

PARK PLAZAS COMMUNITY SERVICES ASSOCIATION

Board of Directors Meeting Agenda

February 26, 2025

6:30 pm - 8:00 pm

Board Members: Laurie Glaze, Steve Harvath, JD Bullington, Connie Crow, Irene Epp, Gene Harrell, Bob Jacob, Susan Swoboda

Community Manager: Richard White

Call to Order

Roll Call

Approval of January 22, 2025 Board Meeting Minutes (attached)

Community Input

Finance Report (attached) – Richard

Manager's Report (attached) – Richard

Committee Reports

- ✓ Landscape – Gene
- ✓ Community Garden – Steve
- ✓ ACC – Richard
- ✓ Nominating (attached) - Irene
- ✓ Strategic Planning - Connie

New Business

- ✓ Community Manager Job Description (attached)
- ✓ Employee Performance Evaluations
- ✓ Annual Meeting Agenda
 - Welcome
 - Board of Directors Vote
 - Presentation – 2024 and 2025 Budgets, Projects, Etc

Old Business

- ✓ Finalize Landscape Contract (attached) - Gene
- ✓ 50th Anniversary Celebration – April 5, 2025; 4:00 – 6:00 pm
- ✓ CPI Increase – 2.9% Maximum Allowable Monthly Assessment =
163* .029% = \$167/month
- ✓ Review of Archives Deed of Gift by Counsel

Community Input

Next Meeting – **Annual Meeting**, March 19, 2025 @ 6:30 pm, Santa Fe Country Club

Closed Session – board will go into closed session

Adjourn

Minutes
Board of Directors Meeting
Park Plazas Community Services Association
January 22, 2025

The meeting was called to order by President Laurie Glaze at 6:30 pm.

Those Directors Present: Laurie Glaze, J.D. Bullington, Bob Jacob, Irene Epp, Susan Swoboda, Gene Harrell

Those Directors Absent: Excused: Connie Crow, Steve Harvath

Presentation by Elena Perez-Lizano – NM State Archivist: A motion by Irene Epp, seconded by Gene Harrell, to turn over the PPCSA HOA records to the NM State Records Center and Archives that are older than five years passed unanimously after a brief presentation by Elena Perez-Lizano.

Minutes From the Previous Meeting on November 20, 2024 were unanimously approved on a motion by Bob Jacob, seconded by Susan Swoboda.

Guests present: John Scully, Nora Haskins, Beth Bell

Community Input & Public Comments: None

Finance Report: Richard White highlighted the key points of the submitted finance report.

Manager's Report (Richard White): Richard White provided highlights of the manager's report. Richard also gave a report on parking violations brought to the attention of the community manager. Richard noted that for some violations the formal notice process has begun.

Committee Reports

Landscape Committee: Gene Harrell provided a report on a recent budget assessment of the expenditures associated with landscaping. A landscaping company is being considered for a one-year contract Richard White gave an overview of some of the expenses associated with landscaping projects, specifically regarding the management and removal of trees.

Community Garden Committee: No Report.

Architectural Control Committee: No Report.

Nominating Committee: Irene Epp gave a report on nominating committee activity.

Strategic Planning Committee: No Report.

A motion by J.D. Bullington, seconded by Susan Swoboda, to accept all committee reports as written and submitted passed unanimously.

New Business:

A) Accept board resignation from Tom Carr: A motion by Bob Jacob, seconded by Gene Harrell, to accept Tom Carr's resignation passed by a vote of 7 – 1 with Irene Epp voting no.

B) Contract renewal for Marci Graber, bookkeeper: A motion by Irene Epp, seconded by Bob Jacob, to renew the contract for Marci Graber on a month-to-month basis passed unanimously.

C) Increase the maximum allowable monthly assessment: There was no action taken by the Board. The Board determined there should be no action on setting the monthly assessment commencing January 1, 2026 until the November 2025 Board meeting.

D) Community management certification: Richard White informed the Board that he is attaining official certification as a community manager.

E) 50th Anniversary Celebration: It was noted that the planning process for the celebration is scheduled to begin soon.

F) Community manager job description: A job description for the position of PPCSA community manager was reviewed by the Board.

Old Business

A) **Locking Mailboxes:** A motion by J.D. Bullington, seconded by Susan Swoboda, to allow residents to purchase at their own expense a locking mailbox, pre-selected by the Board for aesthetic uniformity, to be installed by the association, passed unanimously.

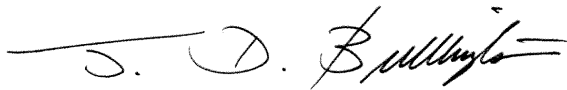
Community Input & Public Comments: None.

Closed Executive Session: None

Next Meeting Date & Time: The next scheduled Board meeting will be held on February 26, 2025 at 6:30 pm at the PPCSA office.

Adjournment: There being no further business before the Board, the meeting was adjourned at 8:27 pm on a unanimously supported motion by Susan Swoboda, seconded by Irene Epp.

