

**Estancia Primera Community Services Association (EPCSA)**  
**Minutes of the Meeting of the Board of Directors**  
**Friday, January 14, 2022**

**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, Gene Creely, Jill McIntosh, Jo Beth Speyer, and Leslie-Walker Hirsch.

**Others Present:** Greg Casey (Recreation Center Manager).

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

## **Reports**

**Treasurer's Report:** Treasurer Scott Bunton indicated that as of December 31, 2021 the Association's operating checking account contained \$9,886.40 (of which \$7,650 represented ARB performance deposits) and the capital reserve savings account contained \$225,791.19. He reported that EPCSA ended 2021 with its operating expenses within the total of its 2021 operating budget plus the 10 percent contingency fund, leaving a surplus of approximately \$2,600. A net amount of slightly more than \$23,000 was added to the capital reserve account after the capital reserve expenditures made during the year were paid.

About \$5,000 was withdrawn from the contingency fund during 2021 to cover the unexpected costs associated with various leaks that occurred at the Recreation Center. In the future, Mr. Bunton will highlight significant departures from the budget in his monthly financial reports sent to the Board by adding footnotes and will also mention those in his covering email to the Board members.

Mr. Bunton reported that our 2021 year-end financial data had been sent to CPA Richard Neel of Albuquerque who will perform the 2022 EPCSA financial compilation required by the NM HOA Act. Mr. Bunton further reported that as of January 12, owners of 122 of EP's 189 properties had paid their 2022 assessments.

Mr. Bunton indicated that Keith Kintigh (421 Calle Kokopelli) had recommended purchasing a Wi-Fi modem for about \$200 for the Clubhouse instead of paying each month to lease one from CenturyLink. Mr. Kintigh had advised that if we pay CenturyLink \$99 to perform the installation, it will give us a much-improved modem for the same price that will provide triple

the Wi-Fi speed and there would be no increase in our monthly phone bill. A motion duly made and seconded to approve a cost not to exceed \$340 including tax to purchase a CenturyLink modem and have it installed by them was passed unanimously after a discussion.

**Architectural Review Board (ARB) Report:** ARB Chair Kurt Sommer could not attend, and Secretary Errol Levine reported on his behalf. He indicated that there are currently thirteen ARB projects in various stages of progress (see attached spreadsheet). Three are major (Appendix IV) projects and ten are minor (Appendix III) projects. He noted significant issues involving two 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 of the property. Barbara Chamberlin agreed to write to the property owners asking that they contact Mr. Sommer to request an inspection of the renovations so that final ARB approval may be granted.
- Sullivan Property (776 Calle Altamira): This property is under contract, but the sale cannot close until a new roof and a radon mitigation installation required by the prospective new owners have been completed. The ARB regards the new roof installation as a basic roof replacement requiring only ARB and neighbor notification. The Radon mitigation system requires an Appendix III application that was submitted by Ms. Sullivan and recently granted conditional approved by the ARB.

President Brenda Shears provided follow-up about two appeals of ARB decisions that had been filed with the Board:

- Miller Project (425 Los Altos Way). Dr. Miller filed an appeal with the Board via email of the \$2,500 fine applied against her by the ARB and of the ARB requirement that she complete her lot cleanup and landscaping not later than December 31, 2021. Ms. Shears is assembling the necessary documents for an appeal hearing.
- Streets Project (753 Paseo Cresta). At its meeting on October 26, 2021 the ARB had decided that unapproved gabions installed on the property should be removed no later than December 31, 2021 and that a Certificate of Non-Compliance should be filed against the property with the Santa Fe County Clerk for Ms. Streets' unapproved use of stucco undulations around every exterior edge of the home. Mr. Sommer informed Ms. Streets about these decisions in a letter dated November 21, 2021. However, Ms. Streets did not appeal the decisions within the allowed thirty-day period after she received Mr. Sommer's letter.

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. They also submitted a Request for Inspection of the ARB's records pertaining

to the property. Ms. Shears and Mr. Sommer provided the requested documents on December 16, 2021. On December 20, 2021, Ms. Shears received a follow-up email from Carla Skeen asking that an alleged additional violation on the Streets' property consisting of a metal portal roof visible from the street be added to the appeal. On December 31, 2021, Ms. Shears received a follow-up communication from Ms. Walta requesting additional EPCSA documents shown as attachments to the emails in the original production. Mr. Sommer is assembling the additional documents requested by Ms. Walta as appropriate.

Mr. Sommer has tentatively arranged to meet with Ms. Skeen and Ms. Walta towards the end of January to discuss their Notice of Appeal. Ms. Shears will wait for a report from that meeting before setting a date for the appeal.

**Real Estate Report:** Jill McIntosh reported that a home at 776 Calle Altamira is currently under contract and the sale is expected to close at the end of January. A vacant lot in Cresta is currently listed for sale. Eight homes and one unbuilt lot were sold during 2021.

