

**Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, January 9, 2026**

Call to Order: Vice President Connie Burke called the meeting to order at 9:00 am via videoconference using Zoom.

Directors in Attendance: Connie Burke (Vice President), 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).
Sandy Farmer (Capital Projects Coordinator)

Others Absent: Brenda Shears (President) Scott Bunton (Treasurer) and Kurt Sommer (ARB Chair)

Homeowners Present: Scott Burt (Aspen Compound)

Approval of Previous Board Meeting Minutes: The minutes of the December 12, 2025, Board meeting were approved unanimously as submitted.

Reports:

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

There was \$16,934.78 in the operating checking account as of December 31, 2025. Of that amount, \$1,500.00 is the total of ARB deposits we were holding on that date. This amount is notably different from the November 30 balance in that account because during December the \$58,926 of the budgeted 2025 contribution to capital reserve savings was moved from that account into a capital reserve savings account. EPSCA thus ended the year with an untouched operating contingency fund of \$8,421 plus an operating surplus of approximately \$7,000. Mr. Bunton will be working with EPCSA's bookkeeper to determine the exact amount of surplus. Mr. Bunton expects to ask the Board at its February meeting to transfer that amount — which should be roughly \$15,500 — to capital reserve savings.

As of December 31, EPCSA had a total of \$103,372.11 in three capital reserve savings instruments —Enterprise Bank & Trust savings account, an Enterprise Bank & Trust certificate of deposit, and a Century Bank savings account. After the February transfer of the 2025 surplus, assuming the Board approves it, EPCSA will have approximately \$119,000 in capital reserves — and that is before the \$56,024 of the 2026 budgeted contribution to capital reserves that is arriving with 2026 assessments. This means that, after the estimated costs are paid for the tile replacement and drainage project on the street side of the Clubhouse that the Board has approved, there will remain approximately \$105,000 of capital reserves.

Vice President Burke reported that to date we have received 25% of payments.

Architectural Review Board Report. Kurt Sommer was unable to attend, so there was no ARB report.

Real Estate Report. Chair Jill McIntosh reported that 794 Calle Altamira is under contract and 261 Aspen Compound has temporarily been removed from the market.

Recreation Center Report. Recreation Center Manager Greg Casey reported that usage of the Clubhouse has been steady and no mouse activity has been detected. No progress has been made on the exterior light repair.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer presented a detailed report provided by Mary Ann Scanlon on Estancia Primera's tree treatment plan as followup to the Board's request for additional information.

The Pinon trees addressed are two single-trunked ones in the island area and two large multi-trunked units to the left and back from the gas meter; they have been marked with metal tags. These trees were selected for diagnosis because they are front and center and noticeable. When Very Good Tree Service (VGTS) came out to look at the Cottonwood tree, Ms. Scanlon had them look at these four trees and clumps; they were severely stressed and de-needled but still alive. The arborist said they have severe scale and bark beetle infestations. With board approval, Ms. Scanlon scheduled these trees for ImaJet injections for spring 2025. The injections are pumped by the tree out to the very tips of all the branches where the insects feed and does so for the entire year. That's why the trees need to be watered before injection; to get the trees pumping. To determine the cost and quantity of liquid for injection; the caliper (size around trunk) of all the trunks are measured and added together equaling a measurement of 49. The injections were done in the early spring of last year (3/25/25).

In Fall 2025, Ms. Scanlon met with the VGTS arborist again to look at the Cottonwood tree for load reduction and the treated Pinons, among other trees. The Pinons showed a good comeback but because they had been heavily infested, there was still some evidence of pests. So along with the arborist Ms. Scanlon made the call to propose another round of treatment to be done this spring. It's up to the board to approve another \$637 + tax for the spring injection, or not. The Cottonwood tree does not need load reduction in 2026; just a little low parking lot pruning that Chris Seidel can do this winter when he comes out to do the small tree and shrub pruning.

According to Ms. Scanlon's report, spraying is effective during a small window while the scale is on the move before they build their hard shell which the spray can't penetrate. Then every centimeter needs to be covered with spray from bottom to the very top. The timing needs to be the time the scale is moving. The two large clumps are really tall and the tops would need to be aerially sprayed: hard to reach from the ground. Whereas injections are pumped through the tree to the tips and work for a year; the insects feed and die.

Ms. Scanlon added that she works with VGTS because they are the best in Santa Fe and come recommended by Chris Seidel, KOA, (EP's small tree arborist and pruner) and various other horticulturists she has consulted with. They have done a beautiful job of pruning and advising on our beautiful Cottonwood tree and Ms. Scanlon wouldn't trust or work with anyone else on our heritage

tree. Also, she indicated that Coates Tree Service doesn't do injecting; they spray, which Ms. Scanlon explained is not efficient.

