

# **ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION**

## **Board Meeting Minutes**

**January 13, 2004**

Vice President Kathy Bennett called the regular meeting of the Estancia Primera Community Services Association to order at 8:02 at the EPCSA Recreation Center. Board members present were Kathy Bennett, Beverlee Anderson, Catherine Beck, Pat Haueter, Bob Lockwood, Eileen Street and Barbara Platz.

- I. Minutes of the previous meeting were approved as corrected: homeless persons have come on to property on Los Altos, not Alta Vista
- II. Treasurer's Report by Beverlee Anderson
  - A. All homeowners dues for 2003 have been paid
  - B. The Master Account has been invaded because of major expenses
  - C. Items discussed
    1. The Association is a non-profit but is not tax exempt. We pay taxes on interest and the real property is depreciated
    2. The previous treasurer noted that the Association did not receive a water bill for a long time, and then a large water bill was paid in 2003
    3. The Board would like to have a clear understanding of who is responsible for maintenance and landscaping in Los Altos, and exactly which parts of the landscaping should be billed and which parts should be billed to the Los Altos homeowners association. The Board recommends making this determination before grounds maintenance is done in the Spring
    4. Large maintenance expenditures also included painting and the roof
    5. A one-car automobile accident near La Viveza destroyed a healthy pinon tree and the wall where the neighborhood's mailboxes are. Although the accident did not occur on La Viveza property, La Viveza paid for repairs and therefore will receive reimbursement from EP.
    6. Barbara moved and Eileen seconded that the Board approve the budget as submitted. Motion passed unanimously.
  - D. Homeowners dues will be mailed the week of January 19.
    1. There is no change in assessments
    2. Beverlee sought permission to change the way dues are handled when a home is sold. She suggested charging dues for the

coming year at time of transfer of ownership, and the Board agreed. Title companies would include this expense as part of the amount to be paid by the buyer.

3. Dues will be payable by 4/15/2004, and a monthly penalty will be assessed thereafter. A clear statement of fees will be included in the mailing.
4. Bob Lockwood proposed a second survey on the use of the Clubhouse, pool and tennis court be included in the mailing. He will draft a list of questions to ascertain usage, and Beverlee will post this survey on the website and include it when she sends out bills.

### III. Grounds Reports

- A. Beverlee asked Kathy to see about placing blinds in the storage room for security purposes
- B. There have been a few glitches with a new person assuming responsibility for distributing a key for use of the Clubhouse. Kathy will communicate to Sandy Campbell the importance of having a back-up person when she is out of town.
- C. Bob would like a monthly report on use of the Clubhouse, and Kathy will ask Sandy to set up a tracking sheet

### IV. Old Business

- A. The information gained from the fitness survey will be consolidated and presented at the February meeting
- B. An update on criminal/transient activity and the Neighborhood Watch will be deferred until the February meeting
- C. Some Neighborhood Watch signs have been posted, but more will be obtained.
- D. The lights at the South entrance, which were cut by the crew on the Anderson house, have still not been repaired. Kathy will follow up with Rex Wilmore to find out who should be contacted to fix them.

### V. New Business

- A. The women's group asked if Daniel King would be receiving a bonus for the work he has done with lighting the Clubhouse for Christmas
  1. Pat Hauter said it has been tradition for the Board to give Daniel a bonus at the end of the summer.
  2. Because this bonus has not been given for the past two years, Beverlee will check into what was given in the past
  3. Some members of the Board expressed concern that giving a bonus might lead to an expectation of receiving a bonus annually
  4. Other members felt it was a good idea to reward a good worker and that a bonus was appropriate

5. A final decision was delayed until the February meeting.
  6. Catherine asked Beverlee to change the way expenses are tracked and to put Daniel's wages as a separate expense
- B. Bob Lockwood requested monthly reports from the ARB be part of the agenda
1. Beverlee Anderson moved and Pat Hauter seconded that the Board receive a monthly report from the ARB that includes actions and concerns. The motion passed without dissent
  2. The report can be a written copy of the minutes or a written report, and does not require the head of the ARB to attend the Board meetings
  3. Catherine suggested that the ARB agenda be posted on the web site as well, so that affected parties could be aware of when the ARB was meeting and what would be discussed
- C. A friend who is a reporter for The Reporter and would like to do a story about homeless/transient people in Santa Fe has approached Barbara Platz
1. Several members of the Board expressed reservations about giving the problem any publicity
  2. Beverlee Anderson pointed out that the reporter has the right to interview any person in the neighborhood and suggested the Board have a succinct, consistent, written response.
  3. Bob pointed out that we have been very fortunate in not having criminal problems associated with the transients, and preferred to keep a low profile
  4. Although any member of the Board can speak as an individual about this divisive issue, the official Board response will be:  
"Although Estancia Primera has not finalized its approach to the complex problem of the homeless, we are working with other communities in the area to address the issue."

# ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

## Board Meeting Minutes

February 10, 2004

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, Catherine Beck, Pat Haueter, Bob Lockwood, Kathy Bennett, Eileen Street and Barbara Platz. Rex Wilmore also attended.

- I. Upon a motion by Beverlee Anderson, seconded by Eileen Street, the minutes of the previous meeting were approved as submitted.
- II. Treasurer's Report by Beverlee Anderson
  - A. Dues are coming in
  - B. Judy Wilson, accountant, has the information to prepare the Association's tax return
  - C. The Association maintains two accounts: one is a reserve account that earns interest, the other is a cash-on-hand account. Beverlee is not paying bills out of the reserve account so that interest will continue to accrue.
  - D. Pat Hauter moved and Catherine Beck seconded that the Board send Daniel King a letter of appreciation for his work, raise his salary to \$15/hour, and give him a \$100 bonus. The motion passed without dissent.
- III. Grounds Report by Mike Cross
  - A. Elroy's will spray Estancia Primera trees on March 5.
    1. The date will be posted on the web site
    2. Eileen questioned what chemical is used. Mike said it was Sevin, is reportedly the best at controlling bark beetle, and was supposed to last 9 months
  - B. Mike is in contact with the State Highway Department, District 5, who will post "no vending" notices at the South Entrance to Estancia Primera. Once the area is posted, the rule can be enforced.

