



Civano I: Neighborhood I Association, Inc.

A Homeowners Association

Board of Directors Meeting Minutes

APPROVED

DATE: Tuesday, February 23, 2010

TIME: 7:00 PM

LOCATION: HOA Activity Center - 10501 E Seven Generations Way, #109

I. CALL TO ORDER

The Association President, Les Shipley, called the meeting to order at 7:03 PM

II. ROLL CALL

Board present: Les Shipley, President
Lee Rayburn, Vice President
Mark Levine, Treasurer
Judyth Willis, Secretary
Ron Canady, Director
Chris Shipley, Director
Vacant, Director

Absent: None

Management
Representatives: Cynthia Valencia, Cadden Community Management
John Price, Cadden Community Management

Minute Taker: Deborah M. Colon-Mateo

Homeowners were presented

III. QUORUM (4)

A quorum was present to conduct the Board of Directors meeting.

IV. OPEN FORUM

Les Shipley thanked everyone for coming. General discussion ensued regarding this being the last Board of Directors' meeting, prior to the Annual Meeting on March 23, 2010.

Discussion: A homeowner, Bob Small requested that the Board of Directors purchase three (3) plastic 20 gallon containers/baskets to be placed in the patio area so homeowners can give or take fruit during the March through December season. A sign will be made explaining the purpose of the containers.

MOTION: To approve \$50.00 for the purchase of three (3) 20-gallon containers/baskets that will be placed in the patio area so homeowners can give and take fruit during the March through December season.

Motion

Proposals: First Judyth Willis
Second Chris Shipley

Motion

Results: Passed unanimously.

Discussion: Simmons Buntin sent e-mail to the Board of Directors requesting \$500.00 for the April 24, 2010 Civano Annual picnic social event.

MOTION: To approve the expenditure of \$500.00 for the April 24, 2010 social event, to be paid from miscellaneous.

Motion

Proposals: First Judyth Willis
Second Mark Levine

Motion

Results: Passed unanimously.

Discussion: Joan Tober, Task Force Committee member, requested that an administrative staff person be hired to assist with the work of the Task Force Committee. Much discussion ensued, which included the presenting and amendment of three motions prior to the final motion being made.

MOTION: To approve the hiring of the administrative support staff for the Design Review Task Force Committee records, the funds will be determined at a later date.

Motion

Proposals: First Lee Rayburn
Second Les Shipley

AMENDED

MOTION: To approve the hiring of an administrative support staff for the Design Review Task Force Committee records, in the amount of \$240.00 per month for a maximum of six (6) months.

Motion

Proposals: First Lee Rayburn
Second Mark Levine

AMENDED

MOTION: To approve the hiring of an administrative support staff for the Design Review Task Force Committee records for a maximum of \$500.00.

Motion

Proposals: First Lee Rayburn
 Second Chris Shipley

Motion

Results: Lee Rayburn, Les Shipley and Chris Shipley in favor, and Judyth Willis, Ron Canady and Mark Levine opposed. **The motion failed.**

MOTION: To approve the hiring of an administrative support staff for the Design Review Task Force Committee records for a maximum of \$500.00 coming from the Miscellaneous funds with the understanding of the urgency of this matter.

Motion

Proposals: First Lee Rayburn
 Second Chris Shipley

Motion

Results: Lee Rayburn, Les Shipley, Judyth Willis and Chris Shipley in favor and Ron Canady and Mark Levine opposed. **The motion passed.**

V. TREASURER'S REPORT

Mark Levine, the Treasurer read his financial report to the membership present.

| | |
|--|-------------|
| Operating - US Bank | \$34,059.83 |
| Debit Balance - US Bank | \$1,000.36 |
| Garden Balance - US Bank | \$8,549.10 |
| Reserve Balance - US Bank | \$61,323.44 |
| Reserve MM Balance - US Bank | \$89,073.03 |
| Reserve MM Balance- Mutual of Omaha | \$52,673.41 |
| Reserve MM Balance - Commerce Bank | \$52,468.71 |
| Mutual of Omaha Bank 13M CD - matures 02/06/2011 | \$34,278.45 |
| BNC Bank 7M CD - matures 2/28/2010 | \$53,915.37 |
| Delinquent Assessments | \$49,570.96 |
| Prepaid Assessments | \$42,166.31 |

Discussion: Mark Levine stated that his treasurer's report was distributed prior to the meeting and he will be willing to answer questions after the meeting.

