

Sandia Heights Homeowners Association

Covenant Support Committee Charter

Board-Approved Charter

1. Committee Status and Authority

The Covenant Support Committee (CSC) is a standing committee of the Sandia Heights Homeowners Association ("Association") established and authorized by the Board of Directors ("Board") to review covenant-related complaints, assist in dispute resolutions, and make recommendations to the Board regarding covenant compliance matters when necessary.

The CSC operates under authority delegated by the Board and serves in an advisory and support capacity. Where the Association has enforcement authority under applicable governing documents, the Committee may support the Board in enforcement actions consistent with adopted policies. Where enforcement authority is not granted, the Committee provides administrative assistance and guidance only.

2. Charter Adoption and Review

This Charter was approved by the Board on May 13, 2026, and shall be reviewed periodically and updated as necessary to ensure continued alignment with the Association's governance needs.

3. Purpose

The purpose of the CSC is to support covenant compliance and dispute resolution consistent with the Association's governing documents. The Committee reviews complaints, determines whether matters fall within the Association's authority, and facilitates communication between affected parties, encouraging voluntary compliance using the least contentious and least expensive methods available.

4. Membership and Composition

The CSC shall consist of:

- At least two (2) Directors
- At least two (2) Association members

Committee members are appointed by the Board. Recommendations may be made by the Committee Chair or Committee members. The Board shall designate the Committee Chair.

5. Ongoing Roles and Responsibilities

The CSC performs the following ongoing responsibilities:

A. Complaint Review and Evaluation

- Receives and reviews formal covenant violation complaints.
- Determines whether complaints fall within the Association's authority under the governing documents.

- Recommends dismissal of complaints that are outside the Association's authority or unsupported by governing documents.

B. Investigation and Resolution

- Facilitates communication between affected parties.
- Encourages voluntary compliance and resolution of disputes using the least contentious and least expensive methods available.

C. Dispute Resolution Escalation

- When routine investigative processes fail to resolve a valid covenant violation, follows escalation procedures outlined in the Association's *Policy for Implementation of Dispute Resolution Involving Lot Owners*.

D. Procedures and Guidelines

- Maintains and updates, as necessary, the Committee's Operating Procedures and Guidelines and related resident guidance documents describing how covenant complaints are received, investigated, resolved, and documented.

E. Committee Meetings

- Meets monthly, or as needed, to discuss general committee business and review complaint investigations and violation remediation.
- Discusses complaints and investigations in closed session to preserve confidentiality of sensitive information.

F. Education and Information

- Pursues an ongoing agenda of community education concerning the function of the Committee and the covenant complaint resolution process.
- Provides information through Association communications including *The GRIT* newsletter and the Association website.

G. Additional Duties

- Performs other duties related to covenant compliance matters as assigned by the Board.

6. Scope Limitations

The CSC does not independently establish Association policy or make binding decisions on behalf of the Association unless specifically authorized by the Board. All recommendations and actions remain subject to the Association's governing documents and Board authority.

7. Reporting and Accountability

The CSC reports regularly to the Board and provides summary statistics, updates on committee activities, and information regarding covenant compliance matters.

The Committee also provides:

- Monthly reports to the Board, as appropriate
- An annual summary presentation at the Association's February Annual Meeting
- A written annual report for publication in the March edition of *The GRIT*

8. Board Oversight and Charter Amendments

The Board retains oversight of the CSC and may amend or revise this Charter as necessary.