



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

**Date:** April 28, 2020  
**Time:** 7:00 PM  
**Location:** Civano Activity Center – 10501 E Seven Generations Way, #109

**Call to Order**

The meeting was called to order at 7:26 pm by Mario Mastrosimone

**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, Leslie Schaefer, and CFO Natalie Kujawa.

**II. Video Conference Policy:** A draft policy was presented to the Board. **Motion made by Bob to approve the Video Conference Policy as presented, seconded by Hannah, with no further discussion by the Board and members present, motion passes.**

**III. Election of Officers:**

- a. **President:** **Nomination made by Bob Small for Chris Shipley as President. Chris declined. Nomination by Chris for Hannah Walker as President, was accepted by Hannah. Appointment passed with 6 ayes and 1 nay (Mario).**
- b. **Vice President:** **Nomination made by Hannah for Les Shipley as Vice President, accepted by Les. Appointment passed unanimously.**
- c. **Treasurer:** **Nomination made by Mario for Chris Shipley as Treasurer was accepted by Chris. Appointment passed unanimously.**
- d. **Secretary:** **Nomination made by Mario for Mitzi (Wendy) Walker as Secretary was accepted by Mitzi. Appointment passed unanimously.**

Hannah turned chair responsibility over to Mario for the remainder of this meeting.

**IV. Review & Approval of Minutes**

- a. February 18, 2020: **Motion made by Bob to approve the February 18, 2020 minutes was seconded by Chris; motion passes.**

**V. Reports**

- a. Treasurer's Report – submitted by Natalie Kujawa on behalf of Chris Shipley. Ending balances March 31, 2020
  - Operating           \$ 47,004.36
  - Reserves           \$ 249,780.56
  - Receivables       \$ 20,284.70
  - Net Income       \$ 63,138.84



- b. CCAA – No report.
- c. DRC – The DRC reviewed one (1) application and approved via email for Lot #182/183.
- d. Events – No report.
- e. NEC – No report.
- f. Management Report – hard copy provided. Introduction of Leslie Schaefer and Raeanne Simons, new manager and assistant manager to provide services for Civano on behalf of Paul Ash Management.

#### **VI. Old Business**

- a. Northridge Erosion – Bid from WLB High Priority #2, 3, & 5 and Houghton Basin. **Motion was made by Les to accept the WLB proposal in the amount of \$35,350.00 and proceed with getting bids as soon as possible with payment from Reserves was seconded by Bob; motion passed unanimously.**
- b. Seal Adobe Walls – revisit, vendor selected not insured. **Motion was made by Chris to accept bid from Adobe King for \$8,400 less 10% discount for final cost of \$7,560, seconded by Bob; motion passed unanimously.**
- c. Lot #36 Design Review - Owner request for Board Consideration. **Motion was made by Les for the Owner to supply a certified Lot survey from the builder was seconded by Bob; motion passed unanimously.**
- d. Contract for architect for New Construction Lot #036. **No action required based on prior vote.**

#### **VII. New Business**

- a. Recommendation from Men’s Coffee - cancel Direct TV in the Activity Center. **Management directed to cancel Direct TV assuming no cancellation fees when doing so, and to research other options for TV viewing.**
- b. Proposal for Roof Coating & repairs at Activity Center/HOA Office. **Motion was made by Les to approve Franco’s Roofing estimate with 10-year warranty for \$9,850 with inspection before final two coats being applied was seconded by Bob; motion passed unanimously.**
- c. Appoint Design Review Committee Chairperson.  
**Motion made by Mario to appoint Mitzi as Chairperson to DRC with an inaudible second; motion passed unanimously.**  
**Question: There used to be an annual appointment of all committees, can we get back on that schedule?**  
**Response: Committees will be on the May agenda for discussion.**

#### **VIII. Public Forum/Owner Correspondence**

- a. A new Homeowner received violation notice to which they were terribly upset, can language be added for a nicer “tone”.  
**Management directed to utilized Les’ 2008 letters and adjust to be in line with current policy and state statute.**
- b. Homeowner inquired the criteria for sending violation notices, suggest posting reasons for violations.  
**This will be considered with the review of the revised notices.**
- c. Homeowner suggests a blanket variance for 3<sup>rd</sup> car garage conversions.  
**Management directed to seek further information related to a resolution similar to that in place for Casita rentals.**
- d. Pathway along wash has vandalism along the path edges.  
**Information has been sent to landscape to inspect.**



- e. Hannah extended thank you to Mario for his service as Board President.
- f. Joan Tober extended thank you to all that helped with the election.
- g. Inquiry if a thank you could be made to the Fire Department.

**IX. As Brought Forth – None**

**X. Next meeting date – May 19, 2020**

**XI. Adjournment**

With there being no further business, the meeting was adjourned at 8:30 pm.

Respectfully Submitted,  
Leslie Schaefer, CMCA, AMS