

**Minutes of Meeting of the Executive Board of
Somerset Estates Homeowners Association (SEHOA)
April 9, 2019
Niwot Fire Station, CO**

- 1. Call to order** - The meeting was called to order at 6:32 PM.
- 2. Quorum** - Quorum met for Executive Board meeting with Marc Arnold (MA), Paula Hemenway (PH), Mark Jensen (MJ) and Herb McPherson (HM) present. Bill Harris was absent.

Water Committee member in attendance – John Ryan
ACC member in attendance – Larry Becker
Property Manager in attendance – Al Orendorff
Homeowners in attendance - None

- 3. Approval of Prior Meeting Minutes** – Motion to approve minutes from the Executive Board meeting on March 26, 2019 made by HM, seconded by PH, approved unanimously.
- 4. Water Committee Update** – John Ryan discussed proposal for work by water engineers Lamp Ryneerson (formerly TZA) to evaluate current water rights, usage, and options for future water supply, including the timeline and work phases. Proposal has a not-to-exceed cost of \$39,500 without prior authorization. The Water Committee and Board will closely monitor the progress and costs, re-evaluating the scope of work at each phase of the project to insure efficient use of funds. Minor modifications to the proposal were discussed. Motion to authorize MA to sign amended Dietze and Davis engagement letter (to incorporate Lamp Ryneerson as a sub-contractor) and Lamp Ryneerson engagement letter as modified by John Ryan per board discussion made by MJ, seconded by HM, approved unanimously.
- 5. ACC Committee** - Larry Becker discussed preliminary work done to walk through the neighborhood and document violations of new Architectural & Landscaping Standards, mostly regarding vegetation growing through fences, weeds, trash in yards, etc. We discussed a sample letter to be sent to homeowners. MJ suggested that the ACC look at the Board's properties first. We discussed the possibility of having a landscape contractor do a bulk job of trimming, especially near fences. To avoid having to come up with a price for each participating homeowner, we could ask for a price/linear foot of fencing. With homeowner approval, the cost can be added to the homeowner's HOA invoice as a special member service, so the contractor can be paid directly by SEHOA. A What's Up article will discuss spring clean-up to prepare homeowners for what they may hear from the ACC.

We need to check with Scott Osgood, legal counsel, before we begin any major re-landscaping of landscape easements around the street monuments. We also need to confirm the HOA's authority to repair and modify the perimeter fencing, including possible staining.

We also discussed the draft Architectural Control Committee Decision Review Rules and Procedures. The ACC feels that the draft version is too cumbersome a process and that a simpler version is preferable. The Board agreed and it is now up to the ACC to propose a revised version.

Property Manager Report – Al Orendorff reported that the following work is completed:

- Spring clean-up
- Aeration
- Tree trimming
- Lights repaired on Strawberry Lane street monument (may require further evaluation of underground lines)
- Lights on Somerset Estates large monuments on Longview Drive (need to add shields)

It was suggested that we put a list of completed projects into each What's Up newsletter so homeowners know where their dues are spent.

We will start taking ditch water at the end of April. The irrigation to areas to be over seeded will be inspected first so that we can get the seed down as soon as possible. Al will ask RSL to expand the over seeding area to the hill around the waterfall. MJ asked who regularly walks the property to inspect the irrigation system and look for broken lines and sprinkler heads. Al replied that the inspection is done at the beginning of the season and then it is up to homeowners to report problems, which may not always be apparent because sprinklers are run at night.

New projects to consider include broken concrete in sidewalk near entrance to Bellflower and concrete repair on Primrose path to fix drainage. Al to provide estimate for this work. We need to tell Boulder County that the county-owned sidewalk is heaved on Somerset Dr. near Snowberry. Other projects include fixing the intake in Eagle Pond that feeds the waterfall and re-grading the path from Longview Dr to Primrose. Al to send us a complete repair list for prioritization.

We also discussed making some visible improvements such as flowers at the Highway 52 entrance, flowers and mulch near the waterfall, and having the waterfall running during key visibility times.

7. Remaining Potential Policies and Rules – This was postponed to the next board meeting.

8. Discuss Recordkeeping – Al Orendorff, Property Manager, should keep hard copies of original documents. PH has documents from former secretary, Susan Reilly, that she will give to Al. We are also keeping electronic copies as part of our website. Security of the website backup should be confirmed. The homeowner list of contact information has been updated. We have four new homeowners that need to be visited and asked to provide email addresses and phone numbers.

9. Other Business – None

10. Member Open Forum – No discussion.

11. Next meeting – Tuesday, April 23rd, 6:30 pm at Niwot Fire Station.

12. Adjourn - The meeting adjourned at 9:18 PM.



Paula Hemenway, Secretary
April 22, 2019