



**Civano I, Neighborhood I Homeowner's Association
CCAA Committee Meeting Minutes
APPROVED**

Date: May 10, 2022
Time: 3:30 PM
Location: Virtual/Activity Center

CCAA COMMITTEE:

Present was Sharon Knox, John Siath, Mark Levine, Caryl Clement and Debbie Stertz.

Absent was None

Members Present: Lyndy Roe, Penny Pederson, Barbara Reuter, Joanne Eskew, Andy Delgado-Keller, Mel Shipley, and Betty & Bill Richardson.

Also present from Paul Ash Management was Community Manager, Jena Carpenter.

Call to Order

Sharon called the meeting to order at 3:35 PM

Meeting Minutes April 12, 2022

A motion to approve the April 12, 2022 minutes as corrected was made by Mark and seconded by John; motion passes.

Focus Civano Reports – For each item, the CCAA will design, select, bid, and provide cost analysis vis-à-vis the Board Approved 2022 Budget and 2020 Reserve Study to the board.

- a. **Butterfly Garden** – Debbie Stertz reports per discussions with TMC Community Development Officer to determine if there were funds or opportunities for Civano to work with them. The discussion was very favorable. TMC is also able to assist with programs for community residents such as bike safety classes, desert survival, walk/run fundraising, car seat safety, a Be Safe Saturday in the fall, and if we come up with options, they will do what they can to assist. We have been advised to apply for grant funds from the TMC Foundation for \$20,000 for a specific project. We have selected a light project in line with Civano Nursery's willingness to donate pollinator plants for a Butterfly Garden.

A motion made by Sharon that we pursue the TMC Foundation grant and the 501c3 need for a butterfly garden, location to be determined was seconded by Mark; motion was rescinded.

A motion made by Sharon to table the discussion until the next meeting was seconded by Caryl; motion passes.

- b. **Entryway Improvements** – Caryl Clement provided a written report and summation with recommendations they request to be submitted to the Board. The overall idea is to have Civano residents supply bids to design the entryway enhancements.

Recommendations:

1. Define and implement the processes by which the various task groups are to coordinate and 'dovetail' ideas.
2. Work with the CCAA Committee to more clearly define the exact areas to receive "landscape and beautification designs".

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3. Create a Utility Box Art Beautification Task Force Group to research, establish protocols and implement the placing/painting murals on existing utility boxes located along Seven Generations Way.
4. Issue a Request for Proposals (RFP) to the "Civano-In-Community Call to Artists of All Ages" for proposals of utility boxes murals.
5. Issue a Request for Proposals (RFP) for Landscape Design Documents: Civano Entry Ways Beautification Project. It is recommended that the Landscape Design Documents include the following Scope of Work:
 - a. Implementation of the approved design parameters set forth by the CCAA Committee
 - b. CAD generated drawings to include the following documents: Preserve in Place Plans, Hardscape Plans, Planting Plans, Schedules & Details.
 - c. Locations of Entryway Architectural Monumentation indicated on the Plans.
 - d. Adherence to Sight Visibility Triangles and Clear Zones.
 - e. Permitted & Approved by City of Tucson.
 - f. Approximate Costs Estimates.
 - g. Completion of Design Documents by end of Summer 2022.
 - h. NOT To Be Included in the Scope of Work:
 - 1) Design of the Utility Box Art Beautifications. (The organization and implementation of the Utility Box Art Beautification shall be handled by the Utility Box Art Beautification Task Force Group. Refer to Recommendations #3 & #4, listed above.)
 - 2) Design of the Entryway Architectural Monumentation. (This could be sent out as a RFP to the Community at large.)

A motion made by Caryl to send the recommendations from page 7 of her memo items numbered 1-5 excepting monumentation on number 5 was seconded by Mark; motion passes.

- c. **Multigenerational Gathering/Recreational Spaces – Postponed**
- d. **Seating Spaces – Postponed**
- e. **Plan for Site Lighting Updates** – Mark Levine reports his volunteers have identified a retrofitting option for the bollards that costs just under \$20.00 per fixture. This could potentially save the association on lighting expenses for future replacement. We have an owner volunteer who can complete the retrofit but would take a really long time. Management advises that if a new service is hired for porter/janitorial service, he will be able to address these at \$40/hour.
- f. **Pool Bathroom Improvements – Postponed**

Retention/Detention Basins – John Siath reports, he has provided all the materials to management, they will coordinate efforts in sending the request for proposal to bid.

As Brought Forth

- None

NEXT MEETING – May 12, 2022 beginning at 3:30 pm the Activity Center/Virtually.



With there being no further business the meeting was adjourned at 5:48 PM and will reconvene on May 12th at 3:30 pm to discuss the Butterfly Garden and grant application.

Respectfully Submitted,
Jena Carpenter, CMCA, AMS, PCAM
For the Civano Common Area Asset Committee