This will be the last round treating the pinons. In summary, Estancia Primera Grounds Committee used VGTS because they inject; Coates doesn't. The Grounds Committee uses Chris Seidel of KOA to prune the small trees. Chris does not do harness work up in big trees so he recommended VGTS to prune and lift weight off the limbs of our Cottonwood. VGTS comes out yearly to check out the Cottonwood tree for health and whether it needs load lifting pruning; there is no charge for the consultation because EPCSA is their client. So far, we have gotten by with every other year pruning. The Cottonwood is our heritage tree and Ms. Scanlon feels comfortable with VGTS analyzing its health and doing the pruning; they have history with the tree and our need for pruning it with safety in mind for the parking lot, sidewalk, and street along with making the tree look aesthetically pleasing. Ms. Scanlon wants to use the same "doctor".

Board members expressed their appreciation to Ms. Scanlon for providing this additional information.

There was a discussion among the Board members regarding differences and results between spraying and soil injections and the differences in scale treatments and bark beetle treatments. Kachina Hills, for example, has had very good response with spraying in bringing back trees in their common area to good health. The Board agreed to continue the injection program for the aforementioned trees per Ms. Scanlon's report.

Capital Projects Report. Project chairman Sandy Farmer summarized the steps that have been taken on the Capital Projects Exterior Facilities Renovation Project (see attached report). Prior to this January 9, 2026, Board Meeting, Board members unanimously approved via email the selection of Daniel's Landscaping and Construction as contractor and approved a total project expenditure not to exceed \$65,000. The following motion was presented on January 5, 2026, by Scott Bunton, and seconded by Brenda Shears:

I move that, based on its quote, Daniel Landscaping and Construction be selected as the contractor for the proposed drainage and tile replacement work specified by EPCSA (using Summit brick pavers in Desert Mirage color laid in the Spanish Bond Pattern at a 45-degree angle to the Clubhouse entry), and that the Board approve expenditure of not to exceed \$65,000 for the contractor's cost; purchase and delivery of the pavers, including extra pavers to store for use for future repairs/replacement; tax; and a 10% contingency.

The motion was unanimously approved on January 5, 2026. An updated contract will be provided to President Shears; once signed, a start date will be determined, and the Board members will be informed via email.

Unfinished Business:

2026 snow removal: The EP Board agreed not to address the 3-4" current accumulation.

New Business:

Greg Casey and Scott Burt reported that a section of the Aspen Compound road has sunken below the sewer access covers. Options for repair are being considered. One option might be to replace the

current pervious pavers of the main portion of the road (not the cul de sacs) with asphalt. Mr. Burt wanted to inform the EPCSA that some rerouting of water drainage could potentially affect other neighborhoods should that be the case. Any work is not expected to before 2027; he will keep the EP board informed. It was noted that the road in Aspen Compound is the responsibility of Aspen Compound and not the EPCSA.

Homeowners' Comments: There were none beyond the update on the Aspen Compound road situation described above.

Announcements: The next EPCSA Board meeting will be held at 9:00 a.m. Friday, February 13, 2026, via Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and Vice President Connie Burke adjourned the meeting at 9:51 a.m.

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

Signed on behalf of Board by: Connie Burke Date: 1/9/2026
(Connie Burke, Vice President) *bls*

Capital Projects Report
January 9, 2026
Sandy Farmer

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

Status:

- At its December 2025 meeting, the Board has endorsed 1) removing all stucco work from the bid proposal; 2) including the additional drainage to the planter box on the right-hand side of the main entry steps; 3) retaining approx. 3” of existing Saltillo tile protruding out from under the wooden side panels and entry gate into the exterior entryway; and 4) installing a paver border at the interface with the drain trough and the ramp concrete.
- The Board has approved the selection of Summit Desert Mirage brick pavers to be laid in the Spanish Bond pattern for an additional cost of \$2,200.
- The Board has approved the selection of *Daniel’s Landscaping and Construction* as the contractor for this project for a bid price of \$50,546 that includes tax but does not include the pavers, their delivery charge, and a contingency. The bid proposal stipulates a 25% upfront deposit followed by 3 subsequent 25% stage-gate payments.
- The Board has approved a maximum total project cost of \$64,150.
- Farmer has requested of Daniel Hall on 1/5/2026 by email that Daniel provide an updated contract proposal to include the following additions and changes: 1) additional costs for the brick pavers and their delivery, with the expectation that Daniel will handle the purchase and delivery; 2) additional installation cost for the Spanish Bond pattern; 3) inclusion of a proposed start date; 4) revision of the GRT rate to the correct Santa Fe City rate (8.19%); and 5) inclusion of any additional Terms & Conditions.
- Farmer has also requested by email that Daniel provide Estancia Primera with a current COI.
- Contractor #2 (Urbanna Landscaping) has provided Farmer with a revised cost for the center handrail on the main entry steps of \$5,500 down from \$7,897 (all plus tax). This \$2,400 reduction does not materially impact the bid decision.

**Estancia Primera Community Services Association (EPCSA)
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Friday, February 13, 2026**

Call to Order: Treasurer Scott Bunton called the meeting to order at 9:00 am via videoconference using Zoom.

