

**Minutes of Meeting of the Executive Board of  
Somerset Estates Homeowners Association (SEHOA)  
January 28, 2020  
Mtn. View Fire Station, Niwot CO**

1. **Call to Order and Quorum** - The meeting was called to order at 6:30 PM. Quorum met for Executive Board meeting with Marc Arnold (MA), Paula Hemenway (PH), Bill Harris (BH), and Herb McPherson (HM) present. Mark Jensen (MJ) was absent.  
  
Homeowners present - None
2. **Approval of Prior Meeting Minutes** – Motion to approve minutes from the Executive Board meeting on January 14, 2020 made by HM, seconded by PH, approved unanimously.
3. **Annual Meeting Documents** – Reviewed documents to mail to Members the week of February 3, 2020, including a cover letter, Annual Meeting Notice, proxy, board candidate information, and draft minutes from March 19, 2019 Annual Meeting. The main purpose of the meeting is to elect two directors for two-year terms. HM has agreed to stand for election for a new two-year term. BH is not going to run for another term, so we need at least one person to run. Candidates will be solicited through the mailed meeting notice, as well as by personal contact by MA. MA correctly pointed out that CCIOA requires that we post signs about the meeting and will order same. Discussion of what to include in Board Update presentation at meeting.
4. **Lot Easement Policy Review** – Discussion of final draft of a policy to clarify the maintenance responsibility for landscaping and other improvements throughout the subdivision. Final draft will be posted on the website for homeowner comment prior to Board approval.
5. **2020 Project Priorities** – MA presented an updated project spreadsheet including the 2020 budget for near term projects. This spreadsheet will continue to be updated as costs are further defined, and will form the basis for a reserves analysis. To further specify the motion approved at the January 14, 2020 meeting to authorize proceeding with near term projects if within the approved budget, motion to authorize MA and PH to work with Al Orendorff, Property Manager, to complete projects up to the \$85,000 in the 2020 budget for near term projects made by BH, seconded by HM, no further discussion, approved unanimously.
6. **Report from Meeting with Deborah Fowler, Realtor** – PH drove around the neighborhood with local realtor Deb Fowler to get her ideas about ways that the SEHOA Board can fulfill its mission to manage the community in a manner that maximizes the market value of our homes, enhances our quality of life, and positions Somerset Estates as a premier Front Range residential subdivision. Deb had a number of good suggestions relating to the look of individual homes and the common areas, and how Somerset Estates is viewed compared to other Niwot subdivisions.
7. **Other Business** – MA to ask Larry Becker about timing for revision of Architectural and Landscaping Standards.
8. **Member Open Forum** – No discussion.
9. **Next meeting** – Executive Board meeting on Tuesday, February 11, 2020 at Mtn. View Fire Station, Niwot. Executive Session starting at 5 PM with Scott Osgood, attorney for SEHOA, in accordance with CCIOA 38-33.3-308(f) to discuss oral communication from legal counsel. Open meeting starting at 6:30 PM.
10. **Adjourn** - The meeting adjourned at 8:50 PM.



Paula Hemenway, Secretary  
February 4, 2020