

Civano Common Area Asset (CCAA) Committee Committee Meeting Minutes

Date: April 9, 2024
Time: 3:30 pm
Location: Activity Center

Committee Members Present: Wendy Walker, Rick Hanson, Caryl Clement, Adrienne St. John, Mark Levine, and Dianne Wilcox. Alternate Present: Julie Doll.

Committee Members Absent: Hannah Walker and Neill Minish.

Members Present were Andrew Slater, LeeAnn Keniston, Lyndell Roe, Bob Heisler, and Rick Stertz. Also present from Paul Ash Management was Jena Carpenter and Rebekka MacDonald.

- I. **Call to Order / Roll Call** - Wendy Walker called the meeting at 3:33 PM
- II. **Approval of Minutes – March 12, 2024** – A motion made by Rick Hanson to approve the minutes as corrected was seconded by Mark Levine and passed unanimously.
- III. **Management Report/Project Update**
 - a. 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.
 - b. Playground – Final inspection complete and punch list was created; repairs will be scheduled. We also need to make a couple fence adjustments and will repaint once complete. The invoice is now due for payment but punch list is not complete.
A motion made by Caryl Clement to hold 10% of the contract in the amount of \$20,730 until punch list is completed was seconded by Rick Hanson and passed unanimously.
Management directed to find out if Play it Safe is going to submit a bid to replace the pea gravel with artificial turf.
 - c. Rotunda Doors – additional measurements were taken on 2/9/24 and manufacturing will begin. The tentative date for installation is now the week of May 13, 2024.
 - d. RFP for Drainage going out with bids due back for review at the April Meeting – we have a few who have agreed to bid and haven't returned one as of April 5th.
 - e. Quotes for fall surface/wood chip replenishment at south swing set being obtained.
 - f. Service has been requested for the existing solar at the pools – members feel it should be getting hotter than it is.
- IV. **Old Business – tabled until April:**
 - a. Reserve Study 2024 Update Discussion/Call to action – Finalize discussion.
The committee reviewed and discussed the following components and provided the following updates to the budget and finance committee:

582	Wood Chips - South Pool swings	Will complete 2024
742	North Pool Deck - Seal / Repair	Repairs needed in 2024 - found soft spots and cracking/holes

762	North Pool Filter #2 - Replace	Due to the cost being less than \$3k for replacement, recommend holding out until no longer working. Replacements are quick and readily available.
765	North Pool Pump #2 - Replace	Due to the cost being less than \$3k for replacement, recommend holding out until no longer working. Replacements are quick and readily available.
918	Pool Lights (mounted to walls) - Replace	For the purpose of this study - please put in 2025 for replacement, we have some parts stored and while older, may be able to look at other options.
940	South Pool Deck - Resurface	Please plan for 2025 expense - bids will be obtained in summer 2024.
942	South Pool Deck - Repair/Seal	Please plan for 2025 expense - bids will be obtained in summer 2024.
964	South Pool Pump (2) - Replace	Due to the cost being less than \$3k for replacement, recommend holding out until no longer working. Replacements are quick and readily available.
966	South Pool Solar Pump	Due to the cost being less than \$3k for replacement, recommend holding out until no longer working. Replacements are quick and readily available.
1104	Rotunda Furniture	Need to adjust, these were replaced in 2024 for \$4,000.
1106	Rotunda Furniture - polygon tables	The tables are dated but should last another 1-2 years.
1146	Rotunda Drinking Fountain - Replace	This will be replaced in 2024 - spout broken and parts unavailable.
1150	Office Furniture - Replace	Two new chairs just purchased, desks and credenza are in fair condition and can hold out for another couple years.
1154	Office Copy/Printer	Question was posed on whether it was working well, could likely get another year maybe 2.
1156	Office Cabinetry - Replace	Cabinets good for a few more years.
1162	Interior Surfaces Rotunda - Repaint	Please slate for 2025/2026, the paint is wearing and there are several nail holes and chipped paint throughout the building.
1164	Interior Lights - Replace	All fixtures now working - they are older and difficult to repair.

1172	Paint Rotunda Stucco Wall (roof)	Need to get bids, the paint is definitely faded.
1260	Pump VFDs Replace	Manager to get with Les Shipley as to the status of this item are they rebuilt and what is the useful remaining life.

- b. Art for Rotunda – tabled to May
 - 1. Photo Contest draft rules for review submitted.
- c. Replacement for Bocce Ball court - tabled to May
- d. Solar energy/panels for pool - tabled to May
- e. Basin Inspections – tabled to May

V. New Business:

- a. Committee appointment by Board in May – new process
 The committee was asked to turn in their interest statements to be included in the selection process by the Board to seat committees. We have a large number of members interested and with newer board members would like to provide them with information on who they are to appoint.

VI. Next Meeting Date – 2nd Tuesdays @ 3:30 pm: May 14, 2024

VII. Adjournment – With there being no further business the meeting was adjourned at 5:10 pm.

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