

**CIVANO**<sup>®</sup>  
*Civano I: Neighborhood I Association, Inc.*  
*A Homeowners Association*  
*Board of Directors Meeting Minutes*

**DATE:** Tuesday, June 22, 2010  
**TIME:** 7:00 PM  
**LOCATION:** HOA Activity Center – 10501 E Seven Generations Way, #109

**I. CALL TO ORDER**

The Board of Directors meeting was called to order at 7:07 PM

**II. ROLL CALL**

Board present: Les Shipley, President  
Ron Canady, Vice President  
Mark Levine, Treasurer  
David Kronengold  
Lee Rayburn

Absent: Judyth Willis, Secretary  
Chris Shipley

Management  
Representatives: Cynthia Valencia, Cadden Community Management

Minute Taker: Deborah M. Colon-Mateo, Cadden Community  
Management

Homeowners were present at the meeting.

**III. QUORUM (4)**

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

**IV. PRESIDENT'S REPORT**

**TREASURER’S REPORT**

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

Operating – US Bank	\$48,044.45
Debit Balance – US Bank	\$1,000.00
Garden Balance – US Bank	\$8,736.99
Reserve Balance – US Bank	\$66,258.17
Reserve MM Balance – US Bank	\$89,116.46
Reserve MM Balance– Mutual of Omaha	\$52,786.16
Reserve MM Balance – Commerce Bank	\$52,526.30
Mutual of Omaha Bank 13M CD	\$34,379.99
BNC Bank 7M CD	\$47,435.08
Delinquent Assessments	\$35,162.47
Prepaid Assessments	\$39,184.97

- **Discussion:** The Treasurer’s report was made available to the membership present and will also be on the community website.

**MOTION:** To approve the May 2010 financials as submitted.

**Motion**

**Proposals:** First Lee Rayburn  
 Second David Kronengold

**Motion**

**Results:** Passed unanimously.

**VI. OPEN FORUM**

- **Discussion:** **Q:** What was budgeted for legal for the entire year? **A:** The HOA has budgeted \$8,000 for the year. **Q:** What does this cover? **A:** The homeowner was asked to come to the management office for further clarification. **Action taken:** If the homeowner comes into the office the information requested will be provided.
- **Discussion:** **Q:** Will the HOA insurance cover any of the legal fees? **A:** The matters are turned over to the insurance company and the insurance company determines when it becomes an insurance expense, additionally they hire an attorney to represent the HOA. The insurance

company coverage kicks in once a legal matter is established. Since it is a pending legal matter neither the management company nor the Board of Directors is able to answer any questions at this time. **Action taken:** Homeowners were asked to research the information on the City of Tucson website for further information/clarification.

- **Discussion: Q:** Can the Teen Night Committee purchase a locker and store it somewhere? **A:** Yes, it can be stored in the old kitchen. **Action taken:** The Committee will purchase a locker and keep it in the old kitchen.
- **Discussion: Q:** A neighbor complained about a noise problem early on the weekends. Will the Board of Directors review this matter and establish times when residents and their contractors can work. **Action taken:** The Board of Directors will discuss at their next meeting, determine a policy and then post it on the website.
- **Discussion:** Several more questions were asked about the ongoing lawsuit. **Action taken:** Homeowners were asked to submit their questions in writing to the management office, which will then be forwarded to the legal counsel for follow through.
- **Discussion:** Several questions were asked about how the modifications are being handled since the DRC Committee members resigned.

**Motion:** The Board of Director will attend the July 8<sup>th</sup> Design Review Session and hear the outstanding modification items. Four or more Board members will act as the interim Design Review Committee. After that time the Board of Directors will interview the volunteers and appoint a new Design Review Committee. Have Cadden Community Management confirm that the Board of Directors is legally allowed to act as the interim DRC committee.

**Motion**

**Proposals:** First            Lee Rayburn  
                  Second        Mark Levine

**Motion**

**Results:** Passed unanimously.

- **Discussion: Q:** Has the Board of Directors checked into a better sound system for the Board meetings? **A:** The Rotunda Committee has checked into other sound systems and has not been successful. **Action taken:** There will be no additional action taken on this item.

- **Discussion:** the Board reviewed the minutes from the May 25, 2010 meeting. Lee Rayburn clarified a section in the minutes and will forward changes to Cynthia.

**MOTION:** To approve the May 25, 2010 Board of Directors minutes as amended.

**Motion**

**Proposals:** First Lee Rayburn  
Second Ron Canady

**Motion**

**Results:** Passed unanimously.

**VIII. ACTION ITEMS**

- A. Review, discussion, and possible action regarding a request for \$250.00 funding for the Annual 4<sup>th</sup> of July Party:**

**Discussion:** Mark Levine reviewed what the \$250.00 would cover for the Annual 4<sup>th</sup> of July party. What is the total budget for community affairs? \$7,000 is budgeted for the year and approximately \$1,700 has been spent so far this year.