IV. Clubhouse Report by Kathy Bennett

- A. She has a meeting scheduled with an Interior Decorator from Coronado Paint and Decorating Center who will assist with getting shades for the windows in the storage room
- B. She presented a Clubhouse usage schedule, which will henceforth be presented at Board meetings and will be posted on the web site. Beverlee will generate a form that people can use on-line to request use of the Clubhouse.
- C. Mike reminded the Board that he is still looking for someone to handle Clubhouse maintenance on behalf of the Board because Kathy's duties end March 31.

V. ARB Report by Rex Wilmore

- A. The last meeting of the ARB was October 29<sup>th</sup>. The next meeting will be Thursday, February 12<sup>th</sup>.
- B. The Red Roof issue on the property formerly owned by Phil Coombs
  - 1. The new owners were aware of the lien against the property and have indicated an intention to change the roof
  - 2. The new owners are requesting ARB approval of a guest house on the lot (Lot 21 of Los Altos Norte)
  - 3. After consulting with Mary Walta, the ARB's position will be that approval for lot improvement will be contingent on replacing the red roof.
  - 4. Mary also advised that Phil Coombs is not due a refund. Pat Hauter moved and Catherine Beck seconded that his deposit be transferred to the EP reserve fund. The motion passed unanimously.
- C. The Anderson House was the subject of the October 29<sup>th</sup> meeting no
  - 1. The ARB met with the contractor, lawyers and Mr. Alexander and was promised landscaping plans within seven days. Plans have not yet been received.
  - 2. The house plans were originally approved by the ARB contingent upon specific landscaping requests.
  - 3. When the house plans were originally submitted to the ARB, the ARB gave verbal disapproval of the bars.
  - 4. There is a question about whether he has received a certificate of occupancy.
  - 5. People who have worked on the situation see a pattern of non-compliance and ignoring the Estancia Primera procedures and covenants

6. Beverlee moved that the Board make a good faith effort to resolve the problems by taking these steps: (1) send a letter via registered mail to Mr. Anderson, his attorney(s), and his contractor to attend a Special Combined Meeting of the ARB and the Estancia Primera Board of Directors to address areas of non-compliance; (2) make it clear that if the Board is not satisfied with the outcome of the meeting (including non-attendance by Mr. Anderson) that it will instruct Mary Walta to investigate further the issue of non-compliance.  
Barbara Platz seconded and the motion passed unanimously.  
Mike and Rex will draft the letter.
7. The contractor severed the lines supplying electricity to the lights at the south entrance of Estancia Primera.
  - a. John LeMaster is building a conduit to protect the lines in the future, and the lights will be fixed.
  - b. The Board agreed that the bill for repairing the lights will be sent to Mr. Anderson.
8. The Board will ask Mary to develop scenarios for how the Board can respond to various actions (Mr. Anderson might take. *Spelly*)
9. Catherine Beck pointed out that the Board has fiduciary responsibilities and she requested a clear understanding about the degree of support and under what circumstances the Board's insurance policy would pay for litigation.

## VI. Old Business

- A. Kathy Bennett submitted the results of the fitness survey.
- B. Mike is following up on the transient activity. He is finding the owners of the property in question so that it can be posted.
- C. Mike will receive more "Neighborhood Watch" signs that will be posted at the bridges. Several neighborhoods have contact people who are willing to participate in the program.
  1. Cumbre Vista – John Amos
  2. La Viveza – Ginny Brewer
  3. Los Nidos – Jim Fassett
  4. Los Altos – Peter Bolton
- D. Streetlights on Estancia Primera
  - A. Rex and Mike have been pursuing requests for shading of the street lights on Estancia Primera for quite some time
  - B. Rex has learned that PNM will upgrade lights with a cut-off lens and can lower wattage as well.
  - C. Bob Lockwood moved and Mike Cross seconded that the Board ask PNM to replace the lenses in our streetlights to decrease glare at an approximate cost of \$3,000.00. Any cost over \$3,000 must be pre-approved by the Board. The motion passed unanimously.

The next meeting of the Board is scheduled for 8 AM on March 9<sup>th</sup>. There being no further business, the meeting was adjourned.

Respectfully submitted,

Barbara Platz  
Secretary

# ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

## Board Meeting Minutes

March 9, 2004

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, Catherine Beck, Bob Lockwood, Kathy Bennett, John LeMaster, Eileen Street and Barbara Platz.

