

Meeting summary

Attendees: Bob Altizer (Organizer), Michele McCormick(External), Larry Schick (External), Paul Garner (External), Sencer Under (External)

Quick recap

The special, single-item board meeting was called to review and approve updates to the Skyline Ridge Homeowners Association Design Rules approved in August. Bob presented proposed changes including a new enforcement discretion policy, a schedule of fines for different categories of violations, and updated terminology to reflect industry standards. The board discussed specific modifications to the architectural change request form and notice of non-compliance documents. Paul moved to accept the updated document with one correction to the proper "covenants, conditions, and restrictions" throughout the document. The board voted to approve the updated design rules as effective immediately, and discussed plans for the next regular board meeting scheduled for September 17th.

Next steps

Bob

- Correct the reference in the document, changing "codes, covenants, and restrictions" to "covenants, conditions, and restrictions" throughout.
- 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.
- Send out the agenda for the next board meeting via the Brevo system, ideally by the weekend.
- Recap and distribute the action items from previous board meetings to all directors.

Paul

- 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.
- Identify agenda items for the next meeting and communicate them to Bob for inclusion in the announcement.

Details**Design Guidelines Update Meeting**

The board meeting was called to discuss design guidelines updates, with Paul, Bob, and Larry attending. Paul mentioned receiving approval support from Board member Robin Armstrong for the design guidelines update. Bob reported that the recent email update had 40 openings and 9 clicks, including responses from Sally and Bob Haynes. The meeting was officially called to order with a quorum present, though only three board members attended.

Design Rules Update Review

Bob reviewed the design rules update adopted in August, which included new sections on scope description, compliance process, and rationale with a mission statement. He presented proposed updates for September that added an enforcement discretion policy and a schedule of fines with five categories: architectural, nuisance, design rules, maintenance, and parking. The meeting also covered modifications to the architectural change request form, including requirements for Pima County building permits and relevant documents.

Design Rules Document Updates

Bob presented updates to the design rules document, including the addition of Pima County at Sally's request and changes to terminology such as "notice and cure process" with initial and revised cure dates. The team discussed implementing a standalone notice of non-compliance form that can be accessed through the website documents repository. Paul expressed support for the changes, noting that the board has been requesting consistent compliance procedures, and indicated that additional work is needed regarding townhome maintenance requirements. The conversation ended with Paul proposing to accept the document with a minor correction to change "codes, covenants, and restrictions" to "covenants, conditions, and restrictions," as they had a quorum with three present members.

Skyline Ridge Association Rules Update

The board accepted a revised document for the Skyline Ridge Homeowners Association general construction and design rules after correcting a typo in "codes, covenants, and restrictions" to "covenants, conditions, and restrictions." Bob agreed to update the website with information about the next board meeting on Thursday the 17th and to send out the agenda by the weekend. The board discussed following up on action items from previous meetings, which Paul noted had been pending the completion of this Design Rules document and today's update.
