

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, January 8, 2021

Call to Order: President Brenda Shears called the meeting to order at 9:03 am via videoconference using Zoom.

Directors in Attendance: Brenda Shears (President), Scott Bunton (Vice-President/Treasurer), Errol Levine (Secretary), Connie Burke, Barbara Chamberlin, Jim Kissock, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch.

Others Present: Kurt Sommer (ARB Chair), Lauri Stock and Michelle Hermas (668 La Viveza Court) and Martha Lang (680 La Viveza Court).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of December 11, 2020 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Scott Bunton had previously distributed the Balance Sheet, the Budget versus Actual statement, and the Expense Detail statement as of December 31, 2020 to the Board members via email. He reported that EPCSA completed 2020 well within budget as expected -- with \$135,551.06 in its operating checking account (a considerable portion of which was from 2021 assessments that some EP homeowners paid before the end of 2020) and \$106,910 in the Capital Reserve savings account. Mr. Bunton said that, at the February Board meeting, he expects to recommend that the Board add the amount of the 2020 operating budget that remained unexpended -- approximately \$25,000 -- to the Capital Reserve savings account.

ARB Report: ARB Chair Kurt Sommer reported that the ARB members had met by videoconference on January 7, 2020. They considered a proposed revision of Appendix II of the Architectural guidelines indicating that owners wishing to install Radon mitigation systems would need to submit an ARB application and obtain ARB approval before the work could proceed. The ARB recommended to the Board therefore that the following paragraph be added as paragraph 13 of Appendix II:

Radon mitigation systems might affect nearby neighbors adversely because of the placement of unsightly façade ventilation piping, ducts, and noisy exhaust fans near adjacent homes. In accordance with the EP Architectural Guidelines, any proposed radon mitigation system therefore requires the submission of a formal Appendix III ARB application and the approval of the neighborhood subdivision Architectural Review Committee and of the EP ARB before any work or installation may proceed. The ARB will work with applicants to ensure that any installations will minimize aesthetic and noise problems for nearby owners. An applicant and the applicant's contractor are required to provide detail drawings with the

ARB application for any proposed installation that takes these factors into account. All applicants should also consult adjacent neighbors who might be affected by the noise from exhaust fans.

A motion duly made and seconded that this paragraph be included in the Architectural Guidelines was passed unanimously after a discussion. Ms. Shears will ensure that the new requirement will be posted online in the ARB section of the EPCSA website. She will also notify all owners of the new requirement in her next mass emailing of owners. The Secretary will in the future include a reference to the above paragraph in the email accompanying Disclosure documents for home sales.

Mr. Sommer indicated that there are seven ARB projects in various stage of completion (see attached table). Four are major exterior projects and three are minor projects. The Los Altos HOA has undertaken to correspond with Dr. Miller (425 Los Altos Way) regarding miscellaneous exterior property issues that remain incomplete.

Real Estate Report: Ms. McIntosh indicated that twelve homes had been sold during 2020. One home is under contract and two vacant lots are active.

Recreation Center Report: Ms. Shears reported as follows on behalf of Recreation Center Manager Greg Casey:

- The magnetic locks on the wooden clubhouse front doors and the tennis court gates are not functioning. Mr. Casey determined they are receiving electricity from the control panel. Keith Kintigh was able to further determine that the problem seems to be with the circuit board and has contacted the company responsible for this. The circuit board is under warranty and a new circuit board will be sent to Mr. Kintigh in the next few days. He then will replace the faulty board and check the system's operation. In the meantime, a cable and combination lock are securing the wooden clubhouse front doors.
- The non-functional light in the clubhouse storage room will be replaced with an LED fixture.
- When the pool was closed for the year, the pool pump motor was found to be no longer working. Kokopelli Pool and Spa, LLC will replace the pump motor in the spring at a cost of about \$1100 plus tax.
- The north EP entrance lighting upgrade will be done after vegetation upgrades on the island are complete.
- Painting of the pool pumphouse doors will occur when the weather permits.
- The new pool cover will be installed when the weather permits.
- The potential security system upgrade for the clubhouse is still being considered after reports from Keith Kintigh and Greg Casey were received.

Grounds Maintenance Committee Report: Committee Chair Jo Beth Speyer reported that the arborist, Chris Seidel, whom the EPCSA has hired to work on the trees on the Recreation Center Center grounds, completed the structural pruning between December 28 and December 30. The work was performed

under the supervision of MaryAnn Scanlon. The next steps in the job will be compost and mulch application around the trees, still to be scheduled, and pinion spraying, which will be done in the spring.

Ms. Speyer indicated that the Committee, after determining what exactly needs to be included in the maintenance contract for the Recreation Center grounds (separate from the arborist duties), will interview potential contractors for the ongoing maintenance. They intend to interview potential candidates soon so that there is sufficient time for the work to be planned and scheduled for the spring.

Regarding the two EP entrance islands, the Committee has examined several options. Based on the recommendations of our arborist, Chris Seidel of Koa Landscaping, the Committee recommends that the existing New Mexico Privets be removed and be replaced in both cases with a small tree, the Desert Willow (“Bubba” variety). This tree is a drought and cold tolerant species, that has been successfully planted along streets in Phoenix, Arizona. It is small, airy, has colorful blossoms in the summer, and will need minimal watering in summer, and possibly in the spring, depending upon the weather conditions in a particular year. Chris Seidel is prepared, if the Board approves, to remove the Privets and has already selected two Willows, to MaryAnn Scanlon’s size specifications. Greg Casey has worked out how he can fulfill the water requirements.

A motion duly made and seconded that the Privets be removed and replaced soon with Desert Willows was passed unanimously by the Board subject to the total cost for the project being approved by the Board via email after the meeting. (After the meeting Ms. Shears distributed to the Board members via email an estimate from Koa Landscaping showing that the total cost for the project including tax would be \$1648.25. Approvals were received from all nine Board members via email to authorize this expenditure).

Unfinished Business.

There was none.

New Business.

Barbara Chamberlin reported that she had contacted the City to request that street cleaning be performed on Avenida Primera South. The EPCSA has been put on a City list for this work to be done. She requested that all neighborhood subdivision HOAs with homes that abut Avenida Primera encourage their owners to cut back vegetation that overhangs the concrete curb along Avenida Primera so that the street sweeper can gain access to all parts of the street.

Homeowner Comments

There were none.

Announcements

Next Board Meeting: The next EPCSA Board meeting will be held on Friday February 12, 2021.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 9:45 am.

Minutes prepared and submitted by: Errol Levine Date: 1/11/2021

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda Shears Date: 2/12/2021

(Brenda Shears - President)

ESTANCIA PRIMERA ARB - PROJECTS IN PROGRESS - January 8, 2021

	<u>Owner Name</u>	<u>Address</u>	<u>Project</u>	<u>ARB Preliminary Approval Date</u>	<u>Deposit</u>	<u>Deposit Refunded</u>	<u>Current Status</u>
1	Hudson/Kaplan*	759 Paseo Cresta	New deck/flagstone	November 1, 2020	\$250	No	Incomplete
2	McClure	789 Avenida Primera South	Garage addition		\$1,500	No	Incomplete
3	Miller	425 Los Altos Way	New home/landscaping		\$1,100	No	Home complete/ landscaping pending
4	Raczynski/Phillips	621 Cumbre Vista			\$250	No	Incomplete
5	Sommer	766 Calle Altamira	New home		\$1,500	No	Application approval pending
6	Streets	782 Paseo Cresta	New home/new wall		\$1,100	No	Home incomplete. New wall/fence ARB application - ARB review pending
7	Molyneaux	Altamira	Wall installation		\$250	No	Complete, to be reviewed
	* deposit paid by Marcia Kaplan						

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, February 12, 2021

Call to Order: President Brenda Shears called the meeting to order at 9:02 am via videoconference using Zoom.

Directors in Attendance: Brenda Shears (President), Scott Bunton (Vice-President/Treasurer), Errol Levine (Secretary), Connie Burke, Barbara Chamberlin, Jim Kisson, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch.

Others Present: Kurt Sommer (ARB Chair) and Laurence Weinberg (404 Calle Kokopelli).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of January 8, 2021 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Scott Bunton had previously distributed the Balance Sheet, the Budget versus Actual statement, and the Expense Detail statement as of January 31, 2021 to the Board members via email. He reported that our operating checking account (a considerable portion of which is from 2021 assessments) currently contains \$187,104.76 and our Capital Reserve savings account contains \$106,914.95. He indicated that 2021 annual assessment payments had been received to date from 188 of 189 EP property owners.

Mr. Bunton requested that he be reimbursed by the EPCSA for mailing costs of \$39.40 and this was approved unanimously.

Secretary Errol Levine reported that recently two refunds of ARB performance deposits to owners had been mailed to incorrect addresses because the owners had not notified the EPCSA of their address changes. The EPCSA had consequently incurred stop-payment charges of \$35 per check. He therefore moved that the following rule be included as paragraph III.C.5 in the EP Book of Resolutions and the motion was seconded. After a discussion, the motion was passed unanimously. Ms. Shears will arrange for the new rule to be added to the Book of Resolutions and will notify owners about the new rule in her next mass emailing to them.

III.C.5. Deduction for Stop-Payment Charges. *EPCSA checks sent to EP owners for any purpose are mailed to the owner's address of record contained in the EP address list maintained by the Board. Owners are required to inform the EPCSA when they change their mailing addresses. If an owner fails to notify the EPCSA of a change in his/her mailing address and this results in an EPCSA check being sent to an incorrect address, and if the EPCSA must stop*

payment on the check and thereby incurs a stop-payment charge, the amount of that charge will be deducted from the amount of the replacement check sent to that owner.

ARB Report: ARB Chair Kurt Sommer reported that the ARB members had met by videoconference on January 28, 2021 with ARB member Richard Czoski acting as Chair. The ARB had considered and approved Mr. Sommer's plans for construction of a new home for himself at 766 Calle Altamira. Mr. Sommer indicated that there are eight ARB projects in various stage of completion (see attached table). Four are major exterior projects and four are minor projects.

Real Estate Report: Jill McIntosh reported that one home and two vacant lots are currently active.

Recreation Center Report: Recreation Center Manager Greg Casey reported as follows:

- The magnetic locks on the wooden clubhouse front doors and the tennis court gates are now functioning. Keith Kintigh had arranged for the defective circuit board to be replaced under the warranty.
- The closer on the wooden front door to the Clubhouse had recently broken and he will arrange for its replacement.
- He installed a new LED light fixture in the clubhouse storage room and a new toilet seat in one of the locker rooms.
- Kokopelli Pool and Spa, LLC will replace the pool pump motor in the spring at a cost of about \$1,100 plus tax.
- He will install new LED light fixtures on the north EP entry island.
- He will paint the pool pumphouse doors when the weather permits.
- He will install new hasps and locks on the lockers in the two clubhouse locker rooms.
- The new pool cover was installed in January.

Grounds Maintenance Committee Report: Committee Chair Jo Beth Speyer reported as follows:

- A Desert Willow tree was planted on each of the north and south EP street entry islands by Koa Landscaping after removal of the New Mexico Privets previously in those locations. After the January Board meeting, the Board members unanimously approved via email an expenditure not to exceed \$1,650 including tax for this purpose. The final cost of the project was \$1439.51. The warranty requires that each tree receive no less than 25 gallons of water once every two weeks and dated and signed documentation must be maintained by the EPCSA to show that this requirement has been met. Water for the south entry island will be obtained from a hose bib at the nearby home of Bennett Hirsch and Leslie Walker-Hirsch (604 Los Altos Norte) and water for the north island will be obtained from the home of Tatiana Andreeva (799 Avenida Primera South).
- On February 2, 2020, the Board members unanimously approved via email an expenditure of up to \$625 including tax for Koa Landscaping to expose flairs of tree

trunks and to mulch and compost trees on the Recreation Center grounds. These monies were included in the 2021 budget. MaryAnn Scanlon will supervise this work and the work will begin on February 22.

- The Committee and Ms. Shears have been evaluating EP arroyos for potential removal of dead growth and other fire prevention strategies to reduce fire hazards during the current drought. The Committee plans to consult again regarding this matter with Porfirio Chavarria, Santa Fe's Wildland Urban Interface Specialist.
- Ms. Speyer and Ms. Scanlon are researching benches or other furniture for the grounds in front of the Rec Center, as discussed at a previous Board meeting. Ms. Scanlon has contacted some companies that manufacture benches and is awaiting their responses. The Committee hopes to have a proposal for the Board's consideration at the March Board meeting.
- The Committee will interview landscape contractors who could be hired for maintenance of the Recreation Center grounds during the coming season and will seek to obtain estimates and maintenance contracts for review at the March Board meeting.

Unfinished Business.

There was none.

New Business.

There was none.

Homeowner Comments

There were none.

Announcements

Next Board Meeting: The next EPCSA Board meeting will be held on Friday March 12, 2021.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 9:27 am.

Minutes prepared and submitted by: Errol Levine Date: 2/16/2021

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 3/12/2021

(Brenda Shears - President)

ESTANCIA PRIMERA ARB - PROJECTS IN PROGRESS - February 12, 2021

	<u>Owner Name</u>	<u>Address</u>	<u>Project</u>	<u>ARB Preliminary Approval Date</u>	<u>Deposit</u>	<u>Deposit Refunded</u>	<u>Current Status</u>
1	Hudson/Kaplan*	759 Paseo Cresta	New deck/flagstone	November 1, 2020	\$250	No	Incomplete
2	McClure	789 Avenida Primera South	Garage addition		\$1,500	No	Incomplete
3	Miller	425 Los Altos Way	New home/landscaping		\$1,100	No	Home complete/ landscaping pending
4	Raczynski/Phillips	621 Cumbre Vista			\$250	No	Incomplete
5	Sommer	766 Calle Altamira	New home	January 28, 2021	\$1,100	No	Application approved
6	Streets	782 Paseo Cresta	New home/new wall		\$1,100	No	Home incomplete. New wall/fence application - ARB approved application
7	Molyneaux	762 Calle Altamira	Wall installation		\$250	Yes	Final Approval Given
8	Bernard/Lawton	408 Calle Kokopelli	Portal Screen/Shade	Not yet approved	\$250	No	Not yet approved
	* deposit paid by Marcia Kaplan						

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, March 12, 2021

Call to Order: President Brenda Shears called the meeting to order at 9:04 am via videoconference using Zoom.

Directors in Attendance: Brenda Shears (President), Scott Bunton (Vice-President/Treasurer), Errol Levine (Secretary), Connie Burke, Barbara Chamberlin, Jim Kissock, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch.

Others Present: Kurt Sommer (ARB Chair) and Anna Hargreaves (670 La Viveza Court).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of February 12, 2021 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Scott Bunton had previously distributed the Balance Sheet, the Budget versus Actual statement, and the Expense Detail statement as of February 28, 2021 to the Board members via email. He reported that all expenditures this year to date have been in line with the 2021 budget. The EPCSA's operating checking account currently contains \$212,636.16 and the Capital Reserve savings account contains \$106,919.05. Mr. Bunton indicated that 2021 annual assessment payments had been received from all 189 EP property owners. In one case of a late payment, an owner had been required to pay the delinquency administrative costs fee of \$50 established by the Board and included in EPCSA's Book of Resolutions and an interest charge.

ARB Report: Mr. Sommer indicated that there are seven ARB projects in various stages of completion (see attached table). Four are major exterior projects and three are minor projects.

Real Estate Report: Jill McIntosh reported that two homes had sold in December and January, three homes and one vacant lot are currently under contract, and one vacant lot is currently active.

Recreation Center Report: Recreation Center Manager Greg Casey and Ms. Shears reported as follows:

- The pool pump motor will probably be replaced sometime in early May.
- Ms. Shears indicated that she had spoken with Carver Busch of Kokopelli Pool and Spa, LLC. He had reported that he had met with the Pools Inspector and there is a possibility that the pool can be opened as usual on Memorial Day. She further reported that there is a Public Health

Order dated February 24, 2021 regarding public swimming pools issued by the New Mexico Environment Department (see attachment). The Association's pool is classified as a private recreational facility and State regulations will determine when the pool can be opened depending on where Santa Fe County falls on the red to turquoise COVID-19 status spectrum. It is likely that the pool will only be allowed to open at 50 per cent capacity namely no more than 20 users at one time. The Board agreed with the plan for pool opening.

- The Board agreed that any decision regarding reopening of the clubhouse should be deferred until the April Board meeting when more information from the State will be available.
- The regular watering of the newly planted Desert Willows in the EP entry islands was started in February and is continuing.
- The installation of new LED lights on the north EP entry island is in progress.
- The pool pump house doors have been painted.
- The installation of new hasps and locks on the lockers in the two clubhouse locker rooms will be completed by the end of March.
- Mr. Casey is investigating different types of replacements for the closer on the wooden front door to the Clubhouse. There are closers available that are likely to perform better than the one that recently broke.
- A possible new security system for the clubhouse is still being investigated.

Resurfacing of Tennis Court:

Ms. Shears reported that she had spoken with three companies regarding repair and resurfacing of the tennis court. One of them, D.M.L. Inc. of Tijeras, New Mexico resurfaced the court in 2013. The others, Merritt Companies of Oklahoma City, Oklahoma and Renner Sports of Denver, Colorado, had been recommended by EP owners who use the tennis court regularly. D.M.L Inc. and Renner Sports would use the RiteWay® Crack Repair System and Merritt Companies would use the Armor® Crack Repair System.

Ms. Shears indicated that D.M.L. Inc. submitted the low bid at \$15,707 including tax, is available to perform the work in May or June, is a local company, and their previous work on the court has been satisfactory. Renner Sports' estimate is \$25,770 including tax and they are available to perform the work in July or August 2021. Merritt Companies' estimate is \$21,924 including tax, but they are not available to perform the work until 2022.

Mr. Sommer and Ms. Hargreaves, who use the court regularly, indicated that they thought that the contract should be awarded to D.M.L. Inc. because they had previously done a satisfactory job on the court, they are in New Mexico, and their bid was the low one. Also, the tennis players believe that it would be preferable to have the resurfacing done during 2021.

Ms. Shears explained that the bid includes cleaning and properly patching all new and old cracks, leveling areas where water now stands, applying a new acrylic surface, and

restriping. Mr. Sommer and Ms. Hargreaves emphasized the need to discuss with D.M.L. Inc. leveling and drainage of those areas of the court where water and snow accumulate. Ms. Shears and Mr. Casey will meet with them so that the locations of low spots can be transmitted to the contractor.

After a motion was duly made and seconded, the Board unanimously approved execution of a contract with D.M.L. Inc. at a total cost of \$15,707.

Grounds Maintenance Committee Report (Jo Beth Speyer):

- The Board received and discussed a report (see attachment) from the Grounds Maintenance Committee regarding a contract for maintenance of the Recreation Center grounds and trimming of chamisas along the sidewalk bordering Avenida Primera South that lies on EPCSA common property between Los Altos Norte and Los Nidos. The Committee obtained bids from four local contractors for work that includes a one-time cleanup, weekly maintenance from April 1 through Nov 30, 2021, and startup and winterization of the irrigation system. The Committee recommended that the Board approve the low bid among the four (\$7,337.33), which was submitted by Tierra Bonita Landscape Management LLC, the company that did the major landscaping renovation and installed a replacement irrigation system in the grounds last summer.

Treasurer Scott Bunton addressed the budget implications of the proposal. Last year's landscaping budget allowance was for a total of \$5,000. For 2021, the Board had approved increasing the grounds maintenance budget to \$7,900. To date, the EPCSA has spent about \$1,200 of the budgeted amount leaving \$6,700 for the remainder of the year. If the Tierra Bonita bid of \$7,337 is accepted and other landscape expenses such as those for tree maintenance, the bi-annual cleanup of the Saiz arroyo (cost \$1,500) and miscellaneous expenses are included, the EPCSA will likely exceed the 2021 landscaping budget line item by about \$3,000 to \$5,000. Mr. Bunton indicated that we have a contingency fund of \$7,262 and the EPCSA could dip into that to cover the increase in the grounds maintenance expenditures. Also, the EPCSA has had an annual surplus in the operating account for the last four years. Accordingly, Mr. Bunton indicated that he does not regard the increased cost for grounds maintenance during 2021 as a significant problem. However, the 2022 and future annual budgets will need to reflect these increased annual costs.

After a motion was duly made and seconded to approve the proposed contract with Tierra Bonita Landscape Management LLC with a total cost of \$7,337.33, the Board discussed the Committee's proposal and the budgetary considerations raised by Mr. Bunton. The Board then unanimously approved the motion to execute the contract.

The Grounds Maintenance Committee will maintain oversight of contract performance and report monthly to the Board. The Board expressed its appreciation to the Committee for its significant work in obtaining the four proposals and bringing them to the Board and to volunteer

consultant and Committee member MaryAnn Scanlon of Los Altos who was deeply involved in preparing the scope of work and interviewing the bidding companies. Ms. Shears will write to Ms. Scanlon expressing the Board's sincere appreciation for her exceptional efforts.

- The Committee and Ms. Shears have been evaluating EP arroyos for potential removal of dead growth and other fire prevention strategies to reduce fire hazards during the current drought. The Committee plans to consult again regarding this matter with Porfirio Chavarria, the Santa Fe Fire Department's Wildland Urban Interface Specialist. It was noted also that in some arroyos trash and dog waste had been allowed to accumulate and this will need to be addressed.
- Ms. Speyer and Ms. Scanlon are researching benches and other furniture for the grounds in front of the Recreation Center, as discussed at a previous Board meeting. They hope to have a proposal for the Board's consideration at the April Board meeting.

Unfinished Business.

There was none.

New Business.

There was none.

Homeowner Comments

There were none.

Announcements

Next Board Meeting: The next EPCSA Board meeting will be held on Friday April 9, 2021.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:03 am.

Minutes prepared and submitted by: Errol Levine Date: 3/15/2021

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L. Shears Date: 4/9/2021

(Brenda Shears - President)

ESTANCIA PRIMERA ARB - PROJECTS IN PROGRESS - March 12, 2021

	<u>Owner Name</u>	<u>Address</u>	<u>Project</u>	<u>ARB Preliminary Approval Date</u>	<u>Deposit</u>	<u>Deposit Refunded</u>	<u>Current Status</u>
1	Hudson/Kaplan*	759 Paseo Cresta	New deck/flagstone	November 1, 2020	\$250	No	Incomplete
2	McClure	789 Avenida Primera South	Garage addition		\$1,500	No	Incomplete
3	Miller	425 Los Altos Way	New home/landscaping		\$1,100	No	Home complete/ landscaping pending
4	Raczynski/Phillips	621 Cumbre Vista			\$250	No	Incomplete
5	Sommer	766 Calle Altamira	New home	January 28, 2021	\$1,500	No	Application approved
6	Streets	782 Paseo Cresta	New home/new wall		\$1,100	No	Home incomplete. New wall/fence application - ARB approved application
7	Bernard/Lawton	408 Calle Kokopelli	Portal Screen/Shade	February 16, 2021	\$250	No	Not yet approved
	* deposit paid by Marcia Kaplan						

Estancia Primera Recreation Center Landscape Maintenance Bid Comparison and Recommendation

There are 2 parts to the bid. The **first** part is a one-time clean up around sides and back of Rec Center, beds along both entries of parking lot, and the sidewalk along Avenida Primers S. which extends from the property line of 420 Avenida Primera S. to the junction with Los Nidos HOA on the eastside. These are Areas 5, 6, and 7 on the Request For Bids. The Chamisas will be cut back along the curb and sidewalk so new, lower growth can happen. The **second** part is the bid for the maintenance of Areas 1, 2, 3, 4, 8, 9, and 10 on the Request For Bids.