Also attending: Jim Crain of Alta Mira, Santa Fe Conservation Trust

- I. The minutes of the previous meeting were approved, noting that Kathy Bennett will continue as Clubhouse manager through April
- II. Jim Crain gave the Board an update on the property across Hyde Park Road that has been a concern because of transient activity
  - A. The owner of the property, Murry Kelly, tried to get city approval a few years ago to develop the property.
    1. Due to objections from neighbors, the development of about 60 houses and a convenience store did not go through
    2. At some point, Mr. Kelly may proceed with developing, but would anticipate eight to twelve houses in a cluster and leaving open space
    3. Jim has been in contact with Mr. Kelly about the neighbors' concerns of fire danger and transient activity
    4. Jim has asked Mr. Kelly to tell his major investor, who lives in California, about the neighborhood requests for:
      - a. No trespassing signs
      - b. Cables to discourage access to the private property
      - c. Clean-up of the transient camps
    5. Jim will continue to work with Mr. Kelly in hopes of repairing relationships damaged by past land use disagreements
    6. The Board consensus is that seeing approximately ten units developed is preferable to seeing sixty new homes.
    7. Mr. Crain expects to hear within the next week about posting the property.
    8. Mike expressed the appreciation of the Board for Jim's efforts in this regard
  - B. Jim explained the work of the Conservation Trust and distributed material about it



- III. Treasurer's Report by Beverlee Anderson
  - A. Three-fourths of the dues have been collected
    - 1. A second notice will be mailed April 1 reminding those who have not paid that dues are due by April 15
    - 2. The Board will follow up at its May meeting on outstanding dues
  - B. The taxes have been done
  - C. Budgets, Statements, and Expense questions were brought up by Bob Lockwood
    - 1. The Board will invite the CPA to the May meeting to address questions about how items are expensed
    - 2. The Board will address the matter of capital expenditures and budget flow after it has heard from the CPA
    - 3. The annual report shows how money is tracked, but monthly cash flow statements do not. The Board will address whether another format will be more helpful to tracking capital expenses and operating costs.
- IV. Grounds Report by Mike Cross
  - A. Both sets of lights at the North and South Entrances have been repaired
  - B. South lights
    - 1. One problem was that the breaker had been turned off.
    - 2. The splicing done in previous repairs by the construction crew of the Alexander house was done without using underground material.
    - 3. The splicing has now been done correctly and a bill for repair given to Treasurer Beverlee Anderson.
    - 4. Estancia Primera will pay for the repair and then ask Mr. Alexander to reimburse the expense.
  - C. Eloy's sprayed trees on Saturday, March 6<sup>th</sup> in the Estancia Primera Clubhouse area and by homeowners who requested spraying at their expense.
  - D. The Board anticipates fewer expenses related to bark beetle problems in 2004
  - E. Bob Lockwood pointed out that there is erosion at the west end of the bridge in the arroyo on Estancia Primera South that needs to be addressed.
  - F. Watering of Clubhouse landscaping will be decreased to once a week because the plants are well established.
- V. Clubhouse Report by Kathy Bennett
  - A. She will meet with Susan LeMaster about choosing colors for the blinds in the storage area.
    - 1. Cost estimates from Coronado for honeycomb blinds are about \$300.
    - 2. Cost estimates for mini-blinds are \$200
    - 3. Catherine Beck proposed Kathy obtain a second bid from Southern Exposure.

- B. She has found the correct product for sealing cracks on the tennis court, a product by Seal Master. Daniel will take care of this maintenance
  - C. She distributed a report on Clubhouse reservations
  - D. The Bonfiglios will take over Clubhouse maintenance after Kathy resigns from the post. Kathy will continue to provide back-up assistance for reservations and maintenance.
- VI. ARB Report by Mike Cross for Rex Wilmore
- A. There have been approvals granted in Kachina Hills for landscaping and minor additions/remodels
  - B. A letter from the Rubin Katz law firm was distributed
    - 1. Mr. Katz requested that the ARB and EP Board deal with him regarding concerns over the Alexander house because Mr. Alexander is seriously ill
    - 2. He pledged to submit a landscaping plan by April 1 that will address concerns about screening the bars
    - 3. The ARB will vote to approve or disapprove the plans.
    - 4. EP Board members are invited to attend the ARB meeting to review the plans
  - C. The unfinished berm between Los Altos Norte and Hyde Park Road will be finished within two months
    - 1. Catherine requested shrubs on the slope of the berm to improve its appearance and stem erosion
    - 2. The walking pathway cannot be paved, but John will consider a covering that would be appropriate
    - 3. John and the ARB will meet to discuss final plans
- VII. Old Business
- A. Mike will follow up on getting more Neighborhood Watch signs
  - B. The money has been approved for replacing lenses on the streetlights to decrease glare, and Mike will follow up on ordering the work by PNM
  - C. Mike will follow up on posting the area at the South Entrance to prevent vending
  - D. L&L will assess the cost of repairing a portion of the sidewalk in front of the Clubhouse where a tree root has caused a buckling that is a hazard

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

April 13, 2004

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, Catherine Beck, Bob Lockwood, Kathy Bennett, John LeMaster, Eileen Street, Pat Haueter, and Barbara Platz.

- I. Minutes of the March, 2004 meeting were approved as submitted.
- II. Clubhouse Report by Kathy Bennett
  - A. Preliminary discussions of pool opening indicate it may be May 17<sup>th</sup>.
    1. Kathy is in the final phases of handing over Clubhouse duties
    2. She is looking for someone to open and close on Sundays
  - B. New shades are in the storage room
  - C. The Clubhouse Schedule is posted on the web site
  - D. The sidewalk in front of the Clubhouse has been fixed, thanks to Bob Lockwood and John LeMaster
  - E. Mike is addressing the issue of the water meter with the City
    - A. The meter that serves the Clubhouse is billed as a 2" commercial dimension
    - B. He will seek to replace the line with a residential dimension, but the Clubhouse will still be charged a commercial rate.
- III. Treasurer's Report by Beverlee Anderson
  - A. Judy Wilson, accountant, will attend the Board's May meeting
  - B. Taxes have been filed
  - C. The balance summary shows outstanding dues
    1. 22 bills have not yet been paid
    2. Penalties begin April 15<sup>th</sup> at 10% per annum
    3. Dues vary according to degree of development/occupation
      - a. Vacant lots are \$36/year
      - b. Built but not sold homes are \$90/year
      - c. Completed, owned homes are \$360/year
    4. The Board agreed that homes that are built but not sold would not be pro-rated upon sale. Dues would run on a simple calendar year basis

