) 1992 billing
    - 2) 1991 Budget summary (present status)
    - 3) Christmas Party (4:30 December 27)
    - 4) Note meeting with City Manager's staff
    - 5) List new homes/neighbors
    - 6) List members of the Board with telephone numbers
    - 7) Include a list of all owners with addresses
5. Miscellaneous Information
  - a. Report from attorney

*gate and lock  
approx \$500  
approved*

# ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

MINUTES: WEEKLY BOARD OF DIRECTORS MEETING

DATE: 10 December, 1991

PRESENT: Howard Ellis, Julie Larsen, Dan Picaro, Ira Cohen, Rich Culpin,  
Sean Gilligan and Pete Stanton

LOCATION: EPCSA Clubhouse

Treasurer's Report: Financial status was discussed. No change from last time. Bills are still scheduled for mailing before Christmas. Board of Directors approved expending approximately \$500.00 for gate between Racquet Ball Court entrance rest of club house.

Old Business: Christmas Party still scheduled for December 27 at 4:30 PM

New Business: Patterson indicated that the RTC is initiating a suit against Bush and the Homeowners Association is also named as a party. No additional information available at this time.

# ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

## REGULAR BOARD OF DIRECTORS MEETING

17 December 1991

### AGENDA

1. Approve minutes of December 10 Meeting
2. Treasurer's Report
3. Old Business
  - a. December Newsletter with 1992 invoices
  - b. Report on the meeting with our attorney
4. New Business
  - a. Special Meeting to be held December 28 at 3:00 PM
  - b. Adopting an address for the Association
5. Miscellaneous Information
  - a. None at this time

P.O. Box