

The EPCSA Board Meeting was called to order, by President, Mike Cross, January 14, 2003 at 8:07 AM.

Board members in attendance: Dick Anderson, Pat Haueter, John LeMasters and Bob Lockwood. Others in attendance: Atty. Mary Walta, ARB Chairperson, Rex Wilmore, Phil Coombs, and Mr. Romero.

Minutes of the December meeting were approved as presented.

Treasurer's report was submitted by Dick Anderson.

Mr. Coombs addressed the Board regarding his defense of the red metal roof on his residence in Los Altos. Mr. Romero, a resident in Los Altos also spoke in his defense. The following attendees apprised the Board of the history of the dispute: Bob Lockwood, Rex Wilmore and Mary Walta.

President, Mike Cross, requested, on behalf of EPCSA neighbors, that the roof be changed, and suggested that the cost would be a small percentage of the home's value. He thanked Coombs, Romero, Walta and Wilmore for attending.

The President presented a letter to be included with the homeowners' assessment statement.

John LeMasters requested that the clubhouse lights should be corrected to meet the proper criteria.

Bob Lockwood reported on updated costs of pool and clubhouse rehab. suggesting that repairs should be done before the pool opening time. He also suggested that stucco restoration is not necessary at this time. Reserve funds should be used for any necessary restoration.

The President thanked Bob and John for their professional advice.

Motion was made by J. LeMasters and seconded by P. Haueter to vote on P. Coombs appeal today. Motion passed.

Motion by D. Anderson, seconded by P. Haueter to uphold the ARB's denial of approval of P. Coombs' roof. Motion passed.

An order of noncompliance filed as of the last meeting. The President will so notify Mr. Coombs by letter.

Meeting adjourned 9:25 AM

Respectfully submitted,
Pat Haueter

ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

Board Meeting Minutes

February 11, 2003

The regular meeting of the Estancia Primera Community Services Association was called to order by Mike Cross at 8:00 AM at the EPCSA Recreation Center. Board members present were Mike Cross, Dick Anderson, Catherine Beck, Bob Lockwood, Walter Ford, Kathy Bennett, John LeMasters and Barbara Platz. Also attending was Rex Wilmore.

- I. Minutes: Upon a motion by Bob Lockwood, seconded by Catherine Beck, the minutes were approved as submitted.
- II. Treasurer's Report by Dick Anderson
 - A. Approximately 75% of all dues have been collected
 - B. 2002 Tax Return is almost completed
 - C. The Annual Report for the Corporation has been signed
 - D. ARB Accounts are in good order.
 - E. The outstanding dues from 2002 have been collected.
 - F. Second notices for outstanding dues for 2003, including a \$25 penalty, will be mailed soon.
- III. Clubhouse Report by Kathy Bennett
 - A. The lights that shine towards Los Altos from the EPSCA Clubhouse were discussed. Kathy will investigate the best way to correct the problem.
 - B. Anticipated incidental expenses include a larger coffee pot for the Clubhouse and other kitchen items to be used by the women's group and ESPCA functions.
 - C. Kathy will get bids on interior painting.
 - D. The Board will prioritize other maintenance items at the next meeting. The consensus was that the exterior plaster can wait, but resurfacing the pool deck, pool tile and security system updating should be considered.
- IV. Grounds Report
 - A. John Amos has taken over responsibility for the common areas, but there is minimal activity at this time of the year.
 - B. Walter Ford reported that he has replaced the sign at the entrance to Altamira with a graffiti-proof one. It is treated with a film that allows paint to be wiped off easily.

- C. The City has swept the streets of Estancia Primera and painted over graffiti on the light post on the entrance near Altamira.

V. Old Business

- A. Phil Coombs has indicated a refusal to paint the red roof. The ESCPA Board is holding over \$1,000 of his deposit on the home in question and over \$1,000 in deposits on five lots which he has developed.

1. The Board addressed the question of returning the deposits on the lots that have been developed.
2. Upon a motion by John LeMasters, seconded by Kathy Bennett, the Board voted to refund the deposits on the five houses which were approved, subject to consultation with Mary Walta that the Board should do so. The motion carried with Dick Anderson casting the only dissenting vote.
3. Mike Cross will follow up with Mary Walta on her legal advice.
4. Rex Wilmore will follow up with the disbursement of funds unless there is an objection by Ms Walta.

B. ARB Membership

1. Lee Warren of Aspen Compound is able to serve on the ARB because Aspen Compound has re-activated its neighborhood association.
2. Walter Ford proposed two possible ARB members from Altamira. One, Barry Gerst, could serve only part time and was not approved by the Board. Walter will approach the other, Eileen Street, to determine her interest.
3. The Board continued to express concern about an ARB that had a disproportionate number of developers as members.
4. The Board tabled approval of John LeMasters until the next meeting.

VI. New Business

- A. A post card mailing by the Women's Group using the confidential list was discussed. The consensus was that the list can be used to promote functions but should not be used in any retail capacity.
- B. Barbara Platz requested Board approval for a home office in which she sees clients on an individual basis. No general advertising is done and the EPCSA confidential list is not used. Upon motion by Bob Lockwood, seconded by Walter Ford, the Board approved her home office. Barbara recused herself from the voting.

