

# *Civano I: Neighborhood I Association, Inc.*

## *A Homeowners Association Board of Directors Meeting UNAPPROVED DRAFT*

Date: Tuesday, May 17, 2016  
Time: 7:00 PM  
Location: HOA Activity Center—10501 E Seven Generations Way, #109

### **I. CALL TO ORDER**

The meeting was called to order at 7:05 PM.

### **II. ROLL CALL**

Board Members Present: Bob Small  
Chris Shipley  
Carolyn Finnell  
Andy Delgado-Keller  
Les Shipley  
Rick Hanson

Member of Management Present: John Price, Cadden Community Mgt.

Minute Taker: Kathy De La Ossa

### **III. PRESIDENT'S REPORT - Andy Delgado-Keller**

- Paint issues – Most outstanding issues have been addressed at this point
- Tracy Stark from Dunn Edwards is assisting on updated colorboard. Should have by next meeting.

### **IV. APPROVAL OF PREVIOUS MEETING MINUTES**

- April 19, 2016 regular Board meeting minutes

**MOTION: To approve the April 19, 2016 meeting minutes as submitted.**

Motion Proposals: First: Rick Hanson  
Second: Les Shipley

Motion Results: Passed unanimously

### **V. TREASURER'S REPORT & APPROVAL - April 30, 2016 Financial Report, Chris Shipley**

Account Balances as of April 30, 2016

Operating: \$132,668.72  
Reserves: \$393,514.57  
Asst. Imp: \$ 6,617.07  
Contingency: \$ 45,238.00

**MOTION: To accept the Treasurer's report as submitted.**

Motion Proposals: First: Carolyn Finnell  
Second: Andy Delgado-Keller

Motion Results: Passed unanimously

- A date was set for a June 3<sup>rd</sup> finance meeting 9:00

### **VI. OPEN FORUM**

1. Email from Carmen Vega-Cruz on 5/3/16 re: Request to address debris run-off Erosion control, possibly installing Waddles. Chris Shipley will review the area in question.

2. Pool issues wer raised regarding security- such as Break-in's, jumping off of roof into pool, climbing over fence. Discussion ensued. Board direct these concerns to CCAA.  
**MOTION: To direct alarm company to add Mario Mastrosimone to the call list for alarm calls.**  
 Motion Proposals: First: Rick Hanson  
 Second: Andy Delgado-Keller  
 Motion Results: Passed unanimously
3. Proposal by a homweowner -- Mgt. access to video survaillance. – homeowner is willing to supply remote computer access to the pool camera by Civano (gratis) in exchange for permitting the homeowner to install wi-fi for his customers who use the pool. John Price suggested to forward proposal to attorney for review.  
**MOTION: To accept the donated WIFI hot spot from Mario upon review of the proposal by attorney.**  
 Motion Proposals: First: Rick Hanson  
 Second: Carolyn Finnell  
 Motion Results: Passed unanimously
4. Bulletin Boards – Determination who is responsible for establishing and enforcing the bulletin boards. It is HOA-financed and it is on HOA common area. Forward to CCAA for formal action.
5. Joan Tober, Resolution & Events Committee, 2005 Charter and Resolution name does not match. The Events Charter was refered back to the Committee for a re-write for June meeting.
6. Joan Tober, Welcome Committee Charter is needed. John will do draft for committee to reiev and put on next agenda
7. Concern expressed for definition of “designated parking spaces” and the parking of campers and trailers – John Price will draft a Resolution of clarification for next Board meeting.

## VII. NEW BUSINESS

1. Review ACS proposal to replace 5 capacitors and 1 blower motor in Rotunda (\$2,521 + tax) Les Shipley suggests calling Nicholas Contracting for an additional bid as well as a 3<sup>rd</sup> from another contractor. If need be, in the event of loss of cooling, this matter will be dealt with by action in lieu.
2. Review and determine filling of vacant Board postion as per Bylaws, section 6.12.2 – Management instructed to advertise, and invite interested candidates to June 14th meeting. Post on bulletin boards, forum, website, email. Ms.Joan Tober expressed verbal interest.
3. Review of three DRC applications referred to Board by the DRC.
  - Lot 1035 – Yard art  
**MOTION: To approve existing yard art.**  
 Motion Proposals: First: Andy Delgado-Keller  
 Second: Chris Shipley  
 Motion Results: Passed unanimously
  - Lot 1053  
**MOTION: Direct management to discuss matter with the owner..**  
 Motion Proposals: First: Rick Hanson  
 Second: Bob Small  
 Motion Results: Passed unanimously
  - Lot 302 – Carport & Patio – This lot did not submit for approval prior to construction 4 years ago. A city permit was recently applied for.  
**MOTION: To approve the carport and porch upon receipt of a City of Tucson building permit.**  
 Motion Proposals: First: Rick Hanson  
 Second: Les Shipley  
 Motion Results: Passed unanimously