Signed this Day of January 22, 2024

A handwritten signature in black ink, appearing to read "J.D. Bullington". The signature is stylized with a long horizontal line extending to the left and a flourish at the end.

J.D. Bullington, Secretary

Park Plazas Community Services Association

**FINANCIAL REPORT
JANUARY 2025 FINANCIALS**

Comments:

1. Operating income statement shows a deficit of \$3,290. This is primarily the result of two underground water leaks - one in Narciso and another in Molino cul-de-sacs. Cost for both repairs totaled \$15,158.
2. There was no reserve fund expense activity in January and consequently, no recognized income.
3. Interest earned on the ItraFi Cash Services (ICS) reserve fund cash balance is credited to the Deferred Reserve Fund Liability account. ICS cash balances for both funds are invested in CDs and as of 1/31/2025, earned interest at the rate of 4.25%.
4. The Statement of Work-Audit Services agreement has been completed. The 2024 audit fee is \$12,500. The amount budgeted for the 2024 audit and tax returns is \$19,000.
5. Insurance premiums paid in January (\$4,268) includes \$3,225 for the annual Directors & Officers Liability insurance premium and monthly installment payments for the workers compensation and the commercial package policy.

Balance Sheet

Properties: Active

As of: 01/31/2025

Accounting Basis: Accrual

Include Zero Balance GL Accounts: No

Account Number	Account Name	Balance
ASSETS		
Cash		
10020	EBT Operating Fund #7801	20,221.26
12040	EBT Reserve Fund #8601	-408.24
Total Cash		19,813.02
10010	Petty Cash	255.00
10021	EBT Operating Fund - IntraFi Cash Svc	575,054.15
12041	EBT Reserve - IntraFi Cash Svc	736,609.24
13010	Accounts Receivable	14,131.70
14035	Right of Use - Office Lease	17,857.00
14040	Security Deposit for Office	750.00
15065	Right of Use - Accumulated Amortization	-17,857.00
TOTAL ASSETS		1,346,613.11
LIABILITIES & CAPITAL		
Liabilities		
20010	Accounts Payable	46,083.38
20030	Prepaid Assessments	9,575.98
20040	RV Lot Dumpster Key Deposits	3,860.00
21010	Deferred Reserve Fund Liability	1,238,529.33
25010	Federal Withholding	474.28
25020	FICA	402.70
25030	FUTA	-0.01
25040	Medicare	94.16
25050	State Income Tax Withholding	187.20
25060	WC-1	2.00
Total Liabilities		1,299,209.02
Capital		
30900	Members' Equity - OF	71,107.59
30910	Members' Equity - RF	0.06
Calculated Retained Earnings		-3,290.08
Calculated Prior Years Retained Earnings		-20,413.48
Total Capital		47,404.09
TOTAL LIABILITIES & CAPITAL		1,346,613.11

Operating Fund Income Statement

Properties: Active

As of: Jan 2025

Accounting Basis: Accrual

Fund Type: Operating

Account Number	Account Name	MTD Actual	MTD Budget	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.
Income							
40100	Assessments	43,316.00	43,316.00	43,316.00	43,316.00	0.00	0.00%
40200	Water & Sewer Charges	21,335.40	21,214.00	21,335.40	21,214.00	121.40	0.57%
40300	Transfer Fees	200.00	0.00	200.00	0.00	200.00	0.00%
40310	Permits and Fees	70.00	0.00	70.00	0.00	70.00	0.00%
40800	Operating Fund - Interest & Dividends	1,994.43	1,333.00	1,994.43	1,333.00	661.43	49.62%
49035	NSF Fees Collected	25.00	0.00	25.00	0.00	25.00	0.00%
Total Operating Income		66,940.83	65,863.00	66,940.83	65,863.00	1,077.83	1.64%
Expense							
60110	Postage & Delivery	438.00	450.00	438.00	450.00	12.00	2.67%
60120	Office Supplies	204.51	0.00	204.51	0.00	-204.51	0.00%
60130	Printing/Copies	270.52	0.00	270.52	0.00	-270.52	0.00%
60140	Accounting & Tax Prep	0.00	0.00	0.00	0.00	0.00	0.00%
60150	Legal	1,518.95	1,000.00	1,518.95	1,000.00	-518.95	-51.90%
60160	Bank Service Charges	72.79	90.00	72.79	90.00	17.21	19.12%
60180	Telephone & Internet	323.37	229.00	323.37	229.00	-94.37	-41.21%
60190	Insurance Premiums	4,268.00	4,250.00	4,268.00	4,250.00	-18.00	-0.42%
60195	Licenses & Fees	78.90	0.00	78.90	0.00	-78.90	0.00%
60210	Meetings	148.56	160.00	148.56	160.00	11.44	7.15%
60230	Office Equipment	0.00	150.00	0.00	150.00	150.00	100.00%
60235	Rent & Utilities	1,069.76	975.00	1,069.76	975.00	-94.76	-9.72%
60240	Office Expense	26.61	267.00	26.61	267.00	240.39	90.03%
60245	Office Expense - SW Subs	111.31	190.00	111.31	190.00	78.69	41.42%
60250	Bookkeeping	540.00	900.00	540.00	900.00	360.00	40.00%
60265	Continuing Education	0.00	0.00	0.00	0.00	0.00	0.00%
60270	Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00%
60280	Management SW Subs	879.87	880.00	879.87	880.00	0.13	0.01%
61010	Wages - Managerial	8,532.62	9,391.00	8,532.62	9,391.00	858.38	9.14%