There being no further business, the meeting was adjourned at 9:02 AM

**ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION
Board Meeting Minutes**

March 11, 2003

The regular meeting of the Estancia Primera Community Services Association was called to order by Mike Cross at 8:03 AM at the EPCSA Recreation Center. Board members present were Mike Cross, Dick Anderson, Catherine Beck, Kathy Bennett, Pat Haueter, John LeMaster, Bob Lockwood, and Barbara Platz. Also attending were Beverly Anderson and Lee Warren.

- I. Upon motion by John LeMaster, seconded by Kathy Bennett, the minutes of the previous minute were unanimously approved.

- II. Treasurer's Report
 - A. Tax Returns have been filed and copies were submitted for the record.
 - B. Outstanding bills including a \$25.00 late fee will be mailed this week to home owners who have not paid their annual dues.
 - C. Accounts receivable are slightly less than \$6,000, including the anticipated late fee collections.
 - D. Dick Anderson will follow up on an erroneous water bill sent to EPCSA from the City for the property at 799 Avenida Primera S.

- III. Clubhouse Report
 - A. Kathy Bennett got bids from three painting companies for interior painting of the Clubhouse. (Handout included in records).
 - B. After discussion, John LeMaster moved and Pat Haueter seconded that the Board direct Kathy to proceed with the bid from Butterfly Contractors, subject to confirming three issues:
 1. The reputation and quality of the work
 2. The quality of the paint
 3. The number of coats and colors desired
 - C. Kathy will also follow up on estimates for pool tile repair and inspection of the pool prior to its opening in mid May.

IV. Grounds Report

A. Problems with entrance lights have been studied.

1. The electrical line to the lights at the front South Entrance has been inadvertently cut by the Alexander house construction crew. A formal inspection revealed that the line has been cut two or three times before and been spliced together.
2. The Estancia Primera electrical box has been opened without permission and apparently been used as a source of electricity for construction.
3. Given the degree of damage and the desire to prevent future problems, EPCSA will get a new line run, preferably running it deeper than the current line and through a conduit to protect it. The bill will be sent to the owner of the construction site.

B. Kathy will ask Daniel to take care of the graffiti on the light fixtures and utility boxes of the Clubhouse. The Board anticipates graffiti on the street will fade through natural means.

C. Thundercloud has begun maintenance on the common areas. They will be asked to water trees as allowed as well.

D. The street lights in the development at Altamira and the entrances to Estancia Primera will be re-directed to be less of a nuisance.

E. Security concerns were addressed by the Board, prompted by a day-time burglary of one of the residences in Estancia Primera.

1. Mike Cross will talk to City Police about the best way to approach community concerns and action
2. Catherine Beck encouraged a pro-active approach to potential crime in the area

V. Old Business

- A. Phil Coombs' attorney requested a change of the wording of the non-compliance notice the Board has filed with the City and asked if the Board would consider third party arbitration of the roof issue
- B. Barbara Platz moved and Kathy Bennett seconded that the Board deny both requests. The motion passed unanimously.

VI. New Business

- A. The Board tabled a request from La Viveza to allow guest parking in the Clubhouse parking lot until the La Viveza Association meets and the details of the request are clear.
- B. The community continues to want to be aggressive at removal of dead piñons in the neighborhood.

1. Mike Cross requested people notify him of specific locations of trees that are dead.
 2. The EPCSA will be responsible for the removal of dead trees on common property, and individual homeowners are responsible for removal of dead trees on their lots.
- C. Mike Cross will address the problem of the increased number of vendors selling products at the South Entrance near Avenida Primera South and Hyde Park Road
- D. Beverly Anderson expressed concern that drivers exiting Aspen Compound have to deal with a blind corner. She questioned the control of parking on Avenida Primera and/or the use of a traffic mirror to aid visibility. Bob Lockwood pointed out that Avenida Primera is a designated City street and therefore the EPCSA has no control over parking on it. Likewise, the placement of a mirror would be a City responsibility.
- E. Lee Warren raised the question of large trash cans which will be delivered by the City for residents to use starting this month. The Board recognizes the potential storage problems for these containers and will address the issue as needed.

John LeMaster moved and Bob Lockwood seconded that the meeting be adjourned. It was adjourned at 9:14 AM.

Respectfully submitted,

Barbara Platz
EPCSA Secretary

ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

Board Meeting Minutes

April 8, 2003

The regular meeting of the Estancia Primera Community Services Association was called to order by Mike Cross at 8:04 AM at the EPCSA Recreation Center. Board members present were Mike Cross, Dick Anderson, Catherine Beck, Kathy Bennett, Pat Haueter, John LeMaster, Bob Lockwood, and Barbara Platz. Also attending were Lee Warren and Ellie Joyce.

- I. Upon motion by Kathy Bennett, seconded by John LeMaster, the minutes were approved as submitted
- II. Ellie Joyce addressed the Board to request approval for using her home as a retail business outlet.
 - A. Ellie reported details on the nature of the business
 1. It is by appointment only, and only one to two clients are present at a time
 2. There is no ongoing inventory and the business is conducted only once per season for a week to 10 days
 - B. The Board's objections have been against newspaper advertising, which can create a traffic problem, and the use of the confidential homeowner's list.
 - C. Catherine Beck moved to approve the business with the contingency that there would be no advertising with the home address, the confidential homeowner's list would not be used for solicitation, and that there would be only one appointment at a time. Barbara Platz seconded, and the motion carried.
 - D. Mike Cross stressed to Ellie that the approval of the business could be revoked if she was in violation of the contingencies.
- III. Treasurer's Report by Dick Anderson
 - A. Dick reported on the number of outstanding dues and asked the Board to establish a position regarding late notices and late fees.
 - B. Mike Cross will contact Mary Walta regarding the legal standing of the position the Board can take for non-payment of dues and late fees.
 - C. Mike Cross requested input for Board members as to how to handle the issue of late fee notices and consequences of failure to pay late fees.

