

**Estancia Primera Community Services Association (EPCSA)**  
**Minutes of the Meeting of the Board of Directors**  
**Friday, January 12, 2024**

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

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

**Others Present:** Linda Averett (Secretary), Kurt Sommer (EPARB Chair), Greg Casey (Recreation Center Manager), Sandy Farmer (Capital Projects Coordinator)

**Homeowners Present:** A.L. Bontrager, Los Altos

**Approval of Minutes of Previous Board Meeting:** The minutes of the Board meeting of December 8, 2023, were approved unanimously as submitted.

## Reports

### **Treasurer's Report:**

Treasurer Bunton indicated that as of December 31, 2023, the Association's operating account at Century Bank contained \$33,231.12 (of which \$3,000 comprises refundable ARB performance deposits) and the capital reserve savings account at Century Bank contained \$76,745.06. Additionally, the Association's account at Enterprise Bank and Trust of Santa Fe contains \$200,179.01 after maturation of a CD. Mr. Bunton requested a motion for a reimbursement check of \$ 42.06 to himself for postage on checks mailed to contractors and vendors. The motion was made by Connie Burke and seconded by Leslie Walker-Hirsch. The motion was passed unanimously. Mr. Bunton reported that he has received dues from 88 of the 188 homeowners and hopes to receive the balance of dues by January 31. Treasurer Scott Bunton made a motion for authority to transfer operating surplus of 2023 into Capitol Reserve account. The motion was seconded by Errol Levine and passed unanimously.

**Architectural Review Board (ARB) Report:** ARB chair Kurt Sommer reported several requests have been received for mini splits and solar panels. These requests have been vetted by the local ARC and the EPARB. Construction on Carothers home has been approved by the city and EPARB. Barbara Chamberlin has ARB approval on her home project and is working with the city for their approval. There are no landscaping projects due to winter weather.

**Real Estate Report:** Real Estate Chair, Jill McIntosh, reported that the sale of 774 Calle Altamira has closed; two homes have been removed from the market (503 Los Nidos and 768 Calle Altamira); and two homes have been listed (680 La Viveza Ct; 698 La Viveza Ct.).

**Recreation Center Report:** Recreation Center Manager Greg Casey reported as follows: Clubhouse reservations have picked up in December. Racquetball activity remains the same. No water issues were reported. He will continue to monitor four cracks in the Clubhouse. Information was provided regarding snow removal issues (see New Business: Snow Removal below).

**Grounds Maintenance Committee Report:** Committee Chair Jo Beth Speyer reported that there has been no activity regarding Grounds Maintenance since the irrigation has been turned off for the winter.

**Recreation Center Exterior Facilities and Grounds Renovation Project Update:** Capital Reserves Project Coordinator Sandy Farmer reported that he is continuing to make efforts to secure proposed contract language and that he with the officers are going to think about alternative approaches if this doesn't happen. While we are still working toward the project to be completed prior to the May 25 opening of the pool, that will depend on our ability to have a contract in place to establish a start date for the paving project.

### **Unfinished Business**

There was none.

### **New Business**

#### **Snow removal**

President Shears reported that after the recent heavy snowfalls she had received comments and suggestions regarding snow removal from three homeowners. She suggested that the Board members and others should offer their thoughts about this topic based on their own experiences.

As per the existing EPCSA snow removal protocol and city code, the following apply in Estancia Primera:

- **Main Street:** Avenida Primera South was dedicated to the city in 1984 and EPCSA has no obligation to remove snow or manage ice on it. The city is responsible for doing this work. However, in cases of snow accumulations on Avenida Primera South greater than 6 inches or icing that have not been addressed by the city and that the EPCSA President believes may pose a significant health and safety risk to EP residents, the President (or his/her alternate if the President is unavailable) may arrange with a licensed and insured contractor to plow the street and/or treat it with sand or cinders. Any contractor hired is required to provide the Association with a current Certificate of Liability Insurance.
- **Sidewalk Opposite Recreation Center Property:** As per Article 23-1.8 of the city code, EPCSA is responsible for maintaining the stretch of sidewalk opposite the clubhouse property, extending from the border of Los Altos Norte to the Los Nidos end of the Arroyo Saiz bridge, free of snow and ice.
- **Clubhouse Entrance:** Following every snowfall, the Recreation Center Manager is responsible for clearing the steps and Clubhouse entry and the sidewalk between the Recreation Center parking lot and the Recreation Center facilities for approximately fifty feet in each direction from the Clubhouse entry.
- **Clubhouse Parking Lot:** If by 2:00 pm on the day snow falls (or the day after it fell if it fell during a night) there remains an accumulation of three inches of snow or more on at least half the surface of the Recreation Center Parking Lot, the Recreation Center manager is responsible for arranging with an approved contractor to clear as soon as possible the parking lot and any uncleared portion of the sidewalk between the parking lot and the Recreation Center facilities.
- **General Avenida Primera Sidewalk:** As per Article 23-1.8 of the city code, the adjacent property owner, whether it be an HOA or a private property owner, is responsible for maintaining the adjacent sidewalks free of snow and ice.

In addition, it was noted that snow and ice management within neighborhood subdivisions is entirely the responsibility of the nine neighborhood association Boards of Directors.

The Board discussed the following measures for each of the above areas:

Avenida Primera South: The Board noted that the existing protocol is adequate in most cases. So, EPCSA will continue the policy of getting the street plowed when there is a snow accumulation of six inches or more. However, the sloping parts of the street near the north and south EP entries may become difficult to navigate even after a three-inch snowfall when there is ice formation. The Board is considering the desirability to have our contractor (Ballew, Inc.) apply cinders to these areas when the Los Nidos neighborhood requests snow plowing on Los Nidos Drive (plowing is requested by Los Nidos when a snow accumulation of three inches or more occurs with freezing temperatures persisting). Ms. Shears will request an estimate from Ballew Inc. for this work.

Recreation Center Parking Lot and Entry Steps: The existing protocols are adequate. However, Mr. Casey is seeking quotes for snow clearance in the parking lot.

Sidewalk Opposite Recreation Center Property: Mr. Casey is seeking quotes for snow and ice clearance. The Board discussed the possibility of EPCSA acquiring and storing a snowblower for this work. It could be used both for the parking lot and the sidewalk. He will also determine the cost and feasibility of contracting personnel to operate the snowblower. As an interim measure, however, Mr. Casey will ask a vendor to clear the sidewalk manually in consultation with Ms. Shears.

General Avenida Primera Sidewalk: The Board noted that currently while it does not participate in removing snow and ice on the sidewalk, the EPCSA has minimal liability. However, if it were to start such work it might assume the liability of the contiguous property owners if the work were not performed to the required standard and someone experienced a serious injury after falling on the sidewalk, The Board had requested an opinion from Blue Chip Insurance Agency through which the EPCSA obtains its insurance. The broker had indicated that if EPCSA were to manage the sidewalk, it would not incur additional liability or increased premium costs “unless the service is outside the normal operations of the Association.”

Ms. Shears noted that Mr. Casey had experienced significant difficulty in obtaining quotes from local companies to perform sidewalk snow and ice management adjacent to the Recreation Center. However, based on the estimates from one independent contractor, sidewalk management for the entirety of Avenida Primera might cost more than \$10,000 per annum, based on an average year (about twelve significant snowfalls). The Board decided that while further quotes should be obtained, it was unlikely that the EPCSA could undertake an extensive project of this kind. The Board noted, however, that the use of a snow blower (as opposed to the use of a shovel) on the concrete sidewalk might significantly reduce the cost and Mr. Casey will investigate this option.

The Board agreed on the following based on a lengthy discussion:

- The Clubhouse Committee (Brenda Shears, Connie Burke, Bud Averett and Greg Casey) will in the future be responsible for comparing options, assessing feasibility, and providing draft information that will be required for implementing the various policies stated above. They will report to the Board at future meetings.

