



Civano I: Neighborhood I Association, Inc.
Board of Directors Meeting Minutes
APPROVED

Date: February 6, 2024
Time: 7:00 PM
Location: 10501 E Seven Generations Way, #109

Call to Order

The meeting was called to order at 7:09 pm by Peg Cass.

I. Roll Call

Board Members Present in Person: Lyndell Roe, Peg Cass, Les Shipley, Hannah Walker, and Bob Small.

Board Members Present by Zoom: Andrea Mendez

Absent: Bob Small

Members Present: Mary Anne Seymour, Clara Hill-Pfeifer, Karen Brandt, Jeff & Erin Szarek, Shay Pedersen, Susan Call, Julie Doll, Sharlene Gilette, Jan Search & Dave Stockdale, Donna Gustafson, Casey Stockdale, Michelle Dyman, Deb Partiz, Rick & Debbie Stertz, Sue Wells, Carmen Vega Cruz, Dianne Wilcox, Carrie Wrona, Robin Johnson, Bill Kuder, Mary Phillips, Paul & Joanne Eskew, Barbara Pollock, Judy Moffitt, Wendy Walker, Mark Levine, Kala Phelps, Don Clause & Lee Ann Keniston, Kim Walters & Chris Coleman, Brenda Babb, Darcy Kelley, Tina Conlee, Andy Slater & Shelly Carlson, Alan Boertjens, Ernestine Morris, Jonathan Martell, Robert Heisler, Kelly Koren, Gabriela Valencia, Aaron Wilson, Robert Phillips, Kevin Nitz, and Robin Rathman.

Also Present with Paul Ash Management: Manager, Jena Carpenter, CMCA, AMS, PCAM and Rebekka MacDonald.

II. Review & Approval of Minutes

- a. November 21, 2023: **A motion made by Lyndell Roe to approve the November 21, 2023, minutes as submitted was seconded by Peg Cass; motion passed unanimously.**

III. Reports

- a. Treasurer's Report – Jena Carpenter reports the association ended the year with a net income of \$27,749.05. Operating balance of \$183,577.38 and reserve fund balance of \$993,725.36.
- b. Management Report – a written report was provided with status updates on projects in progress.

IV. Old Business

- a. **Rotunda Furniture** – The CCAA was tasked with locating commercial grade seating for the Rotunda which will replace the 9 wooden chairs that are in disrepair in addition to the wooden coffee table and end tables. After research the HON waiting room chairs were selected and the CCAA requests approval for \$3,587.06 was requested for 10 chairs, two end tables and 2 square coffee tables.



A motion made by Peg Cass to approve a not to exceed \$4,500 for the purchase of 10 chairs, two end tables and two coffee tables was seconded by Hannah Walker and passed unanimously.

V. New Business

- a. Seal Coating of the three parking lots that were milled and repaved just over a year ago need to be seal coated. Sunland's proposal to seal coat their existing work is included at \$7,020.00.

A motion made by Lyndell Roe to approve the Sunland proposal for \$7,020.00 was seconded by Bob Small; the motion passed with 5-ayes, and 1-nay by Peg Cass.

- b. Janitorial Contract Increase, the maintenance department with Paul Ash has been under contract for one year and are increasing their rates, scope remains the same, but the increase is to \$2,540 from \$2,490 per month.

A motion made by Peg Cass to approve the contract increase was seconded by Bob Small and passed unanimously.

- c. Rotunda HVAC – Les Shipley is contracting with Nichols AC for the other buildings in the Neighborhood Center and was able to get a bid for the Activity Center & Office. Nichos AC has done nearly 100% of the work on the existing air handlers. Nichols' estimate for replacing all 5 units owned and operated by the Association is \$49,895.00.

A motion made by Bob Small to approve the Nichols AC quote in the amount of \$49,859.00 was seconded by Peg Cass and passed unanimously.

Residents spoke in opposition that the Board had not actively sought competitive bids given the price. In response it was explained that the Association had anticipated a \$55k expense on the low end and due to this vendor, their relationship with Les Shipley, and their knowledge of the entire unique system, finding other bids was not an option.

- d. Garden Committee – Robin Rathman and Caryl Clement gave a brief update on the Garden Committee and is working to get bids for the citrus trees to be trimmed and repairs needed to the stucco wall.

- e. 25th Anniversary – funds request – The Ad Hoc committee working on the 25th Anniversary of Civano has requested a \$5,000 budget for food and extra seating on the 21st of April.

The Board was advised that TMC Rincon will be sponsoring the food – no further discussion.

