



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

Date: May 19, 2020
Time: 7:00 PM
Location: Virtual – 10501 E Seven Generations Way, #109

Call to Order

The meeting was called to order at 7:03 pm by Hannah Walker

I. Roll Call

Board Members Present: Mario Mastrosimone, Les Shipley, Chris Shipley, Bob Small, Wendy Walker, Hannah Walker, Angelina Hannum.

Absent: None.

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

II. Review & Approval of Minutes

- a. April 28, 2020: **Motion made by Mario to approve the April 28, 2020 minutes was seconded by Bob; motion passes.**

III. Reports

- a. Treasurer’s Report – submitted by Natalie Kujawa on behalf of Chris Shipley. Ending balances April 30, 2020
 - Operating \$ 44,914.54
 - Reserves \$ 1,034,972.49
 - Receivables \$ 20,111.60
 - Net Income \$ 83,747.16
- b. DRC – The DRC met on May 13, 2020, there was a home that had prior approval to paint that didn’t paint per the application or approval letter, management requested they resubmit and referred the revision to the DRC.
- c. Events – No report.
- d. NEC – No report.
- e. Management Report – hard copy provided.

IV. New Business

- a. Opening Pools/Common Area Amenities. Management presented criteria from the Pima County Health Department related to the requirements to open pools and facilities under the current Executive Order.
Motion was made by Hannah to open the tennis court limiting the number of people to 8 maximum and with a signup sheet for times was seconded by Wendy; motion passed 7-0. Board quorum was reduced by one when Mario left the meeting at approximately 7:20 pm.
Motion made by Wendy to open the pools with the added pool rules as presented was seconded by Hannah; motion passes 6-0.
- b. Garage Conversions at 3rd Car Garage Homes – the Board was requested to review the option of creating a resolution allowing homes with three garages to convert one to living



space. Per attorney feedback, these should only be reviewed on a case by case basis and granted as variances as the CCRs are specific conversions are not allowed.

- c. Property conditions Enforcement
 - 1. Cheat Sheet – Management would like the board to review the enforcement cheat sheet which is a tool we will use to manage violation enforcement. Management was directed to provide the list to the membership and request feedback.
 - 2. Violation Letters – At the last meeting, management was directed to rewrite violation enforcement templates, the revisions were vetted and presented for Board approval. Motion made by Les to approve the revised template form letters was seconded by Bob; Motion passes 6-0.
- d. Committee Appointments. The following committee slates was presented:
 - DRC: Chair, Wendy Walker; Cheryl Luckett, Ernestina Morris, and Alternate, Sharon Knox.
 - CCAA: Mark Levine, Sharon Knox, Joseph Randall, John Siath and Joan Tober.
 - Budget & Finance: Chair, Chris Shipley; Mark Levine, Ralph Terry and Joan Tober.
 - Events Committee: Hannah Walker, Tina Solis and Lyndell Roe.Motion made by Chris to appoint committee members by the slate presented was seconded by Hannah; motion carries 6-0.
- e. The DRC passed a motion to add language to the Design Guidelines in Section 18 to that any owner submitting an application to paint using more than three (3) colors would require DRC review. No action was taken these will be handled on a case by case basis should management determine they are unable to provide pre-approval in this instance.
- f. New No Parking Signs – Management presented mock up of signs for area where signs are faded/illegible. Motion made by Chris to approve the signs at .70 mil aluminum was seconded by Les; motion carries 6-0.
- g. Legal Contract – monthly retainer \$50.00 for unlimited phone calls for minor questions. Motion made by Christ to approve the contract with Carpenter Hazelwood for \$50.00 per month was seconded by Hannah; motion carries 6-0.

V. Public Forum/Owner Correspondence

- a. Owner, Mark Levine asked about the tree roots pushing up the sidewalk near Civano Blvd. There were several areas marked with blue numbers as to where lifts were identified during an assessment by Precision Concrete, the item will be reviewed by CCAA for solutions.
- b. Owner, Lora Rudolph had questions and comments for the Board related to a request made to block a portion of Renewal Lane for an outdoor block party for a recent high school graduate. The original request was approved and immediately rescinded due to Covid-19 and the Board's closure at the time of other common areas. It was also discovered the owners would have also had to go to the City of Tucson's special events staff to get a permit or permission from them as well. There was no Board approval in the end under current circumstances.

VI. Next meeting date – July 21, 2020

VII. Adjournment - With there being no further business, the meeting was adjourned at 8:16 pm.

Respectfully Submitted,
Jena Carpenter, CMCA, AMS, PCAM