Attendees on Zoom: Bob Altizer (Organizer), Robin Armstrong, Diane Barker, Bob Haynes, Paul Garner, Michele McCormick

Quick recap

The Skyline Ridge Homeowners Association board meeting focused on reviewing financial updates, landscaping improvements, and governance matters. Bob Haynes reported the association has $20,000 in reserves compared to $15,000 last year, with $5,000 coming from closing a money market account and $1,200 still owed to El Diamante due to address changes. The board approved three landscaping projects totaling $4,507: main island refresh, North and South island improvements, and water system enclosure with new metal boxes. Diane Barker will proceed with getting quotes from handyman David Slate for repainting electrical boxes, while the board discussed concerns about preserving the natural wash area rather than converting it to a park. The board unanimously approved establishing a governing documents committee to update the CC&Rs and bylaws over the next 24 months, addressing gaps in coverage including party walls, retaining walls, and townhouse-specific issues. The conversation ended with reviewing outstanding compliance issues, with specific disposition codes assigned to each violation.

Next steps

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.
- 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.

Meeting Details

Skyline Ridge Homeowners Association Meeting

Paul officially called the Skyline Ridge Homeowners Association board meeting to order at 2:05 PM. A quorum of directors was present, with all on the Zoom session except Sally Rider who was travelling and without internet access. Diane Barker and Michele McCormick represented the Landscape Committee. Bob Altizer reported that minutes of all 2026 meetings are posted on the SRHOA website and that a compilation of action items would be posted online for review.

Treasurer Report

Current balances in SRHOA accounts are approximately $26K in checking for operations and $64K in a CD for reserve. Bob Haynes reported the organization has $20,000 through year-end, compared to $15,000 last year, with $5,000 coming from closing a money market account and the remainder due to lower spending. The group explored payment options for assessments, with Bob Haynes agreeing to investigate setting up ACH payments as an alternative to Zelle due to security concerns, though Zelle was still considered a viable option. The board noted they have sufficient reserves to cover current expenses without changing the $850 assessment amount.

HOA Assessment Payment Discrepancy

The group discussed a discrepancy in HOA assessment payments, where only 38 payments were received instead of the expected 40, due to two unsold lots potentially not being part of the HOA obligations. They determined that legal clarification is needed regarding the status of these two unoccupied lots, particularly regarding Pete Torrez who has been in arrears for two years. The team agreed to seek legal advice on this matter rather than pursuing immediate collection action, as the potential recovery amount would likely not justify the legal costs involved.

Water Usage and Lighting Discussion

The board discussed water usage changes, with meters now running for about an hour instead of 1.5 hours, though Bob Haynes noted the cost savings would be minimal. Paul raised concerns about an entrance lighting repair request from Chantal Villamor, community manager representing the El Diamante (lower ECB) HOA for GUD Community Management, highlighting a clause in the cost sharing agreement that states the HOA will not contribute to watering system infrastructure repairs at the common entry areas. The board agreed to review the agreement and contact Chantal regarding the repair project.

Island Landscaping Improvement Discussion

Diane presented plans for a main ECB island refresh, including new gravel and additional colorful cactus plants, explaining they would use existing plants with pups for transplanting and add new cactus to enhance the area's appearance. The group discussed landscaping improvements for three islands, with Michele explaining that Canyon Ridge designers provided estimates for gravel, plants, and upgrades. Paul questioned whether alternative bids were obtained, and Diane confirmed she had received the full bid document from Canyon Ridge. Separately, Bob Haynes raised concerns about the condition of the stucco and roof on the north mailbox, estimating a potential cost of $3,500 for repairs, with Paul noting that hidden issues might increase costs significantly. The discussion concluded with agreement that board approval would be needed for the proposed landscaping improvements.

