

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 1 of 1	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 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.

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, March 8, 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, and Leslie Walker-Hirsch

Directors Absent: Connie Burke

Others Present: Linda Averett (Secretary), Greg Casey (Recreation Center Manager)

Others Absent: Kurt Sommer (EPARB Chair), Sandy Farmer (Capital Projects Coordinator)

Homeowners Present: A.L. Bontrager (Los Altos) Anita & Jim Caldwell (Los Nidos), Brett Ringle (Los Altos), David Stein & Blake Shanley (Los Altos)

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of February 9, 2024 were approved unanimously as submitted.

Reports:

Treasurer's Report.

- Treasurer Scott Bunton reported that as of February 29
 - EPCSA had \$120,480.18 in the operating checking account.
 - Of that amount, \$3,250 is the total of ARB deposits held.
 - EPCSA had a total of \$305,331.16 in capital reserve savings, spread over three accounts:
 - \$200,000.00 in an Enterprise Bank & Trust 90-day CD that will mature this month, and its corpus and accrued interest will be transferred into our Enterprise Bank & Trust savings account
 - \$179.03 in an Enterprise Bank & Trust savings account
 - \$105,152.13 in a Century Bank savings account
 - An additional \$37,052 is budgeted during 2024 for capital reserve savings, and therefore an end-of-year total of \$342,383.16 – minus, of course, all capital reserve expenditures during the year, both expected and unexpected, and plus interest accrued during the year. The big, expected item is the repaving of the Rec Center parking lot and replacement of the adjacent sidewalks and curbs and gutters.
- Assessments:
 - All owners paid, although two paid after the formal delinquency deadline of February 15 and one check has bounced. A replacement check is being sent to cover the bounced check and once it is received all assessments will be in EP operating account. Mr. Bunton asked for board members' opinions on pursuing late charges for the three properties unpaid as of February 15. There was a consensus among board members to forego imposing a late fee in each of the three cases due to the receipt of payment from each-close to the delinquency

date and the amount of additional effort it would take by volunteer board members to pursue notifying the three owners of those fees and collecting them.

Architectural Review Board (ARB) Report. No report

Real Estate Report. Real Estate Chair, Jill McIntosh, reported on the following EP properties: 698 La Viveza Ct. (active on market), 560 Los Nidos Dr. (under contract, disclosure distributed), 680 La Viveza Ct. (closed, disclosure distributed), 668 La Viveza Ct. (closed, disclosure distributed), 503 Los Nidos Dr. (temporarily withdrawn from market, still listed). New owner information has been received for the two properties that have closed.

Recreation Center Report. Recreation Center Manager Greg Casey reported that the snow removal protocol is in place as of February. Both heating units at the Recreational Center have been cleaned and checked, including the heat exchange and blower. The plan is in place for annual inspection and maintenance of the heaters. President Shears reported that the replacement of the Clubhouse heaters is on the capital reserves list, to be replaced when necessary.

Grounds Maintenance Committee Report. Committee Chair Jo Beth Speyer reported that MaryAnn Scanlon met with Chris Seidel, the arborist, at the Clubhouse grounds on February 14, 2024, for the planned pruning and consultation. They discussed the trees around the Clubhouse, as well as the removal of concrete and asphalt around the large cottonwood. He and the other arborist did structural pruning of the crabapples, plums, ornamental pine, pinyon, pears and sumacs. They disposed of green waste at the transfer station. Excess soil was removed from the root system of the crabapple. The total for material, labor and fees was \$787.06.

As a result of the consultation, Ms. Scanlon requests board approval to fund the moving of the ash tree (next to the One-seed Juniper) to an area next to the rocks to fill in that space. Recreation Center Manager Casey has received a quote of \$240 from Oscar's Tree & Landscaping for relocating the Ash tree (digging up the tree, digging the new hole and moving and re-planting). The transplanting would not be done until October, prior to which time the roots would need to be cut at the canopy to ensure a better chance at a successful transplanting. A motion was made to approve funds from Grounds Maintenance Budget for the Ash tree relocation not to exceed \$275.00. Motion was seconded and passes unanimously.

The 2024 Terra Bonita seasonal landscape maintenance contract for the EP Recreational Center has been received and circulated to the EPCSA Board via email. It was unanimously approved and is in place. Tierra Bonita's crew is to start work this week; Mr. Casey will meet with them to discuss where they need to focus, such as the trimming of the Cotoneaster and late winter pruning of the Chamisas. Recreation Center Manager Casey will also be giving Tierra Bonita the list of things that will need to be done in preparation for the capital project. Mr. Casey was cautioned that no prep work is to be done until the Board formally approves the work.

Errol Levine asked that Barbara Chamberlin contact the City of Santa Fe about removal of scoria from Estancia Primera South and asked that Los Nidos be included in that request. Ms. Chamberlin agreed to put in a request in April for this work. Dr. Levine also asked that a request be made to repair potholes near the north arroyo bridge; Ms. Chamberlin will contact a different department concerning the pothole repairs and will follow-up on both projects.

Recreation Center Exterior Facilities and Grounds Renovation Project Update. Capital Reserves Project Coordinator Sandy Farmer provided a report, which was read by President Shears (see attached).

Unfinished Business:

Potential annexation of 671 Hyde Park Rd. Scott Bunton reported that Los Altos HOA Board was originally contacted by the owner of 671 Hyde Park Rd regarding the possibility of annexation into Los Altos HOA and the EPCSA. The President of the Los Altos HOA then contacted the EP Board to consult on how negotiations might be handled if the request were to move forward. The EPCSA Board will be following the Los Altos Association lead but would be willing to consider the annexation if Los Altos homeowners agree to proceed (see February 9, 2024 EPCSA Board meeting minutes). There has been no further update to the EPCSA Board.

President Shears invited homeowners who were in attendance and had comments on this issue to make them at this point in the meeting rather than waiting for the Homeowners Comments section.

Several points of clarification were made in response to questions from Board member Errol Levine and Los Altos owners Shanley Blake and Brett Ringle:

- The possibility for annexation was initiated by the owner of 671 Hyde Park Road and his attorney to the President of the Los Altos HOA Board.
- The EPCSA Board has done no research on this issue and will follow the lead of the Los Altos HOA.
- The EPCSA Board has no knowledge of options the owner may have for accessing utilities to the lot at 671 Hyde Park Road.
- No action by Estancia Primera will be taken until Los Altos HOA decides to move forward.
- If negotiations do move forward, the primary thing that the EP Board would be trying to accomplish would be ensure that the owner of 671 Hyde Park Road would pay the expenses that EPCSA would incur in the annexation process, which primarily would be the fees of an attorney selected by the EP Board to review associated documents and make recommendations to the board.
- The EPCSA Board knows of no specific plans/intentions of the owner of 671 Hyde Park Rd lot regarding building on the lot.
- The board has no information about what the city would allow specifically on that property as opposed to what Estancia Primera and Los Altos associations would allow based on their Declarations and Architectural Guidelines.
- The EP Board believes that EPCSA and Los Altos have more restrictive requirements than the City of Santa Fe.
- 671 Hyde Park Road is the only remaining lot in proximity to any EP neighborhood including Los Altos with the potential to be annexed by the neighborhood and EP.
- Since this issue has not formally come before the EPCSA Board, questions would be more appropriately directed to the Los Altos Board at this time.

New Business:

In-Person Board Meetings. President Shears asked that the Board consider returning to in-person board meetings. It was suggested that we might have a hybrid format, so that members could have the option of attending in person or via Zoom since we have internet available at the Clubhouse. President Shears will explore that possibility.

Homeowner Comments: The board was thanked for their volunteer contributions to EPCSA. Comments were made under Unfinished Business above regarding the potential annexation of 671 Hyde Park Road discussion.

Announcements: The next EPCSA Board meeting will be held on Friday, April 12, 2024, at 9:00 am using Zoom.

Executive Session: A motion was made, seconded, and unanimously approved to enter into Executive Session at 9:42 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 10:15 a.m.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned meeting at 10:16 am.

Minutes prepared and submitted by: Linda Averett Date: 4/12/2024.
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 4/12/2024.
(Brenda Shears - President)

Capital Projects Report
March 8, 2024
Sandy Farmer

This report deals only with the *EP Exterior Facilities & Grounds Renovation* project.

Status:

- On Feb. 14, 2024, Farmer spoke with Gary Friedman, the EPCSA attorney retained for this capital project. His only comment regarding the set of additional terms proposed by EPCSA (to be attached to the final bid proposal) was that a 3-year warranty on the construction work would likely not be accepted.
- On Feb. 16, 2024, Farmer emailed Roddy Leeder this set of additional terms. Farmer spoke with Roddy Leeder on Monday, Feb. 19. Roddy's son, John, who runs the company, had reviewed these terms. The only upfront objection was to the duration of the warranty for the paving work. RL Leeder Co. will only warrant for 1 year, not our proposed 3 years, as Friedman had predicted. Leeder said that he would forward these terms to their attorney, Gil Frith, for further review.
- On Feb. 19, 2024, Shaw sent these terms to Steve Peterson of CAI, the concrete subcontractor. Shaw spoke with Peterson on Feb. 20, and then informed EPCSA that Peterson will coordinate a joint response with RL Leeder Co. As of Mar. 6, nothing further regarding these additional terms has been received from RL Leeder or CAI.
- On Feb. 27, 2024, Friedman emailed an invoice to EPCSA in the amount of \$181.21 against its retainer of \$1,000.

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, April 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), Barbara Chamberlin, Errol Levine, Jill McIntosh, Connie Burke, and Jo Beth Speyer

Directors Absent: Scott Bunton (Treasurer), Leslie Walker-Hirsch

Others Present: Linda Averett (Secretary), Greg Casey (Recreation Center Manager), Sandy Farmer (Capital Projects Coordinator)

Others Absent: Kurt Sommer (EPARB Chair)

Homeowners Present: None

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of March 8, 2024, were approved unanimously as submitted.

Reports:

Treasurer's Report. Reported by Brenda Shears in absence of Treasurer Scott Bunton.
Accounts of March 31,

- EPCSA had \$118,878.45 in the operating checking account, including \$3,250 ARB deposits.
- Capital reserve saving total \$305,459.04, in two different bank accounts:
 - \$200,304.24 in an Enterprise Bank & Trust savings account. (The 90-day Enterprise Bank & Trust CD matured during March; its corpus and accrued interest was transferred into our Enterprise Bank & Trust savings account so the full amount can be accessible to pay for the capital reserve construction project.)
 - \$105,154.80 in a Century Bank savings account.
 - An additional contribution to capital reserve savings of \$37,052 is budgeted during 2024, and therefore an end-of-year total of \$342,511.04 – minus, of course, all capital reserve expenditures during the year, both expected and unexpected, and plus interest earned during the remainder of the year. The big, expected expenditure is for repaving the Rec Center parking lot and replacing the adjacent sidewalks and curbs and gutters.

A replacement check for the assessment check that bounced has been received and deposited – and it included the late assessment administrative fee and accrued interest. With that payment, all EP owners assessments have been paid for 2024.

Architectural Review Board (ARB) Report. No report

Real Estate Report. Jill McIntosh reported that the sale of 580 Los Nidos Dr. has closed, and new owner information has been submitted to President Shears.

Recreation Center Report. Recreation Center Manager Greg Casey reported that activity at the Clubhouse has been good. He contacted David Laing of DML Inc. about tennis court concerns and awaits a response. Mr. Laing was informed of the construction activity that will occur in the Clubhouse parking lot in May. Connie Burke noted that she has informed the hiking group that parking will not be allowed during parking lot construction and will confirm with clubhouse reservation holders re clubhouse closure.

Grounds Maintenance Committee Report. Committee Chair Jo Beth Speyer reported that the Grounds Committee has been preparing the Recreation Center grounds for the capital project, which is due to commence next week. Greg Casey has been working with Tierra Bonita on the preparations. Tierra Bonita has begun seasonal maintenance of the grounds. Both Greg and MaryAnn Scanlon were present at the board's walk-around the grounds led by Sandy Farmer and contributed to the explanation of the upcoming capital project.

Recreation Center Exterior Facilities and Grounds Renovation Project Update.
Status of Exterior Facilities and Grounds Renovation Project

Capital Projects Coordinator Sandy Farmer reported:

- Total remaining construction costs, which include GRT and remaining Related EP costs, are now estimated at \$234,391.
- An updated bid proposal was received from Leeder on March 28, 2024, in the amount of \$272,146 incl. GRT. The updated bid proposal was based on the final Walker Engineering design plans dated August 11, 2023.
- Current actual and estimated EP-related construction costs are \$17,674 with \$1,000 thereof (legal retainer) already paid in Aug. 2023.
- Landscape and hardscape pre-construction preparatory work started this week; construction is expected to start on April 15 and to last 6 weeks.
- Gary Friedman, the attorney retained by EPCSA, reviewed Leeder's Mar. 28 bid proposal, including the terms, on April 10 and provided his revisions the next day. Farmer and Leeder discussed these revisions in a call on Apr. 11, and a final version of that bid proposal, including terms, is being given a final review by Leeder on April 12.
- A pre-construction meeting was scheduled for 1:30 PM at the EPCSA Rec Center for Friday, Apr. 12. Attendees will be President Shears, Greg Casey, Sandy Farmer, Walker Engineering, Shaw Architecture, Leeder, and CAI.

