

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, January 10, 2020

Call to Order: Vice President Scott Bunton (in the absence of President Brenda Shears) called the meeting to order at 9:00 a.m. at the Recreation Center Conference Room.

Directors in Attendance: Scott Bunton (Vice-President/Treasurer), Errol Levine (Secretary), Connie Burke, Barbara Chamberlin, Carol Genebach, Jill McIntosh and William Schiller.

Others Present: Greg Casey (Recreation Center Manager).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of November 8, 2019 were approved unanimously via email and mail correspondence in November and have been posted on the EPCSA website.

Reports

Treasurer's Report:

Treasurer Bunton reported that the Association's financial affairs remained in good order. Our bookkeeper, Greg Klos, is currently working on the December 2019 financial reports and those documents will be available soon. The operating checking account (exclusive of the ARB deposits) contained \$68,406.76 on November 30, and the capital reserves savings account contained \$109,096.27.

Mr. Bunton indicated that the Association had ended 2019 with a net profit of about \$16,000. This is less than in the two preceding years. Mr. Bunton reported that he will request the Board's approval to transfer the surplus amount into the Capital Reserves savings account when the year's books are closed for 2019, as has been done in the past several years. Then, once the 2020 assessments have been received, the 2020 proposed budget calls for transfer subject to Board approval of \$25,700 into that account, producing a new total of about \$150,796.

Mr. Bunton further indicated that to date about fifty percent of Estancia Primera owners had paid their annual assessments for 2020.

ARB Report:

ARB Applications and Projects: ARB member William Schiller reported as follows on behalf of ARB Chair Kurt Sommer:

New and Pending Projects:

- a. 653 Cumbre Vista Drive. An application to install a rooftop air conditioning unit was approved subject to the unit and any conduits related to it being painted the same color as the stucco. This project is awaiting a final inspection.
- b. 762 Calle Altamira. An application to install a new fence has been approved.
- c. 609 Cumbre Vista Drive. An application to install a rooftop air conditioning unit has been approved subject to compliance with conditions set by the Cumbre Vista Architectural Review Committee. This project is awaiting final inspection.
- d. 400 Calle Kokopelli. A performance deposit for a project at this home was received without an ARB application. The matter is on hold pending receipt of an application from the owner or her contractor.
- e. 600 Los Altos Norte. An approved rooftop solar panel installation is complete and is awaiting an ARB inspection.
- f. 608 Los Altos Norte. An application to install a rooftop air conditioning unit was approved subject to a parapet extension being done with the installation. This project is complete and has been inspected and approved by the ARB. The performance deposit will be refunded.
- g. 759 Paseo Cresta. An application to construct an exterior deck/porch over the front entrance has been approved and construction is proceeding.
- h. 425 Los Altos Way. A new home is under construction and is close to completion.
- i. 782 Paseo Cresta. An application to construct a new home was approved subject to some driveway modifications being made in the plans for the new home. A City building permit has been issued for the project.
- j. 408 Calle Kokopelli. A new home is under construction and is nearing completion. The Kachina Hills Architectural Review Committee (ARC) has concerns regarding the roof and stucco colors. The roof consists of a white membrane that might be visible from EP homes at higher levels. The Kachina Hills ARC is requesting that the roof membrane be coated or colored so that its color matches that of the adjacent parapets. Also, a landscaping plan for the property has not yet been submitted to the Kachina Hills ARC.
- k. 787 Avenida Primera South. An application to install rooftop solar panels has been recommended for approval by the Cresta neighborhood subdivision Architectural Review Committee. The ARB is currently evaluating the plans for the proposed installation.

Real Estate Report: Jill McIntosh presented a summary of 2019 and of 2020 year-to-date real estate activity in EP. She indicated that during 2019 thirteen EP properties had been sold including five that had

sold for over one million dollars. There are currently two homes and one vacant lot that are active and one home that is under contract. She thanked Errol Levine for preparing the disclosure documents for the thirteen property sales during 2019.

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

- Three bids are now available for a new security and video camera system for the clubhouse. Mr. Casey will discuss these with Ms. Shears and Mr. Bunton and will present them at the next Board meeting with a recommendation.
- New LED lights have been installed at the racquetball court and the court's air vents have been cleaned.
- The existing locks on the lockers in the men's and women's locker rooms have been removed and their replacement with hasps will occur as soon as the hasps become available from the supplier.
- Some light bulbs in the ceiling of the clubhouse conference room need to be replaced.
- There is a persistent leak from a urinal in the men's locker room. Mr. Casey will call out a plumber to remove the urinal and repair the leak.
- Mr. Casey will soon contact Lee-Sure Pools Inc. to schedule some necessary tile replacements at the pool.

Grounds Report: Jo Beth Speyer reported via email that there had been no recent activity by the Grounds Maintenance Committee.

Unfinished Business

Recreation Center Concrete and Tile Replacement: Mr. Bunton and A.L. Bontrager (501 Camino Los Altos) reported that they had obtained three bids that had been solicited by our architect consultant Tom Easterson-Bond. One of the bids was incomplete in that it did not include all the options requested. The low bid was for \$92,171. The work involved includes replacing the tile at the clubhouse entry with Colorado red flagstone and replacing the concrete walkway at the front of the clubhouse and tennis court extending to the east end of the court. Mr. Bontrager indicated that the concrete work would need to be done in a manner that makes the tennis court access ADA compliant. He pointed out that the proposed project does not include the concrete walkway that extends from the east end of the tennis court to the east entry to the clubhouse parking lot. The new and old concrete were therefore likely to have different colors and he considered this aesthetically undesirable.

Mr. Bontrager indicated that the bids did not include a breakdown of the separate costs for the tile and concrete replacement projects, but he expected that the tile replacement project would cost about \$35,000 to \$45,000. The Board noted that if both projects were performed at a cost of \$92,171 during 2020 the Capital Reserve Account would be reduced to about \$58,000. There was a consensus that this was unacceptably low. Most Board members felt that it would be best to defer the concrete replacement until

a later year and get only the tile replacement done during 2020. It was therefore agreed that Messer's Bunton and Bontrager should request Mr. Easterson-Bond to get the three companies that had submitted bids to resubmit bids for the tile replacement only. If the revised bids are available for the February Board meeting, the Board can then approve one of them and the work can then be scheduled in the spring prior to the pool opening.

New Business

Conflict of Interest Statements: Secretary Levine reported that he had received signed conflict of interest statements for 2020 from all nine Board members as is required by Rule III.K.I in the EPCSA's Book of Resolutions. These will become part of the EPCSA's records.

Lot Consolidation in Cresta Neighborhood Subdivision: Dr. Levine reported that the owners of lot 777 Paseo Cresta had informed Ms. Shears that after obtaining Quiet Title to a vacant lot (775 Paseo Cresta) adjacent to their property they had had the two lots legally consolidated into one lot. They also provided a City plat to confirm this (attached). Dr. Levine had confirmed this with the County Assessor's office. Accordingly, lot 775 Paseo Cresta no longer exists and the Cresta plat has been revised. The EPCSA will therefore assess the owners of 777 Paseo Cresta for a dwelling on a single lot from 2020 onwards. Accordingly, Estancia Primera now has a total of 189 lots.

Homeowner Comments

There were none.

Announcements:

The next EPCSA Board meeting will be held on Friday, February 14, 2020.

Adjournment

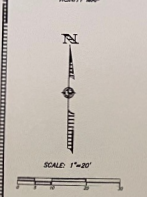
A motion was made, seconded and approved unanimously to adjourn the meeting, and Vice President Bunton adjourned it at 9:44 am.

Minutes prepared and submitted by: Errol Levine Date: 2/12/2020

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L. Shears Date: 2/14/2020

(Brenda Shears - President)



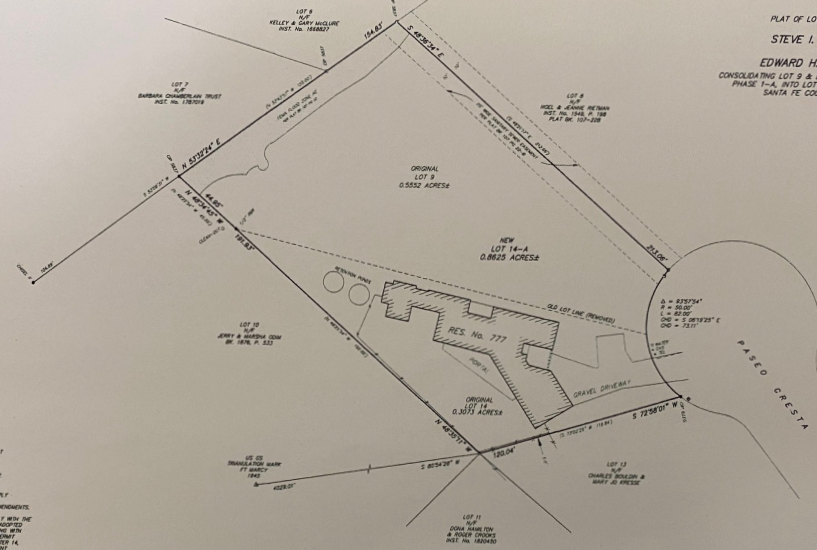
- LEGEND**
- Survey boundary
 - Property boundary
 - Right-of-way
 - Other

- NOTES**
1. BASE OF RECORDS: THIS SURVEY IS BASED ON THE SURVEY OF THE BOUNDARY OF LOT 14, AS SHOWN ON PLAT NO. 178724, IN THE STATE PLANS, GENERAL, SERIES 1000.
 2. THIS SURVEY IS BASED ON A PLAN OF REVISION OF THE SURVEY OF THE BOUNDARY OF LOT 14, AS SHOWN ON PLAT NO. 178724, IN THE STATE PLANS, GENERAL, SERIES 1000.
 3. THE SURVEY IS BASED ON A PLAN OF REVISION OF THE SURVEY OF THE BOUNDARY OF LOT 14, AS SHOWN ON PLAT NO. 178724, IN THE STATE PLANS, GENERAL, SERIES 1000.
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 10. THE SURVEY IS BASED ON A PLAN OF REVISION OF THE SURVEY OF THE BOUNDARY OF LOT 14, AS SHOWN ON PLAT NO. 178724, IN THE STATE PLANS, GENERAL, SERIES 1000.

CERTIFICATE

I, Philip B. Wagner, a duly Licensed Professional Surveyor in the State of New Mexico, do hereby certify that the above described survey was made by me or under my direct supervision and that I am responsible for the accuracy of the same. I further certify that the information contained herein is true and correct to the best of my knowledge, information and belief.

Philip B. Wagner
 1000 West 1st Street
 Santa Fe, NM 87501
 P.O. Box 22713



PLAT OF LOT CONSOLIDATION
 FOR
 STEVE I. SCHNEIDER
 &
 EDWARD H. PLATTE, JR.
 CONSOLIDATING LOT 9 & LOT 14 OF ESTANCIADA PRIMERA,
 PHASE 1-A, INTO LOT 14-A, CITY OF SANTA FE,
 SANTA FE COUNTY, NEW MEXICO.

851 05

NET NO. 1891127
 COUNTY OF SANTA FE
 STATE OF NEW MEXICO
 I, Philip B. Wagner, Surveyor No. 9736, do hereby certify that the above described survey was made by me or under my direct supervision and that I am responsible for the accuracy of the same. I further certify that the information contained herein is true and correct to the best of my knowledge, information and belief.

Philip B. Wagner
 1000 West 1st Street
 Santa Fe, NM 87501
 P.O. Box 22713

AFFIDAVIT

THE FOREGOING SURVEY AND LOT CONSOLIDATION WERE MADE WITH THE BEST CONSCIENCE AND IN ACCORDANCE WITH THE USAGES AND CUSTOMS OF THE COUNTY AND STATE OF NEW MEXICO, AND THE JURISDICTION OF THE CITY OF SANTA FE.

Subscribed and sworn to before me this 9th day of September, 2015.

Edward H. Platte, Jr.
 Steve I. Schneider



PROVIDING INFORMATION FOR COUNTY CLERK	LOT CONSOLIDATION SURVEY
OWNER: STEVE I. SCHNEIDER, EDWARD H. PLATTE, JR.	LOCATION: ESTANCIADA PRIMERA, PHASE 1A, PLAT NO. 178724, IN THE STATE PLANS, GENERAL, SERIES 1000.
SECTION: 17, T. 17 N. R. 22 E. S. 24 N. 1/4	PLAT NO. 178724, IN THE STATE PLANS, GENERAL, SERIES 1000.
PLAT NO. 178724, IN THE STATE PLANS, GENERAL, SERIES 1000.	PLAT NO. 178724, IN THE STATE PLANS, GENERAL, SERIES 1000.
PLAT NO. 178724, IN THE STATE PLANS, GENERAL, SERIES 1000.	PLAT NO. 178724, IN THE STATE PLANS, GENERAL, SERIES 1000.
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Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, February 14, 2020

Call to Order: President Brenda Shears called the meeting to order at 9:03 a.m. at the Recreation Center Conference Room.

Directors in Attendance: Brenda Shears (President), Scott Bunton (Vice-President/Treasurer), Errol Levine (Secretary), Connie Burke, Barbara Chamberlin, Jill McIntosh and William Schiller.

Others Present: Greg Casey (Recreation Center Manager) and Jo Beth Speyer (Grounds Maintenance Committee Chair)

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of January 10, 2020 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Bunton distributed the January 2020 Balance Sheet and Profit and Loss Budget versus Actual Statement to the Board members via email prior to the meeting. As of January 31, after receipt of most of the annual assessments, the EP checking account contained \$171,926.98 and the capital reserve savings account contained \$109,105.53. The year-end report for 2019 confirmed there was an operating account surplus of \$14,676.02. The EPCSA can therefore now transfer the latter amount and the 2020 budgeted amount of \$25,697 into the capital reserve savings account resulting in a new account total of \$149,478.55. Upon a motion duly made and seconded, the Board voted unanimously to transfer these amounts into the reserve account.

As of February 14, the 2020 assessments had been paid in full by all but four EP property owners. If these four remaining payments are not received by February 15, Ms. Shears will send certified letters via the U.S. Postal Service, return receipt requested, to the lot owners involved indicating that as per rules III.F.5 and III.F.6 in the Book of Resolutions they are officially delinquent and will be responsible for paying the assessment amount outstanding, the delinquency administrative costs fee of \$50 and any accrued interest. The letters will indicate also that if the amounts owed are not paid in full within ten days after the delivery date of the letter, the Board will be requested to consider filing a Notice of Claim of Lien against the lots of the delinquent members.

The Board expressed its sincere appreciation to Mr. Bunton for his intensive efforts to collect the annual assessments. The Board noted that most lot owners had paid their annual assessments prior to January 31 but there existed a group of about 20 owners who required multiple reminders via email, letters sent via

the U.S. Postal system and by telephone before their payments were made. The Board felt unanimously that this was unacceptable since it placed a heavy and unnecessary burden on Mr. Bunton and the other Board officers. It was therefore agreed that the Board would consider revising Rule III.F. (Setting and Collecting the EPCSA'S Annual Assessment) in the Book of Resolutions at its March meeting to accomplish the following goals:

- Owners who are delinquent on February 15 of each year will be declared “not in good standing” and will be denied use of the Recreation Center facility by inactivation of their access cards.
- The schedule of notifications of outstanding assessment payments will be accelerated so that the Board can file liens against the properties of delinquent owners at the March Board meeting.
- The Board will consider the initiation of foreclosures on uncured liens at its April meeting.
- The February email sent to all owners providing the agenda for the next Board meeting each year will contain the names and addresses of owners whose payments are in arrears.

Reimbursement of Expenses Incurred by Board Officers: Upon a motion duly made and seconded the Board agreed unanimously that Board officers will in the future be reimbursed for incidental administrative expenses incurred of \$200 or less without the need for Board approval provided that the reimbursement checks are signed by an officer other than the officer applying for reimbursement.

New Mexico Legislature Actions: Connie Burke informed the Board that House Bill 259 that had been introduced on January 27, 2020 in the New Mexico Legislature prohibited Homeowner Associations from foreclosing on unpaid assessments unless the accumulated assessments and dues exceeded twenty-five thousand dollars (\$25,000) at the time of filing. The Board agreed that this legislation, if passed, would be potentially very damaging to the EPCSA since it would for practical purposes prevent the Association from ever using foreclosure to collect unpaid assessments. The Board therefore asked Mr. Bunton and Ms. Shears to write to our representatives in the NM House and Senate (Speaker Brian Egolf and Senator Majority Leader Peter Wirth) expressing the Board's concerns about the proposed legislation.

(Further research performed after the Board meeting for the purpose of drafting the letter indicated that HB 259 had been revised by the House Judiciary Committee on February 13, 2020. The substitute Bill indicated that “*an Association's lien may be foreclosed in like manner as a mortgage on real estate.*” The Board officers agreed therefore that no letters should be sent at this time. The Bill was subsequently sent to the Senate Judiciary Committee. However, the latter Committee did not consider the Bill and it has therefore died in Committee. The Bill's sponsors may, if they wish, re-introduce it at the 2021 Regular Session. Continued vigilance by the Board will therefore be required in the future.)

ARB Report: ARB member William Schiller reported as follows on behalf of ARB Chair Kurt Sommer:

New and Pending Projects:

- a. 653 Cumbre Vista Drive. An application to install a rooftop air conditioning unit was approved subject to the unit and any conduits related to it being painted the same color as the stucco. This project is awaiting a final inspection.
- b. 762 Calle Altamira. An application to install a new fence has been approved.
- c. 609 Cumbre Vista Drive. An application to install a rooftop air conditioning unit has been approved subject to compliance with conditions set by the Cumbre Vista Architectural Review Committee. This project is awaiting final inspection.
- d. 400 Calle Kokopelli. A performance deposit for a project at this home was received without an ARB application. The matter is on hold pending receipt of an application from the owner or her contractor.
- e. 600 Los Altos Norte. An approved rooftop solar panel installation is complete and is awaiting an ARB inspection.
- f. 759 Paseo Cresta. An application to construct an exterior deck/porch over the front entrance was approved. However, the project has been halted and it appears it may not be completed. Barbara Chamberlin was requested by the Board to determine how much work had been completed and whether if any work had been done it was visible from Paseo Cresta and neighboring homes.
- g. 425 Los Altos Way. A new home is under construction, but completion has been delayed. The adjacent street was also damaged by construction vehicle traffic and the Los Altos HOA had written to the owner and to the construction company regarding this but had not received any replies. When the owner applies for a refund of her performance deposit on completion of construction, the Los Altos HOA will ask the City to review the damage to the street and make recommendations as to how to proceed before the performance deposit is refunded.
- h. 782 Paseo Cresta. An application to construct a new home was approved subject to some driveway modifications being made in the plans for the new home. A City building permit has been issued for the project.
- i. 408 Calle Kokopelli. A new home is under construction and is nearing completion. The Kachina Hills Architectural Review Committee (ARC) has concerns regarding the roof and stucco colors. The roof consists of a white membrane that might be visible from EP homes at higher levels. The Kachina Hills ARC has requested that the roof membrane be coated or colored so that its color matches that of the adjacent parapets. Ms. Shears will investigate the current status of the roof coloring process. The owners' performance deposit will not be refunded until the roof problem is corrected.

- j. 787 Avenida Primera South. An application to install rooftop solar panels has been recommended for approval by the Cresta neighborhood subdivision Architectural Review Committee. The ARB is currently evaluating the plans for the proposed installation.

Real Estate Report: Jill McIntosh presented a summary of 2020 year-to-date real estate activity in EP. She indicated that there are currently two homes and one vacant lot that are active and that one home in La Viveza had recently been sold.

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

- Three bids are now available for a new security and video camera system for the clubhouse. He, Ms. Shears and Mr. Bunton will meet after the Board meeting to consider the bids. Ms. Shears and Mr. Casey will report back to the Board regarding this matter at the March meeting.
- He had recently received the necessary hardware to modify the lockers in the men's and women's locker rooms so they will use owner-provided locks, and he will arrange for installation of that hardware.
- A plumber has repaired a leaking urinal in the men's locker room.
- He had contacted Lee-Sure Pools Inc. to schedule some necessary pool tile grout repairs and to ensure that we are on their schedule for the pool opening in the spring.
- Barbara Chamberlin asked that the Board discuss a possible change in the fee charged for renting the Clubhouse. She felt that the current \$75 fee was appropriate for large parties that involved catering and food, but that it was excessive for small groups. Some Board members felt that the Board might consider having two fees with a lower fee for small groups. Mr. Casey and Ms. Burke indicated that this would not impose significant administrative problems. Ms. Chamberlain will present recommendations for a revised fee structure at the March Board meeting. There was a consensus that any new fee structure should be kept simple with no more than two fees.

Grounds Maintenance Committee Report: Jo Beth Speyer reported that the Committee is waiting to hear from Maryann Scanlon regarding her recommendations for spring plantings at the Recreation Center. She hopes to have a report and landscaping plan for the Board on this matter at the March Board meeting.

Unfinished Business

Recreation Center Concrete and Tile Replacement: The Board noted that the three bids for this combined project that had been received were all above \$90,000 and that it had decided at its January meeting that a single expenditure of this magnitude during 2020 would lower the capital reserve account to an unacceptable level. The Board had therefore agreed to proceed with the Clubhouse entry tile replacement and to defer the concrete replacement to a later year. Mr. Bunton reported that one of the three bidders for the combined project had indicated he was unwilling to submit a separate bid for only the tile replacement, and that neither of the other two original bidders had submitted separate bids for the

tile replacement. Additionally, the Board's Architect Consultant Tom Easterson-Bond had resigned from the project and had submitted an invoice for \$5,000 (plus gross receipts tax) for his participation to date in preparing the original bid package and its specifications, seeking bids from reputable Santa Fe contractors, and filing for and obtaining a City of Santa Fe building permit for the work.

The Board noted that its intention was to replace the clubhouse entry tile with Colorado red flagstone and that it would be appropriate therefore to seek new bids for this work from landscape companies. The Board noted also that it was unlikely that this work could be done prior to the spring pool opening and that it would therefore probably be deferred until after the pool closes in the fall. A Committee consisting of Ms. Shears, Mr. Bunton, Ms. Burke and A.L. Bontrager will solicit bids for flagstone installation from landscape companies and report back to the Board in March or April. Ms. Burke indicated that the exterior lighting at the clubhouse was inadequate especially in the parking lot area and requested that the Board consider the installation of additional lighting. The Board authorized her to investigate additional lighting and to obtain bids for this proposed work.

A motion duly made and seconded to pay Mr. Easterson-Bond the \$5,421.88 owed to him and to send him a letter of thanks for his work was passed unanimously.

New Business

There was none

Homeowner Comments

There were none.

Announcements:

The next EPCSA Board meeting will be held on Friday, March 13, 2020.

Adjournment

A motion was made, seconded and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:27 am.

