

MINUTES
Zia Vista Condominium Association Board Meeting
Tuesday, January 6, 2009, 6:00 P.M.

The regular monthly meeting of the Zia Vista Condominium Association was held on Tuesday, January 6, 6:02 P.M., in the Zia Vista Clubhouse. Present were Valerie Stasik (2009), President; Andrea Gaytan (2009), Vice-President; Karen Peterson (2009), Treasurer; Joshua W. Wells (2009), Secretary; Gondeck (2009), Member at Large; and Tina Tait, Association Manager. Also present were owners Mark Gallagher, Carol Fowler, Brenda Watson, and Chris Farrell.

OWNERS' FORUM

The concerns of a resident in Building 4 about tenants' excessive noise above her unit were presented. Valerie Stasik moved that the letter she had composed be sent to the owner of the upstairs unit. Karen Peterson seconded the motion. Motion passed unanimously.

A request was made to reconsider the Clubhouse after-hours-use process. Karen Peterson moved that a Board member or a homeowner designated by the Board be responsible for opening the clubhouse, checking for damage and cleanliness, and closing the clubhouse when owners request to use it off-hours. Valerie seconded the motion. Either Ralph or Tina had been responsible for doing this in the past. Although they received additional payment for this service, it seemed an abuse of their time to have them leave their homes in the evenings or on the weekends when there were people on the property who could perform this service. Andrea said she would not be able to serve in this capacity and thought it was a bad policy change. There was discussion about making sure there was a refundable \$50.00 cleaning deposit and that the User Agreement be revised to reflect changes. Motion passed unanimously.

A motion was made and seconded to charge a refundable \$50.00 cleaning deposit. The motion passed unanimously.

Carol Fowler spoke of her concern over the color of paint and condition of the fence around the perimeter of Zia Vista. She offered her time to make another walk-through to check paint contractors for any specifications that have changed and cost of painting and paint. Valerie moved that Carol Fowler get more specifics for fence painting. Joshua seconded the motion. Motion passed unanimously.

Some residents of Bldg. 10 were concerned about the safety of the turn at the SE end of the building because of incoming speeding cars and are requesting that fisheye mirrors and/or speed bumps be looked at as a means of slowing down the turning traffic. Karen Peterson made a motion that speed bumps and fish-eye mirrors be looked at to solve the problem. The motion was not seconded because of a lack of information. Tina Tait will research the cost of speed bumps and fish-eye mirrors. Valerie moved to table the discussion because there was not enough information. The motion was seconded and passed unanimously. The issue will be added to the special meeting on capital improvements.

A resident in Building 2 has an issue with another resident who parks both cars at the building. When that resident was granted his parking permits, they were granted for the number of bedrooms. The new rules say that permits will be granted based on the number of bathrooms. The Board agreed that there was nothing that could be done because his permits allowed him to park wherever he wished. Valerie will communicate the Board's answer concerning the issue.

Chris Farrell brought up the matter of a resident's concern over furnace repair and maintenance on four occasions by Ralph and Allied Air Conditioning that, according to the resident, have not solved the problem. She was seeking clarification for the resident. 2.4 of the Declaration states that the Association is responsible for maintenance but the owner is responsible for the cost of replacement

of a unit. The owner had paid for some of the repairs. There was, however, some question about the Association having paid over \$300.00 for some of the repairs. It was suggested that a third contractor be called in to check out the system. Before any further action is taken, Valerie will seek further clarification from the Association lawyer regarding who is responsible for the cost of the maintenance. Should the furnace need to be replaced, the Association will have it replaced and bill the owner.

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Joshua W. Wells read the minutes of the Board Meeting of December 9, 2008. Andrea moved to approve the minutes as corrected. Gondeck seconded the motion. Motion passed unanimously.

TREASURER'S REPORT

Balances as of January 6, 2009:

First Community Bank checking Account	\$ 54,937.98 (Due to advance payment of fees.)
Guadalupe Credit Union	
Savings	\$ 148.30
CD Maturity Date 04/08/10	\$ 42,909.64
Checking	\$ 5,542.38
Charter Bank CD Maturity Date 09/30/09	\$ 62,537.37
Wells Fargo CD Maturity Date 02/08/09	\$ 61,749.52
TOTAL	\$227,825.19

Notes:

First National Bank, closed CD: \$61,929.04
 Opened new one with Charter Bank on 09/30/08 for one year @ 4%
 Guadalupe Credit Union CD @4%
 Wells Fargo CD @4.05%

Valerie will set up the Quicken program using our budget items as categories for our income and expenses to make it easier to track and report our finances. Karen requested that she input the records for all accounts for all of 2008 so that there is a clearer picture of those expenses. The bookkeeper's accounting items do not readily translate into our categories. Having our 2008 records so categorized will make it easier to project the next budget since we must do it before the end of the calendar year.

PRESIDENT'S REPORT

I have received the Quicken program from Amazon.com and will arrange a time with Tina to install it and begin entering data.

I notice that the entry gate has been repaired and is functioning.

Because of a breakdown in communication, Tina ended up purchasing the Christmas hams for the staff. Every Board member had not responded in time. Joshua had been waiting for the go ahead to do it. I would like to clarify the procedure for actions taken and agreed upon by the Board outside of the Board meeting. According to the Bylaws, an action may be taken outside of a regular meeting provided each Board member votes in writing (e-mail is acceptable). For an action to be taken outside of a regular meeting, ALL Board members must approve it, not just a majority. Record of this action must also be reported in later minutes.