Final Approval of Project Costs

- President Shears reported that she had sent Board members via email the final bid proposal with a request for Board approval of the updated costs and Board approval to sign on behalf of EPCSA. She further reported that since Treasurer Scott Bunton was unable to attend the April meeting, he had provided a follow-up email to all Board members that provided background for this project and indicated his support and the rationale for that support. He asked that his message be included in today's minutes (see attached). Ms. Shears also noted that Board member Leslie Walker-Hirsch has also indicated her support of the project.
- Errol Levine made a motion to approve up to \$300,000 to be designated from capital reserves to cover the expenses related to the construction phase of the concrete replacement and parking lot re-paving project. The motion was seconded by Barbara Chamberlin and passed by all Board Directors in attendance.
- Gene Creely made a motion for approval for President Shears to sign the construction contract and the Addendum to Bid Proposal Terms with R. L. Leeder for the concrete replacement and parking lot re-paving project behalf of EPCSA, providing there is no substantive change when the final

document is presented for signature. The motion was seconded by Barbara Chamberlin and approved by all Board Directors in attendance.

Unfinished Business: None

New Business: Homeowners were again reminded via the April EPCSA E-News that no political signs are allowed within Estancia Primera.

Homeowner Comments: None

Announcements: The next EPCSA Board meeting will be held on Friday, May 10, 2024, at 9:00 am using Zoom.

Executive Session: A motion was made, seconded, and unanimously approved to enter into Executive Session at 9:22 am. to discuss matters pertaining to pending litigation involving the property at 753 Paseo Cresta in which EPCSA has been named a defendant.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned meeting at 9:39 am.

Minutes prepared and submitted by: Linda Averett Date: 5/10/2024.
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 5/10/2024.
(Brenda Shears - President)

ATTACHMENT TO EPCSA BOARD MINUTES, APRIL 12, 2024

Scott Bunton (Treasurer) provided the following message to the Board members: I regret it was not possible for me to participate in today's Board meeting. For that reason, I will not be able to vote when the motion is made to approve the construction agreement with General Contractor Leeder to replace the Recreation Center's parking lot pavement and the adjacent curbs and gutters and sidewalks, and to authorize Brenda to sign that agreement on behalf of the EPCSA Board. So I'm submitting this statement and ask that it be included in the meeting minutes to indicate how I would have voted had I been present.

I have been deeply involved with the efforts to accomplish the objectives of this project for more than six years, and it has been a difficult and rocky road with many disappointments and frustrations along the way. With great thanks to Sandy Farmer who agreed two years ago to be the project manager for EPCSA, and thanks, also, to Brenda with whom I served as the Board's liaisons to work with Sandy on the project, a proposed construction agreement has been finalized and is being presented to the Board today, with a recommendation from Sandy and from your Board-member officers that it be approved. This is brought to the Board after very careful consideration including consultation with an attorney regarding contract provisions, and following the completion of the lengthy process of developing plans with a consulting architect and civil engineering firm, a competitive bidding process, and the refinement of the bid the Board approved selecting last summer. We are persuaded the selected General Contractor and its concrete subcontractor will complete the project in accordance with the carefully developed plans and specifications. While the costs – like almost all construction costs – have risen significantly over the past several years due to pandemic issues and related supply chain, labor, and materials issues, and the project costs more than we initially had anticipated and certainly than we would have preferred, we are in agreement that it is almost inconceivable we could succeed in getting the work done for less if we were to abort at this point and seek to identify and reach an agreement with another contractor.

It is important to note that there are areas of the existing concrete sidewalk that are becoming hazardous, especially to those with mobility issues, and we have an obligation to address those. It also is important to note that it would be foolish and irresponsible to move forward with needed replacement of the front steps to the Clubhouse and the deteriorating exterior tile, and to deal with associated water drainage issues, before completing the replacement of the concrete that this project will accomplish – because demolition of the existing concrete could damage any new tile work. Properly maintaining the Rec Center is one of EPCSA's cardinal responsibilities, and it would not be right to prevent the ability to properly care for other exterior issues by delaying action on this work for several years or longer.

In order to proceed with this project, we will have to expend an amount of our capital reserve savings that will leave us with a lower balance than we would prefer. However, including the budgeted 2024 contribution to those savings, we will have more than \$50,000 remaining after payment of the known costs, and even if unanticipated costs were to rise to the high level of \$20,000, we will still have more than \$30,000 remaining, and these amounts will pertain to only the last half of this year before they can be augmented from 2025 assessments. We therefore believe we will not have difficulty covering any unanticipated project costs, or any other unanticipated EPCSA costs not related to this project that normally are paid from capital reserve savings. We will carefully consider the status of the capital reserve savings in the 2025 budget process, and the Board will decide at that time what actions to take with respect to them.

In conclusion, I believe that Sandy and your Board-member officers are presenting to you today a proposal that, all factors being carefully considered, merits approval. To borrow a phrase the late U.S. Senator Daniel Patrick Moynihan used occasionally, I believe it would be a serious mistake in this case to let the perfect become the enemy of the good. I hope the Board will vote to authorize Brenda to sign the construction agreement with Leeder. If I were able to be present, I would vote to do so.

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, May 10, 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, and Leslie Walker-Hirsch

Directors Absent: Connie Burke

Others Present: Linda Averett (Secretary), Greg Casey (Recreation Center Manager), Sandy Farmer (Capital Projects Coordinator)

Others Absent: Kurt Sommer (EPARB Chair)

Homeowners Present: Siegfried Hecker

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of March 8, 2024, were approved unanimously as submitted.

Reports:

Treasurer's Report. Treasurer Scott Bunton reported that as of April 30

- EPCSA had \$64,352.76 in the operating checking account as of April 30, including \$4,000 of ARB deposits.
 - It's important to note that the down payment on the pavement and concrete replacement project for which all costs will be paid with capital reserve savings was made with a check from the operating account. That payment of \$54,429.13 will be reimbursed to the operating account when the project and all payments for it have been completed. So, the actual amount of current year operating funds on hand as of April 30 was \$114,781.89, excluding the \$4,000 of ARB deposits.
- EPCSA had a total of \$305,474.76 in capital reserve savings in two different bank accounts:
 - \$200,317.37 in an Enterprise Bank & Trust savings account.
 - \$105,157.39 in a Century Bank savings account.
 - In line with the note about the operating account, the actual balance of capital reserve savings, after deducting the \$54,429.13 down payment for the paving project, was \$251,045.63.
 - We have budgeted an additional contribution to capital reserve savings of \$37,052 during 2024.
- President Brenda Shears requested reimbursement costs for EPCSA Dropbox expenses over the last three years. Motion was approved unanimously for reimbursement in the amount of \$389.54.

Architectural Review Board (ARB) Report. No report was provided by EPARB Chair Kurt Sommer, but in his absence, Sandy Farmer reported that the EPARB is meeting on May 11 to consider a request from Cresta owner

Carla Skeen to waive a requirement that conduits cannot run over a parapet for her mini split installation on the basis that it will not be visible by a neighbor. President Shears asked Sandy Farmer to encourage the ARB to provide an updated project list.

Real Estate Report. Real Estate Chair Jill McIntosh reported one active listing at 698 La Viveza will go under contract May 9, 2024.

Recreation Center Report. Recreation Center Manager Greg Casey reported that activity at the Clubhouse has been good. He is still working on obtaining information for how best to repair the cracks and tape uplift in the tennis court surface. The pool is set to open May 27, 2024; Kokopelli Pools is in the process of replacing the manifold/chlorinator with bigger lines to eliminate the problem we had last year. Greg and Sandy Farmer will discuss the possibility of placing irrigation covers over the cleanouts that are now accessible through the parking lot asphalt.

Grounds Maintenance Committee Report. Committee Chair Jo Beth Speyer reported that Greg Casey will be working with Tierra Bonita to fix the irrigation system after the work is done on the capital project. Greg will discuss will confirm whether Tierra Bonita will be able to do any maintenance work in May. The desert willow trees at the EP Entrances will be leafing out soon and Greg will begin a watering regime.

Recreation Center Exterior Facilities and Grounds Renovation Project Update.

Capital Projects Coordinator Sandy Farmer reported:

Project Status

- Total remaining Construction Costs, which include GRT and remaining Related EP Costs, are now estimated at \$267K. This estimate includes all three Change-Orders in the next bullet point.
- Two Change Orders related to concrete work have been finalized, signed off on, and executed. The total cost of these two Change Orders, including GRT, is \$24,456. The third Change-Order has not yet been finalized, but has already been executed, and is estimated @ \$5,000 plus GRT.
- Related EP Costs are now estimated to be \$20,500 because three stucco walls (instead of just one) will have to be patched at the bottom.
- The scope of work around the tennis court gate and fencing is substantially larger than originally planned due to necessary (and beneficial) changes to the concrete layout (see *Further Detail* below)
- The landscape / hardscape pre-construction preparation work was more expensive than anticipated; and the post-construction restoration work may also end up being more costly than initially estimated.
- Concrete work will finish on Friday, May 10 (if the rain holds) or Tuesday, May 14 (if not).
- Leeder will provide a firmer completion date early next week, but they have already indicated that all construction, including striping, will likely be done by May 24, but probably only if the concrete work is completed on May 10.

Further Detail on Change-Order Design Updates

- The concrete entrance way (no longer a ramp) to the tennis court will span approx. 7 ft. in width from the left-side edge of the retained center post over to the right-side rock wall.
- A new landscape area has been created between the left-side edge of that concrete entrance way and the left-side rock wall and should be designed to keep water drainage off the tennis court, e.g., water drainage resulting from direct spillage over the rock wall or from flow off the north sidewalk down and around the northeast edge of the sidewalk-entrance way intersection.

- The tennis court gate has been moved to the right-hand side open section, will be hinged on the left, and will now swing into the court.
- The drain cut-out in the southwest corner of the parking lot is now on the south side instead of the west side; and managing the water drainage will be done within the landscaping of the peninsula gravel bed. Two additional sections of curbing around the peninsula curve were also replaced because one was cracked all the way through.
- A 2-stage step-down onto the sidewalk was implemented at the pool access steps. An additional step was added to the bottom of the existing steps, and another lower step was then placed at the intersection with the sidewalk to be exactly flush with the stucco edge of the outer wall. An additional step was added to the main entry steps because the concrete landing had to be lowered (compared to before) in order to meet regular codes (outside the ADA access path) up to the main entry steps and then ADA codes (within the ADA access way) over to the pool (and clubhouse) access ramp.
- A 2-ft section of pool ramp concrete (just past the first crack) had to be removed to address sloping (and therefore drainage) issues by raising the front, left edge of the new concrete section in that ramp. This solved one other aesthetic issue as well.
- A new concrete collar had to be poured around the large metal access plate right at the edge of the north driveway entrance ramp. That collar was tied into the entrance ramp with rebar.
- Two additional sections of curbing, one north of and one south of the new, curbed landscape peninsula, had to be removed and replaced. The south one was rolling back too much (because of an underlying cottonwood tree root) to be mated to the new concrete curb. Before pouring that new south concrete curb section, the root was covered in a fabric to keep the concrete from sticking to it and to give the root additional room to grow. The north curb section was cracked and rolled back.
- Seven sections of curb on the southside of the north driveway entrance were replaced because of severe spalling, cracks, or disjointed mating with adjacent curb sections. In addition, two sections of curb on the northside of that same entrance were replaced because they were on the edge of a steep hillside and were already rolling back. The two new sections were tied into the retained adjacent sections of curb with rebar.

Legal Review of Construction Documents

- Gene Creely received an invoice for legal review of the Capital Project contract. A motion was approved unanimously to provide additional funding for slight overage of our retainer fund, not to exceed \$300.

Unfinished Business: None

New Business:


- The Estancia Primera Pool Party was postponed to the weekend of July 4, 2024, due to Capital Improvements Project construction.
- Barbara Chamberlin requested support from the EPCSA Board regarding the removal of overgrown vegetation along the sidewalk and curbs. The board suggested that Barbara and the board representatives from each neighborhood contact the neighborhood presidents and request that they follow up with homeowners about the cleanup.
- EPCSA Annual Meeting date has been set for Wednesday, August 14 at 7 pm.

Homeowner Comments: – Siegfried Hecker of Los Nidos thanked the EPCSA Board for allowing racquetball players access to the court via the back entrance during the construction.

Announcements: The next EPCSA Board meeting will be held on Friday, June 14, 2024, at 9:00 am using Zoom.

Executive Session: A motion was made, seconded, and unanimously approved to enter into Executive Session at 9:27 am. to discuss matters pertaining to pending litigation involving the property at 753 Paseo Cresta in which EPCSA has been named a defendant. Regular session resumed at 9:42 am.

