

Estancia Primera Board of Directors Minutes  
January 6, 2012

BOD Members Present: Jim Fassett, Caroline McCollum, Bill Buchsbaum, Gene Andres, John Amos, and A.L. Bontrager

1. Minutes from the Dec. 2, 2011 meeting were approved.
2. Treasure's report was approved. Treasurer will transfer \$6,500 from operating account to reserve fund. Approved \$1,000 for CPA expense for 2012.
3. Managers report - nothing new.
4. ARB report - Ms. Barnett needs to request final inspection and then this issue will be closed. Otherwise, no issues.
5. Obtaining original ballots from the Sommer Amendment vote - Mary Walta has these in her possession. Jim Fassett has sent her an e mail requesting the ballots be returned to the board. She has not acknowledged these e mails. Jim will send Walta a certified letter requesting the return of those ballots. If she does not, the board will deal with this in the future.

Other items:

1. Ad hoc Finance committee - Gene Andres and A.L. Bontrager are working on the budget for the next 3 years. Also part of this plan is to look at maintenance items as well as capital expense items. This will be presented at the April board meeting.
2. Dog Litter problem – John Amos will Work with ARB and local ARB's to determine best locations for dog litter baskets. Should have this finalized by May.
3. New business- none.
4. Meeting adjourned.

Estancia Primera Board of Directors Minutes  
February 10, 2012

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

1. Minutes from January 6, 2012 meeting approved.
2. Treasurer's Report. As of Feb. 8, only 19 homeowner dues are still outstanding.
3. Clubhouse Manager's Report. Getting a price to repair steps to the clubhouse and to caulk the cracks on the tennis court.
4. ARB Report. Barnett has asked for a site visit to approve work. This should settle this issue.
5. Finance Committee. Working on a preliminary budget which will have three parts:
  - a. normal operating expenses, b. a reserve fund, and c. a long term capital budget.Should have by April. Also requested and received approval to buy a fireproof safe and to wall off a small area in a storage room in the clubhouse to provide a secure location for the financial records.
6. Obtain Original Ballots from Sommer Amendment. Jim has sent three e mails to Mary Walta and two letters, signature required to Walta at her home and also her office. She did not respond to these. Mary Lawton then informed the board that her attorney had these ballots. Jim is to write a letter to the Judge, Lawton's attorney, and copy Walta and Lawton that these are the property of E.P. and demand them returned to the board after the trial is finished. Lawton then informed the board that the board and all 189 homeowners in E.P. may become part of that action.
7. Legal Fees Related to Personal Disputes Between E.P. Homeowners. A position will be presented on this at the next board meeting.
8. Dog Litter Receptacles. These will be installed in May and put on E.P. property.

## Estancia Primera Board of Directors Minutes

### March 16<sup>th</sup>, 2012

BOD Members Present: Jim Fassett, Jacob Waltz, Bill Buchsbaum, John Amos, A.L. Bontrager, Pat Jackunas, and Gene Andes

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

1. The minutes from the February board meeting were accepted without revision (7-0).
2. A budget of \$1000 was approved for the Memorial Day party (7-0).
3. No lawyers shall be employed by or on behalf of EPCSA without the prior approval of the EPCSA board and no legal fees shall be paid by EPCSA without the express approval of the board (7-0).

Other items:

1. The Treasurer's report was presented. The Treasurer reported a net positive of \$1551 over the last two months due to shortfalls in snow removal and legal costs.
2. The Clubhouse Manager had no issues to report.
3. The ARB President had no unusual issues to report.
4. An update on the tree/view lawsuit was given. The lawsuit has been dismissed but is under appeal, and the original "Sommer ballots" are being returned to Mary Walta by Frank Herdman.
5. Gene Andes and A.L. Bontrager presented their initial work on a finance committee. This included a schedule of capital expenditures, a draft budget, proposed financial management procedures, and an impact assessment.

## Estancia Primera Board of Directors Minutes May 4<sup>th</sup>, 2012

BOD Members Present: Jim Fassett, Jacob Waltz, John Amos, A.L. Bontrager, Pat Jackunas, Carol Seghers, and Carolyn McCollum (via phone)

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

1. The minutes from the March board meeting were accepted with minor revision (7-0).
2. February minutes were corrected per the request of a homeowner (7-0).