- D. It was discussed that the Board could make a statement in a Community Newsletter that the Homeowner is responsible for paying dues on time and for keeping mailing addresses current.

IV. Clubhouse Report by Kathy Bennett

- A. Madrid's Painting will begin painting the Clubhouse on April 23.
- B. Prior to the distribution of large trash cans, the Clubhouse had not been charged for trash pick-up. The city has distributed a 90-gallon trash container and the EPCSA will now be receiving a bill for this service. Kathy will ask Thundercloud Landscaping to assume responsibility for hauling the can to and from the designated emptying spot.
- C. Security and access continue to be a problem. Kathy will obtain a key and alarm history and try to ascertain who is failing to set the alarm when they leave.
- D. Pool maintenance and inspection are scheduled. A proposal for deck maintenance is pending.
- E. L & L is donating low-flow toilets to the Clubhouse and will oversee their installation. Mike asked John LeMaster of L & L Construction to install water restrictors on the showerheads as well.
- F. Mike Cross voiced the Board's appreciation to the work of Susan LeMaster and Kathy Bennett in the improvements to the Clubhouse.
- G. Kathy submitted roofing bids she has received so far and the Board discussed the best way to solve problems.
 - 1. Barbara Platz moved and Pat Hauter seconded that the Board delegate John LeMaster and Bob Lockwood to explore the best solution to fixing the roof and give them the authority to follow through on implementing the repair.
 - 2. The motion passed unanimously.

V. Grounds report by Mike Cross for John Amos

- A. Dead trees are continuing to be reported and will be removed as necessary
- B. New street light lamp shades have been requested from the City
- C. The entry lights at the south entrance are not working after the lines were cut by the construction crew on the Alexander house, as noted in last month's meeting. The Board directed Rex Wilmore, on behalf of the ARB, to follow through on the repair. The Board will follow up the problem if necessary.

VI. New Business

A. Women's Group Expenses

1. Lois Callaghan submitted a letter to the Board describing the actions the Women's Group takes to benefit the community and requesting reimbursement of certain expenses
2. Dick Anderson pointed out that although the letter stated that he had denied reimbursement for Ladies Tea expenses, he in fact forwarded them to Mike Cross and requested instruction on what to do about them.
3. Upon motion by Bob Lockwood, seconded by Catherine Beck, the Board approved \$500 annually for Women's Group activities.
4. For budgetary purposes, the expense will be designated as the EPCSA Women's Group Community Support Fund.

B. Neighborhood Presentation on Security

1. Mike Cross will contact the police and fire departments and a city councilor to address the neighborhood about safety and community issues.
2. The Board recommended an evening event in early June

VII. Upon motion by John LeMaster, seconded by Dick Anderson, the meeting was adjourned at 9:10 AM.

Estancia Primera Community Services Association

Board Meeting Minutes

May 20, 2003

The regular meeting of the Estancia Primera Community Services Association was called to order by Mike Cross at 8:12 AM at the EPCSA Clubhouse. Board members present were: Mike Cross, John LeMaster, Kathy Bennett, Bob Lockwood, Pat Haueter, Catherine Beck, and Barbara Platz. Also attending was Beverlee Anderson of Aspen Compound.

- I. John LeMaster moved and Pat Haueter seconded approval of the minutes as submitted. Motion passed without objection.
- II. Mike Cross introduced Beverlee Anderson as a new Board Member and treasurer. Kathy Bennett moved and Bob Lockwood seconded approval.
 - A. Dick Anderson, previous treasurer, has resigned from his position
 - B. Mike Cross expressed the appreciation of the Board for his work for the community.
 - C. Mike noted the Treasurer has assistance from Ellie Dehen, bookkeeper, and Judy Wilson, CPA.
- III. Treasurer's Report by Beverlee Anderson
 - A. There are still accounts receivable
 - B. Mike will talk to Mary Walta about what the Board can and cannot do to address non-payment of dues and late fees
 - C. Beverlee will draft a letter for Mary to review. The letter will outline consequences of non-payment of dues.
 - D. The Board discussed its options
 1. One suggestion is to "wipe the slate clean" and credit those who have paid late charges
 2. The board will decide on the new policy at the June 10 meeting and will publicize its position
- IV. Clubhouse report by Kathy Bennett
 - A. Mike Cross thanked Kathy Bennett for her work on getting the interior painting done and Bob Lockwood for seeing that the roof got repaired.
 - B. The pool has opened, but maintenance is needed on the deck and tile.
 1. Kathy secured bids on repair work by Design Deck.

