

EPCSA Board Meeting Minutes
January 10, 2006

Attending: Mike Cross, Beverlee Anderson, John LeMaster, Ginny Brewer, Eileen Street, Carol Seghers, Bob Lockwood, and Barbara Platz.

- I. Upon motion by Beverlee, seconded by Ginny, minutes approved as submitted.
- II. No Clubhouse report
- III. Treasurer's Report by Beverlee
 - A. Revenues and expenditures compared 2004 to 2005. Extraordinary expenses were doors and painting.
 - B. Bookkeeper does monthly entries. Accountant reviews the books once a year and does tax-related work.
 - C. Two lot owners have not yet paid dues.
 - D. Grounds maintenance is running over \$11,000 a year and the Board may re-visit the contract. Bob pointed out that the expense was in keeping with what can be expected given costs of labor, insurance, and other overhead costs.
 - E. Legal bill was higher because of change of CCand Rs and other expenses related to enforcing our covenants.
 - F. White, Koch, Kelly and McCarthy have notified the Board of an increase of legal fees to \$140/hour.
- IV. Web Site upkeep
 - A. Beverlee had trouble accessing web site to update, but technical support was unable to solve the problem.
 - B. Options are to upgrade software (\$110) or invest in newer, better software.
 - C. Beverlee will need to start over and reconstruct the Web Site.
 - D. Ginny moved and Barbara seconded that the Board authorize Beverlee to purchase software as necessary and reconstruct the Web Site. Board approved unanimously.
- V. Grounds report:
 - A. Snow removal company has not sent Mike a bill this year.
 - B. The arroyo to the south of the clubhouse has been cleaned up by neighbors and looks very good.
 - C. The drainage report required by the City shows some potential problems in one arroyo and Mike will follow up on which gabions are on private property and which ones are on common property.

VI. ARB report

- A. Since Rex Wilmore has resigned, it is necessary to choose a new chair for the ARB.
- B. Mike reported that Beverlee Anderson is willing to serve on the ARB as a representative from Aspen Compound.
- C. Mike noted that Pat Jackunas is willing to serve as Chair of the ARB. The ARB will hold a meeting for nomination and election of officers.
- D. The Board discussed
- E. The city path in Kachina Court has been re-routed in an unsafe manner and the irrigation pipes are exposed and are unsightly and dangerous. Beverlee asked that Kachina be notified of the concerns and that the EP will not be responsible for any injuries. Barbara will report to the Kachina Hills HO and make sure that it is brought to the attention of the Association. Mike will also attend the meeting.
- F. Rock work to repair drainage problems in front of the Clubhouse is estimated at \$10,000.
 1. Mike suggested we request other bids.
 2. Beverlee suggested we ask Frank Jackunas to obtain other bids.
 3. Bob pointed out that it would be necessary to draw up plans for comparable bidding.
 4. John suggested we can go by price per weight of rock rather than having to draw up plans.
 5. No action was taken at this time.
 - 6.

- VII. Ginny wanted to know how to handle the dilemma of two over-sized cars will in a two-car garage with built-ins. The Board said not to worry about it at this time.

There being no other business, the meeting was adjourned at 9:00 AM.

ESPCA Board Meeting
February 14, 2006

Mike Cross called the meeting to order at 8:05 AM. Attending board members were Mike, Beverlee Anderson, Barbara Platz, Eileen Street, Catherine Beck, John LeMaster, and Bob Lockwood. Also attending were Pat Haueter and Frank Jackunas

- I. The minutes of the previous Board meeting were approved as submitted.

- II. Pat Haueter, new business
 - A. Request to hold writing class at Clubhouse between 1 and 3 on Thursdays except in summer months.
 - B. Open to anyone; instructor is paid
 - C. Discussion
 1. Beverlee: question of who was paying/being paid.
 2. John moved and Eileen seconded for approval that the Clubhouse be available for use of the Writing Club with a one-time deposit of \$25 for use of the facility.
 3. Community events of ESPCA would pre-empt the standing use of the Clubhouse.
 4. Barbara suggested that Pat be issued a key.

