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)
Minutes of the Meeting of the Board of Directors
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 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 Averett Date: 3/13/2026
(Linda Averett, 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 Burtt (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.

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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 ½” 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.

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

Director Absent: Ann Caldwell.

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

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

Homeowners Present: None

Approval of Previous Board Meeting Minutes:
The minutes of the May 8, 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 $80,994.14 in the operating checking account as of May 31, 2026. Of that amount, $1,500.00 is the total of ARB deposits being held in the account on that date. Expenditures during May were in line with the 2026 budget. As of May 31, there was a total of $107,448.15 in three capital reserve savings instruments — Enterprise Bank & Trust savings account, Enterprise Bank &Trust certificate of deposit, and Century Bank savings account. That amount includes all budgeted capital reserve savings for the current year. Full payment for the tile and steps replacement and drainage project at the Clubhouse has been made.

***Architectural Review Board Report*.** Chair Kurt Sommer reported on a pending controversial ARB matter regarding the installation of a mini split air conditioning system at 744 Calle Altamira. He noted that there were ongoing challenges with achieving quorums for online Zoom ARB meetings with only four reliable members out of nine responding to requests to attend meetings. EPCSA Board members expressed concern about ARB members' participation in the process. Strategies were discussed to improve attendance, including scheduling regular monthly meetings so ARB members could plan around those meetings. Kurt will try to schedule routine, recurring dates so that ARB members can schedule for those times to foster more active participation.

Real Estate Report. Chair Jill McIntosh reported that two listings at 733 Aspen Compound and 768 Calle Altamira remain active. A recently listed property at 416 Los Altos Way, listed at a record for EP of $3,399,000, went under contract quickly. Errol Levine inquired whether disclosure documents made it clear that short-term rentals (less than 30 days) were not permitted within Estancia Primera. Errol raised concerns about the Los Altos property's potential for inappropriate short-term rentals due to its separate units, and Scott Bunton agreed to discuss this with David Sproat (President of the Los Altos HOA), so that Mr. Sproat could clarify the EP and Los Altos rental restrictions in the Los Altos disclosure documents provided to the prospective buyers. Jill explained that buyers must sign a document acknowledging awareness of the city ordinance imposing limitations on short-term rentals and that prospective buyers are made aware of similar regulations and limitations for EPCSA. President Shears commented that it has been rare to find a property available for rent within EP for less than 30 days. From time to time, it comes to her attention that an EP property may be available for short-term rental (less than 30 days) but upon gathering additional information those properties were only available for periods longer than 30 days.

Recreation Center Report. Recreation Center Manager Greg Casey report covered racquetball and pool usage statistics and discussed needed repairs to glass tabletops at the pool deck, with Connie Burke researching replacement options.

Brenda Shears reminded the Board that in October Connie Burke was appointed the Board Liaison for the Recreation Center (with the exception of the Tennis Court and Grounds Maintenance) replacing Brenda Shears.

Events Report. The Memorial Day Pool Opening Party was a success, with attendance at about 65-70 people attending in spite of the rain. A Fiesta Potluck is planned for Labor Day.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that the grounds continue to be maintained by Tierra Bonita, and they are flourishing; as we go into the hotter weather, hoping for the effect of the predicted monsoons.

Capital Projects Report. Brenda Shears reported that the tile and drainage project has been completed.

Unfinished Business: None

New Business:

***The Food Depot Neighbor to Neighbor (N2N) Fund Drive*:** Barbara Chamberlin announced the start of the Neighbor to Neighbor (N2N) project for July and August. It will end earlier than in previous years due to a conflict with Hunger Action Month in September. She has requested Board members provide suggestions of residents from their neighborhoods to work with Barbara and Jo Beth Speyer in this drive.

Liability Insurance Umbrella Policy. A motion was made by Scott Bunton, seconded and approved, to allocate $3,231.25 to renew the one-year umbrella insurance policy with Distinguished Properties Umbrella Managers Incorporated for the period of August to August, providing $5 million in coverage (the same as last year).

Annual Meeting Planning. The annual meeting was scheduled for the traditional timing of the Wednesday before Indian Market, which this year is August 12th. The meeting will be held in-person and virtually via Zoom; lemonade, iced tea, and cookies will be provided. The Board positions for Los Nidos and Cumbre Vista currently filled by Errol Levine and Connie Burke respectively will become vacant in August at the Annual Meeting. Ms. Shears will send a notice of the annual meeting to all owners on July 1 and this will include a request for nominations for the two board positions. Nomination forms are available on the EPCSA web site.

Pool Pump House. A significant portion of the meeting focused on addressing ventilation issues in the pool house, where gases released from pool chemical storage containers are causing corrosion problems. EPCSA was informed via Carver Busch of Kokopelli Pools that there has been a city code change for Class B pools such as the one at the Recreation Center. The code for new pools now requires that pool chemicals be stored in a separate building from the pool pump and other pool equipment. Existing pools, on the other hand, are required to add a venting fan to remove the outgas resulting from the chlorine and muriatic acid gases emitted by the pool chemicals. Based on that information, Brenda and Greg identified someone through a homeowner recommendation with the skill to add the 12" Vevo Venting Fan recommended by Carver Busch of Kokopelli Pools; subsequently, President Shears requested Board approval of such an installation via email prior to the June 12 Board Meeting. Several board members preferred to have a fuller discussion at the June 12 Board meeting, and the topic was added to the agenda under New Business.

Connie and Greg presented findings from their research into both short-term and long-term solutions, including the potential installation of a fan and relocation of chemical storage containers. The Board discussed a corrosion problem in the pool house caused by chemical outgassing from 100-pound canisters of muriatic acid and chlorine. Connie and Greg reported researching potential solutions, including installing a fan or improving ventilation, as well as potentially relocating the chemical storage to a small structure attached to the pool room to address the issue long-term. The board agreed more information and cost estimates are needed before making a decision, with Steve Sanders* of Architectural Metals expected to provide a proposal within two weeks and Connie planning to follow up with city code requirements regarding ventilation.

*Specializes in corrosion in pool pump areas and known to Jill McIntosh.