**MOTION:** To approved the expenditure of \$250.00 for the Annual 4<sup>th</sup> of July party.

**Motion**

**Proposals:** First Lee Rayburn  
Second Ron Canady

**Motion**

**Results:** Passed unanimously.

- B. Review, discussion, and possible action regarding the reviewing of Adobe bids from Rotunda Committee and accept recommendation.**

**Discussion:** The Rotunda Committee has looked into the repairing of the adobe bricks on the building. The Committee found two (2) companies to provide proposals to the community. Adobe Specialists, Inc proposal was \$12,840.98 and the Adobe Doctor was \$14,541. The

differences and similarities of the proposals were discussed along with any warranties on the work. General questions were asked and answered. **Action taken:** The Management Team will check the Registrar of Contractors website for any negative information about Adobe Specialists, Inc and report to the Board of Directors.

**MOTION:** To accept the recommendation of the Rotunda Committee and approve the proposal from Adobe Specialists, Inc at a cost of \$12,840.98 subject to no negative comments posted on the Registrar of Contractors website.

**Motion**

**Proposals:** First Mark Levine  
Second Lee Rayburn

**Motion**

**Results:** Passed unanimously.

**C. Review, discussion, and possible action regarding the response to a homeowner concern from the April meeting, Lot #481.**

**Discussion:** The homeowner is requesting that the HOA grade and spread decomposed granite (DG) along the length of their Lot, which is within the homeowner's property line. The maintenance section of the CC& R's states that the HOA will be responsible for the maintenance of all common areas. **Action taken:** the Board of Directors will draft a letter of explanation to the homeowner and the Management Team will mail to the owner.

**MOTION:** The Board of Directors regrettably declines the request for grading and installation of DG on Lot #481.

**Motion**

**Proposals:** First Les Shipley  
Second Lee Rayburn

**Motion**

**Results:** Passed unanimously.

**D. Review, discussion, and possible action regarding the review and acceptance of the bid for flag pole lighting.**

**Discussion:** The Board of Directors requested proposals from six (6) companies and three (3) proposals were received. Bert's Electric & Plumbing for \$1,976.37; Lite Sync. for \$2,877.00; and Mehl Electric Service, Inc. for \$1,700.02. General discussion ensued regarding each proposal differences and similarities.

**MOTION:** To review the three (3) proposals and select a company for the installation of the lighting this evening.

**Motion**

**Proposals:** First            Mark Levine  
                  Second        Ron Canady

**Motion**

**Results:** Motion failed one (1) in favor and four (4) opposed.

**MOTION:** To approve a solar light installed in the top down position at a cost not to exceed \$600.00 prior to July 4<sup>th</sup>.

**Motion**

**Proposals:** First            Ron Canady  
                  Second        Mark Levine

**Motion**

**Results:** Passed unanimously.

**E. Review, discussion, and possible action regarding homeowner appealing of DRC decision.**

**Discussion:** Manuel Cabranes sent a letter to the Board of Directors appealing the decision of the Design Review Committee granting permission to build balconies on several town homes where he lives. The letter was read aloud for the membership present. **Action taken:** To hold the approval of the balconies for this project until additional information can be obtained and reviewed by the Board of Directors at the Design Review July 8<sup>th</sup> Session.

**MOTION:** To accept Mr. Cabranes' appeal and review the modification as it was previously submitted at the next Design Review July 8<sup>th</sup> Session.

**Motion**

**Proposals:** First Lee Rayburn  
Second Les Shipley

**Motion**

**Results:** Passed unanimously.

**F. Review, discussion, and possible action regarding the Garden Committee request for \$770.00 from the Garden fund to put in 35 water regulators for individual plots.**

**Discussion:** The Garden Committee currently has \$9,000.00 in their 2010 budget. There have been problems in the past with leaks and a homeowner recommended that the water regulators not be approved at this time. Further discussion ensued. **Action taken:** Obtain additional information on the leaks in the garden and additional information on the 35 water regulators.

**MOTION:** To table the recommendation for one (1) meeting until additional information can be obtained.

**Motion**

**Proposals:** First Les Shipley  
Second Ron Canady

**Motion**

**Results:** Passed unanimously.

**IX. NEXT BOARD MEETING**

The next meeting is scheduled for Tuesday, July 27, 2010 at the HOA Activity Center – 10501 E Seven Generations Way #109 at 7:00 PM.

**X. ADJOURNMENT**

**Discussion:** Since there was no further business the meeting was adjourned at 8:50 PM.

**MOTION:** To adjourn the Board of Directors meeting.

**Motion**

**Proposals:** First Les Shipley  
Second Lee Rayburn

**Motion**

**Results:** Passed unanimously.