Minutes prepared and submitted by: Errol Levine Date: 2/12/2020

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L. Shears Date: 2/14/2020

(Brenda Shears - President)

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, March 13, 2020

Call to Order: President Brenda Shears called the meeting to order at 9:07 am via videoconference.

Directors in Attendance: Brenda Shears (President), Scott Bunton (Vice-President/Treasurer), Errol Levine (Secretary), Connie Burke, Barbara Chamberlin, Carol Genebach, Jill McIntosh and William Schiller.

Others Present: Greg Casey (Recreation Center Manager), Jo Beth Speyer (Grounds Maintenance Committee Chair). MaryAnn Scanlon (Consultant Landscape Architect – 413 Los Altos Way).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of February 14, 2020 were approved unanimously as submitted.

Board Meetings via Videoconference: The Board agreed unanimously on the following arrangements:

- The Board will meet via videoconference until the Coronavirus pandemic has subsided in New Mexico.
- Board meetings will be recorded as is customary to facilitate preparation of meeting minutes by the Secretary. After preparation of the minutes is complete for each meeting, the recordings will be deleted.
- Owing to bandwidth limitations of the videoconference provider the Board is using, participation in Board meetings held via videoconference necessarily will be limited to Board members, the Recreation Center Manager, EPCSA Committee Chairs and consultants invited by the Board to present reports.

Reports

Treasurer's Report: Treasurer Bunton distributed the February 2020 Balance Sheet and Profit and Loss Budget versus Actual Statement to the Board members via email prior to the meeting. As of February 29, the EP checking account contained \$145,113.52 and the capital reserve savings account contained \$144,056.67. The increase in the latter account had resulted from the transfer of the 2019 year-end operating account surplus of \$14,676.02 and of the 2020 budgeted amount of \$25,697 into the account.

As of March 13, the 2020 assessments had been paid in full by all but one EP property owner. The latter had made a late payment of the annual assessment on a vacant lot but had failed to pay the delinquency administrative fee and the accrued interest charges. The owner has promised to pay these additional amounts, but payment has not been received to date.

ARB Report: ARB member William Schiller reported as follows on behalf of ARB Chair Kurt Sommer:

New and Pending Projects:

- a. 653 Cumbre Vista Drive. An application to install a rooftop air conditioning unit was approved subject to the unit and any conduits related to it being painted the same color as the stucco. This project is awaiting a final inspection.
- b. 762 Calle Altamira. An application to install a new fence has been approved.
- c. 609 Cumbre Vista Drive. An application to install a rooftop air conditioning unit has been approved subject to compliance with conditions set by the Cumbre Vista Architectural Review Committee. This project is awaiting final inspection.
- d. 600 Los Altos Norte. An approved rooftop solar panel installation is complete and is awaiting an ARB inspection.
- e. 759 Paseo Cresta. An application to construct an exterior deck/porch over the front entrance was approved. However, the project has been halted and it appears it may not be completed. An inspection of the property by the Cresta HOA President Barbara Chamberlin revealed that work on the porch had not begun. However, there were some windows around which new stucco had been installed but had not yet received a final color coat. There is also a boarded window on the second level. The Board noted that the initial application for the project was filed in August 2019 and according to ARB rules the owner has until August 2020 to complete the project or to return the home to its original condition.
- f. 425 Los Altos Way. A new home is under construction, but completion has been delayed. The adjacent street was also damaged by construction vehicle traffic and the Los Altos HOA had written to the owner and to the construction company regarding this but had not received any replies. When the owner applies for a refund of her performance deposit on completion of construction, the Los Altos HOA will ask the City to review the damage to the street and make recommendations as to how to proceed before the performance deposit is refunded.
- g. 782 Paseo Cresta. An application to construct a new home was approved subject to some driveway modifications being made in the plans for the new home. A City building permit has been issued for the project.

- h. 408 Calle Kokopelli. A new home is under construction and is nearing completion. The Kachina Hills Architectural Review Committee (ARC) had concerns regarding the roof color. The roof consists of a white membrane that might be visible from EP homes at higher levels. The Kachina Hills ARC has requested that the roof membrane be coated or colored so that its color matches that of the adjacent parapets. The owners have applied to the Kachina Hills ARC to apply an earth tone color to the white membrane. The application has been approved and the change will be made soon. The owners' landscaping proposal has still not been approved by the Kachina Hills ARC.
- i. 787 Avenida Primera South. An application to install rooftop solar panels was approved by the ARB. The panels have been installed and have passed a PNM inspection. The owner is waiting for the panels to be connected to the home's electrical supply by PNM after which she will apply for final ARB approval of the installation.
- j. 516 Los Nidos Drive. An application to revise the drainage from the garage roof using a new canale and an exterior downspout to bypass a wall-cavity roof drain had been received by the ARB and subsequently withdrawn by the owner prior to any EP ARB action having been taken.

Roof Replacements: Dr. Schiller indicated that the ARB had recently experienced serious and time-consuming problems with new roof installations. He pointed out that the current ARB policy, as described in paragraph 10 of Appendix II of the EPCSA Architectural Guidelines (Architectural Review Board Additional Requirements), allowed owners to proceed with roof replacements without submitting ARB applications provided that the new roof color was substantially similar to that of the existing roof. However, paragraph 10 required that owners replacing their roofs notify the neighborhood ARC and the EP ARB regarding their plans.

In one recent case a white membrane roof had been installed and in another a new canale had been installed without ARB approval. Dr. Schiller indicated that he had discussed the matter with ARB Chair Kurt Sommer, and both agreed that paragraph 10 needed to be modified so that future problems with new roof installations could be minimized. The Board after a discussion agreed to appoint a Committee consisting of Dr. Schiller, Dr. Levine and Mr. Bunton to revise Paragraph 10. The revised paragraph would then be sent to Mr. Sommer for his consideration and revisions. If Mr. Sommer accepted the revised paragraph or further revised it himself, he would then seek ARB approval for it after which he would submit the revised version of Paragraph 10 to the Board for further consideration and approval. Ms. Shears suggested that the Committee should consider also creating a form for roof replacement notifications that could be posted on the EPCSA website after both ARB and Board approval of the form had been obtained.

Real Estate Report (Jill McIntosh and Errol Levine): As of March 13, there are currently three homes and one vacant lot that are active, one home is under contract (private sale) and a home in La Viveza had recently been sold.

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

- Three bids are now available for a new clubhouse security and video camera system. These have been reviewed by a Committee consisting of Ms. Shears, Mr. Bunton and Mr. Casey. Mr. Casey had then contacted the three bidders to get the best possible quotes. It was agreed that the bids and the Committee's recommendations will be distributed to the Board which will consider this matter at its April meeting.
- There had been a delay in receiving the necessary hardware to modify the lockers in the men's and women's locker rooms. Mr. Casey will arrange for installation of that hardware as soon as it is received.
- He had contacted Lee-Sure Pools Inc. and some necessary pool tile repairs will be done in the week starting May 11, 2020.
- **Clubhouse closure.** Upon a motion duly made and seconded, the Board agreed unanimously that owing to COVID-19 having reached Santa Fe County, the clubhouse building (including the racquetball court) would be closed effective immediately for all uses and purposes until the Board meeting scheduled for April 10, 2020 after which time the President will have the authority to determine which uses are permissible and which are not unless the Board extends the clubhouse closure at its April meeting. The tennis court will remain available for use. Connie Burke and Greg Casey will continue to accept provisional clubhouse reservations for times after April 10 on the understanding that they might be canceled if the Board extends the clubhouse closure at its next or at subsequent meetings. Ms. Shears will notify the EP ownership regarding the Board's decision.

Grounds Maintenance Committee Report: MaryAnn Scanlon reported that she and her husband Harold had spent several days at the Recreation Center making measurements and devising a plan for new plantings and removals of existing plantings in the Recreation Center bed between the parking lot and the sidewalk. The plan is drawn to scale and shows the proposed new perennials in color (see attachment). They had also consulted and met with Grounds Maintenance Committee Chair Jo Beth Speyer and Mr. Casey regarding this. Ms. Scanlon recommended the following changes:

- A variety of hardy, colorful and xeric perennials should be planted in the bed between existing plantings to provide an attractive color palette (see attached plan). These will be low-maintenance plants that require only some cutback and trimming in the fall. The grass will be dug out where the new plantings are installed.

- The large overgrown Junipers on the west and east ends of the bed should be removed roots and all because of the need to redo the irrigation system. Additional reasons for removing them are the high cost of frequent pruning and that they have grown out of control enveloping adjacent trees, a light fixture, the electrical box, the irrigation control system box, and adjoining shrubs. Juniper removal should be the first step before her other recommendations are considered. After the junipers are removed, Ms. Scanlon will evaluate the empty areas and make a recommendation for new plants to fill them.
- Prior to any new plantings being installed, Mr. Casey and Ms. Scanlon recommended that the irrigation system in the bed be revised so that the existing above ground tubing and emitters would be replaced by buried PVC conduits that would connect with popup emitters such as are used on golf courses. This would ensure better watering of the grass and plantings and would avoid the current problems in which local fauna chew through exposed irrigation tubes and emitters and avoid damage caused during grass mowing.
- There are five breaks in the curb on the parking lot side of the bed for water to drain off the parking lot into the bed. Ms. Scanlon recommends digging out those areas in the bed and adding rocks to create mini-French Drains that improve water drainage into the beds, particularly on the far east side of the bed where water pools.
- Ms. Scanlon further recommended that signs be placed in the bed requiring that dog owners pick up any dog waste immediately and insert it in bags into the nearby dog waste station.

Ms. Scanlon made further recommendations regarding other recreation center and EP common areas as follows:

- Three Russian sages (*Perovskia atriplicifolia*) be planted on the south EP entry island to replace the New Mexico privet that had died as a result of the drought.
- One or two Russian sages be planted on the North EP entry island.
- The Russian sages will need watering in the first year after installation but thereafter they should manage without further care other than trimming and shaping once each year in the fall.
- The large Juniper cluster on the west side of the clubhouse entry and steps be removed and be replaced with Russian sages.
- The accessible parking signs be moved slightly and some *Nepeta* and *Agastache* be installed in the beds on either side of the clubhouse entry steps. Also, the pots at the clubhouse entry should be moved elsewhere.
- She pointed out that the lights adjacent to the sidewalk in the front of the clubhouse and tennis court get extremely hot to the touch and constitute a potential fire danger. Moreover, they do not provide adequate lighting of the curb for a public space. Ms. Scanlon recommended that they be moved closer to the curb where more lighting is needed and be replaced with LED lights that do not become as hot and that are about two feet tall.

The Board expressed its sincere appreciation to Ms. Scanlon for her work and requested the following:

- Mr. Casey obtain two to three estimates for the proposed irrigation system revision.
- Ms. Scanlon work up an estimate for the proposed new plantings.
- Ms. Speyer consult with Reyes Morales regarding the removal of the junipers.
- Ms. Burke obtain two to three estimates for revised lighting and
- Ms. Speyer coordinate these various projects and prepare a status report President Shears can distribute to the Board several days prior to the next Board meeting.

Ms. Scanlon indicated that it was unlikely that the new plantings could be installed in the main clubhouse bed until the fall because the juniper removal, lighting revision and installation of a revised irrigation system should precede that. She recommended that when the new plantings are eventually installed that she, Mr. Casey and Ms. Speyer meet with Reyes Morales to discuss how mowing of the existing grass can proceed without causing damage to the new plantings. They would then also discuss future maintenance of the new plantings with him.

Unfinished Business

Recreation Center Concrete and Tile Replacement: Mr. Bunton reported that about eight days ago one of the companies (J.M. Evans Company) that had provided an estimate for the exterior tile and concrete replacement had contacted him. They pointed out that, if the entry tile were replaced with flagstone in 2020 and the concrete replacement were deferred until later, the demolition of the concrete sidewalk could damage the new flagstone entry installation. Mr. Bunton had therefore contacted A.L. Bontrager, who is assisting on this project, and Mr. Bontrager had confirmed through several contractors in Kansas City with whom he had worked that the warning received from the J.M. Evans Company was correct. A.L. Bontrager had therefore recommended that both the exterior tile and concrete replacement be deferred until 2021 when there will be a larger capital reserve fund to accommodate the need to spend about \$95,000 on the combined project.

Ms. Scanlon indicated that if the concrete replacement were to be deferred into 2021 it would not be possible to revise the lighting near the sidewalk. She believes that this is an important safety issue. Also, the landscaping near the clubhouse would have to be deferred until that time. In response some Board members indicated that the landscaping and lighting revisions near the clubhouse might be deferred but that the revision of the bed between the parking lot and the sidewalk could still be done during 2020. Ms. Burke and Mr. Casey were asked to determine from companies providing estimates for the revised lighting to what extent concrete replacement done during 2021 would affect the proposed revised lighting if it were installed during 2020. Ms. Scanlon indicated that installation of lights on motion sensors near the clubhouse entry and steps could be done soon and would greatly improve the current situation. Ms. Burke will investigate this also.

Ms. Scanlon questioned the need for the concrete sidewalk replacement. She pointed out that there was only mild spalling and some color disparities where repairs had been made. She believes that the existing concrete has several years of remaining life and that there is no safety issue connected with it. She felt moreover that the replacement of the concrete and the problems associated with it would result in a long deferral of the needed revisions of the landscaping, lighting and irrigation system near the clubhouse. Some Board members agreed with Ms. Scanlon whereas others felt that the concrete replacement was needed to improve the aesthetics at the Recreation Center. Mr. Bunton indicated that he would consult with A.L. Bontrager. They will try to reach a decision regarding for how long the concrete replacement can be deferred. The Board could then decide at its April meeting whether it wishes to remove the concrete replacement from its three to four-year schedule for capital improvements.

Update to Book of Resolutions Part III.F. Setting and Collecting the EPCSA's Annual Assessments:

Secretary Levine had submitted a draft revision of Part III.F of the Book of Resolutions about ten days prior to the meeting (attached). The revisions are intended to improve the collection of annual assessments and accelerate the schedule for dealing with non-payments. Upon a motion duly made and seconded, the Board voted unanimously to approve the proposed revisions of Part III.F without further revisions. Ms. Shears will arrange for the incorporation of the revised rule into the Book of Resolutions posted on the EP website and will inform all EP owners of the changes made in the revised rule.

New Business

Possible Two-Tier Fee Structure for Clubhouse Use: Ms. Chamberlin and Ms. Burke requested that this matter be deferred until the April board meeting. They will then provide a written proposal for consideration by the Board members several days prior to the Board meeting as well as a proposed revision of rule 2 B.1 b (ii) in the Book of Resolutions.

Homeowner Comments

There were none.

Announcements:

The next EPCSA Board meeting will be held on Friday, April 10, 2020.

Adjournment

A motion was made, seconded and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:57 am.

Minutes prepared and submitted by: Errol Levine Date: 4/8/2020

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 4/10/2020

(Brenda Shears - President)

III.F. SETTING AND COLLECTING THE EPCSA'S ANNUAL ASSESSMENT

- III.F.1.** Each year at the November or December monthly meeting of the Board, the Board shall review EPCSA's financial situation for the current year. The Board shall then approve motions to establish a final budget for the following year and to set the amount of the following year's annual assessment (as provided in Article 5.6 (a) of the Amended Declaration).
- III.F.2.** Each year following the December Board meeting, the President shall inform EP owners via email what the assessment will be for the following year; in years where the Board has approved an assessment increase, briefly provide the Board's rationale for the increase; indicate that the formal notice of and invoice for the assessment will be sent immediately after the first of the year; and encourage owners who expect to be away from Santa Fe in January and February to remit their assessment payments prior to their departures.
- III.F.3.** On or about January 2, the EPCSA President shall send to all EPCSA members -- via email (or via regular U.S. Postal Service mail to any EPCSA member for whom no email address is on record) a letter that shall—
- a.* Notify the member of the EPCSA annual assessment amount for the next year;
 - b.* State that the annual assessment is due from each owner on or before January 31, and must be paid to the EPCSA on or before February 15 in order to not be delinquent; and
 - c.* Provide the mailing address to which annual assessment payments should be sent.
- III.F.4.** On or about January 15, the EPCSA President shall send a reminder – via email (or via regular U.S. Postal Service mail to any EPCSA member for whom no email address is on record) to all EPCSA members whose annual assessment payments for the current year have not yet been received that the annual assessment is due on or before January 31, and must be paid to the EPCSA on or before February 15 in order to not be delinquent. The President at his/her discretion may also call or request other Board members to call unpaid owners at their telephone numbers of record to remind them that their annual assessment payments are due as described above.
- III.F.5.** On February 1, the Treasurer shall provide the President with a list of all EPCSA members from whom payment in full of the annual assessment for that year has not been received. The President shall, on or before February 5, send a letter via the U.S. Postal Service to each EPCSA member on that list at his/her address on record. The letter shall notify the member (a) that payment of his/her annual assessment has not yet been received and (b) that the member will become formally delinquent if the full assessment payment is not received by EPCSA on or before February 15. The President at his/her discretion may call or request other Board members to call unpaid owners at their telephone numbers of record to remind them of their obligation to pay as described above and of the penalties for becoming formally delinquent if they remain unpaid through February 15.

III.F.6. The President shall in his/her announcement to members of the date, time, location and agenda for the February Board meeting provide a list containing the names, EP addresses and neighborhood subdivisions of all EP owners whose annual assessment payments are in arrears.

III.F.7. The Treasurer shall at the February meeting of the Board of Directors provide the Board members with a list of owners whose annual assessment payments have not yet been received. The Board may declare that any owners whose annual assessments have not been received by midnight on February 15 will be “not in good standing” and their right to use the community common areas and facilities will be suspended as of that time, and direct the Recreation Center manager, when notified by the President of which owners remain unpaid at midnight on February 15, to deactivate their Clubhouse, pool and tennis court access keys.

III.F.8. On February 16, the Treasurer shall provide the President with a list of delinquent EPCSA members. On or before the last day of February, the President shall send a certified letter via the U.S. Postal Service, return receipt requested, to each delinquent EPCSA member on that list at his/her address on record. The letter shall—

- a.* Notify the member that payment of his/her annual assessment has not yet been received and therefore the member’s assessment account is delinquent;
- b.* Identify the assessment and its amount, the date it was due, the date it became delinquent, and the fact that, per the terms of Article 5.1 of the Amended Declaration, the assessment amount was increased when it became delinquent (at midnight on February 15) by imposition of interest and the delinquency administrative costs fee established by paragraph #III.F.6 of this Book of Resolutions;
- c.* Demand immediate payment of the full delinquent amount including the assessment, the interest due, and the delinquency administrative costs fee;
- d.* Indicate that if the full delinquent amount is not paid within ten days after the date of delivery of the letter, the Board will be requested to consider filing, and may elect to file, a Notice of Claim of Lien against the lot or living unit of the delinquent member; and
- e.* Provide notice that, if a lien is filed, curing the lien will require payment of the full delinquent amount including the assessment, the interest due, the delinquency administrative costs fee, and the itemized direct costs to or government fees paid by EPCSA for preparing and filing the lien and for curing the lien, including any attorneys’ fees incurred by EPCSA for these actions.

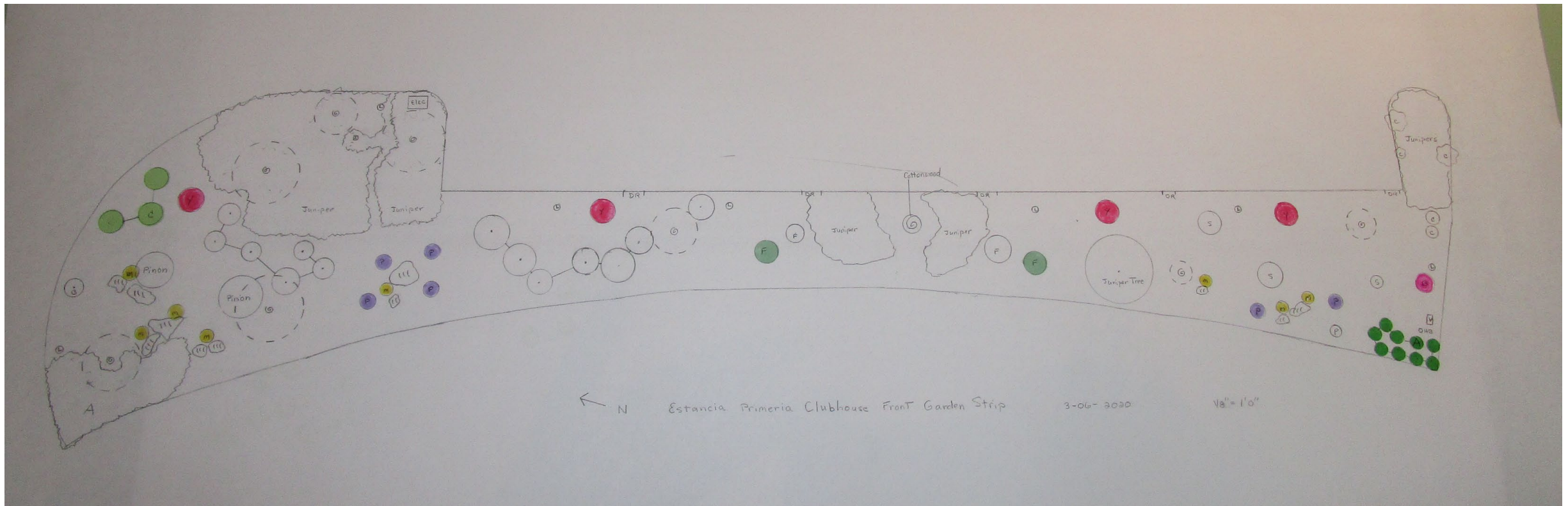
III.F.9. The Board has determined that the administrative costs it will incur for determining an EPCSA member is delinquent, preparing notification to the member of his/her delinquency, sending such notification to the member by certified mail return receipt requested, determining the interest due from the member, and processing and recording the payment of the delinquent amounts due to EPCSA will be fifty dollars (\$50.00) per delinquent account, and establishes a “delinquency administrative costs

fee” in that amount that will be added automatically to the assessment account of each EPCSA member at the time his/her account becomes delinquent.

- III.F.10.** At its regular monthly meeting in March, the Treasurer shall present to the Board the list of delinquent EPCSA members and shall, with respect to each of them, make a separate motion that the Board file a Notice of Claim of Lien against the EPCSA lot or living unit of that EPCSA member. After approval of such motion, the Board expeditiously shall take such steps as are necessary to file a Notice of Claim of Lien against the delinquent EPCSA member’s lot or living unit and record that Notice of Claim in the Office of the Clerk of Santa Fe County, New Mexico.
- III.F.11.** Upon the curing of any delinquency or default for failure to timely pay an annual assessment that resulted in EPCSA’s filing and recording a Notice of Claim of Lien, the Board shall take steps to cure the lien as provided in Article 5.10 (d) of the Amended Declaration.
- III.F.12.** At its regular monthly meeting in April, the Treasurer shall present to the Board the list of members against whom liens have been filed and seek approval to initiate foreclosure on the liens. The President shall notify affected owners of the Board’s decisions by certified mail and indicate that if the liens on their properties are not cured by April 30 foreclosure procedures will be undertaken.
- III.F.9.** When the Board approves this policy, the specific provisions of all rules, policies, procedures, or motions duly approved by the Board that are in conflict to any extent with any provision of this policy are repealed and revoked regarding future actions and circumstances – provided that those provisions thus repealed and revoked shall continue to be effective without change with respect to pertinent situations involving and actions taken by EPCSA members, EPCSA, and the Board that occurred subsequent to the Board’s approval of said rules, policies, procedures, or motions but prior to the approval of this policy.