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

Directors Absent: Brenda Shears (President) Connie Burke (Vice President), and Ann Caldwell

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

Others Absent: Kurt Sommer (ARB Chair)

Homeowners Present: Scott Burt (Aspen Compound); Andrea Woods (La Viveza)

Agenda: Scott Bunton entertained a motion to alter the agenda to allow Sandy Farmer to present the Capital Projects Report as the first item of business since he needs to be on site at the Clubhouse regarding the tile replacement project. The motion, made by Errol Levine and seconded by Barbara Chamberlin, was unanimously approved.

Capital Projects Report. Project chairman Sandy Farmer presented an update on EP's Exterior Facilities & Grounds Renovation Project regarding tile replacement and drainage work (see attached report).

Approval of Previous Board Meeting Minutes: The minutes of the January 9, 2025, Board meeting were approved unanimously as submitted (Scott Bunton abstained due to not being present at the January meeting).

Reports:

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

There was \$136,497.74 in the operating checking account as of January 31, 2026. Of that amount, \$1,000.00 is the total of ARB deposits we were holding on that date. This amount includes the portion of 2026 assessment payments received by that date that is allocated as budgeted contributions to capital reserve savings -- the amount of which will be \$56,024 when all assessment payments have been received.

All expenditures during January were in line with the 2026 budget.

As of January 31, EPCSA had a total of \$103,571.20 in three capital reserve savings instruments — an Enterprise Bank & Trust savings account, an Enterprise Bank & Trust certificate of deposit, and a Century Bank savings account. Assuming the Board approves transferring the 2025 surplus to capital reserve savings, EPCSA will have approximately \$118,000 in capital reserves. That is before the addition of and does not count the \$56,024 budgeted contribution to capital reserves that is arriving with 2026 assessments. This means that, after the estimated costs are paid for the tile replacement and drainage project on the street side of the Clubhouse that is currently underway, there will remain approximately \$105,000 of capital reserves.

EPCSA ended the year with its untouched operating contingency fund of \$8,421.00 plus an operating surplus of \$6,009.60. Because Mr. Bunton was chairing the February Board meeting, instead of making the motion himself, he entertained a motion to transfer the total of \$14,430.60 from the operating account to capital reserve savings.

The motion was made by Errol Levine and seconded by Leslie Walker-Hirsch. The Board approved the motion unanimously.

As of Thursday, February 12, EPCSA has received all but two assessment payments. Contact has been made with both delinquent owners or their representatives who indicated they have remitted or will be remitting payment. For any payment that does not arrive before close of business on Sunday, February 15, or is not postmarked before then, formal delinquency procedures will be initiated as set forth in the Governing Documents and the Book of Resolutions.

Mr. Bunton expressed his appreciation to Brenda for bearing the lion's share of the burden for the assessment receipt process while he was traveling for most of January. On her behalf, he thanked Board members who contacted owners in their neighborhoods who had not made payment by the end of January, which is the due date before the 15-day grace period in February.

Architectural Review Board Report. Kurt Sommer was unable to attend, so there was no ARB report.

Real Estate Report. Chair Jill McIntosh reported that 794 Calle Altamira closed on February 3. There is one current listing for 761 Aspen Compound, which is back on the market after having been temporarily removed.

Recreation Center Report. Recreation Center Manager Greg Casey reported that the clubhouse is closed due to the tile replacement project. Racquetball players have access through the lower exterior door. Mr. Casey facilitated the moving of the large pots off the patio deck by Tierra Bonita. TNT is planning to do their quarterly pest control maintenance on only the exterior of the clubhouse due to the tile replacement project limiting access through the main entrance.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer presented the following report: As we discussed at the January Board meeting, Chris Seidel of Koa Landscaping was at the clubhouse on February 5 and 6, to carry out the tree pruning work which had previously been agreed upon. On February 5, he pruned sumacs, pinyons, ashes and ornamental pears, and disposed of green waste. On February 6, he pruned the cottonwood, juniper, ash, honeylocust, ornamental plum, pinyon,

ornamental pine, and crabapple trees. He also pruned the desert willows in the entry islands and disposed of green waste. The total cost of \$1093.78 is less than the estimated amount.

Ms. Speyer requested board approval and moved, with a second by Barbara Chamberlin, that payment be made to Koa Landscaping of \$1093.78 for its work. Scott noted that the amount was included in the 2026 budget line item for grounds maintenance. The motion was approved unanimously.

Unfinished Business:

Errol Levine provided some follow-up information to the scale treatment discussion from January 13, 2026. He understands that Coates Tree Service provides pinyon spraying, in-ground injections, and can do in-bark treatments but at a higher cost than soil injections. VGTS offers bark injections and will spray too on request. According to both, these treatments for scale are needed only on a biennial basis. Errol indicated that he was not aware of any scientific proof that bark injections are superior to soil drenching for scale prevention or treatment. Coates charges significantly less for soil injections per tree than VGTS charges for bark injections. He recommends that for the 2027 treatment program the board obtain estimates from more than one source for such treatments.

