

Governance & Compliance Board Report — Sunset Ridge HOA — Demo Community

81.2 %

Overall Compliance Score

Governance Scorecard

12

Documents Analyzed

100.0 %

Policy Coverage

81.2 %

Average Compliance Score

2

High Severity Alerts

0

Critical Alerts

97.7 %

OCR Mean Confidence

Executive Summary

This governance report provides a comprehensive overview of Sunset Ridge HOA — Demo Community's compliance status. Based on analysis of 12 documents, the overall governance score is 81.2%. No critical issues were identified.

Detailed Metrics

Metric	Value	Status
Policy Coverage	100.0 %	' P a s s
Compliance Pass Rate	97.0 %	' P a s s
Documents Processed	12	'
OCR Accuracy	97.7 %	' E x c e l l e n t
Jobs Completed	12	'
Jobs Failed	0	' N o n e
Freshness Score	85.0 %	' C u r r e n t
Conflicts Found	0	' N o n e

Metric Definitions

Jobs Completed — Number of document analysis tasks successfully processed through OCR + AI compliance scoring. Indicates total successful end-to-end runs.

Jobs Failed — Number of document analysis tasks that did not complete successfully due to unreadable scans, file errors, or OCR timeouts. Indicates processing failures that may require re-upload or manual review.

Compliance Gaps & Recommendations

This section details the top compliance gaps identified, categorized by their severity and potential impact on community governance.

Overview: 3 Compliance Gaps Identified

The following 3 compliance gaps have been identified through comprehensive analysis, each with specific risks and actionable recommendations.

Compliance Gap #1

Score: 78.0 %

Severity: high

Top Risks:

- **HIGH** — Vendor contract includes broad indemnification; recommend tightening to protect HOA exposure (Section: VENDOR AGREEMENT)
- **MEDIUM** — Payment terms missing explicit late fee/cure language (Section: CONTRACT TERMS)
- **MEDIUM** — No documented approval threshold for expenditures in meeting minutes (Section: BOARD MINUTES)

Recommendations:

- **[HIGH]** Update vendor indemnification language to limit scope and cap liability.
- **[MEDIUM]** Add clear payment/cure terms for late invoices in all vendor agreements.
- **[MEDIUM]** Add a board vote/approval threshold policy and record it in minutes.

Compliance Gap #2

Score: 85.0 %

Severity: medium

Top Risks:

- **MEDIUM** — Some older meeting minutes lack a consistent decision log (Section: BOARD MINUTES)
- **LOW** — Architectural requests lack standardized completeness checklist (Section: ARCHITECTURAL REVIEW)

Recommendations:

- **[MEDIUM]** Adopt a consistent decision log format across all board minutes.
- **[LOW]** Add an architectural submission checklist and enforce required fields.

Compliance Gap #3

Score: 90.0 %

Severity: medium

Top Risks:

- **LOW** — CCR excerpt references rules without linking to the latest amendments (Section: CCR/RULES)

Recommendations:

- **[LOW]** Publish a single canonical rules index with amendment dates and links.
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Analyzed Documents

OCR / Extraction Confidence reflects text-recognition quality, not compliance. Text files bypass OCR.

#	Document Name	Type	OCR / Extraction Confidence
—	Annual Budget 2025	Financial	97.6 %
—	Architectural Request — Wilson	Architectural	97.0 %
—	Board Minutes — June 2025	Minutes	97.8 %
—	Board Minutes — November 2025	Minutes	96.4 %
—	Board Minutes — September 2025	Minutes	97.2 %
—	Bylaws + Governance Charter	Governance	98.0 %
—	CCR Excerpt + Rules Summary	Rules	98.2 %
—	Election Notice + Results	Elections	96.6 %
—	Greenscape Vendor Contract	Vendor Contract	97.4 %
—	Maintenance Incident Report	Operations	96.2 %
—	Reserve Study Summary	Financial	97.9 %
—	Violation Notice — Patel	Compliance	96.8 %