- Ms. Shears will endeavor to find an EP owner who is willing to become an overseer for snow and ice management in the neighborhood. He or she would be responsible for the development of an overall policy regarding snow/ice issues and for implementing the policy now and during the next winter.
- A motion was passed that following the current protocol, the sidewalk adjacent to Avenida Primera South from Los Altos Norte across the Arroyo Saiz bridge should be cleared of snow and ice as well as the sidewalk in front of the clubhouse. The motion was made by Connie Burke and seconded by Jo Beth Speyer.
- When a revised general policy is in place and is working, the Board will revisit the issue of snow/ice removal along the entirety of the Avenida Primera sidewalk.

**671 Hyde Park Road.** There is a vacant one-acre lot adjacent to Camino Los Altos and currently accessed from Hyde Park Road. This lot was not included in the original development of Los Altos. President Shears has been copied on correspondence between David Sproat, President of Los Altos Homeowners Association and Joseph Karnes of Sommer Karnes, attorney for the owner Jim Scott expressing Mr. Scott’s desire to explore the possibility for 671 Hyde Park Road to become a part of Los Altos and Estancia Primera. The EPCSA Declaration sets forth a process for annexation. The Board Officers Shears, Creely, and Bunton will comprise a task force and update the board if the issue moves forward.

**Holiday Lights.** Connie Burke requested homeowners be required to remove holiday lights. President Brenda Shears will include this request in the next general Estancia Primera email.

**Homeowner Comments**

There were none.

**Announcements**

The next EPCSA Board meeting will be held on Friday, February 9, 2024, at 9:00 am using Zoom.

**Executive Session**

Prior to adjournment, President Shears called the Board into Executive Session at 10:40 am.

**Adjournment**

A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned meeting at 10:55 am.

Minutes prepared and submitted by: Linda Averett Date: 2/9/2024.  
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 2/9/2024.  
(Brenda Shears - President)

**Estancia Primera Community Services Association (EPCSA)**  
**Minutes of the Meeting of the Board of Directors**  
**Friday February 9, 2024**

**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), Gene Creely (Vice President), Scott Bunton (Treasurer), Barbara Chamberlin, Errol Levine, Jill McIntosh, Jo Beth Speyer, and Connie Burke

**Directors absent:** Leslie Walker-Hirsch

**Others Present:** Linda Averett (Secretary), Kurt Sommer (EPARB Chair), Greg Casey (Recreation Center Manager), Sandy Farmer (Capital Projects Coordinator)

**Homeowners Present:** None

**Approval of Minutes of Previous Board Meeting:** The minutes of the Board meeting of January 12, 2024, were approved unanimously as submitted.

## Reports

### Treasurer's Report

Treasurer Scott Bunton gave the following report. As of January 31, 2024:

- EPCSA had \$96,499.51 in the operating checking account, awaiting arrival of assessment checks totaling \$23,158. Of that \$96,499.51 amount, \$3,250 is the total of ARB deposits held.
- EPCSA had a total of \$305,328.65 in capital reserve savings, spread over three accounts:
  - \$200,000.00 in an Enterprise Bank & Trust 90-day CD
  - \$179.02 in an Enterprise Bank & Trust savings account
  - \$105,149.63 in a Century Bank savings account. This amount reflects the transfer from the operating account of the \$28,402.58 operating surplus for 2023.
- EPCSA has budgeted an additional contribution to capital reserve savings of \$37,052 during 2024, and therefore an end-of-year total of \$342,380.65 – minus, of course, all capital reserve expenditures during the year, both expected and unexpected. The big, expected item is the repaving of the Rec Center parking lot and replacement of the adjacent sidewalks and curbs and gutters. Considering the proposals we received last year, the cost of that project is anticipated to be somewhere in the \$250,000 to \$275,000 range – hopefully not higher.

There will be a new status regarding the annual assessments received once the post office box is checked Thursday for the arrival of payments. As of today, there are nine unpaid owners, but Mr. Bunton expects some additional payments by Thursday.

