



*Civano I: Neighborhood I Association, Inc.*

*A Homeowners Association  
Board of Directors SPECIAL Meeting  
APPROVED*

Date: Tuesday, October 18, 2011  
Time: 7:00 PM  
Location: HOA Activity Center – 10501 E. Seven Generations Way, #109

**CALL TO ORDER**

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

**ROLL CALL**

Board Members Present: Rick Hanson, President  
Mark Levine, Treasurer  
Bob Small  
Chris Shipley  
Les Shipley  
Lee Rayburn

Board Members Absent: Lee Rayburn  
George Luis

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.

**I. Review By-Laws**

1. Rescission of Amendment to the By-Laws done in January 2010 in accordance with new State of Arizona law changes. This matter will be discussed at the next meeting.

**II. Records Retention Policy**

1. Resolution 11-03 Records Retention Policy – **Discussion:** Joan Tober recommended that the ACC report be retained forever. Rick Hanson suggests maintaining the Corporation Status for 4 years as the State of Arizona maintains a permanent copy at Arizona Corporation Commission.

**MOTION:** To amend records retention policy as recommended by management and add ACC report documentation to be kept for 4 years.

**Motion Proposals:** First: Les Shipley  
Second: Bob Small

**Motion Results:** Passed unanimously.

2. Cadden Contract - Approve records retention addendum to management agreement.  
**Discussion:** To change management contract in regards to record retention to reflect the above changes.  
**MOTION:** Approved addendum to management contract in regards to record retention to reflect the above changes.  
**Motion Proposals:** First: Bob Small  
Second: Mark Levine  
**Motion Results:** Passed unanimously.

### III. Review Resolutions

**Discussion:** Rick Hanson informed the members that due to the absence of two Board members, the Resolutions will only be discussed at this time and decisions on amendments will be made when all Board members are attending.

1. 05-05 Information Services Committee. **Discussion:** Rick Hanson recommends removing/rescinding this resolution.
2. 05-06 Events Committee **Discussion:** Joan Tober suggests including Volunteer Appreciation with this committee.
3. 05-07 Garden Committee **Discussion:** Reviewed for possible changes. None needed.
4. 06-01 Landscape Maintenance **Discussion:** The Board assumed the landscape maintenance responsibility in 2006. Rick Hanson will work with the association attorney to clarify and inquire on the possibility of a variance to not replace all dead vegetation but not on a one to one replacement as it indicates in the documents. .
5. 06-02 Responsible for Pet Ownership Committee **Discussion:** No change noted
6. 08-02 Collection Policy **Discussion:** No change noted
7. 08-03 Variance for Certain Lots with guest houses (“Casitas”) **Discussion:** No Change Noted
8. 09-02 CC&R Committee **Discussion:** The Board has been serving as CC&R committee, Rick Hanson suggests rescinding.
9. 09-02A Governing Documents Procedure **Discussion:** Page 3, Item 4A, -- suggested to remove reference to CC&R Committee and replace with Board of Directors. Joan Tober inquired as to whether or not if the homeowner issuing the complaint is going to get a copy of the violation or reminder. Rick Hanson informed Joan Tober that the first notice is actually a “friendly reminder” rather than an actual violation. Management reminded the Board that it was requested to provide input when this policy is revisited.
10. 09-03 Property Conditions Collections Policy **Discussion:** Fees are now \$10 instead of \$5 – need to be changed.
11. 10-01 Asset Improvement Fund **Discussion:** No change recommended.
12. 10-02 Replacement Reserve Fund **Discussion:** Civano Community Assets Committee and Finance Committee both involved. Review dates are noted Oct & May. Rick Hanson suggests changing review dates to be Oct & April.
13. 10-03 Budget & Finance Committee **Discussion:** Treasurer should be identified as part of the committee. Rick Hanson will work with Management to review resolution and make changes.
14. 10-04 Design Review Committee **Discussion:** No changes noted, pending Board member Rayburn’s absence.

15. 10-05 Committee Guidelines & Committee Ethics Policy **Discussion:** Changes discussed as follows: Page 2, delete letter B, Page 11 Meetings, 11.1 and 11.5 delete. Discussion ensued.
16. 10-06 Video Surveillance Policy **Discussion:** No changes noted.
17. 10-07 Parks and Facility Use policy **Discussion:** Correction to legal title for Civano
18. 10-08 Member Communication with Board **Discussion:** No change recommended.
19. 10-09 Election of Directors **Discussion:** No changes recommended.
20. 10-10 Policies on Annual Election of Directors **Discussion:** Change noted to delete section 16.1.
21. 10-11 Code of Ethics & Rules of Conduct for all volunteer Board, Officers, and Committee Members **Discussion:** No change noted.
22. 11-01 Civano I Common Area Assets Committee **Discussion:** No change noted
23. 11-02 Administrative Resolution **Discussion:** No change noted.

**IV. Review Reserve Study – Discussion:** Rick Hanson reviewed the updated amended Reserve study at length. It was also noted that the association is currently funded at approximately 65% which is reasonable. Changes noted as follows:

- a. Item 13 – Requires further clarification for inclusions and exclusions.
- b. Item 27 – Quantity increased to 19 systems
- c. Item 28 – Quantity increased to 19 systems
- d. Item 30 – Research quantity, appears to be well below actual
- e. Item 35 – To include garden rails.
- f. Item 39 – Verify quantity
- g. Item 65 – Quantity increased to 5 lock systems
- h. Item 107 – Verification of inclusions and exclusions in cost.

Rick Hanson commends the committee members for their participation in this task  
Craig Geiger, Jerry Walker, Carol Clement and guest Joan Tober.

**V. NEXT MEETING:**

The next regular Board meeting is scheduled for November 15, 2011 @ 7:00 PM.

**VI. ADJOURNMENT :** There being no further business to discuss, the meeting was adjourned at 9:07 PM.