


# Skyline Ridge Homeowners Association

# General, Construction, and Design Rules

Version 2026.10

October 2026

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## Revision History

| Version | Description | Date |
|---|---|---|
| 2026.10 | Removed reference to ARC in non-compliance process. | 10/03/2026 |
| 2026.09 | Renamed Appendix B; modified wording in Appendix B and E to refer to cure dates and the Schedule of Fines; added Appendix C Enforcement Discretion and Appendix D Schedule of Fines; moved the Sample Notice of Non-Compliance to Appendix E. | 09/24/2026 |
| 2026.10 | Removed Architectural Review Committee (ARC) from process for handling non-compliance in Appendix B. | TBD |

# Skyline Ridge HOA
# General, Construction, and Design Rules

## 1. Introduction

Pursuant to Article VII, Section B of the Skyline Ridge HOA (SRHOA, "the Association") Covenants, Codes, and Restrictions (CCRs), the SRHOA Board of Directors has adopted these **General, Construction, and Design Rules** ("Rules") to assure Skyline Ridge is developed and maintained in an architecturally pleasing and harmonious manner reflective of a premier planned community development. These Rules succeed any prior design guidelines and may be amended from time to time by a majority vote of the Board.

## 2. Scope

These Rules are governed by the Skyline Country Club Estates Improvement Association (SCCEIA) *General Rules, Construction Rules, and Design Rules* and related documents, and the SRHOA CCRs. In case of conflict, the SCCEIA *Rules* documents shall prevail. These SRHOA Rules apply to the entirety of the development, described as:

> Lots 1 thru 40 and Commons Areas 'A' and 'B' and 'C', El Diamante II, a subdivision of Pima County, Arizona, according to the map of record in the Pima County Recorder's Office recorded in book 44, at Page 24

including all dwelling units, common areas, and vacant lots, and govern all construction and landscaping, exterior alterations or additions, and replacement of existing items.

### A. Services Provided by the Association

The Association is responsible for care and maintenance in the deeded Common Areas, including the medians in East Calle Brillante, the fire break areas between buildings, and portions of the wash areas behind buildings. Landscape (trees, plants, etc.), hardscape (gravel, boulders, lighting, etc.) and other improvements in the Common Areas are the sole responsibility of the Association and may not be modified by residents.

The SRHOA cooperates with neighboring associations, including the El Diamante I ("lower East Calle Brillante") HOA, the SCCEIA ("master HOA"), and Skyline Country Club to maintain adjacent spaces. The SRHOA Landscape Committee may occasionally request volunteers to take part in joint cleanup activities.

To promote consistency across our community the SRHOA provides certain maintenance services for each Dwelling Unit, included as part of the property's annual assessment:

- Trimming and irrigation of landscape in the area outside each unit's security gate, performed by a maintenance company engaged by the Association. A schedule of watering days and times for these areas is published on the SRHOA website.
- Blowing out debris inside a unit's security gate, if it is left open.
- Installation and maintenance of garage-mounted light fixtures.

In case of problems, residents shall notify the SRHOA Landscape Committee, which will schedule appropriate maintenance. Modification of landscaping is subject to review and approval, as noted in Sections 3 and 5.F below.

### B. Services Not Provided by the Association

Street maintenance, including paving, curbing, lighting, signage, etc., is the responsibility of the SCCEIA. Problems should be reported to the SRHOA Board, which will coordinate maintenance with the SCCEIA.

Proper operation of an on-at-dusk/off-at-dawn control for exterior garage lighting is the responsibility of the owner.

Design, installation, and maintenance (including irrigation, if any) of the space inside each unit's security gate is the sole responsibility of the owner, implemented in accordance with the Design Requirements described in Section 5 below.