Other items:

1. The Treasurer's report was presented. The Treasurer reported that EPCSA is approximately \$7600 under budget due to shortfalls in snow removal and legal costs.
2. The Clubhouse Manager had no unusual issues to report. The steps were repaired at a cost of approximately \$270. The pool is on schedule for a Memorial Day weekend opening.
3. The ARB President had no unusual issues to report.
4. The Finance Committee presented their most recent planning results, including projected future expenses.
5. A lien will be filed against the Benoit property due to non-payment of dues.
6. EPCSA records in secure storage require a BOD member to be present for viewing, and records are not to leave the storage area outside of BOD custody. Residents wishing to view the records should make arrangements with their neighborhood representative.
7. Board resolutions passed outside of regular meetings, *e.g.* by email, will be reported as such in the minutes of the next regular meeting.

## Estancia Primera Board of Directors Minutes June 15<sup>th</sup>, 2012

BOD Members Present: Jacob Waltz, John Amos, A.L. Bontrager, Pat Jackunas, Carol Seghers, and Carolyn McCollum

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

1. The minutes from the May board meeting were accepted with minor revision (7-0).
2. The board approved \$4200 to be used for repair of the pool box cover (7-0)

Other items:

1. The Treasurer's report was presented. The Treasurer reported that EPCSA is still under budget due to shortfalls in snow removal and legal costs.
2. The Clubhouse Manager had no unusual issues to report. The pool steps were repaired at a cost of approximately \$1100.
3. The ARB President had no unusual issues to report.
4. The Finance Committee presented their most recent planning results, including projected future expenses. A number of Board actions were taken which are listed as a separate attachment
5. The 2012 Annual Meeting will take place on August 20<sup>th</sup> at 7pm.
6. Prior to the meeting the Board approved, via email, a set of procedures for Board Meetings (attached).
7. Jim Hayes agreed to give a landscaping proposal at the July meeting.

Actions taken by the Board at the request of the Finance Committee (all approved unanimously):

1. The Board authorized a Capital Reserve Fund of \$110,000 to be maintained and replenished from homeowner assessments and annual operating budget surpluses, after replacement of Operating Reserve, if necessary. The amount to be maintained in the fund is to be reviewed by the Board annually and adjusted as needed. Funds to be kept in investment vehicles with maturities timed to anticipated need for funds.
2. The Board authorized an Operating Reserve Fund of \$10,000 to be replenished at that level annually in the first quarter from homeowner assessments and annual operating surpluses. The money in this fund is to be used for unbudgeted or unanticipated expenses of an operational, not capital, nature.
3. The Board reviewed and approved a format for annual financial reports to the Membership consisting of:
  - a. Annual operating budget forecast with simplified line items and expense categories
  - b. Capital budget forecast showing anticipated expense amounts and timeline
  - c. Report of invested monies of the Capital Reserve Fund
4. The Board approved the following financial management process: There will be a Board member designated as Treasurer with the following duties:
  - a. Oversee the collection of revenues and disbursement of funds to pay all financial obligations of EPCSA
  - b. Prepare or supervise preparation of monthly reports of operating expenses compared to forecasts
  - c. Sign all checks (alternate would be President) with two Board member signatures required for amounts over \$1000.00
  - d. Serve as chairperson of the Finance Committee
5. The Board authorized the establishment of a standing Finance Committee consisting of at least two and no more than four Board members whose duties include:
  - a. Advising the Treasurer on financial matters including the annual operating budget and annual review of the capital reserve fund
  - b. Preparing the annual financial reports for submission to the Board for review in June of each year, with submission to EPCSA at the annual meeting

All of the above procedures are to go into effect in January 2013, with the exception of the new Treasure who shall be appointed following the 2012 Annual Meeting.

## **PROCEDURES FOR EPCSA BOARD MEETINGS TO BE IMPLEMENTED STARTING JUNE 15, 2012**

The Estancia Primera Community Services Association has approved via unanimous email correspondence as of May 27, 2012 the immediate implementation of the following procedures for conducting EPCSA Board meetings:

1. All Board business will be conducted by Board members, officers, and other EPCSA Committee Chairs or appointed officials only and no comments or discussion by Estancia Primera homeowners will be allowed until a final agenda item labeled "Homeowner comments". This agenda item will precede adjournment of the meeting. The Board may, at its discretion, call on individual homeowners or other experts to address the Board on specific matters of interest to the Board.
2. Homeowner comments during the "Homeowner comments" session will be limited to a maximum of five minutes per speaker. Only one homeowner from a joint household will be allowed to speak during the "Homeowner comments" sessions.
3. Homeowners wishing to bring EPCSA issues before the Board are advised to confer with their neighborhood Board member about placing their issue(s) on a Board-meeting agenda.
4. EPCSA Board meetings will be conducted as prescribed by the current edition of Robert's Rules of Order
5. An audio recording of each Board meeting will be made and be available to any EP homeowner upon request.
6. Minutes of Board meetings will be circulated to all Board members shortly after each Board meeting but will not be available to homeowners until approved by the Board at the next Board meeting.