President Shears spoke to the point that our community and its amenities are very special and important to our owners and to their property values. The EPCSA Board of Directors has the responsibility to maintain and upgrade the existing facilities and has been taking steps to do that through forecasting capital maintenance and replacement needs with the best information available at the time. She suggested that the board look at those projections again against current realities – codes are changing and degradation is occurring in areas that have not been expected. Right now, the EPCSA faces needs that include resurfacing the tennis court (which may require replacing the asphalt base); repairs or a re-stuccoing of the clubhouse and the walls of the courtyard, pool, and tennis areas; and the ventilation and rehabilitation of the pool pump room – all big-ticket items. At the same time, prices of materials and labor continue to rise. She emphasized that EPCSA needs to get ahead of this; EP cannot do what is needed to be done in the next few years with the financial resources available – in spite of our success in increasing our Capital Reserve Account. Connie suggested that the board revisit the projections presented at the 2025 annual meeting, prepared by Drew Stewart and Scott Bunton, and consider strategies for increasing EPCSA's financial resources so that it may appropriately maintain the various elements of our Recreation Center amenities.

Homeowners' Comments: None

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

Executive Session: A motion was made, seconded, and approved to enter into an Executive Session at 9:54 a.m.; A motion was made, seconded, and approved to return to the regular meeting at 10:22 a.m.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Brenda Shears adjourned it at 10:24 a.m.

Minutes prepared and submitted by: Linda Averett Brenda L Shears Date: June 21, 2026
(Linda Averett, Secretary, Brenda Shears, President)

Signed on behalf of Board by: Brenda L Shears Date: July 10, 2026
(Brenda Shears, President)

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, July 10, 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), Connie Burke (Vice President), Scott Bunton (Treasurer), Errol Levine, Jill McIntosh, Barbara Chamberlin, Jo Beth Speyer

Directors Absence:
Ann Caldwell. Leslie Walker-Hirsch

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 June 12, 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 $72,504.77 in the operating checking account as of June 30, 2026. Of that amount, $1,500.00 is the total of ARB deposits being held in the account on that date. Expenditures during June were in line with the 2026 budget. As of June 30, there was a total of $107.430.27 in three capital reserve savings instruments — our Enterprise Bank & Trust savings account, an Enterprise Bank & Trust certificate of deposit, and a Century Bank savings account. That amount includes all budgeted capital reserve savings for the current year.

Mr. Bunton stated that the annual premiums for EPCSA's basic liability and property insurance policy and for its directors and officers liability insurance policy will be due before August 31. The coming year will be the third year of the three-year liability and property policy, and the second year of the three-year directors and officers liability policy, so, although no invoice has been received, he said he expects the premiums for the coming year for each policy to be the same as the premiums for this past year. Since the Board will not have another meeting before the premiums will be due, Mr. Bunton made a motion that the Board approve payment of not-to-exceed $12,500 for the liability and property policy annual premium and not-to-exceed $2,550 for the directors and officers liability policy annual premium when the invoices for those policies are received. The motion was seconded and approved unanimously.

***Architectural Review Board Report*.** Chair Kurt Sommer reported the following: The application for the installation of a mini-split at the Skillman residence (774 Altamira) was approved following

agreement to run the conduit on the inside of the home after the request to run it along an outside wall on the second story was not approved. Issues continue to arise over installation of mini-splits and running electrical conduit on exterior walls of residences. Another mini-split installation application by Scott Collins (516 Los Nidos Drive) is pending. Mr. Sommer has set up a monthly ARB meeting at 5:30p.m. on the first Wednesday of each month. Mr. Sommer is having difficulty getting a quorum with only 3-4 attendees. President Shears requested a list of all ongoing projects.

Real Estate Report. Chair Jill McIntosh reported that 416 Los Altos Way closed at near asking price of $ 3, 399,000; 768 Calle Altamira is active; and 773 Aspen Compound is under contract and will close July 17, 2026.

Recreation Center Report. Recreation Center Manager Greg Casey reported that Kokopelli pool service continues to maintain the pool around 6:30-8:30 a.m., including removal of the sand and pine needles in the pool. Mr. Casey also expressed concern about fraudulent sign-ins during the day for the past several weeks on the pool register, soap smeared on restroom mirror, and unflushed toilets. He is concerned that individuals apparently have obtained an unauthorized keycard. It was suggested that Mr. Casey report these issues to Ms. Burke or report to police as they happen. President Shears and Ms. Burke will pursue the possibility of installing cameras at the Clubhouse entrance and pool area. Mr. Levine suggested we might be able to track the keycard numbers that have ben used for access through the wooden doorway. Ms. Shears will follow up on that possibility. President Shears reported that this summer she has received quite a few requests for cards for new owners; these new residents are bringing family members and other guests to visit, and sometimes additional family members stay in the houses with their own families resulting in an influx of new people in our community that we don't at first recognize. This is a different issue than fraudulent use of the pool, but something to keep in mind. Following that discussion, reference was made to the fact that at least two homes have been rented to the Santa Fe Opera resulting in the possibility that different tenants may be present during the term of the rental. Ms. McIntosh will follow up with more information. Mr. Casey reported on the condition of unsafe, unusable grills. Ms. Burke will shop for grill replacements, also, cushion replacements for two soiled chaise cushions and one broken glass table. Treasurer Bunton reported having $650 in budget for pool furnishings and $700 for clubhouse furnishings. Ms. Burke reported that the chemical odor in the pool pump house is better and she will continue to research options for correcting the issue.

***Events Report*.** Connie Burke reported that President Shears will include save-the-date information in the monthly email for the Clubhouse Labor Day Mexican Fiesta Potluck on Monday, September 7, 2026, 5:30-7:30 p.m.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that the grounds continue to be maintained by Tierra Bonita, and they are flourishing, as we go into the hotter weather, hoping for the effect of the predicted monsoons. Ms. Speyer will address additional water protocols for the planting areas at the entrance islands.

Unfinished Business:

*The Food Depot Neighbor-to-Neighbor Fund Drive***.** Chair Barbara Chamberlain reported that the Neighbor-to-Neighbor Food Depot Drive has begun and will conclude at the end of August. Flyers will be placed at the Clubhouse pool sign-in table; also, the individual neighborhood HOA

presidents will be asked to inform their neighborhood residents. President Shears will include an announcement in the homeowners' August E-Newsletter.
Annual Meeting Planning. President Shears has received no nominations for vacancies in Cumbre Vista and Los Nidos. She also requested that board members contact owners and suggest proxies be submitted for those unable to attend the meeting.

