



*Civano I: Neighborhood I Association, Inc.*

*A Homeowners Association*

*Board of Directors Meeting Minutes*

**APPROVED**

**DATE:** Tuesday, February 15, 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 7:05PM

**II. ROLL CALL**

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

Absent: 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 wished all homeowner present a Happy New Year.~~

**V. MINUTES**

**Discussion:** The Board reviewed the minutes from the January 18, 2011 meeting.

**MOTION:** To approve the January 18, 2011 Board of Directors minutes as amended.

**Motion**

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

**Motion Results:** Passed unanimously.

**TREASURER’S REPORT & APPROVAL**

- Treasurer Mark Levine, read his 2010 Annual Report to the membership present.

**INCOME/EXPENSE STATEMENT  
 2010 ANNUAL REPORT**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>
<b>INCOME</b>	450,354	450,276	78
<b>FIXED EXPENSES</b>	49,489	34,112	-15377 **
<b>UTILITIES</b>	54,939	55,558	618
<b>OPERATING EXPENSES</b>	4,189	9,175	4,985
<b>GENERAL REPAIR &amp; MAINT</b>	936	7,127	6,190
<b>POOL EXPENSE</b>	32,491	33,671	1,179
<b>LANDSCAPING EXPENSES</b>	148,509	152,979	4,469
<b>ADMIN EXPENSES</b>	183,731	157,654	-26,077
<b>LEGAL EXPENSE</b>	45,948	8,000	-37948
<b>ANNUAL NET INCOME/LOSS</b>	<b>474,632</b>	<b>450,276</b>	<b>-24,356</b>
**PROPERTY TAX	8,879		
**MASTER ASSESSMENT	7,070		

- **Discussion:** The Treasurer’s report was made available to the membership present and will also be on the community website. Homeowners were asked to direct their questions to Mark Levine after the meeting, if any.

**MOTION:** To approve the December 2010 financials as submitted.

**Motion**

**Proposals:** First Mark Levine  
 Second Bob Small

**Motion**

**Results:** Passed unanimously.

**VII. OPEN FORUM**

**A. Lot 156 Carol Ann McDougal regarding the flag pole and the lighting.**

**Discussion:** Discussion ensued, purchase of a new flag 6x10, all weather flag, approximately \$150.00.

**Motion:** To refer the flag pole lighting issue to the new Board to review in the April meeting.

**Motion**

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

**Motion**

**Results:** Passed unanimously.

**B. January 20 email from Ms Tober re: Approval of the Amendment to the Bylaws**

*Discussion:* referred to later in the meeting.

**C. January 24 email from Mrs. Canady re: Vandalism in Civano**

*Discussion:* Neighborhood Association held a meeting regarding this issue.

**D. January 28 email from Ms. Tober re: Letter of Determination from HOA Insurance Carrier regarding payment of HOA legal fees and settlement payment.**

*Discussion:* Board responded that Ms. Tober had been provided with a breakdown of the information she requested. **January 29 email from Ms. Tober re: Settlement Costs:** Board responded that Ms. Tober has been provided with a summary of the information she requested.

**E. February 3 email from Mr. Norin re: Washout in culvert area-between Summer Storm Ln & Doris Foster St.**

*Discussion:* To be referred to the April meeting and directs management to notify the homeowner to be present at the April meeting to address this issue.

**F. February 11 email from Ms. Tober re: Resolution 11-01 and the need to Assess the continued use of an HOA Assistant Manager**

*Discussion:* Board is considering this issue and will do what is in the best interest of the community.

**G. February 11 email from Ms. Tober re: Letter of Determination from HOA Insurance Carrier for not paying for HOA legal fees and settlement costs.**

*Discussion:* Board notifies Ms. Tober of receipt of her email and will take it under advisement and respond accordingly.

**VIII. ACTION ITEMS/ OLD BUSINESS**

**1. Update from Management: New sandwich boards and signs.**

*Discussion:* Management notified Board that 4 signs have been ordered and will be arriving shortly. Management indicated that once the sandwich boards arrive, that signs will be printed to size and with dates.

**2. Update on Mediation Workshop -- Bob Small and/or Mark Levine.**

*Discussion:* Bob Small gives the pros and cons of mediation.

**Motion:** To refer to the new Board in April to hold a town hall meeting and/or training.

**Motion**

**Proposals:** First Lee Rayburn  
Second Mark Levine

**Motion**

**Results:** Passed unanimously.

**3. Review breakdown of all Rotunda expenditures.**

**Discussion:** Board reviewed the breakdown that was provided by Management of all Rotunda Committee expenditures from the Reserves and Operating accounts. Rick Hanson reminded attendees of the established allocation of funds dedicated for the Rotunda building.

**Action Taken:** None

**4. Final disposition of Bylaw amendment**

**Discussion:** Board updated attendees regarding last month's bylaw amendment decision. The Board had reviewed the bylaw amendment with the Association Attorney. **Action Taken:** Board stands on its decision made last month, approving the bylaw amendment.

**ACTION ITEMS/ NEW BUSINESS**

**A. Approve resealing of Renewal Lane by Sunland Asphalt.**

**Discussion:** Discussion ensued.

**MOTION:** To approve resealing of Renewal Lane by Sunland Asphalt in the amount of \$7,533.73 to be funded from Reserves.

**Motion**

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

**Motion**

**Results:** Passed unanimously.

**Board directs management to contact Mel Black and try to notify homeowners of the inconvenience that the resealing may cause and give dates when the resealing will occur.**

**B. Approve cleaning of chairs and rugs in Rotunda bldg. – Stanley Steemer**

**Discussion:** Discussion ensued.

**MOTION:** To approve cleaning of chairs and rugs in Rotunda bldg. – Stanley Steemer.

**Motion**

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

**Motion**

**Results:** Passed unanimous

**C. Approve Revised Administrative Resolution 11-01 -- Committee charter revision.**

**Discussion:** brief discussion ensued.

**MOTION:** To approve the revised Administrative Resolution 11-01.

**Motion**

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

**Motion**

**Results:** Passed unanimous

**D. Rescind Resolutions 05-04 and 09-01 (due to revision of 11-01)**

**Discussion:** Management reminded the Board of what the prior resolutions were.

**MOTION:** To rescind Resolutions 05-04 and 09-01 due to approval and adoption of Resolution 11-01.

**Motion**

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

**Motion**

**Results:** Passed unanimous

**E. Acknowledge resignation of Rich Shoffstall and Dave Tuggle from Rotunda Committee.**

**Dicussion:** Discussion ensued.

**Action Taken:** Board acknowledged and thanked them for their service on the committee.

**F. Allocation of Reward for any act of vandalism involving our common areas.**

**Discussion:** Discussion ensued on how information on vandalism will be rewarded per occurrence, leading to arrest and conviction.

**MOTION:** To allocate a Reward of \$1,000 for any act of vandalism involving Association common areas and/or HOA property, that leads to arrest and conviction.

**Motion**

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

**Motion**

**Results:** Passed unanimous

**G. Review and approval of final street sweeping bill for 2010 from Civano Nursery.**

**Discussion:** Discussion ensued on the late billing from Civano Nursery.

**MOTION:** To approve the final street sweeping bill from 2010 to be paid out of the 2011 budget.

**Motion**

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

**Motion**

**Results:** Passed three (4) in favor and Les Shipley and Chris Shipley abstain.

**IX. NEXT MEETING – ANNUAL MEETING -- Tuesday, March 22, 2011, 7:00 p.m.**

**X. ADJOURNMENT --- Time ending- 8:30 PM**