

**Minutes of Meeting of the Executive Board of
Somerset Estates Homeowners Association (SEHOA)
March 26, 2019
Niwot Fire Station, CO**

1. **Call to order** - The meeting was called to order at 6:33 PM.
2. **Quorum** - Quorum met for Executive Board meeting with Marc Arnold (MA), Bill Harris (BH), Paula Hemenway (PH), and Herb McPherson (HM) present. Mark Jensen (MJ) was absent.

Water Committee member in attendance – John Ryan
Homeowners in attendance - none

3. **Approval of Prior Meeting Minutes** - The minutes from the Executive Board meeting on March 12, 2019 were previously approved by the prior board members (MA, PH, Anthony Chirikos, Susan Reilly, and Kip Sharp) by unanimous written consent.
4. **Appointment of Officers** – As required by the Bylaws, three of the newly elected board members will serve two-year terms and two will serve one-year terms. By mutual consent, MA, PH, and MJ will serve two-year terms (expire March 2021) and BH and HM will serve one-year terms (expire March 2020).

HM moved that the following officers be elected by the Executive Board:

President – Marc Arnold
Vice President – Bill Harris
Secretary – Paula Hemenway
Treasurer – Herb McPherson

Motion seconded by BH, no discussion, approved unanimously.

5. **Review Annual Meeting Results and Areas for Improvement** – The Annual Meeting on March 19, 2019 went well with good participation from homeowners. We agreed that the adjournment was unclear as homeowners started to leave while the votes for board member election were being tallied. Susan Reilly will provide a draft of minutes to be approved at the 2020 Annual Meeting. All voting documents will be given to Al Orendorff, Property Manager, for records retention purposes.
6. **Guiding Principles Document** – MA presented an updated version of the Guiding Principles document originally approved on September 25, 2018 since we now have new board members that need to agree with the principles. After discussion, it was agreed by all board members (MJ agreed prior to meeting) to continue with these Guiding Principles. MA to post on website with signatures of all board members.
7. **SEHOA Email Policy / Confirm new members** – We need to reconcile three email lists: 1) the official list of members contained in the AppFolio software maintained by Al Orendorff, 2) the excel spreadsheet containing contact information, and 3) the email list used by MA for newsletters, etc. Al Orendorff has provided a reconciliation spreadsheet. PH to review and provide updates to #2 and #3 to the board and ACC, as needed. We discussed the desirability of a single database that can be updated online.

We also discussed that Q2 invoices were sent for the first time only by email to everyone that has provided an email address. Al Orendorff will need to follow-up with anyone that doesn't respond to the email.

8. **ACC Spring Maintenance Plan** – The Architectural Control Committee (ACC) plans to proactively survey the neighborhood this spring with respect to compliance with the new Architectural and Landscaping Standards. Discussion about how detailed the survey might be and how many homeowners might be asked to make corrections. MA to discuss with Larry Becker, ACC Chairman, how this survey will be communicated to homeowners.
9. **Water Committee Update** – Tolling agreement with SHOA was executed on March 19, 2019 to “stop the clock” for up to two years to provide both HOAs the opportunity to work through water issues without litigation.

John Ryan reported that the Water Committee recommends working with water engineers Lamp Rynearson (formerly TZA) to evaluate current water rights, usage, and options for future water supply. John will provide agreement for scope of work and expected costs to MA for execution. We also need to execute a modification of the agreement with Dietze and Davis related to Lamp Rynearson being retained as a sub-contractor to them so that attorney-client confidentiality can be preserved.

At 8:35 PM, Board went into Executive (Closed) Session in accordance with CCIOA 38-33.3-308(4)(f) - discussion regarding written and oral communication from legal counsel. Topic was information from Dietze and Davis relating to water rights discussion between John Ryan and Keith Moskowitz, SHOA Board member. Executive session ended at 9:05 PM, at which time open meeting was resumed.

10. **Other Business** – Discussion about content of next What's Up Newsletter. Discussion of desirability of having a welcome committee for new homeowners. Discussion of possible meeting with Somerset Swim and Tennis Club (SSTC) Board in future.
11. **Member Open Forum** – No discussion.
12. **Next meeting** – Tuesday, April 9th, 6:30 pm at Niwot Fire Station.
13. **Adjourn** - The meeting adjourned at 9:30 PM.



Paula Hemenway, Secretary
April 6, 2019