



Civano I: Neighborhood I Association, Inc.

A Homeowners Association

Board of Directors Meeting Minutes

Approved

DATE: Tuesday, July 27, 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 7:03 PM

II. ROLL CALL

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

Absent: Chris Shipley

Management

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

Minute Taker: Deborah 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

- Lee Rayburn introduced himself as the new Board President.
- Introduction of the second Tuesday meeting for the purpose of reviewing the governing documents ensued.

V. TREASURER'S REPORT

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

Operating – US Bank	\$58,329.17
Debit Balance – US Bank	\$1,000.00
Garden Balance – US Bank	\$9,115.10
Replacement Reserve Balance – US Bank	\$66,712.39
Reserve MM Balance – US Bank	\$89,146.24
Reserve MM Balance– Mutual of Omaha	\$52,847.95
Reserve MM Balance – Commerce Bank	\$52,565.81
Mutual of Omaha Bank 13M CD	\$34,538.93
Asset Improvement Fund Balance – Mutual of Omaha	\$48,241.30
Delinquent Assessments	\$27,808.30
Prepaid Assessments	\$37,969.79
Unpaid Bills	\$0.00

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

MOTION: To approve the June 2010 financials as submitted.

Motion

Proposals: First Mark Levine
 Second Lee Rayburn

Motion

Results: Passed unanimously.

VI. OPEN FORUM

- **Discussion: Q:** Steve Kimmie-Hea requests that the Board of Directors consider replacing the drinking fountain at north pool? The drinking fountain at the north pool has not been operational for over a year. Steve put in a work order request some time ago (may have been with Lexi) to have it looked at. The on/off levers are collapsed so you can't turn on the water, the unit has been unplugged for quite some time, and it appears that someone has tried to pull the front (stainless) cover off the unit as there is a gap. It would probably be cost effective to have the unit replaced rather than hire a plumber to troubleshoot it? **A:** The drinking fountain needs to be relocated and replaced because children are standing on the drinking fountain when climbing over the fence. **Action taken:** To obtain proposals to relocate and replace the drinking fountain along with the possible increase to the height of the fencing in this area.

MOTION: To establish a Committee to review the relocation and costs of the replacement of the drinking fountain along with the possible increase to the height of the fencing in this area.

Motion

Proposals: First Lee Rayburn
Second Les Shipley

Motion

Results: Passed unanimously.

- **Discussion: Q:** General discussion regarding the updating of the Community website including links to various other websites (i.e. NEC link, suggestion box)? **A:** Consider forming a Committee to review adding additional links and suggestion box to the website. **Action taken:** To strive to keep the website up-to-date.

MOTION: To establish a Committee to review the website, adding additional links along with a suggestion box.

Motion

Proposals: First Lee Rayburn
Second Les Shipley

Motion

Results: Failed, three (3) in favor and four (4) opposed.

MOTION: To strive to update and maintain the community website with current information along with meeting dates, times and locations.

Motion

Proposals: First Lee Rayburn
Second Les Shipley

Motion

Results: Passed unanimously.

- **Discussion:** Summation of items: 1) Obtain proposals for the relocation and installation of the new drinking fountain, and 2) strive to update and maintain the community website with current information. **Action taken:** To follow through on these two items.

VII. MINUTES

Discussion: The Board reviewed the minutes from the June 22, 2010 meeting.

MOTION: To approve the June 22, 2010 Board of Directors minutes as submitted.

Motion

Proposals: First Judyth Willis
Second Mark Levine

Motion

Results: Passed unanimously.

Discussion: The Board reviewed the minutes from the Special Meeting held on July 1, 2010 meeting.

MOTION: To approve the July 1, 2010 Special Meeting of the Board of Directors minutes as amended.

Motion

Proposals: First Mark Levine
Second Lee Rayburn

AMENDED

MOTION: To approve the July 1, 2010 Special Meeting of the Board of Directors minutes to include Les Shipley to serve as an alternate.

Motion

Proposals: First Mark Levine
 Second Lee Rayburn

Motion

Results: Passed unanimously.

Discussion: The Board reviewed the minutes from the July 22, 2010 Special meeting.

MOTION: To approve the July 22, 2010 Special Meeting minutes as submitted.

