



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

**Date:** May 17, 2022  
**Time:** 7:00 PM  
**Location:** Virtual and In Person @ 10501 E Seven Generations Way, #109

**Call to Order**

The meeting was called to order at 7:06 pm by Wendy Walker

**I. Roll Call**

**Board Members Present:** Lyndell Roe, Bob Small, Chris Shipley, Wendy Walker, and Angelina Hannum.

**Absent:** Les Shipley

**Members Present:** Scott & Kalei Harmon, Dianne Wilcox, Jim & Joyce Swinehart, Peter Daniels, Mike Letcher, Gerard Maryak, Sherrie Fredrickson, Andrew Slater, Shelly Carlson, Bob Swanson, Casey Stockdale, Richard Bates, Mark Levine, Caryl Clement, Hannah Walker, Judy Moffit, Nancy Burton, Peter Leue, Rick & Debbie Stertz, William Kuder, Penny Pederson, Paul & JoAnne Eskew, and Denise Early.

**Also Present with Paul Ash Management:** Manager, Jena Carpenter, CMCA, AMS, PCAM.

**II. Officer Appointments**

- a. President: A motion made by Bob to appoint Wendy as President was seconded by Peg; motion passes.
- b. Vice President: A motion made by Lyndy to appoint Angelina as Vice President was seconded by Chris; motion passes.
- c. Treasurer: A motion made by Wendy to appoint Chris as Treasurer was seconded by Angelina; motion passes.
- d. Secretary: A motion made by Angelina to appoint Peg as Secretary was seconded by Bob; motion passes.

**III. Review & Approval of Minutes**

- a. March 29, 2022: A motion made by Chris to approve the March 29, 2022; minutes as corrected was seconded by Bob; motion passes.

**IV. Reports**

- a. Treasurer – Jena Carpenter reports the Association ended with a net income of \$92,307.23 on April 30<sup>th</sup>. Operating balance of \$177,419.46 and reserve fund balance of \$923,133.62.
- b. Management Report – a written report was provided.

**V. Old Business**

- a. Focus Civano – General Update – Debbie Stertz  
The CCAA has assigned committee members to oversee the five priority tasks to oversee: multi-generational recreation, Seating and Gathering spaces, landscape entryway



enhancements, lighting, and pool restroom updates. Additionally, TMC Rincon has partnered with Civano relative to events and activities and will offer things like bike safety and fit children with helmets, organize a CPR course, and invited Civano to attend the TMC Be Safe Saturday events. They recommended we apply for a grant in the amount of \$20,000 for a project. The committee chose a butterfly garden to request a grant. The garden will include pollinator plants donated by Civano Nursery, a climbable tortoise, musical instruments, and a seating area. The grant application is due on June 30, 2022.

b. Revised Reservation Form

A motion made by Chris to adopt the revised reservation form as submitted was seconded by Bob; motion passes.

**VI. New Business**

a. Committee Appointments – a request for interested volunteers was distributed to the community and the names of those individuals was provided to the Board.

1. Design Review Committee

A motion made by Wendy to appoint Wendy Walker as DRC Chair and the following members to the committee; Chandra Holifield, Penny Pederson, Bill Kuder, and Lyndy Roe, Alternate Chair, Peg Cass, and Alternate Member Dianne Wilcox was seconded by Angelina; motion passes.

2. Common Area Asset Committee

A motion made by Wendy to appoint Caryl Clement, Mark Levine, Rick Hanson, Hannah Walker, Rick Stertz and John Siath to the CCAA was seconded by Angelina; motion passes.

3. Budget & Finance

A motion made by Wendy to appoint Chris Shipley, Mark Levine, Justin Walker, Gian Morelli, Jan Reynolds, Rick Stertz and Caryl Clement to the Budget & Finance Committee was seconded by Peg; motion passes.

4. Events Committee

A motion made by Wendy to appoint Hannah Walker, Tina Solis, Angelina Hannum, Lyndy Roe, and Debbie Stertz was seconded by Bob; motion passes.

b. Lot #152 – Appeal DRC denial for Mural – the owners of lot #152 painted a large mural on their home facing the pedestrian trail. Per the Design Guidelines Section 38, external wall murals are not allowed.

A motion made by Wendy to open discussion on the appeal was seconded by Chris; motion was rescinded.

A motion made by Wendy to allow the mural to stay for 90-days while the DRC discusses possible guidelines for a future mural policy to be reviewed by the Board in September was seconded by Angelina; motion passes.



- c. Focus Civano – Landscape Entry Enhancements: The CCAA made a request to the board to 1. define and implement processes by for the task groups to work together, 2. define areas to receive landscape and beautification designs, 3. create a utility box art beautification group, 4. issue an RFP to Civano members for proposal of murals on utility boxes, and 5. Issue and RFP to Civano member for landscape design documents for entryway enhancements.

A motion made by Angelina to have the chair of the CCAA be the point person for Focus Civano and task force members to gather information in order to create realistic budgets that reflect allocated amounts for 2022. Budget entryways and multigeneration spaces specifically the tot lot, such as the plan of action for moving the tot lot to entirely different location or repairing it where it currently stands was seconded by Wendy; motion was rescinded.

A motion made by Peg the Board direct the CCAA Chair to come back to the Board with specific plans and budget for the landscaping and tot lot was seconded by Wendy; motion was rescinded.

A motion made by Wendy to accept the recommendations from the CCAA Focus Civano Landscape numbers 1-5 and return to the Board with the plans was seconded by Bob; motion passed.

A motion made by Wendy to ask the CCAA Chair to come with a plan and budget on the tot lot to remove or repair was seconded by Angelina; motion passed.

- d. Focus Civano – Butterfly Garden/Grant Application

A motion made by Bob to approve the request to submit a grant application to the TMC Foundation in the amount of \$20,000 was seconded by Wendy; motion passed.

A motion made by Bob to approve the butterfly garden; plans, locations and designs to be determined was seconded by Angelina; motion passed.

- e. Tree Removal – 5316 S Morning Sky

A motion made by Bob to approve the tree removal and stump grinding by Transforming Trees in the amount of \$3,500.00 was seconded by Chris; motion passed.

- f. Recommend new Janitorial/Porter service option – dedicated onsite 15-hours week

A motion made by Chris to approve Paul Ash Mgt contract for \$2,400 per month for 15-hours, 3-days per week for the scope as presented was seconded by Wendy; motion passed.

- g. Management Contract – 5% increase

A motion made by Chris to approve the contract and increase of 5% per month was seconded by Peg; motion passed.



**VII. As Brought Forth**

None

**VIII. Public Forum/Owner Correspondence**

*Mike Letcher asked what was happening with the tot lot and what that was.*

*Once the CCAA comes back to the Board with their recommendations related to the Focus Civano*

*Hannah Walker asked if the vote for the CCR Amendment related to sex offenders could be extended.*

*Management directed to work with the NEC and the association attorney to determine if it this is an option or if the amendment would be enforceable if adopted by the members.*

Management requested the Board and Association allow Feagin's Fretboard free Rotunda reservations in exchange for providing audio services at each board meeting. The Board agreed to the exchange.

**IX. Next meeting date – July 19, 2022 @ 7:00 pm**

**X. Adjournment** - With there being no further business, the meeting was adjourned at 9:43 pm.

Respectfully Submitted,  
Jena Carpenter, CMCA, AMS, PCAM