### Architectural Review Board (ARB) Report

ARB Chair, Kurt Sommer reported that several mini-splits and solar projects have been reviewed and approved by the EPARB. An updated spreadsheet was sent to President Brenda Shears (see attached).

### **Real Estate Report**

Real estate chair, Jill McIntosh, reported that the following homes are currently on the market: 698 La Viveza Ct. (MLS listing), 680 La Viveza Ct. (on waiver and under contract), 668 La Viveza Ct., (on waiver and under contract), 560 Los Nidos Dr. (under contract). Ms. McIntosh requested that board members notify her about any new neighborhood homes for sale that might not be listed with MLS, so she can issue the required disclosures.

### **Recreation Center Report**

Recreation Center Manager Greg Casey reported that Gabe Vargas performed the annual maintenance on both Clubhouse furnaces on January 28, 2024, and made a required repair on January 30. Both furnaces are working properly.

Brenda Shears reported that she had received the following suggestions from homeowners that were subsequently discussed by the Clubhouse Committee and provided recommendations to the Board.

- Creation of a lap swim lane. The pool has been a general recreation pool since its installation, and it is not considered desirable to partition it for specific purposes. Given the number of residents who use the pool, it is believed that those that prefer to swim laps most likely can find a time when there are few or no others in the pool. The Clubhouse Committee does not recommend the installation of lap lane; the Board will not pursue this suggestion.
- Tennis court fall maintenance. Prior to this fall season, two tennis players have voluntarily swept leaves and debris from the court to help preserve the surface but have not been able to continue this service. They requested that EPCSA have that service provided. EP does actually provide this service as follows: The tennis court is cleaned of leaves at the time of the last seasonal maintenance of the Recreation Center grounds in October. Subsequently, Greg Casey removes leaves from the court two or three times as leaves continue to drop. EPCSA will continue to have leaves cleared in this manner each fall season. Brenda Shears asked for clarification from the Board regarding upkeep of the court for play during the winter. Board members confirmed that the court was available for play when weather permitted but any further clearing of leaves or snow would be the responsibility of those wishing to play tennis in the off season.

### **Grounds Maintenance Committee Report**

Committee Chair Jo Beth Speyer reported that MaryAnn Scanlon will meet arborist, Chris Seidel, on February 14, 2024, to discuss pruning of small trees and the sumac and the fate of the redbud tree. Treasurer Bunton reminded the committee that even though funds have been budgeted for this work, an estimate should be requested in advance for board approval. Given that the arborist visit was scheduled prior to the next board meeting, Mr. Bunton moved that the board approve the services of Chris Seidel not to exceed \$1,000.00. The motion was seconded by Errol Levine and passed unanimously.

### **Recreation Center Exterior Facilities and Grounds Renovation Project Update**

Capital Reserves Project Coordinator Sandy Farmer reported the following:

- On Jan. 29, 2024, President Shears, Vice-President Creely, Treasurer Bunton and Capital Reserves Project Coordinator Farmer met virtually to discuss and formulate a minimum set of additional terms, in the form of an Addendum, that would be attached to the updated Leeder / CAI bid proposal for signature by EPCSA, Leeder and CAI prior to start of construction in the Spring 2024. Because EPCSA has been unable to persuade Leeder for several months now to submit a draft contract for EPCSA review and because Spring 2024 is rapidly approaching, it was decided

that EPCSA would send Leeder, and now CAI as well, this set of minimum terms for their review and subsequent discussion.

- A draft document was finalized on Feb. 2 with input from the EPCSA architect on this project, Steve Shaw. On Feb. 3, that draft document was sent to Gary Friedman, the attorney selected by EPCSA in the Fall 2023, for his review, comments and suggested revisions before engaging Leeder and subsequently CAI.