Operating Fund Income Statement

Account Number	Account Name	MTD Actual	MTD Budget	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.
61020	Wages - Landscape	8,302.60	9,105.00	8,302.60	9,105.00	802.40	8.81%
61030	Employee Benefits	-46.50	44.00	-46.50	44.00	90.50	205.68%
61040	Payroll Taxes: FICA	1,043.78	1,197.00	1,043.78	1,197.00	153.22	12.80%
61045	Payroll Taxes: Medicare	244.12	269.00	244.12	269.00	24.88	9.25%
61050	Payroll Taxes FUTA	55.56	12.00	55.56	12.00	-43.56	-363.00%
61070	Payroll Taxes: SUTA	118.21	44.00	118.21	44.00	-74.21	-168.66%
61080	Payroll Taxes: WC	-8.00	0.00	-8.00	0.00	8.00	0.00%
61090	Payroll Processing Fee	66.25	75.00	66.25	75.00	8.75	11.67%
62010	Equipment Rental	108.19	108.00	108.19	108.00	-0.19	-0.18%
62030	Maintenance - Dog Park	0.00	83.00	0.00	83.00	83.00	100.00%
62040	Maintenance - Electrical	1,034.08	1,000.00	1,034.08	1,000.00	-34.08	-3.41%
62050	Maintenance - Landscaping	790.00	0.00	790.00	0.00	-790.00	0.00%
62060	Maintenance - Other	86.75	0.00	86.75	0.00	-86.75	0.00%
62065	Maintenance - Cul-de-Sacs & Paths	0.00	0.00	0.00	0.00	0.00	0.00%
62070	Maintenance - Plumbing - Sewer	0.00	0.00	0.00	0.00	0.00	0.00%
62080	Maintenance - Plumbing - Water	15,158.48	0.00	15,158.48	0.00	-15,158.48	0.00%
62090	Maintenance - RV Storage Lot	0.00	0.00	0.00	0.00	0.00	0.00%
62100	Maintenance - Signs	0.00	0.00	0.00	0.00	0.00	0.00%
62110	Maintenance - Tennis & Petanque	0.00	0.00	0.00	0.00	0.00	0.00%
62120	Maintenance - Trees	0.00	0.00	0.00	0.00	0.00	0.00%
62130	Maintenance - Vehicles	114.66	0.00	114.66	0.00	-114.66	0.00%
62140	Maintenance - Vehicle Fuel	145.75	0.00	145.75	0.00	-145.75	0.00%
62150	Maintenance - Water & Land Conservation	0.00	0.00	0.00	0.00	0.00	0.00%
63010	Refuse	991.29	700.00	991.29	700.00	-291.29	-41.61%
63020	Water	14,283.62	11,927.00	14,283.62	11,927.00	-2,356.62	-19.76%
63030	Sewer	8,843.96	9,290.00	8,843.96	9,290.00	446.04	4.80%
63040	Electricity	414.34	125.00	414.34	125.00	-289.34	-231.47%
64010	Taxes - Federal Income	0.00	0.00	0.00	0.00	0.00	0.00%
64030	Taxes - Franchise and Other	0.00	0.00	0.00	0.00	0.00	0.00%
Total Operating Expense		70,230.91	52,911.00	70,230.91	52,911.00	-17,319.91	-32.73%
Total Operating Income		66,940.83	65,863.00	66,940.83	65,863.00	1,077.83	1.64%

Operating Fund Income Statement

Account Number	Account Name	MTD Actual	MTD Budget	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.
	Total Operating Expense	70,230.91	52,911.00	70,230.91	52,911.00	-17,319.91	-32.73%
	NOI - Net Operating Income	-3,290.08	12,952.00	-3,290.08	12,952.00	-16,242.08	-125.40%
	Total Income	66,940.83	65,863.00	66,940.83	65,863.00	1,077.83	1.64%
	Total Expense	70,230.91	52,911.00	70,230.91	52,911.00	-17,319.91	-32.73%
	Net Income	-3,290.08	12,952.00	-3,290.08	12,952.00	-16,242.08	-125.40%