MOTION: To approve the January 2010 financials as submitted.

Motion

Proposals: First Mark Levine
Second Lee Rayburn

Motion

Results: Passed unanimously.

VI. MINUTES

Discussion: All Board members reviewed the Board of Directors minutes from the January 26, 2010 meeting.

MOTION: To approve the January 26, 2010 Board of Directors minutes as submitted.

Motion

Proposals: First Les Shipley
Second Mark Levine

Motion

Results: Passed unanimously.

VII. ACTION ITEMS

A. Asset Fund Policy Resolution:

Discussion: The Board of Directors reviewed the new policy on the Asset Improvement Fund. Mark Levine discussed the Asset Fund Policy recommendations. General discussion ensued regarding the use and accounting of the Fund, together with the breakdown of money currently held in the general reserve fund.

MOTION: To approve the Asset Fund Policy Resolution as drafted and submitted.

Motion

Proposals: First Les Shipley
Second Mark Levine

Motion

Results: Les Shipley, Judyth Willis, Lee Rayburn and Chris Shipley in favor. Ron Canady and Mark Levine are opposed. The motion **passed**.

B. Board to allocate monies to the Asset Fund.

Discussion: The Board of Directors reviewed the amount of monies that should be allocated to the Asset Fund. General discussion ensued.

MOTION: To approve the allocation of \$53,950.00+ from the CD that is maturing to fund the Asset Fund, and to be earmarked for this Fund in accordance with the Asset Improvement Fund Policy.

Motion Proposals: First Mark Levine
Second Judyth Willis

Motion Results: Passed unanimously.

C. Replacement Reserve Fund Policy Resolution.

Discussion: The Board of Directors reviewed the new policy on the Replacement Reserve Fund.

MOTION: To approve the Replacement Reserve Fund Policy Resolution as submitted.

Motion Proposals: First Ron Canady
Second Chris Shipley

Motion Results: Passed unanimously.

D. Board to allocate monies to the Replacement Reserve Fund.

Discussion: The Board of Directors reviewed the amount of monies that should be allocated to the Replacement Reserve Fund.

MOTION: To approve designating the balance of the current general reserve fund (left from the \$53,950 above) into the Replacement Reserve Fund, approximately \$290,000.00.

Motion Proposals: First Les Shipley
Second Chris Shipley

Motion Results: Passed unanimously.

E. Approval of Finance Committee Resolution.

Discussion: The Board of Directors reviewed the Finance Committee Resolution. Les Shipley stated that this is a very important Committee and will make recommendations in a timely manner to the Treasurer and Board of Directors. Mark Levine read aloud the definition and purpose of the Committee.

MOTION: To approve the Finance Committee Resolution as submitted.

Motion

Proposals: First Les Shipley
Second Judyth Willis

Motion

Results: Passed unanimously.

F. Design Review Committee Resolution.

Discussion: The Board of Directors reviewed the new policy on the Design Review Committee. The primary purpose of this document was questioned. It was explained that the purpose of the resolution is to clarify an existing position. Two motions were presented but were withdrawn, culminating in the following final motion:

MOTION: To table the new policy resolution until the April 2010 meeting.

Motion

Proposals: First Ron Canady
Second Mark Levine

Motion

Results: Passed unanimously.

G. Committee Guidelines and Ethics Policy Administrative Resolution.

Discussion: The Board of Directors reviewed the Committee Guidelines and Ethics Policy Administrative Resolution.

MOTION: To approve the Committee Guidelines and Ethics Policy Administrative Resolution as submitted.

