

## Estancia Primera Board of Directors Minutes January 24<sup>th</sup>, 2011

BOD Members Present: Bolton, Fassett, Jackunas, Waltz; Amos, Buchsbaum participated after approval

The following motions were proposed and passed (vote count indicated):

1. The minutes from the December 14 meeting were accepted with minor revisions (4-0).
2. The 2010 Treasurer's report was presented and approved (4-0).
3. John Amos (Cumbre Vista), Gene Andes (La Viveza), and Bill Buchsbaum (Cresta) were appointed to the board (4-0) following nomination by their respective neighborhoods.
4. Kurt Sommer, Bid Rietman, Rita Meek, Jim Hayes, and Bob Lockwood were reappointed to the ARB (6-0).
5. EPCSA will, in the future, utilize an attorney who is not a resident of EP to avoid the potential appearance of conflict of interest. John Patterson will be asked to serve as EPCSA attorney (6-0).

Other actions:

1. Frank Jackunas offered to serve as the point of contact for snow removal from Avenida Primera and EP common property. Snow will be cleared when the depth reaches 4".
2. Jim Fassett agreed to draft contracts for Rex Wilmore (Treasurer and Webmaster), Frank Jackunas (Clubhouse Manager) and the EP attorney (when one is found).
3. The status of the Sommer amendment will be discussed at the February 8<sup>th</sup> board meeting.

## Estancia Primera Board of Directors Minutes March 24<sup>th</sup>, 2011

BOD Members Present: Gene Andes, Jim Fassett, Carol Genebach, Jacob Waltz; Nina Rasmussen participated after approval. [Note: at the time of the meeting, the board consisted of only seven members, and therefore *four* were necessary to have a quorum].

The following motions were proposed and passed (vote count indicated):

1. The minutes from the January 24 meeting were accepted without revisions (4-0).
2. The Treasurer's report was approved (4-0).
3. Jim Fassett was confirmed as EPCSA President (4-0), and Pat Jackunas was appointed Vice President (4-0).
4. Nina Rasmussen was appointed to the board (4-0) following the resignation of Peter Bolton.
5. A homeowner's \$36 penalty on annual dues was dismissed (5-0).
6. The board agreed to refer questions related to member standing to the EPCSA attorney (5-0).
7. A letter of non-compliance will be sent to the owner of the "White Roof" house (5-0).

Other actions:

1. The board restated EPCSA policy that all communication with the EPCSA attorney must go through either the President or Vice President; individual homeowners or board members may only request the services of the EPCSA attorney at their own expense (5-0).
2. Frank Jackunas briefly discussed water damage that occurred in the clubhouse due to frozen pipes. The board approved payment of a \$500 insurance deductible for associated work. The work will be performed by Western Sunrise.
3. A discussion regarding the original draft minutes from the August 30<sup>th</sup> board meeting was tabled.

## Estancia Primera Board of Directors Minutes April 12<sup>th</sup>, 2011

BOD Members Present: Gene Andes, Jim Fassett, Carol Genenbach, Jacob Waltz, Nina Rasmussen, John Amos, Bill Buchsbaum, Pat Jackunas

The following motions were proposed and passed (vote count indicated):

1. The minutes from the March 24 meeting were accepted with minor revisions (8-0).
2. The following procedures were adopted for future EP Board meetings (8-0):
  - a. Homeowner's attorneys or other representatives will be allowed to speak only by invitation from the Board
  - b. Agendas will be published 14 days in advance.
  - c. New business will be added to the agenda for a future meeting, and will not be discussed at the meeting at which it is raised
3. The results of the Sommer Amendment and the subsequent recording of amended Article 6.18 of the EP Covenants were endorsed (5-3).
4. The original minutes from the August 30<sup>th</sup> board meeting (written by E. Levine) were accepted into the EP corporate record (7-1).

Other actions:

1. The Treasurer's report was presented.
2. The EPCSA Attorney letter regarding members in good standing was placed in the EP Corporate Record
3. The "White Roof" house is getting a new roof.
4. The issue of non-profit's usage of the clubhouse was postponed to the next meeting.

## Estancia Primera Board of Directors Minutes May 10<sup>th</sup>, 2011

BOD Members Present: John Amos, Bill Buchsbaum, Gene Andes, Jim Fassett, Carol Genebach, Pat Jackunas, Nina Rasmussen. (Secretary Jacob Waltz was absent, and no notes were taken, thus these minutes are a best-recollection version and subject to modification or amplification. The batteries of the recorder went dead and thus there was no recording of this meeting.)