BID COMPARISON

1. Tierra Bonita Landscape Management (Enrique Briano)

One-Time Clean-up Bid: \$1,626.57 with tax

Maintenance Bid: \$658.22 per month for 8 months = \$5265.76 + \$445 for winterize and start up irrigation. Weekly service with 3.5 man hours. Extra charge for treating insects and fungus. Extra charge for irrigation fixes. Fertilization products included.

Note: For Areas 5, 6, and 7, they will keep those areas clean and do the pruning required to keep plants off sidewalk/driveway. Another hard pruning of the Chamisas will be required in 2-3 years (depending on rate of growth) and it will be a separate charge again.

2. WT Landscaping (Bill Tabor)

One-Time Clean-up Bid: \$2,651.00

Maintenance Bid: \$10,110.00 + \$350.00 for Irrigation turn on and off. Two-man crew at \$225/hr for 5 hrs/month for 8 months. Additional charges for repairs and fixes.

3. Morales Landscaping (Reyes Morales)

One-Time Clean-up Bid: \$2006.00 with tax

Maintenance Bid: \$6,289.38 (includes tax and Irrigation turn on and off). 2x a month visits for 8 months. Additional charges for repair and parts.

4. Saldivar Landscaping (Oscar Saldivar)

One-Time Clean-up Bid: \$1,992.53 with tax

Maintenance Bid: \$20,889.38 with tax. 3 to 4x a month visits for 8 months.

RECOMMENDATION: Upon committee discussion, we are recommending contractor 1 - Tierra Bonita Landscape Management based on the following criteria:

- Bid based on weekly visits of 3.5 person-hours, which is higher frequency at less cost than other bids received
- Overall lowest bid
- Previous experience with this contractor
- Contractor installed the existing irrigation, reworked the grounds and are responsible for the survival/replacement of the new plantings
- Insured

Estancia Primera Community Services Association

EPCSA | PO Box 8424 | Santa Fe, NM 87504 |

March 3, 2021

Request for Bid

TO:

This letter is an invitation to submit a bid to furnish labor, materials, and equipment including tax, to maintain the landscape for the Estancia Primera Recreation Center property at 450 Avenida Primera South and the two North and South Entry Islands at Hyde Park Road and Avenida Primera South. Please indicate ability to provide a Certificate of Insurance.

Work to be done in consultation and supervision with the Estancia Primera Grounds Committee members Jo Beth Speyer and MaryAnn Scanlon.

To set up a time to visit and evaluate the work zone and discuss the job, contact Jo Beth Speyer (305) 898-5150 or (505) 303-3789 or MaryAnn Scanlon (408) 205-0211.

Your bid will be reviewed by the Estancia Primera Grounds Committee and the Board of Directors.

LOCATION: Estancia Primera Community Services Association
450 Avenida Primera South
Santa Fe, NM 87501

CONTACTS: Grounds Maintenance Committee
Jo Beth Speyer jobethspeyer@gmail.com (305) 898-5150 cell or (505) 303-3789 landline
MaryAnn Scanlon gardensbymas@gmail.com (408) 205-0211 cell

BID DUE DATE: Friday, March 5, 2021 – Bid should include labor, materials, equipment, and taxes as separate items, along with an indication of ability to provide a Certificate of Liability Insurance.

SCOPE OF WORK: The scope of work includes the landscape maintenance for the following areas:

Note: For Areas with an asterisk* (Areas 1-4 and Area 10), the trees and the 3 Leaf Sumacs are maintained by our Arborist, Chris Seidel, and not part of the bid.

Area 1* Long Island Bed by Sidewalk in front of Center:

Weeding, maintaining the Blue Grama grass, maintaining the perennials and shrubs.

Area 2* 2 Beds to the left of entry stairs:

Weeding, maintaining the shrubs and perennials.

Area 3* 2 Beds to the right of entry stairs:

Weeding, maintaining the shrubs, vines (inside and outside the tennis court), and perennials.

Area 4* 3 Planting Wells in front of Center:

Weeding, maintaining the shrubs and perennials.

Area 5 Perimeter around sides and back of Center:

Weeding and maintaining the shrubs.

Area 6 Beds along both entries to the parking lot:

Weeding and maintaining the shrubs

Area 7 Sidewalk along Avenida Primera So. on which the Center is located that extends from the property line of 420 Avenida Primera So. to the junction with Los Nidos HOA on the eastside:

Weeding and maintaining the shrubs.

Area 8 Courtyard, sidewalk, and parking lot:

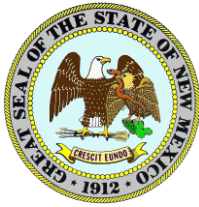
Removing weeds from parking lot and sidewalk cracks, sweeping or blowing the debris from the sidewalks, courtyard, and curbs along parking lot.

Area 9 Irrigation System on the Recreation Center Grounds:

Turn irrigation system on in spring, perform Spring check of system making sure plantings are irrigated, provide monitoring throughout season, turn off in fall for winter, and be on call for any irrigation problems that arise.

Area 10 * 2 Entry Islands:

Weeding and maintaining perennials.



Michelle Lujan Grisham
Governor

Howie C. Morales
Lt. Governor

**NEW MEXICO
ENVIRONMENT DEPARTMENT**

Public Aquatics Program
Environmental Health Bureau
121 Tijeras Ave. NE Suite 1000
Albuquerque, NM 87102
Aquatics.program@state.nm.us



James C. Kenney
Cabinet Secretary

Jennifer J. Pruett
Deputy Secretary

**PUBLIC HEALTH ORDER
February 24, 2021
PUBLIC SWIMMING POOLS
Guidance Document**

An amended Public Health Order (PHO) was issued on February 24, 2021. The following guidance is provided for the operation of public swimming pools.

1. **Recreational Swimming Pools** can operate following the “Red and Green” framework under recreational facilities (may include hotel/motel, homeowner associations, apartment complexes, splash pads and kiddie pools):
 - a. **Red** – at 25% capacity (outdoor space only)
 - b. **Yellow** – at 33% capacity (outdoor space only)
 - c. **Green** – at 50% capacity of any outdoor space / 25% of any enclosed space
 - d. **Turquoise** – at 75% capacity of any outdoor space / 50% of any enclosed space
2. **Non-recreational Swimming Pools** (these include any pool that is designed and used solely for exercise such as lane swimming or other non-recreational activities that do not bring participants within close proximity of one another) shall operate under the following capacities:
 - a. **Red** – at 25% capacity (outdoor or enclosed space)
 - b. **Yellow** – at 33% capacity (outdoor or enclosed space)
 - c. **Green** – at 50% capacity (outdoor or enclosed space)
 - d. **Turquoise** – at 75% capacity of any enclosed space / 100% capacity of any outdoor space

Communal Spa and Hot Tubs must remain closed.

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, April 9, 2021

Call to Order: President Brenda Shears called the meeting to order at 9:00 am via videoconference using Zoom.

Directors in Attendance: Brenda Shears (President), Scott Bunton (Vice-President/Treasurer), Errol Levine (Secretary), Connie Burke, Barbara Chamberlin, Jim Kissock, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch.

Others Present: Kurt Sommer (ARB Chair) and John Harvey (799 Aspen Compound).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of March 12, 2021 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Scott Bunton had previously distributed the Balance Sheet, the Budget versus Actual statement, and the Expense Detail statement as of March 31, 2021 to the Board members via email. He reported that expenditures this year to date have been mostly in line with the 2021 budget. The EPCSA's operating checking account currently contains \$70,111.01 and the Capital Reserve savings account contains \$248,943.81. Mr. Bunton indicated that when circumstances permit, he anticipates with the Board's approval investing \$100,000 from the Capital Reserves Savings account in a six-month Certificate of Deposit and \$60,000 in a three-month CD.

ARB Report: Mr. Sommer indicated that there are eight ARB projects in various stages of completion (see attached table). Four are major exterior projects and four are minor projects.

Real Estate Report: Jill McIntosh reported that four homes had sold between December and now, one home is currently under contract and one vacant lot is currently active.

Recreation Center Report: Recreation Center Manager Greg Casey and Ms. Shears reported as follows:

- The pool pump motor will be replaced sometime in May. A pool inspection will likely occur in mid-May after which the pool may be opened at a limited capacity on Memorial Day. Our pool maintenance company, Kokopelli Pool and Spa, LLC, has hired an individual who will put up signage at all commercial pools they maintain based on the current Covid-19 color code for

the County. The signs will show the maximum pool capacity. Additional signs limiting the number of locker room occupants might also be used.

- The Board agreed that any decision regarding reopening of the clubhouse should be deferred until the May Board meeting.
- The regular watering of the newly planted Desert Willows in the EP entry islands was started in February and is continuing.
- The installation of new LED lights on the north EP entry island has been completed.
- The resurfacing of the tennis court will likely occur between May 24 and June 4 although these dates may change depending on the weather and other circumstances. Ms. Shears will alert the regular tennis players about these provisional dates and indicate the dates on the EPCSA web site calendar.
- A deep cleaning of the clubhouse will be scheduled for late May.
- The Recreation Center irrigation system has been turned on.
- The inside of the pool pump house doors will be painted soon.
- The installation of new hasps and locks on the lockers in the women's clubhouse locker room has been done and the same installation in the men's locker room will be completed soon.
- Mr. Casey will order the replacement parts for the closer on the wooden clubhouse entry door.
- An updated new security system for the clubhouse is still being reviewed. Mr. Casey, Ms. Shears and Mr. Kintigh plan to meet with a couple of the vendors to review their bids and the scope of the work needed after which a proposal will be submitted to the Board.

Grounds Maintenance Committee Report: Jo Beth Speyer (Committee Chair) reported that the Committee and Ms. Shears have been continuing to evaluate EP arroyos for potential removal of dead growth and other fire prevention strategies to reduce fire hazards during the current drought. She and MaryAnn Scanlon are still researching benches and other furniture for the grounds in front of the Recreation Center. They hope to have a proposal for the Board's consideration at the May Board meeting. Spring startup grounds maintenance work at the Recreation Center was performed on April 5 under the 2021 maintenance contract previously approved by the Board. Barbara Chamberlin indicated that she had contacted the City to arrange another sweeping of Avenida Primera.

Unfinished Business.

Piñon Tree Infestations: Errol Levine reported that owing to the current severe drought piñon needle scale infestations have become widespread in EP. According to current thinking by arborists infestations are best prevented by using a regular tree watering program including during the winter and by the application of a dormant oil spray to the trees in early March. Dormant oil suffocates the insects and their ova before needle damage occurs and should be reserved for trees *without* evidence of active infestations such as needle browning. Trees that

show needle browning require either spraying with more toxic pesticides or the application at their bases of systemic pesticides.

Dr. Levine recommended that the EPCSA should launch an educational campaign to heighten awareness of the damaging effects of scale infestations. He recommended that the following be done:

- Ms. Shears should alert all owners to the problem in a mass email.
- Ms. Shears should ask the Presidents of the nine neighborhood subdivisions to write to their owners emphasizing the need to water their piñon trees regularly including during the winter months and to have the trees treated in the early spring. Homeowners uncertain about which trees are on their properties should be provided with lot plats clarifying property lines.
- The EPCSA and neighborhood subdivision HOAs should undertake infestation prevention and management actions for the trees on their common properties.
- The EPCSA Grounds Maintenance Committee should develop a protocol to distribute to the ownership indicating how scale infestations can best be prevented and treated.

The Board after a discussion agreed that the above steps should be taken.

New Business.

There was none.

Homeowner Comments

John Harvey noted that the EPCSA is cutting back overgrown vegetation along the concrete sidewalk outside the Recreation Center property but is not doing the same elsewhere along Avenida Primera South. He inquired as to why this is so. Ms. Shears indicated that the Code for the City of Santa Fe (Article 14-9.2 H – Maintenance of Public Pathways) places the responsibility for such maintenance on the owners of properties adjacent to the sidewalk and the EPCSA's rules and regulations are based on the City Code. Thus, individual lot owners are responsible for cutting back overgrown vegetation along those segments of the concrete sidewalk that abut their properties, and neighborhood HOAs and the EPCSA are responsible for vegetation management where their common areas abut the concrete sidewalk.

Announcements

Next Board Meeting: The next EPCSA Board meeting will be held on Friday May 14, 2021.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 9:46 am.

Minutes prepared and submitted by: Errol Levine Date: 4/12/2021

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L. Shears Date: 5/14/2021

(Brenda Shears - President)

ESTANCIA PRIMERA ARB - PROJECTS IN PROGRESS - April 9, 2021

	<u>Owner Name</u>	<u>Address</u>	<u>Project</u>	<u>ARB Preliminary Approval Date</u>	<u>Deposit</u>	<u>Deposit Refunded</u>	<u>Current Status</u>
1	Bernard/Lawton	408 Calle Kokopelli	Portal Screen/Shade	February 16, 2021	\$250	No	Not yet approved
2	Bouldin	779 Paseo Cresta	Rooftop solar panels	Not yet approved	\$250	No	Not yet approved
3	Hudson/Kaplan*	759 Paseo Cresta	New deck/flagstone; New roof, re-stucco; stain/seal wood beams on new deck	November 1, 2020	\$250	No	Incomplete; New roof and total re-stucco done without ARB application, but deemed acceptable; Wooden beams on new deck need staining and sealing.
4	McClure	789 Avenida Primera South	Garage addition		\$1,500	No	Incomplete
5	Miller	425 Los Altos Way	New home/landscaping		\$1,100	No	Home complete/ landscaping pending
6	Raczynski/Phillips	621 Cumbre Vista			\$250	No	Incomplete
7	Sommer	766 Calle Altamira	New home	January 28, 2021	\$1,500	No	Application approved
8	Streets	782 Paseo Cresta	New home/new wall		\$1,100	No	Home incomplete. New wall/fence application - ARB approved application
	* deposit paid by Marcia Kaplan						

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, May 14, 2021

Call to Order: President Brenda Shears called the meeting to order at 9:08 am via videoconference using Zoom.

Directors in Attendance: Brenda Shears (President), Scott Bunton (Vice-President/Treasurer), Errol Levine (Secretary), Barbara Chamberlin, Jim Kissock, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch.

Others Present: Kurt Sommer (ARB Chair).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of April 9, 2021 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Scott Bunton had previously distributed the Balance Sheet, the Budget versus Actual statement, and the Expense Detail statement as of April 30, 2021 to the Board members via email. He reported that expenditures this year to date have been in line with the 2021 budget. The EPCSA's operating checking account as of April 30, 2021 contained \$65,674.50 and the Capital Reserve savings account contains \$248,954.04.

Recreation Center Report: Recreation Center Manager Greg Casey and Ms. Shears reported as follows:

- The new pool pump motor has been installed and is now operational. The pool passed its annual inspection conducted on May 13.
- Ms. Shears presented a proposed protocol for re-opening the Recreation Center pool on May 29 under the current Santa Fe County Turquoise status and had distributed the protocol to Board members via email prior to the meeting (see attachment). The proposal was developed after discussions with Carver Busch of Kokopelli Pool and Spa, LLC, and the Pool Inspector regarding State requirements. A motion duly made and seconded to adopt the protocol was passed unanimously after a discussion.
- Ms. Shears presented a proposed protocol for re-opening the Clubhouse on May 29 and had distributed the protocol to Board members via email prior to the meeting (see attachment). A motion duly made and seconded to adopt the protocol was passed unanimously after a discussion.
- The regular watering of the newly planted Desert Willows in the EP entry islands was started in February and is continuing. Mr. Casey and Grounds Maintenance Committee Chair Jo Beth

Speyer reported that although the trees had not yet developed foliage, they appear to be in good condition.

- The resurfacing of the tennis court will extend between May 24 and June 4, weather permitting. Ms. Shears has informed the regular tennis players about this.
- Mr. Sommer requested that the benches at the tennis court be repainted. Mr. Casey and Ms. Shears will investigate the matter.
- A deep cleaning of the clubhouse will be scheduled for late May before the re-opening.
- The Recreation Center irrigation system has been turned on. Ms. Speyer reported she had checked the City's Eye on Water app for water use and is comparing this summer's water use to that of the previous two summers. She will report to the Board regarding this at a future board meeting.
- The inside of the pool pump house doors will be painted soon.
- The Board evaluated a proposal from Board member Connie Burke to hold a Memorial Day party at the Clubhouse using applicable Covid-19 precautions. The proposal was emailed to the Board members prior to the meeting. The Board concluded that because the situation regarding Covid-19 is in a state of flux, there currently is too much health risk and potential for EPCSA liability to enable an event to be planned and successfully conducted on Memorial Day weekend, which is only two weeks away.

After a discussion, a motion was made, seconded, and approved unanimously regarding the following:

- A community event later in the summer -- perhaps around July 4 -- will be organized by volunteers if State Covid-19 guidelines permit this.
- If an event is held, the event will be catered for health reasons rather than using the potluck dinner approach used in the past.
- The amount currently allocated in the EPCSA budget for an annual event, namely \$500, would be contributed by the Board.
- The balance of the costs will be paid on a shared basis by EP owners attending the event.

Architectural Review Board (ARB) Report: ARB Chair Kurt Sommer indicated since the last Board meeting, he had received four new ARB applications. There are currently ten ARB projects in various stages of completion (see attached table). Four are major exterior projects and six are minor projects.

Mr. Sommer explained to the Board that in the Altamira neighborhood subdivision many yard walls, fences, and driveways were constructed, and landscaping was installed without regard to the actual property lines for each of the subdivision lots. Accordingly, many homes within the subdivision have driveways, yard walls, landscaping, and fencing that encroach on the common areas. The Board of Directors of the Altamira Homeowners Association has been granting its homeowners easements and licenses to use the common areas for driveways, yard walls,

landscaping, and fences as requests for improvements have been submitted. However, Altamira owners are expected to indemnify the Altamira HOA regarding these easements and licenses and to maintain the areas within easements in the same manner as they maintain the rest of their properties.

Mr. Sommer reported that there had been little progress achieved with installation of the landscaping at the Miller residence (425 Los Altos Way) partly because the owner (Dr. Margaret Miller) has been experiencing problems with the landscaping subcontractor. However, the Los Altos HOA and its ARC have assumed responsibility for overseeing the completion of the landscaping and for resolving other outstanding issues on the property. They have been in frequent contact with Dr. Miller regarding these matters. Mr. Sommer reported also that the new home construction at 782 Paseo Cresta is approaching completion and that Richard Czoski (Cresta ARC Chair) is working with the owner (Jan Streets) to ensure that some changes are made to the home and lot that will enable the EP ARB to grant final approval for the project as has been requested by Ms. Streets.

Real Estate Report: Jill McIntosh reported that five homes had sold between December and now. One home and one vacant lot are currently under contract. One vacant lot is currently active.

Grounds Maintenance Committee Report: Jo Beth Speyer (Committee Chair) reported that she and MaryAnn Scanlon had completed their evaluation of possible benches for the island in front of the Recreation Center parking lot. She had distributed information regarding this to Board members via email prior to the meeting. A motion duly made and seconded to purchase two DuMor #93 benches at a cost of \$3,739.15 (including shipping and taxes) and to have them assembled and installed for \$300 by Greg Casey with the cost of installation materials not to exceed \$250 was passed unanimously after a discussion.

The Board noted that the DuMor # 93 bench, although the costliest of the five benches in the proposal, has several advantages in that it is most suited aesthetically for the Recreation Center, is known to be comfortable to sit on, and the supplying company has a Santa Fe representative. Although the DuMor bench shown in the proposal has a light green-beige color that appears ideally suited to the Recreation Center, Ms. Speyer and Ms. Scanlon will review actual color samples provided by the DuMor Company representative before making a final decision regarding the color.

Unfinished Business.

Clubhouse Alarm Security System: The Board reviewed a proposal submitted by Ms. Shears, Keith Kintigh, and Greg Casey to enter a contract with ADT, the long-time contractor for the clubhouse alarm system, to update the obsolete system that has been in place for many years (see two attachments). Ms. Shears had submitted the proposal to Board members via email prior to the meeting. In addition to reducing the likelihood of false alarms and improving the system's

ability to detect intrusions, the proposed updates will provide the ability to the Recreation Center Manager and EPCSA's President to remotely control entry/exit and the functioning of the system. Wi-Fi will be available in the Clubhouse and adjacent to it. Ms. Shears indicated that she had discussed the need for a poolside telephone with the NM Aquatics Program Manager, Levi Cole. He had indicated that a keypad with a button permitting a direct call to 911 separate from the alarm system would be adequate instead of a telephone if instructions were provided at the poolside for doing this.

A motion duly made and seconded to do the following was passed unanimously after a discussion.

- The Board approved an expenditure of up to \$3,500 for the Alarm System upgrade as described in the proposal and monthly charges of approximately \$170.
- DSL provided by CenturyLink will be installed, but the existing telephone voice line will be discontinued.
- A camera will be installed in the Clubhouse entry area and signs will be posted indicating that the Clubhouse property is under 24-hour video surveillance.

Signs Near North and South EP entries: Ms. Shears indicated that two “no parking” signs posted adjacent to the new right turn lane into the south EP entry had had a beneficial effect in stopping drivers from parking in the lane. The cost of the signs was \$75, and the Board voted unanimously in favor of a motion duly made and seconded that Ms. Shears be reimbursed for the purchase of the signs. Ms. Shears also reported that since the placement of the signs, drivers had started parking at the north EP entry to use their cell phones. She therefore suggested that two additional “no parking” signs be posted in appropriate locations at that location and the Board agreed with this proposal.

New Business.

Mr. Bunton reported that A.L. Bontrager (501 Camino Los Altos) had indicated that he had noticed an increase in the number of itinerants around his property. He had therefore suggested that the EPCSA Board consider hiring a private security company to monitor the EP property. Board members stated that they had neither observed an increase in itinerants within EP nor had they received complaints about this from residents in their neighborhood subdivisions. They noted also that Mr. Bontrager's property is adjacent to the publicly accessible Cross of the Martyrs Park. The problem might therefore only affect properties in that part of the Los Altos neighborhood subdivision. The Board recommended that the Los Altos HOA or the owners who live near the Cross of the Martyrs Park might consider making their own private security arrangements. Board members were asked to request their respective neighborhood owners and residents to notify them if persons without apparent legitimate business in EP were seen, and to let Mr. Bunton know if they received such reports.

Homeowner Comments

There were none.

Announcements

Next Board Meeting: The next EPCSA Board meeting will be held on Friday June 11, 2021. The EPCSA annual homeowners meeting will be held on Wednesday, August 18, 2021.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:35 am.

Minutes prepared and submitted by: Errol Levine Date: 5/21/2021

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 6/11/2021

(Brenda Shears - President)

PROTOCOL FOR RE-OPENING EPCSA POOL – MAY 29, 2021

The pool has passed inspection and is ready for the season opening.

The pool will be opened as follows under the current Santa Fe County status of Turquoise:

Opening Date: Saturday May 29

Hours: 9:00 AM – 9:00 PM

Capacity of pool and surrounding deck*:

25 (as stated on permit & previously determined by EPCSA)

Turquoise: 20

Green: 12

Yellow: 8

Red 6

Masks: Required inside the clubhouse or when using the restrooms

Bathrooms: One person at a time

Social distancing: Maintain 6 ft with those not in immediate family, in the pool and on the deck.

* The posted capacity for the pool area is 40; however, the EPCSA's permit states that 25 users are allowed. Also, many years ago, EPCSA set the capacity at 25.

