

**Minutes of meeting the Executive Board  
Somerset Estates Homeowners Association (SEHOA)  
10 April 2018  
Niwot Fire House**

**1. Call to order**

The meeting was called to order at 6.30pm as planned

**2. Quorum**

All Directors were present, Marc Arnold (MA), Paula Hemenway (PH), Anthony Chirikos (AC), Kip Sharp (KS), Susan Reilly (SR)

**3. Approval of previous minutes**

The Board approved the following actions:

- Motion to approve minutes of Homeowners meeting 29 March 2018 (by PH and seconded by AC)
- Motion to approve minutes of Executive Board meeting 29 March 2018 (by PH and seconded by KS)
- Resolution to hold additional regular meetings on 2nd and 4th Tuesday each month at the Niwot Fire House at 6.30pm (by AC and seconded by PH)
- motion to ratify the actions of the Board to adopt the Bylaws (by AC and seconded KS)

**4. Reports**

**(i) HOA start up matters**

MA gave an update on the Articles and Bylaws, Bank account, newsletter and plans for a Homeowner census to update homeowner information.

**(ii) One Time Issues**

- The Joint letter between SEHOA and SHOA sent to homeowners regarding Q2 dues was discussed
- There was much discussion regarding the need to make more progress with discussions on the draft Transition Services Agreement (TSA) between SEHOA and SHOA that was sent by SEHOA with the intention of putting in place a written agreement with SHOA for the period until decisions are made by homeowners regarding whether to merge.
- The need for new Declarations was discussed, and the need for involvement by Homeowners in shaping the changes. It was proposed that the next Board Meeting would dedicate a substantial portion of the time to this issue and the Board will attempt to attract more homeowners to participate in this. The timetable and process for implementing new Declarations will be discussed in future meetings once Homeowner input is received.
- The need to update Homeowner information was discussed. It was agreed that email and posting of a census request to Homeowners would be undertaken.

**(iii) Ongoing operational issues**

- Insurance needs to be placed as a priority, and there should be savings for SHOA (KS to follow up on this)
- The ACC for SEHOA was discussed. MA advised that in the fullness of time this will be discussed more, but in the interim the members of the SHOA ACC have offered to continue in this service for SEHOA homeowners.

- Maintenance report - no matters to report at this time.
- Treasury report - PH advised that the bank account is open but no significant deposits made yet and board members should record costs incurred for reimbursement later. A pro forma budget will be worked on soon.
- Social committee – there was a discussion around the desire by some homeowners for more social interactions in the neighborhood.

**5. Approval of actions**

- **Insurance - motion to price and secure insurance for SEHOA (made by MA, seconded AC)**
- **ACC - there was a motion to approve appointment of the current SHOA ACC as Interim ACC for SEHOA (made by PH, seconded by SR)**
- **Social Committee - there was a motion to set up a Social Committee and ask Rachelle Burnet to lead this (made by MA seconded by AC)**
- **Water and Landscape study - there was a motion to embark on a study to review landscaping and irrigation options for SEHOA, led by Jim Hemenway (made by MA, seconded PH)**

**6. Homeowner comments / discussion**

- Agreement that a TSA in writing is needed, but should be clarified that what was sent to SHOA was just a draft for discussion
- agreement that new Declarations are needed but there is some ‘chicken and egg’ in this in that there is a feeling that homeowners want to know more about merger or separation matters as well and the impact changes could have on this
- some comments regarding the ongoing collaboration and synchronizing with SHOA

**7. Next meeting**

The next meeting was set as Thursday 24th April at 6.30pm at Niwot Fire House

**8. Adjourn**

The meeting adjourned at 9pm



Susan Reilly  
Secretary  
16 April 2018