

**Estancia Primera Community Services Association (EPCSA)  
Minutes of the Meeting of the Board of Directors  
Friday, January 10, 2025**

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

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

**Directors Absent:** Gene Creeley (Vice President)

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

**Homeowners Present:** Linda DeWolf-La Viveza, Mary Donohue and Jason Baker-Los Nidos, Gary McClure-Cresta, Scott Burt and Chrys Meador-Aspen Compound

**Approval of Minutes of Previous Board Meeting:**

The minutes of the meeting were approved unanimously as submitted.

**Reports:**

**Treasurer's Report.** Treasurer Scott Bunton reported the following status of EPCSA's bank accounts as of December 31, 2024:

- EPCSA had \$15,103.68 in the operating checking account. Of that amount, \$2,000 is the total of ARB deposits EPCSA is holding. After subtracting outstanding checks that had not cleared by that date, the "net profit" for the year — income minus operating expenditures minus the budgeted contribution to capital reserves — was \$11,251.54. It was not necessary to tap the operating contingency fund during the year and excluding it and the \$7,676 that remained in it, the year ended with an operating budget surplus of \$3,575.54.
- A motion was made, seconded and approved unanimously to transfer the \$11,251.54 "net profit" from the operating checking account into capital reserve savings.
- EPCSA had a total of \$32,346.59 in capital reserve savings as of December 31 in two savings accounts, one at Enterprise Bank & Trust and the other at Century Bank, and an Enterprise Bank & Trust certificate of deposit.
- After the infusion of the \$11,251.54 year-end "net profit," EPCSA will begin 2025 with \$43,598.13 in capital reserve savings. The 2025 budget approved by the EPCSA Board in November includes a budgeted contribution to capital reserve savings of \$58,926. Once all assessments have been received, the capital reserve savings will total

\$102,524.13, assuming there are no necessary but unanticipated capital reserve expenditures.

Treasurer Bunton also provided an update on the 2025 Assessments. As of Friday, January 10, EPCSA had received assessment payments from 59 owners for 60 properties, or approximately 31 percent of all EP properties. This tally is slightly ahead of where assessment receipt has been on that date in most previous years.

**Architectural Review Board Report.** Chair Kurt Sommer reported that the ARB has some pending issues primarily related to mini split installations and driveway bricking. The larger issue is that of the request to install a fence within Los Nidos. Mr. Sommer needs to convene a meeting of the ARB and will do so next month. In addition, a complaint had been received by an adjacent neighbor regarding compressors placed on the McClure property in the Cresta neighborhood. Mr. McClure has responded in writing in some detail that it was a maintenance repair. This is a pending matter before the EP ARB. A draft of proposed revisions to the Minor Projects application form is circulating among some ARB members this month in anticipation of submitting to the EPCSA board for approval. The ARB Project List is attached.

**Real Estate Report.** Chair Jill McIntosh reported that there are 2 active listings on the market: 799 Aspen Compound and 682 La Viveza.

**Recreation Center Report.** Recreation Center Manager Greg Casey requested EPCSA board approval of the following items included in 2025 budget:

**For grounds maintenance:**

- \$1418 for irrigation, landscape cloth and rock on the island under cottonwood tree in preparation for planting in February or early March.
- \$300 for plants on sale (16 plants, shipping, tax) to be planted by Greg and MaryAnn Scanlon.
- \$3250 to Very Good Tree Service for spraying and ground injections of 4 pinon trees; will be scheduled by the end of January.
- \$1060 to KOA, arborist Chris Seidel, for pruning shrubs and smaller trees.
- Motion was made, seconded and unanimously approved for \$6500 + necessary taxes for proposal of 4 expenditures listed above by the EP grounds committee.

**For tennis court gate repair:**

- \$1350 to Rapid Fire Security Co for tennis gate keycard lock repair.
- Motion was made, seconded and unanimously approved \$1400 for repair of the tennis court gate access control.

**For Clubhouse exterior lighting:**

- Mr. Casey reported that there is no electricity to the ballard lights and requested approval to hire an electrician to assess and/or repair the ballards.
- Motion was made, seconded and unanimously approved for \$300 to hire an electrician to assess and/or repair the ballards.

**Grounds Maintenance Committee Report.** Chair Jo Beth Speyer requested board approval of renewing the Tierra Bonita for seasonal grounds maintenance contract for 2025 at the rate of \$667.70/month for 10 months. The contract price has remained the same as last year, which

includes irrigation startup and shutdown. Ms. Speyer reported that Tierra Bonita has been reliable and easy to work with. Motion was made, seconded and approved unanimously to renew the Tierra Bonita seasonal maintenance yearly contract #1907 for \$7223.80. President Shears will inform the board when she has signed the contract with Tierra Bonita.

**Unfinished Business:**

**Clubhouse Use Survey.** President Brenda Shears reported that the survey will be mailed out February 1, 2025, with responses expected in 12 days. A report on the responses will be given at the EPCSA February board meeting.

Motion was made, seconded and unanimously approved to send survey out on February 1, 2025.

**New Business:** There was none.

**Homeowners Comments:** There were none

**Announcements:** The next EPCSA Board meeting will be held at 9:00 a.m. Friday, February 14, 2025, via Zoom.

**Adjournment:** A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Brenda Shears adjourned it at 9:44 a.m.

Minutes prepared and submitted by: Linda Averett Date: 2/14/25  
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L. Shears Date: 2/14/25  
(Brenda Shears - President)

Estancia Primera ARB Projects (January 2025)

Name of Owner	Address	Type of Project	Approval	Deposit	Status
Kerry Lee	784 Calle Altamira	Brick driveway	Completed	\$250	Need to request refund
Brett Ringle	544 Camino Los Altos	Brick driveway	Completed	\$250	Need to request refund
Jackie Phillips	768 Calle Altamira	Mini Split	Approved	\$250	
Kitschelt/Madison	516 Camino Los Altos	Mini Split	Pending approval	\$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	Approved	\$250	
Baker/Donahue	545 Los Nidos	Fence Request	Pending approval	\$250	
Gary McClure	789 Avenida Primera	Dispute over installation of A/C Units			