Board Meeting – March 27, 2026 (From minutes reported by Dena Stitt)

1. The Board has asked the President to send out a letter to the general HOA regarding the following:
    1. Paint the wall in front of your home where the Gardeners have cut down the diseased plants.
    2. Paint the wood beams.
    3. Paint the gate.
    4. Clean up their yards.
2. Palm Trees.

    Becky has requested three bids from companies we have used before. Included in this year's bid should be cutting of the skirts which are causing trouble with the winds disbursing dead fronds onto the ground. The trimming should take place sometime in May or June.
3. Letters to certain HOA members re. Specific requests.
    1. Ask Fuchs (#5124) to paint the front of her home the proper color.
    2. Ask Cueva (#5028) to remove two pots and bench located in the fire zone.
    3. Ask. Patti (#5036) to repair and paint home. And to review yard art and delete all but three pieces. THIS WILL REQUIRE SPECIAL HANDLING.
    4. Tankersly (#5012). Letter send re. Problems with parking was sent to his home via UPS but he never received it. Board is now re-sending to his business address to insure he will receive it. SPECIAL HANDLING.
    5. Board requested President to send a letter to all HOA members telling Them to clean up their yards within a thirty day deadline.

Board Meeting – June 12, 2026 (reported by Bob Altizer)

Becky Nissen:

- Prepare a plan for street needs, including re-graveling and other potential improvements, and report back to the board.
- Get bids for re-graveling or other street improvement projects as part of the street needs assessment.

Bob Altizer

- Work up numbers and a proposal for communications technology support (minor budget request) and share with the board.
- Add links on the new Skyline Ridge HOA website to the Canyon Ridge website (for service requests), SCC EIA website, and Skyline Country Club; coordinate with Kailand about adding a link from the master website to the new Skyline Ridge HOA website.
- Draft updated governing documents, including committee charters and revised design rules, and circulate to board for review before scheduling a focused meeting.
- Research and, if needed, update the process for handling official email addresses and document trails for board/committee business.
- Draft notice of non-compliance template is on the ARC (Architectural Review Committee) charter for board review and use.
- Update website with links to relevant HOA and club sites as discussed.

Paul Garner:

- Draft and send letters to Tankersley regarding ongoing parking and dog run/fire break violations, and to Patty and Larry Knight regarding yard art and exterior maintenance, using appropriate CCR/design rule language; coordinate with Bob on verbiage as needed.
- Obtain and deliver a gift (two bottles of Rombauer Chardonnay and a card) to Dina Stitt in appreciation of her service as outgoing secretary.
- Copy Becky when compliance letters to Tankersley and Knights are sent.
- Set up or research options for automated postal mail service for future official communications as needed.
- Schedule a future meeting focused on updating governing documents after board members have reviewed drafts and existing documents.

Bob Haynes:

- Send updated/modified Welcome to Skyline Ridge brochure (in Word format) to Paul and Bob for review and redrafting.
- Send Bob and Paul the most recent version of the Welcome brochure for review and update.

Collaboration:

- Paul and Bob: Meet on Sunday to discuss timing and division of labor for sending compliance letters and other pending board actions.

Board Meeting – July 24, 2026 (reported by Bob Altizer)

Paul Garner

- Write and send a formal letter to Larry and Patty regarding yard art (limit to 3 pieces, no dangling items) and the state of exterior paintwork, referencing the mission statement in the draft Design Rules.
- Follow up on action items from the June 24 board meeting.
- Obtain thank-you gifts for Dena Stitt and Becky Nissen for their long service to SRHOA.
- Schedule the next board meeting for August 21st (Friday).
- Follow up with Sally Ryder regarding her vote for the Landscape Committee Chair.

Bob Altizer

- Send the draft of updated design rules, including the mission statement, to Diane. DONE
- Reiterate to board members the need to update SRHOA governing documents (including the By-Laws, CCRs, Design Rules, and Committee Charters) to document and clarify the association's responsibilities that are not adequately addressed in the current docs. DONE

Diane Barker

- Form the Landscape Committee with Matt Matthewson, Robin Armstrong, and herself, and contact Mike from Morningstar to discuss ongoing landscape maintenance.
- Obtain the contract and related papers from Becky regarding the front entrance and shared driveway maintenance.
- Talk to Becky about continuing to work with Jean on the front entrance flower arrangements.
- Lock the irrigation box by the bridge and ensure that Carlos, herself, and the board (if desired) have keys.
- Prepare a report for each board meeting on landscape activities.