Recreational Swimming Pools can operate following the “Red and Green” framework under recreational facilities (may include hotel/motel, homeowner associations, apartment complexes, splash pads and kiddie pools):

- a. **Red** – at 25% capacity (outdoor space only)
- b. **Yellow** – at 33% capacity (outdoor space only)
- c. **Green** – at 50% capacity of any outdoor space /25% of any enclosed
- d. **Turquoise** – at 75% capacity of any outdoor space / 50% of any enclosed space

PROTOCOL FOR RE-OPENING EPCSA CLUBHOUSE – MAY 29, 2021

Opening Date: Saturday May 29 on an advance reservation basis (see below for reservation process).

Clubhouse occupancy limit normally is 100:

If Santa Fe County's COVID rating is Turquoise, the limit is: 50

If it is Green, the limit is: 25

If Yellow or Red, the Clubhouse will be closed, and reservations during such periods will be cancelled.

Masks: Required inside the clubhouse

Bathrooms: One person at a time

Social distancing: Maintain 6 ft with those not in your immediate family

Post Event Cleanup: Wipe off all counters and tabletops with soap & water and with disinfectant (such as Lysol), put away tables and chairs you may have used, sweep, or vacuum the floors, and leave the clubhouse in the same condition you found it in. Detailed clean up instructions are posted in the Clubhouse.

Clubhouse Reservations & Activity Bookings*:

Please review the calendar on the EP web site < <https://estanciaprimer.org/schedule-activities/> > for open dates and times and contact Connie Burke, EPCSA Social Chair at connieburke@gmail.com or (505) 984-0152 home / (505) 670-1524 mobile. The \$75 fee should be paid in advance by check made payable to the EPCSA. Once the user fee is received the reservation will be placed on the Event and Activity Calendar. Backup contacts for reservations: EPCSA President (Brenda Shears, shears@asu.edu, 505 395-7979); Recreation Center Manager Greg Casey (greg.m.casey@gmail.com; 972-839-9493 mobile /505-365-2152 home)

* The posted capacity for the clubhouse is 100

- a. Red – at 25% capacity (outdoor space only)
- b. Yellow – at 33% capacity (outdoor space only)
- c. Green – at 50% capacity of any outdoor space / 25% of any enclosed space
- d. Turquoise – at 75% capacity of any outdoor space / 50% of any enclosed space

<u>ESTANCIA PRIMERA ARB - PROJECTS IN PROGRESS - May 14, 2021</u>							
	<u>Owner Name</u>	<u>Address</u>	<u>Project</u>	<u>ARB Preliminary Approval Date</u>	<u>Deposit</u>	<u>Deposit Refunded</u>	<u>Current Status</u>
1	Bernard/Lawton	408 Calle Kokopelli	Portal Screen/Shade	February 16, 2021	\$250	No	Not yet approved
2	Bouldin	779 Paseo Cresta	Rooftop solar panels	May 2021	\$250	No	Installation pending
3	Conine	748 Calle Altamira	Landscaping/fence	Not yet approved	\$250	No	Installation pending
4	Hudson/Kaplan*^	759 Paseo Cresta	New deck/flagstone; New roof, re-stucco; stain/seal wood beams on new deck. Mini-split AC installation.	Nov. 1, 2020; May 8, 2021 (AC)	\$500	No	Incomplete; New roof and total re-stucco done without ARB application, but deemed acceptable; Wooden beams on new deck need staining and sealing. AC installation pending.
5	Kintigh/Shears	421 Calle Kokopelli	Fence - Utility Box	May, 2021	\$250	No	Installation pending
6	McClure	789 Avenida Primera South	Garage addition		\$1,500	No	Incomplete
7	Miller	425 Los Altos Way	New home/landscaping		\$1,100	No	Home complete/ landscaping pending
8	Raczynski/Phillips	621 Cumbre Vista			\$250	No	Incomplete
9	Sommer	766 Calle Altamira	New home	January 28, 2021	\$1,500	No	Construction not yet started
10	Streets	782 Paseo Cresta	New home/new wall	April 2021 (wall)	\$1,100	No	Home & landscaping incomplete. New wall/fence pending
* deposit paid by Marcia Kaplan			^ Second deposit paid by Hudson's				

Bench Proposal for the Recreation Center Island

MaryAnn Scanlon and Jo Beth Speyer – May 14, 2021

Many people in our community walk and pass by the Recreation Center. A conversation/rest point consisting of two benches will be a nice addition for the Recreation Center. The placement of two 6-foot benches under the Bradford Pear trees will provide shade and the benches will face the island with its plantings and face the Jemez Mountains for a distant view.

We recommend commercial-type powder-coated steel or aluminum park benches for their sturdiness, low maintenance, and long-lasting durability; a one-and-done investment for many years to come. They will be anchored to buried concrete footings for security. We also want strips/slats so the snow and water can drain off the benches. We also want a comfortably curved seat and back.

Bench Material: Research and conversations with company representatives point to selecting benches that are of powder-coated steel or aluminum composition. Santa Fe's winter weather, high winds, and intense hot sun is a problem for wood and other materials and impacts long term durability.

Below is a summary of quotes from commercial outdoor furniture manufacturers. Their quotes are attached.



DuMor, Mifflintown PA, Cedar Crest NM: #93-60

2 #93-60, 6' cast bench, steel seat, powder-coated. 292# each. 6-8 weeks lead time. $2 \times \$1433 = \2866 plus 647 shipping plus 226.15 tax = \$3739.15. Note: this bench is at the Santa Fe Government Center and in the plaza at the Cathedral Park.



National Outdoor Furniture, Pomfret CT (N.O.F./Inc): 6' Augusta Bench

2 - 6' Augusta Benches. 305# each, powder coated. 5-6 weeks to ship. 3-5 days transit time. $2 \times \$1519 = \3038.00 plus 390.98 (tax and shipping) = \$3,428.98. Note: this is the bench across Hyde Park Rd in the new development on the new asphalt path if you want to view and sit.



Belson Outdoors, Naperville IL: 6' Wilmington Collection Bench 974-S6

2-6' 974-S6 benches. 135# each. 6-8 weeks to ship. 2 x \$1191 = \$2382.00 plus 232.76 tax plus 376.68 shipping = \$2991.44



The Park and Pool, Lexington VA: 6' Model 10BE-025L

2-6' Model 10BE-025L benches. 158# each. 11-gauge strap metal with Advanced DuraLex coating. 2-x \$1342.95 = \$2685.90 plus 479.36 shipping = \$3165.26

Summary:

DuMor #93-60 Bench:	\$3,739.15
N.O.F. Augusta Bench:	\$3,428.98
Park n Pool Lexington:	\$3,423.35
Belson Wilmington:	\$2,991.44

Installation Costs: Greg Casey and MaryAnn Scanlon will install the benches. Materials needed are concrete, red anchor bolts, and 2x4 lumber for building the boxes. The cost of Greg Casey's labor to install the benches will be \$300 total.

Committee Recommendations:

DuMor #93 or N.O.F. Augusta benches. We have sat in both, they are comfortable, and we would know what we would be getting. The Augusta bench is on the asphalt trail across the Hyde Park and DuMor #93 is in Cathedral Park in the Plaza and the Government Center; please try them out if you have time.

PROPOSAL FOR UPDATE OF EPCSA CLUBHOUSE SECURITY ALARM SYSTEM

BRENDA L. SHEARS – MAY 14, 2021

On behalf of Greg Casey, Keith Kintigh, and myself, I am pleased to present a request to update our EPCSA clubhouse alarm system to align it more appropriately with current technology, building on the base we already have in place with ADT as our current contractor. We believe these changes will increase security, provide greater flexibility for controlling access, and reduce the number of accidental triggering of alarms. We investigated many options and researched costs and functions; talked to several vendors; and made informed decisions based on the functionality of our existing system, our desire to incorporate new technology, and enhanced control of access to the building. We then together evaluated our options based on cost-benefit to EPCSA.

We recommend adding internet (via converting our existing phone line with CenturyLink to DSL – cable is not available to us), which will allow both alarm remote arm/disarm and remote open/close and keyless entry to two main doors. We will install two new alarm control keypads (the 2nd one will be an alarm control keypad on the door to bathroom hall) that will have a button with a direct call to 911, separate from the alarm. The alarm will then be able to be turned off at either door, and the hallway to the racquetball court from the pool patio can be accessed directly without going through the main meeting room (which will remain locked by the metal grate between the two areas). We will add motion sensors to the community room and to the hallway to increase detection should windows be penetrated (protection we do not have currently), and we will replace a malfunctioning sensor on the fire escape door adjacent to the racquetball court. Please note that the installation of DSL will have the additional benefit of allowing Wi-Fi in the community room, expanding our capability for remote conferencing.

We ultimately decided it would be the most advantageous for EPCSA to remain with ADT, who have provided appropriate service for many years and which has a technician in place that knows our system well.

Below is a summary of the associated costs for the following:

- Alarm Upgrade from ADT includes
 - o an alarm control box at both the meeting room door and the entry door to the bathroom and racquetball hallway from the pool patio,
 - o emergency panic button that directly calls 911 on each control box,
 - o addition of motion sensors in main meeting room and racquetball hallway.
- Addition of keypad door locks to main meeting room door and the entry door to the bathroom hallway and racquetball court.

- Conversion of our current phone line to DSL to provide internet access needed to remotely control door locks and alarm arm/disarm.
- Purchase and install modem/router to enable Wi-Fi access in meeting room (but will rent first to make sure system functions as we expect).

Upfront installation cost by component:

\$1,559 - ADT Intrusion Panel alarm system upgrade installation with remote access capability (see attached)

\$300 - Conversion of phone line to DSL (Greenwave C4000LG Modem Cost) or \$15/month
[Note: we recommend renting for first month or so to make sure everything works before purchase]

\$700 - Self-install of two Schlage smart door locks with remote access capability

\$2,559 - Subtotal

\$216 - Tax estimate @ 8.43%

\$2,775 - **TOTAL**

Recurring charges estimates (Including tax @8.43%)

\$72.65 - Ongoing monthly cost for monitoring and service

\$54.22 - CenturyLink DSL internet access

\$37.91 - CenturyLink Phone Add-on (if required)

\$164.77 **TOTAL PER MONTH**

Note: Current monthly costs for alarm monitoring and phone are \$110 (\$67 monitoring/service and \$43 phone)

New monthly costs would be

\$54.77 per month additional compared to current costs

\$15.86 per month additional if voice line is removed (and I have approval via a phone call for that from the NM Aquatics Program Manager, Levi Cole)

Benefits of new system to EPCSA

- Once installed we will have the ability to remotely arm and disarm the alarm and to unlock and lock the exterior door to bathrooms separately from the meeting room door.
- We expect the new system will substantially reduce accidental triggering of the alarm.
- The new system will provide more control – a key would no longer be accessible and alarm code not distributed.

- Allows Wi-Fi in meeting room, enhancing our own EP related meeting options, and possibly increasing desirability for usage by owners resulting in additional revenue.

Event Example:

Event Set up - Owner can schedule time and alarm can be disabled and door code provided for specific period (this is often when we have alarm triggered by accident)

Event Time – alarm can be remotely turned off at specified time prior to event and turned back on at specified time or when receiving all clear. (Puts alarm control onto Clubhouse Manager or backup person - not owner)

Daily pool open/close example:

Gives flexibility to Clubhouse Manager or back up person to open clubhouse each morning without being physically present – or turn on alarm at end of day remotely if necessary. However, this would not replace daily checking of building, pool area, etc.

Request

We request Board approval for the EPCSA to expend up to \$3,500 for the Alarm System Upgrade as described above and monthly charges of approximately \$170.

Powered by Experience.
Driven by Excellence.™

ADT Commercial
Proposal



Proposal prepared for:

ESTANCIA PRIMERA COMMUNITY

Presented by:

Janette Gallegos

| 4/27/2021

Sales Agreement ID: 891121649

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What helps make us an industry leader is plain and simple—we strive to deliver an outstanding customer experience at all points of interaction.

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- Cloud backup and disaster recovery
- Security network design assistance, implementation and management
- Structured cabling

Tuesday, April 27, 2021

ESTANCIA PRIMERA COMMUNITY

PO BOX 8424

SANTA FE, NM 87504-8424

Thank you for allowing us the opportunity to provide you with a proposal for your security system. I am pleased to propose a cost effective solution for your organization that will allow you to help mitigate your risks and reduce losses.

At ADT Commercial, we pride ourselves in providing our commercial customers with attentive service, proven security solutions, and the highest level of professional installation and monitoring.

I look forward to discussing this proposal with you. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Janette Gallegos

/ JEGallegos@adt.com

Equipment and Investment Statement for: Honeywell intrusion-upgrade

Site Information: ESTANCIA PRIMERA COMM SVC ASSO, 450 AVENIDA PRIMERA S, SANTA FE, NM 87501

Scope of Work:

System Operation:

ADT Commercial, a division of ADT, LLC (ADT)/Redhawk will replace existing intrusion control panel with a P320 panel to support wireless devices and provide remote access to clubhouse. The new system includes one (1) control panel and two (2) LCD keypads, 4 motion detectors, and one door contact to replace door by racket ball room. ew field devices will be installed as indicated on the accompany drawing. All existing burglar alarm devices, and transferred to the new panel. . No devices will be removed unless required for the installation of the new system.

The facility will insure 110VAC outlets are available for wireless repeaters and wireless keypads.

The system will communicate to ADT central monitoring centers cellular communication. The system will utilize to the Total Connect application for remote access.

Site Conditions:

This is an existing building. The building is traditional commercial construction. No special safety precautions will need to be made. NO special EHS equipment should be required. Every effort will be made to ensure employee safety. MSDS sheets will be made available by customer. LIFT WILL NOT BE REQUIRED for the security system installation.

Programming:

The system will be programmed for monitoring by ADT Security LLC. The system will communicate to ADT central monitoring centers via network connection and cellular communication. The system will be programed for the Virtual Keypad application and e-suite with PIN management.

Customer Responsibilities:

Customer Responsibilities include the following:

- A/C Power. The customer will be responsible for providing 110VAC where required for the proper operation of the system.
- It is understood that in the event that installation is delayed due to installation of phone or network lines by the communications provider, ADT will require at least four hours after completion of provider's work to establish communication with central station and additional charges may apply for the return trip.
- Any internet, network, port forwarding, or dedicated IP address needed for the operation of the system is the responsibility of the customer and will need to be provided prior to the installation.
- Customer will provide network support for integration of system.
- Access to all areas necessary for installation. Additional trips to location may result in additional charges
- Customer will need to provide an asbestos abatement letter for buildings built before 1980 to insure a safe working environment.
- Customer will provide a secure storage area for overnight storage for ADT equipment.
- The purchase price does not include tax and ADT will send invoice for initial deposit of equipment once the order is booked.
- The locations for devices are subject to change pending the customer's request or if necessary for the system to operate properly.

- The customer will be responsible for providing a suitable location for all equipment.
- Customer is responsible for any underground conduit between buildings or any device that ADT is making a point of connection, unless noted in agreement.
- Any changes in quantities of equipment or Scope of Work on the executed agreement will result in a change order and additional cost will apply.

Customer Expectations:

All work under this proposal is to be performed during normal business hours on normal workdays. Unless otherwise specified, normal working hours are (8 AM – 4:30 PM), Monday through Friday exclusive of locally or nationally observed holidays. If it is required that work be done at any other time except normal working hours, a change order will be presented to the owners representative with a schedule of costs. Upon acceptance of the change order the work will be done and an invoice for the additional costs will be submitted to the owner for payment.

It is understood that all installation, programming, training will be done during ADT'S normal business hours, Monday through Friday 8:00 AM to 4:30 PM, except Holidays.

Idle time incurred by ADT employees due to clearances, escorts, or other factors beyond our control when aggregated in excess of one (1) man-hour will be billed at our prevailing labor rates.

ADT technician will check in with designated contact upon arrival and check out with same upon departure.

ADT Technician to follow Scope of Work as indicated and reports any changes to the Installation Manager and Sales Representative.

Key Contacts:

[Janette E. Gallegos](#)

ADT Security Consultant

Cell / Text: 505-850-5555

Email: jegallegos@adt.com

Training Expectations:

ADT Security LLC will provide training on system operation. The tech will setup and train the customer to use the new system. This will include arm / disarm functions, bypass, add and delete users and other relevant tasks.

Equipment List:

Quantity	Description
2	6160: DVN-KEYPAD ALHPA ADEMCO
1	320P1: 320 P1 CONTROL PANEL VISTA
1	LTEM-XV: LTE COMMUNICATOR-RADIO,CAT-M1, LTEM-XV
4	5800PIR-COM: WIRELESS PIR,COMMERCIAL 5800PIR-COM
1	5816WMWH: DOOR/WINDOW XMITTER W/MAGNETS 5816WMWH
1	472434: WIRELESS RECEIVER - HIGH 5881ENH

Recurring Services:

Description	Amount
Monitoring	\$35.00
Service Plan	\$12.00
Signaling	\$20.00

Sub Total Monthly Charge:	\$67.00
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Summary of Charges for: Honeywell intrusion-upgrade	
Installation Price	\$1,559.06
Total Installation Price*	\$1,559.06
Total Monthly Recurring Services Charges*	\$67.00
*Plus applicable tax	

Investment Summary (Non-Leased)

Total Non-Leased Proposal Option

Installation Price \$1,559.06

Total Installation Price* \$1,559.06

Total Monthly Recurring Services Charges* \$67.00

*Plus applicable tax

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Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, June 11, 2021

Call to Order: President Brenda Shears called the meeting to order at 9:01 am via videoconference using Zoom from the Clubhouse conference room.

Directors in Attendance: Brenda Shears (President), Scott Bunton (Vice-President/Treasurer), Errol Levine (Secretary), Connie Burke, Barbara Chamberlin, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch.

Others Present: None.

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of May 14, 2021 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Scott Bunton had previously distributed the Balance Sheet, the Budget versus Actual statement, and the Expense Detail statement as of May 31, 2021 to the Board members via email. He reported that expenditures this year to date have been in line with the 2021 budget. The EPCSA's operating checking account as of May 31, 2021 contained \$65,258.58 and the Capital Reserve savings account contained \$248,964.61. The \$15,707.17 cost for the tennis court resurfacing initially will be paid from the checking account, leaving an acceptable balance of about \$50,000 in the account, but at the end of the year that amount will be transferred from the Capital Reserve savings account to the checking account, along with the amounts of other Capital Reserve expenditures during the year, to replenish the checking account.

Recreation Center Report: Recreation Center Manager Greg Casey and Ms. Shears reported as follows:

- Sixty-nine different groups have used the pool since it opened on Memorial Day, and all have complied with the applicable Covid-19 restrictions.
- The resurfacing of the tennis court was started on May 24 and was completed satisfactorily on June 8.
- Two new metal benches were installed on the tennis court. The Board had unanimously approved via email the replacement of the previous deteriorated wooden benches at a cost of \$128 per bench plus tax.
- The two DuMor #93 benches for the Recreation Center bed in front of the parking lot are expected to be delivered in late September or in October. Grounds Maintenance Committee

Chair Jo Beth Speyer indicated that she, MaryAnn Scanlon, and Ms. Shears had chosen a color called “Sudan” as the final color for the benches since it blended best with the surroundings.

- A deep cleaning of the clubhouse was completed during May.
- Keith Kintigh had installed a router at the Clubhouse and Wi-Fi is therefore now available in the Clubhouse building and its environs.
- The lockers in the locker rooms are available and ready for use.
- New locks have been received for the Clubhouse doors and will soon be installed.
- Arrangements will be made with ADT to install the new Clubhouse security system.
- Ms. Shears plans to contact all owners to obtain information about clubhouse access key cards that they possess including the numbers on the cards. After the audit, she will request the Security Company to wipe out any access cards for which the EPCSA lacks an ownership record. Connie Burke and Jill McIntosh will help Ms. Shears with the audit.
- Ms. Burke indicated that she would consult with Ms. Shears about organizing a community social gathering at the Recreation Center sometime after the July 4 holiday weekend.

Architectural Review Board (ARB) Report: ARB Chair Kurt Sommer could not attend. Board Secretary Errol Levine reported that after consultation with Mr. Sommer he had updated the spreadsheet (attached) showing the status of current ARB applications and projects. Since the last Board meeting five new ARB applications had been received and none of these had yet been given conditional ARB approval. Four are for minor exterior projects and one is for a major exterior project. One project received Final Approval since the last Board meeting. The two new home construction projects in Cresta (753 Paseo Cresta) and Los Altos (425 Los Altos Way) respectively remain incomplete and potential drainage problems at the Cresta property are being evaluated by the Cresta ARC.

Real Estate Report: Jill McIntosh reported that six homes had been sold between December 2020 and now. A home in Los Altos will soon be listed for sale. Two vacant lots are currently under contract.

Grounds Maintenance Committee Report: Ms. Speyer reported that she has been monitoring the City’s Eye on Water app, and the water use on the Recreation Center grounds is consistent with that required for the maintenance of the plantings. She and MaryAnn Scanlon had walked the grounds with the landscape maintenance crew who are now focusing on weeding and replacing several plants that did not survive the winter. The plant replacement will be done at no cost under the warranty. Pruning of vines and bushes is being done as needed.

Unfinished Business.

Ms. Burke will present a report at a future Board meeting regarding fire suppression measures needed in EP arroyos.

New Business.

EPCSA Annual Meeting Planning: Ms. Shears and Dr. Levine reported as follows:

- Since the Annual Members' meeting has been scheduled for August 18, 2021, petitions of candidacy for election to vacant Board positions need to be submitted to the Secretary no later than July 19, 2021 (Article VI, Section 4 of the EPCSA Amended Bylaws).
- Blank petitions of candidacy are available on the EPCSA website at http://estanciaprimer.org/wp-content/uploads/2019/01/BOD-nomination-form-20_.pdf.
- The Board considered a draft announcement letter for the Annual Meeting that Ms. Shears had distributed via email prior to the meeting. The Board agreed on the following items:
 - The letter will be emailed or mailed using USPS mail to all EP owners on or about July 1, 2021 and will state the date and time of the meeting.
 - The letter will state the method of voting for the election of Board members. It will indicate that if the elections are uncontested, a motion will be entertained that those running be elected by acclamation. If there is a contested election, the Board will arrange for the use of written ballots.
 - The letter will indicate petitions of candidacy for election to vacant Board positions received from incumbent Board members and others by the date of the letter.
 - The letter will indicate how owners wishing to run for election for vacant Board positions may access a blank petition of candidacy on the EPCSA website and provide instructions regarding the deadline for submission of petitions to the Board Secretary.
 - Instructions for proxy submissions will be provided in the letter.
- The Board positions for Altamira, Cresta, Kachina Hills, La Viveza, Los Altos, and Los Altos Norte will become vacant on August 18, 2021. Dr. Levine has written to the incumbents for these Board positions indicating that should they wish to run for election or re-election they each need to submit a petition of candidacy to him **no later than June 27** so that Ms. Shears can include this information in her announcement letter.
- The Board discussed whether the annual meeting should be held in-person, via Zoom, or by using a hybrid method. After a lengthy discussion of the merits and difficulties associated with each method, a motion duly made and seconded to hold the August 18, 2021 meeting via Zoom only was passed unanimously. It was agreed that all proxy forms need to be delivered to the Secretary either by email or USPS mail delivery ahead of the meeting.
- Further arrangements for the Annual Meeting will be discussed at the July 9, 2021 Board meeting.

EPCSA Pool Use Hours: Ms. Shears reported that she had received an inquiry from an owner regarding whether the Recreation Center pool hours could be changed from the current 9:00 am to 9:00 pm hours (see Book of Resolutions, Rule II.C.1.a) to allow for the use of the pool for exercise between 7:00 and 9:00 am. Board members in discussing the request noted that the

tennis court under the current rules may be used prior to 9:00 am provided that players are respectful of those who live close to the court and avoid loud noise.