Reserve Fund Income Statement

Properties: Active

As of: Jan 2025

Accounting Basis: Accrual

Fund Type: Reserve

Account Number	Account Name	MTD Actual	MTD Budget	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.
Income							
42100	Reserve Fund Income	0.00	0.00	0.00	0.00	0.00	0.00%
Total Reserve Income		0.00	0.00	0.00	0.00	0.00	0.00%
Expense							
70120	Dog Park	0.00	0.00	0.00	0.00	0.00	0.00%
70130	Electrical & Lighting	0.00	0.00	0.00	0.00	0.00	0.00%
70140	Equipment	0.00	0.00	0.00	0.00	0.00	0.00%
70160	Landscape	0.00	0.00	0.00	0.00	0.00	0.00%
70180	Paving - Cul-de-Sacs	0.00	0.00	0.00	0.00	0.00	0.00%
70190	Paving - Walking Paths & Trails	0.00	0.00	0.00	0.00	0.00	0.00%
70210	Plumbing - Sewer Lines	0.00	0.00	0.00	0.00	0.00	0.00%
70230	Inside Water Lines & Meters	0.00	0.00	0.00	0.00	0.00	0.00%
70250	Signs - Permanent	0.00	0.00	0.00	0.00	0.00	0.00%
70260	Tennis & Petanque Courts	0.00	0.00	0.00	0.00	0.00	0.00%
70270	Water & Land Conservation	0.00	0.00	0.00	0.00	0.00	0.00%
Total Reserve Expense		0.00	0.00	0.00	0.00	0.00	0.00%
Total Reserve Income		0.00	0.00	0.00	0.00	0.00	0.00%
Total Reserve Expense		0.00	0.00	0.00	0.00	0.00	0.00%
Net Reserve		0.00	0.00	0.00	0.00	0.00	0.00%
Total Income		0.00	0.00	0.00	0.00	0.00	0.00%
Total Expense		0.00	0.00	0.00	0.00	0.00	0.00%
Net Income		0.00	0.00	0.00	0.00	0.00	0.00%

Manager's Report

02/26/2025

Gophers

- Calls for gopher remediation have slowed considerably, however, there are 3-4 areas in the wider common areas that show activity and are the list for the next time we call the Gopher Trapper.

Trees

- Blea's Tree Service did some additional trimming on the Arizona Cypress trees adjacent to a residence on Tulipan cul-de-sac. Three dying cedar trees on Nieve will be removed in the coming few weeks. These trees present a fire risk.

Leaks

- The two leaks reported last month were fixed as reported. The leak on Narciso cost \$8,453 to repair and the leak on Molino cost \$6,706. There was an additional leak on Ristra cul-de-sac last week that was overseen by the Manager's Office that ultimately proved to be the owner's financial responsibility.

Signage

- Private Property – No Trespassing Signs should be finished in the next few weeks. Our contractor has installed the frames at 4 of the 5 locations and will be back to finish the project.

Mailboxes

- To date, 11 mailboxes have been ordered and approximately 6 remain in the queue for installation. We're very appreciative of longtime owner, Dick Lueck, for volunteering to install the mailboxes.

Crime

- There were three reports of criminal or otherwise suspicious activity reported: mailboxes were found with open lids on Campanilla (2x) and Cordero (1x) and unknown persons, as reported by a resident, appeared to be casing the southwest end of Cisne cul-de-sac.

Parking

- Parking notices have been delivered in Lirio, La Luz and Tulipan cul-de-sacs. Residents from Nube and Paloma have made parking complaints that will be followed up on in the coming days.

Mailings

- Two mailings will go out within the next ten days; one to announce the annual meeting that will include the notice of meeting, the proxy form and candidate profiles, and another to residents whose property was identified as needing maintenance which, as of the fall reinspection, had not been resolved.

Pending Sales

- Two properties went under contract in the last few days with closings scheduled in March.

NOTE: This is an updated draft of contract that was reviewed/discussed by owner of Tierra Bonita, Richard White, Laurie Glaze, and Gene Harrell. Final contract is in process of being submitted to Park Plazas.



Service Address

Park Plazas, CSA. **Tierra Bonita Landscape Management LLC**

P.O. BOX 29478
Santa Fe, NM 87592
Phone: (505) 690-8143
Email: office@tierra-bonita.
Web: TIERRA-BONITA.COM

Prepared For

Richard White
2801 Rodeo Rd. Ste. E1
Santa Fe, NM 87507 (505) 577-0374
(471) 471-8809

Estimate # 1767 Date 10/01/2024

Description Total

PARK PLAZAS, CSA - MAINTENANCE CONTRACT \$14,935.00 THIS IS A ONE YEAR CONTRACT AND IS BASED ON FREQUENCY AND OVERVIEW SERVICES.

WITH AUTOMATIC RENEWAL FOR SUBSEQUENT ONE YEAR TERMS, UNLESS TERMINATED AS PER THE AGREEMENT.

THIS CONTRACT CAN BE CANCELLED WITH 30 DAYS' NOTICE.