## 3. Required Review and Approval

In accordance with the SCCEIA *Rules* and SRHOA CCRs and By-Laws, the following activities require submission of plans for review and approval to both SCCEIA and SRHOA Architectural Review Committees, and approval from the Committees before proceeding:

- All construction, including exterior alterations or additions, and replacement of existing items to the front (street-facing) and rear (wash or golf course-facing) sides and to the roof of a dwelling unit.
- All landscaping, including addition or removal of plants or hardscape (boulders, brick, gravel, curbing, etc.) in the space outside a dwelling unit's security gate.

A copy of the SRHOA **Architectural Change Request** form is included as Appendix A of this document. For further details or information, please contact the SRHOA Architectural Review Committee at **arc@skylineridgehoa.org.**

Maintenance activity intended to repair or restore a unit to a nominal state in compliance with these Rules (for example, refreshing faded paint; beam, stucco, and roof repairs; broken glass or skylight repair) does not require prior review and approval by the Architectural Review Committee, though it may be reviewed for compliance while in progress or after completion.

## 4. Compliance

Compliance with these Rules is required by all properties in SRHOA. The Landscape or Architectural Review Committees may review compliance at any time and report issues of non-compliance to the Board. Under ARS § 33-1803/33-1242, a defined process for handling potential non-compliance is contained in Appendix B, including issuance of a **Notice of Non-Compliance** (Appendix C) to a homeowner identifying the specific violation of the Rules and the corrective action for restoring compliance to be taken within a time limit. If the issue is not remedied as required, the Board may act to do so and issue a Special Assessment on the property including a fine and recovery of any costs incurred.

## 5. Design Rules

### A. Exterior Paint Colors

The following paint colors are required on all units:

- Home exterior stucco and garage doors: Navajo White (Dunn Edwards DEC 772)
- Beams: Stonish Beige (Dunn Edwards DEC 716)
- Gates and Railings: Satin Black (Benjamin Moore 2131-10)
- Roof: Desert Tan (Benjamin Moore 2153-50 - compliant with SCCEIA Design Rules)

### B. Walkways

Walkway materials are limited to red brick, earth tone pavers, or flagstone.

### C. Exterior Lighting

All outdoor lighting must comply with the City of Tucson/Pima County Outdoor Lighting Code: https://content.civicplus.com/api/assets/az-pimacounty/cb425d08-f729-4c1c-9d07-f001065fc4d5/city-of-tucson-pima-county-outdoor-lighting-code.pdf

### D. Planters, Window and Yard Art

Exterior planters and yard art outside a unit's security gate must be placed only upon the owner's property, including walls, gates, and the ground of their unit. No items may be placed in the Common Areas, including in the fire access zones between buildings, or on garage doors. Planters and art inside security gates are not subject to these rules.

Planters and yard art must be made of durable materials (e.g., concrete or ceramic, metal, etc.) intended for exterior use and may not be embellished with flags, streamers, or similar decorations. The size and number of sculptures and yard art visible from the street must not overwhelm the space and is limited to three pieces per property. The contents of planters must be maintained in a healthy state.

Non-durable materials are not permitted, except for temporary event or seasonal decorations or signage that is promptly taken down at the end of the event or season.

Placement of art or displays is not permitted in street-facing windows outside the unit's security gate.

### E. Political Signs

Placement of political signs is permitted in accordance with Arizona Law (ARS §33-1808, https://www.azleg.gov/ars/33/01808.htm). Signs must be placed only upon the owner's property, including walls, gates, and the ground of their unit. No items may be placed in the Common Areas or on garage doors.

### F. Landscaping and Landscape Maintenance

Plants in the area outside a unit's security gate are maintained and watered by the SRHOA. Homeowners should not attempt to make any changes or repairs to the watering system. If repairs or changes are necessary, please contact the SRHOA Landscape Committee chair at **landscape@skylineridgehoa.org**.

Proposed changes to planting or hardscapes outside a unit's gate must be submitted to the Architectural Review Committee for consideration and approval before being implemented. A list of recommended plants is available from the Chair of the Landscape Committee. The purchase and installation of plants and materials is the responsibility of the homeowner.

