**Minutes of Meeting of the Executive Board of**

**Somerset Estates Homeowners Association (SEHOA)**

**December 10, 2019**

**Mtn. View Fire Station, Niwot CO**

* 1. **Call to Order and Quorum -** The meeting was called to order at 6:38 PM. Quorum met for Executive Board meeting with Marc Arnold (MA), Bill Harris (BH), Paula Hemenway (PH), and Mark Jensen (MJ) present. Herb McPherson (HM) was absent.

Property Manager in attendance – Al Orendorff (AO)

Homeowners in attendance - None

* 1. **Approval of Prior Meeting Minutes –** Motion to approve minutes from the Executive Board meeting on November 12, 2019, as edited, made by MJ, seconded by PH, approved unanimously.
	2. **Approval of Budget Meeting of Members Minutes -** Motion to approve minutes from the Budget Meeting of Members on December 5, 2019, as edited, made by MJ, seconded by PH, approved unanimously. General agreement to hold the next Budget Meeting at the same time as the Annual Meeting in early March 2021.This will allow us to compare proposed 2021 budget to complete financial results for 2020.
	3. **Treasurer’s Report** – HM provided the attached report.
	4. **Architectural Control Committee (ACC) Update –** Larry Becker provided an ACC Compliance Summary Status report. Most homeowners have completed requested maintenance items. Three may be turned over to the board for enforcement. The ACC is also working on an update to the Architectural and Landscaping Standards that will include an ACC decision review process. This is expected to be given to the board in January for approval.
	5. **Property Manager Report** – Projects completed this month: Lettering on Primrose Lane street monument sign repaired; spruce trees trimmed along Longview. Still need to ask Boulder County to clean stop signs. AO is requesting use of the fire station meeting room for 2020. A car went off the road on the west side of Somerset Dr near Hwy 52 and caused significant turf damage. AO to check with Sheriff to see if there is a record of this accident so that we might be reimbursed for cost of damage. We are waiting to prune the burnt tree on Longview near Cattail until the spring. Expected cost will be forwarded to homeowner that caused damage.

The property management agreement between SEHOA and Trio Property Management will be the same in 2020 as 2019. Motion to approve the 2020 contract made by BH, seconded by MJ, approved unanimously. AO to send 2020 contract to MA for his signature.

1. **Discuss 2020 Projects and How to Improve Home Values –** AO is making a list of projects completed in 2019 for presentation to homeowners. We need to develop a list of projects to complete in 2020. Discussed that it will be helpful to get input from some knowledgeable local realtors to help guide project priorities. As discussed before, we need a long-term plan for trees. AO to give tree expert contact information to MJ. We are working on a plan for improving the irrigation system and overall water infrastructure. Other high priorities for 2020 include repairing the paths and staining the fences.
	1. **Discuss Conflict of Interest Policy –** Reviewed opinion from Scott Osgood, SEHOA attorney, on when a board or committee member must be recused from a decision in accordance with the approved SEHOA Conflict of Interest Policy. MA to send email to homeowner that is insisting on a recusal stating that the homeowner is welcome to provide for board consideration the reasons he thinks that this recusal is required.
	2. **Board Decision Making Process Review and Discussion** – Discussion that it will be helpful to have a board liaison with AO for operational matters to facilitate operational decision making and report to the board, as needed. Agreed that MA and PH will be the liaison with AO for this purpose, with authority to make most operational decisions consistent with the approved budget.
	3. **Other Business** – The Somerset Homeowners Association (SHOA) board asked that the MOU approved on November 12, 2019 be modified to include a provision for the split of leased water expenses. MA provided modified signed execution copies to Al Orendorff to give to SHOA.

We need to start planning for the 2020 Annual Meeting in March, including board member elections.

* 1. **Member Open Forum** – No discussion.
	2. **Next meeting –** Executive Board meeting on Tuesday, January 14, 2020, 6:30 pm at Mtn. View Fire Station, Niwot.
	3. **Adjourn -** The meeting adjourned at 9:05 PM.



Paula Hemenway, Secretary

January 7, 2020

