

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			

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, February 14, 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), Gene Creeley (Vice President), Errol Levine, Jill McIntosh, Jo Beth Speyer, Connie Burke, and Leslie Walker-Hirsch.

Directors Absent: Scott Bunton (Treasurer), Barbara Chamberlin.

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

Homeowner Present: Jason Baker

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

Reports:

Treasurer's Report. President Brenda Shears reported for Treasurer Scott Bunton.

- Estancia Primera had \$122,255.70 in the operating checking account as of January 31, 2025. Of that amount, \$1,750.00 is the total of ARB deposits held. There were still 22 unpaid assessments on that date plus approximately 10 assessment checks that had not yet been deposited in the bank account, so the operating account's contents were what was expected.
- After subtracting outstanding checks that had not cleared by December 31, 2024, the "net profit" for the year — income minus operating expenditures minus the budgeted contribution to capital reserves — was \$11,251.54. Per the Board's action at the January meeting instructing Treasurer Bunton to transfer that amount to the capital reserve fund, the transfer was made, and that addition is reflected in the capital reserve fund balance.
- EPCSA had a total of \$43,814.38 in capital reserve savings as of January 31 in two savings accounts, one at Enterprise Bank & Trust and the other at Century Bank, and an Enterprise Bank & Trust certificate of deposit.
- The 2025 budget approved by the Board in November includes a budgeted contribution to capital reserve savings of \$58,926, so once all assessments have been received, the capital reserve savings will total \$102,740.38, and that amount will grow slowly as a result of interest received. This assumes, of course, that there are no unavoidable capital reserve expenditures. As the Board will recall, there were no capital reserve projects or expenditures planned for 2025 or included in the 2025 budget; the objective for 2025 is to replenish the capital reserve fund.

- There are currently three outstanding assessments. All have been contacted, and payments are expected soon.
- Mr. Bunton expressed his sincere appreciation to Jo Beth, Speyer, Errol Levine, Gene Creeley, Barbara Chamberlin, and Jill McIntosh for the time and effort they expended in contacting the owners from their neighborhoods who had not paid as of January 25. The work they did definitely resulted in the receipt of payments from a number of owners, and very likely helped to prevent some formal delinquencies. As the Board knows, that is a valuable contribution, because dealing with formal delinquencies is a time-consuming and very unpleasant task.

Architectural Review Board Report. Chair Kurt Sommer reported that the ARB will submit the revision of the Minor Projects Application to the EPCSA Board for approval. The revision was done by Reagan Burkholder with comments from Rita Meek and Sandy Farmer. There is an application for approval this month for a mini split at 516 Camino Los Altos. The issues with the Los Nidos Baker/Donahue fence and the air conditioning unit complaint for Gary McClure's house are unresolved. Mr. Sommer reports having difficulty in getting a quorum of the ARB committee for consideration of these and other issues; he will attempt to set up an ARB meeting this week to include the applicants. Mr. Sommer will submit an email to Brenda Shears requesting his ARB address on the EPCSA web site be changed to 2000 Old Pecos Trail and update the list of ARB members.

Real Estate Report. Chair Jill McIntosh reported that there are two active listings on the market: 799 Aspen Compound and 682 La Viveza. 678 La Viveza is under contract.

Recreation Center Report.

Clubhouse leak. Recreation Center Manager Greg Casey reported on a water leak that occurred on Jan 14th caused by a fitting fail on the hose bib located on the front patio. By the time Mr. Casey was notified, there was ice in the parking lot and approximately two inches of water inside. The water flooding did not reach the wood floors of the racquet ball court. There was also water in the heater ducts in the clubhouse. All was cleaned up that day. The source of the leak was located and repairs were made. The event scheduled on the following Sunday was able to be held as planned. During the cleanup a nest of termites was found in the heater closet near the kitchen. This issue will be evaluated to see the extent of damage. Mr. Casey suggested the purchase of a flood sensor for the clubhouse, as other fittings and hoses could break causing more damage as things age. President Shears complimented Mr. Casey for his immediate response to the emergency and follow-through with the cleanup and repair.

Clubhouse grounds lighting. As reported last month, there is a problem with the lights in front of the clubhouse. Mr. Casey contacted an electrician who came to determine the cause. The problem is a line feeding the lights that is cut in two places. It requires digging up the cut lines and replacing them. Mr. Casey will submit an estimate for repairs for the work to be done in the spring.

Tennis Court. The tennis court is picking up in usage due to warmer weather. Mr. Casey will contact Rapid Fire in March to do the electrical work on the tennis gate.

Pool. Connie Burke gave a follow up report on the sunshade sail project. Ms. Burke and Mr. Casey recommend placing the sail over the shallow end of the pool attaching it to the fence for stability. The umbrellas located along the pool deck adjacent to the tennis courts will remain in

use. The location of the sun and the UV effectiveness will be considered before the installation of the sunshade. Ms. Burke suggests using a neutral color in consideration of the residents who live above the pool. The sail will be removed in winter. The estimated cost for the sunshade sail is \$50-\$60 plus materials and installation. Mr. Casey will purchase the hardware and do the installation. Motion was made, seconded and unanimously approved to proceed with the sunshade sail project to be completed by the spring pool opening. Ms. Burke recommended the replacement of the existing chaise lounge cushions that are worn and ripped with four new Sunbrella cushions. Motion was made, seconded and unanimously approved to replace the four chaise lounge cushions. The cost estimates for the sunshade and lounge chair replacement cushions will be provided to Treasurer Scott Bunton for review against the budget and for approval prior to purchase.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that at the end of January, MaryAnn met with Very Good Tree Service when they pruned (including trimming and weight reduction) both the large cottonwood and the pear Tree. The total cost was 2057.61. The job was satisfactory, and the invoice was paid. On February 4 and 5, Greg met with Chris Seidel of KOA. Chris and his team did the agreed-upon work on the grounds and also made observations and suggestions for further care. They pruned the ash, the Bradford pear and redbud trees. In addition, they pruned the sumacs, junipers, honeylocusts, crabapples, ornamental plum, and pine trees in the courtyard. They disposed of the green waste from both days' work. The job was satisfactory, and the invoice of \$908.78 was approved and paid. Mr. Casey added that he would contact Terra Bonita to do the irrigation work on the clubhouse island. With the addition of the soil amendment, the bed will be ready for planting in early April. The pinons will be treated in March.

Unfinished Business:

Clubhouse Use Survey. President Brenda Shears provided some comments based on a very initial review of the results. There was a good response to the survey with submissions from 64% of 188 properties that make up Estancia Primera. She noted that half of the respondents had never used the clubhouse, while the other half had used it primarily for HOA meetings/events and other social gatherings. There appears to be general satisfaction with the clubhouse but also interest in having a tiered user fee that could encourage more people to use the clubhouse and some desire for a general refresh of the interior and more comfortable furniture. Connie Burke and Leslie Walker-Hirsch will do a more detailed analysis for the board's consideration.

Mary Walta/Jan Streets/EPCSA Lawsuit. Vice President Gene Creeley reported the lawsuit of Mary Walta vs. Jan Streets and EPCSA had been dismissed with prejudice. There is no indication that Ms. Walta filed a timely appeal.

New Business: There was no new business.

Homeowners Comments: There were no homeowner comments.

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

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Brenda Shears adjourned it at 9:38 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 Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, March 13, 2025

Call to Order: Vice President Gene Creely, in the absence of President Brenda Shears, called the meeting to order at 9:03 am via videoconference using Zoom.

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

Directors Absent: Brenda Shears (President), Scott Bunton (Treasurer), Connie Burke.

Others Present: Greg Casey (Recreation Center Manager)

Others Absent: Linda Averett (Secretary), Kurt Sommer (ARB Chair)

Homeowners Present: A.L. Bontrager, Sandy Farmer

Approval of Minutes of Previous Board Meeting:

The minutes of the February meeting were approved unanimously as submitted.

Reports:

Treasurer's Report. Gene Creely presented the Treasurer's report for Scott Bunton:

- There was \$143,041.93 in the operating checking account as of February 28, 2025. Of that amount, \$1,750.00 is the total deposits we were holding for ARB applications.
- EPCSA had a total of \$43,814.39 in two capital reserve savings as of February 28, one at Enterprise Bank & Trust and the other at Century Bank, and an Enterprise Bank & Trust certificate of deposit.
- The 2025 budget approved by the Board includes a budgeted contribution to capital reserve savings of \$58,926, so once all assessments have been received, the capital reserve savings will total \$102,740.39, and that amount will grow slowly as interest is earned. This assumes, of course, that there are no unavoidable capital reserve expenditures — no capital reserve projects or expenditures are planned this year or included in the 2025 budget; the objective for 2025 is to replenish the capital reserve fund
- There is one delinquent assessment in the amount of \$820. Mr. Levine noted that appropriate action (i.e., the filing of a lien) is required to be taken by the Board before the end of March for the delinquent assessment. Mr. Levine did not know whether board approval was required or whether the filing of a lien would be an administrative action. The Board agreed that, if board approval was required, then approval by email could be obtained later this month.

Architectural Review Board Report. No report was made in the absence of ARB Chair Kurt Sommer.

Real Estate Report. Chair Jill McIntosh reported that two homes are currently on the market: 682 La Viveza Court and a new listing at 417 Los Altos Way. Two listings for 799 Aspen Compound and 776 Calle Altamira are under contract, and the property at 678 La Viveza Court has closed.

Recreation Center Report. Recreation Center Manager Greg Casey reported that he has contacted a termite company to determine if there are termites or another type of insect at the Clubhouse. Mr. Casey also will be contacting Rapid Security Co. next Monday pertaining to the reinstallation of the lock for the tennis gate, to be completed in April. Upon inspection of the tennis court patches from the fall, Mr. Casey has contacted David Laing for a consultation on further repair. He also is looking into the automatic water shut off for the club house, reporting that the cost will be from \$500 to \$1000 for the unit to prevent a repeat of the leak this past January. There was a question raised regarding protection against hantavirus (which is transmitted through the feces and saliva of rodents – the deer mouse being the most common carrier in North America). Mr. Casey noted that there has been no evidence of mice in the clubhouse.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that the maintenance contract with Tierra Bonita began this month, with their first visit for the season occurring last week. Very Good Tree Service will be here on March 25 to do the injection of the trees for insects. The service was approved at the January meeting. We are expecting to have the plants for the island in the parking lot installed in April. Tierra Bonita will do the addition to the irrigation and the planting, all of which was approved at the January meeting.

Unfinished Business:

ARB Minor Exterior Projects Application Revision. A report regarding the status of the revised ARB minor exterior modification application was also deferred until the next meeting.

Clubhouse Tile Replacement. There was an inquiry about the status of the “tile issue” (i.e., the next phase of the remodeling of the steps/entry to the rec center). A.L. Bontrager noted that costs will be higher undoubtedly. It was suggested that the status of the “tile issue” be added to the agenda for next month’s board meeting and that the Board invite Capital Projects Manager Sandy Farmer to address this issue at the next board meeting.

Pool Deck Shade Cover. In addition, there was a discussion regarding the proposed “sail” to cover the shallow end of the pool. Connie Burke had proposed buying a “sail” from Amazon for installation by Greg Casey. In light of recent high winds, Mr. Casey was concerned about the potential liability to himself and the Board should the “sail” break free during a wind event and injure someone. Mr. Casey suggested that we get a quote from Rader or Santa Fe Awning to install the “sail,” and they should better know how to anchor the “sail” and could be responsible for any liability if the “sail” should break free during a wind event. There was further discussion as to the need of additional shade covering over the pool deck area. The proposal will be added to the agenda for next month’s board meeting.

Clubhouse Use Survey. Vice President Gene Creely reported that a survey status update was deferred until the next meeting to allow Brenda Shears and Connie Burke to participate/address the survey. Leslie Walker-Hirsch noted that Ms. Burke and she had been reviewing the survey results in preparation for a report to the board. It was suggested that the survey status update be deferred until the next board meeting, and that the survey results/report be circulated among the board members prior to the next board meeting.

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, April 11, 2025, via Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and Vice President Gene Creely adjourned it at 9:37 a.m.

Minutes prepared and submitted by: Linda Averett Date: April 11, 2025
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: April 11, 2025
(Brenda Shears - President)

Revised, signed on behalf of Board by: Brenda L Shears Date: September 12, 2025
(Brenda Shears - President)

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, April 11, 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), Gene Creely (Vice President), Scott Bunton (Treasurer); Connie Burke, Barbara Chamberlin, Errol Levine, Jill McIntosh, and Jo Beth Speyer

Directors Absent: Leslie Walker-Hirsch

Others Present: Kurt Sommer (ARB Chair), Sandy Farmer (Capital Projects Manager)

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

Homeowners Present: Jason Baker, A.L. Bontrager, Ann Caldwell, Audrey Chumley, Scott Burt, Rebecca Shaw

Approval of Minutes of Previous Board Meeting:

The minutes of the March meeting were approved unanimously as submitted.

Reports:

Treasurer's Report. **Treasurer's Report.** Treasurer Scott Bunton reported the following concerning the status of EPCSA's bank accounts and budget:

- There was \$141,533.08 in the operating checking account as of March 31, 2025. Of that amount, \$1,500.00 is the total of ARB deposits being held.
- Expenditures during March were in line with the 2025 budget.
- The one formally delinquent 2025 assessment was paid during March along with the administrative fee for late payment. Those amounts are included in the March 31 operating checking account balance.
- EPCSA had a total of \$43,815.53 in capital reserve savings as of March 31 in two savings accounts, one at Enterprise Bank & Trust and the other at Century Bank, and an Enterprise Bank & Trust certificate of deposit.
- The 2025 budget approved by the Board includes a budgeted contribution to capital reserve savings of \$58,926, so EPCSA's capital reserve fund currently contains \$102,741.53, and that amount will grow slowly as interest is earned. This assumes, of course, that there are no unavoidable capital reserve expenditures. No capital reserve projects or expenditures are planned this year or included in the 2025 budget; the objective for 2025 is to replenish the capital reserve fund so that at the end of the year it contains more than \$100,000.

Treasurer Bunton requested approval for reimbursement of his expenditures for postage totaling \$45.32. A motion was made, seconded and passed unanimously.

Architectural Review Board Report. ARB Chair Kurt Sommer expressed his apologies for being significantly behind on ARB application reviews and approvals. He indicated there are some small projects outstanding including mini split applications that await attention, and an updated EP ARB Project List would be provided for the minutes.

In follow up regarding the status of the approval letter for the coyote fence to be erected on the Baker and Donohue property in Los Nidos, he explained that the letter had not been sent because he wanted to ask Mr. Baker and Ms. Donohue to consider a different type of fence that has been requested in a recent application by a Los Nidos neighbor Laurel Schnitzer. Mr. Sommer believes that the proposed fence proposed by Ms. Schnitzer would fit in better aesthetically than a coyote fence and would provide symmetry between the two properties. Since Mr. Sommer would not be able to attend the remaining part of the Board meeting, President Shears allowed homeowner comments with the caveat that no discussion could occur regarding an ARB matter by the EP Board. Mr. Baker was recognized and stated that he understood the fence had already been installed on the Schnitzer property, prior to the application for approval. He is disappointed that his application was submitted 6 months ago and that it has been seven weeks since the EP ARB voted for its approval, and in that time he and Ms. Donohue could have had their fence installed and Mr. Sommer could be asking Ms. Schnitzer to match their fence. Mr. Baker stated that he is very disappointed to have had to put significant time and energy into Ms. Donohue's and his request and their subsequent inability to get approval to erect a fence that was within their rights to erect. Chair Sommer stated he was not aware that the fence on the Schnitzer property had been installed without approval. President Shears requested that any discussion regarding this matter be held outside of the Board meeting since at this point it is an EP ARB matter.

