

**Minutes of Meeting of the Executive Board of  
Somerset Estates Homeowners Association (SEHOA)  
September 24, 2019  
Mtn. View Fire Station, Niwot CO**

- 1. Call to Order and Quorum** - The meeting was called to order at 6:35 PM. Quorum met for Executive Board meeting with Bill Harris (BH), Paula Hemenway (PH), Mark Jensen (MJ), and Herb McPherson (HM) present. Marc Arnold (MA) was absent.

Homeowners in attendance – None

- 2. Approval of Prior Meeting Minutes** – Motion to approve minutes from the Executive Board meeting on September 10, 2019 as edited made by MJ, seconded by PH, approved unanimously.
- 3. Enforcement Process Discussion** – Continued discussion on steps in process starting with identification of violations/maintenance issues. We need agreement with the ACC on the threshold of issues that rise to enforcement, as well as on whether multiple issues are grouped together or each considered separate violations. We reviewed template enforcement letters for ACC and general violations. MJ to edit letters to include a preamble explaining the importance of the covenants and encouraging compliance.
- 4. Budget Planning Process** – The proposed budget for 2020 must be ratified at a meeting of the Members as laid out in the declaration, preferably in early December. As the budget must be mailed to the Members not less than 21 days prior to the meeting, the proposed budget needs to be approved by the Board by early November. PH to look for possible dates and locations. HM to prepare a draft budget for discussion at meeting on October 8. We need to address reserves in the budget.
- 5. Other Business** – Board received a complaint about building materials being stored in a yard such that they are visible from a public pathway. Will refer to the ACC to investigate and advise the board whether the ACC considers it to be a violation of the Architectural and Landscaping Standards.

We have a proposal from Bob Uhler for a water systems expert. MJ to prepare request for proposal (RFP) to give to candidate tree and fence experts.

- 6. Member Open Forum** – No discussion.
- 7. Executive Session** – Board went into executive session in accordance with CCIOA 38-33.3-308(e) to discuss covenant enforcement matters that would constitute unwarranted invasion of individual privacy if discussed in open meeting.
- 8. Next meeting** – Tuesday, October 8, 6:30 pm at Mtn. View Fire Station, Niwot.
- 9. Adjourn** - The meeting adjourned at 9:35 PM.



Paula Hemenway, Secretary  
October 3, 2019