2. Bob Lockwood moved and Barbara Platz seconded that the Board move forward with proposals one and three of the bid (remove 3 sections of concrete; replace with air entrained gray concrete; prep and repair patches; re-stain entire deck so color matches throughout deck for an approximate cost of \$2,418.00)
3. Motion passed unanimously

V. Grounds Report

- A. The entry lights are now working. The cut line was repaired by the party responsible for its damage.
- B. A letter has been sent to the city requesting shields for the lights that shine downward. Mike will follow up

VI. New Business

A. Vice Presidency

1. Catherine Beck moved and Bob Lockwood seconded that the Board elect Kathy Bennett as Vice President
3. Motion passed unanimously

B. Confidential Home Owners List

1. Beverlee volunteered to write a cover letter stating the Board's position on the use of the Home Owners List.
2. During discussion of the issue of confidentiality, most Board members expressed a belief that very little unsolicited mail came from the use of the list and that the Board might relax its stand on using the list for general solicitation.
3. Barbara Platz dissented, citing the possibility of increased mailings if the list is not considered confidential and that unwanted mail is a nuisance.

C. ARB:

1. Rex Wilmore has worked out a compromise on the berm issue.
2. There have been some complaints about oyster shell paving at the Bailus residence.
3. There have been complaints about the grass at the Schwartz resident. Mike asked the Kachina Hills Neighborhood Association to address the problem
4. There have been complaints about straw laid down for mulch at the Johnstone residence. Mike asked the Kachina Hills Neighborhood Association to address the problem.
5. Los Nidos has asked if the announcement signs on the mailboxes are legal. Having a web site will negate the need for using mailboxes to post information about meetings.

D. Web Page

1. Beverlee has extensive experience in Web Page design and has volunteered to set up a web site for the Association.
2. The domain name ESTANCIAPRIMERA.ORG is available and will cost less than \$200/year
 - a. Motion by John LeMaster, seconded by Catherine Beck, that we proceed with acquiring domain name, start a test a web site, and review the process
 - b. Motion passed unanimously
3. Beverlee will design the home page to include a calendar, links to addresses of board members, links to neighborhood associations, and a link to the ARB. Other ideas include a resource page for "soft sell" advertising and links to pages of common interests, such as native wildflowers.

ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

Board Meeting Minutes

June 10, 2003

The regular meeting of the Estancia Primera Community Services Association was called to order by Mike Cross at 8:07 AM at the EPCSA Recreation Center. Board members present were Mike Cross, Beverlee Anderson, Walter Ford, Pat Haueter, Bob Lockwood, Kathy Bennett, John LeMaster, and Barbara Platz.

- I. Minutes of May 20th meeting were approved as submitted. John LeMaster moved, Pat Haueter seconded the motion.
- II. Treasurer's Report by Beverlee Anderson
 - A. Beverlee has met with bookkeeper Ellie Dehen to gain an understanding of the way the books are currently set up and to ascertain what changes need to be made.
 1. The accounts are reconciled, bills have been paid, and Beverlee is working on a system for paying bills in the future.
 2. She needs to receive the ARB balance statements as well.
 3. Quick Books has been installed on her computer
 - B. The master homeowner's list needs to be updated. She and Kathy Bennett will work on this project. An effort will be made to include e-mail addresses
 - C. She brought up the concern of document protection for hard copies of EPCSA business. Upon motion by Pat Haueter, seconded by Barbara Platz, the Board unanimously approved the purchase of a fire safe that will meet the needs of the Association. The Board will consult with attorney Mary Walta about what items need to be kept.
 - D. Mike expressed the Board's appreciation for the work Beverlee has done setting up the association web site and updating its books.
- III. Grounds Report by Mike Cross for John Amos
 - A. John Amos will consult with a tree service to treat those trees in the common areas that have been infected with scale.
 - B. Mike will talk to John about dead aspen and places where there are gaps in the line of trees along La Viveza and Cumbre Vista.

- C. The respective neighborhood associations are dealing with the three lots identified at the May 20th meeting as causing eyesores: oyster shells at the Bailus residence, straw at the Johnstone residence, and wheat at the Schwartz residence.

IV. Clubhouse report by Kathy Bennett

- A. The pool will be closed two days after Labor Day and for two days the following week to complete maintenance. There will be signs at the pool and an announcement on the web site prior to the closings stating the exact dates.
- B. Having received some complaints about the use of the tennis court by non-residents and for lessons, the Board discussed the questions of how far ahead the court can be scheduled and whether there should be a limit on the number of visits by local guests.
- C. Beverlee Anderson moved and Mike Cross seconded that the Tennis Court Rules for the EP Recreation Center state that reservations for the courts are to be made in one-hour increments on the hour or half hour and that court times may be reserved for no more than four consecutive weeks. The motion passed unanimously. The Board did not place a restriction on non-member guests or on giving lessons.
- D. The Board discussed use of the swimming pool by non-member guests. Barbara Platz moved and Kathy Bennett seconded that guests who are not houseguests be limited to three uses per year of the pool facilities. The motion passed unanimously.
- E. The Board noted that it was not necessary to have the same rules for the Tennis Court as for the pool regarding non-member use. It requires a partner to play tennis, and a member's tennis partner might not live in Estancia Primera. However, pool privileges can more easily be abused by non-member residents.

V. Old Business

- A. Notices of the annual meeting in August must be mailed 30 days prior to the meeting.
- B. The Board will ask Mary Walta's office to handle the mailing after Kathy Bennett and Beverlee Anderson have updated the mailing list

VI. New Business

- A. The web site is functional, and the Board discussed what items to include. Possibilities include a bulleting board, meeting notices and a calendar of events
- B. Mike Cross reported on his discussions with Mary Walta
 1. The Board has broad powers in assessing late fees for delinquent payment of dues
 2. The Board set March 15 of each year as the date on which dues must be received or they will be considered delinquent.