All owner-landlords have not been giving the Association a copy of their lease agreements. The Declaration requires all owners to submit their lease agreements to the Directors, and the lease agreement must state that the renter is bound by Condominium Documents. See 3.1 of the Zia Vista Condominium Declaration. If the renter fails to comply with Condominium Documents, it constitutes a default under the terms of the lease. This allows the owner to evict tenants who don't comply. Requiring a lease with this statement is the only authority the Declaration gives us. We have no authority to control to whom owners rent, to require a background check, or to tell them to evict tenants. Our only control is through the Bylaws. The Bylaws authorize us to create Rules and Regulations that do not conflict with the Declaration or the Condominium Act. They also authorize us to assess penalties for infractions. When tenants consistently violate the rules and are fined, it is hoped that owners will take care of the problem. I propose sending a letter to those owner-landlords who have not provided a copy of their lease agreements telling them that they must provide a copy, including the statement that the renter is bound by Condominium Documents, by January 31, 2009.

(The Board agreed this needed to be done. Valerie has composed a letter and Tina will be sending it out to those owners concerned.)

ASSOCIATION MANAGER'S REPORT

Tina spoke of a resident who wishes to install a dish on the roof. Although she explained that the Declaration prohibits such installation on the roof, he wanted the Board to respond. (The Board said that the Declaration is clear on this and that a dish cannot be installed on the roof. As a side note, the Declaration cannot be amended by the Board. Owners should refer to their Declaration and Bylaws.)

Wireless had been blown out in the clubhouse by a lightning strike. Comcast will be called to assess whether we can install wireless using the equipment we already have. Tina will call to get that information.

A resident is currently using a blanket as a window covering. The resident will be sent a letter of warning and time to respond, or a fine will be assessed.

Building leaks have been repaired.

Ralph has repaired the broken treadmills in the fitness center.

Front gate has been repaired.

UNFINISHED BUSINESS

Tina provided quotes for heavy-duty treadmills designed for commercial use for our fitness room. After some discussion about the benefits of commercial grade treadmills, Andrea moved that we consider buying a commercial grade treadmill. Cost of the unit, warranties, labor, and how to dispense with our old one were discussed. Andrea tabled her motion pending a Board work session on priorities, the budget, and goals for the year. Karen seconded the motion. Motion passed unanimously.

Andrea will report on parking rules at the next Board meeting for flagrant parking violators and the use of boots from USA Security.

Tina has received only one bid from a Santa Fe landscaper for service with and without snow removal as part of the bid. The Santa Fe landscaper said that there really weren't many landscapers in Santa Fe who could handle a development this size. Narrow Leaf, our current landscaper will submit a new bid. Valerie made a motion to table this item until the next Board meeting, as by then we may have more bids upon which to make a decision, Andrea seconded the motion, and the motion passed unanimously. Valerie pointed out that we have learned two things: 1) There may not be landscapers in Santa Fe large enough to handle our needs, and 2) Just requesting bids encourages Narrow Leaf to come up with a competitive bid.

The review and update of the list of priorities and goals for the year will be the focus of the proposed Board work session.

One of the office computers is dying. The Board discussed that replacement was likely and considered what brand of computer to buy. Valerie volunteered to research the issue and look for a replacement under \$1000.00, taking into consideration ease of repair, warranties, etc. There was no motion to purchase. Once the research is done, Valerie is to contact each Board member for their written approval of the purchase.

There is concern that some prospective buyers come to Zia Vista's Office thinking that our office is, in fact, a Sales Office, and request that Tina show them around the complex. Since some of our old signs are misleading, Valerie made a motion that any and all signs that indicate that the Association is selling units be removed, along with Web site indicators and other displays of this nature. Andrea seconded the motion. Prospective buyers need to be accompanied by real estate agents, not our Association Manager, to show them around. As a courtesy to our selling residents, the real estate flyers that indicate what units are for sale here will continue to be displayed in the Clubhouse entertainment room. Motion passed unanimously.

A work session to prioritize repairs according to safety, maintenance, and beautification as well as for setting goals for the year is scheduled for Thursday, January 29, 2009, at 5:30 P.M. This is a closed meeting to allow the Directors to focus only on these items.

The next Board meeting is scheduled for February 5, 2009, at 5:30 P.M.

Valerie moved to adjourn the meeting. The motion was seconded by Andrea Gaytan. Motion passed unanimously. Meeting was adjourned at 8:44 P.M.

Minutes submitted by
Joshua W. Wells, Secretary

MINUTES
Zia Vista Condominium Association Board Closed Work Session Meeting
Thursday, January 29, 2009, 5:30 P.M.

The closed work session meeting of the Zia Vista Condominium Association was held on Thursday, January 29, 2009 at 6:00 P.M. in the Zia Vista Clubhouse. Present were Valerie Stasik (2009), President; Andrea Gaytan (2009), Vice President; Karen Peterson (2009), Treasurer; Joshua W. Wells (2009), Secretary; Gondeck (2009), Member at Large; and Tina Tait, Office Manager. Also present was Carol Fowler.

UPDATE PRIORITIES LIST

The meeting opened with Valerie allowing Carol Fowler and Tina Tait to present their collected information on the quotes for the prioritized work items.

The summarized priorities list had been built into a spreadsheet and became the working document for purpose of this meeting.