1. The minutes from the April 12 meeting were accepted without revisions
2. The Treasurer's report was approved
3. The clubhouse managers report was presented
4. ARB President's report was presented
5. Following a discussion of the clubhouse rules and regulations, Gene Andes made the following motion that:
  1. The community club house, pool, tennis courts, and grounds are for the use of the Members of the community. Any organization or entity wishing to use the property should have an EP member as a "substantial participant" in the organization and attending any sponsored event.
  2. The EP property should not be used for any profit-making or revenue generating activity by an individual or a for-profit entity. This is not meant to preclude use by an organization which charges members dues, or by a not-for-profit organization that may sponsor programs for which a modest fee is charged.
  3. To reserve the club house, an individual or organization must acknowledge receipt of a copy of current policy and pay a \$75 deposit. If the property is left in proper order after the event, the deposit will be refunded in full. If clean up is required, the deposit will be entirely forfeited.
  4. Reservation of the club house does not include exclusive use of the pool, tennis courts, or racket ball court.

This motion was approved unanimously with the understanding that it would be submitted to all Board members and the clubhouse manager for further discussion and amendment as necessary.
6. Meeting was adjourned

## Estancia Primera Board of Directors Minutes July 12<sup>th</sup>, 2011

BOD Members Present: Gene Andes, Jim Fassett, Carol Genenbach, Jacob Waltz, Nina Rasmussen, John Amos, Pat Jackunas

The following motions were proposed and passed (vote count indicated):

1. The minutes from the May board meeting were accepted with minor revisions (7-0).
2. The following procedures were adopted for the August annual meeting (4-3):
  - a. Election will be by neighborhood
  - b. At large candidates will be allowed to run for a vacant spot
  - c. The meeting will be held on August 24<sup>th</sup> at 5:30 PM

Other actions:

1. The Treasurer's, Clubhouse Manager's, and ARB President's reports were presented. The Board felt that no action in regard to the tennis court was needed at this time due to the court's reasonable condition.
2. A presentation on neighborhood fire safety was given following a meeting with representatives from the Santa Fe Fire Department. No immediate concerns were identified.
3. Discussions related to the day and time of future board meetings, and a proposed policy and procedure committee, were deferred to a future meeting.

# Estancia Primera 2011 Annual Meeting Minutes

## August 10<sup>th</sup>, 2011

BOD Members Present: John Amos, Jim Fassett, Pat Jackunas, Carol Seghers, and Jacob Waltz

Approximately 30 residents also were in attendance.

1. The 2011 proposed budget was presented by the Treasurer. The budget was amended to reduce expenses by approximately \$3000 and thereby avoid a budget deficit. The amended budget was approved with two opposed. The BOD also agreed to establish a Finance Committee to examine in more detail the EPCSA budget and financial planning practices.
2. The following board members were elected to two-year terms: Cumbre Vista, John Amos; La Viveza, Gene Andes; Los Altos, A.L. Bontrager; Cresta, Bill Buchsbaum; Los Altos, Carol Seghers; Kachina Hills, Pat Jackunas; and Los Altos Norte, Carolyn McCollum. All were elected without objection.
3. A homeowner reported that he had contacted a Fire Department representative and shared information on how to safeguard Estancia Primera homes by trimming back vegetation close to homes, not stacking firewood near homes, etc.
4. A mountain lion sighting in the arroyo was reported.

## Estancia Primera Board of Directors Minutes October 14<sup>th</sup>, 2011

BOD Members Present: Caroline McCollum, Jim Fassett, Carol Genenbach, Jacob Waltz, A.L. Bontrager, Pat Jackunas

The following motions were proposed and passed (vote count indicated):

1. The minutes from the July board meeting were accepted without revision (7-0).
2. The following officers were elected (7-0):
  - a. President – Jim Fassett
  - b. Vice President – Pat Jackunas
  - c. Secretary – Jacob Waltz
  - d. Treasurer – Rex Wilmore

Other actions:

1. City Counselor Patti Bushee along with representatives from the Santa Fe Police Department and the City Land Use office gave an update on Hobo Hill.
2. The Treasurer's and Clubhouse Manager's reports were presented.
3. Non-owner spouses will not be allowed to serve on committees.
4. An appraisal of clubhouse art and furniture will be conducted.
5. The budget and annual fees were discussed. No action was taken regarding the motion passed at the annual meeting to balance the EPCSA budget.

**Estancia Primera Board of Directors Minutes  
November 11, 2011**

The meeting was called to order at 09:00 by Board President Jim Fassett

Members Present: A. L. Bontrager, Bill Buchsbaum, John Amos, Jim Fassett, Carolyn McCollum, and Carol Genebach.

1. The Minutes for the October 12, 2011 EPCSA Board meeting were approved unanimously as submitted.
2. The treasurer's report from Rex Wilmore indicated that there is \$1,200.00 to work with at the present time, plus capital funds of \$71,000 available in the EPCSA Reserve account. Repairs were made by Bob Lockwood's company on a water leak in the front of the clubhouse, and that bill had not yet been received. (That bill in the amount of \$1,542.75 has now been paid.)

Mr. Wilmore noted that letters billing EP homeowners for their annual assessments would be mailed on January 2, 2011 with payment due by February 15<sup>th</sup>. Payments not received by March 15<sup>th</sup> will be considered overdue and property owners would then be subject to having a lien filed on their property if they do not respond to appropriate reminders. Mr. Wilmore asked that this process be affirmed by the Board and the Board agreed to do so.