#III.F. approved January 12, 2018; earlier version approved on November 10, 2017.

Rec Center Grounds Plan



Legend:

A Cotoneaster dammeri

B Buddleia

C Caryopteris

Dr Drainage

Elec Electrical box

F Fullugia paradoxa (Apache Plume)

HB Hose Bib

IR Irrigation box

L Light

M Achillea 'Moonshine'

P Perovskia atriplicifolia (Russian Sage)

S Prunus cisteria shrub (Sand Cherry)

V Valve box

Y Hesperaloe parviflora 'Texas Red'

Rock

Tree

Cotoneaster dammeri (A)



Buddleia 'Miss Ruby' (B)



Fellugia paradoxa (F)



Fallugia paradoxa / Apache Plume

Caryopteris 'Dark Knight' (C)



Hesperaloe parviflora (Y)



Achillea x 'Moonshine' (m)



Easy-to-grow, beautiful herbaceous perennial with upright, canary yellow flower clusters. Attractive addition in borders or massed plantings. Flowers may be cut and dried for bouquets. Full sun. Foliage grows 18-24 inches tall and wide; flowers to 2 feet tall. Drought tolerant after established. Care Information: Follow a regular watering schedule during the first growing season to establish a deep, extensive root system. For a neat appearance, remove old foliage before new leaves emerge. Divide clumps every 2 to 3 years in early spring.

Under Sign



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11
Similar ideas

Under sign

Nepeta x faassenii 'Walker's Low'

Walker's Low Catmint



Nepeta need full sun and well drained soil. In the spring shear the plant and it will be more compact. Deadheading does not promote re-blooming, but does help with appearance. After 2 killing frosts cut back damaged foliage. Nepeta is a very fragrant plant, when its stems are broken it releases an aroma that tends to attract cats.

Height
24-36 Inches

Spread
18-24 Feet

Characteristics & Attributes

Attributes

- Fragrant
- Cut Flower / or Foliage
- Edging
- Mass Plant
- Border
- Drought Tolerant

Critter Resistance

- Deer Resistant
- Rabbit Resistant

Exposure

- Morning Sun / Afternoon Shade
- Sun Tolerant

Growth Rate in the Garden

- Medium

Nature Attraction

- Butterflies
- Hummingbirds

Season of Interest (Flowering)

- Summer

Season of Interest (Foliage)

- Late Summer
- Late Spring / Early Summer

Soil Moisture Needs

- Average
- Dry



Tap on image to zoom.

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, April 10, 2020

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

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

Others Present: Kurt Sommer (ARB Chair), Greg Casey (Recreation Center Manager), Jo Beth Speyer (Grounds Maintenance Committee Chair). MaryAnn Scanlon (Consultant Landscape Architect – 413 Los Altos Way).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of March 13, 2020 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Bunton distributed the March Balance Sheet and Profit and Loss Budget versus Actual Statement to the Board members via email prior to the meeting. As of March 31, the EP checking account contained \$144,450.16 and the capital reserve savings account contained \$144,074.94. The annual assessments have been paid for all 189 EP lots.

ARB Report: ARB Chair Kurt Sommer reported as follows:

Vacant Cumbre Vista ARB Position

The Cumbre Vista HOA should submit a nomination to Ms. Shears so that the EP Board of Directors may approve the nominee as is required by Article 3.6 (b) of the Declaration. Connie Burke (President of the Cumbre Vista HOA) indicated that she will submit a new nomination after consultation with the Cumbre Vista HOA Board of Directors.

Proposed Revision of Architectural Guidelines for Roof Replacements in Estancia Primera

Mr. Sommer indicated that he had received a draft document containing a proposed revision of the Architectural Guidelines (Paragraph 10 of Appendix II) for roof replacements from a Board Committee

consisting of Messer's Levine, Schiller and Bunton. He felt that the document adequately addressed the various problems that had recently been encountered with roof replacements. However, he recommended adding a sentence that would indicate that owners are responsible for unapproved roof-related work done by their contractors regardless of whether they had approved them. Dr. Levine indicated that he would submit a revised document to Mr. Sommer. Mr. Sommer will then consult the ARB members regarding the matter. After ARB approval has been obtained, he will submit the document to the EP Board for approval as is required by Article 3.7 (b) of the Declaration.

Exterior Ducts on Home Facades in EP

Mr. Sommer stated that Paragraph 8 of Appendix II of the Architectural Guidelines prohibits ducts, conduits, wires or drains of any type that run up the facades of homes. He wished the Board to be aware, however, that although the ARB does its best to ensure compliance with this requirement, it sometimes encounters circumstances where façade ducts cannot be entirely avoided for rooftop solar and air-conditioning unit installations. In such cases, variances are granted for exterior ducts, but the ARB ensures that they are installed in a manner such that they will have minimal visibility. The Board agreed that the ARB should continue to address this matter on a case by case basis.

New and Pending ARB Projects:

- a. **609 Cumbre Vista Drive.** An application to install a new rooftop mini-split air conditioning system was approved. However, the contractor had installed unsightly ducts on the home's façade. The owners have agreed to have the ducts removed and reinstalled in a manner that would be aesthetically acceptable.
- b. **759 Paseo Cresta.** An ARB application to construct an exterior deck/porch over the front entrance was approved in August 2019. However, the project has been halted and it appears it may not be completed. An inspection of the property revealed that work on the porch had not begun. However, there were some windows around which new stucco had been installed but had not yet received a final color coat. There is also a boarded window on the second level. The Board noted that according to ARB rules the owners have until August 2020 to complete the project or to return the home to its original condition.

Dr. Levine reported that the primary property owner had recently passed and that he had written to the two heirs to the property about the incomplete ARB project. He had indicated in his email that the owners could bring the property into compliance with ARB requirements by either completing the work described in the original ARB application or by restoring the property to its original condition. He had further indicated that if the current owners did not fulfill the ARB requirements the EPCSA would have no alternative but to indicate in Disclosure documents that the property was

in violation of the Architectural Guidelines should the owners decide to sell the property. Mr. Sommer concurred with this approach.

- c. **425 Los Altos Way.** Mr. Sommer will contact the owner to determine the current status of the delayed project (a new home construction). The adjacent street was damaged by construction vehicle traffic and the Los Altos HOA had written to the owner and to the construction company regarding this but had not received any replies. When construction is completed, the Los Altos HOA will ask the City to review the damage to the street and make recommendations as to how to proceed with repairs. Mr. Sommer indicated that the ARB will not authorize refunding of the performance deposit until the street damage issue has been resolved satisfactorily.
- d. **782 Paseo Cresta.** An application to construct a new home was approved subject to some driveway modifications being made in the plans for the new home. A City building permit has been issued for the project and the home is currently under construction.
- e. **408 Calle Kokopelli.** The Kachina Hills Architectural Review Committee (ARC) had concerns regarding the white membrane roof on this newly constructed home. Ms. Shears indicated that she understood that the owners had applied to the Kachina Hills ARC to apply an earth tone color to the white membrane, but the coloring had not yet been done. Mr. Sommer indicated that he would contact the Kachina Hills ARC Chair to get further clarification.
- f. **787 Avenida Primera South.** An application to install rooftop solar panels was approved by the ARB. The panels have been installed and have passed a PNM inspection. The owner is waiting for the panels to be connected to the home's electrical supply by PNM after which she will apply for final ARB approval of the installation.
- g. **516 Los Nidos Drive.** An application to revise the drainage from the garage roof using a new canale and an exterior downspout to bypass a wall-cavity roof drain had been received by the ARB and subsequently withdrawn by the owner prior to any EP ARB action having been taken. The roofer has since removed the new canale, closed the opening in the parapet and installed new roof drains. The owner's performance deposit will be refunded after a final ARB inspection is done.
- h. **608 Los Altos Norte.** During a rooftop air-conditioning system installation and parapet revision a new canale had apparently been added but remains unpainted. Mr. Sommer will inspect the home and take any action that is needed.
- i. Mr. Sommer indicated that he would supply the Board with updates regarding incomplete ARB projects at the following properties for which the EPCSA has not yet refunded the performance deposits:
 - Raczynski/Phillips – 621 Cumbre Vista
 - Wilhelm – 400 Calle Kokopelli
 - Krispinsky – 540 Camino Los Altos
 - Haas/Nanasi – 600 Los Altos Norte
 - Molyneaux/West – 762 Calle Altamira

Real Estate Report: Jill McIntosh reported that there are currently three homes and one vacant lot that are active, and two homes have been sold year-to-date.

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

- Three bids are now available for a new clubhouse security and video camera system. The Board agreed that further consideration of this matter should be deferred until the clubhouse reopens.
- The pool has been partially drained so that the lip tile can be replaced without water interfering with the project.
- *Clubhouse Access Key Cards:* The Board noted the following rules in the Book of Resolutions:
Rule II.A.9.a.4: *One (1) Recreation Center gate access key card for each EP property has been provided by EPCSA to the property's owner, and only one such card is permitted for each property. When a property is sold, the key card is to be transferred from the seller to the purchaser. Lost or stolen cards should be reported to the Recreation Center Manager so the missing key card can be cancelled. Regardless of the circumstances, if a member needs a replacement card, EPCSA will issue one after payment of the fee of \$50.00.*

Rule III.G.2: The following paragraph must be included by the Secretary in the covering email transmitting Disclosure Certificates sent to all EP home sellers when their properties go under contract:

EPCSA has provided one Recreation Center/Clubhouse key card for each Estancia Primera (EP) property to the property owner. When the property is sold, the seller is responsible for transferring that key card to the buyer and the buyer is responsible for obtaining it from the seller. If the seller fails to transfer this property's key card to the buyer; or an EP property owner wishes to replace his/her key card that has been lost or stolen, EPCSA will provide a duplicate key card upon payment of its cost plus an administrative fee, a total of \$50.

For the purposes of these rules all EP lot owners are assumed to have received key cards from the Association.

- The Board had agreed at its March meeting that owing to COVID-19 having reached Santa Fe County, the clubhouse building (including the racquetball court) would be closed for all uses and purposes until the April 10 Board meeting after which time the President would have the authority to determine which uses of the clubhouse were permissible unless the Board extended the clubhouse closure at its April meeting. President Shears told the Board that she would only consider using the authority the Board granted to her at the March Board meeting to reopen the Clubhouse if the City of Santa Fe reopens its recreation facilities, and, when this occurs, would seek guidance from all Board members regarding the action she should take. The matter will be reviewed at the May Board meeting.

Grounds Maintenance Committee Report: A presentation was made by Grounds Maintenance Committee Chair Jo Beth Speyer, with the help of landscape designer Mary Ann Scanlon, Connie Burke, and Greg Casey -- all of whom have been working to prepare a set of recommendations and cost estimates for the Board's consideration for replacing the defective and damaged Clubhouse grounds irrigation system, repairing and upgrading the landscaping at the Clubhouse entrance and on the island between the Clubhouse parking lot and Avenida Primera South, and replacing the defective lighting on the steps and approach to the Clubhouse entrance from the parking lot.

The presentation included a preliminary list of the preparatory actions that need to be taken to enable the irrigation system work and the landscaping upgrading work to be done, a list of recommended plantings for the affected areas and their costs, and the particulars of several bids secured from irrigation contractors. The Committee emphasized that this was a status report and not a final report, and that its work would continue, especially regarding the lighting work. It was agreed that the Committee will meet by videoconference as needed during the coming month and will report to the Board again at its next meeting. The Committee will ensure that all Board members receive a proposal containing the Committee's recommendations and relevant documents such as bids a few days prior to any Board meeting convened to discuss this matter.

Unfinished Business

Recreation Center Concrete and Tile Replacement: Mr. Bunton reported that there had been no further progress in this matter. The available information indicates that if the Clubhouse entry tile were replaced with flagstone in 2020 and the concrete replacement were deferred until later, the demolition of the concrete sidewalk could damage the new flagstone entry installation. Messer's Bunton and Bontrager will discuss the proposed concrete and entry tile replacements at the clubhouse and further information will be provided at the May Board meeting.

Possible Two-Tier Fee Structure for Clubhouse Use: This matter was tabled until there is a Board decision regarding the reopening of the clubhouse.

Homeowner Comments

An email was received from John Harvey (799 Aspen Compound) protesting the Board's recent revision of Rule III.F in the Book of Resolutions to improve the collection of annual assessments and accelerate the schedule for dealing with non-payments. Mr. Harvey suggested that because of the current adverse national financial situation liens should be forgiven and the annual assessment amount should be lowered because of the clubhouse closure. The Board noted the following:

- Procedures for collecting annual assessments were contained in the original 1982 Declaration and remain in the Amended Declaration. The revision of Rule III.F was intended purely to improve existing and longstanding collection procedures.

- The 2020 annual assessments had been collected from the owners of all 189 EP lots and the next assessments are due only in the January-February period in 2021 by which time circumstances might change.
- The 2021 annual assessment will be determined by the Board at its December 2020 meeting.
- The funds derived from annual assessments pay not for services to EP owners but for maintenance of EPCSA's capital assets -- its pool, tennis court, clubhouse, and appurtenant areas. The necessity for that maintenance has not abated due to the impacts of Covid-19. If the Board fails to properly maintain those assets, their values will likely fall, and their lifespans will be reduced -- hurting the property values of all EP owners. Making up for deferred maintenance later would likely result in higher overall costs to homeowners.

The Board agreed that Ms. Shears should write to Mr. Harvey to explain the Board's position in this matter.

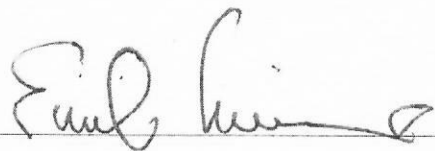
Announcements:

The next EPCSA Board meeting will be held on Friday, May 8, 2020.

Adjournment

A motion was made, seconded and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:21 am.

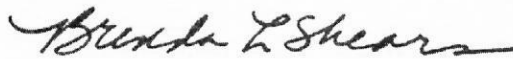
Minutes prepared and submitted by:



Date: 5/6/2020

(Errol Levine - Secretary)

Signed on behalf of Board by:



Date: 5/8/2020

(Brenda Shears - President)

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, May 8, 2020

Call to Order: President Brenda Shears called the meeting to order at 9:09 am via videoconference using Zoom.

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

Others Present: Greg Casey (Recreation Center Manager), Jo Beth Speyer (Grounds Maintenance Committee Chair). MaryAnn Scanlon (Consultant Landscape Architect – 413 Los Altos Way).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of April 10, 2020 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Bunton distributed the March Balance Sheet and Profit and Loss Budget versus Actual Statement to the Board members via email prior to the meeting. He reported that with one-third of the year behind us, EPCSA is within budget and on track financially. As of April 30, the EP checking account contained \$141,014.15 and the capital reserve savings account contained \$144,074.94. Mr. Bunton reported that Lee-Sure Pools, EPCSA's pool maintenance contractor, had after the April Board meeting sent a proposed contract to Greg Casey to do tile repair work in the pool area that the Board has discussed at previous meetings, at a total cost of \$2,049.47 including tax. Lee-Sure Pools indicated to Mr. Casey that they would like to start on this job around May 11 but would need payment of half the cost -- or \$1,024.73 -- up front. To avoid delays Mr. Bunton had therefore contacted the Board members to seek approval for making the 50 per cent down payment. All Board members had responded affirmatively so that the work could proceed.

ARB Report: ARB member William Schiller reported on behalf of ARB Chair Kurt Sommer as follows:

Vacant Cumbre Vista ARB Position

The Cumbre Vista HOA should submit a nomination to Ms. Shears so that the EP Board of Directors may approve the nominee as is required by Article 3.6 (b) of the Declaration. Connie Burke (President of the

Cumbre Vista HOA) indicated that she will submit a nomination after consultation with the Cumbre Vista HOA Board of Directors.

Proposed Revision of Architectural Guidelines for Roof Replacements in Estancia Primera

Mr. Sommer had shortly before the Board meeting submitted a document that had been approved by the EP ARB containing a proposed revision of the Architectural Guidelines (Paragraph 10 of Appendix II) for roof replacements in Estancia Primera (attached). Mr. Sommer sought the Board's approval of the proposed revision as is required by Article 3.7 (b) of the Declaration. There had not been enough time to distribute the document to Board members for their perusal. The Board therefore decided that Ms. Shears should distribute the document to the Board members via email for approval. If unanimous Board approval is obtained Ms. Shears will arrange for the revision to be inserted in Appendix II of the Architectural Guidelines and will in due course notify all EP property owners regarding the new procedures that need to be followed when they wish to undertake roof replacements.

New and Pending ARB Projects:

- New Projects:
 - a. *509 Camino Los Altos:* Application to install rooftop solar panels, fencing and a courtyard wall approved.
 - b. *413 Los Altos Way:* Application for repainting of trim work approved.
 - c. *789 Avenida Primera South:* Approval of application for home addition pending.
 - d. *676 La Viveza:* Application for replacement of evaporative cooler approved.
 - e. *780 Aspen Compound:* Approval pending for installation of air conditioning.

- Completed Projects:
 - f. *516 Los Nidos:* ARB application for approval of new canale and downspout withdrawn. ARB performance deposit needs to be refunded.
 - g. *600 Los Altos Norte:* Rooftop solar installation received final ARB approval.
 - h. *787 Avenida Primera South:* Rooftop solar panel installation has received final ARB approval.
 - i. *540 Camino Los Altos:* Project completed and requires inspection.

- Ongoing Projects:

- j. *425 Los Altos Way*: Owner indicated that home construction is likely to be completed at end of May except for landscaping. The builder will deal with repair of street damage caused during construction.
- k. *782 Paseo Cresta*: New home is under construction.
- l. *762 Calle Altamira*: New fence application approved but project has not been completed.
- m. *759 Paseo Cresta*: New porch application approved, but project has been halted by owners.
- n. *609 Cumbre Vista*: Duct work for mini-split air conditioning system requires revision and is pending.
- o. *408 Calle Kokopelli*: The Kachina Hills Architectural Board has received a sample of the proposed roof color coating (the roof membrane being white) and approved it, but the coating has not yet been applied. The landscaping remains incomplete. The owners have indicated that the work has been delayed due to the pandemic but will get it accomplished when they can.

Real Estate Report: Jill McIntosh reported that there are currently five homes and two vacant lots that are active, and two homes have been sold year-to-date.

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

- The Clubhouse (including the racquetball court) will remain closed for all uses and purposes until the City of Santa Fe reopens its recreation facilities. City facilities are currently scheduled to remain closed until at least May 31. When the City facilities reopen Board President Brenda Shears will consult with the Board about how to proceed. The Board will consider the situation again at its next meeting.
- A clubhouse access key card has been provided to the owners of the property at 408 Calle Kokopelli at no charge. The Board had agreed to this exemption via email because the EPCSA had no record indicating that a key card had ever been provided for the vacant lot to the original owners.
- Ms. McIntosh reported that she and Ms. Shears will update the clubhouse keycard records to reflect any cards that were transferred to current property owners from sales since 2018 and to determine if owners of unbuilt lots have keycards.
- Lee-Sure Pools, Inc. replaced the tile on the pool lip on May 7. The work is now complete.
- The pool cover is no longer functioning. Mr. Casey is working on getting a new and possibly different kind of cover.
- Mr. Casey will contact Carver Busch to determine what steps are needed to prepare the pool if the Board decides to open the pool on schedule around the Memorial Day weekend.
- A deep cleaning of the clubhouse is planned for the week of May 18th in anticipation of a possible clubhouse opening. This will be rescheduled if the clubhouse remains closed.

Grounds Maintenance Committee Report: Ms. Shears requested Board approval to appoint two new members to the Grounds Maintenance Committee namely Connie Burke and MaryAnn Scanlon. They will replace members Erik Speyer and Barbara Chamberlin. Barbara Chamberlin, however, will continue her contributions regarding arranging with the City to clean the public streets within Estancia Primera and will coordinate with the Committee as appropriate. Upon a motion made and duly seconded the Board unanimously approved the following Committee membership: Jo Beth Speyer (Chair), Connie Burke (member) and MaryAnn Scanlon (member). Recreation Center Manager Greg Casey will continue as an *ex officio* member.

The Board discussed the need to remove weeds from the street islands at the north and south EP entries and to cut back the chamisas along the curb and sidewalk on the EP common property in front of the clubhouse. Jo Beth Speyer will contact Reyes Morales about getting this work done.

Unfinished Business

Recreation Center Concrete and Tile Replacement: Mr. Bunton reported that he and A.L. Bontrager had further discussed the replacements of the clubhouse entry tile and of the concrete sidewalk between the parking lot and the clubhouse, pool, and tennis court. Their recommendation to the Board was that both projects should be deferred until 2021 and the Board agreed with this. Bids for the work will be obtained in the fall using the plans and specifications provided by the EPCSA's consultant architect so that the work can be scheduled in the spring of 2021. The concrete sidewalk will need to be replaced before the new tile is installed because the jackhammering involved in removing the old concrete is likely to break the bond between the tile and the concrete substrate.

Recreation Center Landscaping, Lighting, and Irrigation System Upgrades Proposal: The Board discussed with Grounds Maintenance Committee Chair Jo Beth Speyer, volunteer consultant Mary Ann Scanlon, Board member Connie Burke, and Recreation Center Manager Greg Casey, their proposal (that had been distributed to all Board members) to do the following work:

- Replace the deteriorated and nonfunctional irrigation system in the "island" between the Recreation Center parking lot and Avenida Primera South and at the entry to the Clubhouse and pool.
- Repair and augment the deficient lighting at the approach and stairs to the Clubhouse entry.
- Remove some of the overgrown junipers choking out other plants and trees in those areas and replace them with low-maintenance plants; and

- Install some additional plantings in the Clubhouse area.

