

**Civano I, Neighborhood I Homeowners Association**  
**Board of Directors Meeting Minutes**

**Date:** September 25, 2007  
**Time:** 7:00 PM  
**Location:** HOA Activity Center

**I. CALL TO ORDER**

The meeting was called to order at 7:06 PM.

**II. ROLL CALL**

Les Shipley, Mark Levine, Grisela Koeppen, Lee Rayburn and Sean Purdy were all present at the meeting. Paul Coache and George Luis were absent.

**III. QUORUM**

Quorum was established to conduct an official meeting.

**IV. HOMEOWNER INPUT**

Mr. Shipley stated that the HOA has purchased a new PA system, which is being used the first time at this meeting, with two microphones on the table and two wireless microphones for the audience.

Mr. Shipley stated that the Board has received several complaints that the meetings are very negative. He would like to see all in attendance be more positive and display community spirit.

Mr. Shipley stated that the Board has set protocol for the remainder of their meetings. Homeowners during the Open Forum will be allotted a maximum of 3 minutes to address the Board. The Board also discussed the request made by a resident to tape the meetings. The Board has agreed that they do not want to allow this. For those residents who have difficulty hearing, hopefully the PA system will help.

**MOTION:** Electronic recording (video/audio) of the meetings shall not be allowed at this meeting or any future meetings of the current Board of Directors. Motion was seconded. Discussion ensued. Amend the motion to include all HOA meetings (Committee and Board). Motion was seconded. Discussion ensued. Motion passed unanimously.

Ms. Angle stated that the Contract Committee has met and that the Contract with Cadden Community Management be addressed. It is her intention to schedule a meeting on Sunday, for any Homeowners that want to attend, with the intent to cover the issues put before the Board. Mr. Shipley stated that it is not the consensus of the Board to review the Management contract. Ms. Angle stated that she has sent all the documentation to Mr. Luis. Mr. Shipley stated that the protocol is to forward information through the Manager. Ms. Angle stated that she is not comfortable forwarding the information to Ms. Hamblin. None of the Board Members have seen any of the documentation in which she claims to have forwarded to Mr. Luis.

Ms. Tober wanted to know if the NA could use the new PA system. Discussion ensued.

Ms. Schein stated that she has been a resident for 3 ½ years and wants to get involved with the Community. She is concerned about some unacceptable behavior at the Activity Center. It is not

acceptable to deface or destroy the Community. Ms. Koeppen stated that twice monthly adult chaperoned Teen Nights have given the kids an opportunity to gather and be involved in the Community. When issues arise they are addressed and the kids are very willing to comply because they do not want to lose this privilege. Ms. Koeppen has spoken with Officer Chavez and they are pleased because they need to have something for the teens to do. Ms. Hamblin stated that the HOA has rights to use only the internal portion of Suite 101 (the Activity Center). The external portion of the Neighborhood Center is not available for HOA use.

## **VI. APPROVAL OF MINUTES**

**MOTION:** To accept, by recommendation of the Secretary, the August 28, 2007 Board of Directors meeting minutes, as written. Motion was seconded and passed unanimously.

## **VII. FINANCIALS**

### **A. Treasurer's Report – Mark Levine**

Mr. Levine has not had time to gather information on a copier for the office. Mr. Shipley stated that this needs to be a priority. Discussion ensued regarding the features that are necessary for the office. Currently Ms. Hamblin is required to make copies at Cadden's eastside Satellite office and transport all of the items back and forth.

**MOTION:** To approve an amount up to \$1,500.00 to purchase a copier with the features as necessary. Motion was seconded and passed unanimously.