IV. Old Business

- A. Jim Crain has been in touch with the owner of the property to the north of Hyde Park Road and believes we will be able to get the area posted for no trespassing in the near future.
- B. The traffic division assures Mike that “no vending” signs will be posted at the South Entrance on Hyde Park Road.
- C. Mike will follow up with Rex Wilmore to be sure that shields on the light fixtures are installed.
- D. Mike will review insurance to control costs and avoid overlapping policies among the individual neighborhood associations.
- E. The Board recognizes a policy that trash cans should not be placed in the street more than 12 hours before scheduled pick up and should be removed within 12 hours after scheduled pick up.
- F. Michael DeSilva wants to do architectural reviews at no cost in order to get CE credit for his time. Homeowners will still be charged for the review, and the money will be used for ARB legal expenses. The Board approved his request, and will provide a letter acknowledging his time.

V. Items that will be on the agenda for May 11<sup>th</sup> meeting include:

- A. Fitness survey
- B. Dogs and dog waste
- C. Schedule annual meeting
- D. Lights in Alta Mira
- E. Report from the accountant

VI. ARB

- A. Mary Walta joined the Board meeting to discuss the issue of Mr. Alexander’s non-compliance with covenants and Board requests.
  - 1. Mary recommended that a notice of non-compliance, if filed, include a very specific list of the items and issues that are not in compliance with the CCRs.
  - 2. Mike pointed out that the history of the Board has been one of flexibility and appeals for a dialogue to discuss issues.
  - 3. Barbara asked if all forms of negotiation had been tried. Mary gave a history of the Board’s efforts to work with Mr. Alexander, and explained that he has not made an effort to meet with or address EPCSA’s many concerns over many years.
  - 4. John LeMaster requested that we send a letter to Mr. Alexander asking for the landscape plans and when they will be submitted.
  - 5. Bob Lockwood suggested writing Lanny Katz, Mr. Alexander’s attorney, instead.

6. Beverlee moved that the Board instruct Mary Walta to file a noncompliance notice and to write a letter to Mr. Katz regarding the landscape. Catherine seconded. The motion was approved unanimously.

B. There will be an ARB meeting on April 14<sup>th</sup>.

There being no further business, the meeting was adjourned at 9:25 AM

Respectfully submitted,

Barbara Platz  
Secretary

# ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

## Board Meeting Minutes

May 11, 2004

Mike Cross called the regular meeting of the Estancia Primera Community Services Association to order at 8:03 AM. Board members present were Mike Cross, Bob Lockwood, Beverlee Anderson, Pat Hauter, Catherine Beck, Kathy Bennett, Eileen Street and Barbara Platz.

- I. Upon motion by Bob Lockwood, seconded by Eileen Street, the minutes were approved as submitted.
- II. Treasurer's report by Beverlee Anderson
  - A. Thirteen lots still have outstanding dues
  - B. Some Board members volunteered to call those who have not paid
  - C. New invoices will go out
  - D. Catherine Beck moved and Pat Hauter seconded that the Board direct the treasurer to move all accounts to Century Bank, keeping separate accounts for reserves, checking, and ARB.
    1. The reserves will be divided and invested in three short-term certificates of deposit, and be positioned so that one CD is maturing each month.
    2. The motion passed unanimously
  - E. The cost of placing a lien on the Alexander house will be approximately \$500.00
- III. Grounds Report
  - A. The sprinkler system which has been maintained by Scott's Irrigation will now be maintained by Thundercloud
  - B. Thundercloud's activities include
    1. Repairing the drip irrigation at the Clubhouse
    2. Installing six xeriscape plants
    3. Trimming chamisas near the Clubhouse
    4. Removing dead trees in the common areas
    5. Watching tree roots near side-walks to prevent buckling and walking hazards
  - C. Sewage checks in the neighborhood and in the main arroyo will be done by the city
- IV. President's Report by Mike Cross

- A. Estancia Primera is posts a “no soliciting” sign, and persons who go from door to door may be scouting the neighborhood rather than soliciting.
  - B. Mike received a quick response when he called the police about such recent activity, and is encouraged the neighborhood watch campaign will assist with preventing burglaries
  - C. EP Attorney Mary Walta reports that Phil Coombs has asked for a return of his deposit. Upon motion by Beverlee Anderson, seconded by Kathy Bennett, the Board instructed Mary to send Mr. Coombs a letter showing (1) return of deposit (2) less legal fees, and (3) therefore showing a debit balance. Motion passed unanimously.
- V. Clubhouse Report by Kathy Bennett
- A. The pool is scheduled to open may 31
  - B. Sandy Campbell cannot be key person, handle reservations, and do pool closings on Sunday nights
    - 1. After discussion the Board agreed to find volunteers who will help with Sunday night pool closings.
    - 2. Kathy will try to find a volunteer to handle keys and reservations.
    - 3. Mike commended Kathy for all of the work she has done in managing the Clubhouse.
- VI. ARB Report
- A. Minutes of the ARB meeting were submitted from Rex Wilmore
  - B. Rex will follow up on the city installing shields on objectionable street lights
- VII. Old Business
- A. Signs to prohibit vending on Hyde Park Road are scheduled to be installed
  - B. Transient activity has increased
    - 1. Mike spoke with Jim Crain, who said owners of land to the north of Hyde Park Road are amenable to posting the area
    - 2. Catherine suggested getting other interested neighborhoods to help with the cost of posting the signs.
    - 3. If there is no objection from the owners by Monday, May 17<sup>th</sup>, Mike will proceed with procuring the signs.
  - B. Animal control will respond to reports of roaming animals, and individual home owners are encouraged to contact them if they see animals off leash.
  - C. Eileen objected to the use of traps, and the Board agreed there were liability concerns for small children and worries that coyotes rather than dogs would be caught.