Scott Bunton then made the following motion, seconded by Errol Levine, to address the proposal:

- The Board acknowledges the extensive efforts made by the Grounds Maintenance Committee, Board member Connie Burke, and Recreation Center Manager Greg Casey to develop a proposal to address several pressing needs regarding the Recreation Center grounds and wishes to express its appreciation to those who have been involved, and encourage them to move forward to bring to the Board a refined proposal on which the Board can take formal action;
- The Board requests the Committee and those working with it to prepare and present to Board President Shears and Vice President/Treasurer Bunton detailed written specifications for the projects of (1) replacing the irrigation system, (2) repairing, rehabilitating, and expanding the lighting at the Clubhouse entrance and approaching walkways, and (3) landscaping work intended to be performed by contractors, which specifications will be used to solicit written bids from possible contractors;
- The Board requests the Committee to take all reasonable steps, after President Shears and Vice President/Treasurer Bunton have approved the specifications, to secure three written bids from licensed contractors for the work identified in the specifications for each of the three subordinate projects;
- The Board approves in concept, subject to the Board's review and approval of specific bids, the nature of the proposal previously circulated to the Board and the Board's willingness to expend approximately \$35,000 for the work described in that proposal if and when the Board agrees to accept a bid presented to it for each of the three projects;
- The Board designates Board member Connie Burke to perform the duties of General Contractor for this effort if it is formally approved by the Board, including coordinating all aspects of the project and ensuring that the contractors selected by the Board fulfill the terms of their contracts, and, with respect to the irrigation and lighting contracts, utilizing the assistance of Recreation Center Manager Casey in overseeing the work of the contractors on those portions of the project; and
- The Board designates Grounds Committee Chair Jo Beth Speyer and volunteer landscaping consultant Mary Ann Scanlon to supervise the removal of junipers as provided in the proposal, and to select the trees and other plantings as provided in the proposal and supervise their installations.

After further discussion, the Board approved the motion unanimously.

Mr. Bunton then noted that there was one aspect of the Committee's proposal that was time sensitive in relation to the arrival of hotter weather. The Committee proposed to plant three new Malus Crabapple "Radiant" trees close to the Clubhouse where some junipers were to be removed, and "The Tree Farm"

from which they are to be obtained will only provide a one-year warranty if the company installs/plants them and if the planting is done during cooler temperatures so as to place less stress on the transplanted trees.

Because preparing the specifications and obtaining the bids as required by the previously approved motion will take several weeks during which the changing weather could make it impossible to secure the tree warranties, Mr. Buntun made a motion, seconded by Dr. Levine, to authorize removal of the junipers as provided in the proposal at a cost not to exceed \$3,500 plus tax by the lowest-cost bidder for that work whose price includes complete root removal, provided that disposal of the resulting green waste would be done at no cost by the City of Santa Fe or the cost of same would be included in the contractor's price, and to authorize expenditure of \$1,825 plus tax for purchase from and installation/planting by The Tree Farm of the three crabapple trees, including one-year warranties on each, and to request that Committee Chair Speyer, consultant Scanlon, and Board member Burke ensure that the juniper removal is done in a manner that will enable all additional planned work in the areas where the junipers to be removed currently are located, including trenching and plantings, to be accomplished without further root removal work. After discussion, the Board approved the motion by a vote of eight to one (Board member Schiller voting no).

The three new trees and other island plantings will be watered by hand until the new irrigation system is functional.

Removal and Cutback of Overgrown Vegetation along Avenida Primera: Ms. Chamberlin indicated that she had not had any success in getting individual owners and neighborhood subdivision HOAs to cut back overgrown vegetation adjacent to their properties along Avenida Primera. This is necessary so that pedestrians using the concrete sidewalk are not impeded and so that vegetation growing over the concrete curb does not prevent adequate street cleaning. The Board noted that maintenance of concrete sidewalks and curbs along City streets so that they are free of overgrown vegetation is the responsibility of the adjacent property owner whether it be an individual owner or an HOA and this is required by a City Ordinance. The EPCSA lacks the authority to enforce such maintenance although it can seek owners' cooperation in this regard. It was agreed that Ms. Shears and Ms. Chamberlin should survey Avenida Primera to determine locations where maintenance is needed so that Ms. Shears can contact owners and ask that maintenance be done.

New Business

There was none.

Homeowner Comments

Ms. Shears indicated that she had not received any requests from owners to attend the meeting via videoconference.

Announcements:

The next EPCSA Board meeting will be held on Friday, June 12, 2020.

Adjournment

A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:26 am.

Minutes prepared and submitted by: Errol Levine Date: 6/10/2020

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 6/12/2020

(Brenda Shears - President)

MINUTES

EPCSA Board of Directors Meeting

Friday, 6/12/20

Attendance: Leslie Walker-Hirsch, Barbara Chamberlin, Connie Burke, Brenda Shears, Scott Bunton, William Schiller, Jill McIntosh, Greg Casey, MaryAnn Scanlon

Absence: Carol Genebach, Errol Levine

Call to Order: President Shears called the meeting to order at 9:04AM

Notes from Leslie Walker-Hirsch

1. Approval of Minutes of Previous Board Meeting: Minutes of May 8, 2020 unanimously approved as submitted.

2. Treasurer's Report from Scott Bunton, EPCSA treasurer

\$140,709.63 in reserve fund

\$23,000 in the black in operating fund; on track for this time in the year
Bookkeeper Greg Klos will be resigning as of July but will complete June financials

He will transfer records and software in early July

New bookkeeper or CPA search will begin right away; will seek recommendations from BOD members and EP owners

3. ARB Report from Kurt Sommer delivered by William Schiller

- New Projects:
 - 705 Avenida Primera—repavement of driveway with bricked driveway; water runoff will be reviewed
- Completed Projects:
 - 676 La Viveza, evaporative cooler replacement—need to inspect
 - 516 Los Nidos—re-roof, restored parapet—need to inspect
 - 600 Los Altos Way—solar installation—need to inspect
 - 540 Camino Los Altos—completed
- On going Projects
 - 425 Los Altos Way—under construction still; close to completion.
 - 540 Camino Los Altos—under construction
 - 782 Paseo Cresta—under construction
 - 762 Calle Altamira—request to install new fence approved; not completed
 - 759 Paseo Cresta—installation of deck; construction halted.
 - 609 Cumbre Vista—A/C Installation—need to inspect; vents run through the parapet

- 408 Calle Kokopelli—due for an interim inspection
- 509 Camino Los Altos—installation of solar panels, fencing, court yard wall; approved
- 413 Los Altos Way—repainting of trim; approved
- 789 Avenida Primera South—construction of addition; approval is pending

William Schiller announced his resignation as Aspen Compound representative to EP ARB effective following the July EP Board meeting

Constance Burke nominated by Cumbre Visa as CV representative to the EP ARB representative; a motion was made, seconded, and approved unanimously by the EP Board to approve her addition to the ARB.

Jill McIntosh—Installation of Radon remediation devices is becoming more common; expressed concern that ARB guidelines need to address the issue regarding appearance of the devices installed. Jill will take the lead on Radon issues, communicate with the ARB, and report to the BOD.

4. Real Estate Report from Jill McIntosh

Real estate was deemed an essential business by NM Governor and has been active during the time of Covid-19 quarantine
 1 home sale closed; 2 homes now under contract: one in La Viveza and one in Kachina Court; 2 others are active

5. Recreation Center Report from Manager Greg Casey

Reports light activity because of Covid-19 closure requirement
 Racquetball Court re-opened on a limited basis
 Irrigation system leak was repaired
 Pool cover malfunctioning; replacement is being evaluated
 Awaiting decision of Governor and other officials regarding pool inspections required before opening pools
 Deep cleaning of clubhouse and pool facilities will be performed prior to opening either facility once that is approved by the EP Board
 Shears reported Tennis Court reservations continue online

6. Grounds Maintenance Committee Report from Jo Beth Speyer was presented by Connie Burke:

Contractor Reyes Morales did cleanup of Rec Center grounds and weed removal along Avenida Primera and repaired a leak in the irrigation system.

President Shears mentioned homeowner concern about weed growth along Avenida Primera. There is a problem with alfalfa growth throughout Santa Fe including Estancia Primera. Many homeowners have removed the growth since mention in last EP newsletter email, but it is still an issue

in some parts of the community. Connie Burke reported that Cumbre Vista did a cleanup of their extensive retaining wall in the spring – but now significant regrowth. Effective control significantly exceeds their budget, and they are stymied as to how to control it economically. Weed killer is not an option due to wildlife living among the rocks. She asked for other suggestions: Jill McIntyre suggested getting volunteers; concern expressed that other neighborhood members may not be willing to assist CV.

7. Unfinished Business: EP Landscaping Improvement Project:

Brenda Shears confirmed that initially four written bids for the juniper removal and irrigation and two for lighting (with 2 more that declined to bid) had been received on an initial scope of work; following a revised scope of work, a second round of bids were obtained from the two lowest irrigation bidders and two for the lighting. (Three other contractors declined to bid due to high volume of work.)

President Shears requested Board approval to enter into contract with Enrique Briano not to exceed \$15,000 for the juniper/rootstock removal and installation of irrigation components; to enter into contract with Frank's Electric not to exceed \$7000 for the lighting component, and to approve Greg Casey to pour the concrete bases for bollard lights up to \$1000. Scott Bunton moved for approval. Connie Burke seconded motion. Unanimously approved

8. Unfinished Business: Re-opening of pool and/or clubhouse

Possible options discussed for pool rules when possible to open the pool:

- A. Open under current rules, including use at risk of the user
- B. Add a new rule limiting number of people in pool
- C. Add a new rule specifying no parties in pool area

Concern that any limitations beyond current rules would not be enforceable because no lifeguard or other person on duty
State may require certain restrictions, however.

Consensus – we must await further information from State Government before we can consider opening the pool

The clubhouse will remain closed until further notice

9. New Business: Annual Meeting will take place on August 12, 2020 at 7:00 PM via ZOOM

Announcement letter from President Shears was approved following the meeting via email; announcement will be mailed (or mailed via the postal service to those owners without email access) to all home and property owners around July 1.

10. **Homeowner Comments:** Los Altos Norte homeowner Mariel Nanasi requested banning gasoline powered leaf blowers from EP. Board consensus is that such a ban would be difficult to enforce and that noise regulations are in place within the Amended Declaration Article 6, section 3 and a City of Santa Fe Ordinance 2009-11 limiting nuisance noise from 10:00PM to 7:00 AM

11. **Announcement:** Next Board Meeting will be held via ZOOM on July 10, 2020 at 9:00 AM

12: **Adjournment:** Scott Bunton moved to adjourn at 10:03 am
Seconded by Leslie Walker-Hirsch
Unanimously approved.

Minutes prepared and submitted by:



(Leslie Walker-Hirsch – Acting Secretary & Board Member)

Date: 7/10/2020

Signed on behalf of Board by:



(Brenda Shears – President)

Date: 7/10/2020

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, July 10, 2020

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, Jill McIntosh, William Schiller, and Leslie Walker-Hirsch.

Others Present: Greg Casey (Recreation Center Manager) and Jo Beth Speyer (Grounds Maintenance Committee Chair).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of June 12, 2020 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Bunton distributed the June 30, 2020 Balance Sheet and Profit and Loss Budget versus Actual Statement to the Board members via email prior to the meeting. He reported that EPCSA is within budget and on track financially. As of June 30, the EP checking account contained \$138,017.08 and the capital reserve savings account contained \$144,096.59.

Mr. Bunton reported that after consultation with President Shears and Secretary Levine he had appointed Kristin Muchmore (who had been recommended by an EPCSA homeowner) to replace Greg Klos as EPCSA bookkeeper. Prior to making the appointment he had also consulted three references submitted by Ms. Muchmore all of whom spoke of her in stellar terms. Greg Klos has transmitted the EPCSA's records to Ms. Muchmore and she has already begun working for the EPCSA. Ms. Muchmore will perform all the tasks set forth in the job description sent to all EP owners by Ms. Shears when the search for a new bookkeeper began. This includes checking the EPCSA P.O. box once a week, which means that Mr. Bunton will no longer have to scan and email all incoming invoices and bank statements to our bookkeeper – Ms. Muchmore will get them directly. Another advantage will be that the EPCSA will no longer have to deal with a lag time for obtaining checks for Mr. Bunton's signature. Typically, it took between three and seven days for checks Greg Klos mailed to Mr. Bunton to travel from Durango to Santa Fe, usually through Albuquerque.

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 12 annual members meeting to which he will attach the following documents:

- A Report on Financial Matters to the Membership of the EPCSA.
- The Profit & Loss Budget vs. Actual Statement for the EPCSA as of July 31, 2020.
- A Balance sheet as of July 31, 2020.
- Projected Capital Reserve Fund Expenditures between 2021 and 2023, and
- A Notional 2021 Budget.

ARB Report:

Projects in Progress: ARB Chair Kurt Sommer reported that the following ARB projects are in progress:

J-06 - McClure - 789 Avenida Primera South – Construction of home addition – Approval pending.

J-21 - Hudson (formerly Kaplan) - 759 Paseo Cresta — Deck installation – Project halted, but home repairs remain incomplete.

J-23 – Streets - 782 Paseo Cresta – New home under construction.

K-02 – Murray – 705 Avenida Primera South – Possible drainage issue after installation of a bricked driveway – awaiting re-evaluation during monsoon season.

K-13 - Raczynski/Phillips - 621 Cumbre Vista – nature of project unspecified.

K-16 - West/Saunders - 609 Cumbre Vista – AC mini-splits installed; duct revision requested – ARB inspection pending.

KH-08 - Lawton/Bernard - 408 Calle Kokopelli – Mr. Sommer believes that the roof and stucco colors are acceptable now and he will confirm this with Jim Hays, Kachina Hill, Architectural Board Chair; landscaping application not yet received.

KH-15 - Vassallo/Wiman - 533 Avenida Primera South – ARB has given provisional approval for a new landscape project.

LA-09 - Krispinsky - 540 Camino Los Altos – Home addition – under construction.

LA-02 - Miller - 425 Los Altos Way – New home construction – close to completion – road damage problem remains to be addressed.

LA-18 - Sproat - 509 Camino Los Altos – Rooftop solar panel installation, fence, and courtyard wall – approved by ARB.

LA-05 – Scanlon - 413 Los Altos Way – repainting of trim – ARB approval received.

Q-02 – Haas - 600 Los Altos Norte – Rooftop solar panel installation – project completed – ARB inspection pending.

R-18 – Molyneaux - 762 Calle Altamira – Application for fence installation approved – construction has commenced.

S-04 - Sanchez - 780 Aspen Compound – nature of project unspecified.

T-12 – Anhalt – 676 La Viveza Court - Evaporative cooler replacement – ARB has approved the project and the performance deposit has been released.

ARB Complaint: Mr. Sommer reported that he had received a complaint from Larry Singer (520 Los Nidos Drive) who was seeking the removal of two small ceramic tiles on his neighbor’s property at 516 Los Nidos Drive. The tiles depict dachshund faces. The two tiles are mounted on stucco posts on either side of the rear gate of the property at 516 Los Nidos Drive. Mr. Sommer indicated that he had visited the site and did not consider that the tiles posed an aesthetic problem. Moreover, the tiles had been present in their current location when the house was constructed in 1999/2000 and they were therefore approved by the ARB when the home was inspected after completion. Accordingly, there will be no further ARB action regarding this matter and Mr. Sommer had indicated this to the complainant.

Retirement of William Schiller: President Shears announced that Dr. Schiller had indicated that he would retire both from the EPCSA Board of Directors and from the EP ARB as the Aspen Compound representative effective immediately after the July 10 Board meeting. She presented Dr. Schiller with a Certificate of Appreciation and a gift certificate in recognition of his extraordinary contributions to the EPCSA over an eleven-year period both as an EPCSA Board member and as Chair of the ARB. The framed Certificate of Appreciation reads as follows:

“The Estancia Primera Community Services Association acknowledges its profound gratitude to William Schiller for his dedication and significant contributions to the Estancia Primera Community during 11 years of service on the Board of Directors and as Chair of the Architectural Review Board (signed Brenda Shears, President, July 12, 2020).”

Ms. Shears then read a personal letter of appreciation that she had written to Dr. Schiller thanking him for his distinguished service to the EPCSA. Remarks recounting and appreciating Dr. Schiller’s long and extraordinary service to EPCSA were also made by ARB Chair Kurt Sommer and Board Secretary Errol Levine. Dr. Schiller expressed his appreciation to the Board and indicated that he had enjoyed working to make EP a better place to live in.

Real Estate Report: Jill McIntosh reported that one home and two vacant lots are active. One home is under contract and five homes have been sold year-to-date.

Disclaimer for Disclosure Statements: Dr. Levine, who prepares Disclosure Statements for all EP property sales, reported that he had noticed recently that several property sales had problems relating to

lot boundaries, easements, and unapproved construction of which the EPCSA had been unaware. In some cases, Disclosure Statements have a specific question as to whether there are any known violations of the Declaration relating to a property. In other cases, there is no such question. Dr. Levine indicated that it is difficult to answer this question in a manner that would protect the EPCSA from liability should defects unknown to the EPCSA be discovered after closing.

He therefore recommended adding a disclaimer to the covering email that accompanies Disclosure documents sent to realtors, title companies and buyers to clarify that even though the EPCSA is unaware of any problems relating to a property, that does not necessarily mean that problems do not exist. It would then be up to the buyers, their realtors, the title companies, and buyers' attorneys to make determinations as to potential property defects. He suggested that in the future the following disclaimer paragraph should be included in the covering email that is sent out with the EPCSA documents when a property goes under contract (the full text of the covering email can be found in the Book of Resolutions III.G.2):

“The records of the EPCSA do not currently reflect alterations or improvements to the lot/home that violate the Declaration or other Governing Documents. However, there have been occasions when EPCSA has been unaware of unapproved structural changes, easements that had been granted, or private arrangements made between adjacent homeowners, and cannot be certain that there are no problems relating to lot boundaries, easements, and unapproved structures or structural modifications.”

A motion duly made and seconded to adopt the above paragraph was passed unanimously after a discussion. Ms. Shears will ensure that the above paragraph is inserted into paragraph III.G.2 in the Book of Resolutions.

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

- Ms. Shears indicated that the procedure for online reservations for the tennis and racquetball courts had worked well during a one-year trial period. She now proposed that these procedures be incorporated into the Book of Resolutions effective July 10, 2020 as revisions of rules II.D. (Tennis Court Use Privileges and Rules) and II.E. (Racquetball Court Use Privileges) (See attachments). Upon a motion duly made and seconded, the Board voted unanimously to include the proposed revised rules in the Book of Resolutions. Ms. Shears will arrange for the two revisions to be included in the Book of Resolutions posted on the EPCSA website.
- The racquetball court is now open. Its use is limited to two players at any one time. Two EP residents have been using the court about twice a week since June 8th.
- Mr. Casey has received three quotes for a proposed new security system for the clubhouse. He will meet with Ms. Shears and Mr. Bunton in August to review the quotes. They will also review suggestions and bids for a new pool cover at the same meeting.

- The pool cannot be opened until the State provides for pre-season inspections to take place, and it still has not done so. The probability that the EPCSA will be able to open the pool this season is therefore diminishing.
- The EPCSA is due for a partial credit on our water bill against the cost of the water wasted because of a leak earlier this year. Mr. Casey, who had been requested to try to obtain the credit, asked Mr. Bunton to contact the City about this since Mr. Bunton deals with the water bills for the EPCSA. The City water department is currently closed because of the Coronavirus pandemic. Mr. Bunton emailed the utility billing staff about this matter but had received no response to date, and the EPCSA still has not received a credit for the leak.

Grounds Maintenance Committee Report: Jo Beth Speyer indicated that the Committee’s report would be summarized by Ms. Shears under “Unfinished Business.”

Unfinished Business

EP Landscaping Update: Ms. Shears reported that, as has been presented to the Board previously, the Recreation Center Landscape Improvement Project was conceived as four inter-related phases:

- Juniper/rootstock removal.
- An Irrigation system update.
- Modifications of existing lighting, and
- Landscaping/planting/drainage corrections and improvements.

The improvement project was approved in concept by the Board at its May 8 meeting at a total cost of about \$35,000 based on estimates that *did not* include taxes. Phase 1 has now been completed. Phases 2 & 3 have begun and specifications for Phase 4 have been detailed and costs for this phase have been estimated at \$10,054 plus tax by Enrique Briano, the contractor selected for Phases 1 & 2. Phase 4 includes transplantation of a Piñon Tree, construction of a rock wall on both sides of the sidewalk leading to the tennis court gate for water control, rebuilding and renovating swales and basins to improve water drainage and providing and installing new shrubs and perennials, weed barriers, soil additives, stone and mulch.

Ms. Shears sought Board approval for the following items:

- Phase 4 of the EP Landscape Improvement Project for \$10,054 plus \$848.36 tax (bringing the total for the whole project as previously specified to \$35,100 including tax). Upon a motion duly made and seconded, the Board approved this expenditure after a discussion.

- An additional request of \$900 plus \$75.94 tax to remove the remaining section of juniper that had not been included as a part of the project. The project total with the additional juniper removal would be \$36,069 including tax. Upon a motion duly made and seconded, the Board approved this expenditure after a discussion.
- Summer/fall maintenance and winterizing in the amount of \$2,250 plus \$189.96 tax. This is not part of the EP landscape improvement project but constitutes routine and necessary maintenance that is covered by the EPCSA's annual landscape budget. This service would be provided by Enrique Briano for four months (July through October 2020) at \$609.99 per month including tax. It covers overall cleanup of weeds on the Recreation Center grounds and around the perimeter of the clubhouse building; pruning and trimming of existing plants and grass; *weekly* checking on plants and the irrigation system; application of fall fertilizers and winterization of the irrigation system. Upon a motion duly made and seconded, the Board approved this expenditure after a discussion.

The Board noted that the New Mexico privet on the street island at the south EP entry was looking bad presumably because of a lack of water. Mr. Casey and Ms. Scanlon believe that the shrub will recover if it receives adequate water and Mr. Casey has started watering the shrub and will continue doing so through the fall. MaryAnn Scanlon will also plant some Russian sages on both the north and south entry islands.

Clubhouse, Pool and Racquetball Court Reopening Status: This has been covered in Mr. Casey's report (see above).

Annual Meeting Planning: The Board agreed unanimously on the following procedures for the 2020 annual EPCSA members meeting:

- The meeting will be held on Wednesday, August 12 at 7:00 pm at the Clubhouse conference room.
- The method of voting will be "At Large by Neighborhood."
- The Board positions for the Aspen Compound, Cumbre Vista and Los Nidos neighborhood subdivisions become vacant in August 2020. The EPCSA has received nominations in good order of the following three EP owners to fill the vacancies: Connie Burke, Jim Kissock and Errol Levine. They will seek election or re-election at the annual meeting. The election of Directors will be by acclamation if none of the vacancies is contested.
- A protocol (attached) drafted by President Shears, Vice-President and Treasurer Scott Bunton, and Secretary Errol Levine will be followed if any of the vacancies are contested and an election by secret ballot is required. Ms. Shears appointed two EP owners/volunteers, Jo Beth Speyer (770 Calle Altamira) and MaryAnn Scanlon (413 Los Altos Way), as the Ballot Counting Committee referred to in the protocol. Keith Kintigh will act in this capacity as an alternate.