New Business: none

Homeowners' Comments: none

Announcements: The EPCSA Annual Board meeting will be held Friday, August 12, 2026, at 7 p.m. in person at the EP Clubhouse and via Zoom. The next EPSCA regular meeting will be Friday, September 11, 2026.

Executive Session: The Board voted to adjourn to executive session at 10:02 to discuss a confidential personnel matter. The following Board members were in attendance: Brenda Shears, Connie Burke, Scott Bunton, Errol Levine, Jill McIntosh, and Jo Beth Speyer. A motion was made, seconded, and unanimously approved to change the management of the Estancia Primera Recreation Center. The Board voted to return to regular session at 10:36 a.m.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Brenda Shears adjourned it at 10:38 a.m.

Minutes prepared and submitted by: Linda Averett Date: July 17, 2026
(Linda Averett, Secretary)

Signed on behalf of Board by: Brenda L Shears Date: August 18, 2026
(Brenda Shears, President)

Draft Minutes of the Annual Meeting of the Members of the
Estancia Primera Community Services Association (EPCSA)
Wednesday, August 12, 2026

Meeting Held in Person at EP Clubhouse and by Videoconference Using Zoom
(For approval at the August 2027 Annual Members' meeting)

Board Members Present: Brenda Shears (President), Scott Bunton (Treasurer), Ann Caldwell, Barbara Chamberlin, Errol Levine, Jill McIntosh, Jo Beth Speyer, and Leslie Walker-Hirsch.

Others Present: Linda Averett (Secretary), Kurt Sommer (EP ARB Chair), and Sandy Farmer (Capital Projects Coordinator)

Director Absent: Constance Burke (Vice President),

Call to Order: Ms. Shears called the meeting to order at 7:05 pm. The owners of 40 Estancia Primera (EP) lots (47 individuals) were present in person, via Zoom, 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 for the EPCSA Annual Members' Meeting of August 13, 2025; the motion was passed unanimously.

Election of Board Members: The board positions for the Cumbre Vista and Los Nidos subdivisions became vacant on August 12, 2026. EP owners Connie Burke (Cumbre Vista) and Betsy Gits (Los Nidos) each submitted a Petition of Candidacy in good order signed by five EP Members in good standing by the due date of July 13, 2026, 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 two candidates be elected by acclamation was then passed unanimously.

Reports:

President's Report. Ms. Shears reported that the 2025-2026 Board was comprised of President Brenda Shears, Vice President Connie Burke, Treasurer Scott Bunton; Directors Ann Caldwell, 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 ARB; Jo Beth Speyer, the Grounds Maintenance Committee; and Connie Burke, Social & Events. Greg Casey continued in his role as the Recreation Center Manager through July 2026. Sandy Farmer managed capital projects. I want to thank and acknowledge them for their service, as well as those many residents who contribute to the business and betterment of our community each year through service to Estancia Primera and neighborhood HOA boards and committees. At least 65 people, representing 57 different properties, contribute their time and talent to our community – some serving in two or more positions. A list of those volunteers is attached.

Details of the 2026 activities and issues are available from the monthly board meeting minutes posted on the EPCSA website and highlights presented in other reports. A brief overview of this year includes:

- The financial goal this year was to rebuild the capital reserve fund for major upgrades and maintenance requirements ahead. We owe a debt of gratitude to Treasurer Scott Bunton for his diligence in monitoring our annual expenses and financial planning efforts.
- The EPCSA Architectural Review Board, under the continuing leadership of Kurt Sommer with representatives from each of your neighborhoods, continues to be active throughout the year evaluating applications for a wide variety of exterior projects. Their service is immensely appreciated.
- Real estate transactions are tracked by Jill McIntosh, keeping the Board informed of listings and closings. Most sales go to contract quickly in our desirable community. Jill also provides the Disclosure Certificates required for all home sales when they go under contract.
- For the Recreation Center, the pool is a treasured resource for our hot summer days; but on the downside the pool pump house needs significant maintenance, and the tennis court surface is continuing to degrade. Connie Burke and Cheryl Sommer are providing significant data for the Board' s review on each of these topics. Thanks also to Audrey Chumley and Bud Averett for their service on the Clubhouse Committee.
- Thanks to Connie Burke we had a successful Memorial Day Pool Opening party at the clubhouse and we look forward to another fun Fiesta Potluck 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. My thanks to MaryAnn Scanlon for her professional expertise in continuing to guide the strategy for its upkeep. Also, thank you to Barbara Chamberlin for keeping an eye out for creeping vegetation on our sidewalks and curbs.
- The Clubhouse exterior deck tile was replaced with concrete pavers, and the drainage of adjacent planters was upgraded.
- EP continues to participate in the Food Depot's Annual Neighbor to Neighbor Fund Drive, which is being coordinated within EP by Barbara Chamberlin and Jo Beth Speyer.
- Our long-time webmaster Jon Weaver retired and in January, based on his recommendation, we contracted with Kate Rollins Web Design, resulting in a smooth transition.
- I also want to recognize the contribution of Linda Averett for stepping in as Board Secretary for the past three years. I have created a certificate acknowledging her service. It was not an easy role to jump into, but she has been a pleasure to work with, following on the excellent model provided by Errol Levine.
- As you know, Errol chose not to run for reelection to the Board this year. I recently learned that this may be his 20th Annual Members' Meeting, perhaps that is a record. Errol's contributions to EPCSA and Los Nidos over many years (may I say decades) have been invaluable. He has helped navigate us through thorny issues, and I know first-hand has helped us avoid serious pitfalls. He has been proactive on many issues and supportive in maintaining the wonderful amenities in our community. Errol has significantly participated in drafting prototypes for many of the more formal communications you get from me and the Board, and he has set the standard for our minutes – they combine the essential issues

and decisions, with just enough detail to provide a robust historical record; something very valuable, especially to me as President. I have to admit that Errol and I don't always see eye to eye, but we have grown to value each other's opinions and work to reach solutions in a positive way. This kind of commitment doesn't come along often, and there is no real way to express my full appreciation for the contributions Errol has made. At a minimum I hope this small certificate will at least allow him to have a visible reminder of the impact of his care and attention to our special community.

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 2026 Report to EP Owners.
2. Notional 2027 Budget Based on July 31, 2026, budget status.
3. Projected EPCSA Capital Reserve Fund Expenditures 2027-2054.
4. EPCSA Budget vs. Actual as of 7-31-2026.
5. Calculating EPCSA Assessment Levels Needed 2027-2032.

