

DESIGN REVIEW PROCESS OF CIVANO 1:NEIGHBORHOOD 1 ASSOCIATION, INC.

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The Civano Design Review Committee (DRC)

The Design Review Committee (DRC) is an administrative and enforcement body of the Civano 1: Neighborhood 1 Association, Inc., Civano's homeowner association. The DRC administers a comprehensive design review process which either authorizes homeowners to proceed with property alterations and improvements or requires homeowners to make plan modifications, or denies applications that will adversely impact Civano's governing documents and other homeowners.

Authority For The Review Process

The review process for architectural improvement applications under the Declaration of Covenants, Conditions and Restrictions for the Community of Civano is recorded in the official records of Pima County, Arizona. Civano's Design Principles and Guidelines (DG) and other governing documents are binding upon each homeowner and others who at any time may construct, reconstruct, refinish, alter or maintain any Improvement upon a Lot, or make any change in the natural or existing surface, drainage or plant life.

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Decisions Of The Design Review Committee (DRC)

The DRC either authorizes homeowners to proceed with their property alterations and improvements, require homeowners to make plan modifications, or may deny

applications which will adversely impact Civano's governing documents and other homeowners.

DRC Follow Up On Approved Applications

As a final step in the review process, the DRC follows through to ensure actual construction and changes have been completed in strict compliance with the approved final Architectural Improvement Application as recorded in the official Minutes of the Design Review Committee and mailed to each applicant.

Since the DRC is an arm of the Civano 1: Neighborhood 1 Association, Inc., (CINI), the Association performs the actual verification. ~~That responsibility has been assigned to Cadden Community Management, reporting directly to the CINI Board of Directors.~~

Submitting An Architectural Improvement Application

Architectural Improvement Applications and instructions are available on this website by calling the Association Manager, Cadden Community Services at (520) 546-3862 or sending him e-mail at hao@civano.com.

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Timetable For DRC Decisions

Architectural Improvement Applications submitted by the ~~15th~~ of any month will be reviewed at the next scheduled DRC meeting. The DRC meets at 5:00 P.M. on the ~~4th~~ ~~Monday~~ of every month in the ~~offices of The Community Of Civano, LLC.~~

All Homeowners Invited To DRC Meetings

All homeowners, particularly applicants, are welcome to attend. The DRC will also conduct its other official business at that time.

Notification To Applicants Of DRC Actions

Decisions of the DRC will be found within the Minutes of the Design Review Committee (DRC). These are forwarded by Cadden Community Management to each applicant formally by U.S. Mail. If e-mail is available, that method will be chosen. If an applicant prefers another type of notification, that method may be specified on the Architectural Improvement Application.

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Appeals

All decisions of the DRC may be appealed, in writing, by any Civano homeowner. Appeals must be filed in writing within 10 business days of the posting of the official Minutes on this website and received by Cadden Community Management no later than 5:00 P.M. on the last day for appeal.

The official day of posting determines the appeal period and is separately shown at the top of all Minutes; this appeals date is not the DRC's meeting date, since all members of the DRC must approve the Minutes before official publication to avoid discrepancies.

Appeals should be addressed to Civano1 Community Association Manager, Cadden Community Management, 1870 W. Prince Road, Suite 47, Tucson, AZ 85705.

If you have postmarked your appeal before the 10-day period has expired but expect a delay in delivery to Cadden Community Management, please call the Association Manager, Cadden Community Services at (520) 546-3862 or sending him e-mail at hao@civano.com. Late delivery may affect the appeal unless telephone notification is given.

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Mandatory Waiting Period Before Work Can Begin

Applicants are cautioned that appeals may delay the start of work. Receipt of a copy of the Minutes by the applicant normally authorizes work to begin subject to any conditions or stipulations specified. However, the 10-business-day appeals period must expire first.

Should any homeowner file an appeal, Cadden Community Management will telephone the applicant, followed by a written letter of appeal. If an appeal is filed, an appeals meeting before the Civano 1: Neighborhood 1 Association, Inc., Board of Directors, will be scheduled and all parties invited to that session.

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