## **Unfinished Business**

### **Snow Removal and Ice Mitigation Policy**

In follow-up to the snow removal discussion at the January meeting, a Snow Removal & Ice Mitigation Policy was drafted by Board members Shears, Bunton, and Creely and reviewed by the Clubhouse Committee. The policy is intended to update and replace the Snow Removal Protocol. The draft was circulated to the Board members prior to the current meeting. A motion was made by Jo Beth Speyer and seconded by Barbara Chamberlin to approve the recommended Snow Removal and Ice Mitigation Policy. After some discussion regarding the threshold of snow removal in the parking lot, the new policy (attached) was approved and will be entered into the Book of Resolutions. Working guidelines for implementing the policy were drafted by the Clubhouse Committee and an information copy was distributed to the Board members.

The guidelines and policy will inform President Shears, Recreation Center Mgr. Casey and Event Coordinator Connie Burke as snow removal and ice mitigation decisions are made at the time of snowfall events.

The Clubhouse Committee met on January 23 to discuss options for snow removal on the Recreation Center common property. In talking to potential contractors, it was learned that sidewalk snow removal services are generally provided on a per person/hour basis and primarily hand shoveled; leaf blowers might be employed under certain conditions.

- Snow Blower: After exploring the option of a snow blower at the request of the board, Bud Averett and Greg Casey both indicated that in their discussion with potential vendors they were advised against the use of a snow blower and did not find vendors who typically used one. While a snow blower may be useful for a home setting when the snow can be removed right away, it is slower and less effective than having the snow hand shoveled under the conditions we experience. The committee discussed the possibility of EPCSA purchasing a snow blower but recommend against it based on the feedback received regarding effectiveness under our conditions and other concerns such as storage, maintenance, and availability of personnel to do the snow blowing.
- Potential contractors: Greg Casey identified about 6 possible vendors. Several were landscapers who primarily provided the service for their own landscaping customers. Only two estimates have been received: Tierra Bonita and Lopez. Rates were distributed to the Board members in advance of the meeting. Tierra Bonita provided the lowest estimate.
- Recommendation: Contract with Tierra Bonita on an on-call basis (following EPCSA Snow Removal & Ice Mitigation Policy)

A motion to approve the recommendation of the Clubhouse Committee to contract with Tierra Bonita on an on-call basis was made by Jo Beth Speyer, seconded by Barbara Chamberlin and unanimously approved.

Ms. Shears indicated that EPCSA will not pursue at this time written recommendations received from some owners that EPCSA undertakes clearing of snow and ice from the concrete sidewalk along Avenida Primera other than the section that is located on EPCSA common property as indicated in the updated snow/ice management policy (attached).

**Potential Annexation of 671 Hyde Park Road**

Scott Bunton, the Los Altos representative to the EPCSA Board, relayed a request from the Los Altos HOA Board regarding the potential annexation of 671 Hyde Park Road by Los Altos and Estancia Primera. The Los Altos Board asked if at this time the EPCSA Board has any objection to the Los Altos Board having further conversations with the owner of this property and his attorney regarding the potential annexation. A discussion by the Board at this very preliminary point elicited some comments by Board members related to (1) the concern that EPCSA incur no costs related to such an annexation, (2) the possible necessity to obtain consent of the City of Santa Fe that may include modification of the Estancia Primera Master Development Plan, and (3) the need for approval of any annexation proposal by a significant number of EPCSA owners following the process required in the Declaration for such an annexation.\* With that said, at this time, EPCSA board members voiced no objection to the Los Altos Board having further conversations regarding the potential annexation of 671 Hyde Park Road. Mr. Bunton indicated that the Los Altos Board is committed to keeping the EPCSA Board informed and will not make any commitments or enter any agreements pertaining to annexation without prior consultation with the EPCSA Board.

\*See Articles 1.42 and 2.2a Amended Declaration of Covenants and Restrictions for the Estancia Primera Community)

**New Business**

There was none.

**Homeowner Comments**

There were none.

**Announcements**

The next EPCSA Board meeting will be held on Friday, March 8, 2024, at 9:00 am using Zoom.

