

Sandia Heights Homeowners Association
Covenant Support Committee Charter
Revised and Board-Approved 2025-04-09

Purpose

The Covenant Support Committee (“committee”) is a standing committee of Sandia Heights Homeowners Association (SHHA) authorized in the Bylaws by the Board of Directors (“Board”) to take necessary and appropriate actions to enforce the Unit covenants (Use Restrictions) and to perform other functions as set forth in this Charter. To that end the committee is authorized to investigate and facilitate the fair and amicable resolution of reported valid covenant violation complaints between property/homeowners within the Sandia Heights development of the County of Bernalillo, New Mexico. The committee aims to advocate on behalf of members to pursue enforcement of covenants and achieve resolution in the least contentious and least expensive methods possible.

Membership

The committee shall consist of at least two board members, excluding ex officio members, plus additional volunteers that are SHHA members. The chairperson shall be elected by the committee membership and shall also be a member of the Executive Committee and board.

Meetings

The committee shall meet monthly, or as needed, to discuss general committee business and review ongoing complaint investigations and violation remediation. The discussion of complaints is conducted in executive session to preserve as confidential details and sensitive aspects of complaints and the identity and addresses of property/homeowners, including both complainants and alleged violators alike. Meetings will also be used as a forum to provide continuous education of committee members on procedures and guidelines, legal opinions, general SHHA business and other information relevant to the committee.

Operating Procedures and Guidelines

The committee shall maintain, and revise as necessary, a detailed *Operating Procedures and Guidelines* document for internal use, as well as a resident guide made available to the membership, to describe how formal covenant violation complaints are to be received, investigated, resolved and documented in a fair, forthright and consistent manner.

Dispute Resolution Escalation

Should the normal investigative process fail to result in resolution of a valid covenant violation, the committee may make a recommendation to the board to pursue alternate dispute resolution methods that are consistent with SHHA Policy on Dispute Resolution Involving Lot Owners, Resolution 2024-12-11-9. These methods include (1) informal discussions, (2) mediated

discussions via a neutral third party, and (3) formal binding arbitration. Should these methods also fail to result in a resolution, the committee may make a recommendation to the board to pursue a legal remedy.

Communications

The committee shall pursue an ongoing agenda of education for the community concerning the function of the committee and the covenant violation complaint resolution process, mainly by publishing relevant articles in the association newsletter, *The GRIT*. The committee shall provide top-level statistics, minutes and reports on relevant activities to the Board at monthly Board meetings. At the SHHA February Annual Meeting, the committee shall provide an annual summary presentation, and submit a more detailed written annual report, which shall also be published in in the March edition of *The GRIT*.