

**SOMERSET PROPERTY OWNERS ASSOCIATION**  
**Annual Meeting of Members Minutes**  
**Feb 3, 2022, 7pm**  
**Awaiting Approval (2023 Annual Meeting)**

Meeting was called to order at 7:24 via zoom call

**Officers Present**

- President: Dan Topf
- Vice President: Paul Kaufmann
- Secretary: Jeffrey Melvin
- Treasurer: Mark Knuth
- Board Member(s): Virginia Hanson
- Chris Marty - PSA

**Officers and others Absent**

- Board Member(s): Wayne Minnick
- THRH Liaison:

**Annual Meeting Required Roll Call and Certifying of Proxies:**

**1. Roll Call and Certifying of Proxies**

- a. Roll call presented by President, Dan Topf was voting association
- b. 60% quorum met with 12% voting

**2. Program**

- a. Introduction of board
  - i. Each member of board introduced themselves (info available on website)
- b. President's 2021 Report
  - i. Thank you to residents for contributing to our community
  - ii. Ongoing board activities
    1. Administers SPOA property owner database
    2. Collects dues and administers our budget
    3. Contracts and manages lawn mowing and maintenance of all common areas
    4. Contracts and manages snow removal for our common areas and alleys
    5. Maintains the pond and pavilion
    6. Empties and maintains garbage cans in parks
    7. Maintains and monitors playground equipment in parks
    8. Communicates and enforces restrictive covenants
    9. Maintains SPOA website and digital media
    10. Monitors changes from the City of Ames that affect HOAs across the city
    11. Addresses homeowner issues and concerns as they arise
  - iii. Additional 2021 accomplishments
    1. Pivoted to live online Board Meetings due to COVID
    2. Researched and planned action to update Proxies section of our By-Laws
    3. Purchased and installed an upgraded lighted fountain on our pond
    4. Purchased, planted, and maintained 12 new trees in common areas near parks and paths

5. Purchased, planted, and maintained 2 additional trees near Kingston Drive
  6. Purchased, planted and maintained a new tree at the request of Richard Olson, on Somerset Drive
  7. Board members volunteered to pick up trash in the Stormwater Retention area along 24th Street
  8. Repaired/replaced spotlights at the main entrance of Somerset, 24th and Stange Road
  9. Repaired pedestal street lights at Kingston Dr/Stange Road and Northridge Parkway/GW Carver
  10. Replaced photo cells in lighting controls for the Pavillion
  11. Established and maintained an SPOA Facebook page for regular communication with members
  12. Trimmed shrubbery near park signs in all parks
  13. Reviewed and advised on several members' yard fence replacement designs and inquiries
  14. Established new cost share arrangement with THRH Association for mowing near the pond
  15. Addressed noxious weeds in ditch along GW Carver
  16. Maintained and upgraded perennial plants in raised beds near Pavilion
  17. Addressed the majority of unpaid or delinquent members accounts
- iv. Planned 2022 activities
1. Establish a maintenance check of all spotlights and floodlights in Somerset
  2. Replace our park signs in Crescent Lawn and The Grove
  3. Add as many as 12 trees in our common areas on path north of Kingston Dr, from Stange Road to GW Carver; collaborate with City of Ames Forester
  4. Ask City of Ames to collaborate on clean up/clearing volunteer trees in stormwater retention area along 24th street
  5. Repair soft spot in decking of the Pavillion
  6. Acquire and install play equipment in Somerset Law
  7. Repair and/or resurface additional bike paths
- v. Feedback/questions
1. Concern about algae in pond resulting from reseeding grass
    - a. 2x reseeding due to dry weather
    - b. Decision to move to traditional grass from native grass was petition lead by neighbors living around pond
    - c. Board can bring in pond maintenance to manage
  2. Is tree maintenance in green areas managed by a tree service
    - a. No regular maintenance
    - b. Service brought in as needed
- vi. Kurt Friedrich
1. Discussed history of Somerset

**3. Proof of Notice of Meeting or Waiver of Notice**

- a. Hard copy of proof of notice is available for attendees.
- b. Digital version is available at [somersetames.com](http://somersetames.com).

**4. Election of Directors**

- a. 2 openings
  - i. Unfilled position vacated by Robin Fletcher upon moving from Somerset
  - ii. Paul Kaufmann term ending
- b. Nomination of Daniel Wandling
  - i. Second by Paul Kaufmann
- c. Nomination of Mike McCoy
  - i. Second by Dan Topf
- d. Motion to close nominations from Mark Knuth, second by Virginia Hanson, passed unanimously
- e. Motion to approve Daniel and Mike by Dan Topf, second by Jeffrey Melvin, passed unanimously

### **New Business**

#### **1. Meeting Minutes from the 2021 Annual Meetings**

- a. Motion to approve by Virginia Hanson, second by Mark Knuth, motion approved unanimously

#### **2. 2021 Financial Review**

- a. Over budget by ~\$750
- b. primarily due to derecho
  - i. 4-5 trees removed
  - ii. 7+ trimmed
- c. 12 new trees installed
- d. Drought created need for more than normal watering of new trees

#### **3. Adoption of 2022 Budget**

- a. Increased 2022 budget, ~\$40,000
  - i. Additional trees
  - ii. Additional playground equipment in somerset lawn - line 24
  - iii. Pavilion repairs
  - iv. Additional path repairs
- b. First year proposing a budget with a deficit (~\$15,000)
- c. Motion to approve by Paul Kaufmann, second by Dave Crow, motion approved unanimously

#### **4. Proposed amendment to bylaws**

- a. The Directors propose that Section 5, Proxies, be deleted and replaced by the following: Proxies. At annual meetings of members, each member may vote in person or by proxy. Members may designate a specific party as a proxy and such a proxy must be in writing. In the event a member fails to respond to a notice of meeting by not attending and not providing a written proxy, and the notice of meeting provides that such a failure to respond is an appointment of the Secretary of the Board of Directors for the sole purpose of establishing a quorum for the meeting, a proxy is thereby created. Every proxy for a special meeting must be in writing. Every proxy is revocable and is revoked by a member's attendance at the meeting, and proxies shall automatically cease on conveyance of ownership interest by the member.
- b. Motion by Mark Knuth to amend bylaws as described, second by Daniel Wandling, motion passes unanimously

#### **5. Election of Officers**

- a. Dan Topf nominated to President by Daniel
- b. Virginia Hanson nominated to VP by Paul

- c. Mark Knuth nominated to Treasurer by Dan
  - d. Jeffrey Melvin nominated to Secretary by Mark
  - e. motion to vote on nominations by Paul Kaufmann, second by Mark Knuth, cabinet passed unanimously
6. Adjournment
- a. Virginia motioned, Mark second, meeting adjourned at 8:36 PM