



***Civano I: Neighborhood I Association, Inc.
A Homeowners Association
Board of Directors Meeting
APPROVED***

Date: September 20, 2011
Time: 7:00
Location: HOA Activity Center – 10501 E. Seven Generations Way, #109

CALL TO ORDER

The Board of Directors meeting was called to order at 7:00 PM.

ROLL CALL

Board Members Present: Rick Hanson, President
George Luis, Vice President
Mark Levine, Treasurer
Chris Shipley
Les Shipley
Lee Rayburn

Board Members Absent: Bob Small

Management Present: Cynthia Valencia & John Price,
Cadden Community Management

Minute Taker: Kathy De La Ossa

QUORUM

A quorum was present to conduct an official meeting.

PRESIDENTS REPORT – RICK HANSON

1. Rick Hanson expressed appreciation to all volunteers and committee members for their participation and support.
2. Tober Lawsuit Update - Mr. Hanson informed the members that the lawsuit is ongoing and in the discovery phase and the Board is being updated by the association attorney, Carolyn Goldschmidt.
3. Legislative Changes – In accordance with State Laws, the amendment to the Bylaw's will be rescinded at a special session Board meeting in October. Policies and the Reserve study will also be reviewed at this special session.

MINUTES

Discussion: The Board reviewed the minutes of June 21, 2011 meeting.

MOTION: To approve the minutes from June 21, 2011 meeting.

First: Chris Shipley

Second: George Luis

Motion Results: Passed

TREASURER'S REPORT & APPROVAL – Mark Levin

Discussion: Regarding expenses and income. An inquiry about the fixed expense difference versus the budgeted was questioned, Mark reported that the landscape company did not bill for several months services and submitted the billing all at once. Finance committee meeting, reviewed current budget – everything looks good, on target. Also reviewed Reserve study and found several areas that will need adjustment and that will be reviewed at next month's budget meeting.

MOTION: To approve the Treasurer's Report as submitted.

First: Chris Shipley

Second: Les Shipley

Motion Results: Passed

CIVANO I NEIGHBORHOOD TREASURERS REPORT

TREASURERS REPORT JUNE-AUGUST 2011

OPERATING EXPENSE	28,170	24,863	23,155
RESERVES	271,912	270,148	271,601
ASSET IMPROVEMENT	47,531	48,151	48,769
OPERATING US BANK	19,438	17,273	16,612
GARDEN	7,732	6,589	5,543
REPLACEMENT RESERVE	41,584	39,781	41,194
MONEY MARKET US BANK	89,293	89,297	89,301
MONEY MARKET M OF OMAHA	53,175	53,200	53,224
MONEY MARKET COMMERCE BANK	52,767	52,778	52,789
13 MONTH CD M OF OMAHA	35,091	35,091	35,091

OPEN FORUM

1. June 30th email from Karen Simms re: Pool Amenities – Outdoor clocks and repair to water fountain at south pool. Water pipes froze inside the wall in concrete, it may not be repairable.

Discussion: Purchase of outdoor clocks at pool. Cynthia will research repair of the fountain at the south pool and clock purchase.

2. July 5th email from Mario Mastrosimone re: Requesting ground cover by tennis court to be removed -- attracts rattlesnakes and rats.

Discussion: Different options discussed, Civano Nursery gave further options. **Action Taken:** Board directs management to instruct Nursery, as discussed, to have this area trimmed back for the time being.

3. July 18th email from John Ward re: proposed new tree in finger way.

Discussion: To allow placement of a tree in the requested area at Mr. Ward's expense contingent upon coordination with landscape maintenance to ensure that no damage is done to the existing irrigation.

MOTION: To allow placement of a tree in the requested area at Mr. Ward's expense contingent upon coordination with landscape maintenance to ensure that no damage is done to the existing irrigation

First: Les Shipley

Second: Lee Rayburn

Motion Results: Passed

4. July 26th email from Steve Kimmie-Hea re: benches for Mary Webber Park.

Discussion: Benches have been damaged and broken. Discussion: Management and CCAA committee suggests move some of the benches from front park to Mary Webber Park.

MOTION: To authorize moving of benches from front park to Mary Webber Park. Management to work with maintenance to have this done.

First: Lee Rayburn

Second: George Luis

Motion Results: Passed

5. July 27th email from Ralph Terry re: 6 post barriers/bollards.

Discussion: CCAA committee and Management contacted Doucette and they will not fund this expense. This matter was tabled pending a 3rd bid and presence of member researched issue.