## **VIII. REPORTS**

### **A. Committee Reports**

Ms. Tober stated that the Ad Hoc Contract Committee needed to be ratified. They have provided the minutes of the meeting to Mr. Luis. Members include Joan Tober Bill Heron, Mario Lanning, Thais Young, Grisela Koeppen and Lee Rayburn. Non-owner resident, Frances Rice was listed as an alternate. In the first meeting the Committee had not been ratified and the Board Members that attended that meeting agreed to go forward. In examining the legal contract, attorney Jonathan Olcott was interviewed at the Activity Center last evening. Ms. Koeppen stated that the Board did not know that the attorney was going to be interviewed by the yet to be ratified committee. Mr. Purdy stated the unapproved Charter from the Committee, developed by the proposed committee members themselves, does not grant the right to interview with vendors. The proposed charter states that the committee would only be reviewing contracts and serving at the Board's direction.

**MOTION:** To dissolve the Ad Hoc Contract Committee. Motion was seconded. Discussion ensued. Mr. Rayburn stated that there may have been implied permission to act prior to the committee being ratified. He finds that as a Board Member he could be faulted by not defining what the implied permission was for. Mr. Levine stated that according to their charter they are supposed to only review contracts. Mr. Rayburn stated that the Committee was acting prior to their ratification. At the first meeting there were three Board members present. Bill Heron stated that the Committee has done nothing to deserve it being dissolved. All the Committee will be doing is forwarding helpful information to the Board for their decision. The motion passed with a vote of three to two.

Sylvia Edwards stated that she represents the Neighborhood Center Committee that was developed as a result of the Town Hall Meeting. She would like to know the status of the letter that was to be sent to Fannie Mae. The letter was sent. At this moment there is no information to share with the Committee. Ms. Hamblin stated that she has acknowledgement of receipt of the

letter by Fannie Mae. Progress is being made and the Board is pleased with the progress to date. When concrete information is received Ms. Hamblin will forward that information to her.

**X. BOARD BUSINESS**

**A. CC&R Rental of Partial Lot Prohibition**

The CC&Rs clearly state in section 5.3.2.1. "No portion of a dwelling unit, lot or parcel may be rented other than the entire dwelling unit lot or parcel" The CC&R Committee will be in charge of tracking complaints regarding renting. To date the Association has been very reasonable and will continue to be reasonable but the Board is required to enforce the CC&Rs.

**B. Protocol for Contracting the HOA/Board of Directors**

There is only one protocol for contacting the HOA. If a homeowner has a problem or wants to get a message out to the Board Members, they shall no longer send information directly to individual Board Members. New protocol that will be strictly enforced is that all communications must go through The Manager's Office.

**MOTION:** To make the protocol that all information must first to go through Ms. Hamblin. Motion was seconded. Discussion ensued. Motion passed unanimously.

Ms. Tober stated that she has received a call from Ms. Young requesting that the motion dissolving the Contracts Committee be put aside. Mr. Shipley stated that the Motion stands as it is.

**C. Camera Bids – Travis Cary/Protection One**

Mr. Cary from Protection One conducted a presentation regarding security cameras. Ms. Koeppen called seven companies for proposals and the six others did not respond to her request. Mr. Shipley feels that a camera may deter vandals but he feels that the recognition would not hold up in the court of law. There would need to be motion lights put out there which would be an additional cost. It would be very difficult to identify the criminals. There have been no recent incidents of vandalism at the pool. The south pool has some residents that watch it and are very proactive.

**D. Delinquent Homeowner Voting for 2008 Elections**

Mr. Levine stated that he had time to read over the report from Ms. Lending and he feels that it should be addressed. Mr. Rayburn stated that it was a good report and we move forward with some of their suggestions. Mr. Shipley stated that the Board Members should review the report and it should be discussed at the next meeting. This will be on the agenda.

**XI. NEXT MEETING**

The next meeting will be the held October 23, 2007 at 7:00 PM.

**MOTION:** To change the December meeting date to December 11<sup>th</sup>. Motion was seconded and passed unanimously.

**XII. ADJOURNMENT**

**MOTION:** To adjourn the meeting at 9:15 PM. Motion was seconded and passed unanimously.