**ESTANCIA PRIMERA BOARD OF DIRECTORS MINUTES  
JULY 6,2012**

**BOARD MEMBERS PRESENT:** Jim Fassett, A. L. Bontrager, Pat Jackunas, Carol Seghers, Carolyn McCollum, Gene Andes, Bill Buchsbaum

The following motions were proposed and passed:

- 1) The minutes from the June board meeting were accepted.

**Other Items:**

- 1) Treasurer's report was presented. It was reported that EPCSA is still under budget by approximately \$10,000.00.
- 2) The Clubhouse manager reported the repairs on the pool cover will start July 12 and will last five days. It was also requested that when people leave the pool, they close down the umbrellas. It was noted several new cracks have occurred in the tennis courts.
- 3) The ARB President reported all swamp coolers and satellite dishes need to be painted a stucco color per the covenants.
- 4) The Finance Committee was reported by Gene Andes and A. L. Bontrager. This information is posted on the website. This recommendation included a proposed dues increase of \$60 per household.
- 5) A report was made by Gene Andes concerning updating the heating system in the Clubhouse. It was approved that 2 bids are to be received and will be reviewed by the Board. No decision has been made as of this time as whether or not to proceed on this.
- 6) The Benoit lien was discussed. This was paid. The lien will be removed.
- 7) Procedures for the Annual Homeowners Meeting were discussed. This meeting will take place August 20 at 7:00 p.m. Two Board members are up for election - one in Los Nidos and one in Aspen Compound. In order to run, a person must be from that sub-division, must obtain 5 signatures, and must be submitted by July 21.
- 8) A "Grounds Maintenance" committee was created and it consists of Pat Jackunas, John Amos, Carolyn McCollum, Jim Hays, and Bill Schiller. The plan is to address the area in front of the clubhouse and improve the plantings, etc., and make it a nice focal part of the community.



**AGENDA: Estancia Primera Community Services Association Annual Meeting**  
**Monday, August 20, 2012; 7:00 p.m.**

1. Approve minutes for last Annual Meeting.
2. Treasurer's report.
3. Clubhouse manager's annual report.
4. ARB Chair's annual report.
5. Summary of significant EPCSA Board decisions for past year.
6. Submission of budgets for 2<sup>nd</sup> half of 2012, 2013, and 2014.
7. Finance Committee report on Capital Budget and recommendations for annual assessment.
8. Homeowner comments.
9. Election of Board members.
10. Adjourn.

## Estancia Primera Board of Directors Minutes September 14<sup>th</sup>, 2012

BOD Members Present: Jim Fassett, John Amos, A.L. Bontrager, Pat Jackunas, and Carol Seghers

The following motions were proposed and passed:

1. The minutes from the July board meeting were accepted.
2. The following officers were elected:
  - a. President: Jim Fassett
  - b. Vice President: Pat Jackunas
  - c. Secretary: Jacob Waltz
  - d. Treasurer: A.L. Bontrager
3. Pat Hauter was appointed to the board to replace Gene Andes.

Other items:

1. The Treasurer's report was presented. The Treasurer reported a current excess of \$8000.
2. The Clubhouse Manager's report was presented. HVAC replacement is under investigation and is expected to cost \$4,500. Tennis court service replacement also is under investigation and is expected to cost between \$15,000 and \$20,000.
3. The ARB President had no unusual issues to report.
4. The Finance Committee reported that a vote on a dues increase will take place at the October meeting.
5. The Grounds Committee authorized spending up to \$6,850 to repair electrical and existing irrigation. Cost also includes grading and cobbles.

## Estancia Primera Board of Directors Minutes October 19<sup>th</sup>, 2012

BOD Members Present: Jim Fassett, John Amos, A.L. Bontrager (by phone), Pat Jackunas, Carol Seghers, Jacob Waltz, and Pat Hauter.