6. July 28th email from Mario Mastro Simone re: suggestion regarding iPads.

Discussion: Feels the Board is putting their personal equipment at risk to conduct Association business and suggested that the Board members be provided with an iPad. **Action Taken:** Board directs staff to investigate cost of some type electronic device, iPad, etc...

7. August 9th email from Richard Bates re: Mr. Bates is requesting a courtesy copy of notification of action taken when a complaint is filed.

Discussion: Management does not recommend sending violation copy letter to complainant. If it is requested it can be provided as per policy. Management was asked to comment on providing a courtesy response to any complainant as part of the current procedure.

MOTION: To allow letter to be copied to complainant and review current policy.

First: Lee Rayburn

Second: Chris Shipley

AMEND MOTION: To review procedures and management make a recommendation regarding the same.

First: Lee Rayburn

Second: Chris Shipley

Motion Results: Passed

8. August 12th email from Mario Mastro Simone re: recent pool party. CCAA is reviewing pool security. North pool alarm not working has been repaired several times but sensors keep being tampered with. South pool is working. **Discussion:** Is it possible to proceed with charges against the one individual identified for trespassing and pool damage.

MOTION: HOA agrees to pursue pressing charges based upon the facts. Staff will obtain a copy of the police report to clarify.

First: Mark Levine
Second: George Luis

Motion Results: Passed

9. August 19th email from Sharlene Gillette re: Tarp being repaired \$254 and other items from Cynthia. **Discussion:** to authorize funds for tarp, hose bib, compost project. \$530, would also like to use Boy scouts for special projects.
MOTION: To authorize Garden funds for tarp, hose bib, compost project in the amount up to \$530.

First: Chris Shipley
Second: Les Shipley

Motion Results: Passed

10. August 23rd email from Les Shipley re: Flag at community center.
Discussion: Civano Condominium will only allow if the HOA takes responsibility for proper flag etiquette. It was suggested that a committee be in charge of flag protocol. It was noted that there used to be a committee four years ago and there was lack of participation. A member suggested the possibility of a maintenance person take on this responsibility. The lighting issue was also discussed. **Action Taken:** The Board directed staff to perform this task temporarily pending permanent rectification. This matter was tabled until next meeting.
11. September 12th email from Ralph Terry re: damage to asphalt by Doucette contractors.
Discussion: The water retention is a factor along with construction workers driving over the walks. Management has not received a response from the Doucette construction manager.
Action Taken: Management was directed to send a formal letter regarding accessing lots by driving over common areas. The Board also directed management to review possible rip-rap placement in this area of to prevent erosion.
12. Homeowner Suzanne Trevino: **Discussion:** Tree has lifted sidewalk at the corner of Civano Blvd and Thundersky. Les Shipley suggests cutting the roots in winter to avoid damage to the tree.
Action Taken: The trees are deeded to the City of Tucson; it is actually the homeowner that is responsible for the sidewalk. Board suggests that homeowner contacts City for assistance with this issue.
13. Homeowner Joan Tober **Discussion:** Bylaw amendment, requesting the Board rescind before the next meeting. Rick Hanson informed her that all policies and procedures are going to be addressed at a special meeting to be held in October. Also the Bylaw Amendment will be rescinded at that time as previously mentioned in the meeting.

ACTION ITEMS: OLD BUSINESS

- 1. Update of Bollards for bike pathways along Nightbloom – Tabled.**
- 2. Update on mediation workshop – Mark Levine will confirm for the first weekend in October.**
- 3. Update from Chris Shipley regarding re-plastering bids for both pools.**
Discussion: Integrity Aquatics submitted a report stating that the plastering is in good condition and suggested painted cool decking. Also suggests building another shed to store chemicals to

avoid damaging equipment in the pump room. **Action Taken:** Board directs Management to contact Oasis Pool regarding chemical storage issue.

4. **Update on Cool Tower Bid** - Staff will obtain required bid.
5. **Update on February 3rd email from Mr. Norin re: washout in culvert area between Summer Storm Lane & Doris Foster St.**

Bids submitted for engineering services as follows:

- a. RMJR \$5,600
- b. JE Fuller \$500-\$800
- c. Third bidder says to hire a contractor for concrete and have them do the work without the expense of an Engineer.

Les Shipley stated that this problem has existed for 10 years and due to bad construction and it is in common area.

Discussion: The Board directed management to obtain bids from concrete contractors to repair this area.

MOTION: To obtain bids from concrete contractors to repair this area.

First: George Luis

Second: Chris Shipley

Motion Results: Passed

6. **Tree Removal & Replacement: Discussion:** Due to the freeze last winter, 161 trees have been removed. A bill has been submitted by Civano Nursery in the amount of \$12,880 for removal. The Board directed management to pay the tree removal bill submitted by Civano.