LANDSCAPE PROTOCOL:

Scope of work:

- Mowing and/or trimming of all **cul-de-sacs and** open space; trail edges, and under trees. **Encourage wildflower and native grass growth.**
- Maintain as much naturalness of Park Plazas' fields/meadows as possible and control **noxious plants including** tumbleweed (Russian thistle), **pigweed & goat head.** Mowing follows the recommendations of The New Mexico Agriculture Extension Service, except where earlier and more frequent mowing is necessary, such along fences for fire prevention (3-5 ft), at the entrances to Park Plazas, beneath tree canopies, and alongside trails.
- The height of mower blade to be set as close to 6 inches as possible, **removing noxious weeds but leaving native grasses as mulch.**

- Mowing should begin a couple of weeks after monsoon starts. The objective is cutting back tumbleweeds, kochia, and other weeds before seeds are set and letting wildflowers/**grasses** recover for a rebloom in August and September. To protect pollinator habitat, fall mowing is discouraged.
- Where possible, "fall cleanup" is done in the spring. This supports birds and helps fields reseed. Flexibility is necessary to meet demands of residents.
- Street corners with vegetation are included in open spaces. Where there is indigenous growth, leave as natural as possible.
- Areas against fence lines kept clear (3-5 ft) to reduce fire hazard (done monthly during growing season).
- Trim and remove **noxious plant** growth at bases of trees **leaving the grasses/wildflowers/mushrooms**.
 - Mow trails 3-5 feet on each side.
 - Mow Crack Weeds in the cul-de-sacs & asphalt trails throughout the property.
- Weed and clean the playground including removal of litter and debris.
- Evaluate tree health throughout community and take necessary steps to sustain and improve tree conditions including removing trees that are diseased and/or dying, cutting dead limbs, pruning, applying food, mulch, and in some cases, spraying or inoculating.

FALL CLEANUP:

- Raking and sweeping of entire premises **leaving a mulch layer to keep soil from drying out**.
- Clean all leaves and debris from site.
- Clean out all shrubs and planter beds **of noxious plants**.
- Remove all **noxious** weeds and any dead plants and remove from site.
- Major pruning of all shrubs and trees up to 10 ft. above ground.
- Assess plant health during the previous growing season and make necessary adjustments.
- Pickup of all trash by hand on every visit and empty waste bins.
- Haul all waste debris from property.

INSECTS AND FUNGICIDES:

- Provide annual preventative spraying and infestation situation pesticide spraying using agreed upon best practice procedures, chemicals and safety measures. Separate cost for this.
- All plant material that is infested with insects and fungus will be reported to the client and client provided with an estimate for treatment.
- Spraying of trees for fungi and insects (web worms, aphids, tip moth, tweet, sawyer beetle, bark beetle, and scale) with nontoxic/environmentally safe products. The name of the product to be used must be provided to the Community Manager prior to application.

IRRIGATION:

- The price per irrigation tech is \$75.00 per hour plus tax and with a labor tech is \$120.00 per hour plus tax.
- Spring start-up and winter shut down irrigation would be separate contract. See bullet #7.
- Check the timer, all irrigation lines for leaks and repairs as needed. Minor repairs are included in the contract. See bullet #6.
- Repair all leaks as soon as found, if the main line needs repair, set time and date with the Community Manager for repairs as soon as possible.
- Check the irrigation system for any problems, this is included with the maintenance service/once of month service. This is included in the contract.
- System checks and maintenance be performed on an as needed basis. Make all repairs as needed if less than \$300.00 plus tax, without any approval from the client; if the repair exceeds the set price we will provide an estimate to the client for approval.
- Irrigation and water feature Start Up and Winterization will be billable as T&M ENHANCEMENTS

EROSION CONTROL:

This service will be provided with an estimate to the customer upon request.

ADDITIONAL SERVICES INCLUDED:

24-hour emergency on call service for anything to do with our landscaping contract.

(Enrique 505-690-8544)

After business hours, weekends and holidays our rate is \$100.00 plus tax, with a minimum of one hour per service call; and we will schedule the repair on the next business day. Monthly property walk-thrus with Management to ensure satisfaction and address any issues. Dedicated Property Account Specialist is available Monday-Friday to answer any questions and address any concerns or issues regarding landscaping.

PRICE:

The monthly cost is \$14,935.00 plus tax.

Prices includes labor, equipment, materials, deliveries fees and disposal fees. PAYMENT TERMS, 30 DAYS.

Subtotal \$14,935.00
 City of Santa Fe \$1,223.18
Total \$16,158.18

ON SITE – STAFF, CREW LEADER AND SUPERVISOR

- 3-4 landscape crew will be on
- An identified Crew Leader, Alejandro, will be on site when the landscaping crew is on property. Alejandro has 12 years of experience in landscaping and speaks English.
- Supervisor, Jose, will be on and off site throughout days that crew is on site.
- Crew Leader will meet with Park Plazas Community Manager weekly to review past week's work and confirm current week's work plan.
- Enrique will notify Park Plazas Community Manager of any issues – pests, irrigation lines, trees, etc. that may need attention outside the scope of the contract.
- Jose will notify Park Plazas Community Manager any time that major changes may/will occur in the work calendar.
- Enrique will notify PP Community Manager of potential grounds safety hazards.