- D. Each homeowner's association is asked to address the problem of homeowners who do not clean up after their dogs. Suggestions included seeking one volunteer to help clean up specified areas. The Board felt that it has limited ability to address this problem satisfactorily.
- E. Bob Lockwood will follow up on replacing the water pipe to the Clubhouse with one of smaller dimension.

VIII. New Business

- A. Catherine Beck announced that she is moving out of the neighborhood, but will still own her house in EP and is still willing to serve on the Board.
- B. The next meeting will be on June 15<sup>th</sup> rather than June 8<sup>th</sup>.

There being no further business, the meeting was adjourned at 9:12 AM



# ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

## Board Meeting Minutes

June 16, 2004

Mike Cross called the regular meeting of the Estancia Primera Community Services Association to order at 8:06 AM. Board members present were Mike Cross, Bob Lockwood, John LeMaster, Beverlee Anderson, Catherine Beck, Kathy Bennett and Eileen Street. Also present were Rex Wilmore, Chairman of the Estancia Primera Architectural Review Board and Kurt Sommer. Carla Skeen joined the meeting while it was in progress.

- I. Upon motion by John LeMaster, seconded by Eileen Street, the minutes were approved as submitted.
- II. Treasurer's report by Beverlee Anderson
  - A. Two lots still have outstanding dues.
  - B. Profit & Loss for January 1 through June 15, 2004 was distributed.
- III. Grounds report by Mike Cross
  - A. John Amos has been away.
  - B. Mike Cross will see that the broken light at the North entrance sign is repaired.
- IV. Clubhouse report by Kathy Bennett
  - A. Upon motion by Beverlee Anderson, seconded by John LeMaster, approval was given to Paula and Jim Burdelski to donate the bleachers from the tennis court to a local school and replace them with two simple benches. They should obtain a written receipt for the donation, as well as a release of any related liability.
  - B. Other projects for the Burdelskis should include:
    1. Consulting with John LeMaster regarding the problems with drainage in the tennis court
    2. Arranging to have the clubhouse air conditioner serviced
    3. Obtaining bids for stucco work on the tennis court wall
  - C. Bob Lockwood has obtained a contract with the City of Santa Fe to replace the water meter. It will cost \$268 and will result in savings on EPCSA's monthly water bill.
- V. ARB Report by Rex Wilmore
  - A. Several projects have received consideration and approval.
  - B. Hayes has been warned about any further projects lacking ARB approval.
  - C. Rex Wilmore requested guidance regarding a/c screens
    1. Are screens required if the a/c is wholly below the parapet?

2. Mike Cross will contact the Spirits, who have no a/c screen due to "grandfather" provisions in the EPCSA restrictions.
  3. Upon motion by Catherine Beck, seconded by Kathy Bennett, a \$500 budget was approved for the ARB to obtain architectural designs of a/c screens or for whatever else the ARB deems appropriate.
- D. Rex will not be required to write letters concerning plastic flowers in landscaping.

#### VI. Old Business

- A. Mike has received written permission from Paul Hunter, owner of the land north of Hyde Park Road, to post no trespassing signs. He will work with other interested neighborhoods and the police on having the signs made, posted and enforced.
- B. Bob Lockwood will send a copy of the letter from Mr. Hunter to the mayor.
- C. Rex Wilmore is awaiting an update from PNM on the cost of replacing the street light lenses. Upon motion by Eileen Street, seconded by Catherine Beck, Rex was authorized to spend up to \$6,500 on the lense replacements. Bob Lockwood opposed the motion.
- D. Plans for the Annual Meeting were discussed. Notices will be mailed out by the end of June. No rosters will be mailed this year.
- E. There is no news regarding the Alexander landscaping plan.
- F. Eileen will bring up the lighting issue at the annual Altamira meeting.
- G. Mike Cross will follow up on setting up the Neighborhood Watch program.

#### VII. Recreation Center survey review

- A. Bob Lockwood reviewed the survey and felt the consensus is that we should keep and improve what we have. Dues should not be increased.
- B. Most board members felt ambivalent about a fitness center at all and no action was taken after much discussion.
- C. Carla Skeen was present as an advocate for a fitness center.
- D. Kurt Sommer was present as an advocate for keeping the racquetball court intact.
- E. Final agreement was reached through a motion made by Beverlee Anderson, seconded by Bob Lockwood, that a committee formed of Carla Skeen and the Burdelskis will buy new pool furniture, plantings, etc. and initiate a general beautification effort not to exceed \$10,000.
- F. Bob Lockwood suggested a new front door for the clubhouse so that it will not have a jailhouse appearance. He further suggested that John LeMaster could easily design an attractive wooden door

and Bob could have it made and hung. No action was taken on this matter and it is up for discussion at the next meeting.

VIII. The next meeting will be on July 13.

There being no further business, the meeting was adjourned.

## Minutes of the EPCSA Monthly Meeting

July 13, 2004

President Mike Cross called the meeting to order at 8:05 AM. Attending were Board members Mike Cross, Bob Lockwood, Eileen Street, Catherine Beck, Pat Hauter, John LeMaster, and Barbara Platz. Also attending were Judy Walker, the Association Accountant, and Jim and Paula Burdelski, Club House managers.