- 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 per the ruling on this matter provided by the then-EPCSA Legal Counsel in 2010, in accordance with Section 53-8-16 of the New Mexico Nonprofit Corporation Act, and in consonance with provision III.J. of the Book of Resolutions.
- 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 13, 2020) for anyone wishing to run for a Board position that will become vacant in August.
 - The method of voting for Board members.
 - Their right to submit proxy forms if they cannot attend the meeting.
 - The draft minutes of the Annual Meeting of August 14, 2019 for approval at the August 12, 2020 meeting.
 - The fact that the meeting agenda, the 2020 Year-To-Date Financial documents, and the provisional budget for 2021 will be sent to them via email about seven days prior to the meeting date.
- All proxy forms should be sent via email or USPS (to EPCSA's P.O. Box address) so that they reach the Secretary no later than August 11, 2020. The names of owners who submit proxy forms will be checked off by the Secretary on a master owners' list with the word "proxy" in parentheses and the name of the owner to whom the proxy has been assigned. The Secretary should provide the completed list to the President prior to the meeting.
- Board members Barbara Chamberlin and Leslie Walker-Hirsch volunteered to create a list of the owners who sign into the Zoom online meeting. They will do this from seeing who is logged on or Ms. Shears will create a waiting room from which each owner is admitted to the meeting at which time their name will be checked on the master owners' list.
- The Secretary should inform the President of the number of lot owners present by proxy immediately prior to the start of the meeting. Board members who record the owners present via Zoom should inform the President of the number of lot owners present "in person" immediately prior to the start of the meeting.
- 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. As provided in Section I.11 of the Book of Resolutions, 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.

- 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 in accordance with rule I.12 in the Book of Resolutions.
- As provided in the Amended Declaration and Amended Bylaws for the EPCSA, the Association's business is to be cared for by the Board of Directors, and the role of owners is to vote on any of seven specific actions listed in Article 3.3 (a) of the Declaration if those are proposed. Of these seven, the only matter pertinent to the 2020 annual Members' meeting is item 7, namely the election of the Board of Directors. Accordingly, the only motions that may be made by owners and that are subject to a vote by owners (other than motions regarding routine meeting business or pertaining to the conduct of the meeting, such as the disposition of the minutes of the 2019 annual Members' meeting and adjournment of the 2020 annual meeting) are those that pertain to election of the duly nominated EP owners to fill Board positions that become vacant in August 2020. Owner comments, questions and suggestions on matters relevant to EP and to the EPCSA are welcome, but comments and discussion of specific issues between owners and the ARB, or between owners and neighborhood subdivision HOAs, are not appropriate or relevant topics for EP owners' meetings and thus will be ruled out of order.

New Business

There was none.

Homeowner Comments

A.L. Bontrager (501 Camino Los Altos) emphasized the importance of having weekly maintenance done on the new landscaping and irrigation system at the Recreation Center. He also recommended that a detailed plan be created showing where all important structures are relating to the new irrigation and lighting systems so that problems that develop can be easily dealt with. Ms. Shears indicated that she has a plat of the area and Greg Casey will take photographs during the various installations. After that Keith Kintigh will construct a plan showing where all wiring and irrigation lines are located.

Announcements:

- The EPCSA Annual Meeting will be held on Wednesday, August 12 at 7:00 pm via Zoom videoconference.
- The next EPCSA Board meeting will be held on Friday, September 11, 2020.

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: 7/29/2020

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 7/29/2020

(Brenda Shears - President)

Revisions to II.D. Tennis Court Use Privileges and Rules – Approved July 10, 2020

II.D.2. In order to reserve the tennis court, an EPCSA member, a member's tenant, or a member's or tenant's resident family member must sign up online; instructions are provided on the Estancia Primera web site. Anyone using the court without a reservation must relinquish it to a person who reserved it at the reserved time.

- a. Reservations may be made at a least 24 hours in advance for up to 3 times (1.5 hour increments) per week for up to two months in advance on the first of each month (for example, on April 1 reservations can be made through the end of May; on May 1, reservations can be made through the end of June, etc.)
- b. Reservations may be made at the same playing time each day for up to two days each week in order to allow others access to desirable time on the courts. The third reservation should be at a different time but not less than 1 hour from the time of the other two reservations.
- c. Contiguous reservations may not be made on the same day.
- d. Same day use of the courts for unreserved slots is on a first-come basis.

Revisions to II.E. Racquetball Court Use Privileges and Rules – Approved July 10, 2020

II.E.2. In order to reserve the tennis court, an EPCSA member, a member's tenant, or a member's or tenant's resident family member must sign up online; instructions are provided on the Estancia Primera web site. Anyone using the court without a reservation must relinquish it to a person who reserved it at the reserved time.

- a. Reservations may be made at a least 24 hours in advance for up to 3 times (1.5 hour increments) per week for up to two months in advance on the first of each month (for example, on April 1 reservations can be made through the end of May; on May 1, reservations can be made through the end of June, etc.)
- b. Reservations may be made at the same playing time each day for up to two days each week in order to allow others access to desirable time on the courts. The third reservation should be at a different time but not less than 1 hour from the time of the other two reservations.
- c. Contiguous reservations may not be made on the same day.
- d. Same day use of the courts for unreserved slots is on a first-come basis.

PROCESS FOR CONTESTED ELECTION 2020*

*The process for a contested election has been amended for 2020 due to the prevalence of the COVID-19 and the decision to hold the August 12 annual meeting via ZOOM video- and tele-conferencing instead of an in-person gathering

In the event more than one candidate is nominated to run as a board representative from a neighborhood with a board member's terms expiring in 2020 (Los Nidos, Cumbre Vista, and Aspen Compound) the following procedures will be followed:

1. Ballots will be emailed (or mailed via USPS to owners for whom no email is recorded) to each email address/preferred street mailing address we have on file. Only ONE ballot may be returned for each property. Each ballot returned must provide the owner's/owners' name/s as it/they are listed on the title of the property in Santa Fe County land records.
2. Ballots are to be returned via USPS to the EPCSA, Post Office Box 8424, Santa Fe NM 87504-8424.
3. Ballots are to be placed in an unmarked, sealed envelope. That envelope is to be placed in another envelope showing the owner's/owners' name/s and the return address. If the owner resides at a different address than the EP property, the Estancia Primera address should be printed on the envelope.
4. In order to be valid and counted, ballots must be received by no later than August 11, which is one day prior to the Annual Meeting.
5. Two owners will be appointed at the July 10, 2020 Board Meeting by the President to count the ballots on Tuesday, August 11. Appointees will be neither election candidates nor current board members.
6. Election results will be announced during the Annual Meeting scheduled for 7 p.m. on Wednesday, August 12.

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.
 - D. Where Directors or Officers are to be elected by members, the bylaws may provide that such elections may be conducted by mail.
 - F. 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 a candidate.

**No Board Meeting in August 2020
Annual Members Meeting - August 12, 2020**

**Draft Minutes of the Annual Members Meeting of the
Estancia Primera Community Services Association (EPCSA)
Wednesday, August 12, 2020**

Meeting held by videoconference using Zoom owing to Coronavirus pandemic

(MINUTES PENDING APPROVAL AT AUGUST 2021 ANNUAL MEMBERS' MEETING)

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

Call to Order: President Shears called the meeting to order at 7:07 pm using Zoom. The owners of 67 Estancia Primera 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 14, 2019 Annual EPCSA Members' Meeting that previously had been checked for accuracy by the Board of Directors, posted on the EPCSA web site as a draft, and distributed to all Members via email on July 3, 2020 by Ms. Shears. The motion was approved unanimously.

Election of Board Members: President Shears reported that the Board positions for the Altamira, Aspen Compound, Cumbre Vista and Los Nidos neighborhood subdivisions are vacant. Two vacancies resulted from the expiration of the two-year Board terms of Connie Burke (Cumbre Vista) and Errol Levine (Los Nidos) on the date of the current Annual Meeting and two resulted from the retirements of Board members William Schiller (Aspen Compound) and Carol Genebach (Altamira). The Board had received Petitions of Candidacy in good order for Connie Burke (Cumbre Vista), Jim Kissock (Aspen Compound) and Errol Levine (Los Nidos). Ms. Shears indicated that since the three positions were not contested, it is permissible for the owners participating in the meeting or represented by proxy to elect or re-elect Connie Burke, Jim Kissock, and Errol Levine by acclamation for two-year Board terms. A motion duly made and seconded that the three candidates be elected by acclamation was then passed unanimously.

President's Report: President Shears indicated that the 2020-2021 Board was comprised of herself as President, Vice President and Treasurer Scott Bunton, Secretary Errol Levine, and Directors Connie Burke, Barbara Chamberlain, Carol Genebach, Jill McIntosh, William Schiller, and Leslie Walker-Hirsch. Kurt Sommer chairs the EPCSA ARB, Jo Beth Speyer chairs the Grounds Maintenance Committee, and Greg Casey serves as the Recreation Center Manager. Ms. Shears highlighted the following:

- Two Board members, Carol Genebach and William Schiller had retired from the Board in the previous month and she wanted to acknowledge her gratitude for their many years of service to the EPCSA. Dr.

Schiller had served on the Board for about eleven years and had also served for about eight years as ARB Chair, a position he had filled with distinction and expertise. Ms. Genebach had retired from the Board after 15 years of service. She has the distinction of having the longest continuous Board service of anyone in the history of EP. Ms. Shears indicated that they had both shown amazing commitment to our community. She had presented them with framed Certificates of Appreciation on behalf of the EPCSA members.

- Much of the Board's energy this year has been directed toward the irrigation system replacement, lighting augmentation, and landscape improvement project on the Recreation Center grounds, which is near completion.
- A Grounds Maintenance Committee was established in late 2019 to coordinate the maintenance of the EPCSA common property and is chaired by Jo Beth Speyer. MaryAnn Scanlon and Connie Burke are members.
- A Social Committee was established this past year and is chaired by Connie Burke.
- The Annual Neighbor to Neighbor Food Drive to support The Food Depot was held in September 2019 and was coordinated by Barbara Chamberlin and Jill McIntosh. It resulted in the collection of canned goods and cash donations that were equivalent to 23,544 pounds of food. The EPCSA came in third in the City after the Las Campanas and Las Lomas neighborhoods in the category for neighborhoods of similar size.
- Ms. Shears continues to send out monthly news emails to the membership and sends a modified edition to long-term tenants for whom she has email addresses. She encouraged any owner with a tenant to provide their information to her.
- The Board has been challenged by the COVID-19 pandemic as evidenced by this first Annual Meeting being held virtually. In March, the Board closed the Clubhouse and to date it has not been possible for homeowners association pools to obtain state inspections required before they can be opened for the season, and thus the pool has remained closed. The pandemic also curtailed any plans for community get-togethers such as the traditional Memorial Day pool opening party and the Community Garage Sale.
- Ms. Shears indicated that she had tallied all volunteers listed on the EPCSA web site who contribute to the betterment of our community through service to the Estancia Primera and neighborhood HOA boards, architectural reviews, and the work of many committees. She indicated that 61 owners, representing about 50 different properties, work on the community's behalf all year long – some serving in two or more positions (see attached list). She indicated that she wanted to recognize them and thank them very much.

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 the report to all EP owners on August 9, 2020. The report contained the following documents (attached):

- *A Report on Financial Matters to the EPCSA Membership.*

- *The 2020 Profit & Loss Budget vs. Actual Statement for the EPCSA as of July 31, 2020.*
- *Projected Capital Reserve Fund Expenditures between 2021 and 2023.*
- *A 2021 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 2020, every indication is that the EPCSA will end the current operating year (calendar 2020) with operating expenditures within the 2020 budget approved by the Board in December 2019 (on which the 2020 assessment level was based). Mr. Bunton will recommend that unexpended funds from the 2020 budget, if there are any at the end of 2020, be transferred to the Capital Reserve Fund once the 2021 assessments have been received.

Forecast of the Amounts and Timing of Expenditures to be Made from the Capital Reserve Fund: As of July 31, 2020, \$25,743.52 has been expended toward the projected and Board-approved \$36,000 cost of the four-part project currently underway to replace the deteriorated and nonfunctional irrigation system for the Recreation Center grounds, to replace wiring and electrical fixtures posing a fire hazard that provide lighting at the entry to the Clubhouse and pool and augment that lighting, to remove overgrown junipers, and to replace the junipers with low-maintenance and drought-resistant trees, bushes, and other plantings. This amount and the remaining expenditures on this project will be taken from the Capital Reserve Fund.

The only additional expenditure from this Fund during 2020 that the Board of Directors currently anticipates is to purchase and install a replacement pool cover at an estimated cost of \$10,000; the current cover that has been in use for several years irreparably broke after it was retracted this spring. The Board anticipates some capital expenditures may be needed during 2021, but it has not finally concluded that those expenditures will be required, nor has it approved any expenditures to be made in 2021 from this Fund. Mr. Bunton summarized possible capital projects that might be needed between 2021 and 2023 and provided estimates of the amounts of those expenditures (see attached table).

Investments of and Anticipated Income from the EP Capital Reserve Fund: Mr. Bunton reported that the \$144,102.50 in the Capital Reserve Fund as of July 31, 2020 is in a business high performance money market savings account. That account, with an Annual Percentage Rate of 0.1 percent, yields approximately \$100 per year of interest income. That is typical of low-risk, high liquidity, easily accessible accounts in the current low-interest environment. In the unlikely event that interest rates increase significantly, Mr. Bunton expects to propose to the Board a mix of financial instruments to maximize interest income on the funds in this account while ensuring safety of principal, advisable liquidity, and easy fund access by the Treasurer.

Notional 2021 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 2021 budget that he had distributed to the owners (attached) 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 2021 over 2020 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: Chair Kurt Sommer gave the ARB's annual report. He indicated that the ARB had recommended changes in the Architectural Guidelines regarding roof replacements, re-stucco projects and rooftop solar panel installations and that these recommendations had been approved by the EPCSA Board of Directors. The revised guidelines are contained in paragraphs ten through twelve of Appendix II of the Architectural Guidelines (Additional Requirements) and the new requirements had been distributed to all EP owners by President Shears. There are currently eleven ARB projects in progress. Five are major construction projects (new homes under construction or home additions) and six are minor projects including landscaping, minor home additions, installation of air conditioning units, wall and fence installations and other general projects. Mr. Sommer reminded owners that any projects that might alter the exterior appearances of homes, including landscaping changes and rooftop changes and additions, require formal ARB approval. Also, all ARB applications need to be filed first with the applicable neighborhood subdivision Architectural Review Committee (ARC). However, the latter committees cannot give final approval for any project that requires formal approval; those neighborhood review committees only make recommendations to the EP ARB, and its written approval is required before any exterior project can commence.

Real Estate Report: Jill McIntosh reported that for the last 3 and one-half years, she has presented a monthly Board report regarding all real estate activity in Estancia Primera. This is necessary so that the EPCSA can keep track of changes of property ownership in EP, 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 the homes go under contract. Ms. McIntosh indicated that since the last annual meeting in August 2019 twelve EP homes have been sold. Two homes are under contract and two homes and two vacant lot listings are currently active.

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

- The existing locks on the lockers in the men's and women's locker rooms have been removed. Wooden spacers have been installed to provide proper spacing for new locking brackets. Replacement locks have been purchased and will be installed when the club house is reopened.
- Three bids were obtained for a new clubhouse security and video camera system early in 2020, but given other priorities and the Coronavirus pandemic, the Board agreed to defer further consideration of this matter until the clubhouse reopens.

- Replacement of the clubhouse entry tile and of the concrete sidewalk in front of the clubhouse and tennis court is in the design stage and has been deferred into 2021. Bids will be obtained for these projects during the winter based on specifications and drawings provided by an architect hired by the Board to advise on these projects.
- The pool has not opened this season due to COVID-19 restrictions put in place by the NM State Public Health Emergency Orders and will more than likely remain closed for the rest of the 2020 season.
- Routine replacement of the tile lip at the deep end of the pool was completed in April 2020. This is required every few years due to winter freezing and thawing effects on the grout.
- The old pool cover, which is about six years old, is no longer functioning and will need to be replaced at the end of the season. The Board will evaluate bids and options for a replacement cover at a forthcoming meeting.
- The tennis court has remained open and the Association has seen increased use by EP residents due to pandemic-related restrictions on some other courts in Santa Fe.
- The procedure for online reservations for the tennis and racquetball courts has been entered in sections II.D.2 and II.E.2 of the Book of Resolutions.
- Dick Anderson (796 Aspen Compound) continues to contribute his time and expertise to filling the surface cracks each fall in preparation for the winter freeze. Mr. Casey also monitors the court surface and the Board hopes to be able to get one or two years more of play before the next resurface project is undertaken.
- New LED lights were installed in the racquetball court and the court's air vents have been cleaned.

Grounds Committee Report: President Brenda Shears reported as follows on behalf of Committee Chair Jo Beth Speyer who experienced technical difficulties during the meeting:

Grounds Maintenance Committee: A Grounds Maintenance Committee was formed in 2019 to coordinate the care and maintenance of EPCSA common property. The committee has the following responsibilities:

- a. Maintenance of the Culpin Recreation Center landscaping and irrigation system.
- b. Supervision of the annual cleanup of EP property in the Saiz arroyo adjacent to the Recreation Center.
- c. Keeping the concrete sidewalk and curb adjacent to the Recreation Center property free of weeds and overgrown vegetation.

The current Committee members are Jo Beth Speyer (Chair), Maryann Scanlon, and Constance Burke. Greg Casey is an *ex officio* member. President Shears had also provided significant help to the Committee.

Arroyo Saiz Fire Prevention Annual Clearing. Each fall, in collaboration with the Los Nidos Homeowners Association and in cooperation with the City of Santa Fe, the Committee coordinates the trimming of vegetation and removal of dead wood and debris within the portion of the Saiz arroyo that falls within EPCSA and Los Nidos common property to mitigate the possibility of fire. The Committee plans to repeat the project in 2020. The Committee encourages other neighborhood subdivision HOAs with common

property, and individuals owning property, in the Saiz arroyo to trim shrubs and trees and to remove dead wood to expand the area of the Saiz arroyo that is protected.

Recreation Center Landscaping Improvement Project. This project was conceived, designed, and undertaken during 2020 to create a more up-to-date and open design and to achieve lower maintenance requirements, and is nearly complete. A new irrigation system was installed to replace the previous one that had failed. Additional lighting was installed to accommodate safety concerns. The landscaping was significantly enhanced by the removal of overgrown vegetation and the addition of flowering crabapple trees and perennials next to the clubhouse and clustered around the boulders within the island along the front of the Recreation Center parking lot. The Grounds Maintenance Committee has developed a plan to ensure that the new landscaping and irrigation system will be checked by Committee members at least weekly.

North and South Estancia Primera Entry Islands. The entry islands have been enhanced with plantings of Russian Sage, which once established, will be able to survive without supplementary water. The main challenge is a stressed New Mexico privet on the island at the south EP entry. The EPCSA Board has decided to try to nurse it back to health using a weekly manual watering program and the privet's appearance and condition have improved.

Concrete Sidewalks and Curbs along Avenida Primera South. According to two City of Santa Fe Ordinances, the owners of property adjacent to Avenida Primera are responsible for keeping the sidewalk and curb free of overgrown vegetation and weeds and for removing ice and snow accumulations from the sidewalk. Responsible parties in EP include:

- The EPCSA which is responsible for the sidewalk adjacent to the Recreation Center property.
- Neighborhood subdivision HOAs that have common property that abuts Avenida Primera.
- Individual homeowners whose properties abut Avenida Primera.

The Board had designated Barbara Chamberlin to remain in touch with these owners to ensure that they comply with the City's requirements.

Social Committee Report:

Social Committee Chair Connie Burke indicated that the Coronavirus pandemic had severely curtailed plans for community get-togethers such as the traditional Memorial Day pool opening party and the Community Garage Sale. The Social Committee will consider alternative ways to connect residents if the State requirement for social distancing remains in effect in 2021.

Unfinished Business: There was none.

New Business: There was none.

Additional Homeowner Comments:

- Steve Irsik (Los Nidos) commended the Board on the improved appearance of the Recreation Center resulting from the re-landscaping project.
- David Sproat (Los Altos) recommended that the lettering on the north and south EP entry signs be painted black to make it more apparent. The Board will consider this suggestion.

Announcements:

Next Board meeting: Friday, September 11, 2020 at 9:00 am. The Board officers for the remainder of 2020 through August 2021 will be elected at that meeting.

Neighbor to Neighbor Food Drive: Barbara Chamberlin indicated that the annual food drive would continue this year with Ms. McIntosh and her as coordinators. Because of the Covid-19 situation, food items cannot be accepted. However, donations by cash or check will be welcome. Ms. Chamberlin will provide further information regarding the arrangements for the food drive later.

Adjournment: A motion was made and seconded to adjourn the meeting, and President Shears adjourned it at 7:49 pm.

Minutes prepared and submitted by: Errol Levine Date: 8/12/2020

(Errol Levine - Secretary)

Signed on behalf of Board by: _____ Date: 8/11/2021

(Brenda Shears - President)

ESTANCIA PRIMERA VOLUNTEERS July 31, 2019 through July 31, 2020

Larry Adams	Altamira Board
Richard Anderson	EPCSA Tennis Court Maintenance
Jim Anhalt	La Viveza ARC
Mike Batte	Kachina Hills Board
Ron Bauer	La Viveza Appeals Comm
Jim Beck	Los Altos Board
Dona Bolding	Cresta Board
A.L. Bontrager	Los Altos 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
Ralph Craviso	Los Altos Norte Board
Gene Creely	Aspen Compound Board
Michael Cross	Cumbre Vista Board & Road Com
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
Sarah Fassett	Los Nidos ARC
Gwen Fuller	La Viveza Board & Appeals Comm
Carol Genebach	EPCSA Board-Altamira
Roger Hamilton	Cresta Board
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	Aspen Compound Board
Sean Krispinsky	EPCSA ARB, Los Altos ARC
William Leeman	Cumbre Vista Road Comm
Errol Levine	EPCSA Board, Los Nidos Board
Carolyn McCollum	EPCSA ARB, Los Altos Norte ARC
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
Michielle Melton	Los Altos Board
Edward Platte	Cresta Board
Nanette Pyne	La Viveza Board
Robert Reifel	Cumbre Vista Road Comm
MaryAnn Scanlon	EPCSA Grounds Comm
William Schiller	EPCSA Board & ARB, Aspen Compound Board

Terry Schultz	Little Library Maintenance
Brenda Shears	EPCSA Board-Kachina Hills
Kurt Sommer	EPCSA ARB, Altamira Board & ARC
Michael Spencer	La Viveza Board & ARC
Jo Beth Speyer	EPCSA Grounds Comm
David Sproat	Los Altos Board & ARC
Susanne Stauffer	Kachina Hills Board & ARC
Robert Trout	La Viveza Board
Ida Vorum	Cumbre Vista ARC
Leslie Walker-Hirsch	EPCSA Board, Los Altos Norte Board
Jerry Ward	Los Altos Board
Kay West	Altamira Board
William White	Kachina Hills Board & ARC
Kate Woods	Cumbre Vista Board

Additional thanks to the various neighborhood associations who contribute to maintaining shared pathways, arroyos, and other common property.

