

**Civano I: Neighborhood I Association, Inc.
A Homeowners Association
Board of Directors Special Meeting Minutes**

DATE: Thursday, July 22, 2010
TIME: 7:00 p.m.
LOCATION: HOA Activity Center – 10501 E. Generations Way, #109

I. CALL TO ORDER

The Board of Directors meeting was called to order at 7:04 p.m. by President Lee Rayburn

II. ROLL CALL

PRESENT: Lee Rayburn, Ron Canady, Les Shipley, David Kronengold, Judyth Willis

ABSENT: Mark Levine and Chris Shipley

Minute Taker: Judyth Willis

Management representative: Cynthia Valencia, Cadden Community Management

Three homeowners were present at the meeting.

III. QUORUM (4)

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

IV. NEW BUSINESS

- A. President Rayburn announced that the meeting is to serve as an educational workshop to better familiarize the Board and the homeowners with the working documents of the HOA. A chart was presented that generally summarized the HOA's working documents: the CC&R's; the By-laws; and Board Resolutions. Future meetings will be held to review in greater detail all of these documents.

Motion made by Ron Canady:

On the second Tuesday of every month, a HOA Board working meeting will be held at 7:00 p.m. These meetings will focus on reviewing HOA governing documents and processes, and other pertinent items as may be needed. These will be open meetings, and agendas will be posted for each meeting. All rules about prior notice will be acknowledged, and followed.

Motion seconded by Lee Rayburn.

Motion passed unanimously.

- B. A brief discussion about the concept of “agency” was held. It was noted that the Board should remember that Cadden Management and the various committees and working task groups created by the Board should all be considered agents of the Board. A brief discussion about “fiduciary responsibility” was held, and it was noted that a more detailed discussion will be included in a future “second Tuesday” meeting.
- C. President Rayburn noted that he is working with Cadden to schedule a workshop specifically focusing on the various Arizona statutes and regulations that apply to Home Owner Associations. This workshop will be one of the first “second Tuesday” meetings.

V. DISCUSSION OPENED TO THE FLOOR:

Homeowners requested the following:

1. That Actions Items brought up in HOA meetings should be discussed and acted on as formal motions.
2. That the HOA explore mediation as a method of resolving conflicts. It was noted that the CC&R’s would need to be revised to recognize mediation as a process to be used. Revision of the CC&R’s requires a 75% approval from all parcel holders of record.
3. That the HOA investigate ways in which new buyers and even renters can receive a package that contains all pertinent community governing documents.

SUMMARY:

It is agreed that there will be bi-monthly open agenda meeting held. A system for tracking action items will be created and monitored.

**MOTION to adjourn made by Lee Rayburn and seconded by Les Shipley.
Motion passed unanimously**

Meeting adjourned at 7:40 p.m.