Board members agreed that if an adult owner wished to work out by swimming in the early morning, this was no more disruptive than a tennis game would be. The Board therefore felt that allowing individual adult owners (or resident adult family members) to swim between 7:00 am and 9:00 am by prior arrangement with the Recreation Center Manager could be beneficial if anyone swimming before 9:00 am is respectful of those who live close to the pool and avoids loud noise. The Board agreed unanimously though that early morning access for any children, guests, or any groups of adults that by the nature of group interaction would cause additional noise in the early hours should not be allowed.

The Board members therefore requested that Ms. Shears present a proposed revision of Book of Resolutions Rule II.C.1.a that includes these various considerations for discussion and voting on at the July 9 Board meeting under Unfinished Business.

Use of Recreation Center by Nonowners: Greg Casey reported that he had been approached by a lady from another Santa Fe neighborhood regarding whether she could sign up for a Recreation Center membership and pay for a temporary pass for use of the pool. After a discussion, the Board members agreed unanimously that the EPCSA's Governing Documents and the provisions of the EPCSA's Liability Insurance Policy restrict the use of the Recreation Center facilities to EP property owners, their family members, guests, and renters. Greg Casey will respond accordingly.

Homeowner Comments: There were none.

Announcements

Next Board Meeting: The next EPCSA Board meeting will be held on Friday July 9, 2021. The EPCSA annual homeowners meeting will be held on Wednesday, August 18, 2021.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:03 am.

Minutes prepared and submitted by: Errol Levine Date: 6/19/2021
(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 7/9/2021
(Brenda Shears - President)

<u>ESTANCIA PRIMERA ARB - PROJECTS IN PROGRESS - JUNE 11, 2021</u>							
	<u>Owner Name</u>	<u>Address</u>	<u>Project</u>	<u>ARB Conditional Approval Date</u>	<u>Deposit</u>	<u>Deposit Refunded</u>	<u>Current Status</u>
1	Bernard/Lawton	408 Calle Kokopelli	Portal Shade Landscaping	February 16, 2021	\$250	No	Not yet approved
2	Bouldin	779 Paseo Cresta	Rooftop solar panels	May 2021	\$250	No	Installation pending
3	Bradford	753 Aspen Compound	Mini-split AC system	Not yet approved	\$250	No	Installation pending
4	Conine	748 Calle Altamira	Landscaping/fence	Not yet approved	\$250	No	Installation pending
5	Hudson/Kaplan*^	759 Paseo Cresta	New deck/flagstone; New roof, re-stucco; stain/seal wood beams on new deck. Mini-split AC installation.	Nov. 1, 2020; May 8, 2021 (AC)	\$500	No	Incomplete; New roof and total re-stucco done without ARB application, but deemed acceptable; Wooden beams on new deck need staining and sealing. AC installation pending.
6	Kintigh/Shears	421 Calle Kokopelli	Utility fence cover	May 15, 2021	\$250	Yes	Final approval granted
7	Marin/Carothers	778 Calle Altamira	Coyote fence	Not yet approved	\$250	No	Construction pending
8	McClure	789 Avenida Primera South	Garage addition	Approved	\$1,500	No	Construction pending
9	Miller	425 Los Altos Way	New home/landscaping	Approved	\$1,100	No	Home complete/ landscaping pending
10	Molinari	625 Cumbre Vista	Coyote fence extension	Not yet approved	\$250	No	Installation pending
11	Raczynski/Phillips	621 Cumbre Vista	New garage & AC mini-splits	Not yet approved	\$1,750	No	Construction pending
12	Sommer	766 Calle Altamira	New home	January 28, 2021	\$1,500	No	Construction not yet started
13	Streets	782 Paseo Cresta	New home/new wall	April 2021 (wall)	\$1,100	No	Home & landscaping incomplete. New wall/fence pending. Drainage concerns to be addressed by Cresta ARC
* \$250 deposit paid by Marcia Kaplan			^ \$250 deposit paid by Hudson's				

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, July 9, 2021

Call to Order: President Brenda Shears called the meeting to order at 9:03 am via videoconference using Zoom from the Clubhouse conference room.

Directors in Attendance: Brenda Shears (President), Scott Bunton (Vice-President/Treasurer), Connie Burke, Barbara Chamberlin, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch.

Ms. Shears indicated that Board member Jim Kissock had submitted his resignation as the Aspen Compound Board representative to Secretary Errol Levine effective as of June 14, 2021. She reported also that she had created a certificate of appreciation recognizing Mr. Kissock's service as a Board member between August 2020 and his resignation date. This had been sent to him via email. Ms. Shears will present a framed certificate to Mr. Kissock on behalf of the Board at a later time.

Others Present: Kurt Sommer (EP ARB Chair).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of June 11, 2021 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Scott Bunton had previously distributed the Balance Sheet, the Budget versus Actual statement, and the Expense Detail statement as of June 30, 2021 to the Board members via email. He reported that expenditures this year to date have been in line with the 2021 budget. The EPCSA's operating checking account as of June 30, 2021 contained \$37,995.69 (excluding ARB deposits) after payment from it of \$15,707.17 for the tennis court resurfacing that later will be reimbursed from the Capital Reserve savings account. That savings account contained \$248,974.84.

Recreation Center Report: Recreation Center Manager Greg Casey and Ms. Shears reported as follows:

- One hundred and forty-one different groups have used the pool between June 10 and July 1. The clubhouse conference room has been used once since the re-opening and there are several reservations for it extending through September.
- Five new key cards were issued during June. Ms. Shears indicated that in the future, no new key cards will be issued without her prior authorization. She exhibited a form entitled "EPCSA Access Card Request Form" (attached) that she had recently modified. Owners requesting new key cards must first complete this form indicating that they will not give their key cards to

persons other than those designated in the Book of Resolutions as allowed to use the pool. Owners who fail to adhere to this might have their Recreation Center access privileges revoked. As in the past, the EPCSA will charge a fee of \$50 for each newly issued key card. Board members expressed approval for this procedure.

- The two DuMor #93 benches for the Recreation Center bed in front of the parking lot are expected to be delivered during the week of July 12. Mr. Casey and MaryAnn Scanlon will install them during that week or the following one.
- The new security system at the clubhouse was installed by ADT. The building now has two keypads, four motion detectors and one contact on the rear door. New locks have been installed on the glass front door and the door leading from the conference room to the locker rooms, respectively. The lockbox on the wooden entry door will be removed. Codes have been set for the new door locks. A test period of one week will be needed to ensure that everything works as planned. After that Mr. Casey will draft a document for owners indicating how the new system works and describing the procedures they will need to follow to gain access for future clubhouse events. Mr. Casey will provide Ms. Shears with a guest code that she will make available to the Board members so that they can access the Clubhouse. Ms. Burke will eventually receive a list of guest codes that she can assign to owners who have reserved the Clubhouse, and these will be deactivated after each use.
- Recreation Center Security: The Board noted that on June 22 at around 10:30 p.m. and again on June 23 at around midnight groups of young adults gained access to the pool area after parking their vehicles in the clubhouse parking lot. It was likely that one individual had scaled the fence around the pool on each occasion and had admitted the others via the wooden clubhouse entry door. The police were called on June 22, but they arrived at the same time the trespassers were leaving EP. No damage was caused but debris was left in the pool area.

The police were called again on July 23, and they arrived in time to encounter the trespassers. The police officers warned the latter that they were trespassing on private property and that if they did so again, they would be arrested and that charges would be filed. The officers took down the names of the individuals involved. On the night of July 4, a group of trespassers set off fireworks in the Saiz arroyo adjacent to the Recreation Center. The police were called, but the trespassers left soon after setting off the fireworks, and the police did not arrive until they had left the property. A further incursion occurred on July 8 and the intruders departed at about 1:00 am.

The Board discussed various possible approaches to prevent these incursions in the future:

- Mr. Casey will arrange that the current hours for exterior lighting will be changed to allow dawn to dusk exterior illumination of the Recreation Center using the existing light sensors. This will be done with immediate effect and Ms. Shears will notify potentially affected nearby neighbors accordingly. Consideration will also be given to installing pool lights that would illuminate anyone in the pool after hours.

- Video cameras and surveillance signage will be installed at the Recreation Center as soon as possible including:
 - Keith Kintigh ordered signs stating that the Recreation Center is under 24-hour surveillance, and these are expected to be available shortly and will be installed.
 - Mr. Casey will install a video camera at the Clubhouse entry (outside the wooden doors). Possible options include using a camera offered by Jill McIntosh or purchasing a new one with a red light (e.g., from Harbor Freight in Espanola) since a camera with a red light will be more visible at night.
 - Mr. Casey will install a second video camera inside the pool lobby as soon as possible. Keith Kintigh will provide camera information and specifications to Mr. Casey.
- The Board discussed the possibility of installing chains across both driveway entries after hours. However, this approach is not favored because intruders can simply park on Avenida Primera and walk across the bed in front of the parking lot. Also, the presence of chains could significantly interfere with Fire Department access if a fire occurred at the clubhouse.
- The Board discussed the possibility of hiring a security service company to monitor the Recreation facility between 10:00 p.m. and 3:00 a.m. for the remainder of the pool season. Ms. Burke will obtain quotes from Security Companies for those times.
- The Board requested that Mr. Casey meet a representative of ADT (the company that installed the new security system) to determine if additional sensors could be provided in the pool area that would be triggered by intruders but not by wildlife and EP passersby. One such consideration would be pool deck sensors that when triggered initiate strobe lights.
- Ms. McIntosh volunteered to contact the Santa Fe Police Department to request obtaining additional patrols for the Recreation Center property.

Connie Burke and Greg Casey will convene an *ad hoc* group to investigate these proposed solutions and to make recommendations to the Board. They will invite other interested parties to participate. Ms. Burke will schedule a follow-up Zoom meeting for Monday, July 19 at 3:00 p.m.

Architectural Review Board (ARB) Report: ARB Chair Kurt Sommer reported that since the last Board meeting two new ARB applications had been received (see attached spreadsheet). Six recent ARB applications have received conditional approval. Of fifteen ARB projects currently in progress, four involve major exterior projects and eleven involve minor exterior projects. The two new home construction projects in Cresta (753 Paseo Cresta) and Los Altos (425 Los Altos Way) respectively remain incomplete and potential drainage problems at the Cresta property are being evaluated by the Cresta ARC.

Real Estate Report: Jill McIntosh reported that six homes and one vacant lot had been sold between December 2020 and now. A home in Los Altos and a vacant lot in Cresta are currently under contract. A home in Altamira has recently been listed for sale.

Grounds Maintenance Committee Report: Committee Chair Jo Beth Speyer reported that the Recreation Center grounds are flourishing at this point in the summer. All perennials are flowering. The grass was mowed last week, and weeding has been done on an ongoing basis by the maintenance crew. Some plants did not fare well, e.g., the Giant Mojave Sages, and have been replaced recently at no cost to the EPCSA with Nepetas that have been successful in other parts of the grounds. The wildflowers at the edge of the Saiz arroyo are beginning to bloom. Three Apache Plumes will be planted in the well in front of the pool area.

Ms. Speyer further reported that Committee member MaryAnn Scanlon had pointed out that the pear trees in the island in front of the parking lot have considerable yellowing and browning of their leaves, as well as evidence of insect infestations. Ms. Scanlon contacted the Association's arborist, Chris Seidel, about coming out to inspect the trees to determine what needs to be done and how to correct the problems. A motion duly made and seconded that an amount not to exceed \$500 be allocated for evaluation and management of the tree problems was passed unanimously.

Unfinished Business.

EPCSA Annual Meeting Planning: Secretary Errol Levine had distributed two documents regarding arrangements for the August 18 Annual Members' meeting by email to the Board members prior to the meeting. One document (attached) is entitled "Meeting Protocol and Arrangements" and the other (attached) is entitled "Process for a Contested Election." After a discussion, a motion duly made and seconded that both documents governing the conduct of the 2021 Annual Members' Meeting be adopted as submitted was passed unanimously.

Mr. Bunton reported that in accordance with the requirements of Article VII, Section 8 (d) of the Amended Bylaws and of Rule III.C.2. of the Book of Resolutions, he will send an email to all EP owners about one week prior to the August 18 Annual Members' Meeting to which he will attach the following documents:

- A Report on Financial Matters to the Membership of the EPCSA.
- The Profit and Loss Budget vs. Actual Statement for the EPCSA as of July 31, 2021.
- A Balance sheet as of July 31, 2021.
- Projected Capital Reserve Fund Expenditures between 2021 and 2023, and
- A Notional 2022 Budget.

He will briefly review these documents under the Treasurer's report at the annual meeting.

EPCSA Pool Use Hours: Ms. Shears reported that after a discussion at the June 11 Board meeting, the Board had requested that she present a proposed revision of Book of Resolutions Rule II.C.1.a that would permit the use of the Recreation Center pool between 7:00 and 9:00 am by individual adult owners and their adult family members by prior arrangement with the

Recreation Center manager. Dr. Levine had distributed the proposed revised rule by email to all Board members prior to the meeting.

The current Rule II.C.1.a reads as follows: *“Pool hours are 9:00 a.m. to 9:00 p.m. between Memorial Day and Labor Day.”* The proposed revised rule would read as follows: *“Pool hours are 9:00 a.m. to 9:00 p.m. between Memorial Day and Labor Day. Individual adult owners (or resident adult family members) may swim between 7:00 a.m. and 9 a.m. by prior arrangement with the Recreation Center Manager. Early morning access for any children, guests, or any groups of adults that by the nature of group interaction would cause additional noise in the early hours is not allowed. Anyone swimming before 9 a.m. must be respectful of those who live close to the pool and avoid loud noise.”* A motion duly made and seconded to adopt the revised rule was approved unanimously after a discussion. Ms. Shears will arrange for the revised rule to be inserted in the Book of Resolutions.

New Business.

There was none.

Homeowner Comments: There were none.

Announcements

- The next EPCSA Board meeting will be held on Friday September 10, 2021.
- The EPCSA Annual Homeowners Meeting will be held on Wednesday, August 18, 2021.
- Ms. Chamberlin reported that the neighbor-to-neighbor food drive will be held on September 18. She will ask the neighborhood subdivision HOA Presidents to coordinate the drive in their respective neighborhoods or to suggest someone from their neighborhoods who might do so.
- Ms. Shears reported that a bear had been seen in Kachina Hills. She will notify the HOA Board Presidents about this so that they can notify their owners and suggest that they avoid the use of bird feeders.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:13 am.

Minutes prepared and submitted by: Errol Levine Date: 7/20/2021

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 7/22/2021

(Brenda Shears - President)

Estancia Primera Community Services Association

Recreation Center at 450 Avenida Primera South

ACCESS CARD REQUEST FORM Clubhouse / Pool / Tennis Court

Owner Name: _____ Date: _____

Address: _____

Owner since: _____

Phone Nos.: _____

E-mail address(es): _____

I agree that the requested card will not be loaned or given to anyone other than a person designated in the Book of Resolutions (see <<https://estanciaprimera.org/about-estancia-primera/>>) to use the Recreation Center facilities, and that if it is established that the card was loaned or given to unauthorized users, or that unauthorized uses occurred using this card, the Board will be asked to terminate the property owner's right to use the Recreation Center facilities for a period of one year and invalidate the existing card(s); after the one-year period passes, if the property owner wants to resume use, he/she/they will be able to purchase and use one new card.

Owner Signature: _____ Date _____

Approved by: _____ Date _____

EPCSA President (or designated officer)

Card No. Issued: _____ Prior Card No. (if applicable): _____

Date Issued: _____

I acknowledge receipt of above card as a _____ replacement card _____ first-time issue.

If replacement – reason: _____

Owner Signature: _____ Date _____

Fee: \$50.00 Chk# _____ Cash _____

Payment received: Print Name: _____

Signature _____ Date _____

ESTANCIA PRIMERA ARB - PROJECTS IN PROGRESS - July 9, 2021							
	<u>Owner Name</u>	<u>Address</u>	<u>Project</u>	<u>ARB Conditional Approval Date</u>	<u>Deposit</u>	<u>Deposit Refunded</u>	<u>Current Status and Final Approval</u>
1	Anderson	796 Aspen Compound	Landscaping	June 16, 2021	\$250	No	Installation pending
2	Bernard/Lawton	408 Calle Kokopelli	Portal Shade Landscaping	February 16, 2021	\$250	No	Not yet approved
3	Bouldin	779 Paseo Cresta	Rooftop solar panels	May 2021	\$250	No	Installation pending
4	Bradford	753 Aspen Compound	Mini-split AC system	July 9, 2021	\$250	No	Installation pending
5	Conine	748 Calle Altamira	Landscaping/fence	June 8, 2021	\$250	No	Installation pending
6	Hudson/Kaplan*^	759 Paseo Cresta	New deck/flagstone; New roof, re-stucco; stain/seal wood beams on new deck. Mini-split AC installation.	Nov. 1, 2020; May 8, 2021 (AC)	\$500	No	Inspection required
7	Kintigh/Shears	421 Calle Kokopelli	Utility fence cover	May 15, 2021	\$250	Yes	Final approval granted
8	Marin/Carothers	778 Calle Altamira	Coyote fence	June 11, 2021	\$250	No	Construction pending
9	McClure	789 Avenida Primera South	Garage addition	Approved	\$1,450	No	Construction pending
10	Miller	425 Los Altos Way	New home/landscaping	Approved	\$1,100	No	Home complete/ landscaping pending
11	Molinari	625 Cumbre Vista	Coyote fence extension	May 17, 2021	\$250	No	Installation pending
12	Raczynski/Phillips	621 Cumbre Vista	New garage & AC mini-splits	July 9, 2021	\$1,450	No	Construction pending
13	Sommer	766 Calle Altamira	New home	January 28, 2021	\$1,500	No	Construction not yet started
14	Streets	782 Paseo Cresta	New home/new wall	April 2021 (wall)	\$1,100	No	Home & landscaping incomplete. New wall/fence pending. Drainage concerns to be addressed by Cresta ARC
15	McKay/Otto	648 La Viveza Ct	Fence/gate Installation	July 9, 2021	\$250	No	Construction Pending
* \$250 deposit paid by Marcia Kaplan			^ \$250 deposit paid by Hudson's				

EPCSA – ANNUAL MEMBERS MEETING – AUGUST 18, 2021

PROTOCOL AND ARRANGEMENTS

1. The meeting will be held on Wednesday, August 18 at 7:00 pm via videoconference using Zoom. Information regarding how to join the meeting will be provided on request by President Brenda Shears ahead of the meeting.
2. The method of voting for the election of Board members for seven vacancies will be “At Large by Neighborhood.”
3. The Board positions for the Altamira, Cresta, Kachina Hills, La Viveza, Los Altos and Los Altos Norte neighborhood subdivisions become vacant on August 18, 2021 owing to the expiry of the incumbents’ elected or appointed terms. The Aspen Compound Board position is currently vacant. The EPCSA has to date (July 9, 2021) received nominations in good order of the following seven EP owners to fill the vacancies: Altamira (Jo Beth Speyer), Aspen Compound (Gene Creely), Cresta (Barbara Chamberlin), Kachina Hills (Brenda Shears), La Viveza (Jill McIntosh), Los Altos (Scott Bunton) and Los Altos Norte (Leslie Walker-Hirsch). They will seek election or re-election at the annual meeting.
4. The election of Directors will be by acclamation if none of the vacancies is contested. A protocol entitled “Process for Contested Election - 2021” (attached) will be followed if any of the vacancies are contested and an election by secret ballot is required. Two EP owners/volunteers, Steve Irsik (560 Los Nidos Drive) and MaryAnn Scanlon (413 Los Altos Way), will serve as the Ballot Counting Committee referred to in the protocol. Keith Kintigh (421 Calle Kokopelli) and Nanette Pyne (664 La Viveza Court) will act in this capacity as alternates.
5. The Quorum requirement for the meeting will be the representation by presence or proxy of EP members who hold ten (10) percent of the votes (the owners of 19 lots) that may be cast on any business before the meeting.
6. Ms. Shears sent a letter on July 2 to all EP lot owners covering the following information:
 - Date, time, and location of the meeting.
 - Deadline for submission of Petitions of Candidacy (July 19, 2021) for any EP owner wishing to run for a Board position in his/her own neighborhood that will become vacant on August 18, 2021.
 - The method of voting for Board members.
 - The right of owners to submit proxy forms if they cannot attend the meeting.
 - A link to the location on the EPCSA website of the draft minutes of the Annual Meeting of August 12, 2020 for approval at the August 18, 2021 meeting.
 - The fact that the meeting agenda, the 2021 Year-To-Date Financial documents, and the provisional budget for 2022 will be sent to all owners by the Treasurer via email about seven days prior to the meeting date.
7. All proxy forms should be sent via email or USPS to Board Secretary Errol Levine so that they are received no later than August 17, 2021. The names of owners who submit proxy forms will be checked off by Dr. Levine on a master owners’ list with the word “proxy” in parentheses and the name of the owner to whom the proxy has been assigned. He will provide the completed list to Ms. Shears prior to the meeting. Ms. Shears and Dr. Levine will create a list of owners who sign into the Zoom online meeting.

8. After each portion of the meeting's agenda is presented by the President and/or other responsible Board member(s), owners may be recognized to make comments about that portion. The President will invite owner comments on other topics during the Additional Homeowner Comments portion of the agenda. Each owner's comments are limited to a maximum of five minutes unless the owner requests additional time and the Board approves the request. When the President recognizes an owner to make comments, the owner will be asked to state his/her name and neighborhood for the minutes.
9. Because the annual meeting is not a Board meeting, the Board will not conduct Board business there. The Board may at its discretion consider and act on matters raised by owners at subsequent Board meetings or may request that owners submit written proposals to have such matters placed on the agenda of a future Board meeting, conveying their proposals through their neighborhood subdivision Board representative. The only matters that may be voted on at the meeting are:
 - The election of duly nominated Board members.
 - The approval of the minutes of the 2020 Annual Members meeting.
 - The meeting adjournment.
10. Owner comments, questions, and suggestions on matters relevant to EP and to the EPCSA are welcome, but comments relating to and discussion of specific issues between individual owners and the EP ARB, or between individual owners and their neighborhood subdivision HOAs, are not appropriate or relevant topics for EP Annual Members' Meetings and will be ruled out of order.

Approved by Board of Directors at Board meeting, July 9, 2021

EPCSA – ANNUAL MEMBERS MEETING – AUGUST 18, 2021

PROCESS FOR CONTESTED BOARD ELECTION

The process for a contested election in 2021 has been adjusted owing to the Board's decision to hold the August 18 Annual Meeting via ZOOM video- and tele-conferencing instead of by an in-person gathering.

If more than one candidate is nominated to run as a Board representative from a neighborhood with a Board member's term expiring in August 2021 or from a neighborhood where the Board position is vacant (Altamira, Aspen Compound, Cresta, Kachina Hills, La Viveza, Los Altos and Los Altos Norte) the following procedures will be followed:

1. A ballot will be emailed to each email address we have on file for every property owner (or mailed via USPS to the preferred street address we have for any owner for whom we have **no** email address). Only ONE ballot may be returned for each property. EP members who own more than one property may submit one ballot for each lot owned. Each ballot returned must provide the owner's/owners' name/s as it/they are listed on the property deed in Santa Fe County land records.
2. Ballots **MUST** be returned via USPS to the EPCSA, Post Office Box 8424, Santa Fe NM 87504-8424. Hand deliveries will **not** be accepted. To be valid and counted, ballots must be received by no later than the time of the normal mail delivery on August 17, which is one day prior to the Annual Meeting.
3. Ballots are to be placed in an **unmarked**, sealed envelope. That envelope is to be placed in another, outer envelope addressed to EPCSA that shows the owner's/owners' name/s and return address. If the owner resides at a different address than the EP property, the EP address should be printed in the lower left-hand corner of the outer envelope.
4. Two owners (and two alternates) will be appointed by the President at the July 9, 2021 Board Meeting to count the ballots on Wednesday, August 18. Appointees will be neither election candidates nor current Board members.
5. Election results will be announced during the Annual Meeting scheduled for 7 p.m. on Wednesday, August 18.

