



CIVANO HOA NEWS

JULY/AUGUST 2009

CIVANO HOA MEETINGS

- **HOA Board Meeting August 25, 2009 at 7pm**
- **Design Review Committee August 13, 2009 at 6pm**
- **CC&R Committee to be determined**

HOA BOARD

Les Shipley
President

Ron Peterson
Vice President

Mark Levine
Treasurer

Judyth Willis
Secretary

Lee Rayburn
Director

Rick Hanson
Director

Chris Shipley
Director

HOA Management

Cynthia Valencia
Manager

Maggie Roulier
Assistant Manager

(520) 546-3862

CIVANO TEEN GROUP

A message from Ron, Marna and the Civano Teen Group:

We (Ron and Marna) have decided to move back to California for various reasons. June was the last month we hosted Teen Nights and the Civano Teen Group. The teens have asked us to put out a call in our community for volunteers so they can continue to have the activities they have enjoyed for the last 3 years. These activities have been great for not only the teens in Civano, but they have also been a way for the adults to meet and interact with the older kids in our community. We have totally enjoyed the times we have spent with the Teen Group and want to heartily thank the HOA board and members of the community for their support, both financial and emotional. We also would like to give a special thank you to Debra Summers who first started Teen Nights, Bob Small who organized the Civano Teen Group and Steve and Grisela Koeppen who initially helped host Teen Nights.

We have had ice cream socials, pancake breakfasts and bake sales to raise funds, and for fun times we have had BBQs and pool parties outdoors, as well as movie and game nights indoors in the Activity Center. Teen Nights have been held on the first and third Friday of every month (unless a holiday weekend conflicts) and ran from 7 pm to 9 pm. The ages present have been from 12 through 18 years old, which included pre-teens as well as teens. There is about a 15 minute setup period at the beginning and another 45 minutes or so after for cleanup and locking the building. Therefore the average time commitment is about 3 hours, two days a month.

The teens would like volunteers that like to have fun with them and basically just give them a place and time to get together with their friends. We have also hosted what we call... Bring a Friend Night, where they are allowed to bring a friend or two from outside the neighborhood.

Here are some of the things the teens have said:

Gui says... We want someone who is not bossy, but knows what to do. They have to like Teens.

Brandy says... They should not be too controlling, but good at the job. I like to play Guitar Hero at Teen Nights and love the delicious food.

Isabelle says... I love the fun time to chillax with my friends. (I believe that means chilling or relaxing with friends.)

Catherine says... Being able to hang out with friends and have a good time with good food and drinks is what she likes. She also says Teen Night is a place where teens can go to relax and have fun. We have awesome games like ping pong, pool and Guitar Hero. (Catherine is our champion at Guitar Hero.)

And finally **Becca says...** What she loves about Teen Nights is Hangin' with friends, the awesome food, great games and movies and a fun place to just hang out and do whatever.

If you would like to help the teens continue to have these fun activities, you might consider volunteering, and if a group of people could volunteer then it would not be too much for any one individual. We have always had at least 2 adults during Teen Nights as it is a bit too much for just one person to handle by themselves.

If you are interested in volunteering please contact Cynthia and Maggie at the HOA manager's office, 546-3862.

MANAGEMENT INFORMATION WHO MANAGES CIVANO 1 ?

The Board of Directors has engaged Cadden Community Management (CCM) to assist with Civano. CCM has designated an on-site Manager to perform the many functions needed to conduct the business of the Association, which is a Non-Profit Corporation. The Board of Directors sets policy, makes decisions and is charged with enforcing the community documents and rules. The Manager implements and carries out these tasks on its behalf. Be advised that the Manager is not involved in the sale of homes.

HOW CAN I CONTACT THE MANAGER? The Manager of Civano 1 is Cynthia Valencia who is always available at the on-site office Monday through Friday, 8:30am to 5pm. The phone number is **520-546-3862**.

WHAT DOES THE MANAGER DO? The Manager performs many tasks on behalf of the Board of Directors and the Association. The duties of the Board of Directors are spelled out in the Association's Bylaws. However, owners are sometimes unclear as to the role of the Manager. Here is a partial list of duties:

