

ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION

ANNUAL MEETING MINUTES

August 18, 2009

The Annual Meeting of the Estancia Primera Community Services Association was called to order by Michael Cross (President) at 7:05 pm at the Culpin Recreation center. Other Board members present were Beverlee Anderson, Errol Levine, John LeMaster, Carol Seghers, Pennington Way, Rex Wilmore, Virginia Brewer and Mary Walta.

1. **President's Welcome:** Michael Cross welcomed everyone to the 21st Annual Meeting. He indicated that the Board of Directors is composed of representatives from most 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 2008 Meeting Minutes:** Upon motion by Beverlee Anderson, seconded by Ginny Brewer, the 2008 annual meeting minutes were approved unanimously 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), Carol Seghers (Altamira), Rex Wilmore (Kachina Hills), Mary Walta (Paseo Cresta) and Penn Way (Los Altos). He thanked all the Board members for their contributions.
4. **Election of New Board of Directors:** The following board members' terms expire in August 2009: Michael Cross, Beverlee Anderson, John LeMaster, Rex Wilmore and Carol Seghers. All have agreed to serve another term. Lois Callahan moved and Bob Lockwood 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 2008. It had been a low snow year, there had been no major breakdowns at the Clubhouse and there had been very little new construction in EP. The Board of Directors takes pride in the fact that our annual dues remain at \$360 per year and endeavors to spend funds as wisely as possible. Michael indicated that the biggest challenge we face is skyrocketing crime in Santa Fe. This means that EP continues to be a target for burglars. 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:
 - Homeowners should use their monitored security systems and have a small exterior sign indicating that the property is being monitored. If homeowners have a monitored alarm system, they should always set it before leaving the home even for short periods.
 - Homeowners should create an atmosphere of activity around the home during their absences by stopping newspapers and using lights and radios on timers.
 - Homeowners should report any suspicious activity by calling Police Dispatch at 428-3710 for **Non-Emergency** issues and 911 in the case of an emergency.

Solicitors are not allowed in EP, there being a City sign prohibiting soliciting at both EP entrances. Many solicitors are not actually selling anything or collecting for charity but are actually surveying homes for possible burglaries. If solicitors are seen in the neighborhood, the police should therefore be contacted. Slow-moving unfamiliar vehicles particularly those without lights on at night should also raise the concern that potential burglars are in the neighborhood and should prompt a call to the Police Department.

- Homeowners should inform neighbors or trusted friends when they will be out of town and leave telephone numbers at which they can be contacted if a problem arises. Michael indicated that there are 189 lots in EP and ten of these do not have homes on them. So there are 179 homes in EP. Only 40% of these are occupied throughout the year and unoccupied homes are a favorite target for burglars.
- Homeowners should use the Neighborhood Watch List to spread word of problems occurring around the neighborhood.
- The Police Department recommends that homeowners keep records of serial numbers of valuable item like TVs, computers and other electronic equipment so that stolen equipment that is recovered can be returned to the rightful homeowner.
- Most burglaries occur during the day time in residential neighborhoods. The usual route of entry is the front door which is kicked in. There are methods available for strengthening front doors and making it more difficult for burglars to kick them in.
- If dogs awaken unexpectedly during the night, this should alert homeowners to the possibility that burglars are in the vicinity.
- Modern garage door openers and the remote controls that operate them work on the basis of continuously changing codes. They are therefore not very susceptible to manipulation by potential burglars. However, homeowners wishing to obtain additional security during long absences should consider inactivating the motor for the garage door opener during their absences.

Michael also thanked the following individuals for their valuable contributions to EPCSA during the past year: Frank Jackunas, Pat Jackunas (ARB Chair), Carla Skeen (Legal Counsel), Benita Vassallo and the Women's group, Susie O'Neill (for arranging the Arroyo Saiz cleanup by the City), Jim Hays (for arranging the cleanup of the Kachina Hill arroyo by the City), Penn Way (for revising the Insurance Policy for EPCSA), Beverlee Anderson (EPCSA web master), Pat Haueter (for help with pool opening and closing), Bob Lockwood (for his help on the appraisal of the Clubhouse and its facilities) and all the Board members for their efforts and advice. Rex Wilmore indicated that there was a definite need for more volunteerism in the neighborhood. He felt that most of the work in the neighborhood was being performed by the same small group of volunteers who had been doing it for many years. He encouraged others to step forward and help with the maintenance of their community.