BASIS FOR CONDUCTING A CONTESTED ELECTION USING THE PROCESS OUTLINED ABOVE:

1. *Article VI, Section 5 – EPCSA Amended Bylaws. Method of Election.* Election to the Board of Directors shall be by secret, written ballot cast at the annual meeting or delivered to the Board of Directors or its designee prior to the start of the annual meeting. Cumulative voting is expressly prohibited. Obtaining a simple majority of all votes cast entitles that person (who is a member of EPCSA) to serve on the Board.
2. *NM Senate Bill 150 (as amended July 1, 2019). Section 4.*
 - A. The Association shall provide for votes to be cast in person, by absentee ballot or by proxy and may provide for voting by some other form of delivery.
 - B. Where Directors or Officers are to be elected by members, the bylaws may provide that such elections may be conducted by mail.
 - C. Ballots, if used, shall be counted by a neutral third party or by a committee of volunteers. The volunteers shall be selected or appointed at an open meeting, in a fair manner, by the chair of the board or another person presiding during that portion of the meeting. The volunteers shall not be board members and, in the case of a contested election for a board position, shall not be candidates.

Approved by Board of Directors, Board meeting, July 9, 2021

No Board Meeting in August 2020
Annual Members Meeting - August 18, 2021

**Minutes of the Annual Members Meeting of the
Estancia Primera Community Services Association (EPCSA)
Wednesday, August 18, 2021**

Meeting held by videoconference using Zoom owing to Coronavirus pandemic

Board Members Present: Brenda Shears (President), Scott Bunton (Vice-President and Treasurer), Errol Levine (Secretary), Connie Burke, Barbara Chamberlin, Gene Creely, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch.

Call to Order: President Shears called the meeting to order at 7:04 pm using Zoom. The owners of 48 Estancia Primera (EP) properties were present via telephone or videoconference or were represented via proxy and a quorum was accordingly deemed to be present.

Approval of Minutes of Previous Annual Meeting: A motion was made and seconded to approve without changes the minutes of the August 12, 2020 Annual EPCSA Members' Meeting. These had previously been checked for accuracy by the Board of Directors and posted in a draft version on the EPCSA web site. Ms. Shears provided a link to the draft minutes on the website to the owners via email on July 2, 2021. The motion was approved unanimously.

Election of Board Members: Ms. Shears reported that the Board positions for the Altamira, Aspen Compound, Cresta, Kachina Hills, La Viveza, Los Altos, and Los Altos Norte neighborhood subdivisions became vacant on August 18, 2021 because of the expiration of the two-year terms of the Board members representing those neighborhoods. The Board received Petitions of Candidacy/Nominations in good order for these positions from Jo Beth Speyer (Altamira), Gene Creely (Aspen Compound), Barbara Chamberlin (Cresta), Brenda Shears (Kachina Hills), Jill McIntosh (La Viveza), Scott Bunton (Los Altos), and Leslie Walker-Hirsch (Los Altos Norte). Ms. Shears indicated that since the seven positions were not contested, it was permissible for the owners participating in the meeting or represented by proxy to elect or re-elect the above-named owners by acclamation for two-year Board terms. A motion duly made and seconded that the seven candidates be elected by acclamation was then passed unanimously.

President's Report: Ms. Shears indicated that the 2020-2021 Board was comprised of herself, Vice President and Treasurer Scott Bunton, Secretary Errol Levine and Directors Connie Burke, Barbara Chamberlin, Jim Kissock, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch. Kurt Sommer is chair of the EPCSA Architectural Review Board (ARB), Jo Beth Speyer is chair of the Grounds Maintenance Committee, Connie Burke is chair of the Social Committee and Greg Casey serves as

the Recreation Center Manager. She acknowledged them for their service to the EPCSA and acknowledged also those many residents (see attached list) who contribute to the business and betterment of the EP community each year through service to the EPCSA and neighborhood subdivision HOA boards and committees.

In July, Jim Kissock resigned from the Board and was presented with a Certificate of Appreciation for his service on behalf of the members of the EPCSA.

Details of the 2020-2021 activities and issues are available from the monthly Board meeting minutes prepared and posted on the EPCSA website by Board Secretary Errol Levine. Ms. Shears highlighted the following matters:

- Monthly news emails continue to be sent to the membership and a modified edition is sent to long-term tenants for whom the Association has email addresses.
- EPCSA continues to be on a sound financial footing and is building strong reserves to serve us going forward thanks to the substantial work of Treasurer Scott Bunton.
- The ARB under the leadership of Kurt Sommer continues to be active throughout the year evaluating applications for new construction, renovations, and other exterior projects.
- The Clubhouse and pool were re-opened May 29 under protocols in keeping with the CDC and City of Santa Fe requirements related to the Covid-19 pandemic. The Board looks forward to reinstating the traditional Memorial Day pool-opening party and the Community Garage Sale in 2022.
- The EP Board continued to upgrade the Recreation Center amenities coordinated by Recreation Center Manager Greg Casey and herself. The tennis court was resurfaced, the pool cover and pool pump were replaced, and the Clubhouse security system was upgraded and updated.
- The Grounds Maintenance Committee led by Jo Beth Speyer has been active overseeing the appropriate maintenance and care of the grounds consisting of the installation of a new Recreation Center irrigation system and landscaping during the summer and fall of 2020, an upgrade of vegetation in the EP street entrance islands, the installation of new benches in the Recreation Center grounds and an evaluation of the EP arroyos regarding the extent of pinion needle scale infestation, the potential removal of dead growth, and the investigation of other fire prevention strategies.
- The Annual Neighbor to Neighbor Food Drive to support The Food Depot was held in September 2020, coordinated by Barbara Chamberlin and Jill McIntosh. It resulted in the contributions by EP residents of over \$5,000 in cash donations during the no-contact online fund drive.
- Security issues have surfaced involving some afterhours pool use by nonresidents and the theft of a wallet from a car in Clubhouse parking lot. Several measures have been taken by the Recreation Center Manager at the direction of the EPCSA Board to minimize such activities in the future.
- Bears have become more common in EP neighborhoods and owners need to ensure that their presence is not encouraged by trash containers being left on streets overnight and food materials being left in yards.

Treasurer's Report: Treasurer Bunton reported that in accordance with the requirements of Article VII, Section 8 (d) of the Amended Bylaws and of Rule III.C.2. of the Book of Resolutions, he had prepared the Treasurer's annual report to the membership. Ms. Shears had emailed or mailed the report to all EP owners on August 9, 2020. The report contained the following documents:

- *A Report on Financial Matters to the EPCSA Membership.*
- *The 2021 Profit & Loss Budget vs. Actual Statement for the EPCSA as of July 31, 2021.*
- *Projected Capital Reserve Fund Expenditures between 2021 and 2023.*
- *A 2022 Notional EPCSA Budget.*

Mr. Bunton reviewed the most significant aspects of each of those documents.

Forecast of Adherence to the Current Year's Operating Budget: He reported that based on expenditures to date in 2021, every indication is that the EPCSA will end the current operating year (calendar 2021) with operating expenditures within the 2021 budget approved by the Board in December 2020 (on which the 2021 assessment level was based). Mr. Bunton will recommend that unexpended funds from the 2021 budget, if there are any at the end of 2021, be transferred to the Capital Reserve Fund once the 2022 assessments have been received.

Forecast of the Amounts and Timing of Expenditures to be Made from the Capital Reserve Fund: As of July 31, 2021, the EPCSA Board has approved expenditures from the Capital Reserve Fund to replace the irreparably broken pool cover, replace an inoperable pool pump, upgrade, and update the Clubhouse security system, purchase and install benches on the Recreation Center grounds and in the tennis court enclosure, and resurface the tennis court. No further expenditures of Capital Reserve Fund monies during 2021 have been approved or are anticipated. The Board anticipates some capital expenditures may be needed during 2022, but it has not finally concluded that those expenditures will be required, nor has it approved any expenditures to be made in 2022 from this Fund.

Investments of and Anticipated Income from the EP Capital Reserve Fund: The July 31, 2021 Balance Sheet shows \$248,985.41 in the Capital Reserve Fund savings account – from which the 2021 expenditures reported in the above paragraph will be deducted at the end of the year to reimburse the Association's operating account from which they were paid initially (currently these costs total approximately \$30,000). These savings are in a business high performance money market savings account. That account has a current Annual Percentage Rate of .1 percent. That is typical of low-risk, high liquidity, easily accessible accounts that are available from banks in Santa Fe in the current low-interest-rate environment. If/when interest rates increase significantly, Mr. Bunton, after taking into account that any interest or investment income that exceeds \$100 a year is subject to federal income taxation at the flat rate of 30 percent applicable to homeowners associations, expects to propose to the Board a mix of financial instruments to maximize after-tax income on the funds in this account while ensuring safety of principal, advisable liquidity, and convenient access by the Treasurer when access is needed.

Notional 2022 Budget: Mr. Bunton reported that Article 5.6 (a) of the Amended Declaration charges the EPCSA Board of Directors with approving each year's budget, and the Board does this for the next calendar year every November or December with the benefit of knowing the expenditures for nearly the entire current year rather than just over half the year that has elapsed to date. The Notional 2022 budget that he had distributed to the owners could therefore change between August and December because of changing circumstances. He reported, however, that based on our experience year-to-date, he did not anticipate increases for 2022 over 2021 budgeted amounts that in aggregate would require increasing the annual assessment amounts above the current \$656 for developed lots, \$164 for homes under construction, and \$66 for unbuilt lots.

Architectural Review Board (ARB) Report: ARB Chair Kurt Sommer gave the ARB's annual report and specifically addressed the following items:

- The ARB had recommended changes in the Architectural Guidelines regarding roof replacements and re-stucco projects and these recommendations had been approved by the EPCSA Board of Directors. The revised guidelines are contained in paragraphs ten and eleven of Appendix II of the Architectural Guidelines (Additional Requirements). Although most such projects do not require a formal ARB application, any owner contemplating a roof replacement, or a re-stucco project needs to inform both the neighborhood ARC and the EP ARB as well as adjoining owners.
- The ARB continues to receive many applications for the installation of mini-split air conditioning systems. These pose problems because they require façade conduit work that can be unsightly if not properly planned. Accordingly, the ARB and neighborhood ARC need to receive detailed plans for such installations before they can be considered. The ARB will work with owners to ensure that their mini-split systems can be installed with minimal adverse impact on the neighborhood. Mr. Sommer emphasized that anyone wishing to install air conditioning units should notify neighbors in the line of sight of their intention. If neighbors have objections, these need to be conveyed to the ARB for further consideration.
- The ARB continues to receive many applications for fence installations and landscaping projects.
- The new home constructions at 425 Los Altos Way (Miller residence) and at 753 Paseo Cresta (Streets residence) have been completed as has the garage addition at 789 Avenida Primera South (McClure residence). Construction of Mr. Sommer's own new home in Altamira has not yet started.

Los Altos Board President David Sproat expressed concern about delays in completion of the landscaping at the property owned by Dr. Margaret Miller at 425 Los Altos Way and the EPCSA's inability to sanction or fine the owner concerned. Mr. Sommer in reply indicated that he had received a recent email from Robin and Jerry Ward (424 Los Altos Way) about this matter and had discussed the matter with Sean Krispinsky, the Chair of the Los Altos ARC. Ms. Shears indicated that this matter remained an ARB matter and that ARB matters specific to individual properties could not be discussed at Annual Members' meetings. Moreover, the imposition of fines would require a

Declaration amendment. Mr. Sommer indicated that he would convene an ARB meeting to discuss the issue of fines after which he would make a recommendation to the EPCSA Board of Directors.

Real Estate Report: Jill McIntosh reported that for the last 4 and one-half years, she has presented a monthly Board report regarding all real estate activity in EP. This is necessary so that the EPCSA can keep track of changes of property ownership, so that the EP address list can be kept updated and so that owners can be billed properly for their annual assessments. Also, the HOA Act of 2013 (as amended in July 2019) requires that the EPCSA and all neighborhood subdivisions within it provide Disclosure Certificates for all home sales when homes go under contract. Disclosure Certificates for the EPCSA are prepared by Dr. Levine. There have been six residential properties and one vacant lot sold in EP from January 1, 2021 to August 16, 2021. One vacant lot and one home are currently listed for sale.

Recreation Center Report: Recreation Center Manager Greg Casey reported as follows:

- The pool and Clubhouse building were re-opened in late May.
- The pool pump and cover were replaced, and the east lip of the pool was retiled.
- New locks were installed on the lockers in both the men's and women's locker rooms. Users are now required to use their own locks and the locks must be removed no later than the end of each day.
- The tennis court was resurfaced.
- New metal benches were installed on the tennis court.
- A new tennis court net was donated by Kurt and Cheryl Sommer and was installed in the fall of 2020.
- Wi-Fi is now available in the Clubhouse building and in its immediate environs.
- There was a security system upgrade at the Clubhouse that permits remote arming and disarming of the system.
- The exterior lighting at the Recreation Center was upgraded and only LED lights are being used.
- A leak occurred at the main meter in July, but this has now been repaired.
- There were instances in which groups of teenagers trespassed into the pool area after the pool closed and one instance in which a wallet was stolen from a car parked in the Clubhouse parking lot. To improve security the exterior lights at the Clubhouse are now being left on from dusk to dawn and increased police patrols of the area have been requested. A security company has been hired to monitor the Recreation Center property at high-risk times of the year such as during the fiesta period. Video cameras have been installed outside the wooden door leading into the Clubhouse and in the Clubhouse vestibule. Signs have been posted at various locations indicating that the Recreation Center property is under 24-hour video surveillance.

Grounds Committee Report: Committee Chair Jo Beth Speyer reported on the following activities since the last Annual Members' Meeting:

- The Recreation Center grounds have been relandscaped and a new irrigation system installed. The new plantings consist of flowering perennials, shrubs, and trees.
- The New Mexico privets on the north and south EP entry islands were removed and replaced by flowering Dessert Willows. Russian sage shrubs have also been planted on both entry islands.
- Arborist Christopher Seidel of Koa Landscaping, LLC, of Santa Fe was hired to plant new trees and maintain the existing trees on the Recreation Center grounds.
- The Board hired Tierra Bonita Landscape Management LLC to perform maintenance of the Recreation Center grounds and the north and south EP entry islands and to trim chamisas along the sidewalk bordering Avenida Primera South that lies on EPCSA common property between Los Altos Norte and Los Nidos.
- The Grounds Committee and Ms. Shears have taken a series of arroyo walks in the past few months to assess the need to clean up the arroyos and the need for wildfire mitigation.
- Two benches were placed in the bed between the parking lot and the sidewalk along Avenida Primera South.
- Our arborist has been consulted about foliage browning on the recently installed pear trees, but his report is not yet available.

Social Committee Report: Social Committee Chair Connie Burke indicated that the Coronavirus pandemic had prevented the holding of community get-togethers such as the traditional Memorial Day pool opening party and the Community Garage Sale, and no further events have been planned for the remainder of 2021. These events will be planned for 2022 if the Covid-19 pandemic is under control by that time.

Unfinished Business: There was none.

New Business: David Sproat, President of the Los Altos HOA, indicated that the Los Altos owners had endorsed a motion at their annual meeting to ask the City to install a pedestrian crosswalk across Paseo de Peralta at the bottom of the stairs leading to the Cross of the Martyrs Park. He indicated that there is no sidewalk on the north side of Paseo de Peralta leading to Otero Steet. This forces pedestrians proceeding to the Plaza to cross the street at that point. Motor vehicles often speed in that location and the curve in the street makes visibility poor. Mr. Sproat requested that the EPCSA Board of Directors ask the City to provide a pedestrian crosswalk in that location. Ms. Shears informed Mr. Sproat that the EPCSA Board of Directors would have to consider a request of this kind at a formal Board meeting. She requested that he submit a proposal to the Los Altos neighborhood subdivision Board representative, Scott Bunton, with a request that the proposal be placed on the agenda of a future EPCSA Board meeting.

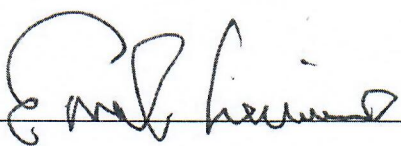
Additional Homeowner Comments: There were none

Announcements:

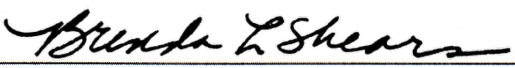
Next Board meeting: This will be held on Friday, September 10, 2021 at 9:00 am. The Board officers for the remainder of 2021 through August 2022 will be elected at that meeting.

Neighbor to Neighbor Food Drive: Ms. Shears and Ms. Chamberlin reported that the N2N campaign is again a Fund Drive only making it easy to participate through monetary donations directly to The Food Depot. This may be done via a check or credit card. EP owners had been notified about this by Ms. Shears in her mass email of August 7, 2021. Contributions made now through September 18 can be counted as part of the N2N campaign.

Adjournment: A motion was made and seconded to adjourn the meeting, and President Shears adjourned it at 7:59 pm.

Minutes prepared and submitted by:  Date: 8/28/2021

(Errol Levine - Secretary)

Signed on behalf of Board by:  Date: 8/17/2022

(Brenda Shears - President)

2021 EP Volunteers*

Larry Adams	Altamira Board
Richard Anderson	EPCSA Tennis Court Maintenance Comm
Tatiana Andreeva	Cresta Board
Holly Bradshaw-Eakes	Aspen Compound Board
Scott Bunton	EPCSA Board, Los Altos Board
Rick Burdine	Aspen Compound Board
Connie Burke	EPCSA Board & ARB & Grounds Comm, Cumbre Vista Board & ARC
Reagan Burkholder	Altamira Board & ARC
Barbara Chamberlin	EPCSA Board, Cresta Board
Jim Clay	Los Altos ARC
Ralph Craviso	Los Altos Norte Board
Gene Creely	Aspen Compound Board
Michael Cross	Cumbre Vista Board & Road Comm
Greg Crowell	La Viveza Board
Kathy Crowell	La Viveza Drainage/Road Comm
Richard Czoski	EPCSA ARB, Cresta Board & ARC
Paul De Stefano	Los Nidos Board
Cynthia Dean	Altamira Board
Sandy Farmer	Kachina Hills Board
Sarah Fassett	Los Nidos ARC
John Ferris	EPCSA ARB, Aspen Compound ARC
Ralph Fuller	La Viveza Board & Appeals Comm
Elsie Hartog-Gobey	EPCSA ARB, Los Nidos ARC
James Hays	EPCSA ARB, Kachina Hills Board & ARC
Bennett Hirsch	Los Altos Norte Board & ARC
Adra Hooks	Aspen Compound Board
Mickey Hunt	Kachina Hills ARC
Steve Irsik	Los Nidos Board & ARC
Keith Kintigh	Kachina Hills Board
James Kissock	EPCSA Board, Aspen Compound Board
Sean Krispinsky	EPCSA ARB, Los Altos ARC
Kerry Lee	Altamira Board
William Leeman	Cumbre Vista Road Comm
Errol Levine	EPCSA Board, Los Nidos Board
Carolyn McCollum	EPCSA ARB-Los Altos Norte
Virgil McCollum	Los Altos Norte Board
Jill McIntosh	EPCSA Board, La Viveza ARC
Peter Meek	La Viveza Appeals, Snow Removal & Drainage/Road Comm
Rita Meek	EPCSA ARB-La Viveza
Mickey Melton	Los Altos Board
Jerry Odom	Cresta Board
Nanette Pyne	La Viveza Board
Robert Reifel	Cumbre Vista Road Comm
Maryann Scanlon	EPCSA Grounds Comm

William Schiller	Aspen Compound Board
Brenda Shears	EPCSA Board-Kachina Hills
Kurt Sommer	EPCSA ARB, Altamira Board & ARC
Michael Spencer	La Viveza Board & ARC
Jo Beth Speyer	EPCSA Board & Grounds Comm
David Sproat	Los Altos Board & ARC
Susanne Stauffer	Kachina Hills Board & ARC
Drew Stewart	La Viveza ARC
Robert Trout	La Viveza Board
Ida Vorum	Cumbre Vista ARC
Leslie Walker-Hirsch	EPCSA Board, Los Altos Norte Board
William White	Kachina Hills Board & ARC
Kate Woods	Cumbre Vista Board

Appreciation is also extended to others who contribute to their own neighborhoods wellbeing as needed.

*58 people, representing about 52 properties (greater than 1/4 of our community)

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, September 10, 2021

Call to Order: Vice President Scott Bunton called the meeting to order at 9:05 am via videoconference using Zoom.

Directors in Attendance: Scott Bunton (Vice-President/Treasurer), Errol Levine (Secretary), Connie Burke, Barbara Chamberlin, Gene Creely, Jill McIntosh, and Jo Beth Speyer.

Others Present: Kurt Sommer (EP ARB Chair), Greg Casey (Recreation Center Manager), Carol Genebach (780 Calle Altamira) and Robin Ward (424 Los Altos Way).

Election of Officers for New Year Beginning September 2021: Upon a motion duly made and seconded the following slate of candidates was elected unanimously by acclamation:

Brenda Shears – President
Scott Bunton – Vice President and Treasurer
Errol Levine - Secretary

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of July 9, 2021 were approved unanimously by email by the Board members on July 20, 2021 and were posted on the EPCSA website.

Determination of Accuracy of August 18, 2021 Annual Meeting Minutes: Upon a motion duly made and seconded the Board unanimously accepted the minutes of the August 18, 2021 EPCSA Annual Meeting as accurate as submitted and directed the Secretary to post them on the EPCSA website in draft form pending final approval at the August 2022 Annual EPCSA Members' Meeting.

EPCSA Architectural Review Board Appointments: Upon a motion duly made and seconded the following EP owners who had been nominated by the Boards of Directors of their respective neighborhood subdivisions and whose terms had expired were re-appointed unanimously to three-year terms on the ARB expiring in September 2024:

Elsie Hartog-Gobey (Los Nidos)
Sean Krispinsky (Los Altos)
Carolyn McCollum (Los Altos Norte)

The Secretary will arrange for Section IV.5 of the Book of Resolutions to be revised as follows to reflect the above appointments and to show the remaining staggered terms of the other six ARB members:

IV.5. Reappointment of members of the EP ARB. The following EP homeowners are appointed for three-year terms as members of the EP Architectural Review Board (ARB):

- Beginning September 2021 and expiring September 2024 - Sean Krispinsky (Los Altos), Carolyn McCollum (Los Altos Norte) and Elsie Hartog-Gobey (Los Nidos);
- Beginning September 2020 and expiring September 2023 - Kurt Sommer (Altamira), John Ferris (Aspen Compound) and Richard Czoski (Cresta).

The following EP homeowners were appointed for two-year terms as members of the EP ARB:

- Beginning September 2020 and expiring September 2022 - Connie Burke (Cumbre Vista), Jim Hays (Kachina Hills) and Rita Meek (La Viveza).

