

Civano Common Area Asset (CCA) Committee Committee Meeting Minutes

Date: September 10, 2024
Time: 2:30 pm
Location: Activity Center & Zoom

Committee Members Present: Wendy Walker, Robin Rathman, Robin Johnson, and Julie Doll.

Committee Members Absent: Rick Hanson and Dianne Wilcox.

Alternate Members Present: Hannah Walker.

Alternate Members Absent: Ian Roberts.

Members Present were Lyndell Roe, and Bob Heisler.

Also present from Sienna Community Management was Jena Carpenter.

- I. **Call to Order / Roll Call** – Wendy Walker called the meeting to order at 2:37 PM
- II. **Lee Ann Keniston Resignation** – Ms. Keniston resigned her position on the committee.
A motion made by Wendy Walker to recommend the Board appoint Hannah Walker as a regular committee member was seconded by Robin Rathman and passed unanimously.
- III. **Approval of Minutes – July 10, 2024** – **A motion made by Julie Doll to approve the minutes as presented was seconded by Robin Johnson and passed unanimously.**
- IV. **Management Report/Project Update**
 - a. Access Control to pools/Rotunda/playground/tennis court: the Board approved the bid from Titan with the additional door on the east side of the Rotunda. A contract has been forwarded and a down payment made to begin, installation is scheduled to begin on October 8-11.
 - b. Basketball Hoop/Court – obtaining quotes to have the hoop moved to the north end of the court or to add a new hoop to the north end.
 - c. Playground – Fencing and gate repairs scheduled next week – total to fix fence & gate is \$695. Further gate repairs are needed, “L” bolts to be replaced and gate realigned. Pea gravel solution may be a spray that keeps the gravel from moving onto the fall surface.
 - d. Rotunda Doors – Completed – they have come back to address the east door entrance most used which had a loose header bolt cause the door not to properly latch/lock. On the west side of the building, we are taking on water during rain. We have ordered and installed vinyl weather strips for both sets of doors closest to the office in hopes of rectifying the matter but may need to look at a much more expensive repair.
 - e. Quotes for Drainage & North Ridge erosion were approved by the Board – per a recent update we will not see a report for approximately 3 more weeks.
 - f. HVAC units – all three units are functioning, with only one brand new unit installed.
- V. **Old Business**
 - a. Reserve Study Update – Bob Heisler presented the committee with the finalized updated reserve study and advised the committee that would be the direction the CCAA

is to take as far as determining projects to be bid out for Civano. He anticipates the Board will ratify and accept the document as presented.

- b. Photo Contest – Rotunda Art – tabled
- c. Common Area Upgrade – Bocce Ball court area: table and wait for feedback

VI. New Business:

- a. Rotunda Exterior & Playground Fence painting: Bid Review
Bids were presented for the painting project which includes the playground fencing and the rotunda exterior. The vendors revised their bids to assess their quotes equally.
A motion made by Hannah Walker to recommend the quote provided by LGND Painting in the amount of \$11,000.00 was seconded by Wendy Walker and passed with 4-yays and 1-nay by Julie Doll.
- b. Rotunda Roof Repair: Bids to repair and apply two coats of rubberized roof coating were submitted.
A motion made by Julie Doll to recommend the quote submitted by Durazo Roofing was seconded by Wendy Walker and passed unanimously.

VII. Adjournment – With there being no further business the meeting was adjourned at 4:26 pm.

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