



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

Date: April 16, 2019
Time: 7:00 PM
Location: Civano Activity Center – 10501 E Seven Generations Way, #109

I. Call to Order

The meeting was called to order by Mario at 7:00 pm.

II. Roll Call

Board Members Present: Mario Mastrosimone, Chris Shipley, Les Shipley, Tom Sisterman, Wendy Walker, Richard Bates, and Bob Small.

Also Present with Paul Ash Management: Jena Carpenter and CFO, Natalie Kujawa

Motion made by Mario add agenda items 2a through 2d Election of Officers was seconded by Bob Small, motion passed unanimously.

- a. **President:** Motion made by Bob Small to nominate Mario as President was seconded by Richard Bates. Motion passed with 6 ayes, 0 nays and (1) Mario abstaining.
- b. **Vice President:** Motion made by Mario to nominate Tom Sisterman as Vice President was seconded by Rich. Motion passed unanimously.
- c. **Treasurer:** Motion made by Bob to nominate Chris as Treasurer was seconded by Rich. Motion passed unanimously.
- d. **Secretary:** Motion made by Rich to nominate Bob as Secretary was seconded by Chris. Motion passed unanimously.

Motion made by Mario to move agenda items for Public Forum to be heard next was seconded by Richard bates. Motion passed unanimously.

III. Public Forum

- a. Lot 1 requested the Board change rules regarding on-street parking
Management was directed to send the owner a letter explaining the CCRs and provide other contact information for the City of Tucson as the Association has little effect on the parking problems when on public streets.
- b. Lot 52006 & 52007 requesting to have one of the two assessments they pay waived due to only owning one home.
Owner was directed to meet with Management after the meeting during business hours for further information related to what it would take to get rid of one assessment.
- c. Lot 19 – wants to donate extra rip rap from yard to HOA
Motion made by Mario to accept the rip rap was seconded by Wendy. Motion carries unanimously.
Management directed to work with owner to accept extra rip rap and to work with Civano Nursery.



- d. Audience questions/comments
 - 1. Volunteer member stepped forward to ask what the process for the petty cash account would be. Paul Ash has been made aware and will proceed per the former motion approved by the Board.
 - 2. Bob Small asked if the benches throughout the community to be repaired or replaced. *Management directed to price the option of repair vs. replacement, Bob Small to identify how many benches and their locations.*
 - 3. Volunteer member made a comment/request regarding the cleaning contract and what is included and is the Association able to get better service. *Management directed to review the contract and send it out to bid.*
 - 4. An Owner requested the Board review the CCRs and other policies to clarify what noise and odor levels are not acceptable. *President will get the new manager up to speed on the subject and provide the owner with further direction.*
 - 5. An Owner requested the common area landscaping near the Orchards have something done with it. The owner was directed to send an email to the Association with specifics.

IV. Review & Approval of Minutes

- a. October 16, 2018: *Motion made by Mario to approve the October 2018 minutes with stated corrections was seconded by Rich. Motion passed unanimously.*
- b. November 20, 2018: *Motion made by Mario to approve the November 2018 minutes with stated corrections was seconded by Bob. Motion passed unanimously.*
- c. January 15, 2019: *Motion made by Mario to approve the January 2019 minutes with stated corrections was seconded by Rich. Motion passed unanimously.*
- d. February 26, 2019: *Motion made by Mario to approve the February 2019 minutes was seconded by Bob. Motion passed unanimously.*

V. Reports

- a. Presidents Report – Mario reports on our new Managing Agent. Paul Ash has been working their way through a long list of duties related to transition and are doing a great job. Continue to be sensitive to the team when you stop in to the office.
- b. Treasurer’s Report – submitted by Natalie Kujawa
Management presented options for Investments to ladder CDs and provide more opportunity for interest earned.

