



*Civano I: Neighborhood I Association, Inc.*

*A Homeowners Association*

*Board of Directors Meeting Minutes*

*Approved*

**DATE:** Tuesday, January 18, 2011  
**TIME:** 7:00 PM  
**LOCATION:** HOA Activity Center – 10501 E Seven Generations Way, #109

**I. CALL TO ORDER**

The Board of Directors meeting was called to order at 7: PM

**II. ROLL CALL**

Board present: Lee Rayburn, President  
Chris Shipley  
Rick Hanson  
Les Shipley  
Mark Levine  
Bob Small  
George Luis

Management

Representatives: Cynthia Valencia, Cadden Community Management  
John Price, Cadden Community Management

Minute Taker: Cynthia Valencia

Homeowners were present at the meeting.

**III. QUORUM (4)**

A quorum was present to conduct the Board of Directors meeting.

**IV. PRESIDENT'S REPORT**

Board President Lee Rayburn wishes all homeowner present a Happy New Year.

**V. MINUTES**

**Discussion:** The Board reviewed the minutes from the December 20, 2010 meeting.

**MOTION:** To approve the December 20, 2010 Board of Directors minutes.

**Motion**

**Proposals:** First Lee Rayburn  
Second Bob Small

**Motion Results:** Passed unanimously.

## VI. TREASURER'S REPORT & APPROVAL

- Copies of a DRAFT December 2010 report were provided for the membership present. Treasurer Mark Levine reported that due to year end closing the statement is not completed and has not had the opportunity to review. Homeowners were asked to direct their questions to Mark Levine after the meeting, if any.

**Discussion:** Homeowner Joan Tober questions an AIF transfer from Reserves in the amount of \$427.75. Would like to know what this was for?

**Action Taken:** Joan Tober was told by Mark Levine that he would have to look into this and get back to her at a later time with a response. **Response:** It is a 2010 budgeted transfer from operating to AIF account.

## VII. OPEN FORUM

### A. December 23 email from Ms Tober re: Rotunda Committee expenditure.

**Action to be taken:** The first question of the email has been answered and she was provided with all 2010 Rotunda expenses and/or receipts. Question two also was provided to Joan Tober in the financial requests of the Rotunda.

**Motion:** To approve all transactions done by the Rotunda Committee that came out of operating and reserve accounts done for the past year.

#### **Motion**

**Proposals:** First Rick Hanson  
Second Lee Rayburn

#### **Motion**

**Results:** Passed unanimously

***Board directs Management to include a breakdown of all Rotunda Committee expenses (Reserves and Operating) at next month's Board meeting.***

**Motion:** Move to commend the Rotunda Committee for all their hard work and all their actions and refurbishing that they have done to bring the building up to code, and for the community as well.

#### **Motion**

**Proposals:** First Rick Hanson  
Second Chris Shipley

#### **Motion**

**Results:** Passed unanimously

- Ron Canady discussed work on the cool tower that needs to be done. He would like to know if there is any way that Civano can use a non-licensed, non-bonded contractor to work on the cool tower if a release is signed by the worker.  
**Discussion:** Mark Levine says he discussed this request with the attorney and it is strongly not recommended for such a contractor to do this work without being licensed and bonded. Also Les Shipley as manager of the condominium expressed great concern.

- 1.) Craig Feltheim brought up that Susan Call wrote a nice article in the Town Crier regarding safety along Nightbloom and he suggests that maybe trees could be planted along the both sides to help protect pedestrians, bicyclists and children. **Action Taken:** Les Shipley reviewed the practical issues in planting trees and the cost, and could not recommend the planting of these trees.
  
- 2.) Craig Feltheim also suggests that posts be put up at bike path to deter cars. **Discussion:** Discussion ensued. **Action Taken:** The Board referred this item to the Rotunda Committee to do research regarding the different types of bollards and costs.
  
- Jeanne Bulloch questioned when did the Rotunda become the defacto Board and/or Cadden to take on such tasks that appear to be the formers' jobs. **Discussion:** Discussion ensued amongst homeowners present. **Action Taken:** Board notifies all present that the charter for the Rotunda is being modified, to be presented at next month's meeting.
  
- Mario Lanning would like to know how much time is being spent by the Board and Management in dealing with correspondence from a particular homeowner. **Discussion:** Discussion ensued amongst other homeowners and others also wanted to know the amount of time that is being spent. **Action Taken:** Rick Hanson responded that, based on his observations, it is approximately an hour or more a day for the Board. As for the Management office he is unsure.