MOTION: To approve payment of the tree removal bill submitted by Civano.

First: Rick Hanson

Second: Lee Rayburn

Motion Results: Passed, with Chris Shipley and Les Shipley abstaining from the vote.

Discussion ensued at length. Chris Shipley reported that 167 trees and 70 shrubs needed to be removed, Civano suggests replacing 113 trees. The reserve study has a budget of \$18,000 for tree replacement. CCAA members will review the list of suggested tree replacement and report back to the Board. Several options regarding payment of tree replacement were discussed at length.

MOTION: To replace the recommend 113 trees upon the CCA committee reviewing the recommendations, the species recommended is Desert Willow.

First: Lee Rayburn

Second: Mark Levine

Motion Results: Passed, with Chris Shipley and Les Shipley abstaining from vote.

MOTION: To replace trees over a two year period of time.

First: Lee Rayburn

Second: George Luis

Motion Results: Passed, with Chris Shipley and Les Shipley abstaining from vote and Mark Levine voting against.

Discussion: The association dues will not be increased nor will a Special Assessment be assessed to pay for the tree project.

Discussion: The source of funding for tree replacement project to be taken from the regular reserves over a two year period of time. Management will work with landscaping contractor. Homeowner, Joan Tober, questions the validity of the expense.

MOTION: To approve funding for tree replacement project to be taken from the regular reserves over a two year period of time. Management will work with landscaping contractor.

First: Rick Hanson

Second: George Luis

Motion Results: Passed

ACTION ITEMS: NEW BUSINESS

1. **Confirm Action in Lieu – Acceptance of City offer \$800 small strip of land in drainage easement.** **Discussion:** Homeowner, Joan Tober expressed concern in regard to urgency of this action. Response - deadline concerns.

MOTION: Confirmed Action in Lieu regarding acceptance of City offer of \$800.

First: Rick Hanson

Second: George

Motion Results: Passed

2. **Confirm Action in Lieu – Replacement of pool motor at south pool.**

MOTION: Confirmed Action in Lieu regarding replacement of south pool motor.

First: Rick Hanson

Second: George

Motion Results: Passed

3. **Confirm Action in Lieu regarding response to homeowner/Lot 170.**

MOTION: Confirm Action in Lieu regarding response to homeowner by Association Attorney.

First: George Luis

Second: Chris Shipley

Motion Results: Passed

4. **Committee Appointments**

MOTION: Caryl Clement to the CCAA committee

First: Lee Rayburn

Second: George Luis

Motion Results: Passed

MOTION: Ada Walker appointed to the Finance committee

First: Mark Levine

Second: Rick Hanson

Motion Results: Passed

5. **Civano Neighbors are requesting \$500 to support the neighborhood picnic in October.**

MOTION: To approve \$500 to the Neighborhood Association to support the neighborhood picnic in October.

First: Rick Hanson

Second: Lee Rayburn

Motion Results: Passed

6. Request from Responsible Pet Ownership Committee: re: ordering pet waste bags.

MOTION: To approve request from Responsible Pet Ownership Committee in ordering pet waste bags at the cost of \$590 plus shipping.

First: Chris Shipley

Second: Mark Levine

Motion Results: Passed

7. **Records Retention Policy – Discussion:** A suggested retention policy was provided to Board members by management for review and consideration, and to be included in the Management agreement. The information utilized was from CAI industry publications. Further Discussion: Joan Tober informed the Board to consider including the annual ACC report to be held permanently. Board and Management will review further. This matter was tabled until next month pending further review.

DRC Report

Rick Hanson expressed thanks to the DRC for report the report submitted, staff will work with them to get the correct format.

Referral from DRC committee:

DRC referred request from Civano Nursery to the Board for review. **Discussion:** Installation of a Civano Nursery Lighted sign. The DRC is referring this matter to board with unanimous decision approval from the committee. Mel Shipley of Civano Nursery briefly spoke about the details of the proposed signage, it was also noted that Civano Nursery has also obtained the proper permit for installation from the City of Tucson. Installation will take 1-2 weeks. Discussion continued.

MOTION: To approve lighted sign for Civano Nursery with the understanding that this is not a blanket sign approval for all signage. The location of the sign installation is on Houghton Rd.

First: George Luis

Second: Mark Levine

Motion Results: Passed, Les Shipley and Chris Shipley abstained from the vote.

NEXT MEETING

A special meeting is scheduled for October 18, 2011.

ADJOURNMENT

There being no further business to discuss, this meeting was adjourned at 9:35 PM.