

Sandia Heights Homeowners Association Environment & Safety Committee Charter

Board-Approved Charter

1. Committee Status and Authority

The Environment & Safety Committee (ESC) is a standing committee of the Sandia Heights Homeowners Association (“Association”) established and authorized by the Board of Directors (“Board”).

The ESC operates under authority delegated by the Board and serves in an advisory capacity. The Committee identifies issues, coordinates information, and makes recommendations to the Board as appropriate.

2. Charter Adoption and Review

This Charter was approved by the Board on April 8, 2026, and shall be reviewed periodically and updated as necessary to ensure continued alignment with the Association’s environmental and safety priorities.

3. Purpose

The purpose of the ESC is to support environmental stewardship and enhance the safety and security of the Sandia Heights community by identifying risks and emerging issues, fostering communication, educating residents, and recommending improvements to the Board.

4. Membership and Composition

The ESC shall consist of:

- At least two (2) Directors
- Additional members appointed by the Board

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

Subcommittees

To support focused work in high-priority areas, the ESC may operate through subcommittees as authorized by the Board.

Subcommittees may meet independently of the ESC and report their activities and recommendations to the ESC through meeting minutes.

5. Ongoing Roles and Responsibilities

Sandia Heights is characterized by proximity to wildland areas, limited access routes, shared habitat with wildlife, and adjacency to County parks, Open Space, and National Forest lands. Within this context, and in response to community needs and priorities, the ESC performs the following ongoing responsibilities:

A. Wildfire Preparedness and Emergency Readiness

- Maintain a standing Wildfire Preparedness and Emergency Response Subcommittee, as appropriate, to support wildfire risk reduction and community preparedness.
- Identify and investigate wildfire-related issues and community conditions.

- Encourage residents to take practical steps such as creating and maintaining defensible space, managing vegetation, improving home hardening, and preparing for evacuation and emergencies.
- Develop and share educational information related to wildfire risks, best practices, alert and warning systems, and emergency-readiness resources.

As volunteer capacity allows, the ESC may also:

- Coordinate with appropriate service providers, governmental agencies, and community partners.
- Support voluntary assessments, inspections, recognition programs, and community participation tracking related to preparedness initiatives.
- With ESC approval, advocate for improvements, resources, or policy changes that enhance wildfire resilience.

B. Wildlife

- Promote responsible coexistence with wildlife by educating residents on wildlife behavior, attractant management, safety considerations, and appropriate responses to wildlife encounters.
- Monitor wildlife-related issues that may affect resident safety or property.

C. Traffic, Pedestrian, and Roadway Safety

- Promote traffic and pedestrian safety by encouraging compliance with traffic laws and speed limits.
- Identify roadway visibility, parking, or traffic safety concerns.
- Coordinate with appropriate agencies regarding unsafe conditions or traffic pattern changes.

D. Parks, Open Space, and Adjacent Land Interface

- Monitor and engage on park-related issues, Open Space, and adjacent land uses as they affect environmental quality, safety, and community conditions.

E. Community Safety and Security

- Review safety and security-related information in coordination with appropriate service providers and public agencies.
- Communicate relevant safety information to residents.
- Recommend security awareness initiatives.
- Maintain emergency and public-agency contact information.

F. Additional Duties

Perform other environment and safety-related duties as assigned by the Board.

6. Scope Limitations

The ESC does not enforce covenants, issue notices of violation, patrol the community, direct Association staff or contractors, or provide emergency response services. The ESC may refer safety-related covenant violations to the CSC.

All activities are advisory unless otherwise authorized by the Board.

Subcommittee Expenditures

Subcommittees may incur expenditures within their ESC allocation of the Board-approved ESC budget.

7. Reporting and Accountability

The ESC reports regularly to the Board regarding its activities, environmental and safety matters, and recommendations. The Committee supports resident education through Board-approved communication channels.

8. Board Oversight and Charter Amendments

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