

Sandia Heights Homeowners Association

Executive Committee Charter

Board-Approved Charter

1. Committee Status and Authority

The Executive Committee (EC) is a standing committee of the Sandia Heights Homeowners Association ("Association") established in accordance with the Bylaws.

The EC operates under authority delegated by the Board of Directors ("Board") and may act on behalf of the Board only in matters expressly delegated by the Board and when such matters cannot reasonably wait until the next regular Board meeting.

All actions taken by the EC shall be reported to the Board.

2. Charter Adoption and Review

This Charter was approved by the Board on August 12, 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 EC is to support timely decision-making and continuity of Board business between regular Board meetings.

4. Membership and Composition

The EC shall consist of:

- The President
- The Vice President
- The Treasurer
- The Secretary
- The Chair of the Covenant Support Committee
- The Chair of the Architectural Control Committee

The President may recommend additional Board members to serve on the EC, subject to Board approval.

The President shall serve as Chair of the EC or may designate another EC member to preside.

5. Ongoing Roles and Responsibilities

The EC performs the following responsibilities:

A. Decision Support for the Board

The EC conducts research and develops recommendations to support timely decision-making and coordination of Board business between regular Board meetings.

B. Office Personnel Performance Reviews and Compensation

The Executive Committee assists the President by:

- Assisting with employee performance reviews and evaluations; and
- Reviewing employee compensation and salary recommendations for Board consideration.

C. Delegated Actions

The EC acts on time-critical matters that require action between regular Board meetings and provide ongoing Board updates, when expressly delegated by the Board.

6. Scope Limitations

The EC does not replace the Board and does not have independent authority beyond that delegated by the Board.

7. Reporting and Accountability

The EC reports all its activities to the Board at the next regular Board meeting and maintains appropriate records.

8. Board Oversight and Charter Amendments

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