3. Clubhouse manager, Frank Jackunas was not present. Procedures for snow removal were discussed with Jonathan Ballew apparently to do snow removal as required on Avenida Primera, as in the past, and local neighborhoods would contract for their own snow removal or arrange for Mr. Ballew to do their snow removal by contacting Frank Jackunas. Neighborhoods electing to do this will be billed directly by Mr. Ballew.

4. ARB President's report. Bill Schiller reported on the ARB meeting of Oct. 27th. He reported that Bob Lockwood had resigned from the EP ARB and that Chris Gobey had been selected to fill the vacant ARB position for the Los Nidos subdivision. Jim Fassett noted that Chris Gobey's appointment to the EP ARB had been approved by the Board. Dr. Schiller reviewed the Christina Barnett issue and the way in which the Cumbre Vista ARB had dealt with that problem. Dr. Schiller submitted an EP ARB motion regarding the Barnett question and asked that the EPCSA Board endorse that motion. A lengthy discussion then ensued with CV Board President Mary Lawton taking issue with the way in which the EP ARB had handled the Barnett issue.

A motion was made and seconded that the EP ARB motion regarding the Barnett matter be endorsed by the EPCSA Board and that motion was approved unanimously by all



Board members present. (A copy of the EP ARB motion, approved by the EPCSA Board is attached herewith)

6. A report was submitted for the ad hoc budget committee by A. L. Bontrager. He and Gene Andes had reviewed the budget in detail and presented a revised budget that contained an overage of \$2,700 compared to the budget that had been submitted at the EP Annual meeting that had shown a deficit. A.L. Bontrager moved to approve the revised budget, and that motion was seconded and approved unanimously. A.L. also recommended that a \$40.00 increase per home in the EP annual assessment be considered by the Board and it was agreed that this proposed dues increase would be placed on the agenda for the December Board meeting.

7. A discussion of the day and time for the December Board meeting was initiated by Jim Fassett to accommodate Board members who could not attend the regularly scheduled Board on Friday December 9. It was decided that a new date would be determined by canvassing Board members via email.

8. It was reported that 90% of the trash has been removed from the Hobo Hill area and Board members were requested to let homeowners in their neighborhoods know that they should report any suspicious activity coming from that area, and especially if they see any sign of fires there, to contact the fire department immediately. All homeowners will be provided with phone numbers for the appropriate City officials to contact regarding irregularities in the Hobo Hill area.

9. John Amos requested that containers for dog litter be placed at several strategic localities in EP. This proposal will be placed on the agenda for the December Board meeting.

Meeting Adjourned at 10:45 am.

**Attachment – EP ARB motion regarding a resolution of the Barnett matter. This motion has been endorsed by the EPCSA Board as herein noted.**

“The EP ARB will accept the incomplete application documents from Christina Barnett regarding Cumbre Vista Lot #9 and the adjacent CV TCA as a representation of the completed work. The EP ARB will require that the CV ARB forward \$1000 of the collected fine to the EP ARB since it was imposed under the terms of the major construction application (Appendix IV). Furthermore, the parties to this issue re-affirm the over-all authority of the EP ARB as described in the EP Amended Declaration (Article 3.7c).”

## Estancia Primera Board of Directors Minutes December 2<sup>nd</sup>, 2011

BOD Members Present: Caroline McCollum, Jim Fassett, Carol Genenbach, Jacob Waltz, Bill Buchsbaum, John Amos, A.L. Bontrager (by phone), Pat Jackunas, and Gene Andes

The following motions were proposed and passed (vote count indicated):

1. The minutes from the October board meeting were accepted without revision (9-0).
2. Homeowner comments will be limited to 5 minutes at future Board meetings (8-1).
3. The \$40 dues increase suggested at the last Board meeting will not be implemented (9-0).
4. The purchase and installation of four dog waste receptacles was approved (9-0). The receptacles are to be located on Avenida Primera at each bridge and at each entrance to Cumbre Vista. \$1500 of purchase and installation costs was authorized.
5. The Board has no interest in annexing the "Hobo Hill" property (9-0).

Other items:

1. The Treasurer's report was presented. Due to underestimation of various costs the revised 2012 EPSCA budget now shows a surplus of \$6000-7000. Gene Andes and A.L. Bontrager agreed to deliver a proposed scope of work for a long term financial planning committee at a future Board meeting.
2. The Clubhouse Manager had no issues to report.
3. The ARB President had no ongoing or unusual issues to report.
4. A check of \$1000 was received from Cumbre Vista in response to the Barnett Encroachment issues. An accompanying letter from the Cumbre Vista Homeowners Association will be incorporated into the EPCSA Corporate Record.
5. The Board Secretary stated that the alleged "EPCSA Annual Meeting Minutes" dated September 10<sup>th</sup>, 2010 were not official minutes of EPCSA.
6. The next Board meeting will take place on Jan. 6<sup>th</sup>, 2012.