



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

**Date:** August 20, 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 7:00 pm.

*Announcement made that if residents in the audience were there to discuss the Coffee House closing, there would be no discussion by the HOA board as it is an issue between the City of Tucson and the business owners.*

**I. Roll Call**

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

**Absent was:** Tom Sisterman and Wendy Walker,

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

**II. Review & Approval of Minutes**

- a. July 23, 2019: **Motion made by Rich to approve the July 2019 minutes as corrected was seconded by Bob. Motion passed unanimously.**

**III. Reports**

- a. Treasurer's Report July 2019 – submitted by Chris Shipley

Year to Date	\$ 5,300.00 under budget
Operating	\$ 64,608.36
Reserves	\$ 856,228.37
Receivables	\$ 38,564.27
Net Income	\$ 12,526.66
- b. CCAA – Met yesterday, discussed pool contract and janitorial, meeting with reserve study update professional. Discussed additional repairs and maintenance within Civano to be repaired. North pool decking needs to be redone.
- c. DRC - The committee will meet on August 21st there is no report.
- d. Management Report

Jena Carpenter presented a written report with the following highlights:

  - a. CCAA is working to get painting done at both pool areas and the decking on the North Pool.
  - b. Restrooms to be deep cleaned and painted, want to consider sealant for the floors the concrete is beginning to smell.
  - c. Violations for weeds and duty of maintenance, homes need to be painted. Paint violations will have 30-days to submit with 6-months to paint unless a hardship and arrangements can be made on those by contacting the office.



- d. Budget season is upon us. We will meet with Natalie Kujawa who will prepare a draft budget and hope to determine with an updated study know better how well the association is funded. Hope is there won't need to be an increase in assessments.
- e. Meeting with new HOA attorney to develop a process to revise the rules and regulations for Civano to better enable the rules to be followed.
- f. It is near time to select the NEC and work through the closing report by Mr. Wilcox to allow other methods of voting such as electronic and ensuring the absentee ballots may be used for quorum at an annual meeting.
- g. Alarm problems at the North Pool are being worked through, Joe Randall is working with Accura Systems to repair the issues. The closure isn't working properly so the gate doesn't close and latch completely allowing entrance without a key card.

#### **IV. Old Business**

- a. Northridge Erosion proposal by WLB to prepare plans and drawings for the City of Tucson. WLB has already been in contact with John VanWinkle at COT to verify what the expectation and need is.

**Motion made by Chris to accept the bid from WLB not to exceed for the City of Tucson permit not to exceed \$5,000 with adjustments to include the research provided by the Association and a rate sheet with hourly rates was seconded by Rich Bates. Motion passes.**

#### **V. New Business**

- a. Janitorial services have been bid out to replace JaniKing. CCAA recommends hiring ProCare. **Motion made by Bob to hire ProCare at \$16,800 annually was seconded by Les. Motion carries.**
- b. Pool Contract bids – several companies have come out to look at the pool, Mario has inspected the equipment and determined repairs that have been done. Pumps and filters have been installed by different manufacturers, and are producing the minimum amount of horse power needed. Chlorinators belong to Oasis and we are paying rent for those. **Motion made by Rich to accept the bid by L&L pool was seconded by Bob. Motion is postponed for further information.**

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

- a. Owner, Mike Letcher presented information related to the public roads and how to get the roads repaired. There are numerous potholes, utility cuts, and thoroughly worn out roads throughout Civano. Options listed include a campaign from the community to the city for road repairs, do nothing and hope the city eventually finds funding, set up a Special Improvement District to overlay streets. **Management will look into options and work with Mr. Letcher to accomplish a path to road repair.**
- b. Owner requested further information related to what the association can do to get involved to support the businesses within Civano specifically related to the Coffee Shop's recent closure. As a follow up one proposal is getting a city variance to allow the Coffee House to remain open.



Civano has a Planned Area Development (PAD) which is the zoning for Civano. Any rezoning would require an amendment to the PAD which requires association involvement but would be at a cost to the individual requesting the change(s).

- c. An owner wanted to know why the closing of the Coffee House wouldn't be a topic at the Board level as anything that is of vital importance to the homeowners is of vital importance to the Association. The closing and any threat that causes to other businesses and impacts our way of life affects and our property values should be a number one priority to the Association.
- d. Does the HOA do anything to support the businesses, can anyone who brings in a business expect any support from the HOA or are they on their own? Are the businesses completely separate from the HOA?

Business are separate from the HOA, the only jurisdiction over the businesses would be parking, painting, HOA dues, changes and aesthetics of the building.

The confusion lies in that we elect members from Mixed Use and Commercial and those people who represents businesses in the HOA. It would be good to communicate that to the neighborhood.

**Mario called for a 10-minute recess.**

Why we have a mixed use and commercial representative on the Board. If there is some type of business being requested or the need for a zoning change, the City would come to the HOA and get their blessing on whether they allow it or not.

If an owner is concerned about certain businesses are here and there is a question about the zoning how do they go about making it known to the Board whether the owners are in support or not of that business?

The method to inform the board includes attending a meeting.

- e. An owner states one reason they bought into Civano was because of the local businesses, the businesses in Civano shouldn't have to do studies on their own. As a community we should support the business by trying to figure out what will work to keep the businesses here, and would like the HOA Board to be part of that discussion to help businesses stay in Civano. we want to walk to our dentist and get a cup of coffee. We want our HOA to support keeping these businesses in Civano.
- f. An owner who was the site agent mentions when we first started and Les (Shiple) will tell you this, the Declarant decided there would be a mixed use and a commercial. A lot had to do with if there would be an architectural change, they would be able to come back to the board and describe it. That's how it was sold. The Specific Plan and the PAD have not changed. There are 673 homes in Civano and only those around the neighborhood center are mixed use. The Board takes care of our dues and common areas.
- g. If every single business is fighting for the same thing trying to get zoning change, can it not be fought all at the same time.  
Not by the HOA, it's not how the association works. By all means if the community wants to fight for the change members may work together.
- h. Does the HOA just have the name support the businesses here, they collect the money, take care of the amenities and send violations.  
Civano Neighbors and Civano Business groups are separate from the Association the groups are not associated with the HOA.



- i. Is this a legal thing for all HOAs that these cannot be together or how it was set up?

**VII. Next meeting date – September 17, 2019**

**VIII. Adjournment**

With there being no further business, the meeting was adjourned at 8:07 pm.