**Executive Session**

A motion was made, seconded and unanimously approved to enter into Executive Session at 10:19 am.to discuss matters pertaining to pending litigation involving the property at 753 Paseo Cresta in which EPCSA has been named a defendant. Following the completion of the business of the Executive Session, a motion was made, seconded, and unanimously approved to conclude the Executive Session and return to regular session at 10:28 a.m.

**Adjournment:**

A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned meeting at 10:30 a.m.

Minutes prepared and submitted by: Linda Averett Date: 3/8/2024.  
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L. Shears Date: 3/8/2024.  
(Brenda Shears - President)



**ESTANCIA PRIMERA ARB - PROJECTS IN PROGRESS - February 9, 2024**

	<u>Owner Name</u>	<u>Address</u>	<u>Project</u>	<u>ARB Conditional Approval Date</u>	<u>Deposit</u>	<u>Deposit Refunded</u>	<u>Current Status and Final Approval</u>
1	Carothers/Marin	778 Calle Altamira	Pergola construction	Conditional approval pending.	\$250	No	Construction has commenced.
2	Chamberlin, Barbara	787 Avenida Primera South	Deck construction	Conditional approval pending.	\$250	No	Conditional approval pending. Application submitted 6-30-2023. There are issues to address with the City of Santa Fe. Work is on hold.
3	Sommer	766 Calle Altamira	Landscaping plan		\$250		Approved but waiting to install depends on weather
4	Gustafson	512 Los Nidos	Installation of white or tan roof and mini-split	Approval denied by Los Nidos approved tan; denied white; EPCSA ARB to address	\$250		Need to follow up on this project.
5	Stewart/Hargreaves	670 La Viveza	Restoration of Atrium	Approval granted	\$250		Need to follow up on this project.
6	Breckenridge/Sproat	509 Camino Los Altos	Installation of mini-split	Approved by EPCSA ARB	Confirm receipt of deposit		Need to follow up on this project.
7	Roundtree	412 Los Alto	Fence	Approved by Los Altos and EP	\$250		Need authorize refund
8	Groce	765 Paseo Crest	Mini-split request	Pending approval by ARB	Confirm receipt of deposit		Need to follow up on this project.
9	Cynthia Dean	745 Calle Altamira	Window renovation	Approved by Altamira	Confirm receipt of deposit		Pending approval of EPCSA
10	John Hauser	757 Aspen Compound	Mini-split request	Approved	Confirm receipt of deposit		Approved but waiting to install depends on weather

## EPCSA SNOW REMOVAL AND ICE MITIGATION POLICY

Approved 2-9-2024

Avenida Primera South: Avenida Primera South is a residential street that serves as the primary artery for accessing the neighborhoods in Estancia Primera, and it was dedicated to the City of Santa Fe on November 20, 1984. Because Avenida Primera South is a city street, it is the City of Santa Fe's responsibility, not EPCSA's responsibility, to remove snow from it, and EPCSA could incur potential liability if it should assume that responsibility routinely. However, since Avenida Primera is a street not designated to receive routine snow removal by the City of Santa Fe, and due to its importance to accessing the neighborhoods in Estancia Primera, EPCSA agrees to take reasonable steps to contract for services to remove snow from Avenida Primera South as a service to Estancia Primera residents under the following conditions: In cases where (1) more than approximately 6 inches of snow has accumulated, or there is significant and unusual icing, on Avenida Primera South that has not been addressed by the City and (2) the EPCSA President believes the snow and ice conditions may pose a significant health and safety risk to Estancia Primera residents, the EPCSA President (or his or her designee if the EPCSA President is unavailable) may hire a contractor to plow snow from the street and/or treat it with sand or cinders (but not with sodium chloride or other chemicals) to mitigate ice on the street. Before EPCSA may use any contractor, EPCSA must request and receive from the contractor its license to operate and its current Certificate of Liability Insurance.