Appreciation is also extended to those unseen owners and residents who perform various altruistic actions within their neighborhoods.

Compiled by B. Shears for EPCSA President's Annual Report August 2020

**REPORT ON FINANCIAL MATTERS TO
THE MEMBERSHIP OF THE
ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION**

July 31, 2020

I. Forecast of Adherence to the Current Year's Operating Budget

Based on expenditures to date in 2020, every indication is that EPCSA will end the current operating year (calendar 2020) with operating expenditures within the 2020 budget approved by the Board in December 2019 (on which the 2020 assessment level was based). The Treasurer will recommend that unexpended funds from the 2020 budget, if those materialize as now expected at the conclusion of the year, be transferred to the Capital Reserve Fund once 2021 assessments have been received.

II. Forecast of the Amounts and Timing of Expenditures to Be Made from the Capital Reserve Fund

As of July 31, 2020, \$25,743.52 has been expended toward the projected and Board-approved \$36,000 cost of the four-part project currently underway to replace the deteriorated and nonfunctional irrigation system for the Recreation Center grounds, to replace wiring and electrical fixtures posing a fire hazard that provide lighting at the entry to the Clubhouse and pool and augment that lighting, to remove overgrown junipers, and to replace the junipers with low-maintenance and drought-resistant trees, bushes, and other plantings. This amount and the remaining expenditures on this project will be taken from the Capital Reserve Fund. The only additional expenditure from this Fund during 2020 that the Board of Directors currently anticipates is to purchase and install a replacement pool cover at an estimated cost of \$10,000; the current cover that has been in use for several years irreparably broke after it was retracted this spring. The Board anticipates some capital expenditures may be needed during 2021, but it has not finally concluded that those expenditures will be required, nor has it approved any expenditures to be made in 2021 from this Fund. See the accompanying table for estimates of when Capital Reserve Fund expenditures may be needed, and estimates of the amounts of those expenditures.

III. Investments of and Anticipated Income from the EP Capital Reserve Fund

The \$144,102.50 in the Capital Reserve Fund as of July 31, 2020 – from which the expenditures reported in Part II above will be deducted – is in a business high performance money market savings account. That account, with an Annual Percentage Rate of .1 percent, yields a bit more than \$100 a year of interest income. That is typical of low-risk, high liquidity, easily accessible accounts that are available from banks in Santa Fe in the current low-interest environment. If/when interest rates increase significantly, the Treasurer expects to propose to the Board a mix of financial instruments to maximize interest income on the funds in this account while ensuring safety of

principal, advisable liquidity, and easy access by the Treasurer when access is needed. However, current Federal Reserve forecasts do not suggest rate increases are likely in the foreseeable future.

Profit & Loss Budget Performance

January through July 2020

	<u>Jan - Jul 20</u>	<u>Budget YTD</u>	<u>\$ Over Budget YTD</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense					
Income					
4000 · Assessment Income	117,788.00	68,920.81	48,867.19	118,149.96	-361.96
4018 · Assessment Late Fee	50.00				
4025 · Interest	55.02	58.35	-3.33	100.00	-44.98
4030 · Pool Card Fee	25.00	58.35	-33.35	100.00	-75.00
4290 · Other Income					
4292 · Clubhouse Usage	150.00	641.65	-491.65	1,100.00	-950.00
4295 · HOA Disclosure Fees	575.00	291.65	283.35	500.00	75.00
Total 4290 · Other Income	<u>725.00</u>	<u>933.30</u>	<u>-208.30</u>	<u>1,600.00</u>	<u>-875.00</u>
Total Income	<u>118,643.02</u>	<u>69,970.81</u>	<u>48,672.21</u>	<u>119,949.96</u>	<u>-1,306.94</u>
Gross Profit	118,643.02	69,970.81	48,672.21	119,949.96	-1,306.94
Expense					
6010 · Admin & Office					
6012 · Admin & Office - ARB		14.60	-14.60	25.00	-25.00
6045 · Insurance-Property/D & O				11,400.00	
6060 · Licenses and Permits	10.00	87.50	-77.50	150.00	-140.00
6010 · Admin & Office - Other	69.03	14.60	54.43	25.00	44.03
Total 6010 · Admin & Office	<u>79.03</u>	<u>116.70</u>	<u>-37.67</u>	<u>11,600.00</u>	<u>-11,520.97</u>
6011 · General Expense					
6000 · Accountant		320.85	-320.85	550.00	-550.00
6066 · Web Site Hosting/Domain Name		131.25	-131.25	225.00	-225.00
7110 · Taxes		17.50	-17.50	30.00	-30.00
7125 · Mileage and Parking		17.50	-17.50	30.00	-30.00
7201 · Legal General		583.35	-583.35	1,000.00	-1,000.00
7203 · Web Support		1,166.65	-1,166.65	2,000.00	-2,000.00
7204 · Bookkeeper	1,023.98	1,341.65	-317.67	2,300.00	-1,276.02
7206 · General Management	1,589.03	4,200.00	-2,610.97	7,200.00	-5,610.97
7210 · Office Supplies	429.07	189.60	239.47	325.00	104.07
6011 · General Expense - Other		29.15	-29.15	50.00	-50.00
Total 6011 · General Expense	<u>3,042.08</u>	<u>7,997.50</u>	<u>-4,955.42</u>	<u>13,710.00</u>	<u>-10,667.92</u>

Estancia Primera Community Services Association

Profit & Loss Budget Performance

January through July 2020

	<u>Jan - Jul 20</u>	<u>Budget YTD</u>	<u>\$ Over Budget YTD</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
6029 · Social Events					
6030 · EPCSA Functions		218.75	-218.75	375.00	-375.00
7020 · Exterior Decorations		233.35	-233.35	400.00	-400.00
Total 6029 · Social Events		452.10	-452.10	775.00	-775.00
6039 · Grounds Expense					
6040 · Grounds Maintenance	1,940.00	2,916.65	-976.65	5,000.00	-3,060.00
6091 · Grounds Supplies	26.00	233.35	-207.35	400.00	-374.00
6092 · Sign Maintenance		87.50	-87.50	150.00	-150.00
7100 · Snow Removal		1,166.65	-1,166.65	2,000.00	-2,000.00
7115 · Electricity Entry Signs	272.76	291.65	-18.89	500.00	-227.24
Total 6039 · Grounds Expense	2,238.76	4,695.80	-2,457.04	8,050.00	-5,811.24
7000 · Rec Center Expenses					
7005 · Utilities					
7070 · Refuse	297.84	408.35	-110.51	700.00	-402.16
7010 · Electricity	859.08	1,954.15	-1,095.07	3,350.00	-2,490.92
7015 · Gas	506.55	1,458.35	-951.80	2,500.00	-1,993.45
7035 · Phone	286.94	306.25	-19.31	525.00	-238.06
7060 · Water	2,992.23	2,916.65	75.58	5,000.00	-2,007.77
Total 7005 · Utilities	4,942.64	7,043.75	-2,101.11	12,075.00	-7,132.36
7029 · Maintenance Rec Center					
7031 · Cleaning Service		933.35	-933.35	1,600.00	-1,600.00
7032 · Maintenance Supplies	184.19	583.35	-399.16	1,000.00	-815.81
7033 · Maintenance Labor	220.00	2,216.65	-1,996.65	3,800.00	-3,580.00
7037 · Roof Maintenance		116.65	-116.65	200.00	-200.00
7050 · Security	565.59	641.65	-76.06	1,100.00	-534.41
7095 · Furnishings Equipment		466.65	-466.65	800.00	-800.00
7029 · Maintenance Rec Center - Other	216.88	145.85	71.03	250.00	-33.12
Total 7029 · Maintenance Rec Center	1,186.66	5,104.15	-3,917.49	8,750.00	-7,563.34

Profit & Loss Budget Performance

January through July 2020

	<u>Jan - Jul 20</u>	<u>Budget YTD</u>	<u>\$ Over Budget YTD</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
7096 · Pool/ Tennis Court					
7040 · Pool Maintenance	2,049.46	466.65	1,582.81	800.00	1,249.46
7042 · Pool Supplies	840.39	1,575.00	-734.61	2,700.00	-1,859.61
7043 · Pool Furniture		291.65	-291.65	500.00	-500.00
7045 · Pool Management Service	677.74	3,500.00	-2,822.26	6,000.00	-5,322.26
7055 · Tennis Court Maintenance		700.00	-700.00	1,200.00	-1,200.00
Total 7096 · Pool/ Tennis Court	<u>3,567.59</u>	<u>6,533.30</u>	<u>-2,965.71</u>	<u>11,200.00</u>	<u>-7,632.41</u>
Total 7000 · Rec Center Expenses	<u>9,696.89</u>	<u>18,681.20</u>	<u>-8,984.31</u>	<u>32,025.00</u>	<u>-22,328.11</u>
Total Expense	<u>15,056.76</u>	<u>31,943.30</u>	<u>-16,886.54</u>	<u>66,160.00</u>	<u>-51,103.24</u>
Net Ordinary Income	103,586.26	38,027.51	65,558.75	53,789.96	49,796.30
Other Income/Expense					
Other Expense					
8050 · Contingency		3,087.60	-3,087.60	5,293.00	-5,293.00
8200 · Capital Equip/Assets Reserves	25,743.52	14,989.90	10,753.62	25,697.00	46.52
9010 · Depreciation Expense	<u>11,400.00</u>	<u>13,300.00</u>	<u>-1,900.00</u>	<u>22,800.00</u>	<u>-11,400.00</u>
Total Other Expense	<u>37,143.52</u>	<u>31,377.50</u>	<u>5,766.02</u>	<u>53,790.00</u>	<u>-16,646.48</u>
Net Other Income	<u>-37,143.52</u>	<u>-31,377.50</u>	<u>-5,766.02</u>	<u>-53,790.00</u>	<u>16,646.48</u>
Net Income	<u>66,442.74</u>	<u>0.00</u>	<u>66,442.74</u>	<u>0.00</u>	<u>66,442.74</u>

PROJECTED EPCSA CAPITAL RESERVE FUND EXPENDITURES

NOTE: None of these expenditures except those for the current year has been approved to date by the Board of Directors; they will be made only at the time the Board determines they are needed. The projected amounts for the expenditures are estimates that may be higher or lower than the actual costs will be at the time the expenditures must be made.

		A	B	C	D	E	F	G	H
		Date when this or similar work last done, or, if never done, when originally placed in service	Estimated Service Life (Years) at time of last major work	Estimated Remaining Service Life (Years) Beyond 2020	Year in which Replacement Estimated to be Required	Total Estimated CURRENT (2019) Cost for Replacement	Total Estimated CURRENT (2020) Cost for Possible Replacement in 2021	Total Estimated CURRENT (2020) Cost for Possible Replacement in 2022	Total Estimated CURRENT (2020) Cost for Possible Replacement in 2023
Capital Assets Covered By Schedule									
1.	Sidewalk between park lot & Clubhouse/pool: <i>Replace</i>	unkn/orig?	30	1	*	2021	\$45,000	\$45,000	
2.	Tile in Clubhouse Entryway (Exterior): <i>Replace</i>	unkn/orig?	15	1	*	2021	\$30,000	\$30,000	
3.	Clubhouse Heating System #1 (Upstairs): <i>Replace</i>	1999	13	2	*	2022	\$8,000	\$8,000	
4.	Clubhouse Heating System #2 (Racquetball): <i>Replace</i>	1999	13	2	*	2022	\$8,000	\$8,000	
5.	Clubhouse Hot Water Heater: <i>Replace</i>	unknown	12	2	*	2022	\$1,000	\$1,000	
6.	Recreation Center Parking Lot: <i>Repave</i>	unkn/orig?	30	3	*	2023	\$50,000		\$50,000
7.	Interior Finishing (paint, floor, etc.) of Clubhouse <i>Repaint/retile, repair, replace</i>	2010	13	3		2023	\$15,000		\$15,000
8.	Tennis Court: <i>Resurface</i> (bid 2012 to mill, replace asphalt \$66,250)	2013	10	3		2023	\$13,500		\$13,500
9.	Clubhouse Range: <i>Replace</i>	unknown	15	4	*	2024	\$800		
10.	Clubhouse Refrigerator: <i>Replace</i>	unknown	15	4	*	2024	\$800		
11.	Pool Heater and Pump: <i>Replace</i>	2014	10	4		2024	\$7,500		
12.	Clubhouse Stucco: <i>Restucco</i>	2010	15	5		2025	\$40,000		
13.	Clubhouse Exterior Doors: <i>Replace</i>	unkn/orig?	40	5	*	2025	\$7,000		
14.	Clubhouse Windows: <i>Replace</i>	unkn/orig?	40	5	*	2025	\$24,000		
15.	Curbs of Recreation Center Parking Lot: <i>Replace</i>	unkn/orig?	30	6	*	2026	\$35,000		
16.	Pool Cover: <i>Replace</i>	2020	6	6		2026	\$10,000		
17.	Pool Commercial Chemical Automatic Release: <i>Replace</i>	2016	10	6		2026	\$5,000		
18.	Clubhouse Grounds Low Exterior Lighting: <i>Replace</i>	2013	15	8		2028	\$6,200		
19.	Clubhouse Grounds Irrigation System: <i>Replace</i>	2020	10	10		2030	\$10,000		
20.	Pool Interior surface tile & plaster: <i>Replace</i>	2016	17	13		2033	\$58,000		
21.	Pool Concrete Apron/Decking: <i>Replace</i>	2016	17	13		2033	\$25,000		
22.	Clubhouse Roof: <i>Replace</i>	2017	16	13		2033	\$65,000		
TOTALS						\$464,800	\$75,000	\$17,000	\$78,500
* Estimate of when replacement needed based on observation, not time since last known replacement			Estimated costs based on actual expenses or quotes						

2021 Budget higher than 2020 for expenditures; lower for income or savings
 2021 Budget lower than 2020 for expenditures; higher for income or savings

7/31/20

Estancia Primera Community Services Association

TREASURER'S NOTIONAL 2021 BUDGET BASED ON CURRENT 2020 BUDGET STATUS

				2020 Budget	Notional 2021 Budget
I. ADMIN & OFFICE					
1.	ARB Admin & Office (6012)			25	25
2.	Insurance (Prop, Liabil, D&O) (6045)			11,400	11,600
3.	Licenses & Permits (6060)			150	150
4.	Admin & Office (6010)			25	25
II. GENERAL EXPENSE					
5.	Accountant -- Tax Preparation (6000)			550	550
6.	Website Hosting/Domain Name (6066)			225	225
7.	Taxes (7110)			30	30
8.	Mileage and Parking (7125)			30	30
9.	Legal, General (7201)			1,000	1,000
10.	Web Support (7203)			2,000	2,000
11.	Bookkeeper (7204)			2,300	3,000
12.	General Management (7206)			7,200	7,500
13.	Office Supplies (7210)			325	325
14.	General Expense - Other (6011)			50	50
IV. SOCIAL EVENTS AND DECORATIONS					
15.	Social Events (6030)			375	375
16.	Exterior Decorations (7020)			400	400
V. GROUNDS/EXTERIOR					
17.	Grounds Maintenance (6040)			5,000	6,000
18.	Grounds Supplies (6091)			400	400
19.	Entry Sign Maintenance (6092)			150	150
20.	Snow Removal (7100)			2,000	2,000
21.	Electricity for Entry Signs (7115)			500	500
VI. REC CENTER UTILITIES					
22.	Refuse (7070)			700	700
23.	Electricity (7010)			3,350	3,350
24.	Gas (7015)			2,500	2,500
25.	Phone (7035)			525	525
26.	Water (7060)			5,000	5,000
VII. CLUBHOUSE MAINTENANCE					
27.	Cleaning Service (7031)			1,600	1,600
28.	Maintenance Supplies (7032)			1,000	1,000
29.	Maintenance Labor (7033)			3,800	3,800
30.	Roof Maintenance (7037)			200	200
31.	Security (7050)			1,100	1,100
32.	Furnishings/Equipment Repair/Replace (7095)			800	800
33.	Other Maintenance (7029)			250	250
VIII. POOL/TENNIS COURT MAINTENANCE					
34.	Pool Maintenance (7040)			800	800
35.	Pool Supplies (7042)			2,700	2,700
36.	Pool Furniture Repair/Replace (7043)			500	500
37.	Pool Management Service (7045)			6,000	6,000
38.	Tennis Court Maintenance (7055)			1,200	1,200
Subtotal, Operating Expenses				66,160	68,360
IX. CONTINGENCY FUND					
39.	8% Contingency Fund for Unexpected Costs (not including Estim. Depreciation) (8050)			5,293	5,469
TOTAL, OPERATING EXPENSES & CONTINGENCY FUND				71,453	73,829
40.	X. RESERVES FOR REPLACEMENT OF CAPITAL EQUIPMENT/ASSETS			25,697	23,143
GRAND TOTAL (not including depreciation)				97,150	96,972
DEPRECIATION (6023)				22,800	22,800
GRAND TOTAL INCLUDING DEPRECIATION				119,950	119,772
INCOME					
A.	Assessment Income (4000) (\$656 homes X 180; \$66 lots X 8; \$164 never occupied X 1)			118,150	118,772
B.	Delinquent Assess. Interest/Fees (4018)			0	0
C.	Interest (4025)			100	100
D.	Rec Center Card Replacement Fees (4030) (1 replacement)			100	0
E.	Clubhouse Use Fees (4290)			1,100	300
F.	Property Sale Disclosure Fees (4295) (8 sales)			500	600
TOTAL INCOME				119,950	119,772

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, September 11, 2020

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, Jo Beth Speyer, and Leslie Walker-Hirsch. Ms. Shears welcomed Jim Kissock as the new Aspen Compound Board member.

Others Present: Greg Casey (Recreation Center Manager) and Robin Ward (424 Los Altos Way).

Election of Officers for New Board Beginning September 2020: A motion duly made and seconded to re-elect the previous year's EPCSA officers, Brenda Shears (President), Scott Bunton (Vice President and Treasurer) and Errol Levine (Secretary), by acclamation for the period ending September 2021 was passed unanimously.

Approval of Minutes of Previous Board Meeting: The Board approved the minutes of the Board meeting of July 10, 2020 unanimously via email on July 29, 2020. The minutes were posted on the EPCSA website.

Draft Minutes of Annual Members' Meeting of August 12, 2020: The Board reviewed the draft minutes and determined them to be accurate. They will be posted in draft form on the EPCSA website pending final approval at the 2021 annual meeting.

Vacant Altamira EPCSA Board Position: The position became vacant owing to the resignation of Carol Genebach as the Altamira representative in July 2020 too late for another Altamira resident to qualify to seek that position by election at the annual meeting. A motion duly made and seconded to appoint Jo Beth Speyer, who is an Altamira resident and who for the past year has been Chair of the EPCSA Grounds Maintenance Committee, as the Altamira Board member until the August 2021 general election was passed unanimously.

EPCSA Architectural Review Board Appointments: Ms. Shears reported that the three-year terms of all current ARB members ended in September 2020. She and Secretary Levine obtained nominations from the Presidents of the nine neighborhood subdivisions to fill the vacant positions. Article 3.6 of the EPCSA Declaration Board requires Board approval of all ARB nominees and indicates that all ARB

members shall serve staggered three-year terms. Ms. Shears consulted ARB Chair Kurt Sommer regarding the staggering of terms for the nine nominees. A motion duly made and seconded that the Board approve the following language as the text of Part IV, Section 5 of the Book of Resolutions, in lieu of the language of that section currently in force was passed unanimously:

“The following EP homeowners are appointed for three-year terms as members of the EP Architectural Review Board (ARB) beginning September 2020: Kurt Sommer (Altamira), John Ferris (Aspen Compound) and Richard Czoski (Cresta). The following EP homeowners are appointed for two-year terms as members of the EP ARB beginning September 2020: Connie Burke (Cumbre Vista), Jim Hays (Kachina Hills) and Rita Meek (La Viveza). The following EP homeowners are appointed for one-year terms as members of the EP ARB beginning September 2020: Sean Krispinsky (Los Altos), Carolyn McCollum (Los Altos Norte) and Elsie Hartog-Gobey (Los Nidos). 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.”

Ms. Shears will arrange for rule IV.5 in the Book of Resolutions to be revised accordingly.

Designation of Board Members Responsible for Duties Pertaining to EP Home Sales: Ms. Shears indicated that in accordance with subsection III.G.1 of the Book of Resolutions the members of this group need to be appointed or re-appointed each September. A motion duly made and seconded that Errol Levine, Jill McIntosh and Barbara Chamberlin be re-appointed as group members for the Board year beginning September 2020 was passed unanimously.

Reports

Treasurer’s Report: Treasurer Bunton distributed the August 31, 2020 Balance Sheet, the Profit and Loss Budget versus Actual YTD Statement and the Expense Detail statement to the Board members via email prior to the meeting. He reported that EPCSA is within budget and on track financially. As of August 31, the EP checking account contained \$83,734.56 and the capital reserve savings account contained \$144,108.60. The various costs for the Recreation Center re-landscaping, irrigation system upgrade and lighting revision projects had been paid provisionally from the checking account. However, the total amount paid for these projects will be withdrawn from the reserve account and restored to the checking account leaving a balance of slightly more than \$100,000 in the capital reserve account.

Mr. Bunton reported that the EPCSA has for several years had a free Dropbox account (Dropbox BASIC) that it uses to store various types of Association documents. The account has a storage capacity of two gigabytes. However, we are now close to running out of storage space. The next higher plan (Dropbox

PLUS) provides two terabytes (2,000 gigabytes) of storage space at a total cost of \$119.88 per annum with automatic annual renewal. Ms. Shears had recently upgraded to the Dropbox PLUS plan as a routine office cost and charged the amount to her credit card after consultation with the Board officers. A motion duly made and seconded to approve a reimbursement to Ms. Shears for \$119.88 was passed unanimously.

ARB Report: ARB Chair Kurt Sommer could not attend the meeting. However, he submitted a report (attached). There are thirteen ARB projects currently in various stages of completion with three applications having been received recently. Eight are minor and five are major exterior projects.

Real Estate Report: Dr. Levine indicated that one home and two vacant lots are active. Three homes are under contract. Six homes have been sold year-to-date.

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

- The racquetball court is now open. Its use is limited to two players at any one time. Two EP residents have been using the court about twice a week since June 8th.
- He has received three quotes for a proposed new clubhouse security system. He will meet with Ms. Shears and Mr. Bunton in October or November to review the quotes.
- He will also meet with Ms. Shears and Mr. Bunton via Zoom to discuss bids and suggestions for a new pool cover. There is some urgency for this. Carver Busch of Kokopelli Pool and Spa, LLC., had informed him that his company cannot winterize the pool until a new pool cover has been installed.
- A deep cleaning of the clubhouse was done on September 8th.