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

- During routine pool maintenance by Kokopelli Pool and Spa, LLC., in September 2021, the pool was accidentally half emptied because of a valve misuse. The Company owner, Carver Busch, has agreed to credit the Association's next bill for \$260.52 for the estimated cost of refilling the pool.
- On November 15, the main waterline to the Clubhouse broke. After the leak site was excavated a break in a PVC pipe was located and repaired on December 2 by American Leak Detection Company (ALD). After the main leak was repaired, the Association continued to receive leak alerts via the City's Eye on Water app. The leak was determined to originate in a toilet in the Clubhouse and that was repaired on December 16. After the repairs, Mr. Casey contacted the City's Water Department, and the City issued a credit for \$1,860 for the water loss. The credit will be applied to the Association's future water bills.
- Mr. Casey met with Enrique Briano Rodriguez, the owner of the company that provides grounds maintenance for the EPCSA, to discuss excessive water use between August and October resulting from improper setting of the irrigation system controls by company employees. Mr. Rodriguez agreed to issue a credit of \$600 that will be applied to future Association grounds maintenance bills.
- Effective January 1, 2022, Mr. Casey will be responsible for monitoring the City's Eye on Water app for the Recreation Center.
- When the main water line to the clubhouse broke, it became apparent that high water pressure in the City's water lines might be responsible for it. ALD had therefore recommended the installation of a pressure reducing valve (PRV) for the line. They provided a quote of about \$5,200 for the work. Mr. Casey obtained a second quote for a total of \$3,957 (including tax)

from TLC of Santa Fe. A motion made and duly seconded to hire TLC to install the PRV was then passed unanimously after a discussion. Mr. Casey advised that installation of a PRV on the main line to the irrigation system was not needed because the PVC pipe had been replaced with a galvanized steel pipe and because lowering of the line pressure might result in malfunction of the irrigation system.

- Plaster cracks have developed on the east wall of the racquetball court and in other parts of the clubhouse and Mr. Casey will seek opinions about possible underlying structural issues. If there are no underlying problems, he will obtain estimates for crack repair work.
- Mr. Casey has noted a couple of low-lying areas on the newly installed tennis court surface where water accumulates. He will contact the company that installed the surface to determine whether anything can be done about these.

The Board commended Mr. Casey for his diligence in dealing with the Recreation Center leaks and for largely recovering the costs for the excessive water use at the Recreation Center that resulted from the leaks and other mishaps.

**Grounds Maintenance Committee Report:** Committee Chair Jo Beth Speyer indicated that she had nothing to report.

### **Unfinished Business**

Dr. Levine reported that in accordance with Rule III.K.1 in the Book of Resolutions he had requested and received completed Conflict-of-Interest statements for 2022 from all nine Board members.

### **New Business**

Ms. Shears indicated that, as she had previously notified EP owners, there is a man in a white Chevrolet truck without a license plate who frequently parks near the south EP entrance to watch our residents come and go. He has sometimes followed owners as far as their places of work. An owner recently saw the man again and called the non-emergency Santa Fe Police Department number (505-428-3710) to report this. Officer Stevenson called to interview the owner and assigned a Case number 2022-000487. She asked that we use this case number to report future sightings of this individual.

### **Homeowner Comments**

There were none.

### **Announcements**

The next EPCSA Board meeting will be held on Friday, February 11, 2022 using Zoom.

**Adjournment:** A motion was made, seconded, and approved unanimously to adjourn the meeting, and Ms. Shears adjourned it at 9:54 am.

Minutes prepared and submitted by: Errol Levine Date: 1/16/2022

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 2/11/2022

(Brenda Shears - President)

| <b>ESTANCIA PRIMERA ARB - PROJECTS IN PROGRESS - January 14, 2022</b> |                                       |                    |   |  |                |                         |  |
|---|---------------------------------------|--------------------|---|--|----------------|-------------------------|--|
|   | <b>Owner Name</b>                     | <b>Address</b>     | <b>Project</b>  | <b>ARB Conditional Approval Date</b>                           | <b>Deposit</b> | <b>Deposit Refunded</b> | <b>Current Status and Final Approval</b>   |
| 1   | Bouldin                               | 779 Paseo Cresta   | Rooftop solar panels  | May 2021   | \$250          | No                      | Installation pending   |
| 2   | Bradford                              | 753 Aspen Compound | Mini-split AC system  | July 9, 2021   | \$250          | No                      | Installation pending   |
| 3   | Conine                                | 748 Calle Altamira | Brick walkway & terrace wall  | October 10, 2021   | \$250          | No                      | Final approval granted   |
| 4   | Hermas/Stock                          | 668 La Viveza      | Atrium Window Renovation  | Conditional approval pending                                   | \$250          | No                      | Construction 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                      | Inspection required  |
| 6   | 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. Appeal of ARB decisions filed by Dr. Miller .   |
| 7   | Molinari                              | 625 Cumbre Vista   | Coyote fence extension  | May 17, 2021   | \$250          | No                      | Installation pending   |
| 8   | Otto/Coffee                           | 648 La Viveza Ct   | Fence/gate Installation   | July 9, 2021   | \$250          | No                      | Construction Pending   |
| 9   | Raczynski/Phillips                    | 621 Cumbre Vista   | New garage & AC mini-splits; Rooftop Solar panels   | 7/9/2021; 10/15/2021   | \$1,700        | No                      | Construction pending   |
| 10  | Richards                              | 750 Calle Altamira | Low retaining walls & drainage work   | Pending  | \$250          | No                      | Construction pending   |
| 11  | Sommer                                | 766 Calle Altamira | New home  | January 28, 2021   | \$1,500        | No                      | Construction started 1-3-22  |
| 12  | 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 Non-compliance will be filed with Santa Fe County Clerk. Appeal of ARB decisions filed by Carla Skeen & Mary Walta - 12-7-2021. |
| 13  | Sullivan                              | 776 Calle Altamira | Roof replacement & Radon Mitigation System  | Approval for radon mitigation installation granted - 1-14-2022 | \$250          | No                      | Notice received & accepted for basic roof replacement. Final approval for Radon mitigation installation pending.   |
|   | * \$250 deposit paid by Marcia Kaplan |                    | ^ \$250 deposit paid by Hudson's  |  |                |                         |  |