

Waterford Place Homeowners Association, Inc.

Code of Conduct and Ethics for Board Members/Officers, Committee Members, and Other Volunteer Community Leaders of the Waterford Place Homeowners Association, Inc.

Adopted: November 22, 2021

Effective: November 22, 2021

The following Code of Conduct and Ethics applies to all Board members, officers, committee members, and other volunteers serving the Waterford Place community (together, the “Community Leaders”).

- 1) Community Leaders shall always use their best efforts and always strive to serve the best interests of the Association regardless of their personal interests.
- 2) Community Leaders shall not receive any compensation for serving on behalf of the Association, except for actual expenses incurred by a Board member in the performance of their duties. The Board must approve any reimbursement of Directors. (*WPHOA By-Laws Article V, Section 4*)
- 3) Community Leaders shall always seek to protect and enhance the safety and property value of the owners, including maintaining and supporting the unique character of the Association and its neighborhood.
- 4) Community Leaders shall always make the best possible business judgment decisions for the Association, taking into consideration all available information, circumstances, and resources.
- 5) Community Leaders shall always speak with one voice, supporting all duly adopted board decisions—even if the member were in the minority regarding actions that may not have obtained unanimous consent.
- 6) Community Leaders shall act within the boundaries of their authority as defined by law and the governing documents of the Association. They shall not advocate or support any action or activity that violates a law or regulatory requirement.
- 7) Community Leaders shall express differences of opinion in a clear, respectful, professional, and businesslike manner at the Board, committee, membership, and other meetings of the Association.
- 8) Community Leaders shall not engage in writing, publishing, or speech-making that defames any other member of the Board or committee, owner, non-owner resident of the community, or Association’s designated management company/employee. Personal attacks against Board members, other Community Leaders, owners, non-owner residents, and the Association’s designated management company/employee are prohibited and are not consistent with the community’s best interests.
- 9) Community Leaders shall not misrepresent known facts in any issue involving Association business, nor knowingly misrepresent facts to the community’s residents for the sole purpose of advancing a personal cause or influencing the community to place pressure on the Board to advance a personal cause.
- 10) Community Leaders shall provide opportunities for residents to comment on decisions facing the Association.
- 11) Community Leaders shall conduct open, fair, and well-publicized meetings and elections.
- 12) Community Leaders shall perform their duties without bias for or against any individual or group of owners or non-owner residents and shall not use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.

- 13) Community Leaders shall not divulge personal information about any Association owner, non-owner resident, or employee that was obtained in the performance of board duties. Not limited to, but including revealing to any owner, non-resident, or another third party the discussions, decisions, and comments made at any meeting of the Board properly closed or held in executive session. Confidentiality of all homeowners' and non-owner residents' personal lives shall be respected and protected by Community Leaders.
- 14) Community Leaders shall not spend unauthorized Association funds for their personal use or benefit.
- 15) Community Leaders shall not use their position in the Association to enhance their financial status through the use of certain contractors or suppliers or by advocating Association policies that benefit themselves but are not consistent with the interests of the overall Association.
- 16) Community Leaders shall avoid even the appearance of impropriety and disclose any potential conflict of interest, including personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the Association.

Furthermore, the Community Leaders shall recuse themselves from Board or other decisions that relate exclusively or primarily to themselves and abstain from votes to approve supplier contracts in which they are the contractors or are employees or family of the contractors.

- 17) Community Leaders shall not solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan, or any other item of monetary value from an individual who is pursuing contractual or other business or financial relations with the Association. The same applies to an organization the individual may represent.
- 18) Community Leaders shall not reveal confidential information provided by contractors or share information with those bidding for Association contracts unless specifically authorized by the Board.
- 19) Community Leaders shall not make unauthorized promises to a contractor, subcontractor, supplier, or bidder, nor seek to implement a contract that the Board has not approved.
- 20) Community Leaders shall not harass, threaten, or attempt through any means to control or instill fear in any Board or committee member, owner, non-owner resident, property manager, designated management company employee, or contractor.
- 21) Community Leaders shall not interfere with a contractor implementing a contract in progress. All communications with contractors shall go through the Managing Agent or be in accordance with policy.
- 22) Community Leaders shall not interfere with the system of management established by the Board and its designated management company.
- 23) Current and future Community Leaders will be issued a copy of this document and be asked to acknowledge by signing their name, Association role, and date that they have received it, have read it, and agree to abide by the Code of Conduct and Ethics as written and adopted.

STATEMENT: I have received, read, and agree to abide by the **Waterford Place Homeowners Association, Inc., Code of Conduct and Ethics for Board Members/Officers, Committee Members, and Other Volunteer Community Leaders** detailed above.

Signature of WPHOA Member

Association's Role (Board, Officer, Committee)

Date

Waterford Place Volunteer Community Leaders: Please provide a signed copy of this document to the Waterford Place HOA Property Manager, Timothy Mulford (timothy.mulford@pmpbiz.com).