After the expiration of these terms, all future terms of ARB members will have a three-year duration. Should a vacancy arise for any reason during an appointed member's term, the Board, after receiving a nomination from that member's neighborhood subdivision, may appoint the nominee to serve the remainder of the term.

Approved September 10, 2021; earlier versions approved on September 11, 2020, September 15, 2017, January 12, 2018, and October 11, 2019.

Designation of Board Members Responsible for Duties Pertaining to EP Home Sales: Upon a motion duly made and seconded the following Board members were appointed unanimously for a one-year term expiring in September 2022 in accordance with subsection III.G.1 of the Book of Resolutions:

Errol Levine
Jill McIntosh
Barbara Chamberlin

Reports

Treasurer's Report: Treasurer Scott Bunton had previously distributed the Balance Sheet, the Budget versus Actual statement, and the Expense Detail statement as of August 31, 2021 to the Board members via email. He reported that expenditures this year to date have been in line with the 2021 budget. The EPCSA's operating checking account as of August 31, 2021 contained \$2,193.59 (excluding ARB deposits). The Capital Reserves Savings Account contained \$258,589.58 as of August 31, 2021. Mr. Bunton reported that he will soon transfer about \$30,000 from the Reserves Account to the checking account to cover the amounts paid out of the latter account for capital expenditures. Mr. Bunton indicated that the premiums for the Association's

Insurance policies amounting to about \$11,000 had been paid out of the checking account as had been approved by a unanimous email vote of the Board.

Architectural Review Board (ARB) Report: ARB Chair Kurt Sommer reported that there are currently 18 ARB projects in various stages of progress (see attached spreadsheet). Four are major (Appendix IV) projects and fourteen are minor (Appendix III) projects. Five projects have received final approval and the performance deposits have been refunded to the owners.

Miller Project (425 Los Altos Way). Mr. Sommer reported that the landscaping remained incomplete although some new shrubs and trees had been planted on the lot. However, some newly installed pinion trees and shrubs had died. Mr. Sommer indicated that he had received an email from Robin and Jerry Ward (424 Los Altos Way) dated August 16, 2021 expressing concerns about what they regard as inadequate landscaping of Dr. Miller's lot and the death of some of the newly planted vegetation. Mr. and Mrs. Ward requested that the EPCSA amend the Association's Governing documents to permit the levying of fines against owners whose properties do not comply with community standards.

It was noted that the EPCSA Amended Declaration does not currently allow for the levying of fines against owners whose properties are not in compliance and a Declaration amendment would have to be approved by the EPCSA membership in accordance with the provisions of Article 9 for fines to be levied. Mr. Sommer indicated that he would convene an ARB meeting in early October 2021 to discuss the issue of fines after which he would make a recommendation to the EP Board of Directors.

Streets Project (753 Paseo Cresta). Mr. Sommer indicated that the new home construction is complete, but there are neighborhood concerns regarding incomplete landscaping and water drainage on the property. These issues are being addressed by the Cresta Architectural Review Committee.

Sullivan Project (776 Calle Altamira). The EPCSA has received a complaint from two neighbors about excessive noise from a ground-based air conditioning unit on the property. Ms. Sullivan is currently addressing the complaint by increasing the height of the wooden screen around the unit and by installing sound attenuation materials around and within the unit.

Real Estate Report: Jill McIntosh reported that five homes and one vacant lot had been sold year to date. A home in Altamira and a vacant lot in Cresta are currently listed for sale.

Recreation Center Report: Recreation Center Manager Greg Casey reported as follows:

- Ms. Shears had indicated at a prior Board meeting that in the future, no new key cards will be issued without her prior authorization and all requests for replacement key cards need to be addressed to her. Applicants need to complete a form entitled "EPCSA Access Card Request

Form” indicating that they will not give their key cards to persons other than those designated in the Book of Resolutions as allowed to use the pool. As in the past, the EPCSA will charge a fee of \$50 for each newly issued key card. Dr. Levine indicated that the “Culpin Recreation Center” and “About Estancia Primera” pages on the EPCSA website had been updated to reflect these changes.

- There had been two water leaks at the Recreation Center. One was in the same location as a leak that occurred in 2019 at the main and that has been repaired. There was a separate leak at the backflow valve for the irrigation system. This has also been repaired.
- A Clubhouse roof leak occurred, and the company that re-roofed the Clubhouse in 2016 was called to address the leak and has made repairs under the terms of the warranty.
- Bud Averett (437 Avenida Primera South) had painted the two transformers in front of the Clubhouse in a light brown color that makes them less conspicuous.
- During a recent pool maintenance by Kokopelli Pool and Spa, LLC, the pool had been accidentally half emptied because of a valve problem. The Company owner, Carver Busch, had promised to reimburse the EPCSA for the cost of refilling of the pool.
- The pool date closing has been extended to September 19 because of the continuing warm weather. Upon a motion duly made and seconded, the Board unanimously approved a further extension of the pool closing date to September 30 weather permitting.
- The Board had approved via email on August 12, 2021 the hiring of Phoenix Security Company to provide security at the Recreation Center during the fiesta weekend. It was noted that there had been no pool invasions by outside groups since July and upon a motion duly made and seconded the Board decided unanimously to reverse its previous decision to hire Phoenix Security to provide evening patrols during the fiesta weekend.

Clubhouse Reservations: The Board considered the following issues:

- Rule II.B.1.b. (iv) in the Book of Resolutions lists the groups, entities and meetings that are not subject to the payment of the \$75 user fee prescribed in Rule II.B.1.b.(ii). Regarding neighborhood subdivisions only the following are exempt: “*Official meetings of EP neighborhood/subdivision homeowners’ associations and their committees and subcommittees and architectural committees.*” Some Board members interpreted this to mean that neighborhood social gatherings were exempt from the \$75 user fee whereas other interpreted the rule to mean that only business meetings of neighborhood HOAs were exempt. It was generally agreed that the rule needed clarification.
- The Board noted that there had been instances in which groups that had reserved the Clubhouse had not ensured that the nine cleaning requirements outlined in Rule II.B.2. were completed before departure. In these instances, Recreation Center Manager Greg Casey had performed the necessary cleaning. It was acknowledged that Rule II.B.2.d., providing that failure to clean up the Clubhouse prior to departure will result in the EPCSA member or tenant who

reserved the Clubhouse being assessed the full cost of all necessary cleaning, was not being enforced and that the cleaning costs therefore sometimes devolved on the EPCSA.

The Board discussed various possible measures that could be used to ensure that the \$75 user fee was collected and that the EPCSA did not become responsible for cleanups of the Clubhouse after events:

- It was agreed that Board member Connie Burke who makes Clubhouse reservations should be the sole recipient of \$75 user fee checks and that she should transmit those to Mr. Bunton. All reservations should be tentative until the checks are received, and reservations should not be placed on the Events and Activity Calendar until the checks are received.
- Ms. Burke indicated that she would in the future when confirming clubhouse reservations indicate the nine requirements of Rule II.B.2 and indicate that a cleaning fee would be imposed on the EPCSA member or tenant who reserved the Clubhouse if the requirements were not complied with. The nine requirements could be indicated in a checklist that Clubhouse users would be required to complete, sign, and leave for the Clubhouse Manager prior to departure.
- Mr. Casey indicated that he usually goes to the Clubhouse after each event and is therefore able to assess whether the cleaning requirements have been complied with. If they are not, he would report his findings to Ms. Burke.
- There was general agreement by the Board that a \$75 cleaning fee would be adequate in most instances where Clubhouse users have failed to comply with the nine clean-up requirements.
- Mr. Casey indicated that there had been instances in which Clubhouse users had told him that they would not perform a cleanup themselves but would hire a cleanup service for this work within 2-3 days after Clubhouse use. The Board agreed that if a cleaning company were hired by a user that the cleanup should be performed no later than the next morning.

The Board agreed that the matter of groups who are exempt from the user fee and the procedures to be followed when users do not comply with the cleanup requirements should be placed on the agenda of the October Board meeting as unfinished business for further discussion. Mr. Bunton further suggested that interested Board members might consider distributing motions and ideas to deal with these matters to the Board members prior to the October meeting.

Grounds Maintenance Committee Report: Committee Chair Jo Beth Speyer reported that the new benches are now in place thanks to the efforts of Greg Casey and MaryAnn Scanlon. They are comfortably set beneath the pear trees on the Recreation Center Island, nestled among some shrubs, so that they are mostly in the shade, depending upon the time of day and season. The grounds are again being irrigated after the repair of the leak at the backflow valve of the irrigation system, and the plants appear to be responding.

Chris Seidel, the arborist of Koa Landscaping met with MaryAnn Scanlon to assess the treatment of the pear trees with yellowing foliage and the health of all the trees on the Recreation Center

property. Mineral supplements have been provided for the pear trees based on the assumption that the yellowing was due to iron deficiency. The large Cottonwood on the island in front of the parking lot will need pruning, at the same time as the Russian Olive next to the clubhouse. This, however, will not be done until 2022 or 2023. Chris Seidel will wait a few months to prune the three Leaf Sumac shrubs and the One-Seed Juniper on the island. After Board approval is obtained, Chris Seidel will replace the dead pinion in the bed in front of the parking lot with an ash tree, but he is waiting for fall foliage to appear on the two existing ash trees so that he can match their brilliant color.

Preparations have begun for the biennial cleanup of that portion of Arroyo Saiz that is EPCSA-owned common land, and the adjacent portion of the arroyo that is owned by the Los Nidos HOA. The two associations share the cost. This cleanup is conducted every two years to remove undergrowth and brush, fallen limbs and leaves, and trash that increase the risk for a wildfire in the arroyo.

Annual EPCSA Members' Meeting Report: Mr. Bunton indicated that 48 EP owners were present at the meeting via videoconference or had assigned their proxies to attendees. Seven Board members were elected for two-year terms.

Unfinished Business.

There was none.

New Business.

Request from Los Altos HOA for Board Support for the City to Install a Pedestrian Crosswalk on Paseo de Peralta: David Sproat, President of the Los Altos HOA, reported at the annual EPCSA Members' meeting of August 18, 2018 that the Los Altos owners had endorsed a motion at their annual meeting to ask the City to install a marked pedestrian crosswalk on Paseo de Peralta at the bottom of the stairs leading to the Cross of the Martyrs Park. He indicated that it is dangerous to cross Paseo de Peralta at that point. Motor vehicles often speed in that location and the curve in the street makes visibility poor. Mr. Sproat requested that the EPCSA Board of Directors ask the City to provide a pedestrian crosswalk in that location.

The following motion was made and duly seconded in response to the request:

The Los Altos request involves a street that is remote from EP and the matter is therefore not within the purview of the EP Board of Directors. The Board should therefore not contact the City or Councilor Signe Lindell regarding it; nor should the Board endorse the proposal.

During discussion of the motion, the Board noted the following:

- The Amended Declaration for the EP community limits the activities of the Board to the geographical confines of the neighborhood and its immediate environs.
- The EPCSA requires City assistance in multiple matters within the perimeter of the EP neighborhood. Most Board members therefore felt that we should reserve our direct requests and lobbying for those matters and responsibilities spelled out in EP's governing documents or that have a direct impact on most EP owners.
- Some Board members felt that a crosswalk in the requested location might increase the risk to pedestrians rather than reduce it because vehicles often speed in that location and because of the curve in the street. The Board lacks the expertise to make a judgment regarding traffic matters and should therefore not endorse or support the request.
- The Los Altos HOA or individual Los Altos owners can easily contact the City about this matter themselves.

Based on these considerations, the Board voted unanimously to approve the above motion.

Neighbor to Neighbor Food Drive: Ms. Chamberlin reported that the Neighbor-to-Neighbor drive to support the work of The Food Depot, northern New Mexico's food bank, will be held on September 18. She had asked the neighborhood subdivision HOA Presidents to coordinate the drive in their respective neighborhoods.

Certification Forms: Secretary Levine reported that he had received signed and dated Certification Forms in good order (as required by the NM HOA Act of 2013) from the seven newly elected Board members. These are Brenda Shears, Scott Bunton, Barbara Chamberlin, Gene Creely, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch. The forms will be retained in the EPCSA records for a five-year period as is required by the 2013 NM HOA Act.

Homeowner Comments: Carol Genebach (780 Calle Altamira) indicated that she was opposed to the EPCSA requesting the City to create a pedestrian crosswalk on Paseo de Peralta at the foot of the stairs leading to the Park of the Cross of the Martyrs. She believes that such a crosswalk would increase the danger to pedestrians since it might encourage them to think it is safe to cross in a situation where vehicles often speed and where there is limited visibility due to the curve in the street. She therefore supported the Board's decision not to become involved in this matter.

Announcements

The next EPCSA Board meeting will be held on Friday, October 8, 2021 using Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and Vice President Bunton adjourned it at 10:42 am.

Minutes prepared and submitted by: Errol Levine Date: 9/14/2021

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 10/8/2021

(Brenda Shears - President)

ESTANCIA PRIMERA ARB - PROJECTS IN PROGRESS - September 10, 2021							
	<u>Owner Name</u>	<u>Address</u>	<u>Project</u>	<u>ARB Conditional Approval Date</u>	<u>Deposit</u>	<u>Deposit Refunded</u>	<u>Current Status and Final Approval</u>
1	Anderson	796 Aspen Compound	Landscaping	June 16, 2021	\$250	No	Project completed. Refund will be issued
2	Bernard/Lawton	408 Calle Kokopelli	Portal Shade Landscaping	February 16, 2021	\$250	Yes	Final approval granted
3	Bouldin	779 Paseo Cresta	Rooftop solar panels	May 2021	\$250	No	Installation pending
4	Bradford	753 Aspen Compound	Mini-split AC system	July 9, 2021	\$250	No	Installation pending
5	Conine	748 Calle Altamira	Landscaping/fence	June 8, 2021	\$250	Yes	Final approval granted
6	Hermas/Stock	668 La Viveza	Atrium Window Renovation	Conditional approval pending	\$250	No	Construction pending
7	Hudson/Kaplan*^	759 Paseo Cresta	New deck/flagstone; New roof, re-stucco; stain/seal wood beams on new deck. Mini-split AC installation.	Nov. 1, 2020; May 8, 2021 (AC)	\$500	No	Inspection required
8	Marin/Carothers	778 Calle Altamira	Coyote fence	June 11, 2021	\$250	Yes	Final approval granted
9	McClure	789 Avenida Primera South	Garage addition	Approved	\$1,450	Yes	Final approval granted
10	Miller	425 Los Altos Way	New home/landscaping	Approved	\$1,100	No	Home complete/ landscaping pending
11	Molinari	625 Cumbre Vista	Coyote fence extension	May 17, 2021	\$250	No	Installation pending
12	Otto/Coffee	648 La Viveza Ct	Fence/gate Installation	July 9, 2021	\$250	No	Construction Pending
13	Pyne	664 La Viveza	AC mini-splits	July 27, 2021	\$250	Yes	Final approval granted
14	Raczynski/Phillips	621 Cumbre Vista	New garage & AC mini-splits	July 9, 2021	\$1,450	No	Construction pending
15	Richards	750 Calle Altamira	Low retaining walls & drainage work	Pending	\$250	No	Construction pending
16	Sommer	766 Calle Altamira	New home	January 28, 2021	\$1,500	No	Construction not yet started
17	Streets	782 Paseo Cresta	New home/new wall	April 2021 (wall)	\$1,100	No	Home & landscaping incomplete. New wall/fence pending. Drainage concerns to be addressed by Cresta ARC
18	Sullivan	776 Calle Altamira	AC Enclosure Modification for Noise Abatement	August 23, 2021	\$0	No	Installation pending
* \$250 deposit paid by Marcia Kaplan			^ \$250 deposit paid by Hudson's				

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, October 8, 2021

Call to Order: President Brenda Shears called the meeting to order at 9:01 am via videoconference using Zoom.

Directors in Attendance: Brenda Shears (President). Scott Bunton (Vice-President/Treasurer), Errol Levine (Secretary), Connie Burke, Gene Creely, Jill McIntosh, and Leslie Walker-Hirsch.

Others Present: None.

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of September 10, 2021 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Scott Bunton had previously distributed the Balance Sheet, the Budget versus Actual statement, and the Expense Detail statement as of September 30, 2021 to the Board members via email. He reported that expenditures this year to date have been in line with the 2021 budget. Mr. Bunton indicated that the operating checking account that, for bookkeeping simplicity, had been used during the year to date to pay the costs of several capital expenditure projects had reached a point where it required replenishment of the amount that had been borrowed for that purpose. So, \$23,242.89 was transferred from the savings account to the operating account. That transfer left a September 30 balance of \$28,894.57 in the operating account, and a balance of \$225,762.98 in the capital reserve savings account.

Mr. Bunton requested that the Board approve reimbursement to him of \$27.52 for postage used for EPCSA purposes, primarily sending checks to pay approved invoices or to refund ARB deposits. A motion was made, seconded, and approved unanimously to approve that reimbursement.

Architectural Review Board (ARB) Report: ARB Chair Kurt Sommer could not be present because of a conflict and Secretary Errol Levine presented the ARB report on his behalf. There are currently 14 ARB projects in various stages of progress (see attached spreadsheet). Four are major (Appendix IV) projects and ten are minor (Appendix III) projects. The ARB is currently dealing with three complaints:

Miller Project (425 Los Altos Way). The landscaping remains incomplete. Some newly installed pinion trees and shrubs have died and have still not been removed. The immediate neighbors

(Robin and Jerry Ward – 424 Los Altos Way) have filed several complaints about the appearance of the Miller property.

Streets Project (753 Paseo Cresta). The new home construction is complete. However, a complaint had been received from two Cresta homeowners (Mary Walta – 769 Paseo Cresta and Carla Skeen – 787 Paseo Cresta) about an apparently unauthorized gabion installation on the property and the unauthorized use of “scalloping” around every exterior edge of the home when the stucco was applied.

Sullivan Project (776 Calle Altamira). The EPCSA has received a complaint from a neighbor (Eileen Street – 772 Calle Altamira) about excessive noise from a ground-based air conditioning unit on the property. A second neighbor (Eric Generous – 774 Calle Altamira) has associated himself with Ms. Street’s complaint. Ms. Sullivan is currently addressing the complaint by increasing the height of the wooden screen around the unit and by installing sound attenuation materials around and within the unit. The ARB is waiting for sound baffles to be installed before it reassesses the noise level from the air-conditioning unit.

Mr. Sommer has scheduled a videoconference ARB meeting on October 26, 2021 for the ARB to discuss possible penalties for the failure to address landscaping issues on the Miller property and to address the complaints about the Streets and Sullivan properties.

Real Estate Report: Jill McIntosh reported that a home in Altamira and a vacant lot in Cresta are currently listed for sale.

Recreation Center Report: Recreation Center Manager Greg Casey reported as follows:

- A Clubhouse roof leak occurred, and the company that re-roofed the Clubhouse in 2016 was called to address the leak and has made repairs under the terms of the warranty. There was no evidence of a continuing leak after a recent rainfall. Mr. Casey will, however, continue to monitor the situation.
- During a recent pool maintenance by Kokopelli Pool and Spa, LLC, the pool had been accidentally half emptied because of a valve problem. The Company owner, Carver Busch, had promised to reimburse the EPCSA for the cost of refilling of the pool. Mr. Casey has assessed the additional cost to the EPCSA from this mishap by averaging the water use for the three months prior to the event.
- The pool was closed on September 30. Arrangements have been made for Kokopelli Pool and Spa, LLC to winterize the pool and apply the cover during the next ten days.
- Mr. Casey made a couple of small repairs within the Clubhouse during September.
- A deep cleaning of the Clubhouse will be done before the end of October.
- The east wall of the racquetball court shows cracking and pieces of plaster falling off. Mr. Casey will investigate what steps are needed to make repairs and prevent further deterioration.

- The Clubhouse wooden door needs to be re-stained, and Mr. Casey will find a stain that matches the rest of the Clubhouse woodwork.
- An owner had suggested that the Clubhouse barbecue grill cover should be replaced. Mr. Casey reported that the cover is in satisfactory condition, but that it needs cleaning and removal of dust accumulation.
- A tennis player mentioned that there are scratches on the new tennis court surface and was concerned that someone might be using the tennis court for purposes other than tennis games. Ms. Shears and Mr. Casey will investigate this matter.

Grounds Maintenance Committee Report: Committee Chair Jo Beth Speyer could not attend the meeting and Dr. Levine gave the report on her behalf. Ms. Speyer had reported that October has brought a beginning of change of color in the Ash trees on the Recreation Center Island. Accordingly, Chris Seidel, the EPCSA arborist, can now determine which Ash variety to plant in place of an adjacent dead piñon tree that was removed. The Committee will seek Board approval for the costs of installing a new tree. Ms. Speyer, MaryAnn Scanlon, and Greg Casey will inspect the Arroyo Saiz later in October to assess what needs to be done for the biannual cleanup that is done as a joint venture of the EPCSA and the Los Nidos HOA and will report their findings to the Board at its November meeting.

Unfinished Business

Proposed Rule Changes for Clubhouse Reservations and Use Procedures: Ms. Shears reported that possible changes to the rules pertaining to Clubhouse reservations and use had been discussed at the September 10 Board meeting. The Board had decided then to defer any further discussion of this matter until the October Board meeting but had requested that interested Board members should distribute documents containing recommendations to the Board members prior to the current meeting. Secretary Errol Levine had distributed a document containing proposed rule changes to all Board members via email and these proposals were presented for discussion (see attached documents). The following motion was then made by Dr. Levine and duly seconded.

“I move that the revised rules II.B.1.b (Clubhouse Use Privileges) and II.B.2 (Rules for Clubhouse Use) and the two addenda relating to these rules be adopted by the Board subject to the understanding that rule II.B.2 (ix) will be revised and submitted for Board discussion at the November 12 Board meeting and after which the revised rules will be posted in the Book of Resolutions on the EPCSA website.”

After a lengthy discussion, the Board voted unanimously to approve the motion and the proposed rule changes referred to in the motion.

Neighbor to Neighbor Food Drive Campaign Report: Ms. McIntosh reported that the Food Depot's annual fundraising drive as of September 21, 2021 had realized record-setting total

contributions. The total amount raised was \$201,428.99 from 139 neighborhoods. This amount will provide 805,716 meals and will greatly facilitate the effort to feed hungry people in northern New Mexico, whose numbers increased substantially during the pandemic. EP contributed \$10,860, putting it in third place for HOAs with 76 to 200 homes. Sierra del Norte ranked first contributing \$30,655, and La Tierra ranked second contributing \$11,895. Ms. McIntosh expressed thanks to everyone who had contributed.

New Business

There was none.

Homeowner Comments

There were none.

Announcements

The next EPCSA Board meeting will be held on Friday, November 12, 2021 using Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and Ms. Shears adjourned it at 10:05 am.

Minutes prepared and submitted by: Errol Levine Date: 10/10/2021

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 11/12/2021

(Brenda Shears - President)

ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION (EPCSA)
CLUBHOUSE RESERVATION CONFIRMATION FORM AND POST-EVENT
CLEANUP CHECKLIST

Dear _____ (Name of EP Owner/Tenant Reserving Clubhouse)

I wish to confirm your Clubhouse reservation for _____ (Date of Reservation) for the period _____ (Hours of Reservation). Your event is now shown as “confirmed” in the Events and Activities Calendar on the EPCSA website. Please note that all individuals, entities, and groups reserving the Clubhouse must comply with Rule II.B.2 (Rules for Clubhouse Use) in the EPCSA Book of Resolutions

(estanciaprimer.org/wp-content/uploads/2020/10/EPCSA-Book-of-Resolutions-Updated-September-10-2021.pdf). Among other requirements, users must return the Clubhouse to the condition in which they find it prior to their event. I am attaching a checklist of cleanup activities that need to be completed prior to your departure from the Clubhouse on the date of your event or no later than 2:00 pm on the day after your event if you decide to contract with a Cleaning Service. Please complete, date, and sign the checklist and leave it for the Recreation Center Manager.

