

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

**DRAFT**

**Date:** October 8, 2024  
**Time:** 2:30 pm  
**Location:** Activity Center & Zoom

Committee Members Present: Wendy Walker, Robin Rathman, Rick Hanson, Dianne Wilcox, Hannah Walker, and Julie Doll.

Committee Members Absent: Robin Johnson.

Alternate Members Present: None.

Alternate Members Absent: Ian Roberts.

Members Present: Lyndell Roe.

Also present from Sienna Community Management was Jena Carpenter and Rebekka MacDonald.

- I. Call to Order / Roll Call** – Wendy Walker called the meeting to order at 2:32 PM.
- II. Approval of Minutes – September 10, 2024** – A motion made by Julie Doll to approve the minutes as presented was seconded by Dianne Wilcox and passed unanimously.
- III. Management Report/Project Update**
  - a. Access Control to pools/Rotunda/playground/tennis court: Installation starting this week, Oct 8th-11th.
  - b. Basketball Hoop/Court – we will present 2 quotes under new business if a third is needed, we will have to continue the search
  - c. Playground – The cracks in the corkeen have been repaired and another seal coat was applied. The gate has been repaired and painting is scheduled to start Oct 7th, with the building being done first and fence 2nd. The gravel solution may be a spray that keeps the gravel from moving onto the fall surface – the glue came, we are ordering a sprayer to test a small area to see if it holds.  
Management directed to have the gate reviewed, it's still not closing correctly.
  - d. Swing set @ South Pool – wood chips were installed by Civano nursery due to lack of response from other vendors.
  - e. Drainage & North Ridge erosion reports were approved by the Board – per an update on October 4th we will not see a report for approximately 3 more weeks. I have asked they commit to sending them by the end of October.
  - f. HVAC units – all three units are functioning, with only one brand new unit installed. Another new one should be installed this week, Oct 8-9th.
  - g. Tennis Court – surface repairs: We have been attempting to have the court surface paint issues fixed and are struggling to get the vendor out. There has been some vandalism to the fencing as someone climbed over it and was heavy enough that the rails across the top now need to be placed and the fencing re-stretched.
  - h. Rotunda Roof Repairs: Durazo Roofing will begin the repairs to the roof on October 18th after the painters have completed the building.

**IV. Old Business**

- a. Common Area upgrade – Bocce Ball court area – discussion ensued, Julie Doll will submit a list of questions to provide to the association and take in their comments for future decision making.

**V. New Business:**

- a. North and South Pool Deck Replacement: Bid Review  
Bids were received to redeck both the north and south pool decks and the plaster at the North Pool.  
Management is directed to have the quotes reviewed by each vendor and whether there would be a discount if they were hired to complete all three jobs.
- b. Drinking Fountain Rotunda: Bids were presented.  
A motion made by Rick Hanson to recommend approval of the Valentine Plumbing quote with the caveat there will be a hi/low fountain was seconded by Wendy Walker and passed unanimously.
- c. Basketball Hoop North side of court: two bids were presented and they are quite expensive.  
A motion made by Rick Hanson to table the additional basketball hoop until a less expensive option becomes available was seconded by Hannah Walker and passed with 5-ayes, 0-nays, and 1-abstention by Julie Doll.

**VI. Adjournment** – With there being no further business the meeting was adjourned at 3:40 pm.

Respectfully submitted,  
Jena Carpenter, AMS, PCAM  
For The Civano Common Area Asset Committee