They include all of the following:

- A. speed bumps and fisheye mirrors.
- B. Roofs for Bldgs. 5 and 11.
- C. Parapets
- D. Dumpster enclosure for front area
- E. Landscaping quotes
- F. Chimney repairs
- G. Handrails and steps
- H. Parking lot sidewalk access quotes
- I. Quotes on painting cross pieces (trim)
- J. Quotes on security patrol
- K. Other:
 1. Fence painting quotes
 2. Paint breezeway
 3. A/C Baffles
 4. Tennis court
 5. Outside Window moldings
 6. Clear Debris from roofs
 7. Widen Handicap parking spaces
 8. Part-time maintenance office/or maintenance assistant
 9. Lightning rods

Karen Peterson told us that \$70,000.00 is in the current budget for capital expenditures, and she strongly suggested that it would be prudent to keep \$20,000.00 "in reserve" for unforeseen emergency expenses.

Carol Fowler used the priority list from May, 2008, and the Annual Meeting to obtain her quotes.

Tina first presented information on the roofing needs for Buildings 5 and 11, as well as a table update of roof history.

- AAA told us that Bldg. #5 has 1-2 more years left before needing replacement, @ \$16,976.00 to re-roof, and \$2675.55 to repair for leaks.
- AAA told us that Building # 11 (south side) needed to be replaced @ \$18,235.00.

Discussion now focused on the work to be done for the \$50,000.00, with the major priorities for 2009. Valerie and Andrea said that though there are some higher-priced jobs that we may not be able to get done this year, that we could secure newer quotes in following years based on the ones we have now.

To be voted on at the next meeting to be done in 2009 are the following:

- Replace south side of Building # 11 @ \$18,235.00
- Parapets @ \$17,250.00 (a structural integrity issue, all buildings except # 7) or @ \$1200.00 if work on Buildings 1, 2, 4, 5, and 6 are postponed.
- Painting of 154 headers @ \$14,000.00

- Re-configure striping on parking lots to allow sidewalk access and correct handicap parking @ \$1,803.00
- Painting fence @ \$12,160.00 (This may also include painting the front dumpsters the same color-terra cotta)

Carol will revisit with Andy Ortiz, Firestar, and Jacobs for newer bids.

Re: Landscaping quotes:

- Cassidy's of Santa Fe quoted an annual cost of \$34,950.00 and Narrow Leaf quoted \$25,200.00. The Cassidy's representative said that they were open to negotiation.
- Cassidy's can also provide snow removal. Carol will go back to Cassidy's to see what changes they are willing to make.

Re: Fitness Center expenses:

Damaged treadmill; fixing the part vs/ looking at the details for leasing this kind of equipment will be looked into by Tina.

Re: Chimney repair

All Board members were in agreement of the emergency chimney repair expense of \$530.00 approximately.

Re: Painting 11 speed bumps

- Ralph will be able to do this as part of his regular maintenance, no extra budget expense for this.

Re: fish eye mirrors

- Because of the blind corners at Bldg. #10, fish-eye, convex corner mirrors will be purchased and installed by Ralph. Tina can sign for this as it is less than \$500.00. Andrea Gaytan made a motion that Tina purchase two mirrors. Motion was 2nd by Karen Peterson. Motion passed unanimously.
- Andrea Gaytan made a motion that we consider the painting of lane lines on the building corners. This motion was 2nd by Karen Peterson. Motion passed unanimously.

Re: Restriping

Carol Fowler reminded us that Zia Vista is in violation with ramps, handicap lane size and striping for sidewalk access. Wider spaces are needed with re-sealing of the old lines, and asphalt ramps can be done, for \$1803.00.

Re: Security Patrol

We are not pleased with the level of security services Zia is receiving as we want more hands-on patrol checks. We have bids from USA (our current security) for \$12,140.00 and AKAL for \$9,314.00. More information about what the services provide are to be looked into (will they respond to noise complaints, lock up the clubhouse, walk around rather than just drive, etc.)

Adjournment

Valerie Stasik adjourned the meeting at 7:01 p.m.

Minutes submitted by
Joshua W. Wells

MINUTES

Zia Vista Condominium Association Board Meeting Monday, February 5, 2009, 5:30 P.M.

The Zia Vista Condominium Association regular Board Meeting was held on Thursday, February 5, 2009, at 5:36 P.M. in the Zia Vista Clubhouse. Present were Valerie Stasik (2009), President; Andrea Gaytan (2009), Vice President; Karen Peterson (2009), Treasurer; Joshua W. Wells (2009), Secretary; Gondeck (2009), Member-at-Large; and Tina Tait, Office Manager. Also present were Anna Mae Reorda; Lucille Garfield, representing her son Courtney Garfield; and Kevin and Jennifer Box.

Condo Owners Forum

Concerns about noise and other disturbances from an upstairs neighbor were discussed by the two parties who came to an agreeable resolution.

Minutes

The January 6, 2009, Minutes were read. Motion to accept minutes as corrected was made by Andrea Gaytan and seconded by Karen Peterson. Motion passed unanimously

The Minutes of the closed work session Board meeting of January 29, 2009, were read. Karen Peterson moved that the minutes be accepted as written, Andrea Gaytan seconded the motion. Motion passed unanimously.

Treasurer's Report

Karen Peterson presented our interest earnings for IRS at \$5434.03 for 2008. Wells Fargo's interest for our account is not known at this point, statement yet to be received.