3. 30 days later, or beginning April 15, the Board will assess a 10% per month late fee.
4. Failure to pay dues before the deadline will result in suspension of Clubhouse privileges.
5. Mary suggested that the Neighborhood Watch program be reinstated
6. The updated mailing list of homeowners, when mailed, will include a cover letter stating that the list should not be used for a general mailing list for solicitations.
7. Mary Walta is exploring the efforts by Mr. Alexander to have his properties excluded from the Los Altos Neighborhood Association

There being no further business, the meeting was adjourned at 9:20 AM

Respectfully submitted,

Barbara Platz, Secretary

ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

Board Meeting Minutes

July 1, 2003

The regular meeting of the Estancia Primera Community Services Association was called to order by Mike Cross at 8:04 AM at the EPCSA Recreation Center. Board members present were Mike Cross, Beverlee Anderson, Pat Haueter, Bob Lockwood, John LeMaster, and Barbara Platz. Grounds Manager John Amos also attended.

- I. Upon motion by John LeMaster, seconded by Bob Lockwood, the minutes of June 10, 2003 were approved as submitted
- II. Treasurer's Report by Beverlee Anderson
 - A. Three lots still have not paid their dues
 - B. Mike will contact these members personally
- III. Grounds Report by John Amos
 - A. The presence of bark beetle is a major concern
 1. The advance is rapid
 2. Some associations are not organized in attacking the problem on private lots
 - B. John recommends spraying the common areas. However, eradication by spraying is not possible once the beetle has attacked a tree
 1. He is working with the Parks Association to determine the best chemical spray to use
 2. Elroy's Pest Control will spray the common areas
 3. Private lots should also be sprayed, but legal questions arise about doing so
 - C. The best prevention is to dig a well around a tree and allow a 20-minute soaking drip every two weeks during periods of drought.
 - D. Removing dead trees is important in preventing the spread
 1. Thundercloud Gardening can remove dead trees in the common areas and trim branches on the walking paths
 2. Again, there are legal questions about going on to private lots to remove dead trees without the owner's permission
 3. Thundercloud Gardening can also remove the weeds that grow in the gutters along Estancia Primera

- E. Bob Lockwood moved and Pat Haueter seconded that the Board authorize John Amos to do and spend whatever he deemed necessary to take care of the trees in the common areas as he sees fit. Passed unanimously
 - 1. Individual property owners may contact John at 982 – 3336 to request treatment on their land at the same time. This treatment will be at the homeowner's expense.
 - 2. Mike will call neighborhood association presidents asking them to contact homeowners in their areas to notify them of the action and to strongly encourage them to remove dead trees and spray existing ones.
 - F. Bob Lockwood asked if the area between the sidewalk and the street could be part of the general maintenance of EPCSA. John will obtain an estimate of the cost to present at the next EPCSA Board meeting for its consideration of this responsibility.
 - G. John suggested a general clean-up by interested neighbors the day after Fiesta. He and his wife have cleaned the area between Otero and Estancia Primera North in the past, and he estimates it has taken them about three hours. Beverlee will post information about the effort on the web site.
- IV. Beverlee Anderson is managing the EPCSA website
- A. A welcome letter by Mike Cross will be added
 - B. There is now a form to allow banks to verify that homeowners dues are current
- V. Clubhouse Report by Mike Cross
- A. It was brought to the Board's attention that there has been a complaint by one homeowner about the cost of pool maintenance.
 - 1. Pool maintenance costs for a pool used by the entire community cannot be expected to be the same as pool costs for a private family pool.
 - 2. The member was invited to the Finance Meeting to review cost considerations and maintenance issues the Board has addressed
 - B. When the pool is closed for major repair in September, it may be possible for the tiles near the top of the pool to be repaired/replaced without having to drain the pool.
- VI. Old Business
- A. Packets for the annual meeting had numerous incorrect mailing addresses, but the problem is being corrected by the responsible party at no cost to the Association
 - B. ARB issues
 - 1. The oyster shells will be replaced with the material originally approved
 - 2. Straw remains an issue on the Johnstone lot. The ARB asked this not be used in the future to control moisture on new lawns
 - 3. The wheat at the Schwartz residence remains a problem. The owners like it and the Board has no legal right to insist that they

remove it or mow it. Kachina Hills Board President and the ARB have talked to the owners, but they have refused to do anything at this time.

C. Mary Walta has written Mr. Anderson about his effort to withdraw from the Los Altos Neighborhood association, but has not yet received a response.

VII. On behalf of the Board, John LeMaster complimented John Amos, Kathy Bennett and Daniel King on how hard they work and how nice the clubhouse and common areas appear.

Respectfully submitted,

Barbara Platz, secretary

**ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION
Board Meeting Minutes**

September 9, 2003

Mike Cross called the regular meeting of the Estancia Primera Community Services Association to order at 8:04 AM at the EPCSA Recreation Center. Board members present were Mike Cross, Beverlee Anderson, Catherine Beck, Kathleen Bennett, Pat Haueter, Bob Lockwood, John LeMaster and Barbara Platz. Also attending were Ginny Wilmore and Patti Kalinski.