VI. Public Forum/Owner Correspondence

- a. Judy Moffit asked that Mr. Shipley and the Board address the Neighborhood Center businesses to please find appropriate places to park they are parking more cars than spaces are available on Civano Blvd and Seven Generations and taking up parking spaces in front of residences rather than using the parking lot or designated parking spaces.

Judy Moffit asked what the Board/Association can do to work with the city to get the roads fixed.



The Board and office staff requested that all members of the association start reaching out to Ward 4 about the road conditions. The management team will issue the web links and email address for sending information to the City and Ward 4.

- b. Tom Wagner said the Board should get bids to replace the roads but will have to get a Special Tax District to save the funds to accomplish repaving since the City of Tucson isn't doing any work, the potholes are getting bigger, and repairs don't last as long. He would like the Board to obtain one qualified bid to determine the full cost to repave all the roads in Civano. He asked how the Board would get back to him.

The city is responsible for maintaining the roads, the Board can discuss this at a future meeting.

- c. Jonathon Martell advised that he has been in the community for about 4.5 years and the character of the community has changed in recent years. People want to work and own businesses in Civano, those Bed & Breakfasts aren't around anymore, the color palette has changed, he got a courtesy notice and felt Rebecca wasn't helpful when she came by the house to discuss.

- d. Erin Szarek addressed the board stating she loves the community and her neighbors but feels in the past few months they have been harassed by the HOA staff and feels they are unprofessional. Other neighbors didn't come to the meeting because they were afraid of being persecuted.

Peg Cass thanked Ms. Szarek. The Board is aware of the number of letters that have gone out as there were several months that none were being done. These personnel issues will be addressed with the management company. The Board was recently advised of 3-4 complaints and will investigate.

- e. Carryl Clement asked for the status of the drainage bids.

The RFP has been issued and will be presented to the CCAA.

Ms. Clement had a thought for the 25th Anniversary and would like to recommend that artists put their art in the Rotunda.

Lyndell Roe advised Carryl to attend the next planning meeting to share her ideas.

- f. Shay Pederson asked who the management company was. She advised that she called to complain about the office staff and Bruce Ash said Civano was its own entity.

Ms. Carpenter advises that Paul Ash Management and Paul Ash HOA Management are 2 separate entities, Civano is with Paul Ash HOA Management.

Ms. Pederson asked what happened to the vegetation along Nightbloom between Civano & Seven Generations along the pedestrian trail.

Ms. Carpenter advises that the request was made by Bob Small as most of what was cut back was buffelgrass and a fire hazard. Civano Nursery is now keeping about 5-feet off the pedestrian trail cut low.

Shay also asked about the enforcement policy and how it works.

Ms. Carpenter advises there is a Courtesy Notice issued with a 14-day time to correct, a Notice of Violations is sent with 21-days to correct, and a Final Notice is issued and if not



corrected within another 21-days, the owner is invited to meet with the Board or if left uncured will start assessing fines.

Shay asked about the status of the sidewalks, there are still many lifts.

The association will be working on a second round of bids for the lifts that are 2 inches or higher.

- g. Mark Levine handles the cycling club and if you are interested, they ride every Tuesday, Thursday, and Sunday morning. His number is listed on the weekly email blast.

- h. Deborah Partiz asked about the red pathways and the rocks just filling the culverts now and need to be cleared out there is ponding and flooding in the areas.
Ms. Carpenter advises this was just discussed with Civano Nursery within the past two weeks and both Ralph Alvarez (on the Nightbloom side) & Mary Stephy will be looked at as we have had reports of pooling near the parking lots on those roads.
Ms. Partiz asked about the red paths and what their purpose was.
The red gravel is stabilized decomposed granite and allows for smooth surfaces for residents to walk on rather than on dirt or gravel.

- i. Brenda Babb is concerned about HOA spending and on items that are not owned by the Association. For example, the limited common elements of the Neighborhood Center. She feels that everyone is not clear on the rotunda association and what that includes and what it covers. Brenda is concerned that through the rotunda association the owner's assessments are paying for items that the association doesn't own.
Ms. Carpenter advises she has offered Ms. Babb several times to come in and go over all the questions and explain the relationship between the Neighborhood Center and Civano. Civano owns the building known as suites 101 & 109 at 10501 E Seven Generations Way, they are the rotunda and office.

VII. Next meeting date – March 19, 2024 @ 7:00 pm

VIII. Adjournment - With there being no further business, the meeting was adjourned at 8:47 pm.

Respectfully Submitted,
Jena Carpenter, CMCA, AMS, PCAM
For Civano I Neighborhood I Association, Inc.