

Sandia Heights Homeowners Association
Covenant Support Committee Charter
Amended and Board-Approved 2026-Jan-14

Purpose

The Covenant Support Committee supports covenant compliance and dispute resolution consistent with the Association's governing documents. The Committee assists in reviewing complaints, determines whether they fall within the Association's authority, facilitates communication between affected parties, and encourages voluntary compliance using the least contentious and least expensive methods available. Where the Association has enforcement authority, the Committee supports enforcement actions consistent with adopted policies; where enforcement authority is not granted, the Committee provides administrative assistance and guidance only. The Committee may dismiss complaints that are outside the Association's authority or that are unsupported by the governing documents.

Membership

The Committee shall consist of at least five (5) Association members. The Committee Chair is appointed by majority vote of the Board present. The Committee Chair shall be a Board Director, and serve on the Executive Committee. Committee members are nominated by the Committee Chair and are also appointed by a majority vote of the Board present.

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 closed session to preserve as confidential details and sensitive aspects of complaints and investigations. 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, an *Operating Procedures and Guidelines* document as well as a *resident guide*, to describe how formal covenant violation complaints are to be received, investigated, resolved and documented in as fair and consistent manner as possible.

Dispute Resolution Escalation

Should the routine investigative process fail to result in resolution of a valid covenant violation, the Committee shall follow escalation procedures outlined in the Association's Policy for Implementation of Dispute Resolution Involving Lot Owners.

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 SHHA newsletter, *The GRIT*, and by populating and keeping current CSC-related documents and information on the SHHA website. 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 the March edition of *The GRIT*.