



**Civano Common Area Asset (CCAA) Committee  
CCAA Committee Meeting Minutes  
DRAFT**

**Date:** July 19, 2023  
**Time:** 2:30pm  
**Location:** Virtual/Activity Center

**CCAA COMMITTEE:**

Present was Mark Levine, Hannah Walker, Caryl Clement, Wendy Walker, Dianne Wilcox, Neill Minish, Adrienne St. John, Julie Doll, Rick Hanson, and John Siath.

Absent was None.

Members Present were Lyndell Roe, Lora Rudolph, and Penny Pederson.

Also present from Paul Ash Management was Jena Carpenter and Erica O’Neill.

**I. Call to Order / Roll Call**

Wendy Walker called the meeting to order at 2:31 pm

**II. Approval of Minutes – June 22, 2023**

A motion made by Julie Doll to approve the June 22, 2023, minutes as corrected was seconded by Adrienne St. John and passed unanimously.

**III. Management Update**

- a. Water Meter @ 5090 Thunder Sky – Still Pending w/City: WO WF182382
- b. Seating Approved benches/tables – Order Issues/Order cancelled and resubmitted.
- c. North & South Pool Restrooms – Floor sealing & woman’s door at North Pool  
Management directed to research cost of paper towel dispensers for pool restrooms and trash containers with lids inside the restrooms.
- d. Tennis Court – Precision Courts approved, tentative start 7/26/23.
- e. Reserve Study Update to Association Reserves – update returned prior to budget.
- f. Play it Safe approved by Board for Tot Lot – colors to be selected and parts ordered.

**IV. Focus Civano**

**a. Master Plan**

**1. Entryway Improvement Design Documents Bids**

A motion made by Adriene St. John to discuss the bids was seconded by Caryl Clement.

Ms. Clement discussed the process for updating the entrances which includes the designer putting the designs into an AutoCAD system to document the irrigation system and plantings. The selected architect would supervise the project, pull permits, and create the overall design of the area(s). Any changes within the public right-of-way will need City approval. The construction budget for all three areas would be between \$150k-\$180k for all three entrances. The three entryways could be done in phases one per year, the design documents would be done up front and paid for initially. The CCAA recommended the Dream Team review their proposal to ensure that it aligns with the RFP showing the licensed, bonded, and insured entity as the bidder. Ms. Clement will discuss with the Dream Team.



**2. Playground / Tot Lot Color Selection – Discussion ensued.**

A motion made by Caryl Clemment to select purple for metal, slides and misc. accessories will be green, the accents will be tan, and the playhouse will have a green tube, yellow flower and purple playhouse was seconded by Adrienne St. John and passed unanimously.

**V. Rotunda Door**

A motion made by Mark Levine to discuss the door bids was seconded by Adrienne St. John.

Discussion ensued on the three vendor quotes. The committee settled on two vendors for discussion, Vortex and DH Pace. The frame color available is Pueblo Tan or dark bronze. Both have a bid at 1" glass. Further discussion included requirement of stamped plans from a structural engineer due to the fired adobe building and ensuring the building will not be compromised with new doors. Both vendors are priced \$72k - \$76k for replacement of the doors and 50% will become windows. Other discussions included having full paned windows rather than having the windows look like the doors. Members felt that it would be a safety issue, and someone might walk into the glass not realizing it has been changed.

A motion made by Julie Doll to recommend the DH Pace proposal of \$72,000.00 with the design and color, Pueblo Tan, to meet the criteria discussed and sealed and signed engineering documents for the attachment of the windows and doors was seconded by Rick Hanson and passed unanimously.

**VI. As Brought Forth**

- a. Ms. Rudolph attended the meeting and wanted to address the committee regarding information she has requested from the association. Ms. Rudolph was advised that the association's attorney is who she is to communicate with.

**VII. Future Agenda Items**

- a. Pool Solar / Heating North pool – Peg Cass obtaining analysis.
- b. Earth Day 2024 – Pollinator Garden
- c. Adobe Block Sealing – Garden Wall & Rotunda

**VIII. Next Meeting Date – August 16, 2023 @ 2:30pm**

**IX. Adjournment**

With there being no further business, the meeting was adjourned at 4:07 pm by Chair Wendy Walker.

Respectfully submitted,  
Jena Carpenter, CMCA, AMS, PCAM  
VP of Operations, Paul Ash HOA Management