Landscaping inside a dwelling unit's security gate is at the discretion of the homeowner, who is responsible for all planting, maintenance, and watering. Prior review and approval by the Architectural Review Committee for work in this area is not required.

Vacant lots without SRHOA-maintained landscaping must be regularly weeded and kept free of overgrowth. Railings and fencing must be maintained and painted.

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Adopted by the SRHOA Board of Directors on September 9, 2026

| **For the SRHOA Board of Directors:** | **Notice Date:** |
|---|---|
| <br>**Robert Altizer, Secretary**<br>**Skyline Ridge Homeowners Association** | October 3, 2026 |

## APPENDIX A: ARCHITECTUAL CHANGE REQUEST FORM

Approval by the Architectural Review Committee must be obtained prior to performing any Construction or Landscaping changes on Skyline Ridge properties, as described in the SCCEIA and SRHOA Design Rules. Please describe your proposed change on this form and attach any plans, photographs, contractor names, and cost estimates, and submit your request to the committee at **arc@skylineridgehoa.org** or by postal mail to SRHOA Architectural Review Committee, 5118 East Calle Brillante, Tucson AZ 85718.

### FOR USE BY THE HOMEOWNER

| | |
|---|---|
| NAME: | DATE: |
| PROPERTY ADDRESS: | |
| MOBILE PHONE: | EMAIL: |
| TITLE OF THE PROJECT: | |
| DESCRIBE IN DETAIL THE CHANGES TO BE MADE (Add additional pages as needed): | |
| CONTRACTOR NAME AND CONTACT: | |
| ESTIMATED START DATE: | ESTIMATED COMPLETION DATE: |
| THIS PROJECT REQUIRES A PIMA COUNTY BUILDING PERMIT: ☐ Yes ☐ No<br>I HAVE READ THE CURRENT SRHOA CCRs: ☐ Yes ☐ No<br>I HAVE READ THE CURRENT SCCEIA and SRHOA DESIGN RULES: ☐ Yes ☐ No<br>CONTRACTOR HAS THE CURRENT SCCEIA DESIGN RULES and SRHOA CCRs AND DESIGN RULES: ☐ Yes ☐ No | |

### FOR USE BY THE SRHOA ARCHITECTURAL REVIEW COMMITTEE

| | |
|---|---|
| **PROJECT DISPOSITION:**<br>Conditionally Approved, Pending Changes ☐ Denied ☐<br>Approved for Homeowner to Forward for SCCEIA Approval ☐ Yes ☐ No | |
| CHANGES REQUIRED TO THE INITIAL REQUEST (Add additional pages as needed): | |
| For the Architectural Review Committee: | Disposition Date: |

## APPENDIX B: NOTICE-AND-CURE PROCESS FOR HANDLING NON-COMPLIANCE

Under the authority of ARS § 33-1803/33-1242 (https://www.azleg.gov/ars/33/01242.htm), the following process shall be used by the SRHOA Board of Directors to address issues of non-compliance with the Association's governing documents. The goal of the notice-and-cure process is to maintain all SRHOA properties in compliance through cooperation between the Board, and homeowners, and to avoid the necessity of punitive action.

1. Potential issues of non-compliance may be documented and reported to the Board including a photo and text description of the property, the specific provision of governing document(s) being violated, and the specific verifiable corrective action needed to restore compliance. The Board shall maintain records of all such reports and their disposition.
2. If upon review the Board finds the property non-compliant, the Board shall create a formal SRHOA **Notice of Non-Compliance** with the description of the violation, the required corrective action, and a **cure date** by which the correction must be completed. This document shall be delivered to the owners via an enclosure in an email, a USPS letter, or hand-delivery, and may be accompanied by a cover letter.
3. On or before the cure date, the Board shall inspect the property and verify the correction has been made per the requirement in the original notice. If it has, the final resolution will be recorded and the matter is closed.
4. If the correction is not made by the cure date, the Board shall issue a **Notice of Fine** to the owners and a **revised cure date**, per the schedule of fines in Appendix D, to be documented and delivered as in [2] above. The owners of the affected property shall be declared **not in good standing** per the SRHOA By-Laws.
5. If the violation remains uncorrected by the revised cure date, an additional fine shall be issued per Appendix D, to be repeated every twenty-one (21) calendar days following until the correction is made and verified. Additional fines may be waived at the Board's discretion if the owners demonstrate they are working in good faith to implement the correction.
6. If the owners fail to complete the correction by the revised cure date and do not demonstrate good faith toward completing the correction, the Board may take action to complete the correction and issue a fine to recover any costs incurred.
7. When the correction has been made and verified, and all fines and Special Assessments have been paid, the final resolution shall be recorded, the owners shall be restored to good standing in the Association and the matter is closed.