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

I. Forecast of Adherence to the Current Year's Operating Budget: Based on expenditures to date in 2026, every indication is that EPCSA will end the current operating year (calendar 2026) with operating expenditures within the 2026 budget approved by the Board in December 2025 (on which the 2026 assessment level was based). I will recommend that any unexpended funds from the 2026 budget be transferred to the Capital Reserve Fund once 2027 assessments have been received.

II. Forecast of the Amounts and Timing of Expenditures to Be Made from the Capital Reserve Fund: See the accompanying table for estimates of when Capital Reserve Fund expenditures may be needed and estimates of the amounts of those expenditures.

Last fall, the EPCSA Board approved a project to be undertaken in the spring of this year to replace the deteriorated exterior tile on the street side of the Clubhouse with brick pavers and to improve drainage in the front patio and adjoining large planters. That work was completed in May.

The Board has concluded that two major assets currently are in need of maintenance work: (1) the stucco on the Clubhouse's exterior walls, on the freestanding walls between the parking lot and the Clubhouse, and on the perimeters of the pool and the tennis court, and (2) the tennis court surface.

The Board's officers completed meetings this past week with representatives of several stucco contractors to obtain their recommendations and quotes. It was encouraging to learn that most of the contractors do not advise a complete restucco job at this time on any of the stuccoed surfaces. The consensus is that the existing stucco is generally in sound condition, and that such

comprehensive work is unlikely to be needed for three to five years. There are cracks in some areas, and places where some stucco has fallen off the underlying materials; these need to be patched, as do wall areas lacking stucco that were exposed by the projects to replace the sidewalk and the front steps. We are awaiting bids for this remedial work. Beyond paying for this work, we also will need to ensure that we add enough each year to the Capital Reserve Fund so it will have the funds by the 2030-2032 time period for a complete restucco job that could cost in the range of $75,000 to $125,000.

The tennis court's surface has had cracking problems for several years. Experts have advised the Board that surface patching is unlikely to produce lasting, satisfactory results, and that the base needs to be replaced and the court then resurfaced. One recommendation is to replace the asphalt base with a post-tension concrete base. Estimated costs for such a multifaceted project are $250,000 to $275,000. Recognizing that the Capital Reserve Fund lacks the funds to pay such an amount in the next several years, those who are examining the situation on EPCSA's behalf believe that the best course may be to employ a firm specializing in a particular and well-regarded patching technique to apply and then maintain patches, anticipating each such application will keep the court in acceptably safe condition for play for four to five years. Each application will cost approximately $16,000. If the first application is this fall or next spring and the process is repeated twice, and if approximately $20,000 a year is added to the Capital Reserve Fund for court reconstruction between now and then, the Fund should be able to pay for full court reconstruction in the 2037 to 2039 period.

The Board does not believe there will be other major projects with anticipated costs that could exceed $25,000 each that will depend on funding from the Capital Reserve Fund until 2031 or 2032 when the swimming pool's interior surface and tile, the concrete apron/deck around the pool, and the clubhouse roof will reach the end of their original life expectancies. Of course, with care and proper maintenance in the meantime, one or more of these three could last beyond 2032.

There currently is approximately $108,000 in the capital reserve fund. The Board was advised in 2015 that no less than $100,000 should be maintained in the account at all times so it could pay the cost of addressing emergency problems that reasonably can be anticipated. That equates to approximately $150,000 in 2027 dollars (adjusted for inflation). If the assessment amounts for 2025 and 2026 ($820 for homes; $82 for vacant lots) are retained for 2027, there will be nothing available beyond the $150,000 minimum level to pay for stucco repairs, tennis court patching, other unanticipated capital reserve needs, and savings so that funds will be available when needed to completely restucco the clubhouse and freestanding walls and to reconstruct the tennis court.

Therefore, increasing the assessment is necessary. Based on my current calculations, I anticipate recommending to the Board that it increase the 2027 assessment for each home by the equivalent of $10 per month, which is $120 a year. If that recommendation is approved, the assessment for a home will be $940 and for a vacant lot will be $94. This increase, and an equivalent increase in 2028, will place both the operating budget and the Capital Reserve Fund in a sustainable position, and both will be adequately funded for future years with annual increases in 2029 and thereafter of approximately 3 percent per year.

III. Investments of and Anticipated Income from the EP Capital Reserve Fund:
EPCSA's July 31, 2026 Balance Sheet shows $107,620.39 in the Capital Reserve Fund, divided into three accounts – $71,434.29 in a business high performance money market savings account at Century Bank earning interest of .03 percent, $14,765.80 in a business savings account with Enterprise Bank and Trust earning interest of .03 percent, and a six-month Certificate of Deposit at Enterprise Bank and Trust in the amount of $21,420.30 earning interest of 3.6 percent. The 2026 budget projects annual interest income of $800. 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 stucco and tennis court repairs in coming months), and the Treasurer's ability to make necessary transactions.

Homeowner Comments following Treasurer's Report:

- Sig Hecker (Los Nidos) suggested that the racquetball court and its maintenance be included in the Capital Projects report in the future as a line item. He noted that since only 4-5 owners use the racquetball court on a regular basis, they do not have an expectation that EPCSA maintain it at the level of a professional court. He suggested though that such items as the lights, the hinges on the access door and the floor be inspected regularly and repaired or replaced as needed. At some point, the floor might need to be upgraded. He will submit a recommendation to President Shears about this matter.
- Jim Fassett (Los Nidos) indicated that he had not yet read Treasurer Bunton's financial and capital maintenance projection reports. He inquired though about how much additional income the projected annual assessment increases of $120 for 2027 and 2028 would generate for the EPCSA. Treasurer Bunton indicated that these increases would generate an additional income of about $40,000 for each of the two years involved.
- Rita Meek (La Viveza) inquired about what might be involved in providing a tension concrete base when the tennis court needs to be redone in 6-10 years from now. President Shears explained the process involved. Other homeowners (Laurel Schnitzer [Los Nidos] and Eric Speyer [Altamira]) commented that the tennis court and pool need to be maintained properly even if not all homeowners use them because their presence helps maintain high property values for all EP owners.

