

## Sommerset Association Annual / Board Meeting Minutes

May 18, 2010

1. Meeting was called to order at 7:02 by President Mark Wilcox. Present were Board members: Dave Bruley, Marilyn Harris, Ken Frank, Jack Fuller, Sharon McLean, and Kevin Wanner. Visitors present were Carol Schmidt, Penne and Jessica Soucy.
2. Mark gave a review of the last year:
  - Ken Frank took over as Treasurer for Larry Cody, who resigned in April. A big thanks to Larry for his many years of service on the Board.
  - We started the Neighborhood Watch in the Development. Jack is the liaison to the Police Department. We are required to have 2 meetings/year to have the program continue. Officer Nielson is our police contact.
  - There are new fence guidelines along 7<sup>th</sup> Avenue. If a Homeowner along 7<sup>th</sup> Avenue wants a fence, the fence must be of solid maintenance free material, dark brown in color, have a 4 foot gate, and be 6 feet high.
  - As a Board, we have talked over this last year about doing different things. We are planning on having goals for ourselves for the upcoming year.
3. April 2010 meeting minutes were reviewed. Mark has the phone number to the Electrical Inspector and he will call for estimates to see if it is worth putting lights at the entrance. Ken made a motion to accept the minutes, Kevin seconded, and motion carried.
4. Treasurer's report:
  - Compilation was reviewed.
  - Jack reviewed the expenses to the entrance and park. He met with Larry Wild and reviewed that Pierce set aside the green space for the Park, which is owned by The Association. If the organization folded, Homeowners didn't pay their dues, and we let the park go, the City would come in and maintain it. They would then charge either the Homeowners around the Park, or they would charge all the Homeowners in Sommerset for their work. The \$60 goes mostly for the Park and the upkeep there. There will not be any playground equipment there due to the liability. The park has come a long way already since the Homeowners took over.
  - So far, 47 Homeowners have paid for 2010. One Homeowner paid last month for 2009. Ken is unsure of the actual number of homeowners with past due accounts and is trying to compile a list.
  - Ken will bring the recommendations/comments from the CPA to our next meeting. The Board is suggesting an audit from a CPA from when Larry left to when Ken took over, or from January 1 to current.

### **Savings Account:**

Beginning Balance	\$7032.06
Interest Earned	\$ 0.58
Ending Balance	\$7032.64

**Checking Account**

Beginning Balance	\$2897.84
Ending Balance	\$2897.84

**Uncleared Transactions**

4/14/2010 Lawnmasters	3349	\$1450.80
4/14/2010 Grasshopper Lawn Service	3350	\$ 149.00
4/14/2010 EW Web Design	3351	\$ 56.25
4/15/2010 Jack Fuller	3352	\$ 10.80

**Bills to Pay**

Xcel Energy (2 months)	\$940.54	
Acuity	\$ 20.05	
Larry Cody	\$235.00	CPA fee-Annual Report
Ken Frank	\$173.49	
Wal Mart	\$ 70.40	Stamps for annual mailing
Wal Mart	\$ 2.01	Envelopes for annual mailing
Office Max	\$ 24.08	Photocopies and folding
W Post Office	\$ 77.00	Mailbox fee for 12 months
EW Web Design	\$ 215.00	

**Deposits Made**

2010 Assessments	\$120.00
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**Deposits Pending**

TBD 2009 Assessments	\$ 60.00
TBD 2010 Assessments	\$2340.00

Marilyn made a motion to accept the Treasurers report and pay the bills. Sharon seconded and motion carried.

5. Old Business

- a) Welcome Baskets: The City puts out a letter welcoming new Homeowners to West Fargo that we can put in our baskets.
- b) Mark will talk to the Inspector for lighting at the entrance.

5. New Business

- a) Election of Officers: Marilyn and Kevin were re-elected for another 3 year term
  - Mark will be President for the upcoming year
  - Ken will be Treasurer
  - Kevin will be ACC
  - Marilyn will be Secretary
  - Jack is the Liaison to WFPD, Web Design and is the Vice President

Thanks to all for their last year of service

- b) Ken found a sealed letter from the Secretary of State stating the Development

was resolved involuntarily as a Non Profit Group as of Feb. 5, 2009. Ken stated that we will need to file Articles Of Incorporation as well as filing the necessary paper work to be reclassified as nonprofit. He will check with Paul Hubbard at Conmy, Feste, the Association attorney for advice.

- c) Ken will get estimates for fertilizing, mowing, and snow removal in the Park and the entrance.
6. ACC Report:
- a) Kevin received a request for a shed, which he denied.
  - b) He received a complaint from a Homeowner regarding junk in front of a neighbor, and wanted to know if anything can be done. He was advised that they should speak to them, and give them a reasonable length of time to rectify the situation. He could also make a report to City Hall/Sheriff if it is an eye sore. There is also something in the Covenants regarding unsightly areas in the Development, and we can report this to Mike Reitan.
  - c) Kevin received a request for remodeling and will question them on what they plan to do. He will remind them they need to get a building permit also.
  - d) There is a shed on 4<sup>th</sup> Avenue. Jack has already visited with the Homeowner, and she is aware that it is not allowed. Kevin will follow up to make sure it is moved.
  - e) The yield sign at 12<sup>th</sup> and Sommerset Drive can't be see when headed east until you are right there. Mark will talk to Yvette regarding this.
  - f) Mark still has not heard from the attorney regarding the 3<sup>rd</sup> notice of dues that needs to be sent out.
7. Additional business for the good of the order:
- a) One of our goals for next year is to keep dues at \$60. Board members are to bring goals for improvement/ideas to the next meeting.
8. Jack made a motion to adjourn the meeting. Sharon seconded and motion carried. Meeting adjourned at 8:25.

Next meeting is July 20, 2010 at City Hall.

Respectfully submitted by:

Marilyn Harris