

Code of Ethics and Rules of Conduct

For Board Members

The Board of Directors of the Estates of Willow Creek hereby adopts the following rules of conduct, standards of behavior, ethical rules and enforcement procedures that are applicable to all serving the Community.

1. Violations of this code of Ethics and Rules of Conduct will result in the remaining Board members requesting the resignation of the offending member.
2. Each new Board member will be given a copy of this document and will be asked to acknowledge that they received it, read it, and agree to abide by it.
3. Board members agree to abide by all Association rules and to be current in the payment of all Association fees and assessments.
4. Board members will accept no gifts of any type from any resident, contractor, or supplier.
5. Board members will use no drugs or alcohol prior to or during Association or Board meetings.
6. It is understood that differences of opinions will exist. They must be expressed in a clear and businesslike fashion. Confidentiality of other Board members' opinions will be respected and not criticized outside of a Board meeting. The Board is a team and will not criticize one of its own outside the confines of the Board meeting.
7. Dissenting votes will be reflected within the official minutes of Association or Board meetings. A dissenting Board member is always permitted to put into writing the reasons for the dissenting opinion and to have that writing attached to the meeting minutes.
8. Language at Board meetings will be kept professional. Yelling, swearing and/or personal attacks against fellow Board members, the property manager, contractors, owners, or residents is prohibited.
9. Board members agree not to make any promises or assurances to any owner, resident, contractor, sub-contractor, supplier or anyone else unless the promise or assurance was approved by the Board as a whole.
10. A Board member will not knowingly misrepresent facts to anyone involved regarding any issue within the Community.
11. No Board member may use his/her position to enhance his/her financial status through the use of certain contractors or suppliers or in any manner whatsoever. Any potential conflict of interest must be disclosed immediately.
12. No Board member shall introduce, support or sponsor any Board action that would result in Association contributions being made to political parties or candidates.

13. No Board member will harass, threaten, or attempt through any means to control or instill fear in fellow Board members, the property manager, or a member of the staff or any owner/resident.
14. Confidentiality of the personal lives of other Board members, residents, the property manager, and employees will be respected and preserved by Board members.
15. No Board member will interfere with the duties of the property manager, contractor, or any staff member.
16. Any Board member under investigation for a felony will request a leave of absence from the Board of Directors during the investigation and trial period. Any Board member convicted of a felony will immediately resign.
17. Board members will use their best efforts at all times to operate and make decisions that are consistent with high ethical principles and to protect the safety of the residents and enhance the value of the property.

I hereby acknowledge receipt of this Code of Ethics and Rules of Conduct for Board members and agree to abide by its terms.

Name _____ Date _____