



Skyline Ridge HOA

Board Meeting Minutes – August 6, 2026

On the Zoom Call

Board Members: Paul Garner, president; Bob Altizer, secretary; Robin Armstrong, director.

Association Members: Barbara Clark, Deborah DeSimone, Teri Larson, Michelle McCormick, Becky Nissen, Steve Nissen.

Quick recap

The Skyline Ridge HOA board met to review and approve updated design guidelines and a recent unexpected irrigation water usage. Bob Altizer presented design guideline revisions that updated previous documents, incorporated feedback from Sally Ryder, and addressed concerns about non-compliance issues. The board discussed specific modifications including removing roof color requirements from the document and adding language about window displays and art placement. Key decisions included establishing a formal process for addressing non-compliance with design rules, defining the association's responsibility for garage light fixtures, and clarifying that improvements behind security gates, including irrigation systems, are the homeowners' responsibility. The board voted to adopt the updated design guidelines with the discussed modifications, and Paul Garner committed to sending compliance letters to specific properties regarding yard art and property maintenance issues. Diane Barker, SRHOA Landscape Committee Chair, will consult with Canyon Ridge Landscaping to find the source of possible irrigation leaks.

Next steps

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.
- Finalize and publish the revised Skyline Ridge Design Guidelines.
- Prepare and distribute the official meeting minutes to the board and community.
- Consider appending a static graphic of the common areas map to the published Design Guidelines, referencing the assessor's map.

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.



Skyline Ridge HOA

Board Meeting Minutes – August 6, 2026

Michelle McCormick

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

Summary

The board meeting agenda included two items: revising the design guidelines for Skyline Ridge and concern with recent excessive water usage. Bob presented the draft guidelines update including revisions based on feedback from Sally Ryder. The proposed revisions include adding a mission statement, clarifying the association's scope of services, and updating design rules to better reflect current practices and address townhouse-specific needs. Key decisions included removing roof color specifications from the document, keeping the dark sky code requirements, and clarifying that the association maintains garage light fixtures, and that improvements inside security gates are the owner's responsibility. The board also discussed the need for future revisions to the CC&Rs to better address townhouse community concerns, though this would require a membership vote.

Details

Design Guidelines Enforcement Process

The board discussed enforcement of design guidelines and non-compliance issues on the street. Paul acknowledged delays in addressing violations and committed to sending hand-delivered notices to non-compliant properties, including specific documentation of violations with photographs and references to the updated design guidelines adopted on August 6th. The board established a formal process for addressing violations, which includes documenting issues, sending notices with correction deadlines, and imposing fines for non-compliance, with Bob offering to technical help with compose the notices.

HOA Violations and Decorations Policy

The board discussed establishing fines for HOA violations, with Bob confirming that the governing documents allow the board discretion to set penalties. Paul emphasized that any fines should be significant given the long history of non-compliance by a specific homeowner. The discussion also covered holiday decorations, with Michele McCormick questioning the definition of "immediately" ("promptly" in the document) for taking down seasonal decorations and raising concerns about window displays visible from the street. The board noted they previously addressed window decorations and air conditioning vents, and agreed to consider a specific y timeframe for removing holiday decorations."



Skyline Ridge HOA Board Meeting Minutes – August 6, 2026

Window Art Design Guidelines Update

The board discussed updates to design guidelines regarding window art and signage, with Paul clarifying that complaints must be documented and can be made through various channels including email or personal communication. The group agreed to prohibit street-facing window art while allowing decorative elements like stained glass to be placed in windows behind gates or at the front door, and confirmed that any regulation of political signs must comply with state law. Sally proposed updates to the architectural change request form including requirements for contractor information and requester notes about design rules, which was included in the final version. The board noted that utility equipment and individual unit electrical breaker boxes could benefit from cosmetic improvements, with Diane Barker planning to address these issues as landscape chair.

HOA Approval Process Discussion

The board discussed whether to handle forwarding requests to the SCCEIA HOA for approval and debated liability concerns. Terri raised concerns about potential legal issues and liability by getting involved in the approval process, while Michele shared her experience of needing dual approval from both HOAs. The group agreed that once the SRHOA board approves, the responsibility should shift to the homeowner to seek approval from the SCCEIA HOA directly, rather than having the board act as a middle layer.

Architectural Review Rules Modification

The board discussed and modified architectural review rules, focusing on conditional approval processes and specific restrictions. They agreed that the board would specify required changes in a designated paragraph on the form. The group also refined language regarding window displays, changing "Yard Art" to "Window and Yard Art" to better communicate the restriction on street-facing windows. After discussion, the modified rules were approved by the directors present, with the vote scheduled to be recorded on August 6th. Per the SRHOA By-Laws (2011), a quorum of the board was present at the meeting; Treasurer Bob Haynes had previously approved the revision via text.

Irrigation Policy and CCR Updates

The board discussed irrigation systems behind security gates, with Steve explaining that many homes have irrigation connected to the main street system rather than being solely responsible for their own irrigation. Paul and Bob agreed that the current policy should state homeowners are responsible for irrigation inside their security gates, with the HOA disconnecting any systems connected to the main system in case of leaks. The board also reviewed the 1995 SRHOA CCRs and maps that Bob had prepared, showing common areas and property boundaries, which are now available on the HOA website.

###