

Communication and Publication Committee Policies and Procedures

Final revisions July 1, 2025

(last revision Dec 2020)

1.3.1.5 Communications and Publications SHHA Rules and Regulations for the Association
The Communications and Publications Committee (C&PC) is responsible for creating, publishing, and distributing its two major publications either through the SHHA website or by direct mail. These publications include The GRIT newsletter and the Resident Guide and Directory.

Specific responsibilities are:

- Publishing a newsletter (The GRIT) a minimum of 6 times per year.
- Publishing the annual Resident Guide and Directory.
- Ensuring that information on the website (www.sandiahomeowners.org) is kept up to date
- Assisting the office with maintaining advertising for all publications.
- Assisting with other communications as may be needed.
- Working extensively with our office staff, Information Technology Committee, and outside consultants to fulfill these functions.

1.3.1.5.1 The GRIT

The official SHHA newsletter, The GRIT, disseminates information and topics of interest to all Sandia Heights residents. The GRIT, is presently published in a mailed black and white hard copy edition and posted online in full color on the SHHA website, www.sandiahomeowners.org. The hardcopy edition is available to SHHA dues-paying members only. The website also features a topical index and an archive of all existing previous issues. We welcome input and articles from SHHA dues-paying members, and local officials, as well as non-profit organizations and individuals with information specific to our area.

1.3.1.5.2 Editorial Policy

The following editorial policies are to ensure that all publications meet a defined standard of professionalism and fairness. These policies are:

- SHHA publications will present all sides of any issue in which there are opposing perspectives.
- SHHA publications will maintain a neutral tone for any issue involving a conflict between the SHHA and a resident.

- SHHA publications will not publish anything that may have an impact on any pending litigation involving the SHHA.
- SHHA publications will strive to be a bi-directional communication channel between the SHHA and Sandia Heights residents.
- SHHA will not publish anything that is defamatory, insulting, or demeaning to any person, group, or organization. Content that is not suitable for publication will be returned to the person submitting the content along with the reasons why the content is not suitable.
- SHHA publications will provide information on subjects of specific interest to the community.
- SHHA reserves the right to edit or disapprove any submission. Content that requires significant editing will be returned to the person submitting the content along with the comments of The GRIT editor.
- Letters may be edited for clarity or length, but in general, they will be published “as is” or returned to the author for revision.
- To be considered for publication, articles and/or letters submitted to the GRIT by residents must be signed.
- In the event there is a dispute over content editing or suitability of content for publication that cannot be resolved by the C&P Committee in consultation with the author, all sides of the dispute will be submitted to the SHHA Board Executive Committee for a decision. If the dispute cannot be resolved by the Executive Committee, it will be submitted to the full SHHA Board for decision.
- Content that is under dispute will not be published until the dispute is resolved.

1.3.1.5.3 Website and Office Internet Access

The SHHA maintains a website at www.sandiahomeowners.org. Documents such as the Covenants for each unit, ACC Design Guidelines and application forms, SHHA forms, meeting minutes and notices and other useful information are available at the website

Access to the SHHA Internet server password is limited to office personnel, officers of the Board, the C&P chair, and others as determined by the Executive Committee.