New Business: There was none.

Homeowners' Comments: Scott Bunton expressed appreciation for Scott Burt's and Andrea Woods' attendance. Mr. Burt thanked the Board for their work.

Announcements: The next EPCSA Board meeting will be held at 9:00 a.m. Friday, March 13, 2026, via Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and Treasurer Scott Bunton adjourned the meeting at 9:43 a.m.

Minutes prepared and submitted by: Linda Ayerett Date: 3/13/2026
(Linda Ayerett, Secretary)

Signed on behalf of Board by: Scott Bunton Date: 3/13/2026
(Scott Bunton, Treasurer)

Capital Projects Report
February 13, 2026
Sandy Farmer

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

Status:

- Construction started on Tuesday, 2/3/2026 and is expected to take 5-6 weeks. The first installment of \$13,363 was made on 2/4/2026 per the contract. An additional sum of \$1,250 was paid on 2/4/2026 for hauling demo materials away using the contractor's trailer instead of having a large dumpster delivered. The concern was that the dumpster would likely damage the relatively new asphalt.
- The upfront payment of \$6,400 for the brick pavers was made the week prior to start of construction, and the pavers were delivered early on 2/3/2026.
- Demolition was completed on 2/11/2026. The bottom concrete step was retained since it was poured in May 2024. The second installment of \$13,363 was made on the same date. Work then began on installing the drainage network through the patio and exterior entryway areas, and in the walled-in gravel landscape bed and planter box.
- The plan for the upper section of the concrete ramp (approx. 7 LF) has changed due to the unanticipated complexity of re-pouring concrete in that section and to the fact that there was confusion with the contractor over what was to be done in that section. In the end, it was decided to cut the ramp down to the first expansion joint (approx. 12-14" down after turning the corner), and to lay pavers down to that point. This approach has several benefits:
 - Removes an ugly section of the ramp concrete
 - Reduces the visual impact of the paver-concrete interface when viewed from the exterior entryway
 - Provides a level surface around the turn and a flush interface with the concrete edge
 - Eliminates the need to bring the new concrete up to a height such that after application of the non-slip coating, it will be at the same height as the old concrete
 - Eliminates the need to have a similar non-slip coating applied to the new concrete
 - Eliminates the need to tether the new concrete section to the old section given the degraded state of the old concrete
 - Eliminates extra costs since re-pouring concrete here was not part of the original contract
- A 3' deep, 2-1/4" wide decorative drain trough (NDS 9242 slim channel drain with cover from Master Landscape Supply) with a sand-colored cover was chosen to run across the front of the wooden side panels and entry gates. See Appendix for picture.
- Three 12"x12" drain boxes with removable tops will now be installed in the walled-in gravel landscape bed: 2 flanking the large rock in the bed area between that rock and the stucco wall, as originally planned, and an extra 1 right at the interface with the pavers to facilitate clean-out of the drains. In addition, the contractor will build up the ground with crushed gravel (or other

similar material) between the building stucco wall and the 2 drain boxes in the landscape bed so that water will flow away from the building towards those drains.

- The conduit for the irrigation supply line has been installed, with curved 90o pop-ups, between the walled-in gravel landscape bed and the planter box. It would be a good idea to ensure that the irrigation supply line can be pushed through this conduit before paver installation begins.

APPENDIX

Picture of the slim channel drain and cover



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Friday, March 13, 2026**

Call to Order: Vice President Connie Burke called the meeting to order at 9:00 am via videoconference using Zoom.

Directors in Attendance: Connie Burke (Vice President), Scott Bunton (Treasurer), Errol Levine, Jill McIntosh, Jo Beth Speyer, Barbara Chamberlin and Ann Caldwell.

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

Others Absent: Brenda Shears (President), Leslie Walker-Hirsch, and Kurt Sommer (ARB Chair)

Homeowners Present: None

Approval of Previous Board Meeting Minutes:

The minutes of the February 13, 2026, Board meeting were approved unanimously as submitted.

Reports:

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

Status of EPCSA's bank accounts and budget: As of February 28, 2026, the EPCSA operating checking account had a balance of \$111,043.72 including \$1,000.00 in ARB deposits. That amount also includes the portion of 2026 assessment payments received by that date that is allocated as a budgeted contribution to capital reserve savings — the total amount of which will be \$56,024 when all assessment payments have been received — minus the \$34,635.00 that had been expended by February 28 on the tile replacement and drainage improvement project at the Clubhouse. All expenditures during February were in line with the 2026 budget.

As of February 28, there was a total of \$118,003.72 in our three capital reserve savings instruments — Enterprise Bank & Trust savings account, Enterprise Bank & Trust certificate of deposit, and a Century Bank savings account that includes the 2025 surplus that the Board at the February meeting approved transferring to capital reserve. That amount does not include the \$21,389 of the 2026 budgeted contribution to capital reserves that has not yet been expended on the Clubhouse project. After the remaining estimated costs of that project are paid, there will be approximately \$100,000 in capital reserves.