6. **Treasurer's Report (Beverlee Anderson):** Beverlee reported that the formal annual Budget/Financial meeting had been held on August 17th. EPCSA is in good shape and we have a balanced Budget. All dues were paid for 2009 although three homeowners owe late charges that will be added to their 2010 invoices. The Association keeps most of its funds in bank CDs and has a small cash bank account. We work on a zero budget system and do not spend more than our annual income in dues. The Reserve Fund is available for use when there are major and unexpected expenses. The financial documents of the Association are

available for review at the EPCSA web site. Beverlee indicated that a homeowner's roster is available to homeowners and can be obtained if they send a request to her by e-mail. She emphasized that the roster should not be shared with anyone outside the neighborhood since such sharing can result in unwelcome solicitations by mail, telephone or e-mail.

7. **ARB Report (Pat Jackunas):** Beverlee Anderson presented the report. One new home in Los Altos has been completed and a few landscaping projects have been approved and completed. There is a problem with a couple of roofs that are too light or white in color. This matter is currently being addressed with the homeowners. Homeowners are asked to submit plans and applications for any exterior changes to their homes prior to any work being started. Applications should be submitted first to the neighborhood Architectural Committee and then to the EP Architectural Review Board. Failure to do so can have unpleasant consequences. Pat requested that homeowners having any questions or concerns about architectural issues should contact either her or the neighborhood Architectural Committee members. Application forms and the Architectural guidelines can be found at www.estanciaprimera.org.
8. **Clubhouse and Grounds Report (Frank Jackunas):** Full details are available in the attached report (below). Frank indicated that there are several pending projects for which he is obtaining estimates. These projects will require approval by the Board of Directors. They include repair or replacement of loosening decorative tiles on the inside of the pool, recovering of cushions on the pool-side lounge chairs, major stucco repairs on the Clubhouse building (approximate cost \$25,000 - \$30,000), resurfacing of parts of the tennis court and repainting of the racquet ball court walls. One homeowner questioned Frank as to how many homeowners used the racquet ball court and suggested that the space might be better allocated to a more useful purpose. Frank indicated that there were at most about 8 regular users of the court. Most homeowners felt that it would be more expensive to get rid of the court than to continue to maintain it. In the future, however, Frank will leave a sign-in sheet at the court so we can get a better idea of how many homeowners actually use it. Frank indicated that there are several areas along Avenida Primera that require repair of the concrete sidewalks. According to a City ordinance, individual homeowners are responsible for maintaining the concrete sidewalk outside their homes, but EPCSA is responsible for maintaining the concrete sidewalk outside the Clubhouse and in other areas where there are no adjacent homes. Frank had obtained two bids in October 2008 for repair of these areas. The one was for \$6,024 (502 sq. feet) and the other for \$5,613 (400 sq. feet). Repair of concrete curbs along Avenida Primera is probably the responsibility of the City of Santa Fe.
9. **Women's Group Report (Benita Vassallo):** Ginny Brewer presented the report and described the activities for 2009. She thanked Benita Vassallo for her efforts. Volunteers are needed to take on Benita's current responsibilities as group leader for 2010.
10. **Adjournment:** The meeting was adjourned at 7:45 pm.

Minutes prepared by Errol Levine (Secretary)

**Clubhouse Manager's Report
Annual Meeting, August 18, 2009**

During the last 12 months...

- KC Landscaping is our new Estancia Primera landscaper, and has been doing an excellent job.
- Kokopelli Pool & Spa continues to provide excellent coverage of our pool facility. Current scheduling calls for cleaning and water treatment three times a week.
- The pool required some extra-ordinary work the past year. Old-style valves, as well as non-functioning heat tapes, had to be replaced. The sand filter was cleaned (required about every five years), and to comply with new State and Federal Regulations, a Safety Vacuum Release System was installed. In June of 2009, a new pool cover was purchased (typically in our climate, a cover will last five years, and ours was new in 2002). In addition, there had been some winter damage to the pool cover electric motor, and that was replaced as well.
- Graffiti on the entrance signs, as well as vandalism to the lights has been an ongoing problem.
- Annual inspections by the SF Fire Department, SF Environmental, PSI Security Systems, Lopez Roofing, and Critter Control have given the clubhouse and the pool a clean bill of health.
- Two handicap parking areas were designated for the front of the clubhouse, per guidelines established by ADA (American Disabilities Act).
- As part of routine maintenance, the clubhouse exterior wood was treated with water sealer, pot holes at the SW corner of the parking lot were filled in, two no-overnight parking signs were added, and a new hot water heater was installed.

Pending Projects...

- The decorative tiles on the inside of the pool are loosening, and will need repair and/or replacement.
- The cushions on the pool-side lounge chairs need recovering.
- The stucco on the clubhouse building is nearing the point of major repair.
- Tennis court surface will need maintenance before the next season.
- Bids will be solicited for painting of the racquetball court.

Report prepared by Frank Jackunas