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

Minutes prepared and submitted by:  Date: 6/14/2024.
(Linda Averett, Secretary)

Signed on behalf of Board by:  Date: 6/14/2024.
(Brenda Shears - President)

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, July 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, Connie Burke, Leslie Walker-Hirsch and Jo Beth Speyer

Directors Absent: none

Others Present: Linda Averett (Secretary), Greg Casey (Recreation Center Manager), Sandy Farmer (Capital Projects Coordinator)

Others Absent: Kurt Sommer (EPARB Chair)

Homeowners Present: Audrey Chumley, Los Nidos; Linda DeWolf, La Viveza; Rebecca Shaw, La Viveza; and Randall Rose, La Viveza

Approval of Minutes of Previous Board Meeting: The minutes of the Board meeting of June 14, 2024, were approved unanimously as submitted.

Reports:

Treasurer's Report. Treasurer Scott Bunton gave the following report:

- EPCSA had \$76,220.95 in the operating checking account as of June 30, including \$1,750 in ARB deposits. The balance of \$74,470.95 is approximately in line with the 2024 operating budget.
- EPCSA had a total of \$41,843.92 in capital reserve savings as of June 30 in two savings accounts, an Enterprise Bank & Trust savings account and a Century Bank savings account. This amount includes the \$37,052 contribution to those savings included in the current year's budget.
- From that \$41,843.92 amount, Kokopelli Pools will be paid \$6,200 for the pool water heater/boiler, and Tierra Bonita will be paid \$2,500 for work to restore landscaping disturbed by replacement of the parking lot and sidewalks. Sandy Farmer's report provides information regarding some additional costs for final completion of that project. Taking these costs into consideration, approximately \$30,000 that is uncommitted will remain in capital reserve savings.

Architectural Review Board (ARB) Report. The ARB report provided by Kurt Sommer was presented by President Shears: The ARB approved Carla Skeen's initial request for a mini-split system. Ms. Skeen then changed her plans and requested that the mini split system condenser be placed on the ground. A new application was requested but will not be forthcoming due to the decision by the owner to sell. Neva Roundtree has submitted an application for a brick driveway that has been approved; the deposit has to be submitted to EPCSA. The Sommer residence is completed; approval for a driveway railing was recently requested and was approved as well. The Weinbergs have requested approval for the installation of two rooftop solar panels. This application is pending before the ARB for approval. The current list of projects is attached.

Sandy Farmer reported that an application has been submitted to the ARB to change the roof color at 420 Calle Kokopelli. This request is to address a neighbor's complaint regarding the light color applied during the new stucco application at the home.

Real Estate Report. Chairman Jill McIntosh reported four new listings: 413 Kachina Ct is under contract; 409 Kachina Ct is an active listing; 788 Aspen Compound is under contract, and 698 La Viveza Ct is under contract and should close July 24, 2024.

Recreation Center Report. Recreation Center Manager Greg Casey reported that 126 people in groups have used the pool since the June report. A problem with long hair in the pool has been reported and Greg will consult with Carver Busch of Kokopelli Pools regarding a possible solution. The tennis court gate has been cut to the correct height and hung with temporary old fencing. The parts needed for permanent repair will be done when welder returns in a few weeks. The cracks in the court surface have been temporarily filled and an evaluation in the fall is recommended.

There was discussion concerning the loose steps at the Clubhouse. Greg and Sandy Farmer will review the email received from Steve Peterson and options will be discussed by the board.

Connie Burke reported that the Clubhouse Summer Solstice party was very successful with more attendees than anticipated. Ms. Burke kept expenses under the \$400 budget, providing Cowgirl BBQ at \$7.72 per person. Connie will be reimbursed for utensils and decorating. EPCSA Board thanked Connie for organizing the gathering, and Brenda Shears for providing the flowers. Another Estancia Primera Clubhouse Party was suggested for the Labor Day weekend. A motion was made, seconded and approved unanimously for Connie to proceed with plans for a Monday, September 2 party with expenses being covered by the participants.

Grounds Maintenance Committee Report. Committee Chair Jo Beth Speyer reported that regular maintenance has begun with the irrigation system repairs completed. Very Good Tree Service will come in August to examine the pinon trees. Mary Ann Scanlon will meet with them to determine if the trees can be sprayed this late in the season or wait until the Fall to treat for scale and bark beetles.

Recreation Center Exterior Facilities and Grounds Renovation Project Update.

Capital Projects Coordinator Sandy Farmer reported that this report deals only with the *EP Exterior Facilities & Grounds Renovation* project and will be the last regular monthly report for Phase 1.

- The construction project was completed on 5/24/2024. ADA certification by the City of Santa Fe was done on 5/30/2024 in the presence of Steve Peterson, CAI.
- Final payment was made to Leeder on June 12 in the amount of \$241,355. Total construction costs were \$295,785. (Note: July 24, 2023 bid w/ GRT = \$234,384. October 19, 2023 bid w/ GRT = \$253,039. March 28, 2024 final bid w/ GRT = \$272,146)
- Construction Change-Order Costs, which are included in the above total construction costs, added \$23,638 (8.7%) to the final bid price, with approx. half being Essential change-order costs and the other half being Desirable change-order costs.
- Architect fees were \$6,489. Civil Engineering fees were \$6,783. Pre-construction Survey fees were \$2,611. Legal fees were \$1,279. All professional fees for this project totaled \$17,152. (Note: Baseline cost estimate in 9/2022 just for an architect was \$26,000)
- Non-professional *Related EP Costs* paid to date total \$11,198
- Project costs paid to date total \$324,135

- Remaining non-professional *Related EP Costs* are now estimated @ \$16,000 because: 3 stucco walls (instead of just 1) will have to be patched at the bottom [\$4,000] unless we defer for some time to consolidate with Phase 2 of this construction project
- Repair work on the irrigation and electrical lines was more substantial than expected [\$3,900]
- Repair work will have to be done on the next-to-bottom original concrete main-entry step before the bottom 2 steps can be resurfaced with Colorado red stone [\$4,000]

The Food Depot's Neighbor to Neighbor Fund Drive. Barbara Chamberlin reported on the current Neighbor to Neighbor Fund Drive ending on September 23, 2024. Jill McIntosh and Connie Burke have volunteered to help. Barbara is also asking for volunteers from the EP neighborhood HOA's. A motion was made, seconded, and approved unanimously to put signs in the neighborhood in September for the Food Depot Fund Drive.

Unfinished Business: The announcement of the August 14th Annual Meeting was sent out the beginning of July. There have been no nominations for owners to run for the board other than those who are renewing their terms. The meeting will be held at the Clubhouse and also may be attended via Zoom. The draft agenda for the meeting is being finalized by President Brenda Shears. Motion was made, seconded and approved unanimously for Connie Burke to arrange for coffee and snacks.

New Business:

Liability Insurance Coverage. Treasurer Scott Bunton reported that the insurance premiums are the single largest line item expenditure of the Association. In 2023 EPCSA had budgeted \$14,000 for insurance and stayed within that for the current year. That amount was increased by \$1,000 due to insurance increases in the marketplace. Our carrier Cincinnati Insurance (CIC) has provided a premium quote for renewing our property and liability insurance of \$14,954.00. If the quote is accepted, coverage will remain constant for the next 3 years. That is about \$46 shy of the entire annual budget for insurance. In addition, EPCSA is in the second year of the directors' and officers' liability policy with Cincinnati. That premium of \$2,430 will remain constant for the next year. A review of some of the liability awards for various kinds of accidents and other problems that associations and businesses have suffered indicates that those awards have been going up in a number of instances. And so the EPCSA current umbrella liability coverage, which provides a total of \$3M (comprised of the \$1M coverage that's in the base policy and \$2M included in umbrella policy) may be insufficient. Scott Bunton, Brenda Shears, Gene Creely met via Zoom with Jay Winter, EPCSA's Blue Chip Insurance Company broker. It was concluded that EPCSA should renew the policy at \$14,954. It was also recommended that we increase liability umbrella coverage from the current \$2M to \$5M, which would give us \$6M of coverage. That represents a net annual increase of \$1,163, and that EPCSA should, of course, stick with the existing directors and officers liability policy that has another year to run with a premium of \$2,430. That means that the total premiums, after deducting \$395 for a cyber provision that Jay Winter and EP officers do not believe is still needed, for the current year are \$18,132 to be paid in August of against a budget of \$15,000, resulting in \$3,132 over budget. The overage will be paid from the \$7,000 contingency fund that is currently available. The broker indicated that there may be an 8% increase in the directors' and officers' liability premium next year. The Board will need to anticipate this in the 2025 budget. VP Gene Creely offered additional explanation and support for increasing the umbrella coverage, which requires us to contract with a separate carrier since CIC does not offer a higher umbrella coverage. We can do this through the current agent, Blue Chip Insurance Company.

A motion was made, seconded and approved unanimously that the Association approve

- Purchasing a new property and liability insurance policy with Cincinnati with a 3-year premium of \$14,954 a year; increasing our umbrella liability policy from \$2M-\$5M with a net annual cost of \$1,163; continuing with the 3rd year of our 3-year directors and officers liability policy for a premium of \$2,430; deleting our cyber coverage for a savings of \$395 a year; and that the Association approve the premium payment for the current year totaling \$18,032, to be paid in August; and when the premium notices arrive, Treasurer Bunton be authorized to make a payment of the amounts that just mentioned.

Clubhouse usage. At the June Board meeting, several residents and the La Viveza HOA made suggestions of various ways to increase use of the clubhouse and encouraged the board to revisit the current rules and regulations related to clubhouse use. Subsequent to the meeting, a draft questionnaire was provided to the Board members for review and Clubhouse Usage was placed on the agenda for the July meeting. Errol Levine began the comments on this topic with a series of questions regarding how the clubhouse is now used and the current procedures, process, and fees for reserving and using the clubhouse. Following additional discussion, Connie Burke, Scott Bunton, and Brenda Shears agreed to review and expand the draft questionnaire and bring it back to the Board for further consideration. Linda DeWolf and Randy Rose, both of La Viveza, Audrey Chumley of Los Nidos, and Rebecca Shaw encouraged the use of questionnaires for owners to provide input for board consideration and to research processes and procedures of other clubhouses in Santa Fe.

Homeowner Comments: none

Announcements: There will be no EPCSA Board meeting in August due to the Annual Meeting on Wednesday, August 14, 2024, at 7 p.m.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting.

Minutes prepared and submitted by: Linda Averett Date: 7/29,2024.
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 8/20/2024.
(Brenda Shears - President)

Estancia Primera ARB Projects (July 2024)

<i>Name of Owner</i>	<i>Address</i>	<i>Type of Project</i>	<i>Approval</i>	<i>Deposit</i>	<i>Status</i>
					Completed/Refund to be
Kurt Sommer	766 Calle Altamira	Landscaping	Granted	\$250	authorized
Hamilton/Bolding	783 Paseo Cresta	Fabric Screens	Approved	\$250	Pending/in process
		Installation of two			
Weinberg	404 Calle Kokopelli	rooftop solar panels.	Pending approval by ARB	\$250	
Roundtree	412 Los Altos Way	Brick driveway	Approved	Pending	
Groce	765 Paseo Crest	Mini Split	Granted	\$250	In process
Ann Trout	672 La Viveza	Mini Split	Granted	\$250	In process
Carla Skeen	787 Paseo Cresta	Mini Split	The initial request was granted but Ms. Skeen has requested to install a mini split system with a different design, and the ARB has requested a new application which to be approved for a system with a condenser on the ground.	\$250	In process

**Draft Minutes of the Annual Meeting of the Members of the
Estancia Primera Community Services Association (EPCSA)
Wednesday, August 14, 2024**

**Meeting Held in Person at EP Clubhouse and by Videoconference Using Zoom
(For approval at the August 2025 annual members' meeting)**

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

Others Present: Kurt Sommer (EP ARB Chair), Sandy Farmer (Capital Projects Coordinator), and Greg Casey (Clubhouse Manager).

Call to Order: President Brenda Shears called the meeting to order at 7:15 pm. The owners of 53 Estancia Primera (EP) lots (sixty-three individuals) were present in person or via proxy and a quorum was accordingly deemed to be present.

Approval of Minutes of Previous Annual Meeting: A motion duly made and seconded to approve without changes the minutes of the August 16, 2023, EPCSA Annual Members' Meeting was passed unanimously.

Election of Board Members: Ms. Shears reported that the terms of the members of the EP Board of Directors representing Cumbre Vista and Los Nidos ended on August 14, 2024. The current Board members for these neighborhood subdivisions, Connie Burke (Cumbre Vista) and Errol Levine (Los Nidos), are running for re-election, and each had, as required by Article VI, Section 4 of the Amended Bylaws, submitted a Petition of Candidacy in good order signed by five EP Members in good standing by the due date of July 15, 2024. Ms. Shears indicated that since neither of the two positions was contested, it would be permissible, in accordance with past procedure, for the owners in attendance to re-elect the two candidates by acclamation. A motion duly made and seconded that both candidates be re-elected by acclamation was then passed unanimously.