Status of Assessment Payments. As of Thursday, March 12, EPCSA received all but one 2026 assessment payment. Two were not paid by February 15 and thus were formally delinquent. Payment was received during the first week of March of the Whorton assessment along with the service charge for late payment and interest to date, thus making that account current. Although Mr. Bunton contacted a financial representative of Ms. Bonfiglio (who owns 760 Aspen Compound) who promised to remit payment, it has not been received. Mr. Bunton made a motion that the President and Treasurer be instructed to take all necessary steps to file a Notice of Lien on the Bonfiglio property with Santa Fe County if not paid by March 27, 2026, and to notify

Ms. Bonfiglio and her representative of this action, and that once the lien has been filed, payment of the assessment, the service charge for late payment, interest to date, and all expenses to EPCSA for filing the lien and releasing the lien be required in order to bring the assessment account of that home to paid-in-full status and to stop the accrual of interest on unpaid amounts. The motion was seconded and approved unanimously. Mr. Bunton does have lien forms and clarified that the Declaration states the interest accrues on an annual basis, which is divided by 365 by Mr. Bunton.

Modification to EPCSA Check-Writing Procedures: The EPCSA Officers (Brenda Shears, President; Connie Burke, Vice President; and Scott Bunton, Treasurer) proposed via email on February 21, 2026 a change in the Book of Resolutions (BOR), Section III.C.4. regarding the EPCSA procedures for check-writing. The request for the Board to approve the alteration was made by email prior to the March Board meeting because they thought it was quite possible that some of the circumstances the revisions address might be encountered before that meeting.

Rationale for the alteration: When EPCSA officers have been away from Santa Fe, there have been circumstances requiring payment of an EPCSA financial obligation — for example, payments EPCSA is contractually bound to make to the contractor replacing exterior tiles at the Clubhouse — and the absence of one or more officers have made it difficult or impossible to satisfy Governing Document and/or Book of Resolutions (BOR) requirements for issuance of checks to make those payments.

Currently, the BOR, in Section III.C.3., provides that the Treasurer is to make needed payments, and sets forth requirements that must be met for payments to be permissible. Although the BOR does not provide explicit authority, for the past seven or eight years the practice has been that when a payment needs to be made and the Treasurer is away or otherwise unavailable, the President performs the payment functions in accord with the requirements and limitations the BOR prescribes for the Treasurer. But there have been recent situations in which a payment is needed but both the Treasurer and the President have been unavailable. The EPCSA Officers expressed their desire that the BOR be revised so it is clear that when a payment must be made before the Treasurer will be able to make it, the President is authorized to arrange for the payment to be made, and when a payment must be made before either the Treasurer or the President will be able to make it, the Vice President is authorized to arrange for the payment to be made.

The BOR also requires, in section III.C.4., that checks or withdrawals exceeding \$2,000 must be signed by both the Treasurer and either the President or Vice President. To deal with circumstances where the Treasurer is unavailable to provide his/her signature, we believe the BOR also needs to be revised so it is acceptable for the President and Vice President to sign. Further, although the Bylaws require two signatures only in cases of payment amounts exceeding \$5,000, when the Board approved the Book of Resolutions, it wanted to be more conservative and so set \$2,000 as the threshold. Because there has been inflation since this provision was approved, it was proposed the amount be increased to \$3,000.

The language of the Book of Resolutions Section III.C.4. for which an amendment was proposed:

Countersignature required for checks or withdrawals exceeding \$2,000. All checks written on EPCSA accounts, or withdrawals from EPCSA accounts, in amounts exceeding \$2,000 except those payable to the Clubhouse Manager must be signed by the President or Vice President in addition to the Treasurer.

Proposed revised language.

III.C.4. Issuance of checks to pay EPCSA financial obligations. The following procedures will govern Board actions pertaining to issuance of checks on any EPCSA checking account to pay EPCSA financial obligations:

- a. In order to pay an EPCSA financial obligation with a check written on any EPCSA checking account, the Treasurer, when he/she confirms all financial procedures contained in the EPCSA Governing Documents and the Book of Resolutions have been satisfied to authorize such a payment, will arrange for preparation of the check and its delivery to the payee.
- b. When the President determines that payment of an EPCSA financial obligation must be made and that all financial procedures contained in the EPCSA Governing Document and the Book of Resolutions have been satisfied to authorize the payment but the Treasurer is and will remain unavailable to arrange for the payment to be made by the required time, the President may arrange for preparation of the check, sign the check, and arrange its delivery to the payee.
- c. When the Vice President determines that payment of an EPCSA financial obligation must be made and that all financial procedures contained in the EPCSA Governing Document and the Book of Resolutions have been satisfied to authorize the payment but the Treasurer and the President are and will remain unavailable to arrange for the payment to be made by the required time, the Vice President may arrange for preparation of the check, sign the check, and arrange its delivery to the payee.
- d. When the President or Vice President signs any check per the terms of subsections b. or c., he or she will ensure that a photocopy or scanned image of the signed check is provided to the Treasurer and EPCSA's bookkeeper at the earliest possible time.
- e. All checks written on EPCSA accounts in amounts exceeding \$3,000 except those payments identified in subsections III.C.3.a. or g. must be signed by the President in addition to the Treasurer. If the President determines that the Treasurer is and will remain unavailable to sign such a check by the required time, this provision may instead be satisfied by both the President and Vice President signing the check. If the Treasurer determines that the President is and will remain unavailable to sign such a check by the required time, this provision may instead be satisfied by both the Treasurer and Vice President signing the check.
- f. Each year after the Board elects its officers for the coming twelve-month period, the officers elected shall arrange to take the steps required by the host financial institutions to enable the President, Vice President, and Treasurer to sign checks on EPCSA's checking account(s), and to remove as authorized signatories for those accounts any former occupants of those positions who no longer are serving in them.