A.R.S. 33-1803/33-1242 provides the procedure for any Owner to dispute a notice of violation. The Owner's response must be sent to the Association by certified mail within twenty-one (21) calendar days after the date of the notice. Owners have the option to petition for an administrative hearing on this matter in the Department of Real Estate pursuant to Arizona Revised Statutes Section 32-2199.01.00091

## APPENDIX C: ENFORCEMENT DISCRETION

**C.1 Purpose.** The Design Rules are intended to preserve the character, safety, and value of the community with as little interference in Owners' use and enjoyment of their property as is consistent with that purpose. Accordingly, it is the policy of the Board and its designated enforcement representatives to exercise good judgment in the application of these Rules, and not every technical non-compliance will result in formal notice or sanction.

**C.2 De Minimis Violations.** A violation is *de minimis* where it is technically non-compliant with these Rules but has no material effect on the safety, appearance, or value of the community or adjoining properties. Examples may include minor, temporary, or negligible deviations in timing, placement, or degree that do not reflect a pattern of disregard for the Rules. The Board or its representatives may, in their discretion, decline to issue a formal notice of violation for a de minimis matter, or may address it through informal communication rather than the formal notice-and-cure process described in Appendix B.

**C.3 Unresolved or Ambiguous Violations.** Where responsibility for a condition, or whether a condition constitutes a violation, is not clearly established under the Declaration, these Rules, or any policy defining maintenance responsibility, the Board shall resolve the underlying question of responsibility or applicability before issuing a formal notice of violation. A formal notice of non-compliance shall not be issued based solely on an unresolved ambiguity.

**C.4 Relation to Formal Notice and Fine Provisions.** Nothing in this Section limits the Board's authority under Appendix B to issue formal notice, establish a cure period, and impose fines for violations that are not de minimis under C.2 and not subject to unresolved ambiguity under C.3. This Section governs the threshold decision of whether to initiate the formal process, not the process itself once initiated. The exercise or non-exercise of discretion under this Section as to any particular matter shall not be deemed a waiver of the Board's right to enforce the Rules generally or as to any other matter, nor shall it establish a precedent binding the Board's discretion in future or similar circumstances.

**C.5 Documentation.** Where the Board declines to pursue formal enforcement under C.2, or defers enforcement pending resolution under C.3, the basis for that decision shall be briefly noted in Board records, to support consistency in future application and to preserve the non-waiver position described in C.4.

## APPENDIX D: SCHEDULE OF FINES

In accordance with Appendices B and C, once the Board finds a property to be non-compliant with the SCCEIA General, Construction, and Design Rules (DRs), SRHOA Covenants, Codes, and Restrictions (CCRs) or SRHOA Design Rules (DRs), it issues an initial notice identifying the owner of such violations, including the category of violation, required correction, and a cure-by date for each. If a violation is not cured and approved by the Board, Landscape, or Architectural Review Committee by the cure-by date, the Board shall issue a notice of fine for each un-cured violation in accordance with Table D-1 below, and a revised cure-by date.

If the violation is not resolved by the revised cure-by date, additional fines may be assessed, or the Board may initiate action to resolve the violation. Any costs incurred in Board-initiated resolution will be stated in a Special Assessment to be added to the amount of fines due.