- III. Frank Jackunas had a Clubhouse report.
 - A. He is looking at holding ponds to prevent soil erosion and would appreciate any information available about other sources of bids.
 - B. Stucco is deteriorating and tile outside of the Clubhouse is washed out and needs repair.
 1. Bid for outdoor saltillo tile and stucco is \$19,000. He can get other bids but would like direction from the Board.
 2. Bob said stucco is not that bad. Cracks are present but they are not structural.
 3. Mike felt ponds were higher priority.
 4. Beverlee thought we should develop a master plan for a five-year renovation/maintenance of the Clubhouse.
 5. John thought we should determine whether a rock wall should be incorporated into the ponds so that the job is done thoroughly.
 6. Frank suggested channeling the run-off to the arroyo to the south of the Clubhouse. It would be necessary to block off the drains from the parking lot. Frank will observe the runoff patterns and determine the best approach.
 7. Bob pointed out that a full rock wall is not necessary.
 8. A rock border along sidewalk is estimated to cost about \$3000. That could be the first step and then we would determine if more work is necessary.
 9. Upon motion by Eileen, seconded by Barbara, the Board voted to authorize up to \$3500 for the building of the rock border and clean-up of the street that has occurred from the run-off.
 - C. Frank will work on developing a Master Plan.

- IV. Treasurer's report by Beverlee
 - A. Beverlee submitted a list of who has not paid.
 - B. Books are at the bookkeepers.
 - C. Beverlee requested each member fill in individual neighborhood officers and fax the information to her
 - D. Beverlee has purchased the new version of Quick Books
 - E. Beverlee is almost through updating the web site.

- V. Grounds report: Board agreed to spray for Bark Beetles in March.

- VI. ARB will meet this evening for election of officers.

- VII. La Viveza problem with barking dog was brought to their attention. Unpainted flashing has been reported.

- VIII. Mike needs C C and Rs for each neighborhood. Kachina Hills and Los Nidos are on the web site. Beverlee will post them on web site if they are sent to her.

- IX. New Business
 - A. The occupants of the Alexander house have asked if they can use the EP homeowners list to send out an invitation to all residents for the Buckaroo Ball.
 - B. Board re-iterated that the policy is not to use the list for any non-neighborhood mailing.
 - C. L & L has a shed on Los Altos that some neighbors are complaining about.
 - D. John has a few lots left to build on and would like to leave the shed on the property until he is through with the development.
 - E. Catherine pointed out that the Board has approved the shed until the construction projects are completed and then it will be removed. There are only a few more lots to be built on, and it will probably be in the neighborhood for two more years.

There being no further business, the meeting was adjourned at 9:00.

Respectfully submitted

Barbara Platz
Secretary

EPCSA Board Meeting Minutes
March 14, 2006

Mike Cross called the meeting to order at 8:08 AM. Board members attending were Mike, Ginny Brewer, Bob Lockwood, John LeMaster, Barbara Platz.

- I. The minutes of the previous meeting were approved as submitted.
- II. Treasurer's report: second notices will be sent.
- III. Grounds report
 - A. Thundercloud will be doing some maintenance.
 - B. Rock wall under construction is looking good.
 - C. Grade markers will be removed and area will be cleaned up when project is complete so we can assess whether the problem is solved.
 - D. Eloy will be spraying pinion trees later this month for bark beetles and bag worms.
- IV. ARB will be meeting for various challenges that are cropping up, but nothing needs to come to the EPCSA Board at this time.

Meeting adjourned at 8:16 AM.

Respectfully submitted,

Barbara Platz

**EPCSA Board Meeting
May 2, 2006**

Board members attending: Mike Cross, Catherine Beck, Ginny Brewer, Carol Seghers, Barbara Platz, John LeMaster, Beverlee Anderson, and Bob Lockwood.

Also attending: Frank Jackunas

The meeting was called to order at 8:05 AM.

- I. Upon motion by John, seconded by Ginny, the minutes of the previous meeting were approved as submitted.