- I. The minutes of the previous meeting were approved as submitted.
- II. Mike welcomed and introduced the non-Board members who attended the meeting.
- III. Treasurer's Report by Beverlee Anderson
  - A. Beverlee presented a balance sheet and a profit and loss statement
  - B. Some categories have been added to make the flow of money easier to follow.
  - C. Two thirds of the Reserve account money expenditures will be invested in short-term CDs after the account is moved to Century Bank One third will be left in a checking account, which Mike and Beverlee will open.
  - D. The Board addressed questions to Judy about how funds should be tracked.
  - E. After much discussion, Catherine Beck moved and Barbara Platz seconded that the Board direct the Treasurer to:
    1. Designate that line item 1000 expenses become Operating Expenses
      - a. Operating expenses will include such items as maintenance and contract labor
      - b. At the end of the year, if there are excess funds in the Operating Expense account, money will be transferred to the Replacement/Reserve Account
    2. Line Item 1030 expenses will be the Replacement Reserve Account
      - a. Capital expenditures will come from the Reserve Account
      - b. Capital expenditures will include improvements that add value to the facility, but not maintenance
      - c. Furniture, re-tiling the pool, and a new door to the Club House, for instance, are capital expenditures
    3. The Expense Reserve account ceiling will be raised to \$115,000.
    4. The board will submit this proposal to the membership for approval if required by the by-laws.

- F. The goals of the Board are that Balance Sheets and Revenue/Expense sheets be
  - 1. Correct
  - 2. Easy for the Treasurer to maintain
  - 3. Simple to follow

IV. Club House Report by the Burdelskis

- A. Bleachers have been replaced by benches at the tennis court.
  - 1. The City recreation department accepted the donated bleachers
  - 2. The cost of the new benches is \$229.88
- B. The person who came out to fix the Air Conditioner said there is none – only a fan. Recommended maintenance is to clean the filter on the heating unit annually and to check the entire system every few years.
- C. The problem with water on the tennis court is due to poor drainage in the southwest corner of the court. John LeMaster will follow up on repair.
- D. Bob Lockwood has looked at the stucco and reports that the stucco is in good shape. There are cracks where there are expansion joints. Cosmetic repair is possible, but he does not recommend a complete stucco job.
- E. The cost of building a storage unit by the door to the racquetball court is estimated between \$35 and \$60 thousand. The Board felt cleaning the storage unit and asking Association Attorney Mary Walta to store documents would be a better, more cost effective solution.
- F. Pat Hauter reminded the Board that some members have a long history of serving the Association, and their knowledge of past situations and decisions should be tapped into when considering changes or purchases.

V. Old Business

- A. The annual meeting is scheduled for August 9<sup>th</sup> (Financial) and 10<sup>th</sup> (General). Mike requested any input from Board members about what to expect and/or issues to discuss.
- B. Bob Lockwood reported that Mr. Anderson has contracted with Green Edge for a Landscape plan. Once Rex Wilmore returns from vacation, the ARB can review the plan.
- C. Signs are being made for the area to the north side of Hyde Park Road to designate it as “No Trespassing”
- D. John LeMaster will look into the cost of a new door on the Club House entrance to replace the gate.

The meeting was adjourned at 9:15 AM.

Minutes of the EPCSA Monthly Meeting  
September 14, 2004

President Mike Cross called the meeting to order at 8:05 AM. Attending were Board members Mike Cross, Bob Lockwood, Pat Haueter, John LeMaster, Kathy Bennett, Beverlee Anderson, and Barbara Platz

- I. Upon motion by Beverlee Anderson, seconded by Pat Haueter, the minutes of the previous meeting were approved as submitted.
- II. Treasurer's Report by Beverlee Anderson
  - A. The books have been reorganized to identify expenditures by class. The new accounting approach makes following the budget easier and does a better job of reflecting the financial status of the Association.
  - B. All Association accounts are now at Century Bank
    1. The Operating Expense account has about \$30,500 in a checking account
    2. The Replacement/Reserve account is divided into two CDs and a liquid account. The two CDs have maturities of 180 days and 60 days, and the liquid account has a balance of slightly more than \$10,000.
  - C. Individual budget items to address:
    1. The city is not yet billing the Association for the new 3/4" water pipe because they need new components for a new meter, which have been ordered.
    2. Water, Refuse, Gas, Phone, and Electricity bills will be placed on automatic draft.
    3. The only known capital expenditure year to date is the \$9,823.64 for new patio furniture.
    4. The Board is working on anticipated capital expenditures for the 2005 budget.
  - D. In projecting income for 2005, Beverlee assumes six more homes will be sold and the dues will increase the Association's income
  - E. Upon motion by Pat Haueter, seconded by John LeMaster, the Board unanimously approved the budget as submitted.
- III. Grounds Report by Mike Cross
  - A. Fiesta-related issues
    1. Residents participated in cleaning the area on Hyde Park Road after Zozobra. The City picked up trash bags.
    2. Next year, Mike will work with the City beforehand to try to have large trash receptacles placed along Hyde Park Road.
    3. Because the number of cars parked on Los Altos provided a safety hazard, Mike will request a police officer be stationed at the south entrance to Estancia Primera to prevent parking in the neighborhood. Even though it is a City street, a large number of cars parked on both sides would prevent a fire truck from access to the homes.