ENRIQUE BRIANO EXPERIENCE AND CERTIFICATIONS – OWNER TIERRA BONITA

- 24 years of landscaping experience
 - Owner of Tierra Bonita for 5 years
 - Certified/licensed in pest control and irrigation
 - OSHA certification
-

OTHER SIGNIFICANT MAINTENANCE ITEMS

- Snow/Ice Removal 2025 = \$1,500 estimate
- Irrigation Maintenance 2025 = \$35,000, 100% of which is in reserve fund budget.
- Pesticide Spraying 2025 = \$20,211 for Bugman (same as 2024). 2024 expenses included spraying common area piñon trees and some ponderosas with dormant oil and permethrin for scale and bark beetles. Also sprayed about 40 privately owned trees based on forms owners sent in.
- Tree Maintenance 2025 = Most of the tree budget has been included in the Tierra Bonita numbers with \$7,833 remaining in the tree budget line item. Per Kelsy, no trimming of fruit trees to occur in 2025.
- After hours emergencies 2025 = Emergencies are generally limited to water/sewer issues and would not fall under purview of landscaping.

HOURLY MAINTENANCE CONTRACTOR = \$19,744 in 2025 Budget

Tasks May Include:

- Supply water at the dog park
- Repair perimeter fence
- Maintenance of mailboxes
- Repair/replace railroad ties
- Maintain/repair benches, bridges, playground upkeep, seating areas, steps, and signage
- Repair limited erosion control features with stonework, berms, swales, etc.
- Clean, repair and dig out and deepen culverts as needed
- Maintain the supply yard
- Clean, repair and maintain equipment, tools, and supply yard
- Maintain vehicles

Additional Observations for Park Plazas Landscape Model

Contract Evaluation: This contract will be evaluated under the direction of the Community Manager and any other designated person(s) based on the specifics of the contract. For example, we want to evaluate: were the specifics within scope of work, clean-up, etc. met on a timely and regular basis, did communications with the Community Manager achieve the needed results, were contractor and Association able to make successful adjustments as needed, did the work meet the needs of the Association, etc.

Quality Control: This contract reflects a new direction for the Association in terms of its immediate and long-term landscaping and sustainability issues. The contract is intended to meet the current needs of the Association while recognizing that environmental changes require long-term work – irrigation needs, planting needs, mowing requirements, expansion of native grasses/wildflowers, tree maintenance, decreasing fire risks, etc. Utilizing best practices as well as work within Sustainability Committee will bring forth opportunities/challenges related to environmental changes/needs.

Long-Term Planning/Sustainability: The Sustainability Committee defined in the strategic plan will take responsibility for sustainable, regenerative, renewable, restorative, and carbon-neutral best practices. Environmental/landscaping issues have always been included in this area of work and members of the Landscape Committee are encouraged to visit with Steve Harvath, Chair of Sustainability. We recognize that the contractual working relationship with Tierra Bonita is an ongoing process that will evolve to serve the needs of Park Plazas. We are also cognizant of the fact that implementation of any recommendations from the Sustainability Committee, including ways to manage climate change, are dependent on available funds, through the Association, partnerships, grants, etc.

Governance Documents: The board is acutely aware that governance documents have not been comprehensively reviewed/updated in many years and leadership is in discussions with counsel and others regarding this issue. Simply stated, this too, is an ongoing process that will incur legal fees to amend the language and produce a document for presentation to the membership. We also recognize that approval by 75% of the membership is required to amend the documents and that this could take a period of time to achieve.



02/26/2025

ACC Committee Report

The start of spring inspections is approximately 75 days out. Last year's focus was on deferred maintenance issues like peeling paint on various trim elements including window and door frames, unsteady gates and fences, canals with faded paint and/or dry rot, etc. The other group of issues to be focused on have to do with compliance with ACC guidelines. Examples include a fence or deck painted or stained using an unapproved color, or a garage unpainted or painted an unapproved color, stucco that is not of an approved color, etc.

The ACC letters going out in the next few weeks will go to approximately 90 lot owners who, as of the 2024 fall reinspection, had not resolved identified issues that were categorized as either minor or major. The letter addressing minor issues essentially says the Association reserves its right to take enforcement action as provided for in the governing documents and encourages such lot owners to resolve their issues before the 2025 fall reinspection. The letter addressing major issues advises those lot owners that the Association will take enforcement action to resolve the issues and will add such costs, including attorney fees to the lot owner's account.

The remaining major and minor unresolved issues will be documented in the spring reinspection with a list presented to the Board in May or June for enforcement determination.

FOR DISCUSSION AND DETERMINATION:

Plans for conducting the 2025 spring inspection are being considered. Last year, Tom and Richard inspected all the properties and took photographs of the issues needing attention. By and large, the new method of reporting was well received and regarded as a significant improvement. As he did for the reserve study, Bob Alie wrote a database program that made it possible for us to include the photographs and streamline the reporting process. Digital copies of last year's reports were added to each lot owner's AppFolio account record.

Starting late February last year, Tom and Richard inspected each property with the intent to create a base line using nearly identical assessment criteria to produce uniform and consistent results.