Real Estate Report. Chair Jill McIntosh reported that two homes are currently on the market: 682 La Viveza Court and a new listing at 417 Los Altos Way. Two listings for 799 Aspen Compound and 776 Calle Altamira are under contract, and the property at 678 La Viveza Court has closed.

Recreation Center Report. Connie Burke reported for Recreation Center Manager Greg Casey. reported there is no evidence of active termites in the wood at the clubhouse. There are, however, subterranean termites and if any swarm is detected this spring, it will be reported back to termite company personnel. Mr. Casey is awaiting a response from Rapid Security Co. regarding the cost for reinstallation of the lock for the tennis court gate. Upon inspection of the tennis court patches from the fall, Mr. Casey has contacted David Laing for a consultation on further repair. Mr. Casey continues to look into the automatic water shut off for the club house.

The Board agreed to contribute \$500 toward the main dishes and paper products for a EP-wide Memorial Day Pool Opening Party set for May 26. A motion was made, seconded, and passed to provide up to \$500 toward the main dishes and paper products.

Ms. Burke reviewed the need to replace four pool lounge cushions that are 15-20 years old and deteriorating. A motion was made, seconded, and carried to purchase four lounge cushions of Sunbrella fabric at a cost of \$198 for two plus tax and shipping.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that Tierra Bonita is performing monthly maintenance, in preparation for the Spring and Summer seasons. Very Good Tree Services have completed the planned work, as follows: The Honey Locust in the island was air spaded to expose its trunk flare and a ring placed around the trunk to prevent the flare from

being buried again. The diseased Pinyons in the island and near the gas meter were injected with PHC ImaJet to eliminate pests and needle loss.

Unfinished Business:

ARB Minor Exterior Projects Application Revision. Final revisions are being made to the updated ARB minor exterior modification application.

Capital Projects Report on Phase 2 of External Facilities and Grounds Renovation. Capital Projects Manager Sandy Farmer presented a summary of the issues and options regarding the future Phase 2 of *External Facilities and Grounds Renovation* Project. This project will focus on replacing the exterior tile of the entrance and front patio of the clubhouse. It is anticipated that a scope of work will be developed in 2025 with the renovation to be done in Spring 2026 (see attached).

Pool Deck Shade Cover. Greg Casey talked to several commercial shade installers, and it now appears that the advice is that more secure substantial support and heavier grade canvas is needed for a shade cover. The cost is expected to be \$3000-\$4000, which will exceed the resources budgeted this year. After discussion, it was decided to defer the project. The Board, however, agreed that a shade cover over a portion of the pool deck would be beneficial and it will therefore be placed on the list of capital expenditure items for consideration in the future. In the meantime, a few additional umbrellas could be added if needed for the upcoming season.

Clubhouse Use Survey. Connie Burke and Leslie Walker-Hirsch reviewed the clubhouse survey data and Connie Burke provided their comments and recommendations to the Board:

At the request of several homeowners, EPCSA conducted a survey of clubhouse use. This survey was sent out on February 1, 2025. There was an excellent response. Of 188 properties, 126 (67%) responses were received. Not all questions were answered by all 126 responders.

Attached is a summary of the responses (see Summary of the EPCSA Survey Regarding Clubhouse Use Conducted February 2025) and below are the highlights of the survey.

- 65% of 92 responders used clubhouse for HOA meetings, HOA events & social gatherings
- 88% of 99 responders feel that the existing facility is appropriate for their current uses
- 49% of 113 responders have never used the clubhouse
- 82% of 99 responses feel current furnishings meet their needs
- 30% of 101 responses are very satisfied; 33% satisfied; 31% neutral; 6% were divided between being very dissatisfied and dissatisfied
- 63% of 102 responses are interested in adopting a tiered user fee
- 54% of 103 responses are willing to consider a higher assessment for changes; 47% of 103 responses are not willing to consider a higher assessment

Based on these survey results, our recommendations are:

- Replace the existing card tables with better, sturdier ones.
- Change the fee structure, to make it economical for smaller groups or shorter events.
- Continue current reservation system and evaluate the usage to see if these changes promote more clubhouse use. If there is an increase in clubhouse use, consider some of the other suggestions from our residents.

After a review of the results and comments and thinking about how to use the clubhouse, it seems that some residents would like to see the clubhouse as an alternative to their living rooms. However, as nice as comfortable furniture, rugs, and artwork may be, we do not think that was the intended purpose for a clubhouse such as ours. Large events, meetings, parties, that can serve 20 or more people seem more in keeping with the intended use. In the mid-2000's when the clubhouse was remodeled, the three smaller rooms were made into one large space. The carpet in what had been the office, was removed and the partitions between the entryway and the main meeting room were removed, thus making the space more functional for up to 100. The dishwasher and area rug were eliminated as well.

In order to accommodate the greatest number of potential uses, we think making a few minor changes, such as better card tables and a more equitable fee structure for smaller groups, are the right things to do. If we see an uptick in use, then we can re-evaluate how the clubhouse is being used and reconsider some of the other changes that have been suggested.

Following discussion, the Board agreed to consider card table replacements upon review of cost estimates.

A motion was made, seconded, and passed unanimously to establish the following tiered fee structure for Clubhouse Use on a trial basis to be implemented at the time of the opening of the pool for the season (on May 24) and to be reviewed by the Board after six months :

- Option 1 (food/beverages served):
 - 2 hours or less \$25.00
 - 2 - 4 hours \$50.00
 - 4 hours or more \$75.00
- Option 2 (no food/beverages served):
 - 2 hours or less \$ 0.00
 - 2 - 4 hours \$25.00
 - 4 hours or more \$50.00
- Option 3 (no food/beverage served): A per person fee of \$2.00

The tiered fees will be implemented at the start of the pool season on Saturday May 24 and will be reviewed by the Board after six months of implementation.

New Business: President Shears suggested the Board sponsor another Fire Prevention Information session for the Estancia Primera Community. Connie Burke will organize a gathering for May.

Homeowners Comments: President Shears mentioned that she had an inquiry about the possibility of returning to in person board meetings at the clubhouse. Board members again agreed to continue meeting via Zoom due to the ability of attendance by owners primarily living outside of Santa Fe and board members to be able to attend when traveling.

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

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:44 a.m.

Brenda L Shears

Minutes prepared and submitted by: *Linda Averett* Date: May 9, 2025

(Brenda Shears President, & Linda Averett, Secretary)

Brenda L Shears

Signed on behalf of Board by: Date: May 9, 2025

(Brenda Shears - President)

Estancia Primera ARB Projects (April 2025)

Name of Owner	Address	Type of Project	Approval	Deposit	Status
Schnitzer	353 Los Nidos	Fence screen request	Pending	\$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	Approved	\$250	
Kay West	762 Calle Altamira	Wall Installation and gardent	Pendng	No Deposit	

Outline of Phase 2 of *External Facilities and Grounds Renovation Project* **April 11, 2025**

This project will address the following issues:

- Cracking tile and grout on patio and both outer and inner clubhouse entry areas
- Likely degradation of underlying concrete and maybe even sub-base
- Drainage problem in walled in landscaped area next to clubhouse (LHS of main entry)
- Drainage problem on patio
- Removal of holes in garden wall that currently provide the only water drainage off the patio
- Running an irrigation supply line from LHS landscaped area over to RHS planter
- Removing the step-up gap between the concrete upper ADA ramp and the tile on RHS near pool wrought-iron fencing
- Main-step handrail code violation

LHS = left-hand side

RHS = right-hand side

All from the perspective of looking at the clubhouse from the base of the main entry steps

This project will not address the following issues:

- Concrete cracks along the upper ADA ramp (because this would then require that we put in handrails on both sides down that ramp, which would be problematic)

Project elements where there are options:

- Decorative concrete, stamped concrete, tile or flagstone – the first two options would probably extend the life of the patio decking because water could not pool between a tile or flagstone substrate and the underlying concrete
- Handrail in the center or on the two sides of the main entry steps

Type of contractor:

- Patio and Deck contractor with embedded Landscape Architecture capabilities

Possible staging of project:

- Demo and prep sub-base under main-entry steps (incl. new bottom step), outer entry area, and inner entry area
- Install irrigation supply line and hand-rail option (along main entry steps)
- Demo patio area before pouring concrete on the above 3 areas
- Finish work on main-entry steps, outer entry area, and inner entry area
- Prep patio area sub-base
- Install drainage solution in patio area and walled-in landscape area
- Touch up patio area sub-base prep if needed
- Finish work on patio area

Benefits in removing the underlying concrete:

- Increase the reliability and longevity of the patio and entry area deck renovation
- Address any sub-base issues, including the need to re-grade as part of the drainage solution
- Simplify drainage solutions by allowing for 1) re-grading, 2) more options for the location and type of drains to be used, and 3) piping the water underneath the garden wall and up into the

graveled landscape area, after which (when the garden walls are re-stuccoed) we can seal the unsightly weep holes and no longer have to worry about water discoloration of the stucco on the outside of the garden wall.

- Provide multiple options for the type of patio (see above)
- Simplify installation of an irrigation supply line between LHS landscaped area and RHS planter

Other:

- Do not need a city permit
- Do not involve anything that would have to be ADA compliant

Submitted by Sandy Farmer

Summary of the EPCSA Survey Regarding Clubhouse Use Conducted February 2025

64% response rate. That is an excellent response (120 of 188 properties). Note not all questions were answered by all 120 respondents

49% of 113 responses have never used the clubhouse

65% of 92 responses used clubhouse for HOA meetings, HOA events & social gatherings

12% indicated other uses and these are the types of other uses:

Neighborhood HOA events, handball, swimming/picnic, birthday and other parties, wedding related events, community yard sale, EP women's group, gathering with friends

88% of 99 responses feel existing facility is appropriate to current uses

82% of 99 responses feel current furnishing meet their needs

38 responders provided a variety of ways furnishings could better meet needs:

- General updating of furnishings
- Replace/upgrade card tables
- Add casual seating (for resident use for book clubs, cards/games); cognizant of need to be able to have flexibility to rearrange furniture for meetings
- Add Ping-Pong table
- Add gym equipment (This has been addressed in the past, however due to liability and sanitary reasons, and the availability of good gyms in this town, this idea has been rejected) *

45 responders provided a variety other activities and events for which they would like to use the Clubhouse

- Book clubs
- Gatherings with larger groups of friends and family
- Card & board games
- Ping-Pong
- Exercise classes

64% of 50 responses (those that responded to above question about other activities and events), do not need or want different or additional furnishings

21 respondents listed different or additional furnishings that would be needed:

- Comfortable upholstered chairs, sofas, accompanying tables
- Better folding card tables

- Square tables for cards
- Buffet style tables for food (there are four 6' tables used for buffets) *
- Ping-Pong set
- Work desk
- Wi-Fi (the clubhouse has Wi-Fi) *
- New artwork/window treatments (the current artwork has been donated)
- Pretty rugs (Rugs were initially a part of the décor in the 1990's but were removed due to cleaning issues and wear and tear) *

63% of 102 responses are interested in adopting a tiered user fee

30% of 101 responses very satisfied; 33% satisfied; 31% neutral; 6% were divided between being very dissatisfied and dissatisfied.

63 responses provided explanations for why satisfied or dissatisfied:

- Works well for HOA meetings and social events; but bathroom floors look grimy even after cleaning
- Locker rooms not well maintained
- Needs cleaning after every activity (light for small events, heavy for large events)
- Lighting on steps down to parking lot inadequate; esp. last steps
- Dated, unattractive, uninviting
- Should not have to pay for owners personal events, perhaps a refundable deposit
- Interested in stereo or sound system
- Should be properly furnished, not up to standards of EP community
- Keep building maintained to avoid large maintenance costs
- Happy with facility as is.

54% of 103 responses are willing to consider a higher assessment for changes

47% of 103 response are not willing to consider a higher assessment

*Additions in red are explanations to the comments

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, May 9, 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), Gene Creely (Vice President), Scott Bunton (Treasurer); Connie Burke, Barbara Chamberlin, Errol Levine, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch

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

Others Absent: Kurt Sommer (ARB Chair)

Homeowners Present: Andrea Woods-La Viveza

Approval of Minutes of Previous Board Meeting:

The minutes of the April meeting, along with the ARB report were approved unanimously as submitted.

Reports:

Treasurer's Report. Treasurer Scott Bunton reported the following concerning the status of EPCSA's bank accounts and budget:

There was \$137,780.22 in the operating checking account as of April 30, 2025. Of that amount, \$1,500.00 is the total of ARB deposits. Expenditures during April were in line with the 2025 budget.

EPCSA had a total of \$44,029.45 in capital reserve savings as of April 30 in two savings accounts, one at Enterprise Bank & Trust and the other at Century Bank, and an Enterprise Bank & Trust certificate of deposit. The 2025 budget approved by the Board includes a budgeted contribution to capital reserve savings of \$58,926 currently residing in the operating checking account, so EPCSA's capital reserve fund currently contains \$102,955.45, and that amount will continue to grow slowly as interest is earned. This assumes, of course, that there are no unavoidable capital reserve expenditures. No capital reserve projects or expenditures are planned this year or included in the 2025 budget; the objective for 2025 is to replenish the capital reserve fund so that at the end of the year it contains more than \$100,000.

The six-month CD at Enterprise Bank and Trust automatically renewed during April when it matured, in the absence of any action taken to prevent that from occurring. The new certificate will mature during October. Interestingly, given current the economy's and financial sector's volatility, the interest rate for the six-month CD was slightly higher than the rate for a one-year CD.

That fund will increase that further with next year's assessments and hopefully will provide the capability to move forward on the tile replacement and drainage improvement that is the next phase of work at the clubhouse in the Recreational Center.

Mr. Bunton received the \$125 annual invoice from the New Mexico Environment Department for the operating permit for the swimming pool. Mr. Bunton made a motion that the Board approve remitting \$125 to the New Mexico Environment Department to obtain our pool operating permit. The motion was seconded and approved unanimously.

Architectural Review Board Report. President Brenda Shears presented the report in the absence of Chair Kurt Sommer. Mr. Sommer will hold a meeting either in person or by zoom on Laurel Schnitzer's fence request, which was mentioned at the April EP Board meeting. A request by Kay West to install a wall and a garden is out for approval to the ARB members. See attached EP ARB Project List.

Real Estate Report. Chair Jill McIntosh reported:

- Two properties under contract last month have now closed - 682 La Viveza Court and 417 Los Altos Way.
- 409 Kachina Court was under contract for a short time and the contract did terminate. It is back on the market and currently priced at \$1.7 million.
- Five EP properties have closed since the first of the year.

Ms. McIntosh asks to be informed of any new listings so she can follow up with the disclosure statements to potential buyers.

Recreation Center Report. Recreation Center Manager Greg Casey gave the following report:

Pool: Mr. Carver with Kokopelli Pool Service will be cleaning the pool and checking for leaks, then will contact the City of Santa Fe for inspection. Mr. Casey is working to have the pool open for the May 26th Memorial Day weekend.

Clubhouse: The loose floor vents that had presented a trip hazard have been repaired. Mr. Casey will follow up on possibilities and costs for patching cracks in the exterior stucco.

Tennis Court Gate: A motion was made, seconded and approved unanimously for payment of \$1,550.00 plus any additional tax to Rapid Fire to replace the tennis court gate lock and continue the use of key cards for entrance.