Ms. Shears and Mr. Bunton raised several items related to the South and North EP Entrance Islands:

- A homeowner had suggested that the letters on the north and south EP entry signs be painted black to make them more visible. Such work would need a professional sign person. Board members felt that the lettering is adequate, that they preferred the subdued look of the two signs and that the matter should not be pursued further.
- Barbara Chamberlin had suggested that the lighting for the north EP entry sign be improved so that it was like the higher-intensity LED lighting of the south entry sign. Board members concurred with this suggestion. Ms. Shears will ask Greg Casey to obtain a cost estimate for the work needed to improve the lighting.
- Mr. Bunton reported that the EPCSA had had difficulties for several years maintaining the viability of the New Mexico privet on the south entry island because there is no water supply on the island. Greg Casey had kept the privet alive by hauling water in containers to the island at least weekly during the growing season, but even so, many of its leaves had browned. EP homeowner Bud Averett had located a water pipe across Avenida Primera to the west of the

island. He had checked with the City of Santa Fe and learned that for a \$450 fee, EPCSA could arrange to tap that source. Mr. Averett got his personal plumber to agree to install a faucet at a substantially discounted rate (an additional \$450). This would permit a hose to be attached to the faucet and used to water the privet and other plants on the island. Mr. Bunton made a motion to approve expending about \$950 to enable this arrangement to be completed. Greg Casey reported that he had discussed an alternative solution with Bennett Hirsch and Leslie Walker-Hirsch who live close to the island in Los Altos Norte. They had agreed to let him run a 200-foot hose from one of their hose bibs to water the island vegetation.

- Ms. Burke indicated that she thought that New Mexico privets are unsuitable plants for both entry islands. They lose their leaves in the fall and have an unattractive black appearance during the winter. She therefore recommended that they be removed and replaced with either evergreen plantings or decorative rocks. Mr. Bunton withdrew his motion, and Ms. Shears said she would ask the Grounds Maintenance Committee, which includes EP resident and landscape designer MaryAnn Scanlon, to consider the best arrangement for the two entry islands and bring their recommendation to the Board. The Board agreed that in the meantime Greg Casey should use a hose from the Hirsch property to water the vegetation on the south entry island and that Dr. and Mrs. Hirsch should be reimbursed for water use as determined by the City's Eye on Water app.

Grounds Maintenance Committee Report: Ms. Speyer, Committee Chair, reported that the plantings in the Recreation Center grounds and entry islands are almost complete and are doing well. The Committee members are continuing to adjust the numbers and placement of the sprinkler heads to ensure complete coverage of the plantings. The new bollards and lights near the clubhouse building and tennis court have been installed. The Committee is trying to determine the type of motion sensor most appropriate for the new exterior floodlights above the clubhouse building entry and at the corner of the building. After the installation permitted the Committee to see the effects of the new lights, they decided to take the following additional steps:

- Add a timer so that they can program the times for the exterior lights to go off rather than have them on all night.
- Replace the corner motion sensor light to match the entrance motion sensor lights, and
- Investigate ways to diffuse the light from the bollards to soften their output. The Committee expects to have new sensors and diffuser film in place within the next week or two.

Ms. Shears had distributed a cost analysis for the project to all Board members prior to the meeting. She reported that as has been presented to the Board previously, the Landscape Improvement Project was conceived as four inter-related phases: Juniper/rootstock removal, irrigation system repair and upgrade, lighting upgrade, and landscaping/planting/drainage correction.

Phases 1, 2 and 4 that include juniper removal, an irrigation system upgrade, new landscaping, and drainage improvement have been completed. The Phase 3 lighting upgrade is near completion. The EP Landscape Improvement project was approved in concept by the Board on May 8, 2020 for \$35,000 *before* taxes, and another \$1000 for additional juniper removal was approved by the Board on July 10. It looked then like the total cost would be about \$36,069 *including* taxes, but that was before the landscaping and electrical work were completed. However, the Committee encountered some issues during Phases 3 and 4 that resulted in about \$1,000 in additional costs detailed below, for which the Committee had to make some time-sensitive decisions. Ms. Shears reported that there might be a few more expenses to completely finalize the project. To date, she projects that the final costs will amount to the approved \$36,000 plus taxes. The total cost is likely to be \$37,043 including taxes and the following unanticipated expenses:

- *Phase 4 Landscaping:* 1) During the course of this work a portion of an existing rock wall had to be dismantled at the location where a drainage basin was expanded. The wall needed to be rebuilt and re-mortared. 2) An area cleared of juniper was to be seeded for wildflowers; that piece was inadvertently not included in the original specifications.
- *Phase 3 Lighting:* While the electrician was present it seemed prudent 1) to install a digital timer on the exterior lights to allow for the option for them to be turned off at selected times, rather than to remain on all night, 2) to replace the old exterior motion light at the corner of the building to match those now over the entrance, and 3) to add a motion sensor light in the lobby for safety when opening and closing the building in the dark.

Annual EPCSA Members Meeting Report: Dr. Levine reported that the owners of 67 Estancia Primera properties were present via telephone or videoconference (26) or were represented via proxy (41). There were no matters from the annual meeting that required further attention.

Unfinished Business: There was none.

New Business

Proposed Revision of Rule III.G.2 in Book of Resolutions: Dr. Levine proposed a revision of rule III.G.2 in the Book of Resolutions (see attachment). Rule III.G.2. contains the text of the email that is sent to sellers, realtors, title companies and attorneys when an EP property goes under contract. The text of the email currently shown in the Book of Resolutions is out of date. He recommended that the rule be revised to indicate that the email is only a sample email and to reflect the email's current content. A motion duly made and seconded that Rule III.G.2 be revised accordingly and that the revised sample email to which it pertains be included as an attachment to the Book of Resolutions was then passed

unanimously. Ms. Shears will arrange for the Book of Resolutions on the EPCSA website to be revised accordingly.

Neighbor to Neighbor Food Drive: Ms. Chamberlin indicated that owing to the Coronavirus pandemic, The Food Depot's 9th Neighbor to Neighbor Food Drive will not involve collecting non-perishable food items in 2020 but instead monetary donations by check or by credit card are being requested. The drive is currently underway, and donations are being encouraged by Saturday, September 19th. EP owners should indicate that they are from EP when paying to ensure that EP will be credited in the friendly neighborhood competition. Questions regarding this should be directed to Ms. Chamberlin or Ms. McIntosh.

Certification Statements for Newly Elected Board Members: Dr. Levine indicated that he had received signed and dated certification statements in good order from Connie Burke, Jim Kissock and himself and will obtain one from Jo Beth Speyer.

Homeowner Comments

Robin Ward (424 Los Altos Way) expressed concern about a new home construction project at the adjacent property owned by Dr. Margaret Miller (425 Los Altos Way). According to Ms. Ward, the home has been under construction for two years and four months instead of being completed in the one-year period allowed by the EP Architectural Guidelines. Ms. Ward is concerned also that construction debris that had been left on the property, that a portable toilet has been on the site for a prolonged period, that no landscaping work has been done and that vehicles associated with the construction might have caused pavement degradation on Los Altos Way. Ms. Ward indicated that she had written recently to ARB Chair Kurt Sommer about the matter and that he had contacted Dr. Miller. This had resulted in the property being partially cleared of debris, but the portable toilet still must be removed.

The Board indicated that it seemed as if significant progress had been made because of Mr. Sommer's prompt intervention and recommended that Ms. Ward remain in contact with him to have outstanding issues addressed. Ms. Shears indicated that the EPCSA Board becomes involved in such situations only if the EP ARB requests it to do so or if an owner appeals an ARB decision. The Board noted also that Los Altos Way is a City street and is therefore not under the EPCSA's jurisdiction. Accordingly, the City should be contacted regarding possible street repairs.

Announcements

Next Board Meeting: The next EPCSA Board meeting will be held on Friday, October 9, 2020.

Neighbor to Neighbor Food Drive: Board members were asked to notify the owners in their respective neighborhood subdivisions about the drive. Ms. Shears will also send out a mass email to all EP owners.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:28 am.

Minutes prepared and submitted by: Errol Levine Date: 9/18/2020

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 10/9/2020

(Brenda Shears - President)

ESTANCIA PRIMERA ARCHITECTURAL REVIEW BOARD REPORT

To: EPCSA Board of Directors

From: Kurt A. Sommer (ARB Chair)

Date: September 11, 2020

Many residents are re-roofing and following the new application/notification process. This seems to be going smoothly. Some residents are also re-stuccoing and there have been no issues with respect to any of this maintenance work. All in all, the neighborhood has some ongoing projects which are noted below. The Miller house (425 Los Altos Way) has been an ongoing issue but I think it is winding down.

1. New Projects:

- a. 417 Kachina Court—installation of air conditioning units.
- b. 408 Kachina Court—installation of pavers in driveway.
- c. 409 Calle Kokopelli—drainage work around home.

2. Ongoing Projects:

- a. Miller home—I traded emails with Dr. Miller. The house is substantially complete but she has not completed the landscaping. I asked her contractor to remove the portable toilet and clear the street. The street was cleaned this week, but the toilet had yet to be hauled off.
- b. 540 Camino Los Altos—under construction.
- c. 782 Paseo Cresta—under construction.
- d. 762 Calle Altamira – under construction.
- e. 759 Paseo Cresta—installation of deck—needs to be addressed—construction halted.
- f. 609 Cumbre Vista- A/C Installation—need to inspect. Owner had the vents run through the parapet.
- g. 408 Calle Kokopelli –I looked at the roof and stucco, and I think the colors are fine. We are ready to approve this home.
- h. 509 Camino Los Altos, installation of rooftop solar panels, fencing, courtyard wall, approved—completed and needs to be inspected.
- i. 789 Avenida Primera South-construction of home addition, approval is pending.

EPCSA – Board of Directors Meeting – September 11, 2020

Revision of Rule III.G.2 in Book of Resolutions and Revised Email to Accompany Disclosure Certificates for Home Sales in Estancia Primera

III.G.2. Email to transmit completed Disclosure Certificates for home sales in EP. The email transmitting a requested and completed Disclosure Certificate to the requester effective as of September 11, 2020 shall contain the paragraphs shown in the attached sample email (modified where necessary) plus any additional paragraphs and text specific to the property/neighborhood subdivision in question and any general information including updated financial and capital expenditure information that the preparer considers might be of value to prospective owners. [Note: Sample email is attached following Part III]

Approved September 11, 2020; earlier versions approved on November 10, 2017, January 12, 2018, February 9, 2018, October 12, 2018, and June 14, 2019.

Attachment to *Book of Resolutions III.G.2:*

**SAMPLE EMAIL TO TRANSMIT COMPLETED
DISCLOSURE CERTIFICATES FOR HOME SALES IN EP**

Dear _____ [Insert name of homeowner/ realtor/ title company agent/attorney]

On behalf of the Estancia Primera Community Services Association (EPCSA) I have attached a completed Disclosure Certificate (Form _____) and various other documents that you requested with respect to the pending home/property sale at _____ [Insert home/property street address]

Please also note the following:

- 1. Annual EPCSA Assessment:** The annual assessment for the EPCSA is currently \$656 and is payable no later than January 31 of each year. The status of the property at _____ is that the current owners are paid up through December 31 of this year. The next payment will be due on _____. The local neighborhood subdivision in which the property is located will have its own annual assessment. Information about that may be obtained from them.
- 2. Disclosure Certificate Preparation Fee:** EPCSA's fee is \$75 for preparation of the Disclosure Certificate and other documents pertaining to the property sale that are required by law, or requested by the seller or seller's agent, by the title insurance company, or by the settlement agent. That fee is to be deducted at settlement by the settlement agent and mailed to EPCSA at P.O. Box 8424, Santa Fe, NM 87504-8424. The neighborhood subdivision HOA may impose its own fee for the preparation of its documents.

3. **Architectural Guidelines:** The Architectural Guidelines for the EPCSA are an extension of the Amended Declaration of Covenants and Restrictions for the EPCSA (2005). I have attached them for your buyers' information. We recommend that they peruse and become familiar with them and with the process Estancia Primera property owners must use in order to obtain approval to make exterior modifications to homes, construct new or expanded structures, or make landscaping or fencing modifications. Frequently asked questions about the Architectural Application and Review process can be found at <https://estanciaprimer.org/arb/>.

4. **Clubhouse Key Card:** EPCSA has provided one Recreation Center/Clubhouse key card for each Estancia Primera (EP) property to the property owner. When the property is sold, the seller is responsible for transferring that key card to the buyer and the buyer is responsible for obtaining it from the seller. If the seller fails to transfer this property's key card to the buyer, or an EP property owner wishes to replace his/her key card that has been lost or stolen, EPCSA will provide a duplicate key card upon payment of its cost plus an administrative fee, a total of \$50.

5. **Home Rentals:** Section 6.21 of the Amended Declaration of Covenants and Restrictions for the EPCSA (2005) contains several restrictions on rentals of EP homes, including that "No unit may be rented or leased for an initial period of less than 1 month"; and "All rentals of Living Units are subject to the requirement that the Property be used solely for single-family residential purposes." The Board of Directors defines the latter requirement to mean that a home in EP may only be rented/leased in its entirety to a single family while the owner is not in residence and that no home may be divided into apartments or rooms that are rented or leased to unrelated individuals. EPCSA places great importance on these home rental limitations and advises those purchasing homes in EP to carefully consider them before purchasing. Several of the nine neighborhood HOAs that comprise EP have additional rental/lease requirements and limitations; it should be determined if any of those limitations apply to this home and, if so, those too should be carefully considered before purchasing.

6. **Disclaimer:** The records of the EPCSA do not currently reflect alterations or improvements to the lot/home that violate the Declaration or other Governing Documents. However, there have been occasions when EPCSA has been unaware of unapproved structural changes, easements that had been granted, or private arrangements made between adjacent homeowners, and cannot be certain that there are no problems relating to lot boundaries, easements, and unapproved structures or structural modifications.

7. **Street Maintenance:** Avenida Primera South, the main street in Estancia Primera, is a City street and was accepted by the City of Santa Fe for maintenance when the development was founded in or around 1982. The City is therefore responsible for asphalt and curb repairs along Avenida Primera and for snow and ice management there. The EPCSA will from time to time at the sole discretion of the Board of Directors arrange for snow removal on the street if the City fails to do that, but is under no legal obligation to do so since the street is not a common area within the control of the EPCSA.

8. **Pets:** Although pets, including dogs, are allowed in Estancia Primera they are allowed **ONLY** if they are not left unattended in yards and do not become a nuisance to neighbors. Dogs that persistently bark and disturb others are specifically prohibited under the provisions of the Amended Declaration and by a City of Santa Fe Ordinance. The Board will act against owners of dogs that become a neighborhood nuisance.

9. **Neighborhood Subdivision Disclosure Certificate:** If you have not already done so, you need to request a separate Disclosure Certificate from the _____ HOA. [Insert name of EP neighborhood subdivision HOA]. As you may be aware, all homes and properties in Estancia Primera also are a part of a neighborhood subdivision HOA, each of which has its own

CC&Rs and Bylaws. The contact person for that neighborhood subdivision also may be found at <https://estanciaprimer.org/for-realtors/>.

Please contact me if you have any questions about these documents or any additional concerns. Sincerely,
_____[Insert name of EP Board representative or alternate]
_____[Insert telephone number]

For the Board of Directors, Estancia Primera Community Services Association (EPCSA)

Attachments:

1. Notice of HOA for the EPCSA.
2. Amended Bylaws of the EPCSA (2005) including September 2016 amendment.
3. EPCSA's "Book of Resolutions" updated _____ – the rules, regulations, policies, and procedures approved by EPCSA's Board of Directors for the Association, the Board, and EP property owners and residents.
4. Amended Declaration of Covenants and Restrictions for the EPCSA (2005) including 2011 Amendment of Article 6.18.
5. EPCSA Financial Documents
 - a. Balance Sheet as of _____.
 - b. Profit & Loss vs. Actual Statement as of _____.
 - c. EPCSA Budget _____ (approved by Board of Directors on _____); and
 - d. Expected Future Capital Expenditures from Reserve Fund – 20__ through 20__.
6. EPCSA Insurance Policies information.
7. Disclosure Certificate Form No. _____

Version: September 11, 2020

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, October 9, 2020

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), Barbara Chamberlin, Jim Kissock and Jill McIntosh.

Others Present: Greg Casey (Recreation Center Manager) and Lauri Stock (668 La Viveza Court).

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

Reports

Treasurer's Report: Treasurer Bunton indicated that our bookkeeper had not yet received the Association's September bank statements and therefore could not prepare the September financial statements. The financial statements were, however, received on October 16 and included the September 30, 2020 Balance Sheet, the Profit and Loss Budget versus Actual YTD Statement and the Expense Detail statement. These show that the EPCSA is within budget and on track financially. As of September 30, the EP checking account contained \$81,953.62 and the capital reserve savings account contained \$144,120.61.

ARB Report: ARB Chair Kurt Sommer could not attend the meeting. However, he submitted the following report:

- The ARB had received no new applications since the last Board meeting. There are thirteen ARB projects currently in various stages of completion. Eight are minor and five are major exterior projects.
- Some concerns were expressed at a prior Board meeting regarding the visibility/audibility of radon mitigation systems within EP. The Board had suggested the possibility of addressing this issue by adding a paragraph 13 to Appendix II of the Architectural Guidelines that would indicate that ARB approval for such installations is required. Mr. Sommer has distributed a draft paragraph regarding such installations to the ARB members to obtain their opinions about this issue.
- Mr. Sommer indicated that he had met with Dr. Margaret Miller, Robin and Jerry Ward (424 Los Altos Way), Sean Krispinsky (Chair, Los Altos Architectural Review Committee) and David Sproat (President, Los Altos HOA) at Dr. Miller's property at 425 Los Altos Way on September

20, 2020 regarding the delayed completion of her new home. The group discussed the work that remains to be completed. They concluded that any damage to the adjacent pavement on Los Altos Way allegedly caused by the contractor was a matter outside of the EPCSA's jurisdiction and that needed to be addressed directly with the Streets Maintenance Division of the City of Santa Fe. Dr. Miller stated that the contractor had included the property landscaping (that has not yet been installed) as part of the home construction contract. Mr. Sommer reported that he had sent two emails to the contractor requiring a timeline and a date certain to complete the work but had not received any response.

Real Estate Report: Ms. McIntosh indicated that one home and two vacant lots are active. One home is under contract. Nine homes have been sold year-to-date.

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

- He has received three quotes for a proposed new clubhouse security system. He will meet with Ms. Shears and Mr. Bunton in November to review the quotes.
- He is working with Jo Beth Speyer and Ms. Shears on various recreation center lighting issues. The filters were successfully installed on the new bollards and have significantly reduced the intensity of the emitted light. Ms. Shears indicated that instead of having the bollard lights on all night long at the Recreation Center as in the past, the timer is currently set so that the bollard lights are turned off at 11:00 pm. She sought the Board's opinion regarding the optimal time to turn off the lights. After a discussion, the Board agreed that the best time would be 10:00 pm.
- Mr. Casey, Ms. Shears and Mr. Bunton after consulting with Carver Busch of Kokopelli Pool and Spa, LLC, who maintains our pool, had obtained and reviewed three bids for a new pool cover. Mr. Busch had recommended a light or medium weight mesh cover that would be attached by straps to structures at the side of the pool as an alternative to our current non-functional automatic roller-type pool cover. The new cover will only be used to cover the pool during the winter. Mesh pool covers are somewhat more costly than automatic roller pool covers but have a much longer warranty and longevity. Mr. Busch stated that most pools maintained by his company use mesh covers. It is important that a cover be ordered soon since it takes about three weeks to produce a custom cover and Kokopelli Pool and Spa, LLC, cannot winterize the pool until a new cover is installed. A motion duly made and seconded to replace the current pool cover with a mesh cover at a cost not to exceed \$6,200 including installation and tax and to give Ms. Shears, Mr. Bunton and Mr. Casey authority to make a final decision regarding selection of the specific pool cover was passed unanimously.
- Mr. Casey can install new higher-intensity LED lighting of the north EP entry sign at a cost of \$685 including materials, labor, and tax. A motion duly made and seconded that Mr. Casey should perform this work at a total cost not to exceed \$750 including materials and his labor was then passed unanimously.
- Mr. Casey will arrange for painting of the doors of the pool maintenance building to be done.

Grounds Maintenance Committee Report: Ms. Shears presented the report on behalf of Jo Beth Speyer. The recreation center landscaping project and irrigation system upgrade are essentially complete. Russian sages have been planted close to the electric boxes, but the Committee is not pursuing the painting of the utility boxes now. Pruning of vegetation will start on October 17. The Committee is investigating the cost of removing the New Mexico privets on the north and south EP entry islands and replacing them with pinon trees. The Board recommended that the Committee should consider decorative rocks as an alternative to pinon trees because of a lack of a water supply on the islands.

In 2018 and 2019 the segment of the Saiz arroyo between the recreation center property and Los Nidos had been cleared of overgrown and dead vegetation by Reyes Morales as a joint project between the EPCSA and the Los Nidos HOA. The work was done to minimize the possibility of a fire spreading through the arroyo. The City of Santa provided dumpsters free of charge for removal of dead vegetation. Dr. Levine reported that Jo Beth Speyer and he had discussed the possibility of a third cleanup to occur in early December 2020. Reyes Morales indicated that he preferred to do the work during October and could haul dead vegetation to the City dump using his own vehicles. He quoted \$1,000 for the cleanup but the cost would be higher if the two Associations wanted dead leaves removed also. The Board agreed on the following protocol after a discussion:

- There is no need for a cleanup this fall. The next cleanup will be scheduled for the fall of 2021.
- Future cleanups will be done biannually.
- The Board will assess the arroyo situation each fall at a regular meeting.
- There is no need for the removal of dead leaves.
- The Board prefers that Mr. Morales remove dead vegetation to the City dump using his own vehicle. The heavy City dumpster causes deep tracks in the arroyo.

Unfinished Business.

Neighbor to Neighbor Food Drive: Barbara Chamberlin indicated a grand total of \$170,979.03 (which is equivalent to 854,895 lbs. of food) was donated to The Food Depot by 128 different neighborhoods, businesses, and senior living centers. This provides about 712,412 meals. Regarding the friendly neighborhood competition, Estancia Primera came in second to Sierra del Norte in the category for homeowner associations of its size. Ms. Chamberlin had received a certificate of appreciation from The Food Depot that Ms. Shears will arrange to be posted on the EPCSA website. The Board expressed its gratitude to Ms. Chamberlin, Ms. McIntosh, and Ms. Shears for their work on the project.

Snow and Ice Management on Concrete Sidewalk adjacent to Avenida Primera: Barbara Chamberlin requested that the EPCSA assume responsibility for removing snow and ice from the concrete sidewalk for the full extent of Avenida Primera. In response, the Board noted as follows:

- Section 23-1.8 of the Code for the City of Santa Fe (Removal of Snow and Ice from Sidewalks) and Rule I.5 in the EP Book of Resolutions place the responsibility on the owners, agents or

occupants of any property to keep the sidewalks and gutters in front of and adjoining such property clean of snow and ice.