Motion

Proposals: First Les Shipley
Second Lee Rayburn

AMENDED

MOTION: To approve the Committee Guidelines and Ethics Policy Administrative Resolution adding the Finance and Rotunda Committees to the Resolution.

Motion

Proposals: First Les Shipley
Second Lee Rayburn

Motion

Results: Passed unanimously.

H. Approval of Video Surveillance Policy.

Discussion: The Board of Directors reviewed the Video Surveillance Policy.

MOTION: To approve the Video Surveillance Policy as submitted.

Motion

Proposals: First Chris Shipley
Second Mark Levine

Motion

Results: Les Shipley, Ron Canady, Mark Levine, Judyth Willis and Chris Shipley are in favor. Lee Rayburn abstained, the **motion passed.**

I. Approval of Parks and Facilities Reservation and Use Policy.

Discussion: The Board of Directors reviewed the Parks and Facilities and Use Policy. Ron Canady asked that no one be allowed to sleep over in the Rotunda at any time.

MOTION: To approve the Parks and Facilities and Use Policy as submitted.

Motion

Proposals: First Chris Shipley
Second Mark Levine

AMENDED

MOTION: To approve the Parks and Facilities and Use Policy adding the language that no one is allowed to sleep over in the Rotunda at any time.

Motion

Proposals: First Chris Shipley
Second Lee Rayburn

Motion

Results: Passed unanimously.

J. Parks and Facility Rules for Use Policy.

Discussion: The Board of Directors reviewed the Parks and Facility Rules and Use Policy.

MOTION: To approve the Parks and Facility Rules and Use Policy adding the language that no one is allowed to sleep over in the Rotunda at any time.

Motion

Proposals: First Chris Shipley
Second Ron Canady

Motion

Results: Passed unanimously.

K. Interest Charges upon Delinquent Accounts.

Discussion: The Board of Directors reviewed the Interest Charges that are assessed to Delinquent Accounts; it was recommended that late charges be increased from \$5.00 to \$10.00 per month.

MOTION: To approve an increase in the late charge from \$5.00 to \$10.00, effective April 1, 2010, and to amend the existing Collection Resolution to reflect this new charge.

Motion

Proposals: First Les Shipley
Second Lee Rayburn

Motion

Results: Passed unanimously.

L. Review three bid proposals for relocation of the serving area.

Discussion: The Board of Directors reviewed the bid proposals submitted for the relocating so the serving area in the Rotunda. The bids were: Santa Fe Diversified (\$7,252.75); Sean Purdy (\$7,000.00) and Tuhavi Corporation (\$8,512.50).

MOTION: To approve the proposal from Santa Fe in the amount of \$7,252.75 for the relocating of the serving area in the Rotunda subject to final review by the Rotunda Committee.

Motion

Proposals: First Ron Canady
Second Chris Shipley

Motion

Results: Les Shipley, Ron Canady, Mark Levine, Judyth Willis and Chris Shipley are in favor. Lee Rayburn abstained, the motion Passed.

M. Rotunda Committee Report.

Discussion: The Board of Directors reviewed the possibility of giving permission to the Rotunda Chairperson for the ability to appoint person(s) to do minor repairs and/or maintenance without the Board of Directors' approval for project that are under \$500.00.

MOTION: To authorize the Rotunda Chairperson for the ability to appoint person(s) to do minor repairs and/or maintenance without the Board of Directors approval for projects that are under \$500.00.

Motion
Proposals: First Ron Canady
Second Lee Rayburn

Motion
Results: Passed unanimously.

VIII. NEXT BOARD MEETING

The next meeting will be the **Annual Meeting**, and is scheduled for Tuesday, March 23, 2010 at the HOA Activity Center - 10501 E Seven Generations Way #109 at 7:00 PM.

IX. ADJOURNMENT

Discussion: The meeting was adjourned at 9:01 PM.

MOTION: To adjourn the Board of Directors meeting.

Motion
Proposals: First Ron Canady
Second Judyth Willis

Motion
Results: Passed unanimously.