



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

**Date:** July 23, 2019  
**Time:** 7:00 PM  
**Location:** Civano Activity Center – 10501 E Seven Generations Way, #109

**Call to Order**

The meeting was called to order by Mario at 7:02 pm.

**I. Roll Call**

**Board Members Present:** Mario Mastrosimone, Chris Shipley, Les Shipley, Tom Sisterman, Wendy Walker, Richard Bates, and Bob Small.

**Also Present with Paul Ash Management:** Manager, Jena Carpenter, CEO, Bruce Ash and CFO, Natalie Kujawa.

**II. Review & Approval of Minutes**

- a. April 16, 2019: **Motion made by Mario to approve the April 2019 minutes with stated corrections was seconded by Rich. Motion passed unanimously.**

**III. Reports**

- a. Treasurer's Report June 2019 – submitted by Chris Shipley and reported by Natalie Kujawa  
At half way through 2019 – the Association is approximately \$5,300.00 under budget

Operating	\$ 64,608.36
Reserves	\$ 856,228.37
Receivables	\$ 38,564.27
Net Income	\$ 12,526.66
- b. CCAA – The committee held an unofficial meeting due to not having a fully appointed committee. Items reviewed were the Reserve study, who would volunteer for committee appointment. The committee is requesting an update to the Reserve Study.
- c. Events – No Report
- d. DRC - The committee met on the 10<sup>th</sup> of July there is no report.
- e. NEC – Written closing report submitted by Ken Wilcox along with his resignation.  
[Management directed to post the closing report to the website.](#)
- f. Garden – They met July 9<sup>th</sup>, and we will adjust the process to include management support who will oversee the contracts, receivables and payables to show whether the Garden is self-supporting financially.
- g. Management Report  
Mario reports the Board has terminated its relationship with Goldschmidt and Shupe, association attorneys and hired the firm of Carpenter, Hazelwood, Delgado and Bolen. The yellow home on renewal has been painted.  
Jena Carpenter presented a written report with the following highlights:



- a. Management is working with Chris Shipley to rewrite the scope for the landscape contract and allow them to bid per the scope. It will help to communicate and manager expectations and ensure Civano is able to price appropriately.
- b. Based on a great deal of review of current documents and policy resolutions, management would like to consider other options related to owner participation and whether it be complete at and by the committee or if an Ad Hoc committee should be formed to drive the direction.
- c. Management has bid out the Janitorial Services and Pools contract.
- d. We are issuing collection notices, while there are not any late fees being assessed, it has helped to get the stragglers still unaware of the management change.

#### IV. Old Business

- a. Action in Lieu – DRC appointment of Cheryl Lockett
- b. Action in Lieu – Insurance coverage change to NFP / Nationwide saving \$2,500 annually.
- c. Northridge Erosion Status – At the direction of City of Tucson, they are requiring drawings and plans for permitting and review – none of the companies who have supplied reports and findings draw plans. WLB is another engineering firm and drew the plans from the previous repair at lots 51 & 52, the project is pending a proposal from WLB for the plans.
- d. Towing Signs – After meeting with the Towing company, we need to install roughly 53 signs community wide. Civano has already paid for 10 and the result requires approval of an additional \$430.

Motion made by Bob to approve \$430 for B&C Towing for the additional signs was seconded by Rich. Motion passed.

#### V. New Business

- a. Key card audit – Management recommends an audit of the key log. The audit will consist of ensuring programmed cards are attached to a current owner.  
Management directed to get a bid to manage the locks electronically through Brevo and audit the ownership related to the cards issued and programmed.
- b. Tennis Court Repair Bids – The CCAA committee solicited bids for repairs the court has several cracks. They are recommending to remove and replace the court with a post-tension slab.  
Motion made by Chris to accept the bid provided by Elite not to exceed \$7,500.00 to repair the tennis court and restripe was seconded by Les. Motion carried.
- c. Pool Contracts – postponed to next meeting
- d. Janitorial proposals – postponed to next meeting
- e. Violation Enforcement Policy – postponed
- f. Collection Policy - postponed
- g. Further DRC appointment request by Joan Tober – because the committee just obtained a fifth member, no appointments will be made at this time.
- h. CCAA Committee appointments



Motion made by Wendy to appoint members Mark Levine as Chair, Joan Tober, and Joe Randall with alternates Ernestine and Lyndell Roe. Motion was rescinded.

Motion made by Wendy to appoint members Mark Levine as Chair, Joan Tober and Joe Randall with alternate Ernestine Morris was seconded by Rich Bates. Motion was rescinded.

Motion made by Wendy to appoint members Mark Levine as Chair, Joan Tober, Joe Randall, and Sharon Knox with alternate Ernestine Morris was seconded by Bob Small. Motion passes.

i. Reserve Study Update

Motion made by Wendy to approve a reserve study update with site visit Option A for \$3,070 was seconded by Bob. Motion passes.

**VI. Public Forum**

- a. Pathway maintenance requested by lot #526013, Civano Nursery will look into it and we will start to track the maintenance schedule and provide the information to the association.
- b. Pathway lights too bright Lot #107, lot owner Caryl Clemens to make an adjustment to adjust the light from shining into their home.
- c. Vandalism at Lot #1028 who is requesting security patrols. Because this has been tried before, with little effect to continued issues, it isn't a viable option. [Management directed to respond to the owner accordingly.](#)
- d. Joan Tober requested the Board remind the members that each member is allowed to speak per ARS and are allowed to do so without heckling remarks. *Comment made wasn't heard at the front and is noted.*
- e. Parking inventory request made by Nolan Davidson, Swaim and Associates created the last version about 6 years ago and wanted to understand who is to pay for it. The Association has been advised not take ownership of such document each business is to pay for their own inventory.
- f. An owner advised there is an ongoing parking issue at the wall in the alley near the Garden.
- g. Joan Tober requested whether the Association was still following Robert's Rules per a former email received from Rick Hanson.
- h. An owner wanted to know what happened with the erosion project.
- i. Joan requested whether the DRC would still have 2 board members and was advised no changes would be made.

**VII. Next meeting date – August 20, 2019**

**VIII. Adjournment**

With there being no further business, the meeting was adjourned at 8:10 pm.