

CIVANO I: NEIGHBORHOOD I ASSOCIATION, INC.

Civano 1 Common Area Assets Committee

ADMINISTRATIVE RESOLUTION #11-01

WHEREAS, Article 11, Section 11.1 of the Association Covenants, Conditions and Restrictions (CC&Rs) grants the Association the right and power necessary for the reasonable administration of the affairs of the Association in order to effectuate all of the objectives and purposes of the Association and which are contained in the Civano PAD; and,

WHEREAS, in 2009 the Civano 1, Neighborhood 1 Association was deeded all Civano 1 Common Area Assets (hereinafter CCAA) including but not limited to the Rotunda, swimming pools, tennis court, tot lot, parks, parking lots, and common area walkways; and,

WHEREAS, the Civano 1, Neighborhood 1 Board of Directors desires to establish a committee to oversee the ongoing operation and upkeep of the common area assets;

NOW THEREFORE, BE IT RESOLVED THAT a standing Committee is established, named the Civano 1 Common Area Assets (CCAA) Committee, having the following responsibilities:

RESPONSIBILITY

The primary responsibility of this Committee is to advise and assist in maintaining the CCAA and insuring they are used to benefit the Civano 1, Neighborhood 1 community.

In fulfilling its responsibility, the CCAA Steering Committee shall perform functions which include, but are not necessarily limited to the following:

- 1) Develop and propose regulations for the operation of and the community's use of all CCAA.
- 2) Assist the Board and Management Company in identifying all major and minor repair needs for CCAA, including at least once a year reviewing the Reserve Study and recommending any modifications necessary to it.
- 3) Assist the Management Company in preparing and soliciting bids for all repairs and maintenance. When applicable, the committee is authorized to award work without prior Board approval in amounts up to but not exceeding \$2,000 per occurrence. All such awards of work shall be reported to the Board of Directors at the next regularly scheduled Board meeting.
- 4) Assist the Management Company in maintaining a log of all repairs, maintenance, and operational changes completed on or for the CCAA and insure the information, when applicable, is logged into the Reserve Study records.
- 5) Assist the Management Company in regularly monitoring the security of the common area facilities, including the system(s) used to gain access and any other security devices installed.
- 6) Dispose of any unneeded, unwanted, or duplicated items by either direct sales to benefit the Civano 1, Neighborhood 1 Association or by donation to the Civano Community School, the

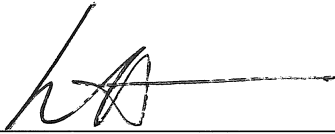
- Civano Neighbors Aging in Community Working Group, or other charitable organizations.
- 7) Review, discuss and report any problems, concerns or recommendations, pertaining to the CCAA made by residents to the Board of Directors.
 - 8) Review and recommend additions to the Common Area Assets as may be needed for the benefit of the community.
 - 9) Perform these and other functions, that fall within the scope of this committee, as directed by the Board of Directors.

MEMBERSHIP AND MEETINGS

The Review Committee shall be composed of not less than three (3) or more than seven (7) members, and up to three (3) alternates. No more than three (3) members of the committee shall be members of the Board of Directors. The Committee shall meet when necessary to perform its duties, but in any case shall meet as often as necessary to complete its assigned responsibilities.

Dated this 15th of February, 2011

CIVANO 1: NEIGHBORHOOD 1 ASSOCIATION, an Arizona non-profit corporation

By:  _____
Its: President

ATTEST:  _____
Vice President