- B. The Board approved a fall tree spraying by Eloy's.
  - C. Mike has ordered the required drainage report.
  - D. Beverlee inquired whether the bill from Thundercloud has to separate the expenses for Los Altos maintenance. Mike will discuss the bill with John Amos.
- IV. Club House Report by Kathy Bennett
- A. The refrigerator has been replaced.
  - B. There is a problem with the drain in the women's shower, which is being addressed.
- V. ARB report
- A. A subcommittee has been established to address the issue of the Alexander landscaping.
  - B. The ARB has been working on objections to a roof garden in Los Nidos, and the issue is almost resolved.
  - C. The architect has submitted versions for screening air conditioners and swamp coolers.
  - D. Final inspections have been requested for Lot 2, Los Altos del Norte, and Lot 15, Kachina Hills.
  - E. The ARB is working on a proposed addition for Lot 1, Cresta.
- VI. Old Business
- A. "No Trespassing" signs will be posted very soon in the area where we have been concerned about criminal transient activity.
    - 1. Mike will follow up on the signs and sharing the costs with the other neighborhoods along Hyde Park Road after he returns in two weeks.
    - 2. The Board approved expenditures as necessary to have the signs made and posted.
  - B. The ARB is continuing to work with PNM to get lights shielded, but the process has been delayed by lack of response by PNM.
  - C. After the no trespassing signs are put up, Mike will work on the issue of overlapping insurance policies.
- VII. New Business
- A. Kathy brought up that there are an increasing number of children in the neighborhood and that some people drive too fast on Estancia Primera. Mike will make calls to identified offenders.
  - B. Bob Lockwood submitted sketches by Chavez Brothers for new doors to replace the gates at the entry to the Club House.
    - 1. The budget for replacement would be \$4,000.00
    - 2. The Board felt panels should be on the back as well as the front of the existing anchor pieces.
    - 3. Because the Board was not ready to commit to the expense at this time, a vote was postponed until the October 12<sup>th</sup> meeting. Mike suggested an up or down vote at that time.
  - C. Beverlee and Kathy will spearhead reorganization of the storage room.

- D. The fireplace is not used often enough to need to be cleaned, but Mike requested a cap be placed on it.
- E. The Board discussed the need for stucco on the tennis courts.
  - 1. Bob Lockwood pointed out that stucco always has some cracks, and that it would be an expensive and unnecessary endeavor to re-stucco all of the Club House and court.
  - 2. The most objectionable areas are where there are expansion joints at the tennis courts. One solution is to place a batten over the joints, but the end result might not be as attractive as desired.
  - 3. Bob said that there will always be cracks where there are joints, so re-stuccoing would not solve the problem for any significant length of time.
- F. John LeMaster moved and Pat Haueter seconded that the Board elect the current officers to continue their terms. The motion passed unanimously.

The meeting adjourned at 9:20 AM

Respectfully submitted,

Barbara Platz, Secretary



Minutes of the ESPCA Board  
October 12, 2004

Attending: Mike Cross, Beverlee Anderson, Bob Lockwood, Pat Hauter, Eileen Street, Kathy Bennett, Catherine Beck, and Barbara Platz.

The meeting was called to order at 8:07 am.

- I. Upon motion by Pat Hauter, seconded by Beverlee Anderson, the meetings of the previous meeting were approved as submitted.
- II. Treasurer's Report by Beverlee Anderson
  - A. Laddered CDs have been purchased
  - B. Detailed report at next meeting.
- III. Grounds Report
  - A. Eileen asked about who is responsible for the dead trees on the slopes below Los Altos and Los Altos Norte. Mike will check with John Amos
  - B. The dog problem has been reduced, with only one dog coming into the neighborhood on a regular basis
- IV. ARB Report
  - A. Plan for Alexander landscaping has been submitted to the ARB and will be reviewed.
  - B. PNM has sent a letter to Rex saying the shields for the lights have been approved and will be installed. No time line was given, however.
- V. Transient Activity Area on north side of Hyde Park Road
  - A. Mike's phone calls to the city have not been returned, but he has received information from the City Attorney about language, size, and spacing.
  - B. Mike will have signs made and posted and send bills to 800, 1000, and 12000 Hyde Park Roads, asking each to pay one-quarter of the cost.
- VI. Clubhouse Report by Kathy Bennett
  - A. The chimney has been cleaned and capped.
  - B. The pool will be winterized on Friday, Oct. 15<sup>th</sup>.
  - C. The alarm system in Zone 6 is not working.
    1. Kathy obtained a bid from PSI for \$900 plus tax. It would replace the old wiring with wireless sensors and includes a new panel with a digital read-out.

2. Paula Burdelski joined the meeting to report on a bid she received from Security and Access.
  - a. The bid is \$1745.00
  - b. The gate and key card would be tied into the Clubhouse access
  - c. Different levels of access could be applied to different key cards. For instance, Board Members' key cards would allow them access to the Board Room with their key card, but other residents would not gain access to the Board Room with their key cards.
  - d. It would be necessary to go through the roof to complete the installation.
3. Beverlee moved and Pat seconded that the Board choose PSI to upgrade the security system. The motion passed unanimously.
4. Paula reported that the drainage problem in the women's locker room has been fixed.

- VII. Bob Lockwood followed up on ideas from the previous meeting about a new gate.
- A. He said a single 40" door, keyed like a hotel room door, could be installed. The metal side panels would be removed and replaced with wrought iron, and the door opening would be framed.
  - B. The Board expressed concern about the encumbrance of needing two cards, one to access the tennis courts and one to access the pool and Clubhouse.
  - C. Barbara Platz moved and Catherine Beck seconded that Bob develop a plan which would replace or cover the existing bars, but would use the current key system. The motion passed unanimously. Bob will develop ideas for the design.

- VIII. The Board thanked Beverlee and Mike for their help in organizing the storage room. They created a place to store pool cushions and umbrellas, and transferred older files to Mary Walta's office.

It was not determined if there would be a November 9<sup>th</sup> meeting. Mike will communicate via e-mail whether one will occur. There being no further business, the meeting was adjourned at 8:58 am.

Respectfully submitted,

Barbara Platz  
Secretary

# ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

## Board Meeting Minutes

November 9, 2004

Mike Cross called the regular meeting of the Estancia Primera Community Services Association to order at 8:01 AM. Board members present were Mike Cross, Bob Lockwood, John LeMaster, Pat Haueter, Catherine Beck and Eileen Street. Also present were Mary Lawton and Kerry Brock.