Architectural Review Board (ARB) Report. ARB Chair Kurt Sommer first thanked the members of the EPCSA Board for their dedication and time given to the Estancia Primera community. He also thanked everyone who serves on the ARB and architectural review committees (ARC) from each EP neighborhood because they do a good job, are helpful, and provide good comments and due diligence in respect to the work of the ARB. As of last month, the ARB will have regular meetings, held via Zoom, on the first Wednesday of each month at 5:30 p.m., and any owner may attend. The ARB will try to address, on a regular basis, matters that come before it. Recently, discussion topics have included mini-splits, solar panels, and solar installations, which are going to become more important as a result of climate change. In additional issues related to stucco

color and how fire prevention recommendations relate to approvals for landscaping approvals. And keep in mind, before an application reaches the ARB, it must be submitted and reviewed by your local neighborhood ARC.

Mini-splits and solar panels. Some years ago, a rule was adopted that states that refrigerant piping, electrical power supply, or any of the conduit that goes into a mini-split or a solar panel, cannot be run over the top of a parapet. That's a pretty firm rule, and it is not expected that there's going to be a change in that rule going forward, notwithstanding the volume of many splits and solar panels that may be going in. The ARB is asking that people adhere to this rule and install that piping or electrical conduit in and through the garage or up parapets so that they are not seen and do not become unsightly. The thought was to not have piping up walls, if it can be helped. For the installation of a mini-split, or solar panel, the ARB asks that a way be found to install that piping or electrical conduit through the inside of a home and up through the parapets on the inside, so they are not seen from the street.

Stucco. The other thing recently discussed was stucco. Stucco's a problem in the sense that EP homes are all aging, and the current stucco color may not be exactly available in the former color that was used. While, approval from the ARB to redo your stucco in the same color is not required, you are asked to get as close to the existing color as possible, to discuss the matter with your neighbors, discuss the matter with your local ARC, and then inform me as ARB chair if you're doing a change or redoing your stucco. You may need to submit a sample of the color.

Fire prevention. You can see from the smoke that our community is at risk. The rule generally is, if there is dead vegetation around your home, please remove it; ARB approval is not required. ARB approval is required, however, to replant or reinstall vegetation. But, of course you must first seek approval from your local ARC and then submit the application or request to the EPSCA ARB. With respect to fire and hazard prevention around people's homes, the ARB hopes to have something out by the end of this year with respect to that. It is extremely important to try to get a grasp on the vegetation for fire prevention. We are in the process of reviewing all the rules with respect to fencing and other items that might be in conflict with current fire prevention recommendations. In the meantime, if considering the installation of coyote fences, which are a fire hazard, an alternative fencing material could be considered and requested of the neighborhood ARC and the ARB.

Mr. Sommer thanked everyone for participating and for all the help in complying with the ARB rules. He is hopeful that the Wednesday monthly meetings will help bring a prompt response to any applications that come before the ARB, noting that it has been very difficult to hold meetings and get a quorum; Hopefully this approach will solve that problem.

Mr. Sommer then added that he could not thank Errol Levine enough for all the service he has given to EPCSA, saying that he has done a great job, and has been an incredible benefit to our community.

<u>Homeowner Comments following ARB Report</u>:

- Nick Voinis (La Viveza) inquired about the EPCSA's responsibility to maintain common property in EP so that the vegetation does not constitute a fire hazard. President Shears

explained that the only common property involving arroyos and unbuilt land that was owned by the EPCSA was the property on which the Recreation Center is located. EPCSA maintains this property and the adjoining part of the Saiz Arroyo in conjunction with the Los Nidos HOA. All other property in EP is owned either by neighborhood HOAs or by individual property owners. They are responsible for maintaining those properties in a way that reduces fire hazards.

- Sandy Farmer (Kachina Hills) described how their neighborhood maintains and removes trees (if needed) and how it cuts back chamisas regularly to reduce fire risks.
- Nina Hecker (Los Nidos) pointed out that each homeowner who is adjacent to a concrete sidewalk is responsible for maintaining the sidewalk and parkway free of weeds and overgrown vegetation that might increase fire risks.
- Eric Speyer (Altamira) emphasized that neighborhood HOAs are responsible for ensuring that fire hydrants within neighborhoods are not obscured by vegetation. The City has the right to cut back such obscuring vegetation. However, he felt it was better if each HOA were to do this itself so that the fire hydrants can be accessed easily in an emergency.
- ARB Chair Kurt Sommer indicated that one approach to reducing fire risks is to cut back tree branches lower than three feet above ground level. Homeowners may do this without ARB consultation or permission.
- Another owner (name unknown) indicated that wooden garage doors are a fire hazard and that when they need replacement it would be safer to replace them with metal of faux-wood doors. Also recommended wire mesh over vents and exhaust pipes.
- Laurel Schntizer (Los Nidos) inquired about homeowners whose home insurance policies were not being renewed because of fire risks. Sig Hecker (Los Nidos) indicated that he had received a non-renewal notice from his insurer but had been able to obtain insurance through a National Insurance Company. However, such policies do not have the customary $1,000 deductible, Instead the deductible may amount to 1 per cent of the home's value and may thus amount to tens of thousands of dollars. Others noted that many Insurers are performing inspections of properties for fire hazards before they issue policy renewals and it was thus desirable to maintain properties so that they do not have overgrown vegetation or trees too close to the home. Additionally, metal gates are preferable to wooden gates in abating fire risks on properties.
- Brenda Shears reported that the ARB is tasked with reviewing all the guidelines for EPCSA and the neighborhood HOAs and for the goal of clarifying or proposing changes to existing guidelines that are not compatible with current recommendations for fire prevention.

***Real Estate Report*.** Jill McIntosh continues to present a real estate report to the Estancia Primera Board of Directors at the monthly meetings regarding all the sales activity in the subdivision. This is necessary so that the EPCSA can keep track of changes of home and lot ownership. This information is collected so that the address list can be kept current and so that homeowners can be billed properly for their annual assessments. Also, the HOA Act of 2013 requires that the EPCSA and all neighborhood subdivisions within it, provide Disclosure Certificates for all perspective homebuyers that have a property under contract. Jill prepares all the Disclosure Certificates and associated documents for these potential home sales In Estancia Primera. Since

August 2025, seven homes have been sold, ranging in price from $795,000 to $3,399,000. A spreadsheet of the sales has been provided with the report.