- II. Clubhouse report by Frank Jackunas
 - A. In response to a problem with a neighbor leaving a RV in the Clubhouse parking lot for several days, Frank wanted to know if the Board wanted "No Overnight Parking" signs posted.
 1. Bob says we don't think we need them.
 2. Beverlee suggested putting a sign on the Clubhouse bulletin board and posting on the web site a notice that such parking is prohibited.
 3. The Board decided not to post signs at this time but will re-visit the issue if it becomes a frequent problem.
 4. All Board members should be pro-active about contacting any one who parks in the parking lot overnight.
 - B. Lighting being worked on and maintenance of the transformer on the south side needs to be done. A replacement would cost \$1000 to \$1200. However, the problem may be as simple as a breaker or photo cell. Frank will follow up.
 - C. Pool tentatively will open around Memorial Day. The chemical maintenance has been done and the required city inspection will be arranged. He will buy four umbrellas. Catherine suggested nice, neutral or navy attractive canvas in the Santa Barbara style
 - D. Bob completed painting fence and exposed wood has been stained.
 - E. Pots will be planted soon.

- III. Treasurer's report by Beverlee
 - A. Seven people have not paid dues
 - B. Issue with three of them is that property was sold and the title company did not investigate the dues situation.
 - C. Letters sent to title companies regarding the dues policies and form last year, but apparently have not been effective.

- D. Catherine says it should show up in title search. While the title company is ultimately responsible, their process is lacking in attention to detail.
- E. The system could be improved by contacting the listing agent when a house goes on the market.
- F. Mike will call listing agent to say lien will be placed on properties that have past due dues.
- G. John suggested a standard form for those who are a month late. It would point out that if the Treasurer has to send out another notice, a lien will automatically be placed on the property. Delinquent dues payers would have to pay late fees as well as the legal cost of filing the lien.
- H. Alta Mira is asked to change the dues amount to avoid confusion because their dues are \$360 and the EPCSA dues are \$360. Both are due at the same time and some residents don't realize they are responsible for both dues. The two statements are very similar.
- I. Beverlee will draft a policy to address the process.

IV. Grounds Report

- A. Let John Amos know if you see problems.
- B. Dog droppings are an increased problem.
- C. Bills will be requested to be submitted within 30 days.

V. ARB report

- A. John LeMaster's new house approved
- B. Existing issues being addressed.
- C. One landscaping project approved.
- D. The ARB has sent a letter to Jim Hays regarding the home under construction in Kachina Hills pointing out that the covenants state that all construction must be completed within a certain time period.

VI. Old Business

- A. Bob pointed out that evidence of cars going down in the Bosque by Los Nidos.
- B. Because the arroyo is a city easement, permission is needed to block access. Will keep eye on it and determine if it increases as a problem.
- C. Bob pointed out that there are 200 lots, and that most neighborhoods provide off-site parking for a neighborhood this size.
- D. Location of such a parking area is difficult. The Board agreed to watch and determine the extent of the demand for off-site parking and address the issue if it becomes a problem.

VII. New Business:

- A. Flag issues should be addressed at neighborhood level.
- B. Annual meeting recommended for August 15 and 16, Tuesday and Wednesday. John moved for those dates and Barbara seconded. Letter has to go out by July 3rd to give notice of annual meeting dates.
- C. Beverlee will need to be sure all of her addresses are current.

Meeting adjourned at 8:50 AM.

Respectfully submitted,

Barbara Platz
Secretary

EPCSA Board Meeting Minutes
June 13, 2006

President Mike Cross called the meeting to order at 8:03 AM. Attending were Beverlee Anderson, Ginny Brewer, Carol Seghers, Bob Lockwood, John LeMaster, Barbara Platz and Mike Cross.

- I. Minutes were approved as submitted.
- II. Clubhouse
 - A. Bob suggested a plaque for the pool, naming it the "Pat Hauter Pool." Ginny moved we have a pool plaque made in honor of Pat Hauter. John seconded.
 1. Mike will follow up with ordering it and John will install it.
 2. The Board agreed to install it in the middle of the wall next to the stairs going into the pool area.
 3. The motion passed unanimously.
 - B. Bob suggested a wooden plaque recognizing the presidents of the Board. He felt these plaques would give a sense to new people of how many neighbors have worked to keep the community association effective.
 1. Beverlee moved we have a President's recognition plaque. Bob seconded.
 2. Beverlee suggested Frank get a proposal for the President's Plaque. There could be a picture of the current president next to the plaque.
 3. The motion passed unanimously.
 - C. Bob suggested a portal covering of the back patio. Beverlee suggested we also replace the furniture in the back area to match what is by the pool. A decision was tabled until the fall.
- III. Grounds report by Mike for John Amos: a fallen tree in the arroyo by the Clubhouse was taken care of by John Amos at the community's expense because of liability issues.
- IV. ARB report
 - A. There are few unfinished issues with the ARB, and it is dealing with them.
 - B. Only 14 lots left to be built on.