Approval by the Board of proposed alteration of Book of Resolutions III.C.4. The proposed alteration was unanimously approved by email on February 27, 2026.

Architectural Review Board Report. Chair Kurt Sommer's report was read by Mr. Bunton. There have been no new projects requested in the last five months. There remain four outstanding projects: Stucker, Fassett, West and Wolking. Mr. Sommer will follow up in the next two weeks to find out if these projects are complete. None of these owners have advised that their project has been completed. There are no pending issues that Mr. Sommer is aware of. The ARB needs to follow up

and work on the fire mitigation project because of the extreme drought we are experiencing. A meeting for the ARB will be set up to resurrect the project.

Real Estate Report. Chair Jill McIntosh reported that the listing at 761 Aspen Compound is under contract and may close in April.

Recreation Center Report. Recreation Center Manager Greg Casey reported that the tile project is nearing completion. Other small projects will resume when the tile project is complete. Ms. Burke announced that the Estancia Primera Women's Group will meet at the Clubhouse on Tuesday, March 17, 2026, and will be instructed to use the ramp. Ms. Speyer confirmed that attendees to the Scandinavian Group meeting on March 22, 2026, hosted by Erik Speyer, will also be instructed to use the ramp.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer presented the following report: The irrigation will be turned on soon - date still to be determined. Greg Casey is contacting Tierra Bonita regarding that date. The committee has determined that the two large decorative pots in the courtyard should be removed so as not to stain the newly replaced surface. Ms. Speyer hopes to have the pots cleaned out to be re-homed. Grounds Maintenance will maintain the other two pots, planting them with grass or a Hesper aloe, as chosen by MaryAnn Scanlon

Capital Projects Report. Project chair Sandy Farmer reported on the Capital Projects Exterior Facilities Renovation Project. See attached. The EPCSA board members were invited for a brief walk-through of the new tile surface and choose the color for the stairway handrails.

Unfinished Business:

Federal Income Tax 2025: Mr. Bunton advised the Board that EPCSA's 2025 federal income tax return had been prepared by the bookkeeper, and that EPCSA owes \$228, which is the requisite 30 percent of the interest income earned during the year minus a standard \$100 deduction from that income. Mr. Bunton made a motion to approve payment to the Internal Revenue Service of the \$228.00. The motion was seconded and approved unanimously.

Treasurer Reimbursement: The motion to reimburse Mr. Bunton \$44.46 for 2025 postage expenses was made, seconded and approved unanimously.

Approval of Additional Stairway Handrails at Clubhouse Entrance: On March 2, President Shears requested via email that the Board approve a cost addition of up to \$7,000 to the Clubhouse Tile & Drainage Project so that two custom, curved side handrails can be fabricated, powder-coated, and mounted onto the stucco walls as part of the on-going project. The following request was approved unanimously by the Board members on March 4, 2026:

“Commercial code requires two side handrails on the main entry steps; Residential code requires only one, i.e., the center handrail. As we learned from the Parking Lot and Sidewalk Replacement project, the Rec Center appears to be subject to Commercial codes. The original project was based on a Remove and Replace scenario, which only envisioned replacing the center handrail. Because it will almost certainly be less expensive to add on these two side handrails now as part of this larger project vs. later as a standalone project; because we already have figured out the sourcing, powder coating, and installation process; because it will be easier to ensure that all handrails match if done together; and because the additional cost of \$6K (incl. 10% contingency) should still allow the project to stay below \$70K.”

New Business:

Santa Fe Literary Festival: Estancia Primera Women's Group will host speaker Megan Mallory, Executive Director Santa Fe Literary Festival, March 17, 2026, at the Clubhouse.

Fire Safety: Ms. Burke and Mr. Sommer will be forming a committee to review HOA's and CCNR's regulations on fencing and fire safety. President Shears will also be sending tips to homeowners in upcoming emails.

Homeowners' Comments: None

Announcements: The next EPCSA Board meeting will be held at 9:00 a.m. Friday, April 10, 2026, via Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and Vice President Connie Burke adjourned it at 9:43 a.m.

