

RCCTA CODE OF CONDUCT

RCCTA is committed to providing a friendly, safe and welcoming environment for all residents. This code of conduct outlines our expectations for homeowners, neighbors, and guests/visitors' behavior as well as the consequences for any unacceptable or mean-spirited behavior. The expectation is that all homeowners will abide with this code of conduct.

We welcome your comments, questions, and suggestions. Your participation is encouraged but be aware, any violations to our code of conduct will not be tolerated and consequences will be enforced.

Expected Behavior

- Be considerate, respectful, neighborly, and helpful toward your neighbors.
- Refrain from any demeaning, discriminatory speech or harassing behavior.
- Exercise patience and understanding when dealing with neighbors, board members or our property manager, his staff/crew, and our vendors.
- Please send suggestions, concerns, or complaints to the property manager or the BOD.
- When on site, please treat the property manager, staff/crew, and our outside vendors with courtesy, respect, and civility.

Unacceptable Behavior

- Unacceptable behaviors include: intimidating, harassing, abusive, discriminatory, derogatory or demeaning conduct by any homeowner or their guests/visitors.
- Harassment includes: offensive verbal comments and any form of intimidation.
- Bullying refers to anyone using their strength or power to intimidate, threaten, or force their will upon others to coerce a result in their favor.
- Do not give instruction or suggestions to work crews. They are not the decision makers and are instructed by their supervisors to carry out their duties as assigned. Contact your property manager with complaints, he will communicate with the vendor.

Consequences Of Unacceptable Behavior on RCCTA Property and/or at Meetings

*** Anyone asked to stop unacceptable behavior is expected to comply immediately.

1. 1st Offense - Warning
2. 2nd Offense - Required attendance at a Special Meeting with the BOD; BOD also has an option to assess a fine; \$50 each occurrence.

What To Do If You Are Subject To Unacceptable Behavior

1. If you are subject to any unacceptable behavior, immediately notify our Property Manager or a member of the HOA Board.
2. Make sure to keep a record of all bullying incidents and save hard copies of all emails, IMs, text messages, or other harassing communication for evidence.
3. Again, to be very clear; anyone asked to stop threatening behavior, or intimidating speech is expected to comply immediately. Any physical confrontation will result in law enforcement being informed and a complaint being filed.

CODE OF CONDUCT - FOR RCCTA MEETINGS

All homeowners who attend a RCCTA meeting will

1. Address all attendees in a kind and respectful manner and will confine their comments to items relevant to the the agenda item being discussed.
2. Members must maintain decorum, sit quietly, and refrain from speaking until recognized by the meeting chair. During officer reports, Members are to hold all questions until the reports are finished, then raise their hands and wait to be recognized.
3. Members must refrain from engaging in personal oral attacks on either Board Members, fellow Association Members, the Association Manager and/or anyone else present in the room.
4. Members must at all times behave with common courtesy and civility, and refrain from the use of abusive, rude, threatening, or crude language.
5. Remember we are all neighbors and your Board Members are all volunteers.

BASIC RULES & GUIDELINES FOR MEETINGS

1. Follow the agenda:
 - You may submit items for the agenda not listed in preliminary published agenda.
 - Where possible urgent items will have priority and be addressed first.
 - Any new topics will be addressed at the end of the meeting.
2. Three Ways to Be Recognized During the Meeting:
 - Point of Privilege: can't hear, room is too hot or cold, etc.
 - Point of Information: have questions about statements or data
 - Point of Order: object to procedure or personal affront
3. Speak no more than 3 minutes unless Chair allots more time.
4. Members may not speak for a second time until everyone who wants to speak has been given a chance to speak once and then as time allows.
5. Members may not speak more than twice on any one issue, subject to the discretion of the meeting chair.
6. Members must not interrupt anyone who validly (as determined by the chair) has the floor, or otherwise disrupt the meeting.