- V. Treasurer's Report by Beverlee Anderson
 - A. The 2007 capital budget will need to include an allocation for new pool equipment. City regulations have changed for pool maintenance and the pool will need to be up to standard.
 - B. The pool will need to be monitored by a certified pool maintenance person, and it will be necessary for Daniel to obtain appropriate designations at our expense.
 - C. Three lots still have not paid dues. Mike has made efforts to contact and resolve the issues
 - 1. In one case, the outstanding dues are from 2005 and resulted from a title company error when the property was sold. The new owners are not responsible for the outstanding dues, and the title company disputes the claim. Beverlee moved that we write it off as a bad debt.. John seconded. The motion passed with six affirmative votes. Mike abstained.
 - 2. One house whose owners have dues outstanding is on the market. The Board could put a lien on the title.
 - 3. Beverlee moved that Mike file a lien against the other two homes with outstanding dues. Ginny seconded. The motion passed unanimously.
- VI. Old Business: Beverlee needs CCRs for Los Altos, Los Altos Norte and Kachina Hills for the web site.
- VII. Annual meeting
 - A. Beverlee needs ballot information for new Board members. Catherine, Eileen, and Barbara are resigning. Mike has suggestions of Board members from Kachina Hills but needs people from Los Altos and Cresta.
 - B. Potential names should be given to Beverlee by July 11.
 - C. Beverlee wants to improve information for new and existing residents.
 - 1. She suggested that new neighbors receive a hand-out of the most important CC and Rs of Estancia Primera. Beverlee suggested that it go out with announcements of the annual meeting notice.
 - 2. Beverlee suggested giving away magnets with Estancia Primera contact information. She wants to order 500 for \$250.00. Ginny moved that the magnets be ordered. Beverlee seconded. The motion passed unanimously.

Upon motion by John, seconded by Carol, the meeting was adjourned at 8:40 AM.

Respectfully submitted,
Barbara Platz, Secretary

EPCSA Board Meeting Minutes
July 11, 2006

Attending: Board members Mike Cross, Ginny Brewer, Beverlee Anderson, Catherine Beck, John LeMaster, Bob Lockwood, Carol Seghers, new member Bud McCullum. The meeting was called to order at 8:00am by Mike Cross.

- I. Upon motion by John Lemaster, seconded by Ginny Brewer, the minutes of the June 20, 2006 meeting were approved by all as submitted.
- II. New Board Member: Bud McCollum, who lives in Los Altos Norte was introduced to the board. A motion was made by Beverlee Anderson To approve Bud McCollum as a new board member and was seconded by Ginny Brewer. All approved.
- III. New Vice-President: A motion was made by Carol Seghers to nominate Ginny Brewer as Vice-President and was seconded by Mike Cross. All Approved.
- IV. New ARB Member: Catherine Beck recommended Bud Reitman to be on the ARB and take her place. A motion was made by Ginny Brewer to appoint Bud Reitman to the ARB and was seconded by Catherine Beck. All Approved.
- V. Clubhouse Report
 - A. Frank Jackunas reported the following items.
 1. An estimate is needed for the control box repair.
 2. The key pad needs to be rewired to prevent being locked in the clubhouse. A motion was made by Beverlee Anderson and seconded by Catherine Beck to get it fixed. All Approved.
 3. Smoke detectors need to be replaced at a cost of \$850.00.
 4. Pool cover needs replacing. A motion was made to get bids for replacement of the pool cover and was seconded by Ginny Brewer. All Approved.
 5. A section of the side walk has become gravelly.
- VI. Treasurer's Report
 - A. Beverlee Anderson reported that \$6,200.00 from the reserve funds were to be used for the requirements from the City of Santa Fe by the next scheduled pool opening.
 - B. A request has been made for new cards.
 - C. The bills are awaiting from accountants before her report is complete.
 - D. Beverlee recommends that the dues be increased from \$360.00 yearly to \$370.00. After discussion, the matter was tabled.

