



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

**Date:** August 16, 2023  
**Time:** 2:30pm  
**Location:** Virtual/Activity Center

**CCA COMMITTEE:**

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

Absent was Hannah Walker & Rick Hanson.

Members Present were Lyndell Roe 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 2:30 pm

**II. Approval of Minutes – July 19, 2023**

A motion made by Julie Doll to approve the July 19, 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
- d. Tennis Court – Precision Courts approved, permit submitted, tentative start first week of September (9/4/23) if COT approves permit.
- e. Reserve Study Update to Association Reserves – update returned prior to budget.
- f. Play it Safe approved by Board for Tot Lot – colors selected, deposit paid, start date is planned for 11/13/15 and 4-weeks to completion 12/15/23.
- g. Rotunda Doors approved by Board – finalize documents with DH Pace.

**IV. Focus Civano**

**a. Master Plan**

**1. Entryway Improvement Design Documents Bids**

Discussion ensued, the CCAA is still not convinced that spending \$15,000 or more just for design documents is going to be accepted by the Board. Once the design documents are complete, they are anticipating a \$130-\$150 thousand dollar construction expense for all three entrances. Ms. Carpenter reports that Mitzi and she met with Mel Shipley and Eric at Civano Nursery, they did an initial soft proposal for only the front entrance and Seven Generations median for \$18,000.00 which includes the design fees.

The Dream Team, led by Caryl Clement was asked to make a presentation to the Board at the November meeting not to exceed 15 minutes to allow the Board to decide whether they would like to pursue this option with the Dream Team.



**V. As Brought Forth**

**a. Discuss 2024 Budget projects**

1. Mark Levine asked that we reach out to the HVAC company to determine how much it will cost Civano to replace the AC units to the building.
2. Further discussion related to obtaining the updated reserve study to determine projects for 2024 and then comparing that to the 2021 Survey results as far as needed replacements and what was desired by the membership.
3. Replacing trees and vegetation where needed.
4. Rotunda Furniture

**VI. Future Agenda Items**

- a. Pool Solar / Heating North pool – Peg Cass obtaining analysis.
- b. Earth Day 2024 – Pollinator Garden

**VII. Next Meeting Date – September 12, 2023 @ 2:30 pm**

**VIII. Adjournment**

With there being no further business, the meeting was adjourned at 3:56 pm by Wendy Walker.

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