



## **Shelley Lake Estates Homeowners' Association**

### **Code of Conduct**

Whereas, the governing documents of the Shelley Lake Estates Homeowners' Association, Inc. has delegated the authority and responsibility to govern the operations of the community to its Board of Directors, and

Whereas, the Board of Directors is responsible to appoint committee members, and

Whereas, the volunteer leaders of the Association have the fiduciary duty and responsibility to set a standard and level of behavior this is conducive to the best interests of the HOA and the entire community:

1. The Board of Directors will use its best efforts at all times to make decisions that are consistent with high principles, and to protect and enhance the safety and property value of the residents, current and future.
2. No Board member or Committee member shall receive any compensation for serving on behalf of the Association, except for approved expense reimbursements.
3. No Board or Committee member shall solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan, or any other thing of monetary value made with the intent of influencing decision or action on any official matter, or from a person who is seeking to obtain contractual or other business or financial relations with the Association.
4. No contributions will be made to any political parties or candidates by the Association.
5. No promise of anything not approved by the Board can be made to any subcontractor, supplier or contractor during negotiations.
6. No drugs, alcohol, or substance abuse will be tolerated.
7. Any Board or Committee member convicted of a felony will voluntarily submit their resignation to the Board.
8. Any Board or Committee member under investigation for a felony will request a leave of absence during the investigation and trial period.

9. Confidentiality of all Board members and residents personal lives will be protected by Board and Committee members, to include unlisted phone and email addresses.
10. Language at Board and Committee meetings will be kept professional. It is understood that differences of opinion will exist. They should be expressed in a clear and business-like fashion. Personal attacks against residents, officer, directors or committee members are prohibited and are not consistent with the best interests of the community. Board members who violate this provision agree to subject themselves to removal by a majority vote of the Board after three recorded instances of said violation. Board and Committee members who sign this Code of Conduct agree to these conditions and subject themselves to this Code.
11. No Board member shall engage in any writing, publishing or speech making that defames any other member of the Board or resident of the community.
12. Proper parliamentary procedure should be followed to have dissenting positions stated clearly with the official records of the Association.
13. No Board or Committee member will knowingly misrepresent facts to the residents of the community for the purpose of advancing a personal cause or influencing the community to place pressure on the Board to advance a member's personal cause.
14. No Board or Committee member may use his/her position to enhance his/her financial status through the use of certain contractors or suppliers. Any potential conflict of interest must be exposed to the other volunteers, especially to the Board of Directors.
15. No Board member will interfere with a contractor implementing a contract in progress. All communications with contractors will go through the managing Director or designated individual.
16. By virtue of serving on the Board and setting an example for all members of the community, the Board member covenants that he/she will resign from the Board in the event his/her assessment account becomes past due, during their term on the Board, more than sixty days unless otherwise approved by the Board of Directors.
17. Board members shall not knowingly fail to comply with the Association governing documents. Any Board member who refuses to comply with the governing documents agrees to submit their resignation to the Board.

18. Board and Committee members who sign this Code of Conduct agree to these conditions and subject themselves to this Code; Committee members serve at the pleasure of the Board.

New Board and Committee members shall be given a copy of this code of conduct and requested to execute it to signify that they have received it, have read it and agree to abide by it.

The original resolution was ratified by majority vote June 17, 2010 at an open Board meeting, where a quorum of the Board was present. The Code of Conduct is effective immediately. By signature below, each Board/committee member attests to his or her acceptance of the majority vote approving this Code of Conduct.

AGREED AND ACCEPTED BY:

\_\_\_\_\_  
Signature

Printed

Name: \_\_\_\_\_

Date: \_\_\_\_\_