Funds we have now are:

- Guadalupe Credit Union-\$48,890.40, savings account.
- First Community Bank-\$68,265.15.
- Wells Fargo-\$62,515.84.
- Charter Bank-\$62,537.37.
- Total=\$242,208.76.

Valerie expressed concern about money going to the reserve to build it back up done with monthly deposits to Guadalupe Credit Union Checking account due to its liquidity and their higher interest rate. A motion was made by Andrea Gaytan to deposit \$1000.00 per month into this account to build up the reserve account funds, and 2nd by Karen Peterson. If money is not needed, then \$13,000 will be put into CD by December 31, 2009. Motion passed unanimously.

President's Report

The letter to the owner of 4-205 regarding the chronic noise problem from his tenants was sent. Fines are being assessed. In response, the owner said it was the responsibility of the Association to provide soundproofing between floors. I contacted our lawyer James Rubin concerning this situation. He said it was not. The developers of the Condominium were required by the Condominium Act to have the buildings assessed for Code compliance and to have those documents in the office for those who bought from the developers. These documents would probably not be available to people who later bought from these first buyers. Mr. Rubin said that we have been doing the right thing and that it was up to the owner to take responsibility for the behavior of his tenants. Mr. Rubin agreed to write a letter to the owner informing him of this. The owner of 4-205 has sent ear plugs to a resident in the building. In my opinion, this does not solve the problem and creates a danger to that resident should the fire alarm go off.

In connection with the situation with the above tenants, I clarified a detail for Tina. The Rules and Regulations state: *Except where otherwise noted, if the same type of infraction occurs within a year after receiving one warning letter for such infraction, a fine of \$50.00 will be assessed against the second occurrence.* . . This does not mean after one calendar year, but one year going back from the current infraction. Otherwise, a resident could break a rule in December and do it again in January and not be fined since the calendar year ends in December.

The letter to landlord-owners who have not provided a copy of their lease that contains a statement that the lessee is bound by the Condominium Documents has been sent. These owners were to send their copies by January 31, 2009. This is a legal requirement of the Declaration. So far, we have received about 30 of the 60 that were missing. Tina is phoning those who have not yet sent their copies. A list of those who refuse to comply will be sent to the lawyer.

Tina and I went to Best Buy on January 9 and bought a Hewlett Packard computer to replace the one in the office that was dying. The cost of the computer and software was \$658.40, and setup and transfer of data by Gremlin came to \$269.84 for a total cost of \$928.24.

The owners of 1-201, who are in the process of selling their unit, had been having problems with their furnace. The Association had provided maintenance by Ralph and Allied Air Conditioning as required by 2.4 of the Declaration on four occasions, but the owners reported that their furnace was still not working properly. There was a proposal to bring in a third party (a second heating contractor) to assess the problem. Thank you, Andrea, for bringing to our attention that there was some question about who was responsible for the cost of repairs and service since we had paid over \$300 for the replacement of the relay switch. The Declaration is specific about owners being responsible for the cost of replacing a furnace. Our Association lawyer determined that the Association was responsible for contracting maintenance services for the owner, but that the owner was responsible for all costs of these services. This makes sense since the furnace is an appliance within the condo unit, and the owner is responsible for everything within the unit. Our responsibility to provide maintenance simply insures that the work is done by competent people and meets safety standards. The realtor for these owners reported that the owners don't think that they should have to pay. All owners are bound by the Declaration, and a clarification is not a change to that document. They are responsible for paying the cost of maintenance. A bill was sent to the owners for the cost of the relay switch with payment due by February 21. If it's not paid, a second bill will be sent explaining that if it is not paid by the next due date, it will begin to accrue interest and a lien will be issued.

An explanation of that section of 2.4 of the Declaration has been created and publicized so that there is a record of who is responsible for what. Also included in this document is an earlier explanation of the Association's responsibility for the AC compressors on the roof.

Owners of a unit in Building 8 had an infestation of mice because of holes in the exterior walls of the building. Ralph had set traps and caught some, but the problem persisted. Since this is very much like the maintenance problem of water leaks and therefore the responsibility of the Association, an exterminator was engaged who reported that Ralph had taken correct measures. Any future complaint about mice or other vermin from residents will be treated promptly with a visit from an exterminator. Of course, if it is clear that a resident is directly responsible for an infestation (such as with accumulated garbage attracting roaches), the cost will be assessed against the unit.

Our Webmaster, Owen Lorion, has modified our Website so that the information is geared more to the needs of our residents by eliminating the sales pages left over from Santa Fe Properties. People looking at the site had been left with the impression that Zia Vista Group was still selling condos. I would like to thank Owen for all of his work on our site. It has been particularly difficult for him in the last couple of months because of equipment breakdowns.

A sign for the benefit of prospective buyers was created for the office to inform them that the Association does not sell units and the Association Manager cannot show the property. The reason for this sign is that people (nonresidents) would come in expecting our manager to drop everything and show them around. When told that a realtor needed to do this, some would become angry and abusive. The sales flyers are welcome and remain in the clubhouse entertainment room as a courtesy to our owners who are selling their units. Prospective buyers are directed to the flyers.

To make it more convenient for owners, I have posted the minutes from the October through the December meetings at the mailboxes. I have also put together a binder of the last 12 months' minutes to be kept in the Entertainment Room of the Clubhouse. Also in the binder is a copy of the Rules & Regulations and Policies & Procedures Handbook. We still keep the official Minutes Book of all of the minutes in the office that the Bylaws require us to keep.