Minutes prepared and submitted by: Linda Averett Date: March 26, 2026
(Linda Averett, Secretary)

Signed on behalf of Board by: Connie Burke Date: April 10, 2026
(Connie Burke, Vice President)

Capital Projects Report
March 13, 2026
Sandy Farmer

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

Status:

- All construction work was completed on or about 3/6/2026 except for the 3 hand railings. The target date to complete installation of the 3 hand railings is 3/27/2026, but this is not a firm date.
- Add-on project costs (before tax) during construction were 1) \$350 for the two outside discharge lines and for hook-up of the bridging irrigation line; and 2) \$5,050 for the additional two custom-fashioned, side handrails. This brings the estimated total project cost up to \$66,950.
- The third installment of \$13,363 was paid on 2/25/2026 a few days after paver installation had started. The fourth installment of \$10,167.77 was paid on 3/9/2026. The fourth installment amount was less because 1) the bid cost plus tax for the center handrail was deducted, and 2) the cost plus tax for Add-on #1 in the previous bullet point was included.
- To date, EP has paid \$57,855 to the contractor.
- 72 full-thickness and 66 half-thickness pavers have been retained and are stored outside and adjacent to the south-end stucco wall of the tennis court enclosure. These pavers are not visible from the tennis court and should not be visible from any home or the arroyo. In addition, 10 intact Saltillo tiles are also stored there. The other leftover pavers (approx. 699) will be picked up by Kinney Brick for a refund minus a 25% restocking fee and a \$140 pickup charge. The refund to EP should amount to around \$415.
- Materials for the center handrail and the two side handrails were ordered on 3/4/2026 from Custom Ornamental Iron Works (in Phoenix, AZ), with an estimated delivery of 5-7 days. The Santa Fe shop (Prescott Gallery off of Siler Lane) that does powder coating will still be in business for the foreseeable future as the sale of their building has been put on hold. This is good news for us as this is a convenient and inexpensive shop to have our hand railings powder coated.
- During the installation of the hand railings, the contractor will spread more fine sand over the entire area of pavers to top off the settled sand in the gaps between pavers. The clubhouse will need to be closed for 1-2 days when this process takes place.
- The concrete and asphalt affected by the construction work was power washed on 3/9/2026. Unfortunately, the contractor did not bring a hose long enough to reach to the other side of the parking lot. Once the hand railings have been installed, the contractor will re-wash the concrete and asphalt with a cleaning solution and then power wash with a longer hose.
- It would be good to test the installation setup of the bridging irrigation line to the planter box asap in case there are leaks or other issues that the contractor would need to repair.

**Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, May 8, 2026**

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

Directors Present: Brenda Shears (President), Scott Bunton (Treasurer), Jill McIntosh, Barbara Chamberlin, Jo Beth Speyer and Leslie Walker-Hirsch.

Directors Absence: Errol Levine, Connie Burke (Vice President) and Ann Caldwell.

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

Others Absent: Kurt Sommer (ARB Chair).

Homeowners Present: Scott Burt (Aspen Compound)

Approval of Previous Board Meeting Minutes:

The minutes of the April 10, 2026, Board 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 \$75,477.58 in the operating checking account as of April 30, 2026. Of that amount, \$1,000.00 is the total of ARB deposits being held in the account on that date. The amount reflects that EPCSA borrowed approximately \$10,000 from that account to finish paying for the Clubhouse exterior tile replacement and drainage project, and once the final accounting for that project is complete, Mr. Bunton will move from capital reserve savings into the checking account the exact amount that was borrowed to make the checking account whole.

Expenditures during April were in line with the 2026 budget.

As of April 30, there was a total of \$118,203.11 in the three capital reserve savings instruments — Enterprise Bank & Trust savings account, Enterprise Bank & Trust certificate of deposit, and Century Bank savings account. That amount includes the approximately \$10,000.00 paid from the checking account toward the costs of the Clubhouse project; the borrowed amount finally computed will be transferred to the checking account, which will leave approximately \$108,000 in capital reserves.

The Enterprise Bank and Trust six-month Certificate of Deposit matured during April and was renewed including the interest that had accrued during the preceding six months. The initial amount of the renewed CD was \$21,232.38

Architectural Review Board Report. Chair Kurt Sommer provided a brief written report read by Brenda Shears: The ARB voted NOT to change the white roof rule. The members voted to allow anyone with dead trees or brush to remove the dead trees and brush without ARB approval, but NOT to replace without approval.

Real Estate Report. Chair Jill McIntosh reported that the listing of 773 Aspen Compound remains active. There are no new listings

Recreation Center Report. Recreation Center Manager Greg Casey reported that pool preparation and setup is in process for the Memorial Day weekend opening that included the pool cover removal and debris cleanup. Mr. Casey provided a temporary key card to Enrique of Tierra Bonita for continued debris cleanup. In April a reorganization of the Clubhouse storage room was conducted with the assistance of Brenda Shears, Connie Burke, Audrey Chumley and Keith Kintigh; old and extraneous items were disposed of, and the room better accommodates access to the tables and items needed for various set up options of the meeting room. Window cleaning was arranged by Audrey Chumley and satisfactorily completed.