Tennis Court Surface: David Laing of DML came out this week to inspect and discuss the previous repairs, which have not been sustainable. The water and freezing create stress in the asphalt layers and create some shifting and cracking; the tape system used for over a decade in our last few resurfacings is not holding up with the cracks we now have in the asphalt. Mr. Casey shared two possible options suggested through DML for consideration:

- Resurface the playing area only at estimated cost of \$13,500 plus tax. The resurfacing would need to be repeated about every 2-3 years due to cracks resulting from seepage between the layers.
- Remove all asphalt within the playing area and replace it with a concrete layer at cost of approximately \$115,000 plus tax; will then need to resurface every 5-6 years.
- Options will continue to be researched and discussed by Mr. Casey and the Estancia Primera Board.

Landscape: Mr. Casey will work with Enrique with Tierra Bonita Landscape to remove rocks in preparation for lighting re-installation.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that the irrigation was turned on for the season. The landscaping under the cottonwood on the island in front of the clubhouse is now complete and the large pots at the Clubhouse entrance have been replanted. Related expenses from budgeted sources that were incurred were approved by the board:

- \$416.53 for the irrigation turn-on, (which includes \$145.43 of an unbudgeted expense for repair and materials).
- \$237.33 including shipping for plantings in the cottonwood peninsula
- \$1,006.17 to Tierra Bonita for the installation of the cottonwood peninsula plantings
- \$45.38 for reimbursement to MaryAnn Scanlon for plants purchased for entrance pots

Unfinished Business:

ARB Minor Exterior Projects Application Revision. Final revisions are being made to the updated ARB minor exterior modification application.

Pool Deck Shade Cover. Connie Burke reported that the EPCSA board declined the idea of a sunshade over a portion of the pool because of the difficulty of installing one. The idea of a large, cantilevered umbrella was also declined due to hazardous risk. Mr. Casey has purchased two additional umbrellas for the pool area. The use of a 10x10 tent-like pop-up shade structure used at many sporting events was mentioned as another possibility.

New Business: There was none.

Homeowners Comments: There were none.

Announcements:

- The next EPCSA Board meeting will be held at 9:00 am on Friday, June 13, 2025, via Zoom.
- The Memorial Day Party will be held on Monday, May 26 from 5-7.
- The Wildfire Prevention Information Session will be held on May 28 at 4 pm at the Clubhouse.

Adjournment: motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 9:52 a.m.

Minutes prepared and submitted by: Linda Averett Date: June 13, 2025
(Brenda Shears President, & Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: June 13, 2025
(Brenda Shears - President)

Estancia Primera ARB Projects (May 2025)

Name of Owner	Address	Type of Project	Approval	Deposit	Status
Schnitzer	353 Los Nidos	Fence screen request	Pending	\$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	Approved	\$250	
Kay West	762 Calle Altamira	Wall Installation and gardent	Pendng	No Deposit	

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, June 13, 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), Gene Creely (Vice President), Scott Bunton (Treasurer); Connie Burke, Barbara Chamberlin, Errol Levine, Jill McIntosh, Leslie Walker-Hirsch and Jo Beth Speyer

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

Homeowners Present: Andrea Woods-La Viveza, Jason Baker-Los Nidos

Approval of Minutes of Previous Board Meeting:

The minutes of the May meeting were approved unanimously as submitted.

Reports:

Treasurer's Report.

Treasurer Scott Bunton reported the following concerning the status of EPCSA's bank accounts and budget:

There was \$134,536.40 in the operating checking account as of May 31, 2025. Of that amount, \$1,750.00 is the total of ARB deposits being held. Expenditures during May were in line with the 2025 budget. EPCSA had a total of \$44,030.05 in capital reserve savings as of May 31 in two savings accounts, one at Enterprise Bank & Trust and the other at Century Bank, and an Enterprise Bank & Trust certificate of deposit. The 2025 budget approved by the Board includes a budgeted contribution to capital reserve savings of \$58,926 currently residing in the operating checking account, so EPCSA's capital reserve fund currently contains \$102,956.05, and that amount will continue to grow slowly as interest is earned. This assumes, of course, that there are no unavoidable capital reserve expenditures. No capital reserve projects or expenditures are planned this year or included in the 2025 budget; the objective for 2025 is to replenish the capital reserve fund so that at the end of the year it contains more than \$100,000.

Kurt Summer inquired as to the status of Kay West's check. A check was written this spring and appears to be in Ms. West's mailbox. Ms. West will be provided with a key to her mailbox in the new Altamira cluster mailbox unit when she returns.

Architectural Review Board (ARB) Report. ARB Chair Kurt Sommer reported that there was controversy over solar panels installed in Kachina Hills without ARB approval. There is an issue with a number of provisions, especially the exposed conduit. The ARB had a meeting last Monday at which a vote was taken to have the homeowner take down the solar panels. The ARB has not received a response in writing from the homeowners about dealing with the issues.

The ARB continues to try and resolve the issue of the pathway between Laurel Schnitzer's house and through Jason Baker's and Mary Donohue's property. Mr. Baker and Ms. Donohue have blocked off the pathway through their property with a fence approved by the ARB. The approved vegetation planting has been delayed until the fall based on advice for the optimal installation time for the selected plantings. There continues to be controversy in the neighborhood regarding the fence as installed. Mr. Baker and Ms. Donohue have indicated they are open to some cosmetic changes and an informal meeting for interested parties to discuss possible options is scheduled for June 28. Any changes made to the fence will be of a voluntary nature.

A landscape request from Kay West has been approved.

The radon project in Kachina Hills has been approved and completed; Mr. Sommers will go by for a final look.

Mr. Bunton deposited the check received from the solar company for the ARB deposit related to the installation at 408 Kachina Hills. President Brenda Shears noted that the newly revised Appendix III-Minor Projects application instructions make it clear that all checks should be made payable to EPCSA and submitted by the owner.

President Shears reported that the Board of Directors of Los Nidos Homeowners Association nominated Len Zane, current owner of 504 Los Nidos Drive to fill the balance of Martha Beechler's term on the Estancia Primera Architectural Review Board that will expire September 2027. The appointment of Len Zane as the Los Nidos ARB representative was unanimously approved by the EPCSA Board Directors via email on May 10, 2025, following the May meeting.

Real Estate Report. Chair Jill McIntosh reported that there are three homes on the market: 409 Kachina Court, 694 La Viveza and 425 Calle Kokopelli. The home at 779 Paseo Cresta is currently pending under contract. Ms. McIntosh asks to be informed of any new listing so she can follow up with the disclosure statements to the potential buyers.

Recreation Center Report. Recreation Center Manager Greg Casey gave the following report.
Pool. The pool was opened on Saturday, May 26 as planned. There was an issue with the pool heater which has been resolved. From May 24 to June 10, we have had 53 sign ins in the pool log totaling 115 people. Two keycards were issued in May. Mr. Casey and Ms. Shears will be contacting Carver Busch of Kokopelli Pools regarding some of the charges on the May invoice related to the pool heater fan malfunction.

Patio. The BBQ grill on the pool patio has deteriorated to the point that the purchase of a replacement is recommended when the budget will support such an expenditure. Mr. Casey suggested the Board consider Blackstone for around \$400.

Pool Deck Shade Cover. The board continued discussion of the use of pop-up tents to provide more shade in the Clubhouse pool area. It was felt that sandbags would be adequate to hold the tents in place. The motion was made, seconded and approved unanimously to buy one blue popup tent as an experiment to obtain more shade in the pool area. Treasurer Scott Bunton made note that the \$500 budgeted for furnishings and equipment has been spent. The board approved the purchase of a blue 10x10 "pop-up" shade structure for approximately \$180-200 to provide additional shade on the pool deck as an experiment for the pool season.

Termite activity. There has been no further evidence of termite activity.

Tennis Court. President Shears and Cheryl Sommer are investigating additional possibilities for the repair of the tennis court to bring to the Board. Ms. Shears has researched the files and minutes in the archives regarding the maintenance history of the tennis court. The court was constructed in the early 1980s. In 1999, a second layer of asphalt was added at the time of a resurfacing. It is possible that some work was done in 2006. The most recent resurfacings were done in 2013 and 2021.

The tennis court gate is now operable and working. Mr. Casey will paint and make final repairs to the fencing.

Parking Lot Lighting. Several bollards are not working that run parallel to the tennis court along the parking lot due to a cut electric line. Mr. Casey will make the repair by running a new line from an existing bollard to the line that was apparently cut.

Stucco repair. Mr. Casey has had no response from contractors he has contacted regarding stucco repairs for the clubhouse. He will continue exploring options.

President Shears reported that she had nominated Audrey Chumley of 564 Los Nidos for appointment to the Clubhouse Committee (additional current members are Brenda Shears, Connie Burke, Bud Averett; ex-officio Rec Center Mgr. Greg Casey). Ms. Chumley's appointment to the Clubhouse Committee was unanimously approved by the EPCSA Board Directors via email on May 10, 2025, following the May meeting.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that the grounds continued to be maintained by Tierra Bonita, as per the contract.

Events & Social Report.

Memorial Day Pool Opening Party. Connie Burke reported that the Memorial Day pool opening party was well attended with over 70 attendees. Ms. Burke reported no significant change in Clubhouse reservations use since new tiered user fees were instated.

Wildfire Home Hazards Ms. Burke also reported that the Wildfire Home Hazard talk was very informative and attended by about 19 people. Ms. Burke has formed a small working group to coordinate with the ARB to identify items within the EPCSA Architectural Guidelines that may be appropriate for reconsideration in keeping with current wildfire mitigation efforts. Ms. Burke reported concerns that within the next 5 years the State's Insurance Board is going to come out with wildfire mitigation regulations that may have an impact on home insurance renewal. She encourages EPCSA to be proactive, especially when people are rethinking their landscaping. President Shears asked for further information for the next E-news with links to schedule home visits with the Santa Fe Fire Department.

Unfinished Business:

The Book of Resolutions will be revised to reflect the update to the ARB representative from Los Nidos and posted on the EPCSA web site.

Upon review of the final draft of the revision to the Architectural Review Board Minor Exterior Projects Application, Jill MacIntosh expressed concerns pertaining to confusion within the first two paragraphs of the instructions. Ms. Shears and Mr. Sommer will review language and make appropriate changes to clarify the instructions. The revised document will be emailed to the EPCSA board for final approval.

New Business:

The Food Depot's Neighbor to Neighbor Fund Drive. Barbara Chamberlin announced the Fund Drive is gearing up. She suggested that EPCSA promote the drive a bit later in the campaign since it continues through September 23, 2025. Ms. Chamberlin also would like other volunteers that are not board members to help with the Fund Drive. President Shears suggested sending a note to each neighborhood president asking them to promote participations within their neighborhood and she will put it in the next EPCSA E-news as well.

Annual Meeting. President Shears provided the board members with the 2025 updated annual meeting documents related to communication with the EPCSA members and those outlining the protocols for the annual meetings that have been previously approved by the board. Ms. Shears requested any edits be sent to her. The motion was made, seconded and approved unanimously that the Annual meeting be held August 13, 2025, at 7:00p.m. in person at the Estancia Primera Clubhouse and via Zoom.

Homeowners Comments: There were none.

Announcements: The next EPCSA Board meeting will be held at 9:00 am on Friday, July 11, 2025, via Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:00 a.m.

Minutes prepared and submitted by: Linda Averett Date: 7/11/25
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 7/11/25
(Brenda Shears - President)

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, July 11, 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); Connie Burke, Barbara Chamberlin, Errol Levine, Jill McIntosh, and Jo Beth Speyer

Directors Absent: Gene Creely (Vice President), Leslie Walker-Hirsch

Others Present: Greg Casey (Recreation Center Manager), Sandy Farmer (Capital Projects Manager)

Others Absent: Linda Averett (Secretary), Kurt Sommer (ARB Chair)

Homeowners Present: Andrea Woods-La Viveza, Jason Baker-Los Nidos, Cheryl Sommer

Approval of Minutes of Previous Board Meeting:

The minutes of the June meeting were approved unanimously, as corrected.

Reports:

Treasurer's Report.

Treasurer Scott Bunton reported the following:

Status of EPCSA's bank accounts and budget as of June 30, 2025. There was \$130,843.02 in the operating checking account, including \$2,250.00 of ARB deposits. Expenditures during June were in line with the 2025 budget. EPCSA had a total of \$44,030.63 in capital reserve savings in two savings accounts, one at Enterprise Bank & Trust and the other at Century Bank, and an Enterprise Bank & Trust certificate of deposit. The 2025 budget approved by the Board includes a budgeted contribution to capital reserve savings of \$58,926 currently residing in the operating checking account, so EPCSA's capital reserve fund currently contains \$102,956.63. That amount will continue to grow slowly as interest is earned assuming there are no unavoidable capital reserve expenditures; no capital reserve projects or expenditures are planned this year or included in the 2025 budget. The objective for 2025 is to replenish the capital reserve fund so that at the end of the year it contains more than \$100,000.

Commercial umbrella insurance policy. Last year the Board decided that the two-million-dollar umbrella policy EPCSA was carrying might not be adequate in the current insurance and liability market and decided to increase that coverage to five million dollars. We have received an invoice for the \$5,000,000 umbrella policy for the coming year, which is just below last year's cost. Mr. Bunton made a motion that EPCSA make payment of \$3,231.25 cents for a 5-million-dollar commercial umbrella insurance policy to Inszone Insurance Services, LLC (formerly Blue Chip Insurance Agency). The motion was seconded and approved following discussion. The actual

insurer is Distinguished Properties Umbrella Managers, Inc.; their financial arrangements are cared for by Inszone Insurance Services.

Property coverage and base liability insurance and directors and officers liability coverage.

Treasurer Bunton has not yet received the premium notices for the property coverage and base liability policy or for the directors and officers liability insurance. Those typically arrive from Cincinnati Insurance toward the end of July. When Mr. Bunton receives those premium notices, given that there is not an EPCSA Board meeting in August, he will be in touch with President Shears and determine when to ask for the Board's email vote to pay the premiums for those two policies.

Architectural Review Board (ARB) Report. No ARB report this month.

Real Estate Report. Chair Jill McIntosh reported two active listings at 601 Cumbre Vista and 694 La Viveza Ct.; two properties under contract at 409 Kachina Ct, 425 Calle Kokopelli that are expected to close at the end of July; and one that closed at the end of June - 779 Paseo Cresta.

Recreation Center Report. Recreation Center Manager Greg Casey gave the following report.

Clubhouse: Reservations have been similar to the past – a few each month.

Pool: There have been 341 people who used the pool during the last month: An average of 12 people per day, about the highest in the last 2 years. Pool temperature is set at 84 degrees.

The billing issues with Kokopelli pool service related to the heater issue at the start of the season have been corrected.

Pool Deck Shade Cover: Mr. Casey purchased and installed a pop canopy at the pool and has had about 12 positive comments since installation; no negative comments have been received.

Tennis Court. The Board reviewed and discussed options for tennis court renovations, with various cost estimates and maintenance approaches being considered. Ms. Sommer, an active tennis player and prior board member, has volunteered to assist in gathering information about options and costs. She has done some preliminary research and contacted several contractors. At this time with the information we have, it appears that we have a deteriorating court that will require more frequent crack repair and resurfacing every few years at a cost of about \$14,000-\$15,000 for the RiteWay tape system we have been using for crack repair, or removal and replacement of the entire court possibly with a post tension concrete technique that will last 20-30 years, at a cost of about \$100,000-\$175,000 to re-surface. This results in hard surface that may need another “cushion” surface at additional cost, which is a big planning and cost issue that would have to be done down the road. The court will continue to be monitored over the fall and spring with the possibility that a repair to the surface may have to be done before a decision can be made for a long-term solution decision. Ms. Sommer will secure a bid for a full replacement for our planning purposes and she and Mr. Casey agreed to continue doing research on the best approach and costs for the repair or replacement of the tennis court.