Please note that if all items in the attached checklist are not completed you will be assessed a \$75 fee to cover the cleaning costs.

Sincerely,

(Clubhouse Events Coordinator)

(Date)

PROPOSED REVISION TO CLUBHOUSE RULES IN BOOK OF RESOLUTIONS

BASED ON DISCUSSION AT EPCSA BOARD MEETING – SEPTEMBER 10, 2021

(PROPOSED REVISIONS SHOWN IN ITALICS OR AS DELETIONS)

II.B.1. Clubhouse Use Privileges

b. Reservations and Fee for Clubhouse Use and Responsibility for Compliance with Clubhouse Rules and for Cleanup After Use

- (i) Reservation of the Clubhouse is on a “first-come, first-served” basis.
- (ii) *Except in the case of fee-exempt groups (see below), a nonrefundable use fee of \$75 must be paid in advance by check payable to “EPCSA” presented to the ~~Recreation Center Manager~~ Clubhouse Events Coordinator appointed by the Board of Directors (or, in the case of his/her unavailability, to the EPCSA President) by the EPCSA member or tenant reserving the Clubhouse for personal use regardless of the nature of the event for which it is being reserved. A separate \$75 fee must be paid for each calendar date on which an EPCSA member/tenant wishes to reserve the Clubhouse. ~~Reservations are tentative until the \$75 fee is presented to and accepted by the Recreation Center Manager.~~ The Clubhouse Events Coordinator will transmit all user fee checks to the EPCSA Treasurer.*
- (iii) *When the Clubhouse Events Coordinator receives a request for a reservation subject to the \$75 use fee, he/she will inform the reservee that the event will be scheduled in the Events and Activity Calendar on the EPCSA website as “tentative” with the date of the request shown in parentheses and that the status of the reservation will be changed to “confirmed” when payment is received. If payment is not received in ten calendar days from the date of the request, the tentative reservation will be deleted. When payment is received, the Clubhouse Events Coordinator will confirm the reservation and provide the reservee with a checklist containing the nine cleanup requirements of Rule II.B.2 (see below) and indicate that a cleaning fee will be imposed on the EPCSA member/tenant who reserved the Clubhouse if the requirements are not complied with (See attached template email and checklist). The reservee will be required to complete, sign, and leave the checklist for the Recreation Center Manager prior to departure from the Clubhouse after its use.*
- (iv) *Each confirmed reservation on the EPCSA website will be in the name of the EPCSA member or member's tenant who made the reservation.*
- (v) *Whether the EPCSA member or member's tenant making a Clubhouse reservation will be hosting a personal event or is reserving the Clubhouse for the use of an organization or entity in which he/she, or an adult family member who lives in his/her EP home, is a member (see paragraph a. above), that member or member's tenant will be responsible for the event, for compliance during the event with all Rules for Clubhouse Use (see subsection II.B.2. below), and for the condition of the Clubhouse after its use.*
- (vi) The following groups, entities, and meetings are not subject to the use fee as prescribed in #II.B.1. b. (ii):
 - (a) EPCSA Board of Directors and its committees and subcommittees.
 - (b) EPCSA Architectural Review Board.

- (c) Meetings of EPCSA, including its Annual Meeting.
- (d) Official meetings of EP neighborhood/subdivision homeowners' associations and their committees and subcommittees and architectural committees.
- (e) EP Women's Group (EPWG)
- (f) *Each of the nine EPCSA neighborhood subdivisions may hold an annual party/social gathering at the Clubhouse without a fee being charged. Each event will only qualify for the fee exemption if every owner and/or resident in the neighborhood receives an invitation to attend. The Clubhouse reservation needs to be made by an individual property owner in the neighborhood subdivision that will hold the party/social gathering. This owner's name will be shown in the EPCSA Events calendar as the organizer, and he/she will be responsible for ensuring compliance with all clean-up and other requirements in Rule II.B.2 of the Book of Resolutions.*
- (g) *The \$75 use fee will not be waived for any other groups, entities, or meetings without prior approval of the EPCSA Board of Directors.*

II.B.2 Rules for Clubhouse Use

- c. When an event has concluded, it is the user's responsibility to ensure that the following procedures are completed before departure *on the date of Clubhouse use, or, if a contract cleaning service is used, are completed no later than 2:00 p.m. the day after the event:*
 - (i) All floors have been swept. (Brooms and other supplies are in the closet at the end of the hallway near the men's room and/or in the chair closet.)
 - (ii) All dirty/used dishes and utensils have been washed and returned to the cabinets or drawers from which they were originally taken, and all countertops have been cleaned.
 - (iii) All items brought into the Clubhouse, including any placed in the refrigerator, have been removed from both the refrigerator and the Clubhouse.
 - (iv) All kitchen and other Clubhouse trash/garbage cans have been emptied, and the contents (all must be in trash bags that have been tied closed) have been placed in the City of Santa Fe trash bins on the Clubhouse's northwest patio.
 - (v) A clean/empty trash bag (boxes of trash bags are located under the kitchen sink or in the hallway closet) has been placed in the kitchen and each other Clubhouse trash/garbage can.
 - (vi) All chairs and card tables have been returned to the same place where they were found. (This includes placing six card tables – two rows of three tables side-by-side – surrounded by 10 chairs in the center of the meeting room.)
 - (vii) All lights have been turned out.
 - viii) The thermostat, if adjusted up for the event to 70 degrees during cold weather (the Clubhouse has no air conditioning), is reset to 62 degrees.
 - (ix) The Clubhouse doors have been locked, and the building alarm reset if/as directed by the Recreation Center Manager. Book of Resolutions, Part II: Culpin Recreation Center Use Book of

- d.*** Failure to fully comply with all aspects of #II.B.2. c. will result in the EPCSA member or tenant who reserved the Clubhouse being assessed *an additional \$75 fee to cover cleaning costs. The Recreation Center Manager will make this determination when visiting the Clubhouse after the event and will inform the Clubhouse Events Coordinator or the EPCSA President accordingly.*

Rule II.B approved October 8, 2021; earlier version approved April 18, 2018

ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION (EPCSA)

CLEANUP CHECKLIST TO BE COMPLETED AFTER EVENTS

When an event has concluded, it is the user's responsibility to ensure that the following procedures are completed before departure on the date of Clubhouse use, or, if a contract cleaning service is used, are completed no later than 2:00 p.m. the day after the event. Please place a check mark against each item to indicate its completion:

- (i) All floors have been swept. (Brooms and other supplies are in the closet at the end of the hallway near the men's room and/or in the chair closet.) _____
- (ii) All dirty/used dishes and utensils have been washed and returned to the cabinets or drawers from which they were originally taken, and all countertops have been cleaned. _____
- (iii) All items brought into the Clubhouse, including any placed in the refrigerator, have been removed from both the refrigerator and the Clubhouse. _____
- (iv) All kitchen and other Clubhouse trash/garbage cans have been emptied, and the contents (all must be in trash bags that have been tied closed) have been placed in the City of Santa Fe trash bins on the Clubhouse's northwest patio. _____
- (v) A clean/empty trash bag (boxes of trash bags are located under the kitchen sink or in the hallway closet) has been placed in the kitchen and each other Clubhouse trash/garbage can.

- (vi) All chairs and card tables have been returned to the same place where they were found. (This includes placing six card tables – two rows of three tables side-by-side – surrounded by 10 chairs in the center of the meeting room.) _____
- (vii) All lights have been turned out. _____
- (viii) The thermostat, if adjusted up for the event to 70 degrees during cold weather (the Clubhouse has no air conditioning), is reset to 62 degrees. _____
- (ix) The Clubhouse doors have been locked, and the building alarm reset if/as directed by the Recreation Center Manager.- *(Revised Rule under Construction - Policy to be determined)*

COMMENTS: _____

(Signature of Individual who Reserved Clubhouse)

(Date)

PLEASE LEAVE COMPLETED FORM FOR THE RECREATION CENTER MANAGER

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, November 12, 2021

Call to Order: President Brenda Shears called the meeting to order at 9:02 am via videoconference using Zoom.

Directors in Attendance: Brenda Shears (President), Scott Bunton (Vice-President/Treasurer), Barbara Chamberlin, Gene Creely, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch.

Others Present: Kurt Sommer (ARB Chair), Carla Skeen (787 Paseo Cresta) and Eileen Street (772 Calle Altamira).

Preparation of Minutes and Tabling of Agenda Items: President Shears indicated that Secretary Errol Levine could not attend the meeting but will prepare the meeting minutes from a recording made specifically for this purpose and from notes taken by Scott Bunton. Board member Connie Burke also could not attend. Since Ms. Burke and Dr. Levine are involved in two agenda items namely a proposed rule amendment relating to Clubhouse Reservations and Use Procedures (under Unfinished Business) and a review of EPCSA Web Site Security (under New Business), Ms. Shears recommended that these two items be tabled until the December Board meeting. A motion duly made and seconded to table both items until the December Board meeting was passed unanimously.

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of October 8, 2021 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Scott Bunton had previously distributed the Balance Sheet, the Budget versus Actual statement, and the Expense Detail statement as of October 31, 2021 to the Board members via email. He reported that expenditures this year to date have been in line with the 2021 budget. Mr. Bunton indicated that the operating checking account currently contains \$20,433.57 and there is a balance of \$225,772.57 in the capital reserve savings account.

Mr. Bunton indicated that Article 5.6 (a) of the Amended Declaration requires that the Board of Directors prior to the beginning of each fiscal year shall develop a budget for the next fiscal year and shall fix the annual assessment for that year. Accordingly, he intends to prepare and distribute a 2022 draft budget to the Board members about one week prior to the December Board meeting. Board members should feel free to submit comments regarding the draft budget and the budget will be voted on at the December Board meeting. Mr. Bunton indicated that he is

collaborating with Jo Beth Speyer on the ground's maintenance and landscaping component of the 2022 budget because the costs for these items had exceeded the amount budgeted in 2021.

Mr. Bunton reported that Section 47-16-10 of the New Mexico HOA Act of 2013 (as amended in July 2019) requires that at least every three years, the Board shall provide for a financial audit, review, or compilation of the Association's records by an independent certified public accountant in accordance with accepted accounting principles. The Association's first review will need to be completed prior to July 2022. He will therefore seek bids from accounting firms for a financial compilation during November and will present the bids to the Board at the December Board meeting for discussion and for a vote so that a contract with an accounting firm can be signed.

Section 47-16-10 does not apply to HOAs created before July 1, 2013 and that have fewer than thirty lots. Altamira is the only one of the nine neighborhood subdivisions in EP that has more than thirty lots. Mr. Bunton has been in contact with the President of the Altamira HOA, Reagan Burkholder, who has asked if they might piggyback on the EPCSA's financial review when it is done and get their compilation done by the same accounting firm. Mr. Bunton will distribute the Amended HOA Act to all Board members.

Architectural Review Board (ARB) Report: ARB Chair Kurt Sommer indicated that there are currently fourteen ARB projects in various stages of progress (see attached spreadsheet). Four are major (Appendix IV) projects and ten are minor (Appendix III) projects. He reported also that the ARB met by videoconference on October 26, 2021 to consider problems with three EP properties (see attached minutes of ARB meeting of October 26, 2021):

Miller Project (425 Los Altos Way). Mr. Sommer reported that Dr. Miller had taken an excessive amount of time to complete her new home construction. Additionally, she had not completed the lot landscaping. Some shrubs and trees that were planted died and Dr. Miller failed to remove the dead vegetation. Robin and Jerry Ward (424 Los Altos Way) complained about these problems to the ARB. The ARB members believed that Dr. Miller had been given enough time to complete her residence and landscaping. They therefore supported imposition of a \$2,500 fine on her in accordance with Paragraph 2 of Appendix II of the EP Architectural Guidelines and a requirement that she remove dead vegetation and complete her lot landscaping by November 15, 2021.

Streets Project (753 Paseo Cresta). The construction of Jan Streets' new home is complete. However, two Cresta homeowners (Mary Walta – 769 Paseo Cresta and Carla Skeen – 787 Paseo Cresta) complained about an unauthorized gabion installation on the property and the unauthorized use of "scaloped stucco" around every exterior edge of the home when the stucco was applied. The ARB members noted at their meeting that the stucco undulations were not on the construction plans submitted to the ARB. Although such undulations are not specifically prohibited by the EP Architectural Guidelines, they were never approved by the ARB. However,

since an ARB requirement for a stucco revision would be costly for Ms. Streets, the ARB members agreed that they would not require a stucco revision now. They decided instead that a notice should be filed with the office of the Santa Fe County Clerk indicating that when in the future the stucco is redone either by Ms. Streets or by a successor owner the undulations must be removed.

The ARB also addressed the gabion barriers installed as part of Ms. Streets' landscaping. Mr. Sommer indicated that a gabion barrier installation was shown on the approved home construction plans for Ms. Streets' residence, but the gabions currently in place are not in the location or of the design shown in the plans. The ARB never received or approved a separate lot landscaping plan. The ARB members agreed that the gabion barriers are unattractive and detract from the neighborhood. They therefore decided that the gabions should be removed, and that Ms. Streets should submit a new landscaping plan.

Sullivan Project (776 Calle Altamira). The EPCSA received a complaint from a neighbor (Eileen Street – 772 Calle Altamira) about excessive noise from a ground-based air conditioning unit on the Sullivan property. A second neighbor (Eric Generous – 774 Calle Altamira) associated himself with Ms. Street's complaint. Mr. Sommer reported that an Altamira homeowner, who is an engineer with expertise in sound issues, had been consulted by the Altamira HOA and had made recommendations for reducing the sound emanating from the air-conditioning unit.

Ms. Sullivan accepted these recommendations. She therefore increased the height of the wooden screen around the unit and installed sound attenuation materials around and within the unit. After the noise mitigation work was completed, Reagan Burkholder (President of the Altamira HOA) obtained decibel readings around the air-conditioning unit and at Eileen Street's residence both with the air-conditioning unit shut down and turned on (see attachment to ARB minutes). Based on these reports the ARB decided that Ms. Sullivan had taken enough action to mitigate the sound, that the noise level did not rise to the level of a nuisance, and that no further action should be required by Ms. Sullivan or any successor owner of the property.

Ms. Shears thanked Mr. Sommer for his report and Mr. Sommer then left the meeting.

Real Estate Report: Jill McIntosh reported that two homes, one in Altamira and another in Los Altos, are currently under contract. A vacant lot in Cresta is currently listed for sale. Seven EP homes have been sold during 2021.

Recreation Center Report: Recreation Center Manager Greg Casey reported as follows:

- During a pool maintenance by Kokopelli Pool and Spa, LLC., in September, the pool had been accidentally half emptied because of a valve problem. The Company owner, Carver Busch, had promised to reimburse the EPCSA for the cost of refilling of the pool. Mr. Casey has assessed the additional cost to the EPCSA from this mishap by averaging the water use for the three months prior to the event. Mr. Busch has asked Mr. Casey to get a report on the water use

during September 2020 for comparison and negotiations about the final reimbursement amount are continuing.

- A deep cleaning of the Clubhouse was performed on November 2.
- The swimming pool has been winterized and covered.

Grounds Maintenance Committee Report: Committee Chair Jo Beth Speyer reported that November is the last month for the EPCSA's landscaping company to winterize the Recreation Center grounds. The irrigation system has been shut down and the last pruning and weeding efforts are being done.

Ms. Speyer reported that she, MaryAnn Scanlon, and Greg Casey had inspected the Arroyo Saiz in October to assess what needs to be done for the biannual cleanup. Greg Casey had also walked the arroyo with Reyes Morales. Mr. Morales had indicated that there was much dead vegetation that required removal. He expects that the work will require about three days to complete and provided a bid of \$2,800 for the job. This amount would be shared on a 60:40 basis between the EPCSA and the Los Nidos HOA. Both entities own the part of the arroyo that extends between the Los Nidos entry sign and the arroyo separating Los Nidos from La Viveza. The \$2,800 bid includes haulage and disposal of the removed vegetation at the City dump. Mr. Morales had indicated that should the EPCSA require dead leaf removal as part of the cleanup that this would cost an additional \$2,000.

Ms. Speyer informed the Board that she had consulted Dr. Levine (President of the Los Nidos HOA) and he had in turn consulted the Los Nidos Board of Directors. The Los Nidos Board had approved the expenditure of \$1,120 (40 per cent of \$2,800) but declined to pay any share of the dead leaf removal cost if the EPCSA wished to proceed with that. Ms. Speyer had then consulted the EPCSA Board about the matter and the Board unanimously approved the expenditure of \$1,680 (60 per cent of \$2,800) by email on November 4. The Board also decided not to require that dead leaves be removed as part of the cleanup. The cleanup will be done between November 15 through November 17.

Ms. Speyer further reported that her committee had put together a grounds maintenance and landscaping budget proposal for the coming year. They have shared this with Treasurer Scott Bunton.

Unfinished Business

There was none.

New Business

There was none.

Homeowner Comments

- Eileen Street addressed the issue of noise emanating from the ground-based air - conditioning unit at the Sullivan residence at 776 Calle Altamira (see ARB report above). She indicated that she had first complained about the noise emanating from the unit on August 8, 2021. She disagreed with the ARB finding that the noise from the unit does not rise to the level of a nuisance. She pointed out that the Architectural Guidelines prohibit the placement of air-conditioning units on the ground and require that they be placed on rooftops.

Ms. Street noted moreover that the EP Architectural Guidelines require that neighbors be notified when applications are received by the ARB for projects at adjacent homes and she had not been notified about the application for installing the air-conditioning unit. She further reported that communication with her about her concerns had been poor. She had specifically requested that she be allowed to attend the ARB meeting on October 26, 2021 at which her complaint was to be discussed. She had been told she could attend but had not received an invitation to attend the meeting. She therefore believed that her complaint had not been properly addressed from the outset.

Ms. Shears thanked Ms. Street for her comments.

- Carla Skeen addressed the architectural problems at the Streets' residence at 753 Paseo Cresta which is across the street from Ms. Skeen's home (see ARB report above). She had first drawn the attention of the Cresta ARC and of the EP ARB to the stucco undulations at the Streets' residence in May 2021 and believed that there had been an excessive delay in addressing the matter. Ms. Skeen indicated that she had three requests about this matter:
 - She wants a response from both the Cresta Architectural Review Committee (ARC) and the EP ARB as to why the position was taken that stucco undulations are not prohibited by the EPCSA Architectural Guidelines. She believes that the guidelines call for uniformity of architectural design in EP and she was not aware of any other home in EP that had stucco undulations.
 - She also wishes to know if the position of the EP ARB is that stucco undulations are not prohibited by the Architectural Guidelines whether any EP owner can from now on use stucco undulations when a new home is constructed or an existing home requires new stucco.
 - She noted that the ARB's requirement that the undulations be removed when the Streets' residence requires stucco replacement would only become applicable ten to twenty years from now at which time no one would remember the requirement. She therefore requested that the requirement be recorded with the Santa Fe County Clerk so that it is binding on any successor owner and is conveyed with the land.

Ms. Shears thanked Ms. Skeen for her comments and asked her to address her comments and questions directly to the Cresta ARC and to the EP ARB. Ms. Skeen indicated that she intended to do that.

Announcements

The next EPCSA Board meeting will be held on Friday, December 10, 2021 using Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and Ms. Shears adjourned it at 9:34 am.

Minutes prepared and submitted by: Errol Levine Date: 11/23/2021

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 12/10/2021

(Brenda Shears - President)

<u>ESTANCIA PRIMERA ARB - PROJECTS IN PROGRESS - November 12, 2021</u>							
	<u>Owner Name</u>	<u>Address</u>	<u>Project</u>	<u>ARB Conditional Approval Date</u>	<u>Deposit</u>	<u>Deposit Refunded</u>	<u>Current Status and Final Approval</u>
1	Anderson	796 Aspen Compound	Landscaping	June 16, 2021	\$250	No	Project completed. Refund will be issued
2	Bouldin	779 Paseo Cresta	Rooftop solar panels	May 2021	\$250	No	Installation pending
3	Bradford	753 Aspen Compound	Mini-split AC system	July 9, 2021	\$250	No	Installation pending
4	Conine	748 Calle Altamira	Terrace wall & brick walkway	October 10, 2021	\$250	Yes	Final approval granted
5	Hermas/Stock	668 La Viveza	Atrium Window Renovation	Conditional approval pending	\$250	No	Construction pending
6	Hudson/Kaplan*^	759 Paseo Cresta	New deck/flagstone; New roof, re-stucco; stain/seal wood beams on new deck. Mini-split AC installation.	Nov. 1, 2020; May 8, 2021 (AC)	\$500	No	Inspection required
7	Miller	425 Los Altos Way	New home/landscaping	Approved	\$1,100	No	Home complete/ landscaping pending
8	Molinari	625 Cumbre Vista	Coyote fence extension	May 17, 2021	\$250	No	Installation pending
9	Otto/Coffee	648 La Viveza Ct	Fence/gate Installation	July 9, 2021	\$250	No	Construction Pending
10	Raczynski/Phillips	621 Cumbre Vista	New garage & AC mini-splits; Rooftop Solar panels	7/9/2021; 10/15/2021	\$1,700	No	Construction pending
11	Richards	750 Calle Altamira	Low retaining walls & drainage work	Pending	\$250	No	Construction pending
12	Sommer	766 Calle Altamira	New home	January 28, 2021	\$1,500	No	Construction not yet started
13	Streets	782 Paseo Cresta	New home/new wall	April 2021 (wall)	\$1,100	No	Home & landscaping incomplete. New wall/fence pending. Drainage concerns to be addressed by Cresta ARC
14	Sullivan	776 Calle Altamira	AC Enclosure Modification for Noise Abatement	August 23, 2021	\$0	No	Project approved - 10-26-2021
	* \$250 deposit paid by Marcia Kaplan		^ \$250 deposit paid by Hudson's				

**MINUTES OF THE ARCHITECTURAL BOARD
FOR
ESTANCIA PRIMERA COMMUNITY SERVICE ASSOCIATION**

Kurt Sommer, Chairman of the Architectural Review Board for Estancia Primera Community Services Association, called the meeting to Order at 4:05 pm, October 26, 2021. The following members were present by Webex: Jim Hays, John Ferris; Constance Burke; Elsie Hartog-Gobey; Rita Rael Meek and Richard Czoski.

Kurt stated that the purpose of the Meeting was to discuss the following matters:

1. 425 Los Altos Way, Margaret Miller's home, and the dead landscaping.
2. 753 (782) Paseo Cresta, Jan Streets' home:
 - a. Outside Corners (parapets, walls, windows, doors and yard walls)
 - b. The gabion landscaping barriers
3. 776 Calle Altamira, Joan Sullivan's home, air conditioning unit noise.

The first order of business was how to deal with Margaret Miller's refusal to remove and replace the dead vegetation which she installed. The Board discussed the excessive length of time it has taken to complete this residence and the lack of cooperation by Dr. Miller. All members thought that Dr. Miller had been given sufficient time to complete her residence and everyone was of the opinion that a fine was in order in addition to requiring Dr. Miller to remove the dead vegetation and replant the landscaping.

Upon a motion duly made and seconded, the Board elected to impose a fine of \$2,500 for failing to comply with the requirements of the rules and regulations and for failing to complete the home in a timely manner including replacement of the dead vegetation. The Board decided to send Dr. Miller a letter imposing the fine and requiring Dr. Miller to complete her landscaping by November 15, 2021.