Brenda Shears reported that she had talked with David Laing of D.M.L. Inc. regarding the condition of the tennis court. He does not recommend we do a partial resurface as has been discussed; he does not believe it will last long enough to get our money's worth. The court needs to have the underlying asphalt base removed and replaced. More information needs to be gathered to help the board plan for that eventuality. In the meantime, Cheryl Sommer is investigating any possible option for repairing the tennis court cracks while we are researching and deciding on the next steps.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that with the help of the irrigation system, the grounds are greening up nicely. Greg has been watering the newly treated trees, and MaryAnn planted the two large pots as agreed upon. Greg got immediate assistance in fixing a leak in the faucet next to the bridge, which a resident had reported.

Capital Projects Report. Chair Sandy Farmer's report is attached.

Unfinished Business.

The annual pool opening party will be held on Memorial Day, May 25, 2026, at 5:30. Ms. Burke has confirmed that EPCSA will provide Cowgirl's BBQ for the event. The BBQ expense was approved by the Board in December. President Brenda Shears will be emailing a notice to homeowners about the event.

New Business: None

Homeowners' Comments: None

Announcements: The next EPCSA Board meeting will be held at 9:00 a.m. Friday, June 12, 2026, 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: May 8, 2026
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: June 12, 2026
(Brenda Shears, President)

Capital Projects Report
May 8, 2026
Sandy Farmer

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

Status:

- Handrail parts arrived on 3/14/2026. Assembly was completed on 3/25/2026.
- The 3 assembled handrails were brought to *All Powder Coating of Santa Fe* on 3/26/2026. The job was to be completed within 1-4 weeks. The handrail assemblies were each to be sandblasted, given a zinc undercoating (for rust protection), and then powder coated with the color Breccia. The total cost was \$1,496.
- Extra fine sand was spread over the pavers to re-fill the space between the pavers after about a week of settling. This may be something that has to be done every couple of years as maintenance.
- Installation of the powder coated handrails was done by 4/10/2026. An oversight was made in not having the steel mounting screws pre-painted (or included in the powder coating process). The heads of these screws were sprayed with Rustoleum (or equivalent) subsequent to installation, which addressed the issue. However, these screw heads may need to be re-sprayed every 5 or so years as maintenance.
- An error was made in determining the curvature and slope for the bottom section of the right handrail. This error was corrected, but resulted in an additional spacer plate having to be inserted behind the bottom mounting bracket. While this plate is slightly visible now, it is likely that the plate could be completely hidden as part of any re-stuccoing of that wall.
- An error was made in the installation of the toe-kick pavers in that mortar (Thinset) was not put on the top edge of those pavers to ensure that there was no gap between that top edge and the bottom of the front-edge pavers immediately above. (**Note:** The front-edge pavers were installed first, and then the toe-kick pavers were installed.) Currently, there is a 1/16" (or slightly larger) gap that runs under the outer 2" of all front-edge pavers on every step, with that length being about a 1/2" longer for the front-edge bricks on the bottom step. This gap (and therefore lack of support) under a significant portion of the front-edge pavers increases the likelihood that a stress fracture will occur right at the junction where the front-edge paver is no longer supported. In fact, such a stress fracture has already occurred in one top-step paver. President Shears and Farmer met with the contractor on 4/30/2026 to discuss this issue. The contractor has committed to filling in this gap under every front-edge paver with mortar in a way that will maintain the appearance of the steps. The contractor will also replace the fractured paver and the one immediately to its right in order to restore the integrity of that step and to blend out the slightly angled orientation of the paver on which the top post of the center handrail is mounted. That slightly angled paver is right next to the two pavers that are being replaced. This corrective work is to occur during the week of May 11 and will take one day to complete plus a couple of days for curing, just to be on the safe side.
- The final payment to the contractor had been calculated to be \$8,350.53 before Farmer left on vacation at the end of March. Upon receipt of the contractor's final invoice on 4/10/2026 in the amount of \$8,946.33, Treasurer Bunton informed the contractor that EP would hand over a

check for \$8,350.53 in the near term (4/16/2026) and that the remaining balance of \$595.80 would be addressed upon Farmer's return.

- Farmer reconciled the remaining balance as follows: 1) an additional cost of \$350 for the final choice of railing parts had not been included in the EP calculation; 2) the actual shipping cost for the railing parts was \$450 whereas the estimated cost of \$350 had been used in the EP calculation; and the additional \$250 cost for zinc undercoating had not been included in the total cost of powder coating due to a miscommunication. A final check in the amount of \$595.80 will be handed over to the contractor shortly.
- The final Total Project Cost was \$66,825. The initial Project Contract Cost was \$59,851. However, the initial contract did not include the two side handrails, the drainage work outside the patio wall, and the final implementation of the center handrail.