***Recreation Center Report*.** Recreation Center report was made by Brenda Shears for Connie Burke. Connie is now the designated Board Liaison for the Recreation Center. Brenda will still be involved with issues related to the tennis court. A search for a new Recreation Center Facilities Manager is underway. Please refer to the Treasurer's Report regarding capital reserve projects related to the Recreation Center.

- *Clubhouse and Recreation Center Grounds*: Folding tables and chairs were replaced this year; the storage room was cleared out and reorganized, and the trial tiered-fee structure was adopted on a permanent basis. This upcoming year there will be a focus on deep-cleaning and making small repairs throughout the facility. A review of the facility will also be done to determine more substantive maintenance needs such as refinishing the exterior wood doors.
- *Pool*: The pool opened on May 26 and has seen good use for the 2026 summer season. The pop-up shade structure has been popular, and a double structure will be added next season. The pool continues to be maintained about three times each week by Kokopelli Pool and Spa. We have had a few occasions of unauthorized use of the pool; cameras and motion lights will be installed for added security and to monitor access.
- *Tennis Court*: Along with the pool, the tennis court continues to be an important asset to our community. Its condition, however, has continued to crack and peel due to the instability of the underlying asphalt base. Cheryl Sommer has monitored the court over the last year and was able to provide a recommendation just prior to the Annual Meeting that a long-term plan be developed to completely replace the tennis court base and surface for a longer lasting and higher-grade court. In the meantime, a repair of the cracks and a new application of the playing surface layer is needed to provide a safe court. The board will be deciding soon to determine if the resurface can be done before the cold weather sets in or schedule for the late spring.
- *Pest Control*: TNT Pest Control provides quarterly inspections; there has been no evidence of mice inside the clubhouse since the infestation last fall.
- *Snow Removal*: Tierra Bonita was contracted for snow removal as needed. They are contacted based on the snow removal protocols in place.
- *Exterior lights*: The sections of lights along the tennis court and the clubhouse patios that are not working will be assessed soon.
- *Roof*: An annual warranty inspection was carried out and areas for potential leaks will be monitored.

Homeowner Comments on Recreation Center Report:

- Laurel Schnitzer (Los Nidos) complained about teenagers using food and glass bottles in the pool area. Ms. Shears indicated that such problems should be referred to the Recreation Center Manager. However, there are many owners who have children and grandchildren who use the pool and it cannot necessarily be inferred that these are not legitimate pool users. Sig Hecker (Los Nidos) complained about young groups of pool users who sign in with false names and who he believes are not legitimate pool users. He suggested replacing the current key card access system with a keypad system where each

home has a code and the codes are changed frequently. He will send further information on this to Ms. Shears.

Grounds Committee Report. Committee Chair Jo Beth Speyer reported that the Grounds Committee continues to maintain the clubhouse grounds with assistance from Tierra Bonita Landscaping. Currently, the committee consists of MaryAnn Scanlon and Jo Beth Speyer. Enrique Briano, of Tierra Bonita, has agreed to add some responsibilities to the existing work scope of his team. These include periodic watering of the entrance islands and the watering of the two potted plants at the clubhouse entrance. These tasks will be performed without any extra charges to the community. The grounds are doing well.

Homeowner Comments on Grounds Maintenance Report:

- Kristen Voinis (La Viveza) indicated that the asphalt on Avenida Primera on the north bridge over the Saiz Arroyo was in bad shape and had deteriorated further in the brief time she has lived in EP. She inquired whether she could request the city to make repairs. Ms. Shears indicated that since Avenida Primera is a city street any homeowner might request street repairs by contacting the relevant city department. Ms. Voinis indicated that she would do that and report back to Ms. Shears regarding any progress she had made.

Capital Projects Report. Capital Projects Coordinator Sandy Farmer reported on the Exterior Facilities and Grounds Renovation Project - Phase 2 Tile & Drainage Report: Initial planning on the Patio Tile and Drainage project began in April 2025. The objectives and high-level scope of work were summarized in the Capital Projects Report for the 2025 Annual Meeting. The project kick-off occurred at the Board meeting on October 10, 2025. Two bids were received for this project: One from Daniel's Landscaping and Construction and the other from Urbanna Landscaping. The bid from Daniel's Landscaping and Construction was selected by the Board at its meeting on January 9, 2026, based on both the details of the proposal and the lower cost. The initial contract price was $59,851 but did not include the following items in an expanded scope of work: 1) the two side handrails; and 2) two drainage pipe runs outside the garden wall. Construction started on February 4, 2026, and was completed on March 6, 2026, except for the center and side handrails. Installation of the center and side handrails was completed on April 10, 2026. The final cost of this project was $66,852.

Homeowner comments on Capital Projects Report:

- Sig Hecker inquired whether a warranty had been obtained for the project. Sandy Farmer indicated that he could not recall the details about this. Mr. Hecker further inquired whether the pavers used at the clubhouse entry were genuine pavers or whether they were ordinary bricks. Sandy Farmer indicated that they were genuine pavers and were far more robust than ordinary bricks. They are not as resistant to damage as tiles or other materials. However, they were chosen because they matched existing clubhouse colors best and they can also easily be replaced if damaged. The EPCSA purchased additional bricks for this purpose, and these are stored near the tennis court. Moreover, pavers were preferred because the material separating them is permeable to water thereby preventing damaging pooling of water at the clubhouse entry.

Social and Events Report. Brenda Shears reported for Social and Events Coordinator Connie Burke:

- The Annual Memorial Day Pool Opening Party was held on May 25, 2026. Again, this event was well attended, with about 70 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 Fiesta potluck party is planned for Labor Day, Monday September 7 at 5:30. Last year's event was a great success.

Food Depot's Neighbor to Neighbor Food Drive Report.
Chairman Barbara Chamberlin reported that this year's Food Drive will end August 31. Thanks to all the donors to date. Ms. Chamberlin and co-coordinator Jo Beth Speyer continue to encourage full participation by all our owners. A special thanks to the up to $15,000 donation challenge made by an owner. With that challenge, EP has the chance to reach a $30,000 contribution this year.

Unfinished Business: There was none.

New Business: There was none.

Additional Homeowner Comments: There were none.

Announcements:
The next Board meeting is Friday, September 11, 2026, at 9:00 a.m. via Zoom.

Adjournment: A motion was made and seconded to adjourn the meeting, and President Shears adjourned it at 8:20 pm with unanimous approval of the attendees.