All

- Review the draft and finalize a charter for the Landscape Committee for board approval before the next board meeting.

Board Meeting – August 6, 2026 (reported by Bob Altizer)

Paul Garner

- Hand-deliver and USPS-mail a formal notice of non-compliance to the homeowner(s) with yard art and poor maintenance issues, including photographs and a 30-day correction deadline, with clear statement of significant penalties for non-compliance.

Bob Altizer

- Assist Paul with assembling the non-compliance notice documentation. DONE
- Finalize and publish the revised Skyline Ridge Design Guidelines. DONE
- Prepare and distribute the official meeting minutes to the board and community. DONE
- Consider appending a static graphic of the common areas map to the published Design Guidelines, referencing the assessor's map. DONE

Diane Barker (Landscape Chair)

- Coordinate with Canyon Ridge Landscaping regarding irrigation leak investigation and report findings to the board.
- Pursue cosmetic improvements to street-facing utility equipment (e.g., electrical boxes, water/gas meters) and coordinate with the board for support and funding.

Michelle McCormick

- Offer to negotiate a group discount with Ace Hardware for screen replacements, to be coordinated through the Landscape Committee.

Special Board Meeting – September 9, 2026 (reported by Bob Altizer)

Bob Altizer

- Correct the reference in the document, changing "codes, covenants, and restrictions" to "covenants, conditions, and restrictions" throughout. DONE
- Update the website to remove today's meeting information and add the Zoom link and information for the next board meeting on Thursday, September 17th. DONE
- Send out the agenda for the next board meeting via the Brevo system, ideally by the weekend. DONE.
- Recap and distribute the action items from previous board meetings to all directors. DONE

Paul Garner

- Forward Robin Armstrong's text approving the September design guidelines update to the contact@skylineridgehoa.org email address to record her vote.
- Carry out the incomplete action items from previous meetings related to non-compliance, with the aim to report them as complete before the next board meeting.
- Consider and propose consulting an attorney for reviewing changes to the CCRs and bylaws and discuss the need for a retainer or on-call arrangement. DONE
- Identify agenda items for the next meeting and communicate them to Bob for inclusion in the announcement. DONE

Board Meeting – September 24, 2026 (reported by Bob Altizer)

Bob Altizer

- Post a compilation of action items on the website.
- Send the article about the house foreclosed due to HOA non-payment to the board. DONE
- Send electronic copies of the agreements between El Diamante and Skyline Ridge to Paul.
- Include the water irrigation schedule in the meeting minutes.
- Update the design rules to clarify that the board, not the Architectural Review Committee, is responsible for compliance enforcement, and present at a future meeting.
- Set up a virtual email address (e.g., finance@skylineridgehoa.org) for Zelle payments and coordinate with the treasurer.
- Post any necessary documents or updates on the website as requested by attendees.

Diane Barker

- Proceed with the landscaping improvements (main island refresh, north and south islands) as approved, coordinating with Canyon Ridge.
- Get a quote from Canyon Ridge for the residence front area gravel refresh, to be considered with the island refresh.
- Proceed with the water box project, coordinating with the metal worker and allowing Dee Aspros to provide input via FaceTime.
- Keep the board updated on the Master HOA's plans for the North Wash and express the community's opinions on preserving its natural state.

Michele McCormick

- Follow up with TEP regarding the service order for replacing stickers on the electrical boxes and then arrange for handyman David Slate to repaint them.

Paul Garner

- Review the cost-sharing agreement with El Diamante HOA (lower East Calle Brillante) regarding entrance lighting repairs and contact Chantal Villamor at GUD Management to discuss.
- Issue letters and notices of non-compliance to properties as designated by the board's review of reported issues.
- Send David's contact information to Michele for the painting of the electrical boxes
- Engage David to repair the damaged electrical box door at his and Bob Altizer's residence.

Bob Haynes

- Investigate with Chase Bank the possibility of setting up a portal for online payments of annual assessments (ACH, Zelle, etc.) and report back at the next meeting.
- Contact Pete Torres regarding unpaid assessments, or have Steve Nissen call him.

Collaboration

- Board: Establish a chartered committee for the Governing Documents Update project, aiming for completion by the February 2028 membership meeting.
- Hold a special board meeting to review and approve the project committee charter, name the committee chair and members, and define the first phase actions, deliverables, and schedule.

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