This year, going forward, and if the Board recommends going forward with the same method as last year, it would be helpful to enlist 3 other people to form two teams of two to complete the 2025 spring inspections. There are some traits and aptitudes that lend themselves to ensuring the success of the new process which will be submitted separately.

Park Plazas Nominating Committee
Nora Haskins, Beth Bell, Chris Bartsch, Irene Epp
February 19, 2025

Nominating went active in January 2025. We will complete our work at the PP Annual Meeting in March when we introduce candidates to those attending. Below is list of actions taken, starting in January.

- Informally canvas and request both Board and residents to recommend people they think could be effective Board members.
- Distribute the first flyer announcing the election top all residents, both electronically and in hard copy in all PP mailboxes.
- Distribute the outreach email to all residents outlining how to become a candidate for the Board.
- Respond to all residents who have replied to that second email, using both email and phone.
- Meet in person informally one on one, (Irene) face to face with residents who are serious about running. This enables customized screening, explaining details and answering questions from the candidate.
- Request candidate profiles from residents running. Submit to Irene February 20 in draft form for final editing.
- Schedule candidate interviews at Irene's home on Saturday February 22. The two candidates interviewing and running are Catherine Akridge and Cassara Higgins.
- Submit head shot photos and candidate profiles to the PP Office on Monday February 22.

Timeline for the PP Annual Election of Board Members for the open positions (includes those running for a second term).

TIMELINE SENT BY PP OFFICE

- Wednesday, 3/19/25 - Annual meeting.
- Tuesday, 3/18/25 - Deadline for receiving mailed in proxies.
- Tuesday, 3/04/25 - Date that the notice of meeting, the proxy form and candidate profiles need to be mailed in order to meet the 15 day notice of meeting requirement in the Bylaws.
- Saturday, 03/01/25 - last day of scheduled interviews, if needed.
- Saturday, 02/22/25 - scheduled interview for 2 candidates.

Nominating Committee Thoughts for 2025

This is Irene's third and final year chairing the Committee. Nora, Chris, and Beth volunteered to serve again. We added a step by inviting each interested resident who responded to email #2 for a personal conversation at Java Joe's with Irene. That worked well. For screening and offering information. We did notice that Board members had very limited success in finding fellow residents interested in serving. There were suggestions from residents, but fewer than in the previous two years. We do want to remind Board members that if a person chooses to run for an additional term the serving Board member must run formally for re-election.

As usual the full Nominating Committee will attend the Annual Meeting and will share a table with the candidates. Each candidate will make a 3minute speech at that meeting. Candidates who are elected will be announced at the meeting. Our committee regrets very much that were able to recruit only 2 strong candidates willing to serve, despite our energetic efforts. However, we are confident in their ability to serve well. JD Bullington informally stated his wish to serve for a second term. but has not yet responded to the Nominating Committee's request for a photo and candidate profile. He does not need to interview.

PARK PLAZAS COMMUNITY SERVICES ASSOCIATION (PPCSA)
Community Manager Job Description (Manager)

Employment Status: Full-Time Permanent Employee

Reports to: Park Plazas Community Services Association Board of Directors

Employee Status: Exempt Employee

Overview of Association

The Park Plazas Community Services Association Community Manager is primarily responsible for enforcing the Declaration of Covenants, Conditions and Restrictions and for maintaining and repairing the infrastructures owned by the Association.

Park Plazas is a covenant-protected community of 442 homes located around 36 cul-de-sacs on 156 acres, 75 of which are devoted to open space and landscaped common areas. There are eight miles of pathways that wind through the community. A Board of Directors, elected by the Association's membership, governs the Park Plazas Community Association. Working through the Manager, employees, and contractors, the Association is responsible for repair and maintenance of Park Plazas' infrastructure, lighting, water and sewer lines, walking/hiking trails, mailboxes, signs, tennis, basketball and dog courts, RV lot, common area landscaping and irrigation. The Manager reports directly to the Board President, and indirectly to the Board as a whole. The Manager supervises all employed/contracted workers.

Job Requirements

This job requires a wide range of skills to effectively perform the responsibilities described under Job Duties and Responsibilities including:

- 1) physical ability and mobility to conduct site inspections in all areas of Park Plazas, with the ability to lift 50 lbs.
- 2) ability to pass a background check and drug test
- 3) residency in the Santa Fe metro area
- 4) attention to detail and accuracy
- 5) organizational and problem-solving skills
- 6) effective time management
- 7) evidence of strong interpersonal, verbal, and written communication skills
- 8) demonstrated competency with office computer programs such as Microsoft Office and specialized software
- 9) experience in association management or a related field, such as property, facilities, or landscaping management
- 10) demonstrated understanding of landscape practices relevant to the Santa Fe climate with particular attention to the on-going drought conditions.
- 11) a working understanding of the risk factors associated with potential failures within an aging infrastructure. This includes but is not limited to breaks in water and sewer lines, landscape irrigation leaks, path and cul-de-sac lighting and asphalt failures, among others.