- I. In order to accommodate the Ginny Wilmore and Patti Kalinski's schedules, the Board placed their item from New Business as the first one on the agenda.
 - A. Ginny Wilmore is requesting use of the racquetball court on Mondays, Wednesdays, and Fridays from 8:30 AM until 9:45 AM for a stretch and toning class conducted by Patti Kalinski.
 1. The class currently has 8 members and meets at Patti's retail store
 2. Ginny is the only member of the class from Estancia Primera
 - B. Patti submitted a statement of her background. She is proposing teaching a class and charging \$4.00 per participant.
 - C. She does not currently carry liability insurance, but will be able to do so after she receives her anticipated certification from the American Society of Sports Medicine in February of 2004.
 - D. She uses fitness balls, bands for stretching, and participants bring free weights (dumb bells) to the class.
 - E. The Board discussed the proposal at length.
 1. The major concern of the Board involves use of the facility on a regular basis by non-residents
 2. The Board is also concerned about setting precedents of regular use of the facility, preventing other residents from feeling they have free and fair access
 3. The Board requests that the Women's Group make a recommendation to sponsor a stretch and tone class for all members of Estancia Primera.
 - a. The trial run of the class would be for two months and would be limited to residents of Estancia Primera.
 - b. Each resident would be allowed to bring one non-resident member as a guest.

- c. The class would begin after racquetball players are notified and after the Board reviews its insurance policy.
 - d. Kathy Bennett, Barbara Platz, and Mike Cross will co-ordinate with Lois Callahan on approaching Ginny Wilmore about the proposed class.
- II. Treasurer's Report by Beverlee Anderson
 - A. There are still two homeowners who are delinquent on their dues.
 - 1. Barbara Wharton in Alta Mira, for whom Mike provided a new address
 - 2. Vince Darley, who lists the Management Group as his address. The Management Group will be contacted
 - B. Beverlee will pay for tree removal from the Capital Reserves Account
- III. Upon motion by Beverlee Anderson, seconded by Catherine Beck, the minutes of the July Board meeting were approved as submitted.
- IV. Grounds Report by Mike Cross for John Amos
 - A. John LeMaster, John Amos, Mike Cross, Rex Wilmore and Jim Hays have walked the development and determined which pinon trees are on private property and which are on the commons area
 - B. John Amos is working actively at getting dead and dying trees removed.
 - C. Walker engineering will make the annual inspection of the drainage and retention ponds
- V. Clubhouse Report by Kathy Bennett
 - A. The tennis court security gate is out of alignment and will not close
 - 1. Kathy will arrange the repair or replacement of the gate as necessary
 - 2. Beverlee suggested posting a sign on the gate to indicate access is restricted by a security card
 - B. Two residents had suggestions for tennis court maintenance at the annual meeting.
 - 1. The squeegee has been replaced on the instrument to clean the court after a rain
 - 2. Kathy is following up on cracks and determining when re-surfacing will be necessary.
 - C. The contract with Lee-Sure Pools has been signed and will be executed as a capital expenditure
- VI. Old Business

- A. Mike Cross has written a letter welcoming people to the community which is posted on the web site
- B. The annual minutes have been posted on the web site
- C. The timeliness of waste pick-up has improved
- D. The damaged bridge railing on Estancia Primera South has not been fixed, but Mike is actively pursuing the matter
- E. Because one member at the annual meeting said short term rentals may still be occurring, Mike requested notification if anyone is aware of the one-month rule being abused
- F. Mike has received numerous complaints about the Alexander House.
 - 1. The ARB approved the plans after several reviews, but some prominent features were described in footnotes and were not displayed in the drawings.
 - 2. The street cut for the driveway was not made where the plans designated
 - 3. The project will not be meeting its one-year deadline
 - 4. Pat moved and Beverlee seconded that the Board direct Mike to address concerns with the ARB. The direction is to first identify all potential problems and suggest possible solutions. The Board wishes the ARB to negotiate areas of concern with the owner.

VII. New Business

- A. Catherine Beck moved and Pat Hauter seconded that the Board order from the city a bound Mylar copy of the Estancia Primera neighborhood plats.
 - 1. The motion passed unanimously
 - 2. Mike Cross and Bob Lockwood will follow up on the project
- B. The Board approved amending the tennis court rules to prevent players from routinely blocking out large amounts of time. Court reservations should be for a maximum of one and a half hours unless pre-arranged for longer periods. Players will sign in to monitor court time limits.
- C. A sub-committee of the Board and interested residents will investigate the development of a fitness center at the Clubhouse.
 - 1. Kathy Bennett and Barbara Platz from the Board will serve on the committee
 - 2. Kathy suggested Kurt Summer would also serve and will seek a fourth participant.
- D. Beverlee noted that a house in Alta Mira that is for sale has a \$10,000 lien that is eight to ten years old and is clouding the title. Because the Board has no record of the reason for the lien, it will lift the lien in order for the sale to proceed.

There being no further business, the meeting was adjourned at 9:20 AM

Respectfully submitted,

Barbara Platz, Secretary

ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

Board Meeting Minutes

October 14, 2003

Mike Cross called the regular meeting of the Estancia Primera Community Services Association to order at 8:08 AM at the EPCSA Recreation Center. Board members present were Mike Cross, Walter Ford, Bob Lockwood, Kathy Bennett, John LeMaster, Catherine Beck, Barbara Platz and new member Eileen Street. Also attending were Cole and Sandy Campbell.