I am entering the data for 2008 using our budget categories in Quicken, and Tina and maybe Carol Fowler will be learning how to use this program. The checks for January through April have been entered and reconciled. As of January, all data has been entered.

The use agreement for the clubhouse has been modified to reflect the changes made at the January meeting.

The Policies and Procedures Manual as well as the Guide for Owner-Landlords, through the work of the Governance Committee composed of Karen Peterson, Carol Fowler, and me, are in the process of being updated to reflect procedures we have recently developed.

I would like to thank Brenda Watson for agreeing to be our Parliamentarian. She has a commitment on the first and third Thursdays of each month, so cannot make meetings we must of necessity schedule on those days.

I would like to thank Tina for helping Carol Fowler in her efforts to provide backup by compiling the specifications and quoted costs for a variety of items that were considered at the Jan. 29 work session on priorities. Carol walked the property with several contractors. She has devoted a great deal of time and energy to assure that we have good information and that we are able to be good stewards of the assets of all of the owners.

I would also like to thank the Building Representatives Karen Peterson, Gondeck, Andrea Gaytan, Margaret Damico, and Charles Harrison for the valuable information on the buildings and grounds they provided the Board so that we could more accurately compile a priorities list. Their information allowed the Board to take care of the most pressing issues and make the wisest use of condo owners' money.

I would like us to establish firm committees this year. I believe that the best way to do this is to contact people directly. Having only five Board members along with one or two owners carry the load of researching, discussing, and making recommendations is overwhelming. Also, it is in the best interests of all owners to have more owners involved.

Vice-President's Report

Andrea Gaytan gave an update on the parking permits, and the confusion over how they have been issued re: Number of bedrooms, number residing in the unit, number of bathrooms, number of vehicles in the unit, etc. Due to the available parking spots in the complex, and the number of units in Zia: 287 needed if assigned by the number of baths and 338 needed if assigned by the number of bedrooms. Currently there are 316 spaces on the property. Either way, it's a dilemma as some 1/1 have two residents, some 2/1 have two residents, some 2/2 have one resident etc., etc., etc. It was suggested by Andrea that the parking issue be looked into further. No action taken.

Association Manager's Report

1. Heating unit bids: Allied Air Conditioning gave a bid of \$3,500.00+ tax. Modifications are possible and are included in this price. Cartwright's is working on a bid which has not arrived yet.
2. Swimming pool sign required by EPA: Bid received from Alpine Signs last August for \$240.00+ tax. This bid is still valid, but we will not hear from them until early spring.
3. Comcast gave us a bid of \$59.95 monthly for clubhouse internet access. Grappa set it up at no additional charge. One resident not able to use it, but will be walked through the procedure.
4. Chimney repairs done for 10-204 on Feb. 4, 2009.
5. Bill for furnace repairs have been sent to the owners of unit 1-201. Due date is Feb. 21, 2009, for \$340.00.
6. Water rate hike of 8.2% will come in effect in March, 2009. Increased revenue is due to the Buckman Water Diversion Project and the rate will increase by this amount over the next 5 years. We will need to plug this amount into our Zia budget.
7. 2 fish-eye 30" convex mirrors have been purchased for \$243.78. They were delivered on Monday, Feb. 2, 2009.
8. Carpet cleaning is needed throughout the clubhouse and the fitness center. A bid from Steamatic has been received for \$450.00. It would be necessary to close the fitness center for 24 hours.

The owner of 10-308 would like to install non-slip tile on the balcony because each winter the paint is destroyed. It was moved and seconded to approve the request. All approved.

Unfinished Business

- A. Capital expenditures priorities from January 29, 2009 work session. We have renewed quotes on these items:
 1. Building 11, south side roof-\$18,235.00, work could begin in March, 2009. Andrea Gaytan made a motion to accept this bid, 2nd by Karen Peterson. Motion passed unanimously.
 2. Parapets. Repair work for buildings # 3, 8, 9, 10, and 11 = \$12,000.00 (\$17,000.00 if all buildings.) Carol Fowler has received more figures. Valerie wants to table this decision until the March meeting.
 3. Painting the 154 headers. =\$10,310.00. (tabled with #5)
 4. Re-stripping to allow for handicapped access=\$1,800.00. Andrea Gaytan made a motion to do the re-stripping, 2nd by Karen Peterson. Motion passed unanimously.
 5. Perimeter fence painting.=\$12,160.00. (tabled until March, 2009 meeting.)
- B. Landscaping quotes
 1. Narrow Leaf=\$2081.63 per month=\$24,972.00 per year+tax.
 2. Cassidy's=\$25,419.24 per year.

Karen made a motion that we speak with Narrow Leaf before we accept their bid to get more information re: some real concerns we have over quality and attention to detail. Carol Fowler, Gondeck, and Joshua Wells will meet with Pat Tracy and walk the property with him. Andrea 2nd the motion. Motion passed unanimously.
- C. Security Service quotes
 1. AKAL=\$9,314.00.
 2. USA=\$12, 140.00.

Discussion on yearly increases, owner says they will not be by much and we will receive more hands-on services. Andrea Gaytan made a motion to accept AKAL, 2nd by Karen Peterson. Motion passed unanimously.

- D. Treadmills quotes.

Leasing of equipment is more expensive due to high interest rates, making it better to buy our equipment. All is in working order now. Tabled for a future meeting.

