

Present in Person: Bob Altizer, Diane Barker, Paul Garner

On the Zoom Call: Bob Altizer (no one called in)

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

Meeting summary

Quick recap

The meeting focused on the organization and responsibilities of the Skyline Ridge HOA board, particularly the Landscape Committee. Diane Barker was nominated and accepted as the new Landscape Committee Chair. The group discussed the need for more formalized processes and documentation, including the creation of a charter for the Landscape Committee and standardized email accounts for board positions. They reviewed ongoing issues such as property maintenance, irrigation system management, and the responsibilities for common areas. The board addressed concerns about a problematic property, and the challenges of enforcing community standards due to a lack of documented records. The relationship with the neighboring HOA regarding shared front entrance maintenance was also discussed. The conversation ended with plans for a future meeting and the recognition of outgoing board members with gifts.

Next steps

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.
- 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.

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.

Summary**Neighborhood Issues and Board Updates**

Bob Altizer hosted a meeting at his house on East Calle Brillante and set up two screens for sharing and presentation purposes. Action items from the June 24 meeting were briefly reviewed; many remain outstanding. Paul discussed an ongoing issue with neighbors Larry and Patty that he was tasked with addressing at the last meeting, and the importance of having well-documented records of past interactions between the board and members. The discussion included updates on committee chair nominations, with Robin Armstrong and Bob Haynes supporting Diane's nomination for Landscape Committee chair, though Sally Ryder's status was unclear. Paul also provided historical context about past board leadership, including the roles of Jack Kane and Brian Gentner in early meetings.

Construction Project Review

The board noted that Pete Torrez currently has a house at "5035 East Calle Brillante" listed at \$900,000, but no design has been approved yet. The board previously rejected a two-story design due to concerns about the balcony and street proximity, and Pete has not yet submitted plans for the single-story design. They noted safety concerns about the small lot size and intersection visibility that would need to be addressed before any construction could proceed.

Board Meeting and Committee Elections

The board voted to elect Diane Barker as Service Landscape Committee Chair, with in-favor votes from and Bob Haynes and Robin Armstrong by text, and Paul and Bob A. in person. It was noted that committee chairs are not formally board members but are key to SRHOA leadership.

Landscape Committee Charter Discussion

Bob discussed the need to formalize the Landscape Committee by adopting a charter, noting that the committee manages a \$32 million enterprise in home resale value. He discussed a draft committee charter with Diane, emphasizing the importance of having proper documentation to ensure continuity when board members change. Paul also highlighted the challenges of taking over from previous boards due to lack of electronic records and proper documentation.

HOA Communication Systems Discussion

Diane discussed her approach to handling landscaping concerns at Skyline Ridge, explaining that she currently coordinates with Carlos, the Monday morning manager for Canyon Ridge Landscaping, by gathering resident requests and feedback beforehand through phone or text. She expressed a preference for direct personal communication methods over email, but the group explained that a new standardized email system has been set up to maintain consistency across the HOA. While Diane's personal approach would be accommodated, the formal email system would provide a consistent point of contact for external communications.

Board Responsibilities and Committee Planning

Bob discussed the responsibilities of board positions and clarified the difference between board members, committee chairs, and ex-officio positions. Diane agreed to take on the South wash area for cleaning, leveraging her existing relationship with Morningstar, the landscaping provider for the master HOA (SCCEIA), and proposed forming a committee with Matt Matthewson and Robin Armstrong to oversee the work, with reliance on Becky Nissen's deep knowledge and her ongoing interest in many landscaping topics. Diane also mentioned she would start attending the SCCEIA Board meetings to coordinate with other stakeholders and will contact Mike [??] from Morningstar to get information about the new landscaping committee chair.

Landscape Committee and Maintenance Updates

Paul discussed obtaining minutes from the Master Landscape Committee meeting and mentioned that a new SCCEIA board president has taken over from Jim Susa. He highlighted the need for improvements to specific areas, including planters between garages and replacing common gravel, with potential funding available for such projects. Bob Altizer also raised concerns about the lack of documentation regarding the association's maintenance responsibilities for areas between the curb and front wall, which are not strictly defined as common areas in the CC&Rs.

Property Maintenance and Operations Discussion

Bob discussed several property maintenance issues with the board, focusing on irrigation systems and common area responsibilities. He emphasized the need to document practices regarding who maintains areas inside versus outside property security gates. Diane proposed installing a lock with multiple keys for the irrigation box by the bridge to prevent unauthorized access. The discussion also covered the front entrance maintenance, where Paul suggested Becky would be best suited to handle the flower arrangements rather than working directly with the lower HOA board. The conversation ended with plans to meet again on August 21st, and discussions about providing gifts to outgoing board members Dena and Becky for their service.

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