

On the Zoom Call: Bob Altizer, Paul Garner, Bob Haynes, Sally Rider, Becky Nissen.

Not Present: Robin Armstrong (out of town, unavailable at this hour.)

Meeting summary

Quick recap

The Skyline Ridge Homeowners Association board meeting focused on financial updates, landscaping issues, and governance matters. Bob Altizer was elected as secretary, and treasurer Bob Haynes reported approximately \$31,000 in the checking account, which represents about \$4,000 more than the same period last year. Becky provided updates on landscaping efforts with the new company Canyon Ridge, addressing packrat issues and fire break maintenance, while noting some communication challenges with individual homeowners seeking re-landscaping services. The board discussed potential street improvements including re-graveling, with Becky tasked to prepare a plan for street needs. Bob A. presented a comprehensive report on community communications technology, including a new website, email systems, and mass communication tools, while also reviewing governing documents that need updates. The board addressed several compliance issues, including problems with yard art at the Knight family home and concerns about dog waste in fire breaks at the Tankersley property, deciding to send formal letters regarding these violations.

Next steps

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.

Summary**Skyline Ridge HOA Meeting**

The meeting began with the election of Bob Altizer as the new Secretary of the Skyline Ridge Homeowners Association, with unanimous approval. Bob Haynes reported that the association has approximately \$31,000 in the checking account and \$64,100 in CDs, representing an increase of about \$4,000 compared to the previous year. The group discussed the upcoming budget from SCCEIA, with Bob H. noting that assessments would likely remain at \$850 due to increasing landscaping costs. Bob A. mentioned potentially requesting a few hundred dollars annually for communications technology support. Paul emphasized the need to improve association documentation and communication practices to create a more sustainable and coherent HOA structure that could be easily passed on to future boards.

Canyon Ridge Landscaping Issues

The board discussed landscape maintenance issues with Canyon Ridge, the current landscaping company, including problems with packrat infestations and communication with individual homeowners. Becky reported that while the company is responsive to street-level maintenance, they have been less responsive to individual homeowner requests for re-landscaping. The board passed a motion for Becky to prepare a plan addressing the street's needs, including potential re-graveling

of the front areas, with the understanding that any expenditure would need to be below the bylaws' threshold requiring member vote approval.

Board Secretary Report and Updates

The board discussed delegating tasks to Robin but decided against it due to logistical challenges, with Becky expressing concerns about the feasibility of remote landscape management. The group agreed to purchase a gift for the outgoing secretary, Dina Stitt, settling on two bottles of Rombauer Chardonnay wine and a card signed by the board. Bob A. presented a comprehensive secretary's report, sharing research on the community's 38 townhomes, property values, and ownership structures, and provided updates on communication technologies including private mailboxes and the website development.

HOA Newsletter and Communication Updates

Bob reported on the recent newsletter sent to 45 addresses, with 44 successful deliveries and 29 openings. The team discussed email delivery issues, noting that some emails likely went to spam or junk mail folders, and considered following up with non-openers. Paul expressed interest in sending postal mail to residents regarding CCR compliance, particularly before sending individual letters. The group also discussed updating the master HOA website to include a link to their new website, with Bob noting that most information on the master website's Resource Center was outdated.

Website Development and Content Updates

The group discussed website development and content management. Bob A. presented a new website he created using a simple page builder tool, which received positive feedback from the team. They agreed to add a link to the new website from the SCCEIA sub-HOA page rather than maintaining two separate sites, with Bob A. taking responsibility to contact Kailand at the management company about implementing this solution. The team also discussed updating outdated SRHOA documents, with Bob explaining it would involve simple clerical work to replace documents with current versions. Additionally, they considered adding links to the Skyline Country Club Estates website and Skyline Country Club to the SRHOA website.

Governing Documents and Brochure Updates

Bob A. presented an outline of updates needed to governing documents including design rules from 2024, bylaws from 2011, and a proposal to update the Welcome to Skyline brochure which needs replacement entirely. Drafts of governing document updates are on the SRHOA website for board review. The group discussed that while there may be more recent versions of the brochure from 2022-2023, only the 2017 version exists digitally. The committee agreed to schedule a separate topic call to discuss updating the governing documents after reviewing the existing and proposed new materials, with the brochure update potentially being addressed first as it doesn't have official governing document status.

Property Compliance

The board discussed several property compliance issues, including concerns about the Knight family's yard art and exterior paint condition, as well as complaints about Ama Ammon's dog waste management. They reviewed cases involving non-compliant paint colors on recently sold homes, with the board agreeing that since no complaints were received from above and the homeowners were willing to make repairs voluntarily, no formal action was needed. The discussion highlighted the need for better documentation of HOA requirements during property sales and the potential need to update the CCRs to mandate property maintenance, though this would require a member vote.

Board Compliance and Violations Discussion

The board discussed ongoing violations involving dog waste and unauthorized parking. Paul committed to taking action on these issues within a week, including sending letters to address the violations. The board also learned about nearby moth fly infestations that require tenting of nearby houses, though no immediate threat to the community was identified. Paul and Bob agreed to meet on Sunday to discuss next steps on the compliance issues.

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