Operating	\$ 60,693.49	<i>(\$100,000.00 distributed to Civano for Paul Ash as startup)</i>
Reserves	\$ 662,556.94	
Asset Imp.	\$ 21,461.37	
Contingency	\$ 64,677.90	

Motion made by Mario to place and invest funds as follows \$117,000 in operating with Pacific Premier Bank (PPB) and \$100,000 in a reserve account at PPB. The remaining \$650,000 will be distributed with \$500,000 to Commerce Bank divided into two CDs, one with \$150,000 for 12 months at 2.65% and one for \$150,000 for 24 months at 2.95% and the remaining \$250,000 in a money market account earning 2.5%, the last \$150,000 to be placed



at National Bank in a CD for 6 to 18 months was seconded by Bob. Motion passed unanimously.

c. Committee Reports

1. CCAA – Mark Levine reports they are still looking to fix the crack at the Tennis Court he has collected three bids which will be reviewed at the upcoming CCAA meeting.
2. Events – Mark Levine reports the 20th Anniversary Party was an excellent event. Coffee cups are available for sale \$8.00 each or 2 for \$15.00. Upcoming event is the Egg Hunt on April 20th.
3. DRC – The committee met on the 10th and had several submittals. The committee has two requests for the Board. One is to require a release of liability for submittals for a basketball hoop and the other to strike language asking owners to submit annually to maintain their basketball hoop making dilapidated hoops an enforcement issue and require them to be repaired or removed.

Motion made by Rich to strike the language in the Design Guidelines to submit annual in order to maintain their basketball hoops was seconded by Wendy. Motion passed unanimously.

Further discussion regarding the color palette and updating it, management recommended holding on the discussion for the management report.

4. NEC – John Pulkkinen resigned from the committee.
5. Garden – Sharlene reported they met the night before and thanked supporters who contributed to the new shed. Trees are blooming and will produce fruit in the near future, plots are rented and paid for, and the committee will be chaired by Susan Bollinger beginning in the fall.
6. Budget & Finance – Chris reports they will meet in May.
7. Manager's report – Jena Carpenter presented a written report with the following highlights:
 - a. The biggest project will be the formation and rewrite of the Resolutions currently in place at Civano, there are many policies and directions for management and committees causing difficulty when trying to apply them appropriately. Simplifying these items and creating Committee Charters with specifics that will reduce the number of current resolutions and make them more concise. This will produce a flow down to each committee to revamp their roles and responsibilities including design guidelines and the NEC Handbook.
 - b. Establish an Ad Hoc Committee to work towards Policy Governance for the Association.
 - c. Office hours will change to 8:30 am in the future based on the Management Contract.

VI. New Business

- a. Northridge Erosion – Tom supplied background as to the current status of the erosion and what led the Board to move forward with repairs to the area.

Motion made by Mario to approve the bid by Rockridge for \$50,674 to come out of the contingency fund for erosion and add a maximum of \$3,000 for supervision and testing by



Pattison Engineering was seconded by Bob. After further discussion, Mario rescinded his motion.

Motion made by Mario to approve the bid by Rockridge \$50,674 to come out of the reserve funds and add a maximum of \$3000 for supervision and testing by Pattison Engineering was seconded by Bob. Motion passed unanimously.

Motion made by Chris to approve not to exceed \$2000 for Pattison Engineering to provide a report on the minor site issues related to Northridge erosion was seconded by Tom. Motion passed unanimously.

- b. Website and Domain hosting – no action taken; Mario supplies the HOA with webhosting.
- c. Meeting dates & Working Sessions – Management recommends having bi-monthly Board Meetings and the off months will be working sessions where the Board can discuss and set agenda items and work through upcoming decisions at upcoming meetings.
- d. Judith Willis passed; a request was made to have something done in her honor. The Board will allow a bench per previous actions taken in similar situations.

VII. Old Business

- a. Towing sign locations – the Board contracted with B&C Towing and signs must be posted in designated areas.
Management directed to work with the CCAA regarding specific placement.

VIII. Next meeting date – Working Session of the Board May 21, 2019 at 6:00 pm

IX. Adjournment

With there being no further business, the meeting was adjourned at 8:50 pm.