Motion

Proposals: First Ron Canady
 Second David Kronengold

Motion

Results: Passed unanimously.

VIII. ACTION ITEMS: OLD BUSINESS

A. Review, discussion, and possible action regarding new tracking documentation:

Discussion: General discussion ensued.

Action taken: No action required.

B. Review, discussion, and possible action regarding the flag pole lighting.

Discussion: The light in its current location shines in the windows of several homeowners. A homeowner provided the Board of Directors with several proposals being considered.

Action taken: The Committee will review the proposals and resolve the matter..

C. Review, discussion, and possible action regarding Adobe work on Rotunda.

Discussion: An update was provided for the members present.

Action taken: No further action is required.

D. Review, discussion, and possible action regarding Lot #481.

Discussion: An update was provided for the members present.

Action taken: No further action is required.

E. Review, discussion, and possible action regarding appeal action on DRC ruling: Boertjens/Cabranes.

Discussion: An update was provided.

Action taken: No further action is required.

F. Review, discussion, and possible action regarding the Garden Committee action on installation of water regulators.

Discussion: The Committee Chairperson provided an update of the actions by the Garden Committee. She complimented the gardeners for their current work. She also requested that approximately \$800.00 be allowed to be spent out of the Garden fund on installation of the water regulators.

MOTION: To approve the expenditure of the \$800.00 for the installation of the water regulators as requested as long as Justin approves the pressure. **Action taken:** To provide the Garden Committee with the funds to purchase and install the water regulators.

Motion

Proposals: First Ron Canady
Second Judyth Willis

Motion

Results: Passed unanimously.

G. Review, discussion, and possible action regarding playground workshop and scheduling.

Discussion: An update was provided for the members present.

Motion: The Board of Directors schedule a workshop to explore playground equipment at the September 14th meeting.

Action taken: To be researched and discussed at the second Tuesday meeting in September.

Motion

Proposals: First Lee Rayburn
Second Judyth Willis

Motion

Results: Passed unanimously.

H. Review of landscape bids and proposed addendum to current landscape contract.

Discussion: An update was provided. One proposal has been received; it was recommended that this item be tabled until all proposals are received. Civano Nursery provided an addendum to the landscaping contract for the Board of Directors. Les Shipley read the addendum for the membership present. General discussion ensued. It was recommended that the community be divided into five areas and the decomposed granite be purchased over five (5) years.

MOTION: To review the proposals received regarding the purchasing of the decomposed granite for the entire community. It was noted that Civano Nursery would provide the free labor for the spreading of the decomposed granite. **Action taken:** No action was taken on this item.

MAY

MOTION: To amend the landscaping contract to include the replacement of the decomposed granite or other ground cover rock in the common areas on an annual basis. Additionally, three (3) proposals will be obtained for decomposed granite to be discussed at the June 22, 2010 meeting.

**AMENDED
MAY**

MOTION: To amend the landscaping contract to include cyclical decomposed granite or other ground cover replacement.

Motion

Proposals: First Lee Rayburn
 Second Les Shipley

Motion

Results: Lee Rayburn rescinded the motion.

MOTION: To accept the addendum to the Civano Nursery landscaping contract as submitted for this calendar year. **Action taken:** To obtain and review the outstanding proposals for this contract work. Ron Canady will speak with the contractors that have not submitted their proposals and advise them that this is an ongoing contract. Lee Rayburn stated that for the record Civano Nursery provided the Board of Directors with the addendum at this meeting.

Motion

Proposals: First Mark Levine
 Second Lee Rayburn

Motion

Results: Five (5) in favor and Ron Canady opposed. Motion passed.

IX. ACTION ITEMS: NEW BUSINESS

A. Review, discussion, and possible action regarding schedule of planned board workshops and the reason for having them:

Discussion: The Board of Directors has scheduled the September 14th planning workshop; at this meeting additional meetings will be scheduled.

Action taken: No further action is required.

- B. Review, discussion, and possible action regarding the call for DRC volunteers and schedule for interviews.**

Discussion: Only one written request to volunteer has been received.

Action taken: This item was tabled until additional volunteers have been received.