Landscaping Improvement Approvals

The board approved three expenditure items totaling $4,507, including $1,300 for new decorative water supply pipe covers at 5004 and 5012. Michele explained that residents support the water pipe covers, which will feature removable, laser-cut metal boxes that won't interfere with existing hose connections. Also approved was $3,207 for landscaping improvements for all East Calle Brillante islands, including $2,207 for the main island and an estimated $1,000 for upper and lower islands. The board discussed getting quotes for the Upper and Lower Island Refresh, with Diane Barker tasked to obtain estimates, as well as for gravel refresh in the front areas of residents’ lots.

Electrical Transformers Repainting

The board also discussed repainting electrical transformers along the street to improve their appearance, with Michele noting that Tucson Electric Power (TEP) can replace old stickers and the community can handle repainting at no additional cost. The group discussed logistics around painting and sticker placement, with Bob Altizer suggesting removing TEP-placed stickers before painting and reapply them with painter's tape afterward until TEP provided new ones. Michele agreed to contact David, a local handyman recommended by Paul, to get pricing for the work.

Natural Wash Maintenance and Preservation Discussion

The discussion then shifted to updates on wash maintenance, where Michele reported that Morningstar (landscape contractor for SCCEIA) would clean the South wash within a week and Tree Monkey would handle palm maintenance on October 5th, with the SCCEIA covering costs. Michele also shared positive news that the SCCEIA board, led by President Elizabeth Kingma, had decided to take over the problematic North wash area and transform it into a “usable park.” The group discussed concerns about preserving the natural wash area, with Paul emphasizing the need for a light touch and expressing opposition to turning it into a park. Diane suggested waiting to see what SCCEIA plans before acting, while noting that the golf course (Skyline Country Club) wants to help clear invasive palm growth. The committee also addressed proposed improvements to fire zone gravel, deciding to separate this from the fire breaks and potentially get quotes from Canyon Ridge for matching gravel in common areas while leaving fire breaks unchanged.

Governing Documents Update Committee

The board meeting focused on updating governing documents and addressing compliance issues. Bob Altizer presented a proposal to create a committee to update the association's governing documents (bylaws, CC&Rs, design rules, policies, etc.), with the goal of completing updates by the members annual meeting in February 2028. The board unanimously approved establishing this committee, which will engage legal counsel to address gaps in current documents, particularly regarding townhouse-specific issues and maintenance responsibilities. Spending of up to $5,000 for legal counsel throughout the project was approved.

Compliance Issues

The board reviewed several reported issues of possible non-compliance under the recently updated design rules, with several cases being resolved and disposition codes updated in the tracking system. Letters or notices will be issued as determined, in accordance with the process described in the Design Rules.

Adjournment

The meeting adjourned at 3:52 PM MST.

Irrigation Schedule

Zone	Addresses	
1	5039 to 5071	Irrigation runs for one hour starting at 1:00 AM starting a Zone 1 on Sunday, Monday, Wednesday, Thursday, and Friday. No irrigation on Tuesday or Saturday.
2	5079 to 5119	
3	5127 to 5167	
4	5132 to 5164	
5	5084 to 5124	
6	5036 to 5076	
7	5012 to 5028	

Compliance Issues

The Board addressed issues that had been reported as potentially non-compliant with the SRHOA Design Rules as updated in September, 2026. Letters and notifications will be processed per the Notice-and-Cure Process described in Appendix B of the Design Rules.

Reference	Address	Issue	Category	Date Introduced	Date Dispositioned	Disposition Code	Cure Date
26.001	5036	Yard Art	Design Rules	9/24/26	9/24/26	3	notice + 30d
26.002	5036	Maintain exterior wall	Maintenance	9/24/26	9/24/26	3	notice + 30d
26.003	5052	Seasonal decoration removal	Design Rules	9/24/26	9/24/26	2	letter + 30d
26.004	5071	Art in window	Design Rules	9/24/26	9/24/26	2	letter + 30d
26.005	5084	Reflector in side window	Design Rules	9/24/26	9/24/26	1	N/A
26.006	5084	Air conditioner vent in window	Design Rules	9/24/26	9/24/26	1	N/A

Code	Disposition
1	Not a compliance issue, dismiss
2	Board send a letter requesting compliance
3	Board issue a Notice of Non-Compliance

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