Stucco Repair: Three stucco contractors have provided cost estimates broken down by area. We have received options for some areas that can be repaired as well as costs for full replacement. The Board members indicated interest in exploring further the options for various areas of the Clubhouse building and tennis court walls. Mr. Casey will continue to provide information for the re-stuccoing to be done in stages versus a full re-stucco at one time. Sandy Farmer cautioned that no re-stucco should be done at the building entrance prior to the retile and drainage work

that is anticipated to be done in that area. Mr. Casey commented that the same caution may apply to work at the tennis court.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that Tierra Bonita continues summer maintenance tasks, including cutting grass, weeding, and cleaning the grounds behind the Clubhouse. The pinyon trees are reacting well to the spring injections that were done by Very Good Tree Service. The transplanted tree is also doing well.

Events & Social Report. Chair Connie Burke suggested another end of summer Fiesta Clubhouse Party. The Board members agreed that these events are a great way to increase socialization of the community. The motion to have the Fiesta Party on Labor Day, September 1, 2025, at which attendees would supply the food, was made, seconded and approved unanimously.

Wildfire Home Hazards Report. Ms. Burke will continue to seek information concerning Wildfire Home Hazard mitigation. Ms. Burke will coordinate with the ARB to identify items within the EPCSA Architectural Guidelines that may be appropriate for reconsideration in keeping with current wildfire mitigation efforts. Ms. Burke reported that Chubb Insurance Co. is leaving the Circle Drive community and residents are finding it increasingly difficult to acquire homeowners' insurance. President Shears encourages EPCSA to be proactive, especially as owners are rethinking their landscaping in relative to fire mitigation.

Phase 2 External Facilities and Grounds Renovation Project. Chair Sandy Farmer reported having contacted two contractors, both patio concrete and landscape design. Mr. Farmer provided numerous options for choosing the appropriate contractor, addressing the drainage issues, as well as concrete design. The Board members agreed to a walk-through of the project following today's meeting to consider possible approaches.

Unfinished Business: President Shears reported having made small revisions to the instructions for the *Architectural Review Board Minor Exterior Projects Application*, as suggested by Jill MacIntosh. The revised draft received board approval via email on June 16, 2025, and was subsequently posted to the EPCSA Web site.

Annual Members' Meeting. President Shears announced that member notices have been sent out. Ms. Shears requested Board member reports be sent in writing to prepare for annual summary. President Shears has not received any nominations other than the six for the current board members who are seeking reelection. Ms. Shears is expecting a nomination for Aspen Compound as Gene Creeley is not seeking reelection. Additional nominations may be submitted through July 14, 2025. Ms. Burke agreed to provide nonalcoholic refreshments. The Annual meeting will be held August 13, 2025, at 7:00 p.m. in person at the Estancia Primera Clubhouse and via Zoom.

The Food Depot's Neighbor to Neighbor Fund Drive. Barbara Chamberlin announced the Fund Drive is gearing up. Ms. Speyer will help with the Fund Drive. Ms. Chamberlain is contacting each neighborhood president asking them to promote participations within their neighborhood. A notice will be placed in the next EPCSA E-news as well.

New Business: President Shears reported that she is aware of three long-term rentals in the community and requested that Jill McIntosh and she be notified of any other long-term rentals of within EPCSA of which board members may be aware.

Homeowners Comments: There were none.

Announcements: The next EPCSA Board meeting will be held at 9:00 am on Friday, September 12, 2025, via Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 10:20 a.m.

Minutes prepared and submitted by: Linda Averett Date: 8/12/25
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 8/13/25
(Brenda Shears - President)

**Draft Minutes of the Annual Meeting of the Members of the
Estancia Primera Community Services Association (EPCSA)
Wednesday, August 13, 2025**

**Meeting Held in Person at EP Clubhouse and by Videoconference Using Zoom
(For approval at the August 2026 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: Linda Averett (Secretary), Kurt Sommer (EP ARB Chair), and Greg Casey (Clubhouse Manager).

Others Absent: Sandy Farmer (Capital Projects Coordinator).

Call to Order: Ms. 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 the minutes of the August 14, 2024, EPCSA Annual Members' Meeting, as corrected, was passed unanimously.

Election of Board Members: The board positions for the Altamira, Aspen Compound, Cresta, Kachina Hills, La Viveza, Los Altos and Los Altos Norte subdivisions became vacant on August 13, 2025. EP owners Jo Beth Speyer (Altamira), Ann Caldwell (Aspen Compound), Barbara Chamberlin (Cresta), Brenda Shears (Kachina Hills), Jill McIntosh (La Viveza), Scott Bunton (Los Altos), and Leslie Walker-Hirsch (Los Altos Norte), each submitted a Petition of Candidacy in good order signed by five EP Members in good standing by the due date of July 15, 2025 as required by Article VI, Section 4 of the Amended EPCSA Bylaws. Ms. Shears indicated that since none of the vacant positions were contested, it would be permissible, in accordance with past procedure, for the owners in attendance to elect the candidates by acclamation. A motion duly made and seconded that the seven candidates be elected by acclamation was then passed unanimously.

Reports:

President's Report. Ms. Shears reported that the 2024-2025 Board was comprised of President Brenda Shears, Vice President Gene Creely, Treasurer Scott Bunton and Directors Connie Burke, Barbara Chamberlin, Errol Levine, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch. Linda Averett served as Secretary; Kurt Sommer continued to chair the EPCSA Architectural Review Board (ARB); Jo Beth Speyer chaired the Grounds Maintenance Committee; and Connie Burke chaired the Social and Events Committee. Greg Casey continued as the Recreation Center Manager and Sandy Farmer managed capital projects. Ms. Shears thanked and acknowledged them for their service, as well as the many residents who contributed to the business and

betterment of the community during 2024 and 2025 through service to EP and neighborhood HOA boards and committees. At least sixty-four people, representing sixty different properties, contribute their time and talent to the community – some serving in two or more positions (see attached list).

Details of 2025 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 highlights would be presented in reports on the evening's agenda. An overview of this year includes:

- The financial goal this year was to rebuild the capital reserve fund for future major recreation center upgrades and maintenance requirements. The community owes a debt of gratitude to Treasurer Scott Bunton for his diligence in monitoring our annual expenses and for his financial planning efforts.
- The EPCSA ARB, under the leadership of Kurt Sommer and composed of representatives from each of the nine EP neighborhoods, continues to be active throughout the year in evaluating applications for a wide variety of exterior projects. A simplified revision of the Appendix III application form for minor exterior projects was completed this year.
- Jill McIntosh tracks EP real estate transactions and keeps the Board informed of listings and closings. Most sales go to contract quickly in our desirable community. Jill also provides Disclosure Certificates required for all home/lot sales when they go under contract.
- The Recreation Center continues to be an appreciated amenity, with the pool being a summer highlight. Greg Casey maintains the clubhouse and pool area. There continues to be some uplifting/cracking in the tennis court surface. Ms. Shears thanked Greg and Aspen Compound residents Dick and Anne Anderson for assistance with tennis court surface crack repairs, and Altamira resident Cheryl Sommer for researching tennis court repair and replacement options and for obtaining cost estimates for these for the Board.
- The Board created a clubhouse committee comprised of Connie Burke, Greg Casey, Bud Averett, Audrey Chumley and Brenda Shears to advise the Board on clubhouse use and concerns.
- The Board conducted a survey about owners' opinions about various aspects of clubhouse use. This resulted in a six-month trial revision of user fees. Ms. Shears expressed her appreciation to those who designed and set up the survey including the La Viveza HOA owners for providing the concept and first draft, Board members for refining the survey, Keith Kintigh for getting the survey into and out of the survey instrument and Connie Burke and Leslie Walker-Hirsch for analyzing the data and making recommendations to the Board.
- Ms. Shears thanked Connie Burke for organizing a successful Memorial Day pool opening party at the clubhouse and indicated that she looked forward to another event on Labor Day.
- The Grounds Maintenance Committee led by Jo Beth Speyer continues to oversee the appropriate maintenance and care of the grounds and trees. Ms. Shears thanked MaryAnn Scanlon for her professional expertise in continuing to guide the strategy for their upkeep. She also thanked Barbara Chamberlin for checking on vegetation encroaching on the sidewalk and curbs along Avenida Primera South.

- Keith Kintigh was thanked for his role in providing technical computer assistance to the Board.
- EP continues to participate in the Food Depot's Annual Neighbor to Neighbor Fund Drive (N-2-N). Barbara Chamberlin and Jo Beth Speyer coordinate the Drive within EP. The current drive continues through September 23. Ms. Shears encouraged owners to participate generously this year if they had not already done so. Due to serious cuts in federal funding, N-2-N is even more important to The Food Depot this year as its single biggest fund-raising drive than it has been in prior years. Ms. Shears was pleased to acknowledge that the 2024 participation resulted in contributions over \$20,000, with EP achieving second place in the friendly competition among neighborhoods in our category.

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 8 email to all EP owners:

1. Treasurer's August 2025 Report to EP Owners.
2. Notional 2026 Budget Based on July 31, 2025 budget status.
3. Projected EPCSA Capital Reserve Fund Expenditures 2025-2030.
4. Profit & Loss Budget Performance January through July 2025.
5. Calculations of potential increases in EPCSA assessments needed each year between 2026 and 2030.

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

- **Forecast of Adherence to the Current Year's Operating Budget:** Based on 2025 expenditures to date (attached), every indication is that EPCSA will end the current operating year (calendar 2025) with operating expenditures within the 2025 budget approved by the Board in November 2024 (on which the 2025 assessment level was based). He will recommend that any unexpended funds from the 2025 budget be transferred to the Capital Reserve Fund once 2026 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. Because this project consumed such a sizable proportion of the Capital Reserve Fund at that time, no other expenditures from the fund were planned for either 2024 or 2025 to replenish the fund with budgeted additions from assessment income. The Board hopes to replace the exterior tile on the street side of the Clubhouse and improve drainage in the front patio and adjoining large planters in the spring of 2026, and preparations are underway intended to enable that work to be put out for bids later this year.

The ability to undertake this project will depend primarily on its cost and on a decision the Board will make when it takes final action on the 2026 budget later this year whether to increase the annual assessment from the 2025 levels of \$820 per home and \$82 per unbuilt property. At the present time, Mr. Bunton anticipates recommending a ten percent assessment increase for 2026, to about \$900 per home and \$90 per unbuilt lot. (See the accompanying table for estimates of when Capital Reserve Fund expenditures may be needed and estimates of the amounts of those expenditures). In addition to the

tile/drainage project, it is likely two other significant Capital Reserve Fund projects may be needed in the next two to three years: re-stuccoing the Clubhouse and appurtenant freestanding walls and complete resurfacing of the tennis court. The Board estimates that those two projects together will each have costs in the \$120,000 to \$150,000 range. The Board currently expects to have the tennis court resurfaced every two to three years at an approximate cost of \$14,000 for each occurrence. However, if resurfacing the tennis court does not provide an acceptable long-term solution to recurrent cracks, the Board might conclude that full reconstruction of the playing area will be required, in which case the cost for that reconstruction likely will exceed \$100,000.

- *Investments of and Anticipated Income from the EP Capital Reserve Fund:* The July 31, 2025 Balance Sheet shows \$44,234.97 in the Capital Reserve Fund, divided into three accounts – \$23,268.87 in a business high performance money market savings account at Century Bank earning interest of .03 percent, \$333.26 in a business savings account with Enterprise Bank and Trust earning interest of .05 percent, and a six-month Certificate of Deposit in the amount of \$20,632.84 at Enterprise Bank and Trust. In addition, \$58,926.00 is scheduled to be transferred from the operating account into Capital Reserves (or the balance after subtracting from that amount the cost of any unplanned but unavoidable Capital Reserve expenditures that occur before the end of the year), yielding a total amount of \$103,160.97 at year's end.

Slight income from the amounts in the Fund is anticipated for the remainder of 2025 and during 2026. Interest rates are currently low, and if the Federal Reserve acts to reduce the prime interest rate, savings account interest rates very likely will decline further. Decisions regarding placement of Capital Reserve Funds will be made in a manner providing optimum net after-tax income (taking into account that any interest or investment income in excess of \$100 a year is subject to federal income taxation at the flat rate of 30 percent applicable to homeowners associations) – while ensuring safety of principal, advisable liquidity (especially to pay bills associated with the tile replacement and drainage project if it is begun in the spring next year), and the Treasurer's ability to make necessary transactions.

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

- The EPCSA Board has approved a new ARB application form for minor exterior projects. This is available on the ARB section of the EPCSA website as Appendix III. Mr. Sommer urged that owners use this form to apply for approval for all minor exterior projects (see Architectural Guidelines on EPCSA website). An important requirement is that applicants notify all adjacent neighbors who might be affected by any project and should list those contacted in the relevant section of the revised Appendix III form.
- Mr. Sommer and ARB member Connie Burke are currently evaluating the EP architectural guidelines to determine whether they can be revised to restrict changes to properties and landscaping that might increase the fire risk in EP. He indicated also that the number and sizes of neighborhood trees have increased greatly over the years. Although the ARB does not intend to ask owners to remove trees, the ARB plans to take a more liberal approach when owners submit applications to remove trees from their properties to reduce the potential for fire damage to their properties if a significant wildfire should affect our area.

- The ARB continues to receive applications to install rooftop solar panels, mini-split air-conditioning systems and radon remediation systems. Mr. Sommer indicated that all such installations require prior written ARB approval. The ARB will collaborate with applicants for such projects to ensure that façade ductwork if allowed is done only in inconspicuous locations. However, ducts passing over parapets are not allowed. Instances have been encountered in which owners have proceeded with rooftop solar panels and mini-split air-conditioning installations without ARB consultation. This leaves the ARB in a difficult position in which it must require costly revisions to such unauthorized installations at the owner's expense to bring the installations into compliance with community standards.

Real Estate Report. Jill McIntosh reported that she continues to present a report to the EP Board of Directors at its monthly meetings regarding all real estate activity in the subdivision. This is necessary so that the EPCSA can keep track of changes of home and lot ownership. This information enables EPCSA to maintain an updated address list and to ensure that homeowners are billed properly for their annual assessments. Also, in accordance with the provisions of the HOA Act of 2013, as amended, Ms. McIntosh provides Disclosure Certificates and documents for all EP properties that go under contract. Since August 2024, eleven homes were sold, ranging in price from \$895,000 to \$3,200,000.

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

- **Clubhouse and Recreation Center Grounds:** Overall clubhouse use has been good for the year to date. There were about three clubhouse meeting room reservations per month. Three to four players consistently used the racquetball court. Four new or replacement key cards were issued to date for 2025. In January 2025, there was a leak from a hose bib connection that froze and flooded the clubhouse interior without causing significant damage and that was quickly repaired. Some cracks in the interior clubhouse dry wall continue to be monitored to make sure there are no issues with excessive settling. Roof maintenance and repairs were done in the fall of 2024. The roof will be inspected again in August 2025. Estimates were obtained for the repair of stucco cracks in the clubhouse building and exterior recreation center stucco walls.
- **Pool:** The pool opened on May 26 and has seen good use for the 2025 summer season with 877 residents and guests having used the pool for an average of 11.4 people per day. The pool heater failed at the beginning of the season and was quickly repaired. The pool is being maintained about three times each week by Kokopelli Pool and Spa, LLC. Four lounge cushions were replaced. In response to an owner's request, the Board agreed to consider installing a sunshade at west end of the pool. However, the cost for this was considered too high by the Board and there was insufficient time to get such an installation accomplished for the 2025 season; instead, a less expensive pop-up shade structure was added on a trial basis and has been positively received.
- **Tennis Court:** The tennis court is seeing good use in 2025. There are two issues still to be addressed at the tennis court:
 - 1) The surface crack repairs made last year re-opened after the winter and spring seasons. EPCSA has received a cost estimate for resurfacing the court from a contractor who has done several prior resurfacings for the Association. The Board also

asked Cheryl Sommer to look at other options to correct the crack issues. She reported that a total replacement of the court surface might cost more than \$100,000. Mr. Casey and Aspen Compound owner Dick Anderson take corrective action to repair cracks in the playing area throughout each playing season.