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

1. The minutes from the September board meeting were accepted (8-0).
2. A motion to raise annual dues by \$60 did not pass (3-5). A potential dues increase will be reassessed in December.
3. Richard Czoski was appointed to the board to replace Bill Buchsbaum.

Other items:

1. The Treasurer's report was presented. The Treasurer reported a current excess of \$9000.
2. The Clubhouse Manager's report was presented. HVAC replacement is ready to proceed. A bidder for the tennis court work will be brought in to present information at a future meeting.
3. The ARB President had no unusual issues to report.
4. The Grounds Committee reported that the irrigation work is proceeding with no unexpected issues.

## Estancia Primera Board of Directors Minutes November 16<sup>th</sup>, 2012

BOD Members Present: Pat Jackunas (presiding), John Amos, A.L. Bontrager, Pat Jackunas, Carol Seghers, Jacob Waltz, Carolyn McCollum, Richard Czoski, and Pat Hauter.

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

1. The minutes from the October board meeting were accepted (8-0).

Other items:

1. The Treasurer's report was presented. The Treasurer reported a current excess of \$9000.
2. The ARB President had no unusual issues to report.
3. The Grounds Maintenance Committee will reconsider its policy related to the maintenance of grounds adjacent to sidewalks and EP property.
4. Board meeting minutes will not be distributed prior to their approval at the next board meeting per the procedures approved at the June 15, 2012 board meeting.
5. A presentation on the repair of the tennis court was given by Ralph Bolton. The presenter, who is a local coach and tennis professional, recommended the \$12-13k option by DMC out of Albuquerque.
6. The Grounds Committee reported that the irrigation work is proceeding with no unexpected issues.
7. Richard Czoski is working with local officials to get an inspection of the dead and dying trees on Hyde Park Road.

ESTANCIA PRIMERA BOARD OF DIRECTORS MEETING MINUTES  
DECEMBER 7, 2012

BOD Members Present: Jim Fassett (presiding) Pat Jackunas, A.L. Bontrager, John Amos, Richard Czoski, Carol Genebach, Pat Haueter, and Carolyn McCollum.

The following motions were proposed and voted on (vote count indicated);

1. The minutes from the October board meeting were accepted with the following amendment: "3. The Grounds Maintenance Committee will meet sometime after the December 7, 2012 Board Meeting to determine its policy related to the maintenance of private and public grounds adjacent to the streets and sidewalks." Vote; 8 for, 0 against
2. A motion was made to approve the Estancia Primera CSA Operating Budget for 2013 as presented by A. L Bontrager. Vote; 8 for, 0 against
3. A motion was made to approve the bid from DML to provide the repairs and resurfacing of the Tennis Courts at a price of \$12,575 plus tax. The motion was amended to include a contingency of up to \$2,000 for any unforeseen requirements. Vote; 8 for, 0 against

Other items discussed with no vote required;

1. The website has been updated to include the Board meeting minutes through October, 2012.
2. The year-to-date November financials were reviewed. It is projected that there will a positive operating cost variance of approximately \$9,000 at year end which will be transferred to the capital reserve account if no unforeseen expenses occur in December.
3. A new procedure for reimbursing Board Members who incur direct expenses related to their duties as ESPCA Board members was discussed. The example given was for plastic waste bags for the dog waste collection stations. The policy will include a reimbursement form and copies of receipts.

4. Each neighborhood association which has an agreement with Ballew, Inc. for snow removal will be billed separately. The ESPCA will not be involved with snow removal in the neighborhoods.
5. There were no issues to report by the ARB.
6. The reappearance of solicitors who are believed to be looking for opportunities to burglarize homes in the neighborhood was discussed. These solicitors sometimes pose as students selling magazine subscriptions. Soliciting is not allowed in Estancia Primera. All who encounter these individuals are encouraged to be cautious and report any solicitors to the Santa Fe Police Dept. at 428-3710. It was suggested that this information be distributed to all ESP homeowners.
7. The problem of dog owners not cleaning up after their animals was discussed. It has been observed that owners of small dogs are not consistently picking up their dog's waste. People from outside the neighborhood have also been observed walking their dogs and leaving the waste behind. Various remedies were discussed including fines and photographing people who do not comply with the waste collection requirement.
8. It was confirmed that there was no increase in the homeowners dues included in the 2013 operating budget approved in this meeting.