Reports

President's Report: Ms. Shears reported that the 2023-2024 Board was comprised of herself as President, Gene Creely (Vice President), Scott Bunton (Treasurer), Errol Levine (Secretary), and Directors Connie Burke, Barbara Chamberlin, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch. Kurt Sommer continues to chair the EPCSA Architectural Review Board (ARB), Jo Beth Speyer chairs the Grounds Maintenance Committee and Connie Burke chairs the Social and Events Committee. Greg Casey continues in his role as the Recreation Center Manager. Sandy

Farmer took on the role of shepherding the current capital project for the paving and concrete work at the Recreation Center. Ms. Shears extended her thanks to all these individuals for their service. She also acknowledged those many residents who contribute to the business and betterment of our community each year through service to Estancia Primera (EP) and to neighborhood HOA boards and committees. At least sixty people, representing fifty-two different properties, contribute their time and talent to our community – some serving in two or more positions (see attached list).

Details of the 2024 activities and issues are available from the monthly board meeting minutes posted on the EPCSA website (thanks to the contributions of Secretary Linda Averett). Ms. Shears indicated that a brief overview of activities since the last annual meeting included the following items:

- EPCSA continues to be on a good financial footing, although significant expenditures were required from the capital reserve account to fund the much-needed improvements to the Recreation Center parking lot and sidewalks. Ms. Shears expressed her sincere thanks to Treasurer Scott Bunton for his diligence in monitoring EPCSA's annual expenses and protecting the capital reserve fund for major upgrades and maintenance requirements.
- The EPCSA Architectural Review Board, under the continuing leadership of Kurt Sommer with representatives from each of the nine neighborhoods, continues to be active throughout the year evaluating applications for a wide variety of exterior projects.
- Real estate transactions are tracked by Jill McIntosh who keeps the Board informed of listings and closings. Sales continue to go to contract quickly in our desirable community.
- The Recreation Center pool continues to be an appreciated amenity in our community. Greg Casey keeps the clubhouse and pool in good order and continues to support the Grounds Maintenance Committee and capital projects. There has been some uplifting in the tennis court surface, which has been repaired temporarily and is being monitored.
- Connie Burke organized a successful Summer Solstice party at the clubhouse and is working toward having two social events each year. The Community Garage Sale did not generate enough interest from community members to be scheduled in 2024.
- At the suggestion of several owners and the La Viveza HOA, the Board is in conversation regarding potential ways to increase clubhouse use. Follow-up information will become available later.
- The Concrete Replacement and Repaving Project ("Exterior Facilities and Grounds Renovation Project") has been completed at the Recreation Center grounds. Sandy Farmer has played a significant volunteer role in the coordination of this significant upgrade to our facility. Ms. Shears thanked Sandy Farmer, Greg Casey, and Scott Bunton for their contributions to the project. Some loosening of the stone on the entry steps occurred during the project and Bud Averett and Greg Casey made needed repairs.
- The Grounds Maintenance Committee led by Jo Beth Speyer continues to oversee the appropriate maintenance and care of the grounds and trees on the Recreation Center property. Ms. Shears thanked Mary Ann Scanlon for her professional expertise in continuing to guide the strategy for its upkeep and Barbara Chamberlin for her efforts to

encourage adjacent property owners to maintain the sidewalk along Avenida Primera South free of encroaching vegetation.

- EP continues to participate in the Food Depot's Annual Neighbor to Neighbor Fund Drive, which is being coordinated within EP by Barbara Chamberlin and Linda DeWolf. The current drive continues through September 23. Ms. Shears encouraged owners to participate again this year and acknowledged that last year's EP participation resulted in contributions of \$16,424!
- Ms. Shears extended her thanks to Linda Averett for taking on the challenge of preparing the monthly Board Meeting minutes, following in the footsteps of Errol Levine, who she thanked for his many years of service as Board Secretary.

Treasurer's Report: Treasurer Scott 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 compiled the following documents and Ms. Shears had provided a Dropbox link to the documents in an August 11 email to all EP owners:

- *A Report on Financial Matters to the EPCSA Membership.*
- *The Profit and Loss Budget vs. Actual Statement for the EPCSA as of July 31, 2024.*
- *Projected Capital Reserve Fund Expenditures between 2025 and 2027.*
- *A Notional/Draft 2025 Budget.*

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

- *Forecast of Adherence to the Current Year's Operating Budget:* Based on operating expenditures to date in 2024 (see attachment), every indication is that EPCSA will end the current operating year (calendar 2024) with operating expenditures within the 2024 budget approved by the Board in December 2023 (on which the 2024 assessment level was based). Mr. Bunton will recommend that any unexpended funds from the 2024 budget be transferred to the Capital Reserve Fund once 2025 assessments have been received.
- *Forecast of the Amounts and Timing of Expenditures to Be Made from the Capital Reserve Fund:* The major Capital Reserve Fund project to replace the sidewalks and the curbs and gutters around the Recreation Center parking lot, and repave the parking lot, was completed in the early summer of 2024. This was the only planned expenditure in 2024 from the Capital Reserve Fund. As the swimming pool was prepared for the 2024 season, it was discovered that the boiler to heat the pool water had failed and had to be replaced. This is the only unplanned expenditure from the Fund to date in 2024. The Board anticipates that replacing the Clubhouse's exterior tile and improving drainage in the front patio and adjoining planter will be done in the spring of 2026 based on preparations that will be made during 2025. Currently, no Capital Reserve Fund expenditures are planned during 2025. The attached spreadsheet provides estimates of when Capital Reserve Fund expenditures may be needed and what the amounts of those expenditures will be.

- *Investments of and Anticipated Income from the EP Capital Reserve Fund:* The July 31, 2024, Balance Sheet shows \$41,845.84 in the Capital Reserve Fund, divided into two accounts – \$21,516.40 in a business high performance money market savings account at Century Bank earning interest of .03 percent, and \$20,329.44 in a business savings account with Enterprise Bank and Trust earning interest of .05 percent. This includes the unexpended balance of the budgeted 2024 contribution to the Fund. From this amount, further expenditures of \$7,000 to \$8,000 are expected for the purpose of paying the remaining amounts owed for the concrete and pavement replacement project and the replacement of the pool water heater. Slight income from the amount in the Fund is anticipated for the remainder of 2024 and during 2025, especially since the Federal Reserve is considered likely to reduce the prime interest rate in the fall and, if it does so, savings account interest rates will very likely decline. Decisions regarding placement of Capital Reserve Funds will be made in a manner providing maximum net after-tax income (taking into account that any interest or investment income in excess of \$100 a year will be subject to federal income taxation at the flat rate of 30 percent applicable to homeowner associations) while ensuring safety of principal, advisable liquidity, and the Treasurer's ability to make necessary transactions.
- *Notional/Draft 2025 Budget:* Mr. Bunton reported that Article 5.6 (a) of the Amended Declaration charges the EP 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 2025 budget that he had distributed to the owners could therefore change between August and December because of changing circumstances. The 2025 annual assessment will be set at the December 2024 Board meeting based on an overall survey of projected 2025 operating expenses and the status of the Capital Reserve Account and its projected future growth.

Comments received from owners in attendance were related to the possibility of an increase in the annual assessment as a strategy to build up the capital reserve fund. Mr. Bunton indicated that the board members would indeed explore all the options that are available to ensure that the EPCSA has got money in place as we face future additional capital expenditures.

Architectural Review Board (ARB) Report: ARB Chair Kurt Sommer reported as follows:

- He extended his thanks to the ARB members for their dedication and service. The members are Connie Burke (Cumbre Vista), Sandy Farmer (Kachina Hills), John Ferris (Aspen Compound), Ed Hildebrand (Los Nidos), Sean Krispinsky (Los Altos), Laurel Levin (Cresta), Carolyn McCollum (Los Altos Norte), Rita Meek (La Viveza), and Kurt Sommer (Altamira).

- There are numerous pending applications for installation of mini-split air-conditioning systems. The Architectural Guidelines¹ require that rooftop ducts that connect with the rooftop condenser and condensate drains run through walls cavities and not over the surfaces of exterior walls and parapets. The ARB recognizes that this adds to installation costs and difficulties and may at its discretion allow variances in situations in which proposed exterior wall ducts will have low visibility. However, the ARB will not approve applications in which conduits are intended to run over parapets.
- Basic roof replacements that do not involve a change in roof color or other changes such as the addition of new canals, for example, do not require ARB approval, but require notification of the local Architectural Review Committee (ARC) and of the ARB using a provided checklist.² However, roof replacements that require color changes or other roof changes require the submission of an Appendix III ARB application with a \$250 performance deposit. White roofs are not allowed unless the ARB grants a site-specific variance for them.
- The installation of fences and walls requires prior submission of an Appendix III ARB application with a performance deposit to both the neighborhood ARC and the ARB.
- Re-stucco projects that will not substantially change the existing stucco color are regarded as maintenance projects. As such, they do not require submission of a formal ARB application or EP ARB permission before commencement of the project. However, such projects require the submission of a notification, at least one week prior to the start of the work, both to the neighborhood subdivision ARC and to the EP ARB chairs signed by the submitting owner indicating that the new stucco color will be substantially like the existing stucco color. If an owner wishes to change the stucco color of the home, a formal Appendix III ARB application with the submission of a color sample is required and the project may not proceed without formal written approval by the EP ARB Chair.
- Landscape projects require prior ARC and ARB approval and the submission of an Appendix III application with a performance deposit.
- Owners wishing to perform exterior projects (other than minor maintenance and repairs) are urged to consult with their local ARC about their projects to determine what information the ARC and ARB will require before a formal ARB application is submitted.
- Mr. Sommer indicated that the ARB will be revising the Appendix III form to make it less complex and more specific to the projects for which it is required.
- Mr. Sommer responded as follows to homeowner comments and questions:
 - Garage doors: There are no EPCSA restrictions in terms of what type of doors may be used. However, some EP neighborhoods require replacement garage doors to be

¹ See <https://estanciaprimeria.org/wp-content/uploads/2019/01/ARB-APPENDIX-II-Additional-210108-FINAL-with-note-re-checklists.pdf> - paragraphs 8 and 9.

² See <https://estanciaprimeria.org/wp-content/uploads/2019/01/ARB-APPENDIX-II-Additional-210108-FINAL-with-note-re-checklists.pdf> paragraph 10.

made of wood and do not allow faux wood or metal doors. Owners should therefore check the separate architectural guidelines within their own subdivisions prior to replacing garage doors.

- *Rooftop Solar Panels*: Rooftop solar panels are allowed but require ARB approval and submission of an Appendix III ARB application. Solar panels may not project above the level of adjoining parapets.³ Consultation with immediate neighbors is also required.
- *Mini-Split Air Conditioning System Installations*: ARB applications should include information about decibel levels of condenser units so that the ARB may determine whether the proposed locations for condensers may constitute a noise problem for immediate neighbors.
- *Window replacements*: These do not require an ARB application if they are the same style and color as the existing windows.

Real Estate Report: Jill McIntosh reported that she continues to present a report to the Board at its monthly meetings regarding all real estate activity in EP. This is necessary so that the EPCSA can keep track of changes of home/lot 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 requires that the EPCSA and all neighborhood subdivisions within it provide Disclosure Certificates for all home sales when homes go under contract. She prepares all EPCSA disclosure documents for home sales in EP. Ms. McIntosh indicated that since August 2023 eight EP homes have been sold, ranging in price from \$795,000 to \$1,595,000. Additionally, two homes are currently under contract and two are listed for sale.

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

- *Clubhouse and Recreation Center Grounds*: Activity was good for the clubhouse since the beginning of the year even though it was closed during April and May because of the project to replace the pavement of the parking lot and the adjacent sidewalks, curbs, and gutters. Reservations ranged from one to four per month. Three to five players consistently use the racquetball court. The irrigation system required minor repairs for issues resulting from the parking lot and concrete curb replacement projects. Interior repairs and maintenance required included cleaning of the furnace system and repairs to the locker room shower faucets. There are cracks in the racquetball and conference area dry wall that are being monitored monthly for progression. After the construction project was completed, there was an issue with loosening of the clubhouse entry steps. The needed repairs to the steps have been almost completed. An inspection of the clubhouse roof will be done in August 2024 to determine if any maintenance is required.

³ See <https://estanciaprimeria.org/wp-content/uploads/2019/01/ARB-APPENDIX-II-Additional-210108-FINAL-with-note-re-checklists.pdf> paragraph 12.