2) Mr. Casey will do some touchups to the tennis court fence and gate this fall.

Grounds Committee Report. Committee Chair Jo Beth Speyer reported that the Grounds Committee continues to maintain the Clubhouse grounds, utilizing the services of Tierra Bonita Landscaping and arborists, Chris Seidel and Very Good Tree Service. The transplanted trees are doing well, as are the trees which were injected to prevent scale infestations. The area behind the Clubhouse was effectively cleaned up by Tierra Bonita's team. The grounds are thriving, thanks to the Committee and the consulting expertise of MaryAnn Scanlon.

Exterior Facilities and Grounds Renovation Project - Phase 2 Tile & Drainage Report. Scott Bunton read the report provided by Capital Reserves Project Coordinator Sandy Farmer, who was unable to be present. This report deals only with Phase 2 of the Capital Projects Exterior Facilities Renovation project.

As background, Phase 1 involved the removal and replacement of the east and south sidewalks, east and south curbs and gutters, select curbs and gutters elsewhere, and the parking lot asphalt. In addition, a new landscape peninsula was constructed in front of the large cottonwood tree; and the existing large, concrete peninsula in front of the clubhouse was removed. Phase 1 construction was completed on May 24, 2024.

Phase 2 will address the following deficiencies in the exterior facilities at the clubhouse entrance:

- Cracked tile and grout on patio and both outer and inner clubhouse entry areas.
- Likely degradation of underlying concrete and even the sub-base.
- Drainage problem in walled-in landscaped area next to clubhouse (at left-hand side of main entry looking toward the clubhouse).
- Inconsistent patio drainage through weep holes at the inside bottom of the patio wall.
- Undesirable aesthetics from weep holes and water stains on outside of the patio wall.
- Lack of automated irrigation in planter at right-hand side of main entry looking toward the clubhouse.
- Step-up gap between the concrete upper ADA ramp and the outer clubhouse entry tile
- Code violations for handrail along the main entry steps.

Phase 2 will not address the re-stuccoing and/or patching of the patio wall and other walls around the clubhouse and entrance areas.

Currently, Sandy Farmer is exploring practical options for dealing with the above issues with a couple of different contractors. The main design options will involve the type of patio surface (e.g., decorative concrete, flagstone, and/or tile) and the type of patio drains.

Report on Legal Matters. Vice President Gene Creely provided an update on litigation against EPCSA. At the time of the 2024 annual meeting, EPCSA was engaged in litigation initiated by a Cresta owner concerning a gabion (approved by the ARB and by the EP Board of Directors on appeal) that was installed on a lot in the Cresta neighborhood as a surface water runoff control measure. EPCSA was defended in the lawsuit by defense counsel engaged by its insurer. On

behalf of the EPCSA, defense counsel filed a motion to dismiss the lawsuit, and the trial court granted the motion to dismiss. Thereafter, the plaintiff filed a motion for reconsideration, and the trial court denied the motion for reconsideration, thereby reaffirming its prior dismissal. The plaintiff failed to timely appeal the decision to the New Mexico Court of Appeals. As a result, the dismissal became final. Currently, there are no other litigation or pending legal matters being addressed by EPCSA, and none is anticipated.

Ms. Shears and Mr. Bunton thanked Gene Creely for his exceptional service to the Board during several years in dealing with legal issues.

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

- A clubhouse use survey was conducted with particularly good response - 120 out of 188 households responded (64%). The survey showed that most owners like things just as they are, except for the use fee and the somewhat unstable card tables (survey results are attached to EPCSA April 11 minutes available online at estanciaprimer.org).
- New card tables will be purchased in 2026.
- The Clubhouse Use Fee has been amended and scaled depending on the number of hours used and if food and beverages are served.
 - Option 1 (food and beverages served)
 - a. 2 hours or less \$25.00
 - b. 2 - 4 hours \$50.00
 - c. 4 hour or more \$75.00
 - Option 2 (no food/beverages served)
 - a. 2 hours or less \$ 0.00
 - b. 2 - 4 hours \$25.00
 - c. 4 hours or more \$50.00
 - Option 3 (no food/beverage served)
 - A per person fee of \$2.00
- The Annual Memorial Day Pool Opening Party was held on May 26, 2025. 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 wildfire prevention information meeting was held at the Clubhouse on May 28. Porfirio Chavarria, a Wildland Urban Interface expert with the Santa Fe Fire Department, presented information regarding fire safety. He offered to schedule individual homeowner's visits to their property to determine how to manage the vegetation around their homes to lessen fire risk.

Prior to that Ms. Burke attended a day-long seminar regarding wildfire prevention in a wildland urban interface. Presenters at this seminar included: Representatives from the Santa Fe Fire Department, County of Santa Fe, and U.S. Forest Service. The Office of the Superintendent of Insurance presented a panel discussion outlining potential future fire mitigation requirements. Ms. Burke will review each of the individual nine neighborhood's HOA's CC&Rs along with the EPCSA CC&Rs to determine what rules each entity has regarding vegetation placement, fencing, and ways to mitigate wildfire.

Collaborating with a small committee, she will present possible guidelines to reduce losses should a wildfire occur.

- An end of the season Fiesta potluck party is planned for Labor Day, Monday September 1 at 5:30. Last year's event was a great success.
- If there is interest in holding a fall garage sale, one will be considered.

President Shears added a few comments regarding the social networks that exist within EP and suggested new owners should feel free to contact her or others for connections to residents who might share their interests. Ann Caldwell suggested that participation in the EP Women's Group is a valuable resource for meeting neighbors. Ms. Shears asked new owners present to introduce themselves if they felt comfortable doing so. In attendance were Jex and Sacha Csicsery-Ronay (Kachina Hills), Lee and Libby Boyle (Cresta), and Len and Jeri Zane (Los Nidos).

Unfinished Business: There was none.

New Business: There was none.

Additional Homeowner Comments: An owner suggested that the Board consider adding clubhouse air conditioning to the capital reserve project list for future consideration. Another owner suggested that if the Clubhouse was booked for meetings with daytime presentations, it be made clear that a projector with strong illumination would be needed for good visibility because sunlight that comes through the upper windows in the meeting room makes it difficult for attendees to see visual material.

Announcements:

Next Board meeting: Friday, September 11, 2025, at 9:00 am.

Food Depot's Neighbor to Neighbor Food Drive: This will extend through September 23, 2025.

Adjournment: A motion was made and seconded to adjourn the meeting, and President Shears adjourned it at 8:16 pm with unanimous approval of the attendees.

Minutes prepared and submitted by:

_____ Date: 9/12/25
Brenda Shears (President) & Linda Averett (Secretary)

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

2025 EP Volunteers*

Anne Anderson	Tennis court assistance
Dick Anderson	Tennis court assistance
Bud Averett	Los Altos Board & EP Clubhouse Committee
Linda Averett	EPCSA Board Secretary
Linda Baker	Los Nidos ARC
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
James Caldwell	Los Nidos Board
Barbara Chamberlin	EPCSA Board, Cresta Board & ARC, Food Depot N2N Fund Drive
Audrey Chumley	Los Nidos Board & ARC, EP Clubhouse Comm
Jim Clay	Los Altos ARC
Roberta Colton	Los Nidos Board
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
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
Anna Hargreaves	La Viveza Board
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 & ARC
Errol Levine	EPCSA Board-Los Nidos
Michael McCollum	EPCSA ARB-Los Altos Norte
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

Julia Rose	Los Nidos Board
Randy Rose	La Viveza Board
Maryann Scanlon	EPCSA Grounds Comm
Terry Schultz	Little Library maintenance
Rebecca Shaw	La Viveza Board
Brenda Shears	EPCSA Board-Kachina Hills
Cheryl Sommer	Tennis court assistance
Kurt Sommer	EPCSA ARB, Altamira Board & ARC
Jo Beth Speyer	EPCSA Board & Grounds Comm, Altamira Board
David Sproat	Los Altos Board & ARC
Susanne Stauffer	Kachina ARC
Drew Stewart	La Viveza Board & 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
Andrea Woods	La Viveza ARC
Kate Woods	Cumbre Vista Board
Len Zane	EPCSA ARB-Los Nidos

*Thanks to the 64 people, representing about 58 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.

Calculating EPCSA Assessment Levels Needed 2026-2030

		Long-Range Financial Plan 2026-2030						6-Year TOTAL 2025-2030	11/4/2024
Fiscal Year ending 12/31	Actual 2024	Budget 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030		NOTES
Capital Reserve Fund Value - Beginning of Year	\$276,924	\$40,012	\$107,359	\$70,732	\$121,014	\$94,996	\$170,892		
A. Assessment and Other Income									
Percentage Increase of Assessment Over Previous Year		25%	10%	0%	8%	0%	0%		Percentage Increase of Assessment Over Previous Year
1. Annual Assessment Per Household	\$656	\$820	\$902	\$902	\$974	\$974	\$974		
(x) Number of Households	182	182	182	182	182	182	182		
= Total Annual Household Assessments	\$119,392	\$149,240	\$164,164	\$164,164	\$177,297	\$177,297	\$177,297	\$1,009,459	
2. Assessments: Vacant Lots	\$66	\$82	\$90	\$90	\$97	\$97	\$97		
(x) Number of Vacant Lots	6	6	6	6	6	6	6		
= Total Assessments on Vacant Lots	\$396	\$492	\$541	\$541	\$584	\$584	\$584	\$3,328	
3. Miscellaneous Income	\$1,700	\$1,825	\$1,825	\$1,825	\$1,825	\$1,825	\$1,825	\$10,950	from Clubhouse Use Fees, Other Fees, Interest, etc.
TOTAL Estancia Primera HOA Income	\$121,488	\$151,557	\$166,530	\$166,530	\$179,707	\$179,707	\$179,707	\$1,023,737	
% change from prior year	n/a	24.8%	9.9%	0.0%	7.9%	0.0%	0.0%		
B. Operating Expenses									
1. Total Operating Expenditures	\$73,400	\$84,210	\$87,157	\$90,208	\$93,365	\$96,633	\$100,015	\$551,588	
as % of Total Income	60%	56%	52%	54%	52%	54%	56%	54%	Total Op Expend. (Line B1) divided by Total Income (Sect. A Total)
% Increase from prior year	n/a	14.7%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	Annual inflation assumption for Operating Expenditures
C. Sources of Cash for Capital Projects									
1. Annual contribution to capital (including contributions from other sources)	\$48,088	\$67,347	\$79,373	\$76,322	\$86,341	\$83,074	\$79,692	\$472,149	Total Income (Sect.A) minus Total Operating Expend. (Line B1)
+ 2. Capital Reserve Funds at end prior year	\$276,924	\$40,012	\$107,359	\$70,732	\$121,014	\$94,996	\$170,892		
= Total Cash Available for Capital Projects	\$325,012	\$107,359	\$186,732	\$147,054	\$207,356	\$178,069	\$250,584	\$1,077,154	
D. (Less) Total Capital Project Expenditures	\$285,000	\$0	\$116,000	\$26,040	\$112,360	\$7,177	\$29,172	\$290,749	Use cost from Capital Reserve item spreadsheet plus 5%/year inflation Avg.Capital Expenditure/Year 2025-2030 = \$48,458
E. Capital Reserve Fund Value - End of Year	\$40,012	\$107,359	\$70,732	\$121,014	\$94,996	\$170,892	\$221,412	2030 Goal is \$199,000	End of Year value of Capital Reserve Fund should always be at least \$199,000 in 2030 dollars (adjusted thereafter for inflation)

**Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, September 12, 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), Connie Burke (Vice President), Scott Bunton (Treasurer), Errol Levine, Jill McIntosh, Jo Beth Speyer, Ann Caldwell, Barbara Chamberlin, and Leslie Walker-Hirsch.

Others Present: Greg Casey (Recreation Center Manager) and Kurt Sommer (ARB Chair).

Others Absent: Linda Averett (Secretary), Sandy Farmer (Capital Projects Coordinator).

Homeowner Present: Audrey Chumley (Los Nidos).

Nomination and Election of New Board Officers – September 2025-August 2026: A motion made and seconded to elect the following slate of candidates by acclamation was approved unanimously:

President - Brenda Shears
Vice President - Connie Burke
Scott Bunton - Treasurer
Linda Averett - Secretary

Approval of Previous Board Meeting Minutes:

- The minutes of the July 11, 2025 Board meeting were approved unanimously by the Board via email. They have been signed and posted on the EPCSA website.
- A motion to accept the accuracy of the August 13, 2025 draft Annual Meeting minutes was made, seconded and unanimously approved. These will be submitted to the EP owners for approval at the August 2026 Annual Members' meeting.
- A correction was proposed for the Clubhouse Manager's report in the March 14, 2025 minutes. Since the quarterly Truly Nolen Pest Control inspection was not in effect at that time (as stated incorrectly in the minutes) the relevant sentence should read, "Mr. Casey noted there had been no evidence of mice in the Clubhouse." A motion was made, seconded and unanimously approved to modify the March 2025 minutes accordingly and to post the correction on the EPCSA website.

Architectural Review Board Appointments, per Book of Resolutions Part IV.5: Chair Kurt Sommer stated that ARB members are appointed by the EP Board of Directors for staggered 3-year terms. The terms for the ARB representatives/members from Cumbre Vista, Kachina Hills, and La Viveza expired in September 2025. The following nominations were received from these neighborhoods to fill the now vacant positions: Connie Burke (Cumbre Vista), Keith Kintigh

(Kachina Hills), and Rita Meek (La Viveza). A motion was made, seconded and unanimously approved to approve these nominations for three-year terms ending in September 2028.

Designation of Board Member Responsible for Duties Pertaining to Sales of EP homes for New Board Year Beginning September 2025, per subsection III.G.1 of the Book of

Resolutions: A motion made and seconded to re-appoint Jill McIntosh to continue with the duties of tracking real estate sales and providing disclosure documents for all home sales in Estancia Primera was approved unanimously.

Reports:

Treasurer's Report. Treasurer Scott Bunton reported the following:

Status of EPCSA Bank Accounts. There was \$100,889.83 in the EPCSA operating checking account as of August 31, 2025. Of that amount, \$1,750.00 is the total of ARB deposits held on that date. Of the \$100,889.83 amount, \$58,926 is the budgeted 2025 contribution to capital reserve savings that will be moved into savings accounts later in the year. EPCSA has \$40,213.83 of budgeted operating funding left for the year, including the \$8,421 operating contingency fund. Barring unanticipated emergency needs, EPCSA is on a trajectory to finish the year in the black. Total expenditures during August were in line with the 2025 budget.

Capital Reserves. EPCSA had a total of \$44,235.58 in capital reserve savings as of August 31 in two savings accounts, one at Enterprise Bank & Trust and the other at Century Bank, and an Enterprise Bank & Trust certificate of deposit. As noted above, the 2025 budget approved by the Board includes a budgeted contribution to capital reserve savings of \$58,926 currently residing in the operating checking account, so EPCSA's capital reserve fund currently contains \$102,956.63, and that amount will continue to grow slowly as interest is earned. This assumes, of course, that there are no unavoidable capital reserve expenditures. No capital reserve projects or expenditures are planned this year or included in the 2025 budget; the objective for 2025 is to replenish the capital reserve fund so that at the end of the year it contains more than \$100,000.