- E. Booting for flagrant parking violators.
Andrea Gaytan will look into this further. She feels that booting vehicles may subject Board to suits and anger of residents.
- F. Pecan mulch.
Top-loading of more mulch is in Narrow Leaf's quote. Will be tabled for replacement costs for fabric/plastic spots.

New Business

Website: Valerie Stasik made a motion that we have our website with Startlogic @ \$60.00 yearly. Andrea 2nd this motion. Startlogic has a simple Web design program that does not require knowledge of html codes. It also allows for more than one person having the ability to access and update the site which would provide backup in case the main person was unavailable. It would also allow for timelier updating. Motion passed unanimously.

Meeting was adjourned at 8:15 p.m. Next Board meeting will be on Wednesday, March 11, 2009, at 5:30.

Submitted by
Joshua W. Wells, Secretary

Minutes

Zia Vista Condominium Association Board Meeting, Wednesday, March 11, 2009, 5:30 p.m.

The Zia Vista Homeowners' Association regular monthly Board meeting was held on Wednesday, March 11, 2009. The meeting was called to order by the President, Valerie Stasik, at 5:34 p.m. Present were Valerie Stasik, President; Andrea Gaytan, Vice President; Karen Courtney Peterson, Treasurer; Gondeck, Member-at-large; Tina Tait, Association Manager; Carol Fowler, Owner. Joshua W. Wells, Secretary was not present. Andrea Gaytan acted as secretary for this meeting.

Manager's Report

Tina requested that the Board hear her report before the reading of the minutes or other Board reports because she had to leave the meeting early due to personal circumstances.

1. SOUTH SIDE OF BLDG 11 ROOFING COMPLETED
2. STRIPING PROJECT WILL TAKE PLACE WEEK OF 3/16/09. SCHEDULE MAY CHANGE DUE TO INCLEMENT WEATHER. Carol Fowler will do a walk around the property with the contractor to make sure the striping is done to our specifications.
3. STEAMATIC QUOTE FOR CLEANING CARPETS IN CLUBHOUSE, OFFICES AND FITNESS CENTER IS \$480.38. ARGUELLO'S IS \$489.69. WE HAVE USED ARGUELLO IN THE PAST AND THEY DO EXCELLENT WORK. CARPETS HAVENOTBEEN CLEANED SINCE 7/07.
4. QUOTES FOR WIRELESS FROM GRAPPA AND COMCAST for wireless in the clubhouse. Attached are the bids from both companies.
5. LEASE FROM LANDLORD REPORT; only two landlords have not complied. One is in Africa and the other is still pending. All other landlords have complied.

6. PNM COMVERGE REQUEST FOR LEAVING FLYERS ON ALL UNITS. DEVICE WOULD GO ON AC UNITS ON ROOFS. There is a concern that if we allow PNM to install these converge units, they will have to be given access to the roofs. **Valerie moved that we not allow PNM to distribute flyers regarding the converge units on a door-to-door basis on the Zia Vista property. Karen seconded. All approved. Karen moved that Tina notify PNM that they will not have access to the roofs to install the converge devices due to liability and the warranty on the roofs. Gondeck seconded. All approved.**
7. VIRGINIA GRAEME BAKER POOL AND SPA SAFETY ACT IS A FEDERAL LAW –ANTI-ENTRAPMENT DEVICE. STATE SAYS WON'T MAKE MANDATORY. QUOTE FROM SODECO FOR MATERIAL DOES NOT INCLUDE LABOR. SODECO FEELS RALPH WOULD BE ABLE TO DO WORK AFTER VIEWING A VIDEO. Tina called to find out if this Anti-Entrapment Device is mandatory in Santa Fe. She was told by the State of New Mexico Environment Department's Bob Italiano that it was not required in order to open our pool. This will be further discussed under NEW BUSINESS.
8. MORE PROBLEMS WITH ELLIPTICAL. ORDERED PART FOR NOW. PART WAS 48.73. There is concern that the equipment purchased for the fitness center is not high enough quality to sustain the constant use in our gym. The Association will have to continue to pay for constant upkeep of the equipment as it fails. The equipment can be a hazard to those who use it if not properly maintained. Tina will check on Marathon's bid for a new, commercial-grade elliptical and the availability of a warranty. **Andrea moved that if Marathon is able to match or offer a similar warranty to Fitness Super Store's bid, then it is okay to purchase a new commercial-grade elliptical from Marathon. Karen seconded. All approved.** In the meantime, **Valerie moved that the elliptical be removed from the fitness center due to safety and liability concerns. Andrea seconded. All approved.**
9. Tina reported that a deposit of \$3,000 was made into our Guadalupe savings account. The goal is to deposit \$1,000 a month into savings, and this deposit was meant to cover the savings deposits from January to March, 2009.

Minutes

Minutes from the February 5th meeting were read. Valerie moved to accept minutes as corrected. Karen seconded. All approved.

Treasurer's Report

Balances as of March 11, 2009 (not including the \$3,000 Tina deposited into the Guadalupe Savings Account from the First Community Checking).

First Community Bank Checking Account: \$80,159.24

This balance is higher than our monthly average because several owners have prepaid dues for the year. Also, no insurance payment was due this month. The \$18,000 cost of re-roofing building 11 will be paid from this account in the coming week.