#### VIII. ACTION ITEMS/ OLD BUSINESS

1. **Update from Management: A request for two other bids regarding repairs at both pools has been provided for your review.**

**MOTION:** To empower Les Shipley to approve up to \$3,000.00 in a scope of work with the Rotunda and Management on bids regarding plumbing expenditures at the pools.

**Action to be taken:** Les Shipley to coordinate with Management and have an update on progress of repairs on this item at next month's meeting.

**Motion**

**Proposals:** First Lee Rayburn  
Second Rick Hanson

**Motion**

**Results:** Passed unanimously.

#### ACTION ITEMS/ NEW BUSINESS

1. **Review of all Association committees' reporting requirements and members, and determine if members need to be appointed.**  
**DISCUSSION:** The list of all members on committees was reviewed.

**MOTION:** To have management send a letter to all current committee members thanking them on behalf of the Board of Directors.

**Motion**

**Proposals:** First Lee Rayburn  
Second Rick Hanson

**Motion**

**Results:** Passed unanimously.

**2. Confirm Action in Lieu – temporary appointments to the Design Review Committee**

**MOTION:** To confirm prior Action-in-Lieu regarding temporary appointments to the Design Review Committee.

**Motion**

**Proposals:** First Lee Rayburn  
Second George Luis

**Motion**

**Results:** Passed unanimously.

**4. Confirm date of March 2011 Annual Meeting**

**Discussion:** Discussion whether 03/22/11 was the third or fourth Tuesday of the month.

**MOTION:** To confirm March 22, 2011 as the date of the Annual Meeting.

**Motion**

**Proposals:** First Lee Rayburn  
Second Chris Shipley

**Motion**

**Results:** Passed unanimously.

**5. Bylaw amendment consideration (Article IX and Article 10.4)**

**Discussion:** Discussion ensued regarding if a bylaw amendment needed to go to the entire membership for vote. It was deemed appropriate to review with counsel.

**MOTION:** To approve bylaw amendment contingent upon final review by Association Attorney.

**Motion**

**Proposals:** First Lee Rayburn  
Second Bob Small

**Motion**

**Results:** Passed unanimously.

**6. Appointment of James Booth and Vivian Tornero to the DRC.**

**Discussion:** A thank you was expressed to those that take the time to volunteer.

**MOTION:** To appoint James Booth and Vivian Tornero to the Design Review Committee.

**Motion**

**Proposals:** First Lee Rayburn  
Second Chris Shipley

**Motion**

**Results:** Passed unanimously.

**7. Approve amendment to resolution 10-08 – Board communication**

**Discussion:** Discussion ensued regarding the wording and the need to strike number two in the Resolution to make it clear.

**MOTION: To approve Resolution 10-08- Board Communication with amendments and deletions.**

**Motion**

**Proposals:** First Rick Hanson  
Second Bob Small

**Motion**

**Results:** Passed unanimously.

**8. Subcommittee formation**

**Discussion:** Discussion ensued on the formation of a Board subcommittee being formed to deal with Association issues.

**MOTION:** To approve a subcommittee of the Board to be formed to deal with Board matters that might need quick attention.

**Motion**

**Proposals:** First Rick Hanson  
Second George Luis

**Motion**

**Results:** Passed unanimously

**Discussion:** Discussion ensued on who will volunteer to be a part of the subcommittee.

**Action Taken:** Rick Hanson, George Luis and Mark Levine volunteer to be the subcommittee members.

**9. Mediation Workshop discussion: set planning for the workshop.**

**Discussion:** Lee Rayburn says that he has done some research and suggested that a subcommittee be formed to continue with research and the setting of a work shop session.

**MOTION:** To approve a subcommittee to review and set up a mediation workshop.

**Motion**

**Proposals:** First Lee Rayburn  
Second Rick Hanson

**Motion**

**Results:** Passed unanimously.

**Action Taken:** Mark Levine and Bob Small volunteered to be part of the subcommittee regarding the mediation workshop.

**10. ADJOURNMENT**

**MOTION:** To adjourn the Board of Directors meeting at 8:50pm

**Motion**

**Proposals:** First Lee Rayburn  
Second Rick Hanson

**Motion Results:** Passed unanimously.

**I. NEXT BOARD MEETING- Tuesday, February 15, 2011, 7:00 p.m.**