Budget Requests. Budget estimates for 2026 should be submitted as soon as possible. The Grounds Maintenance Committee has submitted a tentative request.

Insurance. All three insurance policy premiums have been paid for the year. These include the directors' and officers' liability insurance, property, regular liability, and the liability insurance umbrella. These policies are in effect through August 2026.

Request for Reimbursement. A down payment to TNT pest control for \$523.61, which was approved by email by the Board, was made via Mr. Bunton's credit card. A motion was made, seconded and unanimously approved to reimburse Mr. Bunton for \$523.61.

Proof of Insurance Request. Jill McIntosh requested a document showing proof of insurance for EP for inclusion in future home sale disclosure. Mr. Bunton has requested this information, but it will not be available until the policies have been renewed.

Architectural Review Board Report. Chair Kurt Sommer reported that the ARB has received several tree removal requests. There is a need for the ARB to create a tree removal policy as soon as possible to help minimize fire risks, and to address conflicts with the current requirements for vegetation removal. Mr. Sommer reported that he has received applications for a Trombe wall removal in Altamira and for door and window replacements in a home Los Altos.

The issue of a rooftop solar panel installation done in Kachina Hills without ARB approval remains under review.

Real Estate Report. Jill McIntosh reported that two homes have closed: 694 La Viveza and 601 Cumbre Vista. Ms. McIntosh also reported that the property at 545 Los Nidos Drive is under contract and is scheduled to close in early October 2025. Nine EP homes have been sold since January 1, 2025.

Recreation Center Report. Recreation Center Manager Greg Casey reported on the following:
Pool. 126 entries in the pool use log, an average of 4.5 groups a day. A motion to close the pool on September 29, 2025, was made, seconded and approved unanimously. The heater vent on the clubhouse roof was repaired, and the stack was painted.

Pest Control. A mice infestation at the Clubhouse was discovered in mid-August. It was decided that this needed to be managed urgently for health, sanitary and aesthetic reasons and that steps needed to be taken to monitor mouse infestations in the future once the present infestation had been controlled. Mr. Casey contacted TNT Pest Control Services (the company used for our termite concerns) and received an estimate for rodent control and on-going general services. This information was reviewed by Mr. Bunton, Ms. Shears, and Ms. Burke and sent to the Board via email for review and approval. Ms. Shears made the following motion for Board consideration via email:

I move that the Board approve EPCSA entering into, and authorize President Brenda Shears to execute, a one-year contract with the pest control company TNT Pest Control Service of Santa Fe to both provide ongoing rodent/mice and insect control for the Clubhouse and to immediately eliminate the presence of mice that have entered the building, and that the Board authorize a payment to TNT during the one-year agreement period not-to-exceed \$1,800 including tax for its charges and fees for quarterly servicing of the contract, five exterior bait stations, elimination/removal of mice currently inhabiting the building, and sealing all avenues of rodent ingress/egress (the last item of which carries a one-year warranty).

The motion was approved unanimously via return emails. Subsequently, traps were set and monitored. Mr. Casey reported that seven mice inside and three outside were trapped, and the points of entry sealed once the traps were removed. Mr. Bunton reported that 2026 budget will have a new line item in it for pest control; he indicated that pest control had been under miscellaneous items previously.

Clubhouse. Mr. Casey will do a deep clean of the Clubhouse in October. Mr. Casey recommended scheduling another roof inspection to maintain the roof warranty. There has been a request for a ping pong table for the Clubhouse that was referred to the Clubhouse Committee for a recommendation.

Tennis Court. The tennis court cracks have been repaired, and Mr. Casey suggested having snow removed from the tennis court in the future when the Recreation Center parking lot is cleared of snow.

Exterior Lights. The lines to the Clubhouse lights opposite the tennis court that were cut during the sidewalk replacement project will be repaired in October.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that in preparing for fall and winter, Greg Casey and MaryAnn Scanlon walked the Arroyo Saiz to assess the work

needed there. Dead wood and dead trees need to be removed, and the path to the two manhole covers needs to be cleaned up. Trees need to be trimmed so that there are no branches below 3 feet off the ground in accordance with the recommendation of fire mitigation expert Porfirio Chavarria.

Tierra Bonita Landscaping Company has provided an estimate of \$3,500 for the clean-up of Arroyo Saiz, the cost of which will be shared by EPCSA: 60% (\$2,100) and Los Nidos 40% (\$1,400) in accordance with prior agreements. EPCSA has \$1,700 available for this work in the 2025 budget; the additional \$400 will come from the miscellaneous funds line item allocated for grounds maintenance, which has \$1,500 remaining. Ideally the clean-up will be done in mid-October before the leaves fall to better determine what to cut down and what to trim. Audrey Chumley will meet with the Los Nidos HOA board of directors to obtain approval for the Los Nidos component of the total cost.

Jill McIntosh indicated she had obtained a large, printed Google map designating all lots in Estancia Primera; President Shears will provide Connie Burke with a copy. The EP board and Connie Burke will continue to gather information before formulating a fire mitigation plan for EPCSA that can be shared with all EP neighborhoods. Ms. Shears also suggested that the Santa Fe County Assessor's online parcel map is also a useful tool available for this effort.

Clubhouse Committee Report. Discussion continued about the possibility of purchasing a ping pong table for the Clubhouse. Ms. Shears cited budgetary issues, space issues, and the need to get a sense of how many people are seriously interested in this before we move forward. The Clubhouse Committee will research the issues and report back to the board. Chair Connie Burke reported that the Fiesta Party potluck was a big success with more than thirty-five people attending, including new and younger residents. Ms. Shears will send an email with the pool closing date and a garage sale date of October 4, 2025 to all owners. A minimum of ten participants is needed for the garage sale to be held.

Unfinished Business: Neighbor to Neighbor Food Drive chair Barbara Chamberlin reported that a generous donor in Estancia Primera has provided a match of \$10,000 for approximately \$20,000 already contributed by EP residents. An additional match of one-to-one will be made for any additional contributions. Letters to each neighborhood President were successful in helping Estancia Primera reach its goal to meet or exceed last year's contributions.

New Business:

Board Liaison to Recreation Center Clubhouse & Maintenance. President Brenda Shears indicated that she had expressed her concern to board members regarding the need to reduce the scope of her responsibility if she is to remain president. To that end, Ms. Shears recommended that Connie Burke assume the chair position of the Clubhouse Committee, consisting of Ms. Shears, Ms. Chumley, Bud Averett and Greg Casey. Ms. Burke would be the liaison to the board instead of the president and have oversight for all the clubhouse and pool matters, including the Recreation Center Manager and various activities and maintenance of the facility. Ms. Shears will continue to be involved in the tennis court resurfacing and reservations, as well as the planned tile and drainage work. In addition, EP owner volunteers provide support to the tennis program. A motion was made, seconded and approved unanimously to designate Ms. Burke as the Clubhouse Committee Chair and serve as the liaison to the board. Effective October 1, 2025, her responsibilities will include oversight of the Recreation Center Manager's activities and

keeping the board apprised of notable occurrences, problems, maintenance, and resource needs for the Recreation Center's facilities.

EPCSA Website. Webmaster Jon Weaver is retiring; he has recommended Kate Rollins of Kate Rollins Web Design, LLC (KateWebDesign.com) to replace Mr. Weaver as EPCSA Webmaster. Her credentials are strong, and her technical skills suit our needs. A motion was made, seconded and unanimously approved to hire Kate Rollins of Kate Rollins Web Design as Webmaster and to evaluate her work after six months. Ms. Shears has a meeting scheduled with Ms. Rollins to discuss the transition.

Homeowners' Comments: New Altamira residents Rob and Patricia Reifel made inquiries about updating the style of their windows and stucco color as they make home improvements. The Board recommended that they consult with the ARB about these issues. There were also comments concerning coyote fencing and tree trimming in EP. Connie Burke responded that a review of current policies has begun with a goal to work toward identifying changes that might be needed to align with Santa Fe urban wildlands recommendations for the mitigation of fire hazards that exist within our community.

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

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Brenda Shears adjourned it at 10:44 a.m.

Minutes prepared and submitted by: Linda Averett Date: 10/10/2025
(Linda Averett, Secretary)

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

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

Call to Order: President Brenda Shears called the meeting to order at 9:06 am via videoconference using Zoom.

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

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

Others Absent: Barbara Chamberlin, Ann Caldwell, and Kurt Sommer (ARB Chair).

Homeowners Present: A.L. Bontrager (Los Altos) and Kathleen Turturice (Kachina Hills).

Approval of Previous Board Meeting Minutes:

The minutes of the September 12, 2025, Board meeting were approved unanimously as submitted.

Reports:

Treasurer's Report: Treasurer Scott Bunton reported as follows:

Status of EPCSA's bank accounts and budget. As of September 30, 2025, the operating checking account balance was \$90,606.63, including \$1,750.00 of ARB deposits. Of the \$90,606.63 amount, \$58,926 represents the budgeted 2025 contribution to capital reserve savings. This amount will be moved into the savings accounts later this year. Budgeted operating funding remaining for the year totals \$29,930.63 including an \$8,421 operating contingency fund allocation. Barring unanticipated emergency needs, EPCSA is on a trajectory that should result in finishing the year in the black. Our total expenditures during September were in line with the 2025 budget.

Estancia Primera had a total of \$44,236.16 in capital reserve savings as of September 30 in our two savings accounts, one at Enterprise Bank & Trust and the other at Century Bank, and an Enterprise Bank and Trust certificate of deposit. As noted above, the 2025 budget approved by the Board includes a budgeted contribution to capital reserve savings of \$58,926 currently residing in the operating checking account, so EPCSA's capital reserve fund currently contains \$103,162.16, and that amount will continue to grow slowly as interest is earned. This assumes that there are no unavoidable capital reserve expenditures. No capital reserve projects or expenditures are planned during 2025 or included in the 2025 budget. The objective for 2025 is to replenish the capital reserve fund so that at the end of the year it contains more than \$100,000.

EPCSA Credit Card. Treasurer Bunton moved that the Board of Directors authorize (1) the Treasurer to establish a no-fee credit card account with Century Bank with a credit limit of \$5,000; (2) the execution by the Treasurer and President of necessary paperwork and responses to the Bank's requests for information necessary to establish the account; and (3) the acceptance and possession by the Treasurer and President of two credit cards issued on the account that is established provided that all expenditures using these credit cards by the Treasurer and President

will be made only in full accordance with all pertinent resolutions, rules, and restrictions pertaining to EPCSA financial management as contained in the EPCSA Declaration, Bylaws and Book of Resolutions. The motion was seconded, and following discussion, approved unanimously.

Architectural Review Board Report. A report was not received.

Real Estate Report. Chair Jill McIntosh reported that the listing at 545 Los Nidos had closed, making ten homes sold in EP this year; there are currently no new listings. Errol Levine expressed concern about EPCSA not having a process for providing disclosure documents to new homeowners who acquire ownership of EP properties through means other than the traditional sales purchase process, such as through private sales, transfer, or inheritance. A motion was made and seconded to include an additional requirement in paragraph III.G.1. in the Book of Resolutions that relevant disclosure documents should be provided in the future to new owners in such instances and that the normal EP disclosure document preparation fee be waived for document transmission to them. After discussion, the motion was approved unanimously. President Shears will share this information with the presidents of EP neighborhoods in the event they might also want to adopt a similar disclosure procedure for their HOA documents. After the meeting Dr. Levine and Ms. McIntosh provided an additional paragraph (III.G.1.g.) for the Book of Resolutions:

*III.G.1 TRACKING SALES OF EP PROPERTIES, PROVIDING DISCLOSURE
CERTIFICATES AS REQUIRED BY LAW, AND OBTAINING CONTACT INFORMATION
FOR NEW EP PROPERTY OWNERS.*

g. The above requirements shall also pertain where relevant to situations in which homes are sold privately without prior listings and to situations in which new owners acquire properties in Estancia Primera through mechanisms other than purchase (e.g., transfers or inheritance) except that any disclosure document preparation fee normally charged shall be waived in such instances.

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

Clubhouse. TNT Pest Control visited the clubhouse in late August to add new mouse bait boxes and to do a full perimeter evaluation for any potential rodent entry points. All potential entry points were sealed. TNT Pest Control will return in November for a quarterly service. Mr. Casey will do a deep cleaning of the clubhouse in October to prepare it for the holiday season.

Clubhouse Roof and Stucco. The Board discussed scheduling a roof inspection and obtaining estimates for stucco repairs, particularly for the parapets. Mr. Casey and Ms. Burke will coordinate with McPartlon Roofing Company and with stucco repair companies for which the contact information has been provided to Mr. Casey.

Pool. Pool use has decreased since early in the summer with about 230 people (an average of about eight people per day) having used the pool since the last meeting. The pool heater vent was repaired and painted by Kokopelli Pools. The pool was winterized on September 28, 2025, and is closed for the season.

Tennis Court. Mr. Casey will make needed fence repairs.

Exterior Lights. Mr. Casey reported that the lights on the north end of the parking lot are now operational, and that he will soon repair the lighting adjacent to the tennis court for which the electrical supply was damaged during the adjacent sidewalk replacement. A light at the north parking lot entrance was damaged and may need replacement.

Events. Ms. Burke reported a successful garage sale with ten vendors that had generated a spirit of community within the neighborhood.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that Mr. Casey is working with Tierra Bonita's crew to clean up the grounds for the winter. The chamisas adjacent to the sidewalk along Avenida Primera have been cut back. The flower beds will be cleaned up next week, and shrubs will be trimmed as needed. The segment of the Arroyo Saiz extending between the recreation center property and the Los Nidos neighborhood will be cleaned up on October 18 as part of the continuing EPCSA fire hazard mitigation project. The Los Nidos Board of Directors has agreed to pay \$1,400 towards the total cost of the project. MaryAnn Scanlon will meet with Very Good Tree Service on October 13 to check on trees they injected for pest control purposes earlier this year. The Committee has submitted a proposed 2026 budget to Treasurer Scott Bunton.

Capital Projects Report: Chair Sandy Farmer presented updates on the Clubhouse tile and drainage project, focusing on the revised scope and proposed solutions (see attached report). Mr. Farmer explained that two contractors he had consulted recommended using pavers for the exterior areas, including the patio and steps, due to their superior drainage and maintenance properties compared to concrete, flagstone, and tile. The project scope was reduced after discussion with the contractors to exclude the interior entryway/lobby beyond the wooden clubhouse access doors since the tile and grout in that area are in good condition and closely match those in the clubhouse interior. Mr. Farmer sought Board input on the proposed paver use and the decision to leave the entryway under the covered portal unchanged.

The Board agreed that the project need not include the area under the covered portal at the clubhouse entry. The Board discussed the technical details of paver installation, with Mr. Farmer clarifying that pavers would sit on a base of gravel and sand and would be separated by a porous material. The Board discussed the estimated cost of \$50,000 for paving, with Mr. Farmer explaining that this includes nine pallets of pavers that will cover 850 square feet required for the revised scope of work. The Board considered several types of pavers. After discussion, the Board decided that brick pavers of uniform size were the best option since they provided more color options and were suitable in a thinner version for the steps leading to the clubhouse. The Board provisionally approved Mr. Farmer's recommendation to use brick pavers. A group of three to four Board members will visit a brick paver supplier in Albuquerque to narrow the selection to three or four brick colors after which the Board will convene at the clubhouse to make a final decision about the pavers from the available samples.