**Table D-1: Schedule of Fines**

| Category (Reference) | Severity | Notice | Minimum Fine | Examples (See Reference for Details) |
|---|---|---|---|---|
| **Architectural** (SCCEIA DRs; SRHOA CCRs) | High | Initial Notice<br>First Fine<br>Additional Fine | $0<br>$500<br>$250 | Unapproved permanent or semi-permanent addition or alteration to any structure or landscaping. |
| **Nuisance** (SCCEIA DRs 2.10; SRHOA CCRs) | High | Initial Notice<br>First Fine<br>Additional Fine | $0<br>$500<br>$250 | Obstruction or interference with neighbors; anything obnoxious to the senses. |
| **Design Rules** (SRHOA DRs Section 5) | Medium | Initial Notice<br>First Fine<br>Additional Fine | $0<br>$250<br>$150 | Violation of any provision of Section 5 of these Design Rules. |
| **Maintenance** (SCCEIA DRs 2.19) | Medium | Initial Notice<br>First Fine<br>Additional Fine | $0<br>$250<br>$100 | Failure to maintain exterior stucco, paint, walkways, or other improvements. |
| **Parking** (SRHOA CCRs III.J) | Low | Initial Notice<br>First Fine<br>Additional Fine | $0<br>$100<br>$50 | RV, Boat, Trailer, dumpster, storage, or other prohibited parking. |

**NOTE**: Some violations may fall into more than one Category. The Board shall have the discretion to determine which Category best describes the violation at issue and the fine to be assessed.

## APPENDIX E: SAMPLE NOTICE OF NON-COMPLIANCE

| | |
|---|---|
| PROPERTY OWNER: | |
| PROPERTY ADDRESS: | |
| MOBILE PHONE: | EMAIL: |

Your property has been found to be out of compliance and in violation of the **SRHOA CC&Rs** or the **SRHOA or SCCEIA General, Construction, and Design Rules** as described below. Please complete the required correction(s) by the cure-by date to restore compliance.

If required corrections are not completed and verified by the SRHOA Board, Architectural Review Committee, or Landscape Committee by the cure-by date:

- A fine will be issued, in accordance with Schedule D-1 in the SRHOA General, Construction, and Design Rules and you will be declared not in good standing.
- The Board may take whatever action is needed to restore compliance and issue additional fine or Special Assessments against your property, including recovery of the cost of any work required to complete the correction. You will remain not in good standing until compliance is restored and all fines and assessments are paid.

To inquire about the matter, please contact the Board at board@skylineridgehoa.org or by postal mail at 5118 East Calle Brillante, Tucson AZ 85718.

A.R.S. 33-1803/33-1242 provides the procedure for any Owner to dispute a notice of violation. The Owner's response must be sent to the Association by certified mail within twenty-one (21) calendar days after the date of this notice to at 5118 East Calle Brillante, Tucson AZ 85718. You are hereby provided written notice that you, the unit owner, have the option to petition for an administrative hearing on this matter in the Department of Real Estate pursuant to Arizona Revised Statutes Section 32-2199.01.00091

| | |
|---|---|
| For the SRHOA<br>Board of Directors: | Notice Date: |

### THE NON-COMPLIANT PROPERTY

| | | | |
|---|---|---|---|
| Violation 1 Description | Category<br>☐ Architectural<br>☐ Nuisance<br>☐ Design Rules<br>☐ Maintenance<br>☐ Parking | Required Correction | Cure-By Date |
| Violation 2 Description | Category<br>☐ Architectural<br>☐ Nuisance<br>☐ Design Rules<br>☐ Maintenance<br>☐ Parking | Required Correction | Cure-By Date |
| Violation 3 Description | Category<br>☐ Architectural<br>☐ Nuisance<br>☐ Design Rules<br>☐ Maintenance<br>☐ Parking | Required Correction | Cure-By Date |

*(add additional pages as needed)*