- VII. Grounds Report
 - A. After recent rains, the new rock work held well and only a few rocks were on the roadway.
 - B. John LeMaster says that tunneling needs to be repaired by Thunder Cloud.
 - C. Mike Cross has ordered the pool plaque for, "Pat Haueter Pool" and John LeMaster offered to put it up when it arrives.

- VIII. ARB Report
 - A. Jim Hays is in the process of completing his project and needs to clean up around the grounds.
 - B. Discussion on Anderson Home
 - C. A request was made at Altamira for a Portal Addition.

- IX. Old Business
 - A. Discussion on members for the EPCSA board.
 - 1. Bud McCullum will need to be re-voted to board.
 - 2. Catherine Back has agreed to stay on the board.
 - 3. Barbara Platz, presently the secretary will need to be replaced.
 - 4. Above will be discussed at the annual meeting in August.

- X. New Business
 - A. Mike Cross brought Insurance policies from the individual neighborhoods and at this time, EPCSA and Nine compounds have individual policies. There was a discussion on whether to get one insurance agent for all policies. Further information needed.
 - B. Paseo Cresta road surface was recently changed to gray gravel, not a Santa Fe brown. Catherine Beck reported there is no road committee or no board approval of the road re-surfacing.
 - C. Richard Czoski is said to have ordered the work done.
 - D. John LeMaster wanted to know whether it is the CCR as to road color requirements or a neighborhood issue, or an ARB issue. Mike will check on it.
 - E. Swamp cooler and coyote fence which is in disrepair need to be repaired by owner.
 - F. Discussion on air conditioner units in windows in Aspen Compound to notify owners.

John LeMaster moves for adjournment and Carol Seghers seconds the motion.
The meeting was adjourned at 9:00am.

EPCSA Board Meeting Minutes
October 10, 2006

Attending: Board members Mike Cross, Ginny Brewer, Beverlee Anderson, Catherine Beck, John LeMaster, Bob Lockwood, Carol Seghers. Also in attendance were Pat Haueter and Frank Jackunas. The meeting was called to order at 8:07am by Mike Cross.

- I. Upon motion by Beverlee Anderson, seconded by Ginny Brewer, the minutes of the July 11, 2006 meeting were approved by all as submitted. Note: September Meeting was not held due to unavailability of board members.

- II. Clubhouse Report
 - A. Frank Jackunas reported the following items:
 1. Four Folding Chairs are missing and he will review his inventory to verify.
 2. A discussion was held about the broken oven and it was agreed that we should replace the oven/stove/dishwasher unit as it is obsolete and is beyond repairability.
 3. It was also noted that we do not need a dishwasher.
 4. Frank reported that he has one bid for \$300.00 to \$450.00 for a new oven/stove. An additional \$300 - \$400 for an overhead microwave.
 5. John LeMaster will bring an appliance person to look at this situation and submit a bid.
 6. Beverlee moved and Ginny seconded to replacing the old unit with a new stove/oven and microwave. All approved.
 7. Another discussion was held concerning missing card keys and how to track their whereabouts. Frank informed the members that he has been instructed on how to deactivate a card and requests that he be advised of the cards which should be deactivated.
 8. Frank also informed the board that he received a call on an October 3, 2006 with an alarm sounding at the clubhouse, but it was a false alarm.

- III. Treasure's Report
 - A. Beverlee provided an updated copy of the current financial statements with nothing new to report
 - B. Mike Cross updated the Lien against Vince Darling and explained why he needed to utilize Mary Walta's office to enforce the lien.

- IV. Ground's Report
 - A. John Amos did not have a ground's report presentation.