**AMENDED MOTION: To approve the carport and patio as submitted. Owner submitted a copy of the building permit with request for approval.**

Motion Proposals: First: Rick Hanson

Second: Bob Small

Motion Results: Passed unanimously

4. Late DRC Submittals

**MOTION:** That the Board ask the DRC to consider and approve under their normal process any applications which come in after something is built or under construction so it can be dealt with in a timely manner and refer any violations up to the Board

Motion Proposals: First: Rick Hanson

Second: Bob Small

Motion Results: Passed unanimously

**VIII. OLD BUSINESS**

1. Appoint the following members to the Welcoming Committee:

Carolyn Finnell, Hanna Walker, Carolyn Lee. Chairperson: Andy Delgado-Keller

**MOTION: To appoint Andy Delgado-Keller, Hanna Walker, Carolyn Lee, Chairperson: Carolyn Finnell**

Motion Proposals: First: Rick Hanson

Second: Andy Delgado-Keller

Motion Results: Passed unanimously

2. Update on replacement of website – Options: 1) Upgraded software; 2) Pay a person/company to design a website; 3) Stay with current website; 4) Consider offer for website by Mr. Mastrosimone (gratis) and which would include civano.org domain name. The Board noted that it needs to remain on Civano I with the management maintaining control of changes.

**MOTION: To accept Mr. Mastrosimone's offer to assist with building of website.**

Motion Proposals: First: Andy Delgado-Keller

Second: Carolyn Finnell

Motion Results: Passed unanimously

3. Reserve Study – Rick Handon informed the members that it is under review.

**IX. COMMITTEE REPORTS/RECOMENDATIONS**

1. CCAA: No submittals for consideration this month

2. DRC:

**MOTION: To approve the revised Paint Application Form, and the revised Improvement and Modification Form as Provisional documents.**

Motion Proposals: First: Andy Delgado-Keller

Second: Rick Hanson

Motion Results: Passed unanimously

**MOTION: To approve revised Section 18 paint guidelines, with added wording in Section 18.5.1 "and approval by the HOA Manager."**

Motion Proposals: First: Rick Hanson

Second: Bob Small

Motion Results: Passed unanimously

**MOTION:** That the Board rescind the motion of March 15, 2016, which accepted and authorized the use of the 2011 design manual and revised section 18 paint manual, to include the suggested color pallet from 2005 **and;**

- Immediately authorize the use of the 2012 Master Approved Design Review Manual dated June 26 2012 and the following Provisional Manuals which shall be marked Provisional:  
2016 Provisional Paint Submittal Checklist

2016 Provisional Section 18 paint guidelines,  
2016 Provisional Property Improvement or Modification Application Checklist  
2016 Color Palette located in HOA Manager's Office **and**;

- Authorize the front page and signature page of the 2012 Design Review Manual be changed to reflect the 2016 date of the approval of this motion **and**;
- Authorize the 2012 Guidelines be immediately uploaded to the HOA website in searchable pdf format and displayed in the following manner:

2016 Design Manual Sections 1, 2 and 3 with date on front changed to 2016 and signature page signed with date 17 May 2016.

2016 Design Manual Sections 5a Landscape Guidelines

Design Manual Approved Plant List

2016 Design Manual Section 6 Zoning in Civano: the Civano Neighborhood 1 PAD

2016 Design Manual Principles and Design Guidelines for Civano Center and other Commercial Properties

2016 Design Manual New Construction Review Requirements

Applications:

Provisional 2005 Property Alteration/Improvement Application

2016 Paint Submittal Application Checklist

Motion Proposals: First: Andy Delgado-Keller

Second: Rick Hanson

Motion Results: Passed unanimously

3. Spectrum Lots – Chris Shipley proposed to weed-eat and then spray.

**MOTION: To authorize Civano to clean up by weed eating and spraying.**

Motion Proposals: First: Rick Hanson

Second: Bob Small

Motion Results: Passed, Carolyn Finnell opposed

**X. MANAGERS REPORT** – Submitted to Board.

- Management Replacement – The Board participated in interviews and have made a decision on replacement candidate, extending an offer.

**XI. NEXT SCHEDULED MEETING:**

Regular Board Meeting – Tuesday, June 14, 2016 at 7:00 p.m.

**XII. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:55 PM.