

ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

ANNUAL MEETING MINUTES

August 19, 2008

The Annual Meeting of the Estancia Primera Community Services Association was called to order by Michael Cross (President) at 7:02 pm at the Culpin Recreation center. Other Board members present were Beverlee Anderson, Errol Levine, John LeMaster, Carol Seghers, Penn Way, Rex Wilmore and Virginia Brewer.

1. **President's Welcome:** Michael Cross welcomed everyone to the 20th annual meeting. He indicated that the Board of Directors is composed of representatives from each of the nine neighborhoods in Estancia Primera. The Board meets at 8:00 am on the second Tuesday of every month and all homeowners are welcome to attend the meetings as guests.
2. **Approval of 2007 Meeting Minutes:** Upon motion by Beverlee Anderson, seconded by Rex Wilmore, the 2007 annual meeting minutes were approved as submitted.
3. **Introduction of Current Board Members:** Michael Cross (Cumbre Vista) introduced Ginny Brewer from La Viveza (Vice-President), Beverlee Anderson from Aspen Compound (Treasurer), Errol Levine from Los Nidos (Secretary), and members at large John LeMaster (Los Altos and Los Altos Norte), Carol Seghers (Altamira), Rex Wilmore (Kachina Hills) and Penn Way (Los Altos). He thanked all the Board members for their contributions. John LeMaster thanked Michael Cross on behalf of EPCSA for all his efforts and hard work. He indicated that Mike spends many hours of his time on Association matters and was largely responsible for the sound financial situation of EPCSA.
4. **Election of New Board of Directors:** The following board members' terms expire in August 2008: Errol Levine, Penn Way and Virginia Brewer. All have agreed to serve another term. Janet Morton moved and Rex Wilmore seconded that these individuals be re-elected for another two-year term. The motion passed unanimously.
5. **President's Report (Michael Cross):** Mike Cross reported that it had been a quiet year for EPCSA as compared with 2007. It had been a regular snow year, there had been no major breakdowns at the Clubhouse, there had been less new construction, there had been very little reported crime and there had been a reduction in noise associated with false alarms from homes. The Board of Directors takes pride in the fact that our annual dues remain at \$360 per year and have been this low for more than 15 years. Challenges that remain include a major concrete problem involving the sidewalks and curbs along Avenida Primera, persistent dog waste problems, recurrent vandalism with recent tagging of one EP entry sign and some problems with home rentals. In Estancia Primera the minimum home rental period (as stated in the Covenants – Article 6, paragraph 21) remains one month. The Board had sought legal opinion and had been advised that the one-month minimum period applies to home exchanges also. The Board has decided to undertake concrete repairs on the sidewalk along Avenida Primera adjacent to the Clubhouse and in other common areas. Estimates for this work are currently being obtained. The Board has not yet taken a decision as to what to do about concrete sidewalks along Avenida Primera outside individual homes. It is generally believed that the individual homeowner is responsible for

maintaining the concrete sidewalk outside of his/her home, but the Board is still discussing this matter. The Board is also investigating whether the repair of concrete curbs along Avenida Primera is the responsibility of the City of Santa Fe.