- Pool: The pool opened on time on May 25 and is being maintained about three to four times each week. New signage was installed at the pool prior to the opening. So far there have been 753 sign-ins by residents and guests. This represents an average use by 10.5 people per day. The pool heater was replaced shortly after the opening.
- Tennis Court: There are two issues still to be addressed at the tennis court. The first is the issue with the surface. Cracks that appeared over the winter were addressed with D.M.L, Inc., the company that last resurfaced the court. However, because of a crowded schedule, the company could not repair cracks that appeared later in the summer. So, Mr. Casey and homeowner Dick Anderson are taking some corrective action to seal these cracks. They have done a test seal with a type of adhesive that seems to work. The area will be inspected for a week or so to determine if the seal holds and if it does, the repair will be tried on other cracks. The second issue is the repair of the fence. Some fence changes were needed because of the construction of a new ramp leading to the tennis court entry gate. It proved difficult to find parts for the repair, but these have now been obtained. A welder is scheduled to perform the repair on August 15.

After his report Mr. Casey responded to questions and concerns about the following items:

- Some owners consider that the new concrete bottom step at the Clubhouse entry is a potential trip hazard since it blends with the color of the sidewalk. Mr. Casey will address this concern.
- An owner thought that the tennis court was used infrequently and asked that pickleball be allowed on the court. Ms. Shears indicated that a prior request to allow pickleball had been addressed formally by the board. It was denied after the issue was fully investigated in 2019. Other Santa Fe pickleball courts were visited to assess noise levels, a practice game was set up and observed on the tennis court, and an opportunity was given for owner comments during a board meeting. It was then determined that the longstanding policy in place to allow only tennis on the court would stand. Homeowners living close to the tennis court had objected strongly to the introduction of pickleball (see September 13, 2019 EPCSA Board Meeting Minutes <https://estanciaprimeria.org/wp-content/uploads/2019/03/2019-Minutes-EPCSA-1.pdf>)
- In response to a question about recycling at the clubhouse, Mr. Casey will request a recycling bin from the city and will determine whether clubhouse users will sort materials appropriately in line with city procedures that prohibit contaminating recyclable materials with other trash.

Grounds Committee Report: Committee Chair Jo Beth Speyer reported that the committee worked with Tierra Bonita Landscaping Company to prepare the grounds and protect plantings for the parking lot and concrete sidewalk replacement projects and collaborated with the company and Greg Casey to repair plantings damaged during the project. The Committee continues to monitor routine grounds maintenance work that is performed by Tierra Bonita

Landscaping Company. The irrigation system was shut down for the winter at the end of October. The system required some repairs after completion of the capital project, and these were completed in early May. Mary Ann Scanlon, EPCSA's resident landscape architect, consulted with arborist Chris Seidel to discuss tree pruning and other plants issues. Barbara Chamberlin contacted the City of Santa Fe to get them to remove scoria applied during the winter for ice control on Avenida Primera South and Los Nidos Drive and to repair potholes on Avenida Primera on the north arroyo bridge. The city completed this work. The Recreation Center grounds are now flourishing, thanks to the efforts of the committee.

Exterior Facilities and Grounds Renovation Project Report: Capital Reserves Project Coordinator Sandy Farmer reported that the final bid price from EPCSA's contractor RL Leeder for the Recreation Center parking lot and concrete sidewalk replacements was received on March 28, 2024, in the amount of \$272,146 including tax. The terms and conditions for the construction contract, which were reviewed by outside counsel retained by EPCSA, were finalized, and signed on April 12, 2024. Construction started on April 17, 2024, and finished on May 24, 2024. The final construction cost was \$295,785 including tax, which represents an 8.7% increase over the bid price. About half of this increase in cost was due to essential, additional work uncovered during construction. The other half was due to desirable, additional work brought to EPCSA's attention during construction. The latter work was judged of sufficient long-term value that it should be done as part of the larger project when it could be done more cost effectively. ADA certification of the project was granted by the City of Santa Fe on May 30, 2024.

Dr. Farmer, Ms. Shields, and Mr. Bunton then addressed various questions and concerns from owners regarding the project and EPCSA's ability and strategy for increasing the capital reserve account to pay for future capital projects as follows:

- In response to a question about the total cost of the project, Dr. Farmer clarified that in addition to the final construction costs of \$295,785 (including tax), costs were incurred both for professional services (architectural, civil engineering, survey, and legal contract review) in the amount of \$17,152 and for related non-professional services (i.e., grounds preparation prior to construction, electrical and irrigation line repairs, grounds restoration after construction, rework of tennis court gate and adjacent fencing, and repair of main-entry step) in the amount of \$11,198 paid to date, for a total Phase 1 project cost of \$324,135 paid to date. A final Phase 1 project cost is projected to be around \$330,000.
- There was concern that the project did not include the clubhouse entry tilework, which had been the focus of a previous plan to upgrade the facility several years ago. The board received advice that tilework could be damaged if it were installed prior to the concrete sidewalk being replaced and advice that combining the asphalt and concrete work would be advantageous. The project was then designed in two phases. The minutes for the monthly board meetings present the trajectory of what became the repaving and concrete replacement project (Phase 1) that was completed this year.

- In response to a question about whether the Board had received a bid to do the entire project, combining Phase 1 and Phase 2, Dr. Farmer indicated that no cost estimates had been obtained for the project as a whole since he became involved in March 2022.
- In response to a question about the anticipated costs for Phase 2, Dr. Farmer indicated that the project would need to be first scoped and then designed before a realistic cost could be estimated. For example, the condition of the base concrete under the exterior tiles is not known. If it has deteriorated and must be replaced, that will have a major impact on the project's cost.
- In response to a question about how the board could proceed with required future capital projects, Mr. Bunton responded that EPCSA would not take on projects for which we did not have the money in reserve. Mr. Bunton explained that with the current assessments, EPCSA typically increases the capital reserve fund by about \$35,000 per year. Several owners expressed concern that the capital reserve fund should be built up as soon as possible and that it was not realistic with inflation and construction cost increases in general not to significantly increase the annual contribution to the capital reserve fund and to raise the assessment accordingly so EPCSA will be able to stay ahead of the need to maintain and replace its infrastructure.
- It was further suggested by a new owner, who expressed surprise that the annual assessment had not gone in up in seven years, that the board consider employing a professional organization to provide expert estimates of the values of EPCSA's assets, when major repair or replacement of those assets likely would be needed, and the anticipated costs for those repairs or replacements. This owner also recommended that the board consider instituting a capital assessment fee that is a percentage of the sales price when an EP property changes hands. That fee would go into the capital reserve fund and give a boost to the reserves. Establishing such a fee would require amending the EPCSA's Declaration.

Social and Events Report: Social and Events Coordinator Connie Burke reported as follows:

- The Annual Memorial Day Pool Opening Party was not held on Memorial Day as in previous years owing to the resurfacing of the parking lot and reconstruction of the sidewalks and curbs still being in progress. In its place, EPCSA held a Solstice Day Party on June 21. The event was well attended, with over sixty people participating, including many new residents. EPCSA provided the main dishes, catered by Cowgirl Cafe. Side dishes and desserts were contributed by the homeowners.
- A spring Community Garage Sale was not held this year due to the construction activities at the clubhouse as referenced above. However, if there is still interest in holding a fall garage sale during 2024, it will be considered.
- Due to the success of the Solstice Day Party, an End of the Season Fiesta party is planned for Labor Day, Monday, September 2 at 5:30, if enough people express interest. Cowgirl Cafe will provide a Fajita Bar with all the "fixings" at \$20 per person.

Unfinished Business. There was none.

New Business

Status of Lawsuit against EPCSA: Vice President Gene Creely provided a brief update on pending litigation against EPCSA. In the lawsuit, a Cresta resident sued another Cresta resident and EPCSA seeking a Court order compelling the removal of a gabion that was installed in connection with the construction of a home on the property in question. The gabion was the subject of the board's decision, dated April 18, 2023, affirming the ARB's prior decision approving the gabion, subject to a couple of modifications. A copy of the board's decision can be found on Estancia Primera's website. Estancia Primera's Declaration provides that the Board's Decision is final and binding.

Mr. Creely reported that, late in the afternoon prior to the annual meeting, the judge dismissed the case against EPCSA upon the basis that the board's decision is final and binding under Estancia Primera's Declaration. Mr. Creely also noted that the Plaintiff may appeal the judge's decision within 30 days. EPCSA's insurer has been defending EPCSA in the lawsuit through defense counsel retained and paid for by the insurer (subject to EPCSA's obligation to pay its \$2,000 deductible).

Additional Homeowner Comments: An owner requested that EPCSA take responsibility for clearing sidewalk snow and ice and obstructing vegetation along Avenida Primera, arguing that that sidewalk is used by the residents from all the neighborhoods and that the responsibility for such maintenance should not be borne by the adjacent owners, as is required by a city ordinance. Ms. Shears indicated that this suggestion had been made to the board previously on several occasions. Snow removal was discussed under new business at the board's January 2024 meeting. The board resolved not to undertake sidewalk snow and ice clearance except for the area that adjoins the Recreation Center property because of cost and liability issues.⁴ The board again determined that the responsibility for snow, ice, and vegetation management on the Avenida Primera sidewalk adjacent to an owner's property lies with the owner per city ordinance.

Announcements:

Next Board meeting: Friday, September 13, 2024, at 9:00 am.

Food Depot's Neighbor to Neighbor Food Drive: This will extend through September 23, 2024.

⁴ See <https://estanciaprimeria.org/wp-content/uploads/2024/02/2024-Minutes-EPCSA.pdf>

Adjournment: A motion was made and seconded to adjourn the meeting, and President Shears adjourned it at 8:44 pm with unanimous approval of the attendees.

Minutes prepared and submitted by:

Linda Averett Errol Levine Date: 8/29/24
Linda Averett (Secretary) and Errol Levine (Board Member)

Signed on behalf of Board by: _____ Date: _____
Brenda Shears (President)

2024 EP Volunteers*

Bud Averett	Los Altos Board and Clubhouse Committee
Linda Averett	EPCSA Board Secretary
Ron Bauer	La Viveza Appeals Comm
Jo Bouldin	Cresta Board
Sandra Brinck	Kachina Hills Board
Scott Bunton	EPCSA Board-Los Altos
Rick Burdine	Aspen Compound Board
Connie Burke	EPCSA Board & ARB, Cumbre Vista Board & ARC
Reagan Burkholder	Altamira ARC
Scott Burt	Aspen Compound Board
Barbara Chamberlin	EPCSA Board, Cresta Board & ARC, Food Depot N2N Fund Drive
Audrey Chumley	Los Nidos ARC
Jim Clay	Los Altos ARC
Ralph Craviso	Los Altos Norte Board
Gene Creely	EPCSA Board-Aspen Compound
Michael Cross	Cumbre Vista Board, ARC & Road Comm
Kathy Crowell	La Viveza Drainage/Road Comm
Linda DeWolf	La Viveza Board, Food Depot N2N Fund Drive
Cynthia Dean	Altamira Board
Sandy Farmer	EPCSA ARB, Kachina Hills Board & ARC, EP Capital Projects
Sarah Fassett	Los Nidos ARC
John Ferris	EPCSA ARB, Aspen Compound ARC
Ralph Fuller	La Viveza Appeals Comm
Anna Hargreaves	La Viveza Board
Ed Hildebrand	EPCSA ARB, Los Nidos Board
Judy Hildebrand	Los Nidos ARC
Bennett Hirsch	Los Altos Norte Board & ARC
Mickey Hunt	Kachina Hills ARC
Mike Kelley	Aspen Compound Board
Keith Kintigh	Kachina Hills Board
Sean Krispinsky	EPCSA ARB, Los Altos ARC
Kerry Lee	Altamira Board
William Leeman	Cumbre Vista Road Comm
Laurel Levin	EPCSA ARB, Cresta Board
Errol Levine	EPCSA Board, Los Nidos Board
Carolyn McCollum	EPCSA ARB-Los Altos Norte
Virgil McCollum	Los Altos Norte Board
Jill McIntosh	EPCSA Board, La Viveza ARC
Peter Meek	La Viveza Appeals, Snow Removal & Drainage/Road Comm
Rita Meek	EPCSA ARB-La Viveza
Mickey Melton	Los Altos Board
Martha Phillips	Cumbre Vista Board
Jim Raczynski	Cumbre Vista Road Comm
Robert Reifel	Cumbre Vista Road Comm

Randy Rose	La Viveza Board
Maryann Scanlon	EPCSA Grounds Comm
Brenda Shears	EPCSA Board-Kachina Hills
Kurt Sommer	EPCSA ARB, Altamira Board & ARC
Michael Spencer	La Viveza Board & ARC
Jo Beth Speyer	EPCSA Board & Grounds Comm, Altamira Board
David Sproat	Los Altos Board & ARC
Susanne Stauffer	Kachina ARC
Jay Stein	Los Nidos Board
Drew Stewart	La Viveza ARC
Ann Trout	La Viveza Board
Ida Vorum	Cumbre Vista ARC
Leslie Walker-Hirsch	EPCSA Board, Los Altos Norte Board
Rebecca Welch	Cresta Board
William White	Kachina Hills Board & ARC
Kate Woods	Cumbre Vista Board

*Thanks to the 61 people, representing about 55 properties, that currently serve EPCSA - and to the many more who have contributed in prior years. Appreciation is also extended to others who contribute to their own neighborhood's wellbeing in various ways, often without recognition.

**Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, September 13, 2024**

Call to Order: Vice President Gene Creely in President Brenda Shears' absence called the meeting to order at 9:02 am via videoconference using Zoom.

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

Directors Absent: Brenda Shears (President), Barbara Chamberlin, Leslie Walker-Hirsch

Others Present: Linda Averett (Secretary), Greg Casey (Recreation Center Manager)

Others Absent: Kurt Sommer (EPARB Chair)

Homeowners Present: Audrey Chumley – Los Nidos, A.L. Bontrager – Los Altos

Nomination and Election of Officers for New Board Year Beginning September 2024, Ending September 2025:

Upon a motion duly made and seconded the following officers were elected unanimously: Brenda Shears (President), Gene Creely (Vice President), Scott Bunton (Treasurer), and Linda Averett (Secretary).

EPCSA Architectural Review Board (ARB) Appointments:

The positions of the ARB representatives from Los Altos, Los Altos Norte, and Los Nidos became vacant on September 13. Nominations for the vacancies were received from the respective neighborhood HOAs: Sean Krispinsky (Los Altos); Carolyn McCollum (Los Altos Norte); and Martha Beechler (Los Nidos). Upon a motion duly made and seconded, the Board voted unanimously to re-appoint Sean Krispinsky and Carolyn McCollum and appoint Martha Beecher for a three-year term ending in September 2027. The Book of Resolutions will be updated as follows:

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

- Beginning September 2024 and expiring September 2027 - Sean Krispinsky (Los Altos); Carolyn McCollum (Los Altos Norte); and Martha Beechler (Los Nidos)
- Beginning September 2023 and expiring September 2026 - Kurt Sommer (Altamira), John Ferris (Aspen Compound) and Laurel Leven (Cresta).
- Beginning September 2022 and expiring September 2025 - Connie Burke (Cumbre Vista), Sandy Farmer (Kachina Hills) and Rita Meek (La Viveza).

Designation of Board Member Responsible for Duties Pertaining to Estancia Primera Home Sales:

Upon a motion duly made and seconded, the Board voted unanimously to appoint Jill McIntosh for a one-year term ending in September 2025 as the individual responsible for performing duties pertaining to EP home sales as specified in Section III.G.1 of the Book of Resolutions.

Approval of Minutes of Previous Board Meetings: The Board unanimously approved the minutes of the July 12, 2024, meeting as submitted by email and the minutes were signed on August 20, 2024. The

minutes of the Annual EPCSA Members' meeting were certified as accurate and approved for posting in draft form on the EPCSA web site pending approval at the 2025 Annual Members' Meeting.

Reports:

Treasurer's Report. Treasurer Scott Bunton reported:

1. Current Account balances.
 - EPCSA had \$30,983.60 in the operating checking account as of August 31.
 - Of that amount, \$2,000 is the total of ARB deposits we were holding on August 31. The balance of \$28,983.60 is approximately in line with the 2024 operating budget.
 - EPCSA had a total of \$41,847.77 in capital reserve savings as of August 31 in our two savings accounts, an Enterprise Bank & Trust savings account and a Century Bank savings account.
 - From that \$41,847.77 amount, we owe the operating account \$6,707.63 we paid Kokopelli Pools for the pool water heater/boiler and installation, plus \$2,797.70 we paid Tierra Bonita for work to restore landscaping disturbed by replacement of the parking lot and sidewalks. There will be some additional costs for final completion of that project. Taking these costs into consideration, we have approximately \$30,000 in capital reserve savings that are uncommitted.
2. Moving capital reserve funds from the savings account at Enterprise Bank and Trust into a Certificate of Deposit. Scott noted that the approximately \$20,330 in the savings account at Enterprise Bank and Trust currently is earning less than a tenth of a percent annual interest, and that, if the funds are moved into a six-month Certificate of Deposit, the savings may be able to earn as much as 30 to 40 times that annual rate. EPCSA does not anticipate needing to expend these funds in the next year, and approximately the same amount is available in the Century Bank savings account to pay unexpected capital expenses. A motion was made and passed unanimously that Scott be authorized to take all necessary action to move the amount in the Enterprise Bank and Trust account into the most advantageous Certificate of Deposit currently available with a maturity date not to exceed six months.
3. 2025 Budget. Scott indicated that this year, because he will be unable to participate in the December Board meeting, he and President Shears have agreed that the Board will receive 2025 budget requests from committees and Board members at the Board's October meeting, during which the Board will discuss EPCSA's overall financial situation including its anticipated capital needs and the condition of the capital reserve fund, that he will submit a proposed 2025 budget to the Board the first week in November after receiving the October 31 financial statements from the bookkeeper, and that the Board will act to approve the 2025 budget and assessment amount at its November meeting. The Board then discussed some of the factors that it must take into account in determining the total amount of the 2025 budget and the 2025 assessment level.

It is still anticipated that EPCSA will finish the current year with EPCSA's operating account (narrowly) in the black. But two weeks ago, the main PVC water line to the Clubhouse and pool ruptured, and the costs of the necessary excavation and repairs are expected to total around \$7,000, which will consume the operating budget's contingency fund. So we no longer expect to realize an appreciable operating budget surplus this year. (The water line repairs should be completed next week.)

The Board discussed the situation with EPCSA's capital reserve fund. The planned expenditures for the project to replace the deteriorating concrete sidewalks, curbs and gutters around the Recreation Center parking lot, and the parking lot's pavement, and an unplanned expenditure to replace the boiler that heats the pool's water when it failed early in the summer, have reduced that fund to a bit more than \$30,000. If next year's annual assessment is left at the same level – \$656 per year for homes – where it's been for the past seven years, we will not be able to get the fund back to a prudent level, nor will we be able to undertake in 2026 phase 2 of the Recreation Center exterior rehab work, which is to replace the deteriorating exterior tiles on the street side of the Clubhouse and rectify some water drainage problems in the tiled areas and in the large stuccoed planters on both sides of the entrance. The Board agreed to discuss this situation in greater detail at its October meeting and determine whether to increase the assessment next year – and, if so, how much to increase it. (Without approval of a majority of all EP owners, the maximum increase the Board can approve is 25 percent, which would take the annual assessment to \$820, an increase of \$164.)

Architectural Review Board (ARB) Report. No report

Real Estate Report. Chairman Jill McIntosh reported that there are currently two active listings (409 Kachina Court and 682 La Viveza Court), two properties under contract (504 Los Nidos and 516 Camino Los Altos) and 787 Paseo Cresta has closed.

Recreation Center Report. Recreation Manager Greg Casey reported on the water supply line leak, pool, clubhouse roof, tennis court, and collaboration with the Grounds Maintenance Committee.

Water line leak. On August 27, the main water line broke resulting in the pool pumps and heater being shut down. After securing bids for repairs, Greg recommended American Leak Detection. A motion was made, seconded and approved unanimously to authorize the expenditure not exceeding \$5,000.00 to install a continuous PEXS water line from the water meter to the pressure relief valve.

Pool. Because there has been no water supply to the pool for the past two weeks, its water level has fallen to the point that the circulating pumps that move pool water through filters, the pool heater, and the chlorinator had to be turned off. The condition of the water is no longer safe for swimming. It would be uneconomical to return it to proper condition once the water line repairs are completed given that the pool's availability for use could be extended at most another week before it is scheduled to be winterized at the beginning of October. For these reasons, the Board reluctantly instructed the Recreation Center Manager to close the pool for the season immediately and expresses its regret that the circumstances prevented providing advance notice of the closure to EP residents. Greg has made several requests for Carver's August billing along with the bills for the 2024 season showing payments. This information will be sent to Scott Bunton as soon as it is available.

Clubhouse roof. Greg met with the roofing company for maintenance inspection associated with the 2027 warranty expiration. We were informed that the warranty covers only the field (flat portion) of the roof and Estancia Primera has no maintenance contract. The corners, skylight, penetrations, or up walls are not covered under the warranty. Because the roof has not been maintained for several years, Greg requested a bid 3 weeks ago for these repairs but has not

received it. A.L. Bontrager, who was involved in the roof replacement project in 2017, will look into the warranty issue.

Tennis court. Greg has replaced the fencing on the north side and has done a temporary fix on the south side. He also contacted the security company to discuss rewiring the gate lock and the possibility of changing the boxes from key cards to number buttons. He has had no response from the company. Greg and Dick Anderson filled and glued down 12-14 cracks in playing surface of the south court. One large crack remains to be sealed on the north side and one under the net.

Collaboration with Grounds Maintenance Committee. Mary Ann and Greg walked the entire grounds in the last couple weeks trying to prepare a 2025 budget. He has received a bid from Tierra Bonita to finish off the south area near the tennis court with landscape fabric and stone and level the area. That bid is for \$750 plus tax. As soon as this work is complete, Greg will replace all the remaining lights and that will complete the restoration from the concrete replacement repaving project. A motion was made, seconded and approved unanimously to appropriate funds not to exceed \$800.00 to complete the landscaping.

Grounds Maintenance Committee Report. Committee Chair Jo Beth Speyer reported on the status of the common area, trees, and new planting bed.

Common area survey. MaryAnn and Greg walked the Arroyo Saiz and the Clubhouse property with emphasis on fire mitigation. The consensus was that the clubhouse property looks fine and will not need work done during 2025. The Arroyo Saiz will need a cleanup by 2026.

Trees status. The committee requested board approval for \$300 for Oscar's Tree Service to remove a memorial Ash tree which was planted too close to a Juniper in the island. It will be moved to another spot on the property in order to preserve both trees. A motion was made, seconded, and approved to appropriate \$300 to move the Ash tree in October. MaryAnn met with James Gilchrist, arborist with Very Good Tree Service to discuss trees on Clubhouse property. The Cottonwood needs weight reduction pruning again, and a dead branch on the Russian Olive to the left of the Clubhouse needs to be removed. This work is planned for the winter of 2025. Four Pinyons will be injected with insecticide in the spring of 2025 to eliminate scale and severe needle loss. The Honey Locust in the island needs to be excavated because it was planted too deep, and although it has leaves now, it will not thrive in the future if this work is not done. The Bradford Pear at the corner of the parking lot entrance on the arroyo side is hanging into the street, blocking the view of cars exiting the driveway. Its canopy needs lifting and trunk growth needs removal This work should be done in the winter of 2025. Greg Seidel of KOA Landscaping also met with MaryAnn regarding his part of the structural winter pruning of the small trees and shrubs in front of the clubhouse, presenting us with the estimate of that work to be done.

New planting bed under Cottonwood: We are also awaiting an estimate from Enrique (Tierra Bonita) regarding the completion of the new Cottonwood bed, including the addition of dirt, plants, soil preparation, planting and irrigation. This is the work resulting from the capitol project. The estimated costs of the above work will be presented at the October board meeting.

Unfinished Business:

Neighbor to Neighbor Food Depot Fund Drive. Connie Burke reported on the status of the Neighbor-to-Neighbor Food Drive ending on September 23, 2024. Donations this year are at \$18,783.00 in contrast with \$16,424.00 in 2023. Connie issued a request that board members contact their neighborhood presidents send out a final appeal for donations.

Fiesta Potluck Clubhouse Party: Connie Burke reported that September 2, 2024, event was a success with 38 residents attending.

Clubhouse use survey: Connie Burke reported that we have a rough draft of the survey that will soon be further edited by Connie, Linda DeWolf and Brenda Shears before further circulating.

Lawsuit: Gene Creely reported that in August, the judge in the case dismissed the suit filed by a Cresta homeowner to force the removal of a storm water runoff control gabion on another Cresta property that had been approved by both the EP Architectural Review Board and by the EPCSA Board of Directors, to which suit EPCSA was joined as an indispensable party. However, the Cresta owner who is the plaintiff has filed a motion for reconsideration of the dismissal order and may be further considering appealing the dismissal order, so the matter is not yet closed. EPCSA's defense is being provided by an attorney selected and paid (after EPCSA paid a deductible) by EPCSA's directors and officers liability insurance company.

Homeowner Comments: There were none.

Announcements: The next monthly Board meeting will take place (by Zoom) at 9:00 am on Friday, October 11.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting.

Minutes prepared and submitted by: Linda Averett Date: 9/17/24.
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 10/11/2024.
(Brenda Shears, President)

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, October 11, 2024

Call to Order: In the absence of President Brenda Shears, Treasurer Scott Bunton called the meeting to order at 9:00 am via videoconference using Zoom.

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

Directors Absent: Brenda Shears (President) Connie Burke

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

Homeowners Present: A.L. Bontrager (Los Altos), Linda DeWolf (La Viveza), Rebecca Krispinsky (Los Altos), Judith Pelham (Kachina Hills)

Approval of Minutes of Previous Board Meeting: The minutes of the September 13, 2024, Estancia Primera board meeting were approved unanimously as submitted.

Reports:

Treasurer's Report.