Note: EPCSA will clear Avenida Primera South as indicated above. Other streets within the development are governed by the respective neighborhood HOA:

- Los Altos Way\* and Camino Los Altos\*: Los Altos
- Los Altos Norte\*: Los Altos Norte
- Calle Kokopelli\* and Kachina Court\*: Kachina Hills
- Los Nidos Drive\*: Los Nidos
- Cumbre Vista Drive\*\*.: Cumbre Vista
- La Viveza Court\*\*.: La Viveza Drive
- Aspen Compound\*\*.: Aspen Compound
- Paseo Cresta\*\*.: Cresta
- Calle Altamira\*\*.: Altamira

\*City Street

\*\*Private Street

Sidewalk Along Avenida Primera South Adjacent to EPCSA Recreation Center Common Area: An EPCSA Common Area adjoins Avenida Primera South from the border of Los Altos Norte across the Arroyo Saiz bridge. Per city ordinance, EPCSA is responsible for removing snow on the sidewalk located on this EPCSA Common Area adjacent to Avenida Primera South. If snow on this sidewalk should not melt by the end of the day during which the last snow accumulation occurred, or if it is in his or her judgment that the weather will prevent the snow from melting during that time, the Recreation Center Manager shall take reasonable steps as soon as practical to remove snow from the sidewalk. Also, if ice is present or is anticipated to develop, the Recreation Center Manager shall take reasonable steps to apply sand or cinders (but not sodium chloride or other chemicals) on the sidewalk to mitigate ice on the sidewalk. Alternatively, after securing the approval of the EPCSA President (or his or her designee if the EPCSA President is unavailable), the Recreation Center Manager may arrange with a contractor that has been approved for this purpose by the Board to remove snow and mitigate ice (using sand or cinders, but not sodium chloride or other chemicals) on the sidewalk as soon as practical thereafter.

Note: Snow, Ice (and Vegetation) clearance on sidewalks adjacent to a city street, such as Avenida Primera South, are the responsibility of the property owner (see City of Santa Fe Ordinance *Article 23-1.8 A - Removal of Snow and Ice from Sidewalks*, *Article 14-9.2 H - Maintenance of Public Pathways*, and *EPCSA Book of Resolutions Part I.5*). In the case of the sidewalk around Avenida Primera South property owners include Estancia Primera neighborhood subdivision HOAs (Los Nidos, La Viveza, Altamira) and EPCSA as indicated above in addition to individual property owners.

Clubhouse Entrance: Once snow accumulation has stopped for every snowfall, the Recreation Center Manager shall take reasonable steps as soon as practical to remove snow and mitigate ice (using sand or cinders, but not sodium chloride or other chemicals) on the walkway and steps leading from the parking lot to the Clubhouse entry.

Sidewalk Between the Parking Lot and the Recreation Center: Once snow accumulation has stopped for every snowfall, the Recreation Center Manager shall take reasonable steps as soon as practical to remove snow and mitigate ice (using sand or cinders, but not sodium chloride or other chemicals) on the sidewalk between the Recreation Center parking lot and the Recreation Center facilities for approximately 25 feet in each direction from the Clubhouse entry steps. If the Clubhouse is reserved for use under snowy conditions, the Recreation Center Manager shall consult with the EPCSA President (or his or her designee if the EPCSA President is unavailable) to determine what reasonable steps should be undertaken to remove snow and mitigate ice (using sand or cinders, but not sodium chloride or other chemicals) on the sidewalks around the Recreation Center.

Recreation Center Parking Lot: If by the end of the day during which the last snow accumulation occurred there remains an accumulation of 3 inches of snow or more on approximately half or more of the surface of the Recreation Center Parking Lot, the Recreation Center Manager shall take reasonable steps as soon as practical to arrange with a contractor that has been approved for this purpose by the Board to plow the snow and mitigate ice (using sand or cinders, but not sodium chloride or other chemicals) on the parking lot. The Recreation Center Manager shall coordinate with the contractor plowing the parking lot to avoid snow being redeposited on the adjacent sidewalks.