Guadalupe Credit Union

Savings	\$148.39
CD Maturity Date 4/08/10	\$43,335.55
Checking	\$5,554.00

Charter Bank

CD Maturity Date 9/30/09	\$62,537.37
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Wells Fargo

CD Maturity Date 02/08/09	<u>\$64,458.73</u>
Total:	\$256,193.28

Karen reported that owners not paying HOA dues and/or water bills totaled \$4,339 in outstanding condo fees and \$828 in water bills. Valerie will remind Tina of the lien policy for delinquent payments. Karen will include a delinquency report as part of her Treasurer's Report every month. Andrea requested that Karen include, in writing, all of the details concerning treasury items in her report every month in order to help the secretary keep more accurate track of the figures being discussed.

President's Report

All of the owner-landlords have sent a copy of their lease containing a statement that the lessee is bound by the Condominium Documents except for two owners. Tina has sent a second notice to all who have not sent their copies. Tina will continue to contact the two owners who have not sent their leases in.

A bill had been sent to the owners of 1-201 for the cost of the relay switch with payment due by February 21. The owners had been given some extra time because there had been a death in the family. The owners have paid the bill.

Our Webmaster, Owen Lorion, helped me transfer our domains to our new Web site. I hope to add a new member to our Communication Committee for more backup. All content of the site will first be approved by the Board. The site is easily accessible by anyone on the committee and very easily updated. I am in the process of creating directions so that it will be easier for new committee members to make changes without having to learn the system on their own (or for anyone to use in case all committee members are unavailable). What makes this site easy is that knowledge of html code is not necessary. The Web building program is a WYSIWYG program; you just type and upload pictures and documents. I would again like to thank Owen for all of his work on our site. It has been particularly difficult for him in the last couple of months because of equipment breakdowns. The one-year charge for hosting the site was \$59.40 plus \$9.95 for each of the three domain names. It was charged to my card and I have been reimbursed. I have asked Tina to check with the bank to see if charges for the renewal can be drawn directly on our checking account. I have posted the minutes from the two January meetings and the online newsletter at the mailboxes. I have also added these items to the binder kept in the Entertainment Room of the Clubhouse. Also in the binder is a copy of the Rules & Regulations and Policies & Procedures Handbook as well as a copy of the online newsletter. The minutes have been added to the Web site.

I am still entering the data for 2008 using our budget categories in Quicken.

Per the advice of our insurance agent, Tina created a responsibility document to be signed by any owner appointed by the Board to open and close the clubhouse for an event. The only appointee to act in the absence of a Board member to date is Carol Fowler who has been trained in all of the procedures.

The Policies and Procedures Manual as well as the Guide for Owner-Landlords, through the work of the Governance Committee composed of Karen Peterson, Carol Fowler, and me, are still in the process of being updated to reflect procedures we have recently developed.

I learned after we set our meeting that Brenda Watson, our new parliamentarian, is not only unavailable to attend our Board meetings on the first and third Thursday but also on the second Wednesday of the month.

I would again like to thank Carol Fowler as well as Tina Tait, Joshua Wells, and Gondeck for meeting with Narrow Leaf to discuss our landscaping issues.

Unfinished Business

Report by Carol Fowler: Carol reported that the parapets will be examined by AAA Roofing, who will actually go onto each rooftop to examine the extent of repair work necessary for each parapet. The cost of repairing parapets has already been bid on, with an estimate of \$13,900 including tax and insurance on buildings 1-4 and 8-11 given by Hugo Ochoa. There has also been a bid for \$12,000 for bldgs. 3, 8, 9, 10, 11, or \$17,235 for all buildings given by Raul Vega. After some discussion, **Valerie moved to postpone voting on this issue until AAA Roofing is able to get up on each building's roof and make a well informed bid. Andrea seconded. All approved.**

Headers: Carol stated that Andy Ortiz's bid of \$10,310 for painting 154 headers was the best value. A discussion on which color to use ensued. Carol said that we could paint sample headers and have the board review the colors in order to give final approval. Andrea stated that she was afraid changing the color of the headers would make the metal trim in other areas look mismatched. Final approval of the color of headers will be left to the Board. **Andrea moved to accept Andy Ortiz's bid of \$10,310 to paint the headers. Karen seconded. All approved.**

Fence Painting: Ralph bid \$18,000 to paint 30,000 square feet of the fence surrounding the Zia Vista property. This includes painting both sides of the fence. Ralph does not have any insurance. Narrow Leaf and Andy Ortiz have also submitted bids for the fence painting. Both have insurance. **Valerie moved to table discussion and a vote on fence painting until the next meeting. Karen seconded. All approved.**

Narrow Leaf: Carol Fowler reported that she walked the property with Narrow Leaf along with Joshua Wells, Gondeck, and a representative from the Trash Removal service in order to discuss the dumpster enclosure situation on the north and south sides of the property. Narrow Leaf will be submitting a bid for creating a dumpster enclosure, but in the meantime, the dumpster on the north side has been moved to a raised curb area in order to provide the trash truck easier access to it.

Narrow Leaf's renewal of contract was discussed next. Gondeck reported that there was a special meeting with Narrow Leaf in order to go over concerns the Board has had in renewing their contract, namely a general lack of attention to details on the property. Cassidy's Landscaping had submitted a bid that was \$500 more than Narrow Leaf's, and the Board must vote on which company to go with. Gondeck reported that the representative from Narrow Leaf did not have a good attitude. Karen suggested that he write down any complaint he had and submit it to Tina and the Board. A written record of any complaint needs to be kept. Joshua Wells, who was present at the Narrow Leaf meeting was not present at this meeting, so the vote was rescheduled to a special meeting to be held at 6:00 p.m. on Monday, March 16th. To be considered at this meeting is whether we accept Cassidy's bid of \$25,419 or Narrow Leaf's bid of \$24,980.

