



Each Director, Committee Member and the Board as a whole shall adhere to the following Code of Conduct:

Board members should:

1. Strive at all times to serve the best interests of the Association as a whole regardless of their personal interests.
2. Use sound judgement to make the best possible business decisions for the Association taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by the law and the governing documents of the Association.
4. Provide opportunities for residents to comment on decisions facing the Association.
5. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the Association.
7. Conduct open, fair and well publicized elections.
8. Always speak with one voice, supporting all duly-adopted board decisions even if the board member was in the minority regarding actions that may not have obtained unanimous consent.
9. Language and decorum at board meetings will be kept professional. Personal attacks against owners, residents, managers, service providers and directors are prohibited and are not consistent with the best interest of the community.

Board members should not:

1. Use their position for private gain, including for the purpose of enhancement of their financial status through the use of certain contractors or suppliers.

2. Solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan or any other thing of monetary value from a person who is seeking to obtain contractual or other business or financial relations with the Association.
3. Accept a gift or favor made with the intent of influencing decision or action on any official matter.
4. Receive any compensation from the Association for acting as a volunteer.
5. Willingly misrepresent facts to the members of the community for the sole purpose of advancing a personal cause or influencing the community to place pressure on the Board to advance a personal cause.
6. Interfere with a contractor engaged by the Association while a contract is in progress. All communications with the Association contractors shall go through the Board President or be in accordance with policy.
7. Harass, threaten, or attempt through any means to control or instill fear in any member, Director or agent of the Association.
8. Make promises of anything not approved by the Board as a whole to any subcontractor, supplier, or contractor during negotiations.
9. Knowingly misrepresent any facts to anyone involved in anything with the community which would benefit themselves in any way.
10. Use information obtained as a board member for personal benefit or gain.
11. Violate the duty of confidentiality by disclosure to any person, including but not limited to spouses, friends, owners and non-owners, of confidential information not addressed in open meetings of the Board of Directors.
12. Any director convicted of a felony shall voluntarily resign from their position.

When conflicts arise:

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors and committee members should immediately raise such situations with the Board. If appropriate, the Board will seek guidance from the Association's legal counsel.

1. Disclosure and Recusal. Directors and committee members must immediately disclose the existence of any conflict of interest, whether their own or others. Directors and committee members must withdraw from participation in decisions in which they have a material interest.

2. Violation of Policy. Directors and committee members who violate the Association's code of conduct are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action, including, but not limited to:

- Censure
- Removal from committees
- Removal as an officer of the board
- Request for resignation from the board
- Recall by the membership
- Legal proceedings

Prior to taking any of the actions described above, the Board shall appoint an executive committee to investigate the violation. The committee shall review the evidence of violation, endeavor to meet with the director/committee member believed to be in violation, confer with the Association's legal counsel if deemed necessary, and present its findings and recommendations to the Board for appropriate action. The Board shall endeavor to meet with the director/committee member in executive session prior to imposing disciplinary action against that person.