Minutes prepared and submitted by:

Brenda L Shears Linda Averett Date: 9/1/26

Brenda Shears (President) & Linda Averett (Secretary)

Signed on behalf of Board by: Brenda L Shears Date: _9/11/26_____

Brenda Shears (President)

2026 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
Ron Bauer	La Viveza Appeals Comm
Linda Baker	Los Nidos ARC
Sandra Brinck	Kachina Hills Board
Connie Burke	EPCSA Board & ARB, Cumbre Vista Board & ARC
Reagan Burkholder	Altamira ARC
Scott Burt	Aspen Compound Board
Scott Bunton	EPCSA Board-Los Altos
Michael Cross	Cumbre Vista Board, ARC & Road Comm
Ann Caldwell	EPCSA Board, Aspen Compound Board
James Caldwell	Los Nidos Board
Ralph Carviso	Los Altos Norte 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
Scott Collins	Los Nidos Board
Kathy Crowell	La Viveza Drainage/Road Comm
Cynthia Dean	Altamira Board
Sandy Farmer	Kachina Hills Board & ARC, EP Capital Projects
Sarah Fassett	Los Nidos ARC
Anna Hargreaves	La Viveza Board
Nina Hecker	Los Nidos ARC
Bennett Hirsch	Los Altos Norte Board & ARC
Leslie Hodder	Kachina Hills Board
Mickey Hunt	Kachina Hills ARC
Maya Joseph-Goteiner	Tennis Court Assistance
Mike Kelley	Aspen Compound Board
Keith Kintigh	EPCSA ARB, 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 Board
Jill McIntosh	EPCSA Board, La Viveza ARC
Chyrs Meador	EPCSA ARB, Aspen Compound ARC
Rita Meek	EPCSA ARB-La Viveza
Peter Meek	La Viveza Appeals, Snow Removal & Drainage/Road Comm
Mickey Melton	Los Altos Board
Donald Palumbo	Aspen Compound Board
Martha Phillips	Cumbre Vista Board
Jim Raczynski	Cumbre Vista Road Comm

Robert Reifel	Cumbre Vista Road Comm
Maryann Scanlon	EPCSA Grounds Comm
Terry Schultz	Little Library Maintenance
Rebecca Shaw	La Viveza Board
Brenda Shears	EPCSA Board-Kachina Hills, Clubhouse Comm
Cheryl Sommer	Tennis Court Assistance
Kurt Sommer	EPCSA ARB, Altamira Board & ARC
Jo Beth Speyer	EPCSA Board & Grounds Comm, Food Depot N2N Fund Drive
Michael Spencer	La Viveza Appeals Comm
David Sproat	Los Altos Board & ARC
Susanne Stauffer	Kachina Hills 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 Board & ARC
Kate Woods	Cumbre Vista Board
Len Zane	EPCSA ARB, Los Nidos Board

*Thanks to the 65 people, representing about 57 properties, that currently serve EPCSA - and to the many more who have contributed in prior years. Appreciation is also extended to others who contribute to their own neighborhood's wellbeing in various ways, often without recognition.

Estancia Primera Community Services Association (EPCSA)
Minutes of the Special Meeting of the Board of Directors
Monday, August 17, 2026

Call to Order: President Brenda Shears called the in-person special meeting to order at 12:33 p.m. at the Estancia Primera Clubhouse.

Directors Present: Brenda Shears (President), Connie Burke (Vice President), Scott Bunton (Treasurer), Jill McIntosh, Barbara Chamberlin, Jo Beth Speyer, Ann Caldwell, Leslie Walker-Hirsch, and Betsy Gits (Los Nidos)

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

Homeowners Present: Aria White (Kachina Hills) and Jim Fassett (Los Nidos)

Unfinished Business.

Proposed tennis court surface repair. President Shears reported that the last resurfacing of the tennis court was 2021. Daivd Lang has declined further repair of the existing surface. Resident Cheryl Sommer and President Shears have researched possible solutions for the deterioration of the court, including cracks and peeling tape. Cheryl Sommer identified and contacted Reyes Sports Surfaces, highly recommended to her by Santa Fe's Tennis and Swim Club. After an inspection by owner Rueben Reyes, EPCSA was quoted $16,300.00 to repair and resurface the EP court. He is available within the next few weeks to do the work, which will take approximately one week to complete. Reyes Sports will also be able to provide maintenance as needed in the ensuing years at cost. Snow removal by EP is recommended to help preserve the court surface. The Board supported the formulation of a plan to accumulate capital reserve funds to redo the court base in the future that could cost approximately $250,000 for a concrete post tensioned base and a rubberized surface requiring less maintenance over time than our current court.

A motion was made, seconded and unanimously approved to proceed with the contract for repairing the tennis court, not to exceed $16,500.

Proposed clubhouse stucco repair. Treasurer Scott Bunton reported he had contacted three stucco contractors. The consensus was that overall the stucco on the EP Clubhouse building and associated pool tennis court, and entrance walls should be good for 3-5 more years. Santa Fe Stucco and Roofing recommended, however, the timely restucco of the freestanding walls of the front patio and planters that were damaged during the previous concrete and tile replacement projects.

A motion was made and seconded to proceed with obtaining a contract from Santa Fe Stucco to restucco the walls between the Clubhouse and the parking lot, using cementitious stucco, not to exceed $12,700. Following discussion and an update on the status and projections for the capital reserve fund, the motion was unanimously approved (less absent Board members Jill McIntosh and Ann Caldwell).

Pool pump house status. Connie Burke reported rust, degradation and corrosion of the circuit breakers, timers and heater gas supply pipes due to humidity and outgassing of the pool chemicals. Kokopelli Pools has recently installed tubing for the chemical containers to vent them through an existing penetration in the roof. One quote has been received (from TLC) for $18,516.00 to replace rusted and corroded items and bring all electrical up to code, including an electrical panel in the clubhouse kitchen area. Ms. Burke will request a quote from Rottman Electric for the pool pump house electrical work and the repair of three light bollards in front of the clubhouse. Ms. Burke recommended the pool pump house work be done in the spring in advance of the opening of the pool for next season.

New Business: The Board voted to add security to the agenda and waive the rule that no decisions could be made at the same meeting for items not previously on the agenda.