- I. John LeMaster moved that the Board approve the minutes from the September meeting. Kathy Bennett seconded, and the motion passed unanimously.
- II. In order to accommodate the schedules of Cole and Sandy Campbell, New Business was the first item on the agenda.
 - A. Cole applied for Board approval to operate a home business from his home in Cresta.
 1. He is a CFP with American Express.
 2. A limited number of clients would meet with him in his home during regular business hours. He would do no public advertising of the location of the business and there would be no outdoor signs designating the home as a business
 - B. Upon motion by John LeMaster, seconded by Walter Ford, the motion passed unanimously.
- III. Treasurer's report was postponed until the November meeting because Beverlee Anderson is out of town.
- IV. Grounds Report
 - A. Dead trees are being removed
 1. Although the cost is high, the Board views it as an unusual, non-recurring expense
 2. Alta Mira, as represented by Walter Ford, expressed concern that their development has far more common area than the other neighborhoods in Estancia Primera. Given the expense of spraying and removing trees, Alta Mira may seek future help from the Board in bearing this expense. No formal request was made.

- B. Bob Lockwood pointed out that four cottonwood trees in Los Nidos and two cottonwood trees in Kachina Hills need pruning because their branches impede pedestrian traffic.
1. Homeowners in Los Nidos have been asked to prune the trees but thus far all but one have refused to do so.
 - a. The cost of pruning all six is estimated by Coates Tree Service at \$1200.00
 - b. The Los Nidos Homeowners Association formally requested the Board to consider helping with this expense.
 2. Bob made a formal request to the Board President to review the matter and to write the homeowners a letter requesting attention to the nuisance.
 3. Mike Cross will take the matter under consideration with Mary Walta, and follow up on the request as needed.
- C. The Board discussed how to address dead or nuisance trees that may be on private property, neighborhood property, or Estancia Primera common property.
1. Mike will make an appointment with Mary Walta to address this concern.
 2. Catherine Beck suggested that the Board assess complaints of trees that are blocking access or views and develop language that clearly states how it will deal with these problems.
 3. Kathy Bennett pointed out that Kachina Hills assumes full responsibility for the trees on its common area and has not asked for help from Estancia Primera.
 4. The Board agreed to address the concerns of fairness between common areas of the different neighborhoods.
 5. Regarding problem trees on private property, the Board will determine if it can solve the problem under its contracts with Coates or with Thundercloud, and then send the property owner the bill for work performed.
 6. The Board will address the issue of landscape maintenance in Los Altos at its next meeting.
 7. John LeMaster pointed out that John Amos has done an outstanding job assisting with maintenance and tree removal in Estancia Primera, and that the Board should support him in very way possible.
- D. The controls for the irrigation system near the tennis court and the bridge over the arroyo need to be protected against erosion and running water.
- E. Bob Lockwood reported that dead trees have been dumped in the arroyo, creating a fire hazard, and the Mike Cross and John Amos will determine their location and what can be done about them

- V. Clubhouse Report by Kathy Bennett
 - A. The pool is closed for the winter and pool repairs will be finished by the end of the month.
 - B. Kathy is resigning from Clubhouse manager as of April 30, 2004. She suggests the duties be assumed by two persons and recommended that the Board begin considering replacement candidates.

- VI. Old Business
 - A. The Step and Tone Class considered at the September meeting will not be formed because of the restrictions the Board placed on use of the facilities.
 - B. The fitness subcommittee has been formed and is trying to find a time to meet. Members are Kathy Bennett and Barbara Platz from the Board and Kurt Summers, Bob Joseph, and Ginny Wilmore.

- VII. Presidents comments
 - A. Mike introduced Eileen Street as a new board member from Alta Mira.
 - B. He expressed his thanks to Walter Ford for his years of service on the Board, the ARB, and the Homeowners Association of Alta Mira.
 - C. Upon motion by Walter Ford, seconded by Kathleen Bennett, Eileen Street was unanimously elected as a new Board Member from Alta Mira.
 - D.

Upon motion by John LeMaster, seconded by Walter Ford, the meeting was adjourned at 8:37 AM.

ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

Board Meeting Minutes

Nov. 11 2003
~~June 10, 2003~~

Mike Cross called the regular meeting of the Estancia Primera Community Services Association to order at 8:03 AM at the EPCSA Recreation Center. Board members present were Mike Cross, Beverlee Anderson, Pat Haueter, Kathy Bennett, John LeMaster, Catherine Beck, Eileen Street, and Barbara Platz. Also attending was Rex Wilmore

- I. The minutes of the previous meeting were approved as submitted.
- II. Treasurer's Report by Beverlee Anderson
 - A. A new bookkeeper for the organization, Maggie Kozen is coordinating the transfer of records and therefore no formal report was made
 - B. Members are encouraged to think about the 2004 budget
- III. Grounds Report
 - A. John Amos, Mary Walta, and Mike will follow-up on issues of bearing the costs of landscape maintenance and tree removal
 - B. The drainage system has been inspected, as required annually by the City.
 - C. The password for the security clearance at the Clubhouse was distributed.
- IV. Clubhouse
 - A. The pool maintenance has been completed
 - B. The tennis court equipment has been ordered
 - C. Kathy will find out about the warranty on the tennis court surface
 - D. Beverlee requested a thorough cleaning of the court, including the areas of the bleachers.
- V. Old business
 - A. The current Los Altos landscaping expenses were discussed with the Grounds Report
 - B. The fitness sub-committee met and presented preliminary ideas to the Board.
 1. The Committee recommended the storage space be used, but the Board favored use of the racket ball court
 2. The Committee will submit a survey to the homeowners to determine whether there is sufficient interest to pursue a thorough cost analysis.
 - C. Mike has talked to the City six or seven times about the bridge repair, and will continue to follow up until the repair is done.