Other Unfinished Business

Heating unit bids: Cartright's still has not submitted a bid. This issue will be on the Board meeting agenda in April.

Clubhouse internet access: A bid from Grappa to provide wireless internet access to the clubhouse was \$275 for installation of equipment. They would not charge the HOA for monthly service fees. Comcast bid \$59.95 for monthly service fees in addition to the fees for internet in the offices. Discussion centered on whether wireless in the clubhouse was necessary. Also discussed was why Grappa had previously stated they would provide free wireless in the clubhouse, but then decided it was a conflict of interest. Since there were unanswered questions, **it was moved by**

Andrea to table the issue of internet access in the clubhouse until the next meeting. Seconded by Karen. All approved.

Carpet Cleaning: Tina has requested that the board approve the cost of cleaning all of the clubhouse carpets, to include the offices and the fitness center. Arguello's is a locally owned company who has done the carpets here previously, and their bid was only nine dollars higher than Steamatic. Tina requested we go with Arguello's as they are trustworthy and always do a good job. **Valerie moved to approve Arguello's clean the carpets in the clubhouse. Andrea seconded. All approved.**

10-308 owner requested non-slip tile on balcony This was voted on in a previous meeting and approved by the board.

New Business

Letter to former board member:

A letter was reviewed to be sent to a former board member regarding her unapproved spending that came to light during the transfer of financial documents to an electronic format. The letter was read by the board members present. **Karen moved that the letter be reviewed by James Rubin, our attorney. Valerie seconded. All approved.**

Approval of Goals for the year: (See attached page)

The board reviewed the Goals for 2009 document created by Valerie. **Andrea moved to approve. Karen seconded. All approved.**

The following topics under New Business were all tabled until the next meeting in order to gather more information.

Gate signage per Owen Lorian
Guidelines for Owner-Landlords
Policies and Procedures Handbook
Pool—Sodecko

Next Meeting will be Monday, April 6th at 5:30.

Meeting was adjourned at 8:50 p.m.

Andrea Gaytan, Vice President

GOALS FOR 2009

1. Redundancy: backup for each Board member, for example, someone who can back up the Treasurer; backup for Tina (some of us should know how the office is organized, what needs to be done on a daily basis, where things are kept, etc.); backup for our Web site.
2. Establish the following standing committees:
 - a. Building, Grounds, and Architecture (our Building Representatives are really this committee. We just need to establish scope—see Policies and Procedures Handbook);
 - b. Finance Committee;
 - c. Governance;
 - d. Communication.
3. Stay within our budget. Make sure that the Association is not paying for maintenance that should be paid by the owner.

4. Assure that financial records are kept in an easily accessible manner such as in Quicken so that the Treasurer need not duplicate the work of the bookkeeper.
5. Improve communication with owners and residents: make better use of the Web site and make a better effort of posting announcements at the mailboxes.
6. Keep updating our priorities list and set capital expenditures within our budget for this year.
7. Update the Policies and Procedures Handbook so that it can be used as a reference by staff, Directors, and committees.
8. Establish guidelines for owner-landlords.
9. In addition to using our financial history, use quotes to project the 2010 Budget.
10. Have the next Annual Meeting at the end of October and try an incentive to get people to send proxies and/or attend. (Perhaps a gift card at a reasonable price PROVIDED that we have a quorum. No quorum, no prizes.)
11. Maintain orderly Board Meetings in which actions are proposed in clear motions, discussed and thoroughly researched, and then decided by a vote of the Directors or tabled for further information.
12. Consult as needed the Declaration, Bylaws, Robert's Rules, the Policies and Procedures Handbook, and the Employee Handbook.

MINUTES
Zia Vista Condominium Association Board Meeting
Monday, March 16, 2009, 6:00 P.M.

The Zia Vista Condominium Association held an additional Board Meeting on Monday, March 16, 2009, at 6:30 P.M. in the Zia Vista Clubhouse. Present were Valerie Stasik (2009), President; Andrea Gaytan (2009), Vice President; and Joshua W. Wells (2009), Secretary. Absent were Karen Peterson, Treasurer; and Gondeck (2009), Member-at-Large. The three members present constituted a quorum. The purpose of the meeting was to get more information from Joshua about Narrow Leaf and then to decide on signing a new contract.

Unfinished Business

Joshua presented more information on the walkthrough with Narrow Leaf. He indicated that Pat Tracy was interested in our concerns about the quality and attention to detail that we have experienced in the past. Tracy said that our concerns would be addressed and that he would work with us on any future problems we might have with his workers or the quality of the work. **Joshua moved that we accept the contract with Narrow Leaf at \$24,979.56 per year. Andrea seconded the motion. All approved.**

Valerie had a call from Carol Fowler regarding the parking lot striping and who was to paint the speed bumps. She said that the contractor could do it for an additional \$700.00. In past discussions, it had been understood that Ralph would paint the speed bumps. **Andrea moved that Ralph and Eric paint the speed bumps when their other duties permitted. Valerie seconded the motion, and all approved.**

Meeting was adjourned at 6:30 p.m.

Valerie Stasik, President