6. **Neighborhood Watch Report (Michael Cross)**: The past year has seen a decrease in criminal activity but we are still being targeted. We have many houses vacant for long periods and thieves know that Estancia Primera is an affluent neighborhood. The following steps should be taken to prevent burglaries:
 - Use your monitored security system and have a small exterior sign indicating that the property is being monitored.
 - Create an atmosphere of activity around the home during your absence by stopping your newspapers and using lights and radios on timers.
 - Report any suspicious activity by calling Police dispatch at 428-3710 for **Non-Emergency** issues and 911 in the case of an emergency.
 - Use the Neighborhood Watch List to spread word of problems occurring around the neighborhood. Names and numbers can be found at www.estanciaprimera.org.
 - If you will be out of town for a prolonged period, you can contact Police dispatch and request a "Close Patrol" for your property.
 - Consider using a car alarm in a panic situation.
7. **Treasurer's Report (Beverlee Anderson)**: Beverlee reported that the formal annual Budget/Financial meeting had been held on August 18th. EPCSA is in good shape and we have a balanced Budget. Only one homeowner has not paid her dues for 2008 and a lien has been filed on her home. The Association currently has about \$139,000 in two bank accounts and invested in CDs. We remain within budget and do not spend more than our annual income in dues. The Board plans to seek a professional appraisal of the Clubhouse, the Clubhouse grounds and Clubhouse facilities. One purpose of this is to update our Insurance coverage. The financial documents for 2008 and the proposed budget for 2009 are available for review at the EPCSA web site.
8. **ARB Report (Pat Jackunas)**: Michael Cross presented the report on behalf of Pat Jackunas. It was emphasized that any homeowner wishing to make exterior changes to a home (including installations on rooftops and landscaping) needs to discuss the matter with their neighborhood Architectural Committee and with the main ARB **prior to** commencement of any work. In many cases, a formal ARB application with payment of a deposit will be required before the work can proceed. Information as to how to proceed with ARB applications is outlined in detail on the Estancia Primera web site (www.estanciaprimera.org) under ARB. Pat reported that one new home is currently under construction and that a few home additions are in various stages of progress. The ARB recently amended the Architectural Guidelines to cover the requirements for retrofitting swamp coolers and refrigerated air conditioning units to existing homes. The ARB also introduced a requirement that no ducts, wires or conduits of any sort should run up the facades of homes or over the parapets. The EP Board had approved these amendments to the Architectural Guidelines and the detailed amendments can be found under "Additional Requirements" in the Architectural Guidelines at www.estanciaprimera.org.
9. **Grounds Report (Frank Jackunas)**: Frank Jackunas was unable to attend the meeting and Beverlee Anderson presented his report. Details are available in the report (see below).
10. **Women's Group Report (Benita Vassallo)**: Ginny Brewer presented the report and described the activities for 2008. Anyone wishing to be placed on the announcement e-mail list should send a request to benitav@comcast.net. Flyers are also posted on mailboxes

around the neighborhoods announcing forthcoming events. Events are usually held on the third Tuesday of each month. Volunteers are needed to help with activities such as planning and organizing the Labor Day barbecue.

11. **New Business:**

- Stacie Rivers (Aspen Compound) indicated that there was a problem with barking dogs in Aspen Compound and asked what the Board suggested she do about this. It was recommended that she should first contact the offending neighbor directly. If this is unsuccessful she should complain formally to the Aspen Compound Homeowners Association who might consider sending a certified letter to the offending homeowner. If this does not achieve the desired result she can refer the matter to the EP Board through the President. Another possible approach would be to contact Animal Services of Santa Fe. On receipt of a complaint they will send out a control officer to warn the offending neighbor. If repeated complaints are received the Department will refer the matter to Municipal Court.
- Some homeowners complained about persistent problems with mail delivery. Michael Cross indicated that many residents including he had pursued this matter vigorously with only limited success and that there was really no permanent solution to the problem. Homeowners experiencing problems have achieved some success by bringing the matter to the attention of the Post Office directly.

12. **Adjournment:** Upon motion by Herman Morris, seconded by Beverlee Anderson, the meeting was adjourned at 7:40 pm.

Minutes prepared by Errol Levine (Secretary)

Clubhouse Manager's Report Annual Meeting, August 19, 2008

During the last 12 months...

- A new floor had to be installed in the racquet ball court, necessitated by water damage resulting from last summer's (2007) storms. The replacement cost of \$5,426 was covered by insurance. In addition, substantial stone work was done at the back of the building, resulting in no further water seepage and/or damage during this year's heavy storms.
- Major neighborhood grounds "spring cleanup" was completed. Because of numerous ongoing concerns, the annual contract for landscaping and upkeep is currently under review for next season.
- Building electrical has been updated to conform to code.
- Much needed maintenance on roof performed, including re-tarring of parapets.
- Men's room plumbing has been updated.

- The Santa Fe Fire Department inspected and approved clubhouse facility's fire protection measures.
- A new pool service, Kokopelli Pool & Spa, has been contracted to replace Daniel King, our regular operator for the last few years, who submitted his resignation.
- Concurrently, your clubhouse manager successfully completed a course as a "Certified Pool/Spa Operator", sponsored by the National Swimming Pool Foundation, and now an "on-site" requirement of the City of Santa Fe Environmental Department.
- The Santa Fe Environmental Department inspected and approved the pool facility for the 2008 season.
(Log-in sheets indicate that an average of 9 users per day signing in).
- Wireless internet access now available in the clubhouse and pool area.
- Scheduled clubhouse reservations and functions can now be viewed via Google Calendar. Go to www.estanciaprimera.org, select "Events and Activities".

New for the coming fiscal year...

- Finalization of a new grounds and landscaping contract.
- Possible re-tiling of pool due to some winter damage last year.
- Replacement of obsolete swimming pool plumbing and hardware.
- New hot water heater for clubhouse.

Report prepared by Frank Jackunas