D. Given recent burglaries, the Board decided to arrange a Neighborhood Watch program. Mike will invite someone from the Police and Fire Departments to talk to homeowners.

VI. New business

A. Barbara Platz reported that loose dogs in the neighborhood roam on a regular basis.

B. Believing that the dogs do not belong to a EP homeowner, Mike will call animal control and request they patrol the area, particularly Kachina Hills and Los Altos.

There being no further business, the meeting was adjourned at 9:10 AM.

ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

Board Meeting Minutes

December 9, 2003

Mike Cross called the regular meeting of the Estancia Primera Community Services Association to order at 8:07 AM at the EPCSA Recreation Center. Board members present were Mike Cross, Beverlee Anderson, Pat Haueter, Bob Lockwood, Kathy Bennett, John LeMaster, Eileen Street and Barbara Platz.

- I. Minutes of the previous meeting were approved as corrected.
- II. Treasurer's Report by Beverlee Anderson
 - A. The current balance is \$128,596.69
 - B. Approximately \$5,000 more was spent in 2003 than in 2002, mostly due to expenses related to the pool and grounds.
 - C. After the books are closed at the end of the year, she will be able to do a year-to-year comparison
 - D. Vince Darling is the only homeowner who has not paid dues for 2003.
 - E. Bills go out in January of 2004
 1. Beverlee will draft a cover letter that details consequences of delinquent dues
 2. The letter will also request e-mail information from homeowners to facilitate the neighborhood watch program
 3. The letter will announce the new Clubhouse Reservations contact, Sandy Campbell
- III. Grounds Report by Mike Cross
 - A. The bridge has been repaired
 - B. Vandals took out the light at the North entrance. John LeMaster will facilitate the repair
 - C. The snow removal contract has to be signed annually, and a \$500 retainer is required
- IV. Clubhouse Report by Kathy Bennett
 - A. There is a new contact person, Sandy Campbell, who will be in charge of reservations, keys, and gate cards starting Dec. 18
 - B. Although the pool deck has been repaired, cracks will continue to occur from time to time. Cracks have been filled with calk and paint has been provided so that the cracks can be painted over as well.
 - C. Tennis court supplies have been ordered

- D. Kathy will follow up on the warranty of the court surface
- E. There will be a New Year's Eve Party at the Clubhouse for homeowners
- F. A homeowner who can supervise maintenance of the Clubhouse is still needed to replace Kathy.

V. Old Business

A. Fitness survey

1. There has been close to a 50% response to the survey
2. Preliminary results show a slight majority of people favor having a space for fitness equipment, and of those a slight majority favors using the racquetball court. Some people are opposed to the facility, and some say they would not use it but are not opposed to the idea.
3. Careful analysis of all responses still needs to be done, and the deadline for responses is a week away.
4. John LeMaster and Bob Lockwood have looked at the entire physical layout of the Clubhouse and have ideas for long-range projects.
5. A rough estimate of converting the racquetball court to a fitness facility, adding stairs to a storage area, and windows to the workout room: \$40,000 to \$50,000.

B. Criminal transient activity

1. Several members of the Board went to see the area where the homeless camp exists off Hyde Park Road to the north of Estancia Primera.
2. The neighborhoods at 800 Hyde Park Road and 1000 Hyde Park Road are agitated about the problem and worried about criminal activity related to the transient population
3. John LeMaster and Bob Lockwood report that homeless persons have come onto the properties on Alta Vista, especially those under construction, and used the water to bathe, fill canteens, and bathe animals. Until criminal activity ramped up in the community, they were not inclined to pursue the matter.
4. The police cannot evict the squatters because they are on private property.
5. The other neighborhoods are trying to contact the owners of the property to request "no trespassing" signs be posted. This would give the police legitimacy in approaching the transients and asking them to vacate the area.
6. Once the area is cleared of vagrants, the neighborhoods want to initiate a clean-up
7. Mike will continue dialogue with the neighborhoods, find out what the rules are regarding no trespassing signs, and keep the Board posted on developments.

8. Although there is some concern about retaliation, the neighborhoods working together should mitigate this risk.

C. Neighborhood Watch

1. As a follow-up to the Neighborhood Watch meeting held on December 4th, the Board discussed finding people to serve as neighborhood chairs.
2. Beverlee Anderson knows one person who would represent Aspen Compound, and Elaine Street volunteered to be the contact person for Altamira
3. Other Board members will contact persons in their neighborhood who would be willing to serve.
4. Mike distributed signs, which can be mounted on signboard and posted. Bob Lockwood pointed out that the signs are the major deterrent to crime
5. It is not possible to put gates at the entrances because Avenida Primera South is a public street
6. Signs will be posted at the entrance, and Pat Haueter suggested signs on the bridges as well. Mike will get more signs for posting in the community.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Barbara Platz
Secretary