Clubhouse and pool security. President Shears reported that there has been recent unauthorized use of the pool and suggested EPCSA now install security cameras. The board previously approved cameras but initially had installed a sign that cameras were in use and a non-working camera that had proved effective last summer following some after-hours intrusions. Recreation Center Mgr. Charles Speyer will research the Wi-Fi connection and the purchase of ReoLink or Arlo cameras with solar chargers, night spotlights and recording capabilities. These cameras do not require subscriptions. The motion was made, seconded and approved unanimously for the purchase by Mr. Speyer of 1–2 cameras including solar panels and SD cards, not to exceed $500.00.

Zoom vs. in-person board meetings. There was discussion about Zoom vs. in-person board meetings. Members requested periodic in-person meetings. Ms. Shears and Ms. Burke will continue discussion about the possibility of providing hybrid meetings. The Board will also consider setting periodic in-person meetings.

Homeowners' Comments: There were none.

Announcements: The next regular EPCSA Board meeting will be held Friday, September 11, 2026, 9:00 a.m. via Zoom, with Vice President Burke presiding.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and President Shears adjourned it at 1:55p.m.

Minutes prepared and submitted by: Linda Averett Date: August 18, 2026
(Linda Averett, Secretary)

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

Estancia Primera Community Services Association (EPCSA)
Minutes of the Meeting of the Board of Directors
Friday, September 11, 2026

Call to Order: Vice President Connie Burke called the meeting to order at 9:01am via videoconference using Zoom.

Directors in Attendance: Connie Burke (Vice President), Scott Bunton (Treasurer), Betsy Gits, Jill McIntosh, Jo Beth Speyer, Ann Caldwell, Barbara Chamberlin, and Leslie Walker-Hirsch.

Directors Absent: Brenda Shears (President)

Other Board Participants Present: Terry Schultz (Secretary), Charles Speyer (Recreation Center Manager), Kurt Sommer (ARB Chair), Sandy Farmer (Capital Projects Coordinator).

Homeowners Present: Emily Waltz (Aspen Compound)

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
Terry (Teresa) Schultz - Secretary

Approval of Previous Board Meeting Minutes:

- The minutes of the July 10, 2026, 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 12, 2026, draft Annual Meeting minutes was made, seconded and unanimously approved. These will be submitted to the EP owners for approval at the August 2027 Annual Members' meeting.

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 Altamira, Aspen Compound, and Cresta expired in September 2026. The following nominations were received from these neighborhoods to fill the now vacant positions: Kurt Sommer (Altamira), Chrys Meador (Aspen Compound), and Laurel Levin (Cresta). A motion was made, seconded and unanimously approved to approve these appointments to three-year terms ending in September 2029.

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:

There was $28,884.30 in the operating checking account as of August 31, 2026. Of that amount, $1,500.00 is the total of ARB deposits being held in the account on that date.

Expenditures during August were in line with the 2026 budget.

As of August 31, there was a total of $107,622.59 in our three capital reserve savings instruments — our Enterprise Bank & Trust savings account, an Enterprise Bank & Trust certificate of deposit, and a Century Bank savings account. That amount includes all budgeted capital reserve savings for the current year. From these capital reserve accounts, we owe the operating account $14,229.42 for the initial payment to Reyes Sports Surfaces for the patching and resurfacing of the tennis court; we will pay Reyes an additional $2,000 during September as the final payment for that work. We also owe the operating account reimbursement from the capital reserve account for the $2,500 paid to Santa Fe Stucco as the 20 percent deposit for the re-stucco work that will be done in early October on the freestanding walls between the clubhouse and the parking lot (for which we will owe approximately an additional $10,000). If there are no unanticipated capital reserve expenditures during the remainder of this year, we can reasonably expect to end the year with roughly $80,000 in the capital reserve fund before we begin replenishing it from 2027 assessment payments.

Mr. Bunton reported that the annual premiums for EPCSA's basic liability and property insurance policy and for its directors and officers liability insurance policy were paid during August as authorized by the Board at its July meeting — those combined payments to Cincinnati Insurance comprise the largest single operating expenditure each year.

Architectural Review Board Report. Chair Kurt Sommer reported the approval of four projects and one project needing compromise. Mr. Sommer reported no pending matters or problems and projected that Estancia Primera would see more applications for mini-split units with the rising temperatures.

Real Estate Report. Jill McIntosh reported four home sales this month. Currently there is one active listing, and one under contract with a closing date in October and a sale price of $1,495,000.

Recreation Center Report. Recreation Center Manager Charles Speyer reported :
Pool. There were 235 sign-ins by pool users last month. The pool season has been extended due to warm weather. The date of the pool closing will be determined by usage and weather. The corrosion in the poolhouse is ongoing. An additional bid of $4403.00 was received to make the electrical repairs needed at this time. The previous bid included getting everything up to code.

The possibility of shutting down the pump for the winter was discussed and contacting Kokopelli for advice. Repairs could possibly be made before winter.
Clubhouse. Front door repair – replacing spring. The possibility of installing security cameras to monitor unauthorized usage was discussed. Nine events had been scheduled last month.
Tennis Court. The new surface has been installed on the tennis court.
Exterior Lights. The cost to repair the three bollards is estimated at $300-400. A motion was made by Scott Bunton for Mr. Speyer to proceed with the lower bid for the poolhouse essential repairs. A motion to authorize $300-$400 for repair of lights was made by Scott Bunton and seconded by Betsy Gits; passed unanimously.

Grounds Maintenance Committee Report. Chair Jo Beth Speyer reported that the water supply previously provided by Leslie Walker-Hirsh was no longer needed as water was being supplied by Tierra Bonita.

Clubhouse Committee Report. Keith Kintigh was appointed to the Clubhouse Committee. Current members are Connie Burke, Chair; Audrey Chumley, Bud Averett, Brenda Shears, Charles Speyer (as Rec Center Mgr.)

Unfinished Business:

The Food Depot Neighbor to Neighbor Fund Drive chair for EP Barbara Chamberlin reported that the final results are not available.

Fiesta Potluck Party had 38 people attending.

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, October 9, 2026, via Zoom.

Adjournment: A motion was made, seconded, and approved unanimously to adjourn the meeting, and Vice President Connie Burke adjourned it at 9:32 am.

Minutes prepared and submitted by: Teresa A. Schultz Date: 9/30/2026
(Terry Schultz, Secretary)

Signed on behalf of Board by: Constance J. Burke Date.10/9/2026
(Connie Burke, Vice President)