Current status of accounts. Treasurer Scott Bunton reported the following concerning the status of EPCSA's bank accounts: Of that amount, \$1,500 is the total of ARB deposits we were holding on September 30. The balance of \$19,671.79 is approximately in line with the 2024 operating budget. Given the unanticipated increase in insurance premiums for EPCSA's policies, the cost of repairing the leak in the main water line to the Clubhouse and pool, and the cost of repairing problems with the Clubhouse roof discovered when McPartlon roofing conducted a roof inspection several weeks ago, it is not expected that there will be an end-of-year surplus in the operating account as there has been in most recent years that can be moved to the Capital Reserve Fund. It still appears the year will conclude with the operating account narrowly in the black if there are no further costly surprises.

- EPCSA had a total of \$41,849.63 in capital reserve savings as of September 30 in our two savings accounts, an Enterprise Bank & Trust savings account and a Century Bank savings account.
- From that \$41,849.63 amount, the operating account is owed \$6,707.63 for payment to Kokopelli pools for the pool water heater/boiler and installation, plus \$2,797.70 paid to Tierra Bonita for work to restore landscaping disturbed by replacement of the parking lot and sidewalks. There will be some additional costs for final completion of that project. Taking these costs into consideration, we have approximately \$30,000 in capital reserve savings that are uncommitted.

2025 Budget. A discussion by the Board of the current state of the Capital Reserve Fund and the implications for the 2025 budget and annual assessment will occur under New Business later in this meeting. Scott reminded Board members that he will submit a proposed 2025 budget to the Board the first week in November after receiving the October 31 financial statements from the bookkeeper, and that the Board will act to approve a 2025 budget and assessment amount at its November meeting.

Reimbursement Approval. A motion was made, seconded and approved unanimously to approve reimbursement of \$192.70 to Brenda Shears for the annual Dropbox fee. Dropbox is used for EPCSA electronic document storage.

Concrete replacement and repaving project. In response to a question regarding the total costs for this project, Sandy Farmer reported that the costs are approximately \$330,000 plus the cost for the replacement of the tennis court gate, which is anticipated to be less than \$2000.

Architectural Review Board Report: Kurt Sommer will provide an updated spread sheet to attach to the minutes (see attached). A meeting is expected to be held on September 16 to resolve an issue regarding the installation of a coyote fence and to discuss a revision of the ARB application forms. Reagan Burkholder has worked on a first draft of the revision; the ARB will be reviewing for further updates.

Real Estate Report: Jill McIntosh reported that 504 Los Nidos Dr. closed and new owner information has been obtained. Two properties are active on the market - 409 Kachina Ct. and 682 La Viveza Ct. – and one property has a pending contract - 516 Camino Los Altos. Nine homes have sold in Estancia Primera this year, six sold for over one million dollars. Estancia Primera continues to be a desirable neighborhood.

Recreation Center Report:

Roof Inspection and Repair. Recreation Manager Greg Casey met with a representative from McPartlon Roofing on August 15, 2024, to determine the condition of the roof. There were some cracks found around skylights, corners and pipes. The current 12-year leak-free warranty covers only the flat surface of the roof and not the repairs needed. An estimate to address the cracks is \$2900.00 +tax for this year. A motion was made, seconded and approved unanimously to move forward with the current repairs of \$2900.00. McPartlon Roofing will complete the repairs on October 24, 2024. An additional 5-year maintenance contract is available at \$850 per year. A motion of made, seconded and approved to enter into a five-year maintenance contract and pay the first-year fee of \$850/year fee for all needed repairs. A.L. Bontrager has worked with Greg to gather the details of the repairs needed and to confirm the details of the warranty.

Main water supply leak. After receiving three bids, the water line leak was fixed and subsequently the pool was winterized by Kokopelli Pools. Their last bill was received, approved and sent it Treasurer Bunton for payment.

Clubhouse. Even though the water was not available for the Fiesta Party, the party went ahead successfully with water brought into the clubhouse. We have about 2 reservations per month for events in the clubhouse. There has been no change since June in the cracks in plaster in several locations that are being monitored.

Pool. Board made the decision to close the pool for the season once the repair was made.

Tennis court. All cracks in the surface have been repaired and there is some cleanup work to be completed. Mr. Casey will replace all the rest of the lights asap and this will complete the work for the major project.

Tennis gate security. Greg called Rapid Security Company to discuss rewiring the gate lock due to relocation during the Clubhouse restoration project and the possibility of changing the boxes from key cards to a numerical keypad. That total cost is \$1910 for the keypad and its installation. Greg is waiting for the cost to replace the keycard access system and expects to have additional information available for the November meeting or via email.

Volunteer thank you. Mr. Casey would like to thank the following residents for their volunteer services: Terry Schultz for repairing the Little Library box in front of the club house; Dick and Anne Anderson for their help on the tennis court repairs; and Bud Averett for help on repairing the club house steps.

Stucco assessment and repair. A representative of Santa Fe Stucco assessed the condition of the condition of the stucco. He recommended three firms that could provide bids to repair hairline cracks and other minor deterioration that were identified in the Clubhouse, pool, and tennis court walls. Greg will pursue bids for the Board's consideration at the November meeting.

Grounds Maintenance Committee: Jo Beth Speyer reported that final grounds work has been completed, including fabric and gravel by tennis courts. Chamisa adjacent to the sidewalk along Avenida Primera will be selectively pruned to remove those that spill significantly onto the sidewalk will be cut back extensively; others will be trimmed to maintain as appropriate. The Clubhouse irrigation cutoff will be by the end of October. A proposed grounds maintenance budget for 2025 of \$13,789.25 was provided to Treasurer Bunton. The work of the members of this committee were thanked for the significant improvements that have been made to the common property grounds.

Neighbor to Neighbor Food Drive: Barbara Chamberlin reported that Estancia Primera raised over \$20,000.00 this year surpassing last year's contribution of \$16,000.00. This year's success was partly due to notices sent by neighborhood presidents, as well as the signs in the neighborhood. Thanks to Linda DeWolf and Brenda Shears for their help.

Unfinished Business:

Clubhouse Use, A draft neighborhood survey regarding current and potential use of the clubhouse has been entered into a survey program, thanks to Keith Kintigh, and distributed to the Board members for review. Once additional edits have been received, the survey will be recirculated before it is sent to the EPCSA owners.

New Business:

Capital Reserve Fund and 2025 Budget. The Board carefully considered the situation of EPCSA's capital reserve fund and unavoidable cost increases for essential services that must be included in the operating budget for 2025. Because leaving the assessment at the same level where it's been for the past seven years – \$656 per year for homes – will make it impossible to fund all operating expenses and also take the capital reserve fund back to a level insufficient to pay the costs for anticipated major repair or replacement of key assets when that work is needed,

the Board approved to increase the 2025 assessment by 25% to \$820 (a \$164 increase) per home, \$82 (a \$16 increase) per vacant lot, and \$205 (a \$41 increase) for a house under construction. The EP owners who joined the zoom and made comments regarding this proposal told the Board they supported doing this. Final action on the 2025 budget, including the level of the assessment, will be taken at the Board's November meeting.

Homeowners Comments: There were none in addition to those reported under the Treasurer's Report and Capital Reserve Fund discussion.

Announcements: The next EPCSA Board meeting will be held at 9:00 a.m., Friday, November 8, 2024, via Zoom.

Lawsuit. The suit filed by a Cresta homeowner to force the removal of a storm water runoff control gabion on another Cresta property (which had been approved by both the EP Architectural Review Board and the EPCSA Board of Directors), to which suit EPCSA was joined as an indispensable party. A motion to dismiss has been granted by the court. A motion to reconsider has been filed by the plaintiff. EPCSA has filed a response to the motion. Once the judge responds the time for the appeal will begin. EPCSA's defense is being provided by an attorney selected and paid (after EPCSA paid a deductible) by EPCSA's directors and officers liability insurance company.

Executive Session: Motion was made, seconded and approved unanimously to go into executive session at 10:45 am to discuss a personnel matter. Executive Session was exited at 10:53 am by unanimous vote

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and Mr. Bunton adjourned it at 10:55 am.

Minutes prepared and submitted by: Linda Averett Date: October 27, 2024
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date November 8, 2024
(Brenda Shears - President)

Estancia Primera ARB Projects (October 2024)

Name of Owner	Address	Type of Project	Approval	Deposit	Status
Kerry Lee	784 Calle Altamira	Brick driveway	Approved	\$250	
Roundtree	412 Los Altos Way	Fence	Approved	Pending	
Richard Anderson	796 Aspen Compound	Airconditioning	Withdrew application	\$250	
Laurel Schnitzer	553 Los Nidos	Coyote Fence	Pending approval by ARB	\$250	
Groce	765 Paseo Crest	Mini Split	Granted	\$250	In process
Patrick and Leslie Hodder	413 Kachina Hills	Radon Installation System	Approved	\$250	
Walter Stucker	742 Altamira	Mini Split	Pending approval by ARB	\$250	

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, November 8, 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), Connie Burke Errol Levine, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch.

Director Absent: Barbara Chamberlin.

Others Present: Greg Casey (Recreation Center Manager), Kurt Sommer (ARB Chair), and Sandy Farmer (Capital Projects Coordinator).

Others Absent: Linda Averett (Secretary).

Homeowners Present: Leslie Hodder - Kachina Hills, Michael McCollum - Los Altos Norte, and A.L. Bontrager - Los Altos.

Approval of Minutes of Previous Board Meeting:

The minutes of the October 11, 2024, meeting were approved unanimously as submitted.

Reports:

Treasurer's Report. Treasurer Scott Bunton reported on the status of EPCSA's bank accounts:

- EPCSA had \$9,804.46 in the operating checking account as of October 31. Of that amount, \$2,250 is the total of ARB deposits we were holding on October 31. The balance of \$7,554.46 is about in line with the 2024 operating budget, considering the \$9,505.33 owed to the operating account from the Capital Reserve Fund. The year will probably conclude with the operating account narrowly in the black if there are no further costly surprises, and it is possible that it will not be necessary to tap the Operating Contingency Fund, so its \$7,676 then could be transferred to the Capital Reserve Fund.
- EPCSA had a total of \$41,851.21 in capital reserve savings in our two savings accounts as of October 31, an Enterprise Bank & Trust savings account and a Century Bank savings account, and a six-month Enterprise Bank & Trust six-month certificate of deposit that has just been purchased in accord with the Board's previous instructions.
- From that \$41,851.21 amount, EPCSA owes the operating account \$6,707.63 we paid Kokopelli Pool and Spa, LLC for replacement of the pool water heater/boiler, plus \$2,797.70 we paid Tierra Bonita Landscaping Company for work done to restore landscaping disturbed by the Recreation Center parking lot and sidewalk replacement projects. There will be some additional costs for the final completion of those projects. Those amounts will be transferred to the operating account during November. Taking these costs into consideration, we have approximately \$30,000 in uncommitted capital reserve savings.

- At board request, Scott Bunton initiated a request to transfer \$20,000 from EPCSA's Enterprise Bank and Trust account into a CD that will earn 4-5 times the savings account earning rate. President Shears will sign the request this week.

Architectural Review Board Report. Chair Kurt Sommer addressed recurring problems with mini split air-conditioning system installations. Sometimes owners apply for and obtain ARB approval for these projects, but their installers then deviate from ARB-approved plans regarding conduit and condensing unit placement and concealment and by doing such unacceptable things as running conduits over house parapets. In other cases, owners have mini-split installations done without seeking ARB approval. These problems are difficult to monitor and often result in unsuccessful installations.

Mr. Sommer indicated that these issues should be dealt with on a house-by-house basis and requested that board members alert the ARB should they become aware of such problems with installations in progress. President Shears will include a reminder to EP homeowners about the application process for mini-split air-conditioning system installations in her next general email. Reagan Burkholder is completing a draft *Appendix III-Minor Exterior Projects Application/Checklist*. After the ARB has approved the form, it will be forwarded to the EPCSA Board of Directors for approval. In follow-up to an application to install a coyote fence in Los Nidos, the ARB has asked the owner to submit a revised application that would address various concerns the ARB has about the original application.

Real Estate Report. Jill McIntosh reported that there are two active listings with ten properties having been sold since January 1, 2024. The vacant lot at 797 Avenida Primera S. in Cresta is under contract with a closing date of November 21, 2024.

Recreation Center Report. Clubhouse Manager Greg Casey reported that EPCSA had received a request from a homeowner to investigate a pool shade device. Connie Burke and Greg Casey will investigate this and will report back to the board in early spring 2025. There have been no leaks in the main water line since repairs were completed. Clubhouse roof repair and maintenance work was satisfactorily completed by McPartlon Roofing on October 23, 2024. Rapid Security Company was contacted again to discuss rewiring the tennis court gate lock or changing the card reader to a keypad. It is more cost effective to continue the use of the reader card, estimated at \$1370. Greg will proceed with having the gate locking device rewired in 2025.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that Oscar's Tree Service and Greg Casey moved the ash tree (a Memorial tree originally donated by A.L. Bontrager), replanted it at the correct depth, and exposed the root flare at the ground level. Greg will water it deeply once per week during the winter. Jose from Tierra Bonita winterized the irrigation system by blowing out the pipes to eliminate the chance of water freezing and cracking the pipes. The chamisas along the concrete sidewalk on the Avenida Primera side of the Recreation Center and around the parking lot were pruned to remove obstructing overgrowth with their winter beauty still intact. They will be pruned again in March 2025.

