

Civano 1, Neighborhood 1, Homeowner's Association CC&R Compliance Review Committee

DATE: December 18, 2007

TIME: 6:00PM

LOCATION: HOA Activity Center

CALL TO ORDER 6:35PM

COMMITTEE MEMBERS PRESENT: Win Hallett, Andrew Speakes, Scott Lantz

ABSENT: Anne Edwards

OLD BUSINESS: None

NEW BUSINESS:

1. Complaint Flow

- a. All complaints go to HOA manager for tracking
- b. Complaints then forwarded to CC&R committee for review
- c. Complaints are verified by Committee
- d. Recommended action sent to HOA manager
- e. HOA manager to send violation notice
- f. Follow up schedule developed

2. Received one formal complaint this month

- a. Discussed photos of violations that were supplied
- b. Will verify that conditions still exist over the Holidays
- c. If so, then HOA manager to send violation notices

3. Procedures and Forms

- a. Win Hallett volunteered to meet with HOA manager
- b. Win will provide procedures and forms at next meeting

4. Additional Recruitment

- a. More assistance needed for by-weekly inspections
- b. Establish better communications and follow-up procedures

5. Establish better working relationship

- a. Design Review Committee

6. Meeting Minutes Approved

7. Next Scheduled Meeting

- a. January 15, 2008 6:00-8:00PM Activity Center

8. Meeting Adjourned at 8:35PM