- I. Upon motion by Pat Haueter, seconded by John LeMaster, the minutes were approved as submitted.
- II. Mike reported that Kathy Bennett had resigned as Vice President and as a member of the Board. Her contributions to the community are appreciated and she will be missed.
- III. Clubhouse report
  - A. The alarm system has been repaired and upgraded. An instruction booklet is in the hallway buffet.
  - B. Daniel will touch up the paint around the new alarm keypad and clean and re-bag the shop vac.
  - C. The pool was winterized and closed.
  - D. The community room has a new wastebasket.
- IV. Grounds report
  - A. Thundercloud is removing dead pinon trees as well as unwanted elms and olives.
  - B. Mike reported about the burned house near the North Entrance:
    1. The city has finished its investigation of the fire.
    2. The owner's insurance company is currently conducting its own investigation.
    3. Mary Walta will send a complaint letter to the city or to the owner.
  - C. Mike received a new bid for snow removal that includes a \$750 retainer, a \$1375 fee for removal of 4" or more and a \$575 fee for removal of less than 4". Upon motion by John LeMaster, seconded by Catherine Beck, the bid was approved.
  - D. The Estancia Primera entrance signs have been vandalized.
  - E. Mike has placed more neighborhood watch signs around the community.
  - F. The streetlights have been replaced, costing less than anticipated.
- V. Old Business: Mike will meet this week with Mr. Chilcott of 800 East to place the "No Trespassing" signs on the land north of Hyde Park Road.

VI. ARB Report

- A. The Alexander landscaping plan has been approved subject to the addition of two trees required by the ARB.
- B. Mr. Alexander has threatened to sue if the Board does not lift its notice of non-compliance after the landscaping has been done.
- C. The ARB adopted two designs submitted by Miguel de Silva for the purposes of screening evaporative coolers.
- D. Several projects have received approval and others are under consideration.

VII. New Business

- A. Mike read a letter submitted by Mary Lawton and Kerry Brock, which requested the Board to take some action to recognize the contributions to Estancia Primera by Rich Culpin, who is recently deceased. Mr. Culpin was responsible for preserving from the city the land on which our community facilities are built. Suggestions include:
  - 1. Installing a plaque commemorating his service
  - 2. Naming the tennis court for him
  - 3. Naming the entire facility for him
  - 4. Any combination of the above, including inviting Jeannie Culpin to a dedication ceremony
- B. Several tall trees are beginning to block views and cause other concerns.
  - 1. There is some controversy over whether trees should be pruned or removed.
  - 2. Mike will consult with Coates to see whether trees can be effectively pruned.
  - 3. Mike will find out if the offending trees are on the approved list.
  - 4. We need to establish a process for dealing with this issue.

VIII. There being no further business, upon motion by John LeMaster, duly seconded, the meeting was adjourned at 8:45 AM.

EPCSA Board Meeting  
Minutes, Dec. 14, 2004

Attending: Mike Cross, Pat Haueter, Bob Lockwood, John LeMaster, Eileen Street, and Barbara Platz, Beverlee Anderson

President Mike Cross called the meeting to order at 8:05 AM. Upon a motion by Bob Lockwood, seconded by John LeMaster, the minutes of the previous meeting were approved as submitted.

- I. Treasurer's Report by Beverlee Anderson
  - A. Beverlee will be meeting with the bookkeeper in the near future.
  - B. She is updating the neighborhood addresses and phone numbers in preparation for sending out dues.
  
- II. Clubhouse Report
  - A. Paula Burdelski reports no problems.
  - B. Daniel has decorated the Clubhouse for the Holidays.
  
- III. Grounds Report
  - A. Written report submitted and included in the Secretary's notebook.
  - B. The snowplow will not come unless called. In the event of Mike's absence, Bob will call.
  - C. The precedent is that the plow will clear Avenida Primera if there is less than 4" of snow and all other streets if there is more than 4".
  - D. The Board discussed the need to prune tall trees for their health and appearance, but made no directions to particular lot owners.
  
- IV. ARB report from Rex Wilmore
  - A. Letters have been exchanged between Mr. Alexander's lawyer and Mary Walta. The main issues remain the roof, the light fixtures, and the bars on the windows and doors.
  - B. John suggested that he and a few others approach Mr. Alexander in an unofficial capacity about coming to a resolution of the issues in an amicable manner.
  - C. Pat moved that we take the first step in addressing the windows and press for the removal of the bars. The motion died for lack of a second.
  
- V. Old Business
  - A. The burned house is being removed
  - B. Construction contractor will fix the damage done to the gabions caused by the firefighters.
  - C. No Trespassing signs have been posted. More Neighborhood Watch signs are available if desired.
  - D. There has been an attempted break-in in Kachina Hills; the perpetrators were deterred by the security alarm.

VI. New Business

- A. John LeMaster moved that the recreation facility be renamed in honor of Rich Culpin, the first president of the homeowner's association, and that a plaque describing his contributions be included in upgrades. The chair seconded and the motion passed.
- B. The Board approved sending a letter of appreciation and a gift certificate for dinner out to Kathy Bennett.

VII. Election of officers

- A. Paula Burdelski was nominated by Beverlee Anderson, seconded by Bob Lockwood, to take Kathy Bennett's place on the Board. She was elected unanimously.
- B. Eileen Street was nominated by Beverlee Anderson, seconded by Barbara Platz, to be Vice President of the Board. She was elected unanimously.

There being no further business, the meeting was adjourned at 9:07 A.M.

Respectfully submitted,

Barbara Platz  
Secretary