- B. A discussion was held concerning snow removal. And it was agreed that we should send a letter to our snow removal company to be sure that they keep us on their call list. Beverlee suggested that we keep a call list in order ensure that someone notifies the company for snow removal.
- V. ARB Report
- A. A motion was made to add Kurt Sommers to the ARB by Ginny Brewer and seconded by Carol Seghers. All approved.
 - B. A touch up list was discussed concerning items that needed to be painted in each neighborhood.
 - C. The berm issue was discussed and it was noted that the berm should be cleaned up regularly. Beverlee suggested that we obtain an outside opinion on the problem. No action was taken.
- VI. Old Business
- A. Tennis Court drainage issue was discussed and Mr. Lockwood suggested that the corner should be opened up to allow for proper drainage. This matter will be turned over to Frank Jackunas.
 - B. Ginny Brewer talked about trimming the tall trees at the entrance to LaViveza and noted that Coates tree service is going to do their work and will remove the top third of the trees. She also said that the flagpole at the entrance will be removed.
 - C. Mike Cross reiterated that this is a full neighborhood problem and should be addressed soon.
- VII. New Business
- A. Mike Cross reminded everyone that we need find a new secretary and a ninth board member, preferably the same person. He has been unsuccessful in recruiting a member from Kachina Hills. Beverlee suggested, Mel Pittman of Kachina Hills. Mike will follow up on this.
 - B. Pat Haueter brought two letters from Pete Domenici's office acknowledging her concerns about poor mail service in our neighborhood. She noted that we no longer have a regular mail carrier and has been replaced with a rotating service. A request was made by Pat that the board write a letter to the Postmaster General.

The meeting was adjourned at 9:00am.

EPCSA BOARD MEETING MINUTES

NOVEMBER 14, 2006

CALL TO ORDER- 8:09 A.M.

APPROVAL OF MINUTES, OCTOBER 10, 2006

**APPROVAL OF NEW BOARD MEMBER, MEL PITMAN - MOTION AND APPROVAL,
BEV AND JOHN. BUD MCCOLLUM RESIGNED.**

CLUBHOUSE REPORT- NEW MICROWAVE; CHECK ROOF FOR LEA KS.

TREAS. REPORT- NO REPORT, B. ANDERSON NOT IN ATTENDANCE.

**GROUNDS REPORT- WOODEN POST AT ENTRANCE- JOHN AMOS TO HANDLE.
THUNDERCLOUDS MAINT. TO DEAL WITH GABIANS.
MUCH TRASH FOUND; DOG DROPINGS, ETC.**

**NEW BUS.- APPROVED NEW SNOW REMOVAL CONTRACT WITH ADVANTAGE ASPHALT.
CHARGE WILL BE \$1500 TO CLEAN ALL PAVED STREETS AND ENTRIES TO
GRAVEL STREETS.**

ADJOURMENT- 8:35 A.M.

EPCSA BOARD MEETING-----DECEMBER 12, 2006

CALL TO ORDER- 8:10 A.M.

APPROVAL OF MINUTES--^{*Je Maitre*} JOHN MAITRE AND BOB LOCKWOOD

CLUBHOUSE REPORT---- FRANK POINTED OUT ROOF LEAKS; WWILL FOLLOW UP ON
GUARANTEE. EVERYTHING ELSE, OK.

TREASURERS REPORT-- WILL SEND OUT ANNUAL DUES BILLING, JAN. 7, 2007.
DUE BY MARCH,07.

GROUNDS REPORT-----CALL FRANK JACUNAS(CLUB HOUSE MANAGER)
CONCERNING SNOW REMOVAL.
UP TO 4"- WILL SWEEEP AVE. PRIMERA SOUTH ONLY.
OVER 4"- WILL SWEEP AALL OTHER STREETS.
"GABIANS" INSPECTED. NO REPORT YET.

ARB REPORT-----NO REPORT YET. NEED LEGAL REP.
WILL INTERVIEW CARLA SKEENS AND/OR KURT SUMMERS.
NEED STORAGE UNIT FOR HOA DOCS., IF WE PLAN TO CHANGE

LEGAL REP.

BEV. ANDERSEN RECOMMENDS WE INTERVIEW FOR NEW REP.

BEFORE JANUARY 7.

NEW BUS.-----WE NEED 9TH BOARD MEMBER. ANY NEIGHBORHOOD OK.
KACHINA HILLS HAS REQUESTED \$500 TO MAINTAIN WAALKING

TRAILS. NO DECISION,

TILL FORMAL REQUEST.

KATHERINE BECK WILL NOT BE AT JANUARY 9, 2007 MEETING.

ADJOURMENT-----8:39 A.M..