Unfinished Business: Connie Burke has spoken to other HOA's in Santa Fe concerning fire mitigation measures and suggested that an email reminder be sent to EPCSA homeowners about helpful measures for fire hardening their homes.

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, November 14, 2025, via Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Brenda Shears adjourned it at 10:14 a.m.

Minutes prepared and submitted by: Linda Averett Date: 11/14/2025
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 11/14/2025
(Brenda Shears, President)

Capital Projects Report
October 10, 2025
Sandy Farmer

This report deals only with the *EP Exterior Facilities & Grounds Renovation – Phase 2* project. The expected benefits of this project are compiled in **Appendix 1**.

Board input is requested on the following:

- Paver solution vs. tile on concrete, decorative concrete, or stamped concrete
- Existing Saltillo tile to remain on the interior entryway
- Smooth vs. pillow-topped or antiqued pavers
- Uniform size pavers (brick) vs. 3-size bundle pavers (see **Appendix 4**)
- Color of pavers: Similar to current tile or ok to be different
- Upper ramp concrete to be wrapped around corner to form perpendicular intersection with opposing stucco walls at planter box corner and a straight-line interface with new surface
- Feasibility to store extra pavers on site

Status:

- The *Scope of Work* was reduced to exclude the interior entryway for 3 reasons: 1) the tile and grout in that area are in good shape; 2) the tile matches what is inside the clubhouse; and 3) the underlying concrete is 4" slab with 6x6 10/10 WWM (welded wire mesh), indicating that there is a structural component to this slab. The current *Scope of Work* is compiled in **Appendix 2**.
- In email discussions with Greg, Brenda and Scott, it was proposed that a trench drain be installed directly underneath the wooden double doors both to facilitate drainage out of the interior entryway area and to serve as a separator between the interior entryway tile and the new surface on the exterior entryway.
- 2 in-person meetings have taken place with Contractor #1 on 7/17/2025 and 9/29/2025. Farmer attended both meetings, and Treasurer Bunton attended the second meeting. In between these two meetings, the contractor emailed Farmer an initial bid proposal to use pavers in the patio and exterior entryway areas, to replace all of the main entry steps in concrete, and to affix pavers on these steps. The amount of the initial bid proposal was right at \$50K, including the more expensive paver option (9 pallets @ \$750 per pallet to cover approx. 900 SF) and tax.
- **However:** The initial bid proposal included the interior entryway, which is now out of scope, and seemed to exclude the following items: 1) replacement of center handrail; 2) removal and replacement of approx. 7 LF of concrete on the upper ramp to address step-up gap and the interface with the new surface; and 3) a dedicated drainage system for the walled-in gravel landscape bed. These changes to *Scope of Work* were addressed at the second meeting on 9/29/2025. Contractor #1 was also asked about the advantages and disadvantages of pavers, including maintenance, repair and replacement, which are compiled in **Appendix 3**. A revised bid proposal will be provided as soon as possible.
- Contractor #2 met with Farmer on site on 10/6/2025. This contractor affirmed that the best replacement solution for the patio and interior entryway tile and concrete slab would be something like Belgard commercial pavers. This contractor also affirmed that the best drainage solution for the walled-in gravel landscape bed would be two 12" drain boxes, placed underneath each canale, that are connected to a 4" PVC drain pipe to carry the water out

beyond the garden wall into a holding area. This contractor committed to providing a bid proposal by 10/30/2025.

- **Appendix 4** presents 1) different paver design layouts with different paver features, and 2) requirements for handrail extensions and returns on steps.
- Paver suppliers provided by Contractor #1: 1) Southwest Landscaping Materials (Holland, CityStone), Buildology (Belgard), and Kinney Bricks (many manufacturers of brick pavers only). Kinney Bricks in Albuquerque has a large color selection of brick pavers.

APPENDIX 1

Phase 2 Benefits

This project will address the following deficiencies in the exterior facilities at the clubhouse entrance:

- Cracked tile and grout on patio and exterior entryway areas at the clubhouse
- Likely degradation of underlying concrete and maybe even sub-base
- Drainage problem in walled-in grave landscape area on left-hand side of exterior entryway
- Inconsistent patio drainage through weep holes at the inside bottom of the patio garden wall
- Undesirable aesthetics from weep holes and water stains on outside of the patio garden wall
- Lack of automated irrigation in planter box at right-hand side along exterior entryway
- Step-up gap between the concrete upper ramp and the exterior entryway tile
- Code violations for center handrail at main-entry steps

APPENDIX 2

Scope of Work

- Remove and replace the existing Saltillo tile and underlying concrete (4" slab with 8" turn-downs, no WWM) both for the outside patio area, which is mostly surrounded by a garden wall and represents the largest area, and for the large exterior entryway outside the wooden double gate. There is a spacer between the garden wall footings (20" deep) and this 4" concrete slab. The interior entryway is now out of scope because: 1) the tile and grout in that area are in good shape; 2) the tile matches what is inside the clubhouse; and 3) the underlying concrete is 4" slab with 6x6 10/10 WWM (welded wire mesh), indicating that there is a structural component to this slab. Note that the tile on the patio area and exterior entryway is different in appearance to that on the interior entryway.
- Install a trench drain underneath the wooden double gate to serve not only as a drain but also as a separator between the tile on the interior entryway and the new surface on the exterior entryway.
- Remove and replace approx. 7 LF of upper ramp concrete (4" thick, 34" wide). Have the concrete turn the corner on the side closest to the pool, end flush with the planter corner, and form a perpendicular intersection with the planter stucco wall and the opposing stucco half-wall. Install separator between concrete ramp and new surface.
- Install drainage system for the large, walled-in patio area and for a large, mostly walled-in gravel landscape bed on LHS of entry way that opens onto that patio area. The landscape bed has a drainage issue because 2 canales dump directly into it. A trench drain is to be installed at the interface between this gravel landscape bed and the new patio surface. Water is to be drained out to the other side of the garden wall and into the gravel landscape area towards the front sidewalk and parking lot.
- Install a 2-3" diameter PVC sleeve (about 8-10' in length) under the new surface of the exterior entryway to run from LHS walled-in gravel landscape bed (w/ drainage issues) to planter box on RHS of exterior entryway. A ½" irrigation supply line will be run through that sleeve to provide automatic irrigation to the RHS planter box.
- Remove and replace 6 concrete steps with Colorado red stone surface that lead up to the patio and exterior entryway areas. Replace existing center hand-rail with one that meets code.
- Total area for new surface, including main entry steps, is approx. 850 sq-ft.

APPENDIX 3

Paver Solution

Advantages:

- Very effective at water drainage because of the fine-sand grout
- No cracking of paver blocks (as with tile or flagstone) or the grout, which is a fine sand
- No damage from water exposure and freeze/thawing
- Ease of replacement since the pavers are not permanently affixed in place (except on the edges when not in contact with a wall or other fixed boundary element)
- Ease of access to install any future infrastructure underneath the paver surface or to repair any underlying base issue

Disadvantages:

- More expensive for a final product than just regular concrete, but less expensive than decorative concrete, stamped concrete, or tile on concrete.

Types:

- Pavers come in uniform size brick, 3-size bundles, circular shapes, irregular shapes and other.
- The surface can be smooth, pillow-topped or antiqued.
- Brick pavers offer the biggest selection of colors; they also come in a thinner version for steps.

Appendix 4



Holland Stone: Three Tone Brown model. Earth-tone brick paver. Available at Southwest Landscaping Materials. \$585 per pallet.



CityStone 3-Size Bundle: Travertine model. Earthtone color variations in 4"x8", 8"x8" and 12"x8" sizes. Available at Southwest Landscaping Materials. \$750 per pallet.



Example: Brick Paver Layout. Smooth surface.



Example: 3-Size Bundle Paver Layout. 6"x6", 9"x6" and 12"x12" sizes. Antiqued surface.

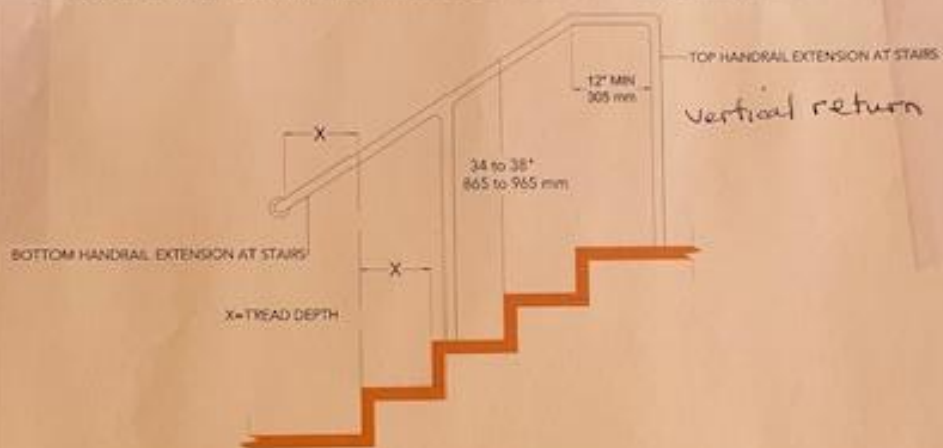


Example: Square-Rectangle Paver Layout. Pillow-topped surface.

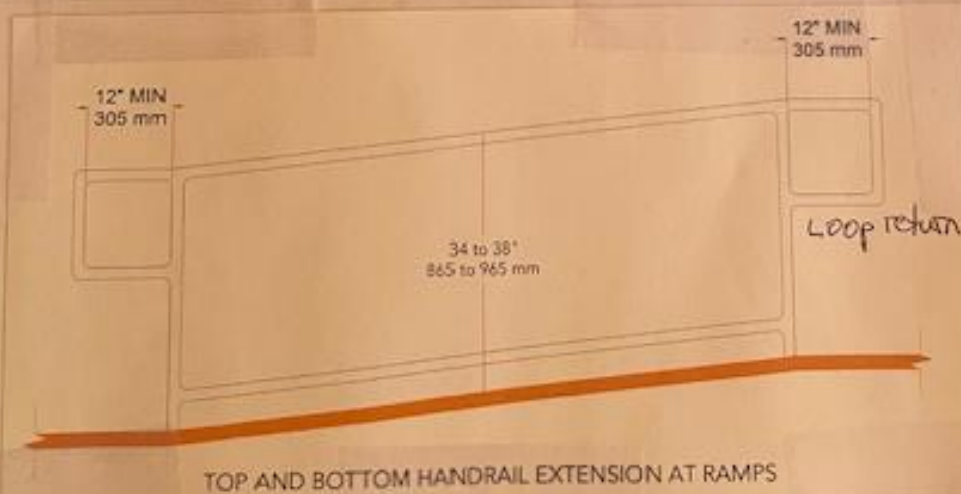
8. Handrail Extensions

Handrail extensions at the top of a stair flight need to extend 12 inches horizontally to the landing. The extension is measured from the nose of the top landing to 12 inches horizontally. All extensions shall return to a wall, guard, the landing surface or be continuous to the Handrail of an adjacent stair flight.

Handrail extensions at the bottom of a flight of stairs need to extend at the same slope as the stairs at a distance equal to one tread depth or be continuous to the Handrail of an adjacent ramp or stair run.



The top and bottom of ramps need a minimum of a 12-inch extension. The extension will need to have a return to a wall, post, or landing surface. It can also run continuously to the Handrail of an adjacent ramp or stair run.



Handrail: Different requirements for extensions and returns on steps vs. ramps.

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, November 14, 2025

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), Connie Burke (Vice President), Scott Bunton (Treasurer), Errol Levine, Jill McIntosh, Jo Beth Speyer, Leslie Walker-Hirsch, Barbara Chamberlin, and Ann Caldwell.

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

Others Absent: Sandy Farmer (Capital Projects Coordinator).

Homeowners Present: None.

Approval of Previous Board Meeting Minutes:

The minutes of the October 10, 2025, Board meeting were approved unanimously as submitted.

Reports:

Treasurer's Report. Treasurer Scott Bunton reported as follows:

Status of EPCSA's bank accounts and budget. There was \$85,736.63 in the operating checking account as of October 31, 2025. Of that amount, \$1,750.00 is the total of ARB deposits held on that date. Of the \$85,736.63 amount, \$58,926 is the budgeted 2025 contribution to capital reserve savings that will be moved into savings accounts later in the year, resulting in \$25,060.63 of budgeted operating funding left for the year, including the \$8,421 operating contingency fund. Barring unanticipated emergency needs, EPCSA is on a trajectory that to finish the year in the black.

Total expenditures during October were in line with the 2025 budget. The year-to-date expenses are just under budget; four budget line items (electricity, miscellaneous maintenance for pest control, pool maintenance, and pool furniture) are over budget but were offset by other line items being under budget.

Estancia Primera had a total of \$44,444.78 in capital reserve savings as of October 31 in our two savings accounts, one at Enterprise Bank & Trust and the other at Century Bank, and an Enterprise Bank & Trust certificate of deposit. As noted above, the 2025 budget approved by the Board includes a budgeted contribution to capital reserve savings of \$58,926 currently residing in the operating checking account, so EPCSA's capital reserve fund currently contains \$103,370.78, and that amount will continue to grow very slowly as interest is earned. This assumes, of course, that there are no unavoidable capital reserve expenditures. (No capital reserve projects or expenditures

are planned this year or included in the 2025 budget; the objective for 2025 is to replenish the capital reserve fund so that at the end of the year it contains more than \$100,000.)

Mr. Bunton requested any line items for proposed 2026 budget be submitted in the next two weeks. The 2026 budget discussion and approval will take place at the December meeting. Based on some work Mr. Bunton has done with the software tool provided to the Board by Drew Stewart last year to help the Board determine what amounts would be needed going forward, it may be possible to avoid an assessment increase in 2026. While Mr. Bunton is somewhat encouraged, this will depend on what happens in the upcoming month and any additional information we can get regarding the anticipated costs of the tile replacement and drainage work planned for 2026.

EPCSA's six-month Certificate of Deposit at Enterprise Bank, in the amount of \$20,840.86 including earned interest, was renewed during October at an Annual Percentage Yield of 3.8 percent. It will mature in April 2026.

Mr. Bunton reported issues and delays involving obtaining a Century Bank credit card with a \$5,000.00 limit have reached the point that Mr. Bunton has told Century Bank Santa Fe that if Century cannot trust EPCSA for a \$5000 credit limit credit card after a 20-year banking relationship with them and if the credit card is not approved right away, he would request authorization from the EPCSA Board to move our accounts from Century Bank. A motion was made, seconded and unanimously approved giving Mr. Bunton authority to consider opening an EPCSA operating account with Enterprise Bank and moving the Capital Reserve account Savings to another bank if an EPCSA credit card is not approved by Century Bank on Friday, November 14, and Mr. Bunton will contact Century Bank prior to taking any action.

Architectural Review Board Report. ARB Chair Kurt Sommer reported that Sean Krispinsky (Los Altos) completed his solar project in full accordance with relevant ARB guidelines. The EP ARB approved a variance to the ARB Guidelines to allow Drew Stewart (670 La Viveza Court) to install metal roof shielding over a window replacement after this had received the support of the La Viveza ARC. The contractor had recommended the metal shielding to prevent future leaking. The installation is in a part of the home that has low visibility from the street and adjacent homes. Connie Burke reported past issues with leaking windows in La Viveza built in the 1980s and indicated this issue could come up again. Mr. Sommer will review the language in the ARB guidelines regarding metal roofs. In response to a question regarding the status of the unapproved solar panel installation in Kachina Hills, Mr. Sommer reported that some improvements have been made to that installation. Final approval is still pending.