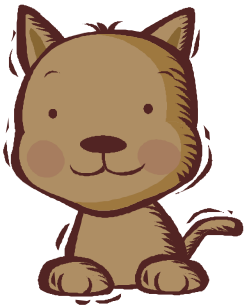
- Collect and deposit the monthly assessments, and track payments
- Write delinquency letters and attempt to collect delinquent assessments before advising the Board of Directors regarding further actions to collect the debt.
- Review all Association invoices and bills for accuracy and fairness.
- Pay the Association's bills, as approved by the Board, or as per budget process.
- Produce a monthly financial report, which is sent to the President of the Board of Directors. The reports include a balance sheet, budget analysis, general ledger, accounts payables and receivables, bank reconciliations and delinquency report.
- File with the Arizona Corporation Commission each year, on behalf of the Association, a financial report, and assist the Board in securing an independent review of its books.
- Complete the annual Arizona Corporation Commission Report on behalf of the Association.
- Ensure that the Association's taxes are filed on time, securing the necessary Board signature.
- Review the Association's insurance policies yearly to ensure coverage is adequate.
- Request proposals for the Association's insurance as needed, and from other contractors as needed.
- Coordinate the work of any contractors that may be engaged to perform Association services. Also assist in the bidding process as needed.
- Prepare and distribute the Association newsletter.
- Assist the Board in the preparation of the annual budget. Research costs, trends and options and present a draft budget for preliminary review. The Board adopts the budget just before the beginning of each new calendar year.
- Process homeowner architectural change or modification requests to units as spearheaded by the Design Review Committee. Any changes, additions or modifications to a home requires advance approval from the Association.
- On behalf of the Board and the Design Review Committee, conduct site inspections to observe compliance with the restrictions listed in the Covenants, Conditions & restrictions (CC&R's) and rules. The manager notifies the owner of non-compliance and, as determined by the Board, takes appropriate action on its behalf to remedy the condition. It is the manager's duty to notify a homeowner if he/she is in violation of a restriction or rule, and to follow up for the Association.
- Maintain all the files and records of the Association.
- Attend all Board meetings.
- Organize and process all Association mailings, such as Annual Meetings, billings, budget mailings, and coupon booklets.
- Answer all phone calls and address homeowner concerns to the extent of the Association's authority. Process all correspondence for the Association.
- Monitor and inform the Board of applicable State laws that apply to Association operations. The Association is subject to two significant State Statutes – The Arizona Planned Communities Act and the Arizona Non-Profit Corporation Act.

We hope this helps owners better understand the role of the Manager. Thank you!



RENTING YOUR HOME?

If you are a Civano homeowner and you are renting your home, make sure your renter is aware of the restrictions and rules that apply to the home and the common areas. Many renters are unaware that they may be renting a home in a community association, which will have certain restrictions, such as parking, architectural regulations, dogs to be leashed off the lot, etc. It is the responsibility of the **owner** to ensure this information is provided to the renter. If you have not provided these documents, please refer your renter to the website at www.civano1.com where all these documents and regulations are posted. Just click on “Documents” in the left-hand column. Be reminded that if you are renting your home and your rental agreement provides for the renter to maintain the home and yard, the Association recognizes only the **owner** as the responsible party – for maintenance, payment of dues, yard upkeep, modifications, etc. Also, if you are renting your home, make sure we have your correct phone number and correct address, Reach us by going to the website and clicking on “Contact”. Many thanks.



DOG RESPONSIBILITY

Peacefulness and pets are precious at Civano, but from time to time we receive reports of a dog that gets excited and makes noise that affects neighbors. We have observed that sometimes the pet owner is unaware of the disturbance to others, so we ask you to spare a thought for your neighbors. Don't leave your dog out in the daytime while you are at work, and give some thought to those early mornings. Neighbors helping neighbors!

KEEP TRACK VIA WEBSITE

The Civano website carries information of use to all owners and residents. All governing documents are posted, together with Board meeting minutes, and all kinds of information regarding committees, activities and events. The main page carries a section “News & Announcements” which is updated periodically. So stay informed at www.civano1.com

PAYMENT COUPONS

Please be reminded that when you make a monthly dues payment, always include your payment coupon with the check. When a check is received without a payment coupon there is a risk that the payment will not be properly identified or credited. Even if you make more than one payment with a check, include the latest payment coupon to ensure proper credit to your account.

ELECTRONIC GATE CARD

Some of the gate cards that permit electronic entry to the north pool compound may not work. A recent upgrade of the electronic lock at this location made some cards inoperable at this location. If your card does not work at the north pool, please come to the office (Suite 109) and have it replaced. You will need to identify your home, and sign for it. We regret any inconvenience.

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Tucson, AZ 85747
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Email : hoa@CivanoI.com



WEEDS AND YARD CLEAN-UP

Late July and August are times when weeds proliferate—in your front yard as well as out in the back alleys. You are encouraged to get a head start on weed control by applying a pre-emergent weed preventer. In any event, please help keep on top of your weed growth, and keep your yard clean, trimmed and free of debris. Help keep up appearances!



NEWSLETTER BY EMAIL?

If you would prefer to receive future copies of this newsletter via email, please let us know by writing to us at hoa@civanoI.com Make sure you identify **your name and current mailing address** so we can delete the address only for newsletter purposes -- to avoid the mailing cost. Thank you!

RECENT BOARD RESOLUTIONS

Enclosed with this newsletter are copies of three Resolutions recently passed by the Board of Directors, and which become a part of the governing documents of the Association. All Resolutions were adopted at a duly noticed meeting of the Board. Please keep these copies with your important Civano documents.