Unfinished Business:

Clubhouse Use. The timing for circulating the Clubhouse Use Survey will be discussed at the December board meeting.

Snow Removal. Connie Burke presented an update regarding EPCSA's snow removal contract. Our previous contractor, Ballew Inc., has discontinued snow plowing services. Tierra Bonita Landscaping Company was requested to provide a draft contract and estimates for on-request snow removal from EPCSA common property at the Recreation Center and on Avenida Primera based on specific conditions in EPCSA's Snow Removal and Ice Mitigation Policy (see *Book of Resolutions* I.15). A draft version of the contract will be distributed to the board members and will be finalized based on board feedback. Since bids for snow removal were obtained and discussed by the board last winter and since Tierra Bonita's current pricing seems consistent with the prior cost estimates and in line with the amounts charged by our previous contractor, a motion was made, duly seconded and passed unanimously to waive the Association requirement to obtain more than one bid for the work and to work solely with Tierra Bonita to develop a snow management contract.

2025 Budget. Scott Bunton prepared and provided a proposed 2025 budget to all Board members. It provides for annual assessments of \$820 for completed homes, \$82 for vacant lots, and \$205 for homes under construction; a total income of \$151,557, an operating budget of \$83,710 (not including a 10 percent contingency fund); and a budgeted contribution to the Capital Reserve Fund of \$59,476. The Board discussed the draft budget, and a motion duly made and seconded to increase the line-item expenditure for snow removal from \$700 to \$1,200 was passed unanimously after a discussion. A motion made by Scott Bunton and seconded by Errol Levine to approve the proposed 2025 budget as submitted to the board members but to include the revision in the line item for snow removal was then approved unanimously.

New Business:

Los Altos Norte Nomination to Estancia Primera Architectural Review Board. The Los Altos Norte neighborhood Board of Directors nominated Michael McCollum to replace Carolyn McCollum as their Association representative on the Estancia Primera ARB and submitted their nomination to Ms. Shears. Carolyn and Bud McCollum have transferred ownership of their home in Los Altos Norte to their two sons. A motion was then made, seconded, and approved unanimously to appoint Mike McCollum to serve as the Los Altos Norte representative on the EP ARB for a three-year term.

Homeowners Comments: There were none.

Announcements: The next EPCSA Board meeting will be held at 9:00 a.m. Friday, December 13, 2024, via Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and Ms. Shears adjourned it at 10:02 am.

Minutes prepared and submitted by: Linda Averett Date: 12/23/24
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 12/13/24
(Brenda Shears - President)

Estancia Primera ARB Projects (November 2024)

Name of Owner	Address	Type of Project	Approval	Deposit	Status
Kerry Lee	784 Calle Altamira	Brick driveway	Approved	\$250	
Brett Ringle	544 Camino Los Altos	Brick driveway	Approved	\$250	
Jackie Phillips	768 Calle Altamira	Mini Split	Pending approval by ARB	\$250	
Laurel Schnitzer	553 Los Nidos	Coyote Fence	Pending approval by ARB	\$250	
Groce	765 Paseo Crest	Mini Split	Granted	\$250	
Brian Richards	758 Calle Altamira	Add a Canale	Approved	\$250	
Walter Stucker	742 Altamira	Mini Split	Pending approval by ARB	\$250	

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, December 13, 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), Errol Levine, Jill McIntosh, Jo Beth Speyer, Connie Burke and Leslie Walker-Hirsch.

Directors Absent: Scott Bunton (Treasurer), Gene Creely (Vice President), Barbara Chamberlin

Others Present: Linda Averett (Secretary), Greg Casey (Recreation Center Manager), and Kurt Sommer (ARB Chair)

Others Absent: Sandy Farmer (Capital Projects Coordinator)

Homeowners Present: Linda DeWolf-La Viveza, Steve Skillman-Altamira, Mary Donohue and Jason Baker-Los Nidos, Rebecca Shaw-La Viveza

Approval of Minutes of Previous Board Meeting:

The minutes of the November 8, 2024 meeting were approved unanimously as submitted.

Reports:

Treasurer's Report. In the absence of Treasurer Scott Bunton, President Brenda Shears reported via email the following status of EPCSA's bank accounts as of November 30:

- EPCSA had \$17,035.15 in the operating checking account as of November 30. Of that amount, \$2,000 is the total of ARB deposits we were holding on November 30. The balance of \$15,035.15 is approximately in line with the 2024 operating budget. It still appears the year will conclude with the operating account narrowly in the black if there are no further costly surprises, and it is possible it will not be necessary to tap the Operating Contingency Fund, so its \$7,676 then could be transferred to the Capital Reserve Fund.
- EPCSA had a total of \$32,346.28 in capital reserve savings as of November 30 in our two savings accounts, an Enterprise Bank & Trust savings account and a Century Bank savings account, and an Enterprise Bank & Trust six-month certificate of deposit
- From that \$32,346.28 total amount of capital reserve savings, there will be some limited additional costs for final completion of the project to replace the parking lot and sidewalks. Taking these costs into consideration, we have approximately \$30,000 in capital reserve savings that are uncommitted.

Architectural Review Board Report. Chair Kurt Sommer reported that Reagan Burkholder is revising the Appendix 3 Minor Projects Application to handle all minor projects including mini splits. The revised application should be completed in the next 30 days. Mr. Sommer met with homeowners Jason Baker and Mary Donohue who, concerned with liability, want to put up a fence on their property at 545 Los Nidos to restrict pedestrian access from the street. Mr. Sommer received a survey of the property on Thursday. He indicated this is a controversial request with significant opposition from the subdivision. The application has not been approved to date. Also, a homeowner in the Cresta subdivision has put up a visible air conditioner not approved by the ARB that will be addressed. Lastly, a minor project for radon mitigation in Kachina Hills has been finished. Mr. Sommer will inspect the project and if approved will send a revised report to President Shears (ARB Project List attached)

Real Estate Report. Chair Jill McIntosh reported that there are 2 listings on the market: 799 Aspen Compound and 682 La Viveza. The sale of a lot at 797 Avenida Primera South closed this month. In addition, Ms. McIntosh reported 10 homes sold this year in Estancia Primera.

Recreation Center Report. Recreation Center Manager Greg Casey reported that he will get estimates for pool sunshade options for discussion with the Board at a future meeting. Activity at the Clubhouse and Tennis Court is normal for this time of year. The snow removal contract with Tierra Bonita was unanimously approved by the Board via email following the November Board meeting.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that there is no current news from the Grounds Committee as “the garden is sleeping.”

Unfinished Business:

Clubhouse Use Survey. President Brenda Shears reported that the Clubhouse Use Survey has been approved for distribution by the EPCSA Board. The Board agreed to postpone distribution of the survey until January or later due to holiday time and in order not to coincide with the annual assessment notice and invoices. The board will set the time to circulate the survey at the January meeting.

Lawsuit Update. President Shears reported that a hearing on Mary Walta’s motion to reconsider the judge’s prior decision dismissing her claims against Jan Streets and EPCSA is set for December 20, 2024.

New Business:

A motion to approve the attached Annual Assessment Increase Notice was unanimously approved by the Board for distribution to the EPCSA owners on December 18 (see attachment).

Homeowners Comments:

Linda DeWolf indicated that a path between La Viveza and the Arroyo Saiz might be an example of pedestrian access allowed by owners within EP; however, it was clarified that that particular path is a formal pedestrian easement rather than being a shortcut through private property. Connie Burke expressed her concern about holiday lights that appear to be on all night. She will

follow up to try to identify the owners and ask for their cooperation to limit the display to the early hours of the night.

Announcements: The next EPCSA Board meeting will be held at 9:00 a.m. Friday, January 10, 2025, via Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Brenda Shears adjourned it at 9:23 a.m.

Minutes prepared and submitted by: Linda Averett Date: 1/10/25
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 1/10/25
(Brenda Shears, President)

From: [Brenda Shears](#)
To: [Brenda Shears](#)
Subject: TEST - EPCSA 2025 Annual Assessment Announcement
Date: Wednesday, December 4, 2024 4:11:49 PM

Estancia Primera Community Services Association

December 18, 2024

Dear Estancia Primera Owners:

2025 Annual Assessment Increase

At its meeting on November 8, the EPCSA Board of Directors at its meeting on November 8 approved the EPCSA budget for 2025 and, in line with that budget, set the EPCSA annual assessment amounts for 2025 at \$820 for one home on a single lot, \$205 for a home under construction but not yet occupied, and \$82 for a single undeveloped lot.

As you know from my previous emails, EPCSA has faced rising annual operating costs, not unlike what we are all experiencing personally, and at the same time has incurred significant capital expenditures required to maintain our aging infrastructure. While we have been able to meet those costs over the last seven years without any assessment increase, it became clear that an increase is now essential to cover annual operations and anticipated capital expenses and to replenish and maintain the Capital Reserve Fund at a level sufficient to keep up with inflation and cover rising costs in order that we can maintain Estancia Primera's amenities.

Capital Reserve Fund Analysis

With encouragement from owners at the annual meeting and subsequent monthly board meetings, Treasurer Scott Bunton began an update of our capital expenditure projections for the next few years. The capital expenditure projections are the expected expenses of our capital assets (such as the clubhouse roof or furnace) given their age and useful life expectancy. About that same time, Drew Stewart (La Viveza HOA treasurer and former EP finance committee member) volunteered to provide a financial viability analysis of future Capital Reserve Fund requirements to help guide board decision making for the next 6 years.

Scott and I met with Drew and felt that the analysis he had in mind would be helpful to the Board in future planning. We asked Drew to work together with us on the analysis. The result has made quite clear that continued increases in the assessments over the next several years will be required to cover expected capital expenses and to reach our goal of rebuilding the Capital Reserve Fund to a level that will ensure financial viability for our association, taking into account both inflation and rising costs. EPCSA maintains a five-year schedule of capital projects expected to be needed (the current schedule is provided as Page 8 via the link below). We project that over the next 6 years EPCSA will require over \$400,000 for capital improvement projects in today's dollars and over \$450,000 considering potential inflation. In addition to funding those expenses, by 2030 will need to replenish and maintain our Capital Reserve Fund at \$200,000 to continue to maintain our facilities. The analysis presents a viable model for accomplishing that goal.

This analysis, presented in the Financial Viability Plan (accessible through the link below), has been shared with the Board as a tool to help guide our assessment and budget decisions in the coming years.

We then asked the Board members for their approval to share the details of the analysis with you, members of the Estancia Primera Community Services Association, to

- provide a fuller understanding of our decision to raise the annual assessment and
- to provide detailed projections and for capital reserve needs and expectations for increases in annual assessments in the years ahead.

The link below will allow you to access the graphs, spreadsheets and a cover letter from Drew explaining the approach and the analysis and potential options for EPCSA in the years ahead, including an example scenario that would result in reaching our Capital Reserve Fund goal by 2030.

We want to emphasize that the scenario presented is only one possible and feasible plan for EP assessments; the Board will determine every year what the following year's assessment will be, based on the situation at year's end. It also is worth noting that if the goal is reached by the end of 2030, the Board would be able to consider having smaller assessment increases (more closely tied to the current inflation) in later years as long as the financial situation remains acceptably strong.

Link to EPCSA Financial Viability Plan

<https://www.dropbox.com/scl/fi/ydqzmpz1xxj5phhv7ec4u/Stewart-Financial-ViabilityAssessment-Analysis-V2-Nov-26-For-Board-Review.pdf?rlkey=m2z1izg48dtz7ee2bkssdnffi&dl=0>

Please let me know by return email if you have trouble accessing the documents or would like a pdf copy emailed to you or a printed copy if that is more convenient.

Assessment Invoices

A 2025 Assessment Invoice due January 31 will be sent to you, as usual, in the first few days of January. However, we know from experience and from what you have told us that many of you travel during January and February and prefer to pay the amount owed to the Association before leaving town. For those of you "Early Birds" payment information is provided in the box below.

Best wishes for a Happy Holiday Season and a Healthy New Year!

Brenda

President, Estancia Primera Community Services Association
On Behalf of the Board of Directors

Payment Information for EP Early Birds!

1. MAKE your check PAYABLE TO "EPCSA"
(\$820 for one home; \$82 for one lot)
2. WRITE your ESTANCIA PRIMERA ADDRESS on the check
3. MAIL your check to
EPCSA
P.O. Box 8424
Santa Fe NM 87504-8424

Estancia Primera Community Services Association

450 Avenida Primera South, Santa Fe
Mail: PO Box 8424, Santa Fe NM 87504
<https://estanciaprimera.org/>