Real Estate Report. Chair Jill McIntosh reported two active listings: 794 Calle Altamira and 761 Aspen Compound. These two listings will be subject to the new 3% luxury sales tax imposed by the city of Santa Fe on the part of sales proceeds that exceeds one-million dollars. Determination of the party (buyer or seller) that pays the tax is subject to negotiation in the final sales contract.

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

- TNT Pest Control will make their quarterly general pest control visit in November. There has been no evidence of mice in the club house for the last month.

- Mr. Casey did a deep cleaning of the club house in October. to be ready for the holiday season.
- McPartlon Roofing did their warranty inspection of the clubhouse roof this fall. Areas of potential leakage at penetration site were addressed.
- Mr. Casey has been working on the last five south lights and is working on issues with the middle three lights of which the wires are cut.
- Mr. Casey also needs to replace a damaged light at the north entrance.
- Treasurer Scott Bunton requested that a quote for replacing the pedestal light be submitted by December so that the repair can be completed as soon as possible.

Events Report. Connie Burke reported that there has not been much difference in clubhouse use since the modified user fees came into effect on a six-month trial basis ending in November 2025. A motion made by Ms. Shears to make the scale of modified user fees permanent was seconded by Leslie Walker-Hirsch and was approved unanimously after a discussion. President Shears will make the required changes in the Book of Resolutions.

Snow removal. Mr. Casey reported that the 2025-2026 snow removal fees will remain the same the current year. President Shears is authorized to renew the contract with Tierra Bonita based on the fee structure remaining the same for 2025-2026.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported Tierra Bonita's team have completed their maintenance work for the season; the irrigation system has been turned off. Unfortunately, the team has gotten Covid, which has delayed their work. They are planning to come out on Tuesday, November 18, at 9:00 a.m. to do the cleanup of Arroyo Saiz. Mr. Casey will be there to supervise the project.

Capital Projects Report. A report was not received.

Food Depot's Neighbor to Neighbor Fund Drive Report. Barabara Chamberlin reported that Estancia Primera came in first in its population group this year, collecting over \$46,000.00. Ms. Chamberlin thanked the EPCSA board, neighborhood presidents. Jo Bath Speyer and an anonymous benefactor for their help in attaining the goal. The winning trophy will be proudly displayed in the Estancia Primera clubhouse. The signs, designed by Erik Speyer, will be stored in the Clubhouse.

Unfinished Business. None.

New Business:

- Barbara Chamberlin suggested replacing current speed limit signs to help deter speeding on Avenida Primera South. Connie Burke and Ms. Chamberlin will take photographs and report back at December board meeting. Greg Casey will contact the city regarding electronic speed signs.
- Connie Burke brought to the Board an unusual request for the use of the Clubhouse for a four-day period including a weekend by Ms. Burke for a "Boutique Estate Sale" in May to benefit the nonprofit organization Girls, Inc. Following discussion, it was determined that the Rules and Regulations for clubhouse use, while allowing an owner to reserve the

Clubhouse for an event by a non-profit organization of which the owner is a member, precludes its use for any profit-making or fund-raising activities. See *Book of Resolutions* II.B.1.a.

II.B.1. Clubhouse Use Privileges

a. Who Can Use the Clubhouse.

An EPCSA member or a member's tenant may reserve the Clubhouse facility of the Recreation Center for exclusive personal use, or for the exclusive use of a noncommercial organization or entity in which the EPCSA member or tenant, or an adult family member who lives in the EPCSA member's or tenant's home, is a member. That member of the organization must be present for the entirety of the event in the Clubhouse and the event must not be a profit-making or revenue-generating activity. This does not preclude use by a nonprofit organization that has membership dues, or that charges a modest fee for attending the event to defray the event's costs.

- On a related topic, Errol Levine requested that Treasurer Bunton inquire whether the EPCSA's liability insurance policy provides coverage for large clubhouse events such as the one proposed by Ms. Burke in which members of the general public participate and constitute most of the attendees.

Homeowners' Comments. There were none.

Announcements: The next EPCSA Board meeting will be held at 9:00 a.m. Friday, December 12, 2025, via Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Brenda Shears adjourned it at 10:06 a.m.

Minutes prepared and submitted by: Linda Averett Date: 12/12/2025
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 12/12/2025
(Brenda Shears, President)

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, December 12, 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), Connie Burke (Vice President), Scott Bunton (Treasurer), Errol Levine, Jill McIntosh, Jo Beth Speyer, Leslie Walker-Hirsch, Barbara Chamberlin

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

Others Absent: Ann Caldwell and Kurt Sommer (ARB Chair)

Homeowners Present: A.L. Bontrager (Los Altos), Scott Burt (Aspen Compound)

Approval of Previous Board Meeting Minutes:

The minutes of the November 14, 2025, Board meeting were approved unanimously as submitted.

Reports:

Treasurer's Report.

Treasurer Scott Bunton reported on the status of EPCSA accounts and presented the 2026 Budget for Board approval.

Status of Accounts

As of November 30, there was \$78,834.94 in the operating checking account. Of that amount, \$1,750.00 is the total of ARB deposits held, and \$58,926 is the budgeted 2025 contribution to capital reserve savings that will be moved into EPCSA savings accounts in December. That leaves \$18,158.94 of budgeted operating funding for the year, including the \$8,421 operating contingency fund. Barring unanticipated emergency needs, Mr. Bunton expects expenditures of about \$3,500 in December, which means EPCSA should finish the year with about \$6,000 left over not counting the contingency fund. In January, Mr. Bunton will recommend to the Board that unexpended operating funds, including the contingency fund, be transferred into the capital reserve fund. That should increase the capital reserves from the current \$103,371.36* to around \$118,000 before we add the 2026 budgeted contribution to capital reserves that will come from the 2026 assessments.

*Includes \$44,445.36 as of November 30 in our Enterprise Bank & Trust and Century Bank savings accounts and an Enterprise Bank & Trust certificate of deposit, plus the 2025 budgeted contribution to capital reserves of \$58,926.

2026 Budget

The budget for 2025 had an operating fund of \$84,210 plus 10% contingency fund of \$8,421.

The proposed budget for 2026 is an operating fund of \$87,530 plus contingency fund of \$8,753.

That will leave \$56,024 as the budgeted contribution to capital reserves, which should cover the Clubhouse tile and drainage project without an increase in yearly assessments. Mr. Bunton stated that Estancia Primera should have \$200,000 in capital reserves by the end of 2030, with the probable necessity for only one assessment increase between now and then. That is based on two assumptions.

- 1) That the tennis court continues to have a reasonably good surface between now and 2030, with only a total of about \$15,000 of expenditures on that surface.
- 2) That the stucco patching and, perhaps re-stuccoing, needs between now and 2030 are at a cost not to exceed about \$100,000.

If either of these assumptions proves faulty, EPCSA probably would be looking at a second assessment increase over the course of the next 5 years,

Connie Burke elaborated on several line items for the clubhouse and pool area:

- Four dated chaise cushions were replaced this past summer and four more need to be replaced in 2026 at about \$100.00 each.
- The 10x10 pop-up tent was very, very popular for shade. Ms. Burke and Mr. Casey proposed buying an additional 10x20 pop-up tent prior to the 2026 summer season.
- New card tables should be purchased at this time from Web Restaurant since they are currently on sale for \$29.00 each.
- The possibility of acquiring a ping pong table was tabled for now.

Treasurer Bunton made the motion to approve the 2026 annual assessment at the same level as 2025, which is \$820 for homes and \$82 for lots. The motion was seconded and unanimously approved.

Treasurer Bunton made a motion to approve the 2026 budget as presented, which totals \$152,307, with \$87,530 of that being for operating expenses, \$8,753 being for the operating contingency fund, and a budgeted contribution to capital reserves being \$56,024. The motion was seconded and unanimously approved.

Other

Century Bank has approved credit cards for EPCSA. President Shears and Treasurer Bunton have each been issued a card to be used for a EPCSA matters as appropriate.

Architectural Review Board Report. None

Real Estate Report. Chair Jill McIntosh reported two properties currently on the market: 261 Aspen Compound priced at \$1,200,000 and 794 Calle Altamira priced at \$1,155,000. Ten properties have sold in Estancia Primera this year, and six of them have been over one million dollars.

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

- TNT Pest Control conducted their quarterly service in November and found no evidence of mice.

- Work will continue on repairing or replacing the cut wires for five bollard lights along the south end of the parking lot; additional issues remain to be resolved with the middle three lights.
- Damaged lights at the north entrance also need to be replaced.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported Tierra Bonita's team have completed their maintenance work for the season and the irrigation system has been turned off. The cleanup of Arroyo Saiz was delayed due to the team members being ill with Covid. The work is now scheduled for Tuesday, November 18, at 9:00 a.m. under the supervision of Mr. Casey. The motion was made, seconded and unanimously approved to have Very Good Tree Service complete the pinon tree treatments at \$689.11 including tax. The Board members are interested in a future discussion to better understand the recommendations and costs by Very Good Tree Service in comparison with those of other tree service companies.

Capital Projects Report: Project chairman Sandy Farmer reported on the Capital Projects Exterior Facilities Renovation, Phase 2 Tile and Drainage Work. He is awaiting a revised bid from one contractor and another bid from a second contractor. He will submit the bid documents and his recommendation to President Shears for circulation to the Board members by email as soon as Mr. Farmer has the information in hand. His report is attached.

Unfinished Business:

Speed control: Barbara Chamberlin, upon research, does not recommend portable speed signs (those that indicate a car's speed as it drives by) as a solution because of their size and possible approval needed by the city and homeowners. President Shears will include the Board's concern about speeding within Estancia Primera in the next homeowner's email.

Clubhouse use by non-profit organizations: Treasurer Bunton reported that according to Cincinnati Insurance, use of the Clubhouse is permitted only to members of Estancia Primera. The non-profit must have their own insurance and EPCSA must be added as an additional insured. President Shears recommended any board member could work on the language for modifying the Book of Resolutions and present for discussion at a future meeting.

2026 snow removal: President reported that the Tierra Bonita 2025 contract included the possibility of automatic renewal for 2026 at the same rate. Ms. Shears has authorized the automatic renewal.

Webmaster: Ms. Shears and Mr. Bunton have worked with webmaster Jon Weaver to transfer the EPCSA website maintenance to a new webmaster, effective December 31 upon his retirement. The EPCSA board has agreed to accept Mr. Weaver's recommendation for Kate Rollins of Kate Web Designs to take over the responsibilities of the EPCSA Web site. The administration of the website hosting service Brown Rice is being transferred from Mr. Weaver to EPCSA; Mr. Bunton has been designated as the EPCSA administrator for the account. The newly acquired EPCSA credit card will be used for payment.

New Business:

Outstanding invoices: Treasurer Bunton requested any 2025 outstanding invoices be submitted to him for reimbursement within next week.

Homeowners' Comments. There were none.

Announcements: The next EPCSA Board meeting will be held at 9:00 a.m. Friday January 9, 2026, via Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Brenda Shears adjourned it at 10:55 a.m.

Minutes prepared and submitted by: Linda Averett Date: 1/9/2026
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: 1/9/2026
(Brenda Shears, President)

This report deals only with the *EP Exterior Facilities & Grounds Renovation – Phase 2* project.

Board input is requested on the following:

- Should the bid proposal 1) exclude any stucco repair work, 2) include stucco repair work related only to the paver installation, 3) include stucco repair work related to both the sidewalk renovation (May 2024) and the paver installation, or 4) include items in #3 as well as plugging all of the drainage holes in the stucco walls facing the parking lot?
- Should the bid proposal include the addition of drainage to the RHS planter box? (See Pictures #1-2 in the Appendix)
- Is it ok from an aesthetic perspective to have 3” of existing Saltillo tile exposed just outside the wooded double-door gate and both fixed side panels, with a 6” decorative drain trough running between the inner edges of the two fixed side panels and a similar non-drain separator running in front of and the full width of each fixed side panel? (See Pictures #3-5 in the Appendix)
- Should a paver border be installed at the interface with the drain trough and separators and with the ramp concrete?
- Will the Board accept receiving only 2 bid proposals?

Status:

- A 1st revised bid proposal was received from Contractor #1 on Nov. 24. Compared to the initial bid proposal, the revised one included the following additional items: **1)** replacing 7 LF of the upper concrete ramp and bringing the edge next to the pool area further around to make a paver-concrete interface that is perpendicular to both abutting stucco walls; **2)** installing a new, code-compliant handrail that runs up the center of the main entry steps; and **3)** repairing any stucco altered during construction work on this project. However, the cost for the Concrete Demo and Paver Installation had not changed from the initial bid proposal received on Aug. 4. After following up with Contractor #1, it turns out that he had not taken into account the reduced area for pavers since the interior entryway was taken out of scope. This change in scope had been discussed when Bunton and Farmer met with Contractor #1 on Sep. 29 at the clubhouse, and also in a follow-up email from Farmer to Contractor #1 on Oct. 23 after the Board had approved this change at its meeting on Oct. 10.
- Farmer and Contractor #1 met again on Dec. 10 to confirm the reduced area for pavers per the change in scope (see above). A detailed discussion ensued on where to start the drain trough at the wooden double-door entry gate. Contractor #1 was concerned about cutting existing tile and about how close he could cut to the fixed, gate side panels. Two approaches were identified: **1)** Start the drain trough at the first grout line inside of the entry gate; or **2)** Start the drain trough at the first grout line outside of the entry gate.
- **Option #1** does not address the concern about having to cut existing tile close to the two fixed, gate side panels, but would likely afford a more aesthetically pleasing interface between the pavers and the existing tile. The latter is because Option #1 would have no need for an additional non-drain separator, similar in appearance to the drain trough, to run in front of and

the full width of each fixed, gate side panel. However, Option #1 incurs an additional risk because we do not know exactly where the WWM 10/10 6x6 embedding starts in the 4" concrete slab inside the entry gate.

- **Option #2** eliminates both concerns raised by the contractor and should not incur the latter risk, but would likely require a similar in appearance, non-drain separator to run in front of and the full width of each fixed, gate side panel.
- Contractor #1 has recommended installing a paver border directly in front of any drain trough and similar separators and all the way across both side panels and the entry gate. He has also recommended the same at the interface with the ramp concrete.
- Contractor #1 has committed to providing a 2nd revised bid proposal as soon as possible.
- Contractor #2 has still not presented her proposal to Farmer, despite promises to do so by the end of October, again early in the week of Nov. 10, and lastly at a video-meeting on Dec. 9. We are now scheduled for a video-meeting in the afternoon of Dec. 12.
- After receiving the 1st revised bid proposal from Contractor #1 and despite additional questions about this bid proposal, Farmer informed Bunton on Nov. 25 that he does not foresee that this project will exceed \$70K in costs. After meeting with Contractor #1 on Dec. 10, Farmer is still of this opinion, probably even more so.
- The current plan is for Farmer to obtain (or purchase) samples (2-3 bricks each) of the following brick pavers available at Kinney Brick Co. in Albuquerque: Summit Desert Mirage, Summit Coronado, Summit Iron Oxide, Summit Academy, Pacific Clay Red Flash, and Pacific Clay Saltillo. These samples should be in hand by Dec. 18. The entire selection of brick pavers at Kinney Brick Co. can be found at:
<https://kinneybrickco.com/pavers-by-color/>.

APPENDIX



Picture #1: Planter Box on right-hand side of main entry steps. Note the 3 drain holes.



Picture #2: Planter Box on right-hand side of main entry steps. Note the 3 drain holes.



Picture #3: Front-left tile area by side panel and entry gate. First grout line is 3" out.



Picture #4: Front-right tile area by side panel and entry gate.



Picture #5: Location and dimensions of center drain trough and side separators.