Job Duties and Responsibilities

Plan, develop, coordinate, and direct a variety of programs within the community to include:

- 1) Resources Management and Monitoring
 - a. Monitor all Association assets (grounds, equipment, Association water and sewer lines, and other infrastructure) on a regular basis.
 - b. Maintain an inventory of tools and equipment used for facility management and report any material changes to the Board on a regular basis.

- c. Maintain information and maps for the regular maintenance of infrastructure elements including the landscape irrigation system, the path and cul-de-sac lighting system, playground areas, off-leash dog park, tennis courts, the PAR workout stations, community garden, the pétanque court and other elements enjoyed by the community.
 - d. Serve as primary contact for water meter information, asphalt, and water/sewer infrastructure maintenance and repair matters.
- 2) Covenant and Policy Enforcement
- a. Convey, inform, and advise residents, as needed, regarding the Association's By-Laws and Covenants, Conditions and Restrictions and related policies.
 - b. Assist the Board and appropriate committees in the enforcement of covenants.
 - c. Record and report covenant/policy compliance issues/concerns to the Board on a timely basis.
 - d. With support of the Board, take necessary action to enforce Association covenants and policies.
- 3) Contracted and Other Services
- a. Research, solicit, and compare bids for maintenance and repair of common area and infrastructure.
 - b. With the guidance of the Board, contract for repairs and maintenance as needed.
 - c. Oversee, manage, and evaluate the work of repair and maintenance and other services contracted by the Association.
- 4) Financial
- a. Work with Finance Committee to prepare annual budget for submission to Board for review and adoption.
 - b. Manage preparation of monthly financial reports.
 - c. Ensure accuracy of work performed by Association bookkeeper.
 - d. In cooperation with any appropriate committees, submit budgets for approved Association projects.
 - e. Work closely with the CPA firm conducting the annual audit of the Association's financial statements and provide requested information, records and reports as requested.
- 5) Resident Communications
- Interact with residents on issues relating to Park Plazas and the Association to:
- a. Provide information.
 - b. Respond to resident concerns in a timely manner, using diplomacy and tact.
 - c. Maintain website and other social media sites.
 - d. Participate in writing, printing and distribution of a monthly newsletter and any other Association publications.
 - e. Notify residents in a timely manner about changes or work to be done in their area, i.e. when cul-de-sac streets are going to be re-surfaced and cars need to be parked on the street, water shut-off, etc. This may be delegated to the Office Manager from time to time as needed.
 - f. During work hours, Manager should remain available in person or by phone.
- 6) Administrative Duties
- a. Directly supervise Association bookkeeper, assigning duties, responsibilities and evaluating performance.

- b. Provide the Association bookkeeper with training to become proficient in Association software to perform responsibilities.
- c. Periodically, review all financial functions with bookkeeper and assign responsibilities that will achieve efficiencies.
- d. Directly supervise Office Manager, assigning duties, responsibilities and evaluating performance.
- e. Provide the Office Manager with training to become proficient in Association software to perform responsibilities.
- f. Manage logistics for monthly Board and annual Association meetings. Prepare and distribute meeting materials to Board members prior to each meeting, including meeting agendas, monthly manager's report and previous meeting's minutes.
- g. Manage all requirements for annual Association meeting.
- h. Recruit job applicants for any available position and make recommendations for selection of potential hires.
- i. In conjunction with any appropriate committees, plan and evaluate common area projects.
- j. Facilitate ACC inspections as needed.
- k. Monitor on-the-job safety and correct work-related safety or health hazards.

7) Additional Duties

- a. Advise Association committees/representatives as needed.
- b. Maintain a work environment free of alcohol and/or illegal drugs.
- c. Maintain knowledge of Board and Association policies, guidelines, standards, operating procedures, management plans, applicable laws, rules, regulations and covenants.
- d. Follow government laws, regulations and codes, Association Articles of Incorporation, Corporation By-Laws and Covenants, Conditions and Restrictions, and Board.
- e. Maintain updated records of policies/procedures.
- f. Assimilate, manage and maintain, in a central location, all of the Rules and Regulations adopted by the Board of Directors under Article IX, Section 1. Powers, Paragraph (a) of the By-Laws.

8) Work Hours and Environment

- a. This position is full-time, 40 hours per week, within a regular work week of Monday through Friday. The Manager is responsible for dealing with Park Plazas related emergency situations generally defined as those situations of an emergency nature that pertain directly to Park Plazas operations (equipment, infrastructure, grounds, etc.) and not normally to resident emergencies of a personal nature which should be directed to the appropriate public/private agency for response (i.e. law enforcement, medical, fire, etc.). Emergencies are those situations where immediate action is necessary to stop or prevent ongoing or imminent threat(s) to human safety or destruction of Association resources. In the event that an emergency occurs and requires time beyond the normal 40-hour workweek, the Manager is entitled to take that same amount of time off during the week following the emergency. Extra time worked that is not offset by time off will not accumulate and will be forfeited if not used within ten (10) days of when extra hours were worked.
- b. The Manager is often required to work outdoors in all types of weather at various hours of the day or night and for prolonged periods during emergency operations.