The next order of business was the issues regarding Jan Streets' home. The Board reviewed the issues and discussed the fact that the undulating parapets and walls were not on the plans which were approved, and consequently the Board was disappointed that either the homeowner or the contractor decided to deviate from the plans which were approved. After a long discussion about style the Board was of the opinion that since the architectural stylization was not approved that a letter of reprimand was appropriate, together with the requirement that when the home is replastered or stucco by either the current owner or her successor that the undulation in the parapet and walls was to be removed. A notice is to be filed of record in the county clerks' office to enforce this requirement.

Upon a motion duly made and seconded, the Board unanimously approved the plan of action with respect to the undulating parapets and walls.

The Board then discussed the gabion installation as part of Jan Streets' landscaping. Richard Czoski informed the Board that a gabion installation is shown on the approved plans but the installation of the gabion in place does not comport with the approved plans. The general agreement among the Board members was that the gabion was unattractive and detracted from the neighborhood. The plantings in front of the gabion's was too little too late and since the installed gabion was not approved by the Board, the Board thought the best course of action was to remove

the gabions and have Ms. Street resubmit a landscaping plan to the Cresta ARB for approval and then submission to the Board if approved by Cresta ARB.

Upon a motion duly made and seconded, the Board unanimously decided to have Ms. Streets remove the gabions and submit a new landscaping plan and a letter will be sent to Ms. Streets informing her of the ARB decision.

The final item of business before the Board was a discussion regarding Joan Sullivan's residence and the noise complaint submitted to Errol Levine by Eileen Street. Kurt reviewed the complaint as filed by Ms. Streets and explained that Brian Richards, an engineer, made recommendations to reduce the sound emanating from the air conditioning unit. Kurt explained that Ms. Sullivan constructed the sound mitigation structures suggested by Mr. Richards including the noise baffling material. After the sound mitigation work was completed, Reagan Buckholder took readings which were sent to the board of the sound levels emanating from the air conditioning units. The Board thought that Ms. Sullivan had taken sufficient action to mitigate the sound and that the noise level did not rise to the level of a nuisance. After some discussion, the decision was made to report the matter to the Board of Directors any further action it might deem appropriate. Kurt will prepare a memorandum for the Board's review and approval to send to the EPCSA Board of Directors.

There was no further business to come before the Board, and the meeting was declared adjourned at 4:50 pm.

Respectfully submitted,

/s/

Kurt A. Sommer

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, December 10, 2021

Call to Order: President Brenda Shears called the meeting to order at 9:01 am via videoconference using Zoom.

Directors in Attendance: Brenda Shears (President), Scott Bunton (Vice-President/Treasurer), Errol Levine (Secretary), Connie Burke, Barbara Chamberlin, Gene Creely, Jill McIntosh, and Jo Beth Speyer.

Others Present: Kurt Sommer (ARB Chair), Greg Casey (Recreation Center Manager), and Rebecca Dunn Shaw (690 La Viveza Court).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of November 12, 2021 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Scott Bunton had previously distributed the Balance Sheet, the Budget versus Actual statement, and the Expense Detail statement as of November 30, 2021 to the Board members via email. He reported that expenditures this year to date have been mostly in line with the 2021 budget. Mr. Bunton indicated that the operating checking account currently contains \$16,634.16 and there is a balance of \$225,781.85 in the capital reserve savings account.

2022 Budget: Mr. Bunton indicated that he had prepared a proposed 2022 EPCSA budget represented in an Excel spreadsheet that he had distributed to the Board members via email on December 6, 2021 (attached). The proposed budget is premised on retaining a \$656 assessment for homes and a \$66 assessment for vacant lots.

Mr. Bunton reviewed the proposed budget line by line, compared the proposed 2022 amounts to the 2021 budget amounts and expenditures to date, and explained anticipated significant expenditure increases and decreases on which the proposed budget amounts were based. He noted that the Grounds Committee had submitted a budget request totaling about \$16,000. That compares to \$7,900 in the 2021 budget and to the Association's expenditures for grounds maintenance year-to-date of \$10,018 (60 percent higher). He noted further, however, that the \$16,000 budget request included one-time or infrequent expenditures of about \$7,160 for large tree pruning and new landscaping. These expenditures will not be needed in 2023 and for several years thereafter. He therefore expects future annual grounds maintenance budgets not to exceed about \$10,000.

Mr. Bunton identified other budget line items for which the 2022 budget amounts are increased most over 2021 budget amounts. These include pool management services (\$4,000 increase), natural gas (\$800 increase), water (\$700 increase), clubhouse maintenance supplies (\$700 increase), and phone (\$475 increase). He indicated that overall, the proposed 2022 budget anticipated \$120,664 of income and expenditures with the total amount budgeted for operating expenses being increased by about \$10,000 over this year's budget.

A motion duly made and seconded to approve the proposed 2022 budget and to leave the annual assessments unchanged for 2022 was approved unanimously after a discussion.

2022 Financial Compilation: Mr. Bunton reported that Section 47-16-10 of the New Mexico HOA Act of 2013 requires that at least every three years, the Board shall provide for an independent financial assessment—an audit, review, or compilation—of the Association's records by an independent certified public accountant (CPA). The Association's first such independent assessment should be completed prior to July 2022. He indicated that he had sought estimates from several accounting firms for this. The law will be satisfied with the least extensive assessment CPAs conduct, namely a "compilation." Most accounting firms Mr. Bunton contacted either were not interested in doing such work or gave preliminary estimates in the \$1,000 to \$3,000 range.

Mr. Bunton then contacted Richard Neel who has a solo accounting firm in Albuquerque and who has done similar work for the EPCSA bookkeeper's other clients. He found Mr. Neel willing and available to do a compilation at an estimated cost of \$500. Mr. Neel sent proposal and engagement letters to Mr. Bunton who distributed them via email to the Board members on December 7, 2021 for their review.

Based on these letters and the two conversations he had with Mr. Neel, Mr. Bunton recommended that the Board approve Mr. Neel conducting a compilation of EPCSA's 2021 books prior to July 2022 at a cost not to exceed \$600. A motion duly made and seconded that Mr. Neel be appointed to conduct the compilation, that Mr. Bunton be authorized to sign and return the engagement letter, and that an expenditure for the work not to exceed \$600 be authorized was approved unanimously after a discussion.

Architectural Review Board (ARB) Report: ARB Chair Kurt Sommer indicated that Richard Czoski, who had been a longstanding and experienced ARB member, has resigned from the ARB and as the Cresta Architectural Review Committee (ARC) Chair. Mr. Sommer requested that Barbara Chamberlin and the Cresta HOA Board of Directors find a replacement for Mr. Czoski as soon as possible. Mr. Sommer reported that there are currently twelve ARB projects in various stages of progress (see attached spreadsheet). Three are major (Appendix IV) projects and nine are minor (Appendix III) projects. He noted that there are important outstanding issues involving three EP properties:

- Hudson property (759 Paseo Cresta): This property will soon be listed for sale. However, the owners have not yet sought final ARB approval for extensive renovations they made to the property. Mr. Sommer will try to contact them again about this matter. ARB approval of these improvements will be needed before the property is listed for sale. Otherwise, the renovations must be listed as unapproved property changes in any home sale disclosure certificates issued by the EPCSA and by the Cresta HOA.
- Miller Project (425 Los Altos Way). In accordance with a decision made by the ARB at its October 26, 2021 meeting, Mr. Sommer had written to Dr. Miller on December 6, 2021 imposing a fine of \$2,500 against her property concerning the fact that construction and landscaping of her property had not been completed within the allowed one-year period after ARB approval of submitted plans. The letter included a demand that Dr. Miller remove all dead plantings in the front of her property, remove any construction debris that remains, and otherwise complete her landscaping by December 31, 2021. If Dr. Miller disagrees with the ARB's decisions, she has 30 days from receipt of the letter to file an appeal with the EPCSA Board of Directors.
- Streets Project (753 Paseo Cresta). At its meeting on October 26, 2021 the ARB had discussed an unapproved gabion installation on the property and the unapproved use of stucco undulations around every exterior edge of the home. The ARB decided not to require a stucco revision now. They decided instead that a Notice of Non-compliance should be filed against the property with the Santa Fe County Clerk indicating that when in the future the stucco is redone either by Ms. Streets or by a successor owner the undulations must be removed. The ARB decided also that the unapproved gabions should be removed no later than December 31, 2021, and that Ms. Streets should submit a landscaping and lot drainage plan to both the Cresta ARC and to the EP ARB. Mr. Sommer had written to Ms. Streets informing her of these requirements on November 21, 2021. If Ms. Streets disagrees with the ARB's decisions, she has 30 days from receipt of the letter to file an appeal with the EPCSA Board of Directors.

Ms. Shears reported that on December 7, 2021, two Cresta homeowners (Carla Skeen – 787 Paseo Cresta and Mary Walta – 769 Paseo Cresta) filed a Notice of Appeal of the ARB's decisions regarding the Streets' property with her and Mr. Sommer. They also submitted a Request for Inspection of the ARB's records pertaining to the Streets' property and requested that a date be set at which their appeal would be heard before the full Board of Directors. Ms. Shears indicated that she and Mr. Sommer are currently assembling the documents requested by Ms. Skeen and Ms. Walta and will forward the documents to them when the compilation is completed. Once the documents have been compiled and provided to the appellants, Ms. Shears will schedule a Board appeal hearing. The Board authorized Mr. Sommer to contact Ms. Skeen to discuss her concerns and to determine whether an accommodation could be reached that would obviate the need for an Appeal hearing.

Real Estate Report: Jill McIntosh reported that three EP homes are currently under contract. A home in Los Altos and a vacant lot in Cresta are currently listed for sale.

Recreation Center Report: Recreation Center Manager Greg Casey reported as follows:

- During a routine pool maintenance by Kokopelli Pool and Spa, LLC., in September, the pool had been accidentally half emptied because of a valve problem. The Company owner, Carver Busch, had promised to reimburse the EPCSA for the cost of refilling the pool. The final amount of the credit/reimbursement has not yet been determined although Mr. Casey and Mr. Busch now have an agreement on how to base the cost.
- On November 15, the main waterline to the Clubhouse under the asphalt in the Recreation Center parking lot broke causing a loss of about 75,000 gallons of water. The City responded promptly and shut off the water supply to the Clubhouse and Recreation Center. American Leak Detection Company, which has repaired prior leaks on the Recreation Center water lines, was consulted and they localized the leak to a 2-inch PVC pipe under the asphalt. They provided a quote of \$4,500 plus \$354.38 tax for the repair work needed. This quote was for excavating and repairing the pipe and providing a backfill, tamp, and patch of the asphalt after the repair. This cost included a separate excavation to expose the water supply pipes for both the irrigation system and main water supply to the clubhouse in preparation for installing pressure reducing valves (PRV) on those lines. However, the estimate did not include the cost of the two PRVs and their installation.

Ms. Shears emailed the Board members on November 29 regarding this matter. They provided unanimous approval via email for the expenditure and for a later installation of PRVs and agreed that because of the urgent nature of the situation, the usual requirement that several bids be obtained should be bypassed. After the leak site was excavated a break in a PVC pipe was located and repaired on December 2.

Since December 4, the Association has continued to receive leak alerts via the City's Eye on Water app. The current leak though is a small one of about nine gallons per hour. American Leak Detection came out again to the Recreation Center but could not determine the leak location. The main water supply to the clubhouse has therefore been shut off temporarily as a precaution so that the Association does not encounter a major leak during a weekend. It will be turned on again on Monday (December 13) for monitoring purposes, and Greg Casey will continue to work with American Leak Detection personnel to determine if the slow leak is at the site of the recent repair or elsewhere. The PRVs will not be installed until the leak situation is under control.

- There was a problem with the Recreation Center irrigation system between August 23 and October 25. Employees of Tierra Bonita Landscaping (the company that has the contract for grounds maintenance at the Recreation Center) reset the timer after the irrigation system line break in late July. This led to an excessive water use for a sixty-day period. Mr. Casey will

discuss this problem with Enrique Briano Rodriguez, the owner of the company, and report back to the Board.

- After the Recreation Center water leaks have been controlled, Mr. Casey will contact the City Water Department to discuss a credit for the water loss that occurred on November 15 when the main line broke and for any further water loss associated with the current second leak. The Board noted, however, that only one credit is allowed each year and it was likely that the credit for 2021 had already been used.

Grounds Maintenance Committee Report: Committee Chair Jo Beth Speyer reported that Reyes Morales had completed the biannual cleanup of the Saiz arroyo between the Recreation Center property and Los Nidos on November 15. The work was done as a joint project of the EPCSA and the Los Nidos HOA.

Unfinished Business

Clubhouse Reservation and Use Procedures: Ms. Shears reported that at its October 8, 2021, meeting the Board voted unanimously to revise rules II.B.1.b (Clubhouse Use Privileges) and II.B.2 (Rules for Clubhouse Use) in accordance with three documents submitted to the Board by Dr. Levine (see minutes of October 8 Board meeting and three addenda to the minutes). The Board's vote was subject to the understanding that a revision of rule II.B.2 (ix) (involving the responsibility of users to reset the alarm system prior to departing the Clubhouse after an event) would be submitted for Board discussion and approval at the November 12 Board meeting, after which the revised rules would be posted in the Book of Resolutions on the EPCSA website. The agenda item related to the proposed Rule II.B.2 (ix) revision was moved from the November to the December Board meeting. Ms. Shears reported that she had recently discussed this matter with Dr. Levine, Ms. Burke, and Mr. Casey.

All agreed after further reflection on Rule II.B.2 (ix) that it would be best not to detail a process for how the alarm system would be set and by whom after an event. It was agreed that more experience with the new security system was needed and that the Recreation Center Manager and the Clubhouse Events Coordinator are in the best position to determine who would set the alarm after an event. This could change from event to event. The Clubhouse Events Coordinator would then decide about this for each event and indicate that in his/her email (based on the Board-approved email template of October 8, 2021) to the person reserving the Clubhouse to confirm the event. Accordingly, the group recommended that the previous language of Rule II.B.2 (ix) of the Cleanup Checklist be retained, namely: *"The Clubhouse doors have been locked, and the building alarm reset if/as directed by the Recreation Center Manager or Events Coordinator."*

A motion duly made and seconded to adopt the above language was passed unanimously after a discussion. Ms. Shears will ensure that the Book of Resolutions (last updated September 10,

2021) will be further updated to include the revisions approved by the Board at its October meeting and the language adopted for Rule II.B.2 (ix) at the December 10 meeting.

New Business

EPCSA Web Site Security: Dr. Levine reported that during the past year the Presidents of some neighborhood subdivisions had emailed him expressing concerns about the contact information for their Board members and officers being posted on the EPCSA web site. Some claimed that the information was being used for fraudulent purposes. Dr. Levine had then discussed the matter with Ms. Shears and the EPCSA's web site manager, and it was decided to make the following changes on the web site effective immediately:

- The contact information for only the President and ARC Chair will be posted for each neighborhood subdivision.
- The contact information for only the President, Treasurer and Secretary will be posted on the EP Board of Directors web page.
- The contact information for only the ARB Chair will be posted on the EP ARB web page.
- Only Dr. Levine's contact information will be displayed on the "For Realtors" web page and realtors and others looking for neighborhood subdivision information will be directed to contact Dr. Levine to obtain a telephone number or email address for the listed individual for each neighborhood subdivision who is responsible for providing Disclosure Certificates for home sales.
- Actual email addresses will not be posted on the web site. Instead, the name of everyone (as listed above) whose contact information will be left on the website will be shown as a hyperlink that will enable an email to be sent to the individuals shown in this way.
- The La Viveza neighborhood subdivision represents a special case in that Rebecca Dunn Shaw, President of the Association, has requested that no contact information be posted on the La Viveza web page. She further requested that her name be removed from the web page. She accepted a proposal from Ms. Shears that in place of her name the La Viveza web site would show "President: Contact: information@estanciaprimer.org." Emails sent to this address will be accessed by Ms. Shears who will forward such messages to Ms. Shaw or other members of the La Viveza HOA. Dr. Levine will contact the EPCSA's web site manager to have this change made. The names of other Board members and officers of the La Viveza HOA will be left on the web page unless they individually request the removal of their names.
- The Cumbre Vista neighborhood subdivision wishes that only its President's contact information be listed.

Homeowner Comments

Rebecca Dunn Shaw thanked the Board members for their expertise and the time they devote to the EPCSA's affairs on behalf of the Members.

Announcements

The next EPCSA Board meeting will be held on Friday, January 14, 2021 using Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and Ms. Shears adjourned it at 10:32 am.

Minutes prepared and submitted by: Errol Levine Date: 12/13/2021

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 1/14/2022

(Brenda Shears - President)

2021 expenditures now higher, or likely to be higher at year-end, than 2021 budget,
or income or savings now lower than 2021 budget

2022 budget higher than 2021 budget for expenditures; lower for income or savings

2022 budget lower than 2021 budget for expenditures; higher for income or savings

12/5/2021

Estancia Primera Community Services Association

TREASURER'S PROPOSED 2022 BUDGET

		2021 Budget	11 Months 2021 Expend	Proposed 2022 Budget
EXPENDITURES				
I. ADMIN & OFFICE				
1.	ARB Admin & Office (6012)	25	71	100
2.	Insurance (Prop, Liabil, D&O) (6045)	11,800	12,700	13,000
3.	Licenses & Permits (6060)	150	10	50
4.	Admin & Office (6010)	80	145	200
II. GENERAL EXPENSE				
5.	CPA for Compilation required by HOA Act	0	0	600
6.	Website Hosting/Domain Name (6066)	225	187	225
7.	Taxes (7110)	30	0	30
8.	Mileage and Parking (7125)	30	0	30
9.	Legal, General (7201)	1,000	0	1,000
10.	Web Support (7203)	1,000	610	1,000
11.	Bookkeeper (7204)	3,300	2,342	3,000
12.	General Management (7206)	7,200	6,897	7,200
13.	Office Supplies (7210)	600	0	600
14.	General Expense - Other (6011)	50	90	100
IV. SOCIAL EVENTS AND DECORATIONS				
15.	Social Events (6030)	500	0	500
16.	Exterior Decorations (7020)	400	0	400
V. GROUNDS/EXTERIOR				
17.	Grounds Maintenance (6040)	7,900	10,810	16,000
18.	Grounds Supplies (6091)	700	15	200
19.	Entry Sign Maintenance (6092)	150	695	150
20.	Snow Removal (7100)	1,300	271	900
21.	Electricity for Entry Signs (7115)	500	209	300
VI. REC CENTER UTILITIES				
22.	Refuse (7070)	700	410	700
23.	Electricity (7010)	3,350	2,469	3,350
24.	Gas (7015)	2,500	2,871	3,300
25.	Phone (7035)	525	930	1,000
26.	Water (7060)	8,100	7,186	8,800
VII. CLUBHOUSE MAINTENANCE				
27.	Cleaning Service (7031)	1,600	0	1,600
28.	Maintenance Supplies (7032)	1,000	1,695	1,700
29.	Maintenance Labor (7033)	3,800	0	1,000
30.	Roof Maintenance (7037)	200	0	200
31.	Security (7050)	1,100	2,594	1,100
32.	Furnishings/Equipment Repair/Replace (7095)	800	0	800
33.	Other Maintenance (7029)	800	2,907	800
VIII. POOL/TENNIS COURT MAINTENANCE				
34.	Pool Maintenance (7040)	800	0	400
35.	Pool Supplies (7042)	2,700	87	500
36.	Pool Furniture Repair/Replace (7043)	500	0	500
37.	Pool Management Service (7045)	6,000	9,461	10,000
38.	Tennis Court Maintenance (7055)	1,200	301	800

		2021 Budget	11 Months 2021 Expends	Proposed 2022 Budget
	Subtotal, Operating Expenses	72,615	65,963	82,135
IX. CONTINGENCY FUND				
39.	10% Contingency Fund for Unexpected Costs (8050)	7,262	0	8,214
	TOTAL, OPERATING EXPENSES & CONTINGENCY FUND	79,877	65,963	90,349
40.	X. ADDITION TO RESERVES FOR REPLACEMENT OF EQUIPMENT/ASSETS	39,895	54,615	30,316
	GRAND TOTAL	119,772	120,578	120,664

INCOME

A.	Assessment Income (4000) (2022: \$656/home X 181; \$66/lot X 8;)	118,772	118,772	119,264
B.	Delinquent Assess. Interest/Fees (4018)	0	0	0
C.	Interest (4025)	100	106	100
D.	Rec Center Card Replacement Fees (4030) (2022: 2 replacements @ \$50)	0	500	100
E.	Clubhouse Use Fees (4290) (2022: 8 uses @ \$75)	300	825	600
F.	Property Sale Disclosure Fees (4295) (2022: 8 disclosures @ \$75)	600	375	600
	TOTAL INCOME	119,772	120,578	120,664

ESTANCIA PRIMERA ARB - PROJECTS IN PROGRESS - December 10, 2021

	<u>Owner Name</u>	<u>Address</u>	<u>Project</u>	<u>ARB Conditional Approval Date</u>	<u>Deposit</u>	<u>Deposit Refunded</u>	<u>Current Status and Final Approval</u>
1	Anderson	796 Aspen Compound	Landscaping	June 16, 2021	\$250	Yes	Final approval granted
2	Bouldin	779 Paseo Cresta	Rooftop solar panels	May 2021	\$250	No	Installation pending
3	Bradford	753 Aspen Compound	Mini-split AC system	July 9, 2021	\$250	No	Installation pending
4	Conine	748 Calle Altamira	Terrace wall & brick walkway	October 10, 2021	\$250	Yes	Final approval granted
5	Hermas/Stock	668 La Viveza	Atrium Window Renovation	Conditional approval pending	\$250	No	Construction pending
6	Hudson/Kaplan*^	759 Paseo Cresta	New deck/flagstone; New roof, re-stucco; stain/seal wood beams on new deck. Mini-split AC installation.	Nov. 1, 2020; May 8, 2021 (AC)	\$500	No	Inspection required
7	Miller	425 Los Altos Way	New home/landscaping	Approved	\$1,100	No	Home complete/ landscaping pending. ARB requires dead vegetation to be removed and landscaping to be completed by December 31, 2021. Fine of \$2,500 assessed by ARB for failure to address various issues in a timely manner.
8	Molinari	625 Cumbre Vista	Coyote fence extension	May 17, 2021	\$250	No	Installation pending
9	Otto/Coffee	648 La Viveza Ct	Fence/gate Installation	July 9, 2021	\$250	No	Construction Pending
10	Raczynski/Phillips	621 Cumbre Vista	New garage & AC mini-splits; Rooftop Solar panels	7/9/2021; 10/15/2021	\$1,700	No	Construction pending
11	Richards	750 Calle Altamira	Low retaining walls & drainage work	Pending	\$250	No	Construction pending
12	Sommer	766 Calle Altamira	New home	January 28, 2021	\$1,500	No	Construction not yet started
13	Streets	782 Paseo Cresta	New home/new wall	April 2021 (wall)	\$1,100	No	Gabions installed without ARB approval. ARB requires their removal. Drainage of lot needs to be addressed via landscaping plan. Stucco "undulations" not approved by ARB. Certificate of Noncompliance will be filed with Santa Fe County Clerk. landscaping incomplete.
14	Sullivan	776 Calle Altamira	AC Enclosure Modification for Noise Abatement	August 23, 2021	No deposit required	NA	Project approved - 10-26-2021
* \$250 deposit paid by Marcia Kaplan		^ \$250 deposit paid by Hudson's					