



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

**Date:** November 29, 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 7:00 pm by Wendy Walker

**I. Roll Call**

**Board Members Present:** Lyndell Roe, Chris Shipley, Peg Cass, and Wendy Walker.

**Absent:** Angelina Hannum, Les Shipley, and Bob Small

**Members Present:** Bill Kuder, Mark Levine, Paul & Joanne Eskew, Tina Wolf, Carmen Vega-Cruz, Mark & Cynthia Huting, Sue Wells, Julie Doll, Sheila McGinnis, Sharlene Gillette, Susan Call, Andy Slater, Ernestine Morris, Donna Gustafson, Casey Stockdale, John Duclos, Hannah Walker, Gerard Maryak, Kevin Nitz, Andrea Mendez, Stephanie Terry, Lora Rudolph, Debbie Stertz, Marykay Morelli, and Barbara Reuter.

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

**II. Review & Approval of Minutes**

- a. September 20, 2022: **A motion made by Chris Shipley to approve the September 20, 2022; minutes as presented was seconded by Lyndell Roe; motion passes.**

**III. Reports**

- a. Treasurer's Report – Jena Carpenter reports for Chris Shipley the Association ended in September 2022 with a net income of \$130,557.25. Operating balance of \$205,794.55 and reserve fund balance of \$923,827.35.

Owner questions:

*An owner had questions about the assessment increase and if there is money in the reserves why is the association increasing assessments by such a high amount? [The letter that is to be distributed to the members with the budget and notice of increase has details describing what the reserves are for and the funding level the Association should be at and where it is now. It will also include items expected to be updated in 2023 through Reserve Expenses. It was estimated the reserves are only 43% funded and it should be between 70-75% funded to be a low risk for special assessments.](#)*

*Lora Rudolph has requested full access to the books and records as she is not taking the opinions of people.*

*A request was made for a full report of the financials by one owner. [Please contact the HOA office and any report requested will be provided. Additionally, the Reserve Study is available at Civano.org and it shows each component and lists an estimated cost to replace those components.](#)*



- b. Management Report – a written report was provided.
  - 1. New Pickleball nets ordered and expected soon.
  - 2. The fence at the tennis court is coming to repair.
  - 3. New seating and benches will be ordered after the CCAA confirms quantities.

#### IV. Old Business

- a. Audio Bid for HOA meetings – One written estimate was provided; the bid is for \$4,700.00 and seemed too high. The goal is to find better sound equipment for the Activity Center.  
*Lora Rudolph provided Hello Tech as an option for the Association to consider.*
- b. Sidewalk Maintenance – It has been just over a year since the association put the city on notice of sidewalk lifts. There has been little to no improvement, there have been multiple reports of trip and falls.  
*A motion made by Chris Shipley to obtain a bid from Precision Concrete to shave the sidewalks at a group bill and give the owners the option to opt in and pay back the association for their fair share and if they opt out, they will be given a time limit to repair on their own was seconded by Lyndell Roe; motion passed.*  
*Management to present a draft letter to affected residents for board review and to get a bid from a concrete replacement vendor for the other lifts that cannot be complete by Precision Concrete.*

#### V. New Business

- a. Adopt revised NEC Manual – the outgoing NEC updated the manual and is presenting it for adoption allowing the former version dated 2016 to be rescinded.  
*A motion made by Lyndy Roe to rescind the currently enforced NEC Manual and adopt the 2022 NEC Manual was seconded by Peg Cass; motion passes.*
- b. Set Annual Meeting date – March 30, 2023  
*A motion made by Lyndell Roe to set the Annual Meeting date to March 30, 2023, was seconded by Chris Shipley; motion passed.*
- c. Appoint 2023 Nominating & Election Committee  
*A motion made by Lyndell Roe to appoint Kirk Walker, Lyndell Roe, Bob Small, and Gina Holmes to the 2023 Nominating and Election Committee was seconded by Chris Shipley; motion passed.*
- d. Responsible Pet Ownership/Repeat pet incidents  
Peg Cass reports she has been the only committee member for the past few years. Unfortunately, there have been multiple incidents in Civano related to dog attacks and off leash pets. The existing Resolution for this committee has been in place for many years. Peg has a substantial knowledge base to provide an educational seminar to the residents.  
*Peg Cass will set a meeting in January to prepare for a seminar and asks for assistance from interested parties in the neighborhood. An email with the same information will be distributed after the holidays.*



*An owner requested that signs be posted at each park which speak to the fact that each park is for the benefit of all owners and are not dog parks. Signs are at a few parks reminding them to keep their dogs on leash. If a park needs a sign, please let us know so we might get one installed.*

*An owner asked about the dog who attacked and killed another dog and whether we know what happened to it. There has been no further information that we are aware of related to the dog.*

*An owner requested that the Association should consider banning Pit Bulls from the Association. Management was directed to ask the attorney for feedback related to whether the Board may adopt a rule prohibiting the Pit Bull breed from Civano. Additionally, the attorney will be asked whether pet registry could be mandated.*

- e. Short Term Rentals (30-days or less)  
Chris Shipley asks for a straw poll from the attendees who would like to see the association allow rentals for 30-days or less.  
Discussion ensued as to pros & cons of allowing short term rentals.  
Management has been directed to seek attorney advice prior to placing the topic back on the agenda.

**VI. As Brought Forth**

Upcoming events are the Holiday Party on December 9, Art in the Park on December 3, and the Luminaria lighting on December 24.

**VII. Public Forum/Owner Correspondence**

*Barbara Reuter brought to the Board's attention that there is a former owner renting a garden plot and would like them to consider not allowing that to continue.*

*The Garden Committee has full agency over the operations of the Community Garden, the individual in question had been granted this continued allowance to rent a plot due to their relationship with Civano as an owner since inception. Barbara was encouraged to take this matter up with the Garden Committee at their next meeting.*

**VIII. Next meeting date – January 17, 2023 @ 7:00 pm**

**IX. Adjournment** - With there being no further business, the meeting was adjourned at 8:59 pm.

Respectfully Submitted,  
Jena Carpenter, CMCA, AMS, PCAM