- C. Review, discussion, and possible action regarding Design Guideline Task Force (DGTF) activities, currently the DGTF active participation has dwindled down to about 5-6 of the appointed 10 (Mike Ewing; Win Hallet; Alan Boertjens; Carol Clement; Ralph Terry; Paul Coache; Ann Bates; Les Shipley; Joan Tober; and Lee Rayburn) members. While actively encouraging broader participation, will the Board approve the DGTF continuing its work with this reduced number of volunteers?**

Discussion: Lee Rayburn: stated that the Committee is probably two (2) meetings away from completing the written draft for the Board of Directors' review and consideration.

Ann Bates: It has come to my attention that there will be a motion for the Board of Directors to act on whether the DGTF will be continued. It is my hope that the Board will recognize the importance of the continuation of this task force. Attendance has been low at the last few meetings, but many of the members are out of town for the summer. The group has spent time at the last meeting reviewing the items already done by the larger committee. The few items that we have left will be dealt with at a time when these members have returned. The group is so close to being done with its recommendation to the Board. It would be shameful for all the efforts of these homeowners in Civano to be discarded this close to its being finished.

Motion: For the Board of Directors to support the Design Guideline Task Force and thank it for its continued efforts in the creation of this comprehensive document.

Action taken: The Task Force will continue working on the review of the Design Guidelines and combine them into one (1) comprehensive document.

Motion

Proposals: First Lee Rayburn
 Second Mark Levine

Motion

Results: Passed unanimously.

D. Review, discussion, and possible action regarding Midstate Mechanical, Inc. (HVAC) new account of \$1,200.00 per year.

Discussion: The initial term of this agreement will commence on July 1, 2010 and shall continue through June 30, 2012. The total agreement price is \$1,200.00 per year. This agreement is payable at \$400.00 three (3) times per year in advance from July 1, 2010 through June 30, 2012. After the initial term, this agreement shall continue in effect from year to year unless either party gives thirty (30) days written notice to discontinue service prior to the commencement renewal date. The Rotunda Committee considered cutting back to three (3) times per year rather than four (4) times per, however the savings was not significant. Les Shipley recommended tabling this item and obtaining two (2) additional proposals before final consideration.

MOTION: To approve the Midstate Mechanical, Inc. contract in the amount of \$1,200.00 per year.

Motion

Proposals: First Ron Canady
 Second Mark Levine

AMENDED

MOTION: To turn the project back over to the Rotunda Committee to obtain two (2) additional proposals.
Action taken: To table this item until two (2) additional proposals can be obtained and all three (3) are reviewed together. To table this item until the August meeting.

Motion

Results: Passed unanimously.

E. Review, discussion, and possible action regarding Board to approve replacement of second office computer.

Discussion: The computer is used to maintain the key cards and internet website access, etc. The budget was approved with replacing office computers in mind. One has been replaced and now the other needs to be replaced. Also Integrated Access is the normal vendor we use for our office computers and repair/maintenance.

MOTION: To approve the bid from Integrated Access to replace office computer not to exceed \$1,100.00 to be paid from Reserves as budgeted. **Action taken:** To replace the computer.

Motion

Proposals: First Lee Rayburn
Second Mark Levine

Motion

Results: Passed unanimously.

F. Review, discussion, and possible action regarding Oasis Pools Service for maintenance of pools.

Discussion: Clean tiles with pumice stone/bio deck hydrochloride tile cleaner/polished title.

MOTION: To accept the proposals from Oasis Pools for cleaning tiles of the two (2) community pools in the amount of \$1,092.50.

Motion

Proposals: First Lee Rayburn
Second Mark Levine

Motion

Results: Lee Rayburn rescinded his motion.

AMENDED

MOTION: To table the approval of this contract until the next meeting. **Action taken:** The Rotunda Committee will provide the Management Team with any concerns with the current pool maintenance service.

Motion

Proposals: First Lee Rayburn
 Second Ron Canady

Motion

Results: Passed unanimously.

X. NEXT BOARD MEETING

The next meeting is scheduled for Tuesday, August 24, 2010 at the HOA Activity Center – 10501 E Seven Generations Way #109 at 7:00 PM.

XI. ADJOURNMENT

Discussion: Since there was no further business the meeting was adjourned at 8:47 PM.

MOTION: To adjourn the Board of Directors meeting.

Motion

Proposals: First Lee Rayburn
 Second Ron Canady

Motion

Results: Passed unanimously.