- Any person injured because of a fall on a sidewalk from which snow and ice have not been adequately cleared may sue the owner of the adjacent property.
- If the EPCSA were to assume responsibility for clearing snow and ice from the concrete sidewalk along Avenida Primera it would thereby assume legal liability and damages could be awarded in a lawsuit against the EPCSA should anyone be injured. The EPCSA's liability insurance policy covers the Association only for the Recreation Center property.
- The EPCSA's sole responsibility regarding clearing of snow and ice pertains to the sidewalk adjacent to the Recreation Center property.

The Board accordingly declined to entertain Ms. Chamberlin's suggestion. President Shears indicated, however, that as in past years she will remind owners in her monthly emails of the need to maintain sidewalks adjacent to their properties clean of snow and ice.

Board Certification Statements: Dr. Levine reported that he had received a certification statement in good order from Jo Beth Speyer who had been appointed to the Board at its September meeting.

New Business

Political Signs in Aspen Compound: Ms. Shears indicated that she wished to raise a new business item, namely the recent posting of political signs at a home in Aspen Compound. She requested that the Board waive the requirement of rule III.B.5 in the Book of Resolutions that new business raised at any Board meeting may be discussed but action must be deferred unless the Board deems an item of new business urgent. A motion duly made and seconded to suspend the rule was then passed unanimously.

Ms. Shears reported that on October 4, she noticed two political signs placed above a fence at the home at 799 Aspen Compound. The home, which is owned by John and Hyonsuk Harvey, is currently rented to Russell Henson. She emailed Mr. Henson on October 5 and Mr. Harvey on October 6 requesting removal of the signs and pointing out that Article 6.6 of the EP Amended Declaration prohibits the display of signs (with the exception of six explicitly identified types of signs) without the prior consent of the Board of Directors. On October 8, after consultation with the Board and no confirmation that the signs would be removed, she wrote to Mr. Harvey on behalf of the Board via certified mail. Later, on October 8, Mr. Harvey emailed that his tenant was out of town until October 12 and that Mr. Harvey hoped that the signs would come down by October 13.

A motion was then made and seconded as follows:

- If the signs are not removed by October 13, Ms. Shears is authorized to schedule a public Board hearing by videoconference in which Mr. and Mrs. Harvey and Russell Henson would be invited to participate (Article VI, Section 7 (b) of the EPCSA's Amended Bylaws); and
- After the hearing if the Board is not satisfied that the provisions of the Governing Documents are being adhered to, the Board will be asked to confirm that John and Hyonsuk Harvey are

not in good standing and to suspend their and their tenant's use of Community Common Areas and their facilities for 30 days (Articles 3.2 c and 4.2 (b) of the Amended Declaration).

After a discussion, the motion was passed unanimously.

The Board noted that it does not have a list of rental properties in EP. Ms. Shears will write to the Presidents of the nine EP neighborhood subdivisions to obtain this information and to obtain the contact information for property renters.

Homeowner Comments

Lauri Stock, who is an attorney, indicated that she currently lives in San Diego and rents her home at 668 La Viveza Court. She recommended that leases for EP properties contain a provision that tenants must abide by the provisions of the HOA Governing Documents and that tenants be provided with a copy of the Governing documents. She thought that each lease should also contain a termination provision. This would afford additional protection to both the owner and the EPCSA if a renter violated the provisions of the EPCSA Governing documents and refused to correct the violation.

Announcements

Next Board Meeting: The next EPCSA Board meeting will be held on Friday, November 13, 2020.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:28 am.

Minutes prepared and submitted by: Errol Levine Date: 10/15/2020

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 11/13/2020

(Brenda Shears - President)

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, November 13, 2020

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), Greg Casey (Recreation Center Manager). Lauri Stock and Michelle Hermas (668 La Viveza Court), Martha Lang (680 La Viveza Court) and Robin Ward (424 Los Altos Way).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of October 9, 2020 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Bunton had previously distributed the Balance Sheet, the Budget versus Actual statement, and the Expense Detail statement as of October 31, 2020 to the Board members via email. As of October 31, the EP checking account contained \$78,288.48 and the capital reserve savings account contained \$144,126.72. Mr. Bunton reported that the EPCSA is on track financially and is within budget except for higher than usual water bills for the Recreation Center attributable to increased water use to maintain the new plantings during the current severe drought. He indicated that the EPCSA will likely end 2020 with a slight budget surplus. The Board will need to approve the 2021 budget and to set the annual assessments for 2021 at the December Board meeting. Mr. Bunton indicated that based on current financial data, he will most likely recommend that the annual assessments for 2021 remain unchanged from those in 2020.

ARB Report: ARB Chair Kurt Sommer reported that there are currently fifteen ARB projects in various stages of completion (see attached table). Since the last Board meeting the ARB has approved two new applications (at 748 Calle Altamira and 405 Calle Kokopelli) and has approved a modification of an existing application at 759 Paseo Cresta. Of the fifteen projects, five are major and ten are minor exterior projects. Seven projects are now complete. Mr. Sommer indicated that he would inspect these projects before sending letters to the owners indicating final ARB approval. He will then also request that Mr. Bunton refund performance deposits to the owners involved.

Mr. Sommer reported that he had met with Dr. Margaret Miller, Robin and Jerry Ward (424 Los Altos Way), Sean Krispinsky (Chair, Los Altos Architectural Review Committee) and David Sproat (President, Los Altos HOA) at Dr. Miller's property at 425 Los Altos Way on September 20, 2020 regarding the fact that the home and landscaping were incomplete after more than two years of construction. He had also met with the contractor and had subsequently sent two emails to the contractor requiring a timeline and a date certain to complete the work but had not received any response. After the meeting, the portable toilet was removed from the lot and some attempts were made to clean up the lot. Mr. Sommer reported that since then the contractor had essentially abandoned the project and Dr. Miller had "thrown up her hands."

Robin Ward indicated that a retention pond behind the home was filled with stone and that only a few small shrubs had been planted. She provided photographs of the Miller lot for the Board's information. After some discussion Mr. Sommer said he would convene an ARB meeting specifically to consider the matter and he would submit its recommendations to the EPCSA Board.

Mr. Sommer reported also that Robin and Jerry Ward and other Los Altos owners had alleged that Dr. Miller's contractor had damaged the pavement surface in the Los Altos Way cul-de-sac and had asked that the ARB request Dr. Miller and her contractor to make repairs to the pavement surface. Secretary Levine noted Los Altos Way is a City road. Also, a court-approved settlement agreement effective November 16, 1995 between the EPCSA and the owner of the land where the Los Altos neighborhood subdivision was eventually developed (see <http://estanciaprimer.org/wp-content/uploads/2019/02/Los-Altos-Settlement-Agreement.pdf>) explicitly removed from the EPCSA any responsibility regarding the condition or maintenance of Los Altos Way or Camino Los Altos. Their condition and maintenance are matters between the City of Santa Fe and individual Los Altos homeowners and/or the Los Altos HOA.

Dr. Levine and Mr. Sommer indicated that the City had dispatched inspectors to evaluate the Los Altos Way cul-de-sac. Thomas Martinez, the Acting Streets Division Director for the City of Santa Fe reported that Los Altos Way is in good condition for a street of its age and that the changes complained about represent normal age-related wear and tear. Accordingly, the street will not be eligible for repaving or fog-sealing by the City anytime in the foreseeable future. However, the City might after receiving a formal application allow another entity such as the Los Altos HOA to arrange and pay for fog-sealing the street, or a portion of it, according to the City's standards.

Real Estate Report: Ms. McIntosh indicated that one home and two vacant lots are active. Two homes are under contract. Nine homes have been sold year-to-date.

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

- He has received three quotes for a proposed new clubhouse security system. He will meet with Keith Kintigh in November to review the matter.

- A new pool cover had been ordered from Automatic Cover Consultants. It is currently being fabricated and will likely arrive and be installed in late November or early December after which the pool will be winterized. Ms. Shears indicated that she, Mr. Bunton, and Mr. Casey, largely based on the recommendation of the EPCSA pool maintenance contractor and another pool cover expert, had opted for a light-weight mesh cover that will cost \$2,858.52 including tax.
- The new lighting at the Recreation Center has been installed and is functioning properly.
- Kurt Sommer inquired whether the Board intended to resurface the tennis court at some point. He indicated that the surface is crumbling. Ms. Shears indicated that the Association has resurfacing on a list of future expenditures. Mr. Sommer stated that he and his wife had purchased a new net that would be a gift from them to all owners who use the court. Ms. Shears will contact the Association's tennis players to determine whether any of them have had experience in installing tennis court nets.

Grounds Maintenance Committee Report: Committee Chair Jo Beth Speyer reported that the grounds project has been completed by Enrique Briano-Rodriguez. October 31 was the last day of his contract and his crew cut back the grass for the winter and pruned the vines on the tennis court fence. The irrigation system for the grounds at the recreation center was shut off in mid-October. Mr. Briano-Rodriguez will walk around the grounds with the Committee members in the spring to determine whether there are plants that need replacing under the warranties. The Committee will interview landscapers to determine who to hire for ongoing maintenance in 2021.

After a motion was duly made and seconded, the Board unanimously authorized the Grounds Maintenance Committee to hire two certified arborists (Chris Seidel of Koa Landscaping and Nicole Cunico of Blue Desert Landscaping) at a consultation fee not to exceed \$75 to obtain their recommendations regarding removal of a branch of the mature cottonwood tree in the center of the island between the Recreation Center parking lot and Avenida Primera (the branch overhangs the parking lot and may pose a risk to vehicles or people beneath it) and removal of some dead branches of the mature Russian Olive tree next to the Clubhouse. They will also be consulted about replacement of the New Mexico privets on the north and south EP entry islands. The Board agreed that the estimates for the pruning of the cottonwood and Russian Olive trees be obtained as soon as possible and that Board approval for the work be obtained by email prior to the next Board meeting so that the work can proceed while the weather is still good.

Unfinished Business.

Communication with Tenants: Ms. Shears reported that she had written to the Presidents of the nine EP neighborhood HOAs to obtain information about long-term rental properties in their neighborhood subdivisions. There are nine or ten long-term rental properties and contact information is now available for about half of the individuals involved. Ms. Shears will send an emergency contact form to the owners involved asking that their renters complete the form.

Political Signs Posting: The renter of the home at 799 Aspen Compound (Russell Henson) had previously posted political signs on the property (see Board meeting minutes of October 9) in violation of Article 6.6 of the EPCSA Amended Declaration. The signs had been removed after President Shears contacted the owners of the property, John and Hyonsuk Harvey. Jim Kissock reported that Mr. Henson had again posted the signs recently, but they were removed after he contacted the property owners.

New Business.

Snow and Ice Management: Ms. Shears indicated that she had confirmed with Ballew Inc. that they would provide snow plowing on request during the coming winter season. She had also confirmed the contact information for their snow plowing crew members and had obtained a current Certificate of Liability Insurance from the company. The snow management protocol posted on the EP website (<https://estanciaprimer.org/about-estancia-primer>) will continue to apply.

Homeowner Comments

Robin Ward requested that the EPCSA Board send a strong letter to Dr. Miller regarding the problems at her residence (see ARB report above). Dr. Levine and Ms. Shears clarified that the EPCSA Board could only take steps, if any, following a formal request by the ARB to the Board to that effect.

Announcements

Next Board Meeting: The next EPCSA Board meeting will be held on Friday, December 11, 2020.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:04 am.

Minutes prepared and submitted by: Errol Levine Date: 11/17/2020

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L. Shears Date: 12/11/2020

(Brenda Shears - President)

ESTANCIA PRIMERA ARB - PROJECTS IN PROGRESS - November 13, 2020

	<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	New Home (roof color issue)/landscaping		\$1,100	No	Complete/Needs Final Approval
2	Bernard/Lawton	408 Calle Kokopelli	Driveway pavers	September 12, 2020	\$250	No	Complete/Needs Final Approval
3	Hesch	417 Kachina Court	A/C installation		\$250	No	Complete/Needs Final Approval
4	Hudson/Kaplan*	759 Paseo Cresta	New deck/flagstone	November 1, 2020	\$250	No	Incomplete
5	Krispinsky	540 Camino Los Altos	Room addition		\$1,500	No	Complete/Needs Final Approval
6	McClure	789 Avenida Primera South	Garage addition		\$1,500	No	Incomplete
7	Miller	725 Camino Los Altos	New home/landscaping		\$1,100	No	Home complete/ landscaping pending
8	Molyneaux	762 Calle Altamira	Fence installation		\$250	No	Incomplete
9	Raczynski/Phillips	621 Cumbre Vista			\$250	No	Incomplete
10	Shank	688 La Viveza Court	A/C installation		\$250	No	Complete/Needs Final Approval
11	Stauffer	409 Calle Kokopelli	Erosion control work/ driveway pavers		\$250	No	Complete/Needs Final Approval
12	Streets	782 Paseo Cresta	New home		\$1,100	No	Incomplete
13	West/Saunders	609 Cumbre Vista	A/C installation		\$250	No	Complete/Needs Final Approval
14	Conine	748 Calle Altamira	Coyote fence/tree removal	November 1, 2020	\$250	No	Incomplete
15	Brinck	405 Calle Kokopelli	Driveway pavers/ landscaping	November 1, 2020	\$250	Yes	Incomplete

* deposit paid by Marcia Kaplan

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, December 11, 2020

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, and Jo Beth Speyer.

Others Present: Kurt Sommer (ARB Chair), Greg Casey (Recreation Center Manager), and Robin Ward (424 Los Altos Way).

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of November 13, 2020 were approved unanimously as submitted.

Reports

Treasurer's Report: Treasurer Bunton had previously distributed the Balance Sheet, the Budget versus Actual statement, and the Expense Detail statement as of November 30, 2020 to the Board members via email. As of November 30, the EP checking account contained \$67,817.62 and the capital reserve savings account contained \$144,132.62. Mr. Bunton indicated that the amount in the capital reserve account would change soon because of two transfers:

- About \$33,000 expended on the recreation center landscaping, lighting and irrigation system upgrades will be transferred from the reserve to the checking account.
- The expected 2020 budget surplus of about \$32,000 will be transferred from the operating account to the reserve account in January 2021.

He therefore expects that the reserve account will contain about \$143,000 by the end of January 2021.

Mr. Bunton had also distributed a proposed 2021 budget for the Board's consideration via email prior to the meeting (see attachment). He indicated that the proposed budget based as it is on the annual assessment levels remaining unchanged from where they have been for the past several years (\$656 for homes) would accommodate all necessary operational expenses for EPCSA during 2021 that the Association can reasonably anticipate. The budget calls for income and expenditures of \$119,772.

A motion duly made and seconded to approve the budget as submitted was passed unanimously.

Ms. Shears indicated that she would send an email to all EP owners about the Board's decision regarding the 2021 annual assessments in the next several days and will send formal invoices to all EP owners on January 2 or 3. Payments will be due no later than January 31, 2021.

ARB Report: ARB Chair Kurt Sommer reported that of the fifteen ARB projects pending at the time of the last Board meeting (see attached table), he had recently inspected ten and found that they had been completed satisfactorily. Mr. Bunton will arrange for the performance deposits to be refunded.

Mr. Sommer reported that the home, exterior walls, and exterior lighting installation have been completed at the Miller residence (425 Los Altos Way), but it will not be possible to complete the lot landscaping until the spring. Further efforts regarding this case likely will need to be undertaken jointly with the Los Altos HOA. Mr. Sommer indicated that he would try to convene an ARB videoconference meeting before the January EPCSA Board meeting. The ARB will then evaluate a proposed addition to Appendix II of the Architectural Guidelines regarding radon mitigation systems and will consider the Miller residence situation. Depending on the meeting's outcome, Mr. Sommer will then formulate recommendations to the EPCSA Board regarding both matters for its January meeting.

Real Estate Report: Ms. McIntosh indicated that two vacant lots are active. Three homes are under contract. Ten homes have been sold year-to-date. Ms. McIntosh and Board members expressed their thanks to Dr. Levine for his expeditious preparation of Disclosure certificates and required EPCSA documents for EP home sales.

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

- The new tennis net donated by Kurt and Cheryl Sommer was installed by Mr. Casey working with Anna Hargreaves and Drew Stewart (670 La Viveza Court).
- He had met with Keith Kintigh (421 Calle Kokopelli) regarding the bids for an updated clubhouse security system. Mr. Kintigh had made several suggestions regarding the bids and these were distributed to some Board members for their consideration.
- The new light-weight mesh pool cover ordered from Automatic Cover Consultants has been delivered. The old cover was temporarily reinstalled after which the pool was winterized by Kokopelli Pools and Spa, LLC. The new cover will be installed when the weather is suitable.
- The new lighting at the Recreation Center is functioning properly. Owners who live near the Recreation Center or who look down at it have found the light filtering and the on-off times to be satisfactory.
- Mr. Casey indicated that he has acquired suitable paint to paint the pool house doors. The work will be done when the weather is suitable.
- The proposed upgrade of the lighting at the north EP entry sign has been pended until planned landscaping of the two entry islands has been completed.

Grounds Maintenance Committee Report: Committee Chair Jo Beth Speyer had distributed a detailed report via email to all Board members prior to the meeting (see attachment). She indicated that at its November meeting, the Board authorized the Grounds Maintenance Committee to hire two certified arborists to obtain their recommendations regarding the following:

- Removal of a branch of the mature cottonwood tree in the center of the island between the Recreation Center parking lot and Avenida Primera and removal of some dead branches of the mature Russian Olive tree next to the Clubhouse.
- Replacement of the New Mexico privets on the north and south EP entry islands.

Two Committee members (MaryAnn Scanlon and Greg Casey) subsequently met with two recommended arborists who separately expressed the same opinion namely that Recreation Center trees have been poorly pruned and need better maintenance in the future. After reviewing the services offered by the two arborists and the costs of their services, the Committee had decided to recommend to the Board that it contract the services of Chris Seidel of KOA Landscaping.

Ms. Speyer indicated that the Committee now seeks Board approval to expend \$1,600 from the 2021 budget to include labor, material, and tax for spraying eight Recreation Center pinon trees infected by scale and to prune trees and shrubs including limb reduction on the cottonwood tree. The cottonwood tree pruning would be subcontracted to Very Good Tree Service by KOA landscaping. Mr. Bunton indicated that this amount would be covered by the approved 2021 budget. A motion duly made and seconded to hire KOA Landscaping and to approve an expenditure of \$1,600 for these purposes was passed unanimously after a discussion.

Ms. Speyer also indicated the following:

- The arborists had also recommended exposing the flair and applying compost and mulching at the bases of established trees. The Committee will seek Board approval of an expenditure of \$600 in the spring for this work.
- The arborists had also evaluated the north and south EP entry islands and had made recommendations regarding them. The Committee will review their recommendations and will present its recommendations to the Board early in 2021 so that any needed work can be accomplished in the spring.

Ms. Shears indicated that she and MaryAnn Scanlon had discussed the installation of exterior seating areas at the Recreation Center in places where the junipers had been removed. They will make a presentation to the Board regarding this at a future meeting.

Unfinished Business.

There was none.

New Business.

Traffic and parking problems at north and south EP entries: Ms. Shears reported that she had recently received emails from several EP owners regarding this matter. The problems are as follows:

- A new right-turn lane for northbound traffic from Hyde Park Road into the south EP entry was constructed as part of the new development project across Hyde Park Road from EP. Some drivers enter the lane and park there for prolonged periods to obtain cell phone signal or for sight-seeing purposes. They thereby block the use of right-turn lane by EP owners. Owners must bypass vehicles parked illegally in the lane by entering the Hyde Park through lane that proceeds north towards the ski basin. This is potentially dangerous when there is north bound traffic proceeding at a high speed in the through lane.
- Drivers parked illegally in the right-turn lane often on completion of their business cut across the apron at the south EP entry to rejoin Hyde Park Road proceeding north. EP residents in the outgoing lane of Avenida Primera who wish to make a right or left turn onto Hyde Park Road cannot see drivers cutting across the apron because the stone EP entry sign obscures their line of vision to the left. Some EP owners have consequently narrowly avoided T-bone collisions when trying to make turns onto Hyde Park Road.
- Some drivers park in the aprons at both the north and south EP entries. They block incoming and outgoing traffic and obscure the line of vision for oncoming traffic of EP owners wishing to make left or right turns onto Hyde Park Road.

Ms. Shears indicated that Hyde Park Road is under the jurisdiction of the New Mexico Department of Transportation (NMDOT), but that the City of Santa Fe advises the NMDOT about traffic issues on the road. She and other EP owners including Nanette Pyne (664 La Viveza Court), Jim Caldwell (507 Los Nidos Drive) and Board Secretary Errol Levine had therefore contacted both the City and the NMDOT about the parking and traffic problems at the EP entries. Ms. Pyne and Dr. Levine had also sought the help of Councilor Signe Lindell regarding the matter. Ms. Shears had obtained several photographs of vehicles parked illegally in the right-turn lane and these had been forwarded to the City and the NMDOT.

Both the City Traffic Department and the NMDOT had conducted inspections at the two entries on two occasions. Jerry Valdez of the NMDOT had then advised Ms. Pyne that his department had approved the placement of a new “*Right Lane MUST Turn Right*” sign on the shoulder of the right-turn lane near the south EP entry and this will be installed in January 2021. Dr. Levine had written to Mr. Valdez on behalf of the EPCA thanking him for the approval, but had requested that consideration be given to the following additional measures:

- Paint white "cat tracks" (= = = = =) in a curved line to guide drivers from the new right-turn lane onto Avenida Primera at the south EP entry.

- Install a “No stopping or standing” sign in an appropriate place next to the outbound acceleration lane from Avenida Primera at both the north and south EP entries to prevent drivers stopping and parking in the aprons at the north and south EP entries.
- Install a double yellow line or a yellow hatched triangular area from the curbing around the EP entry islands out to the edge of Hyde Park Road.

Mr. Valdez has not yet responded to these requests. However, Ms. Pyne will follow up on this matter with Mr. Valdez. Councilor Lindell has indicated that she will continue to help regarding these matters.

Homeowner Comments

Robin Ward inquired earlier in the meeting how the EP ARB and the Los Altos Architectural Control Committee planned to proceed regarding the correction of the exterior problems at the Miller residence (see ARB report above). Mr. Shears indicated that an EPCSA Board meeting was not an appropriate forum for discussing details relating to the management of individual ARB projects unless such matters are formally referred to the EP Board by the EP ARB for its consideration. That has not happened in this case. She therefore requested that Ms. Ward direct her comments and inquiries separately to Mr. Sommer and the EP ARB.

Announcements

Next Board Meeting: The next EPCSA Board meeting will be held on Friday, January 8, 2021.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 9:55 am.

Minutes prepared and submitted by: Errol Levine Date: 12/18/2020

(Errol Levine - Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 1/8/2021

(Brenda Shears - President)