

**MOUNTAINVIEW MANOR ASSOCIATION, INC.**  
C/O MATRIX PROPERTY MANAGEMENT GROUP, LLC.  
50C MAIN ST, SUCCASUNNA, NJ 07876  
Phone (908) 852-0064

April 3, 2023

Good afternoon MountainView Manor Residents,

The Board of Directors continues to evaluate all aspects of properly maintaining the Associations property including the day-to-day operation as well as the beautification of the area. The Board has agreed that it would be best to provide residents a platform to contribute ideas and recommendations to move forward in the best interest of the community.

The Board is actively looking for members of the community to volunteer for the Beautification Committee.

The main purpose of this committee is to review areas that could enhance the curb appeal of the property as well as create engagement for residents. Co

The committee will be comprised of Association members and 1 Board member. The primary role of the Board member will be to report the committee's recommendations to the Board. If you are interested in serving on this committee, please reply with your name and unit number.

**E-mail [Erin@matrixpmg.com](mailto:Erin@matrixpmg.com) if you would like to sign up. If you would like to be a part of the committee, please send back your response no later than April 30<sup>th</sup>, 2023.**

**Please note that if you intend to join this committee, you must sign the code of conduct and return to our office by the above date.**

If you have any questions, please contact the Management office at the number above.

Thank you,

Erin Cautero, CMCA, AMS

Matrix Property Management Group, LLC

## COMMITTEE CODE OF CONDUCT

A. Members of the Committees should at all times endeavor to:

1. Serve in the best interests of the Association regardless of personal interests.
2. Act within the boundaries of their authority as set forth by the Board of Directors.
3. Perform their duties without bias for or against any individual group of member or non-member residents.
4. All decisions will be brought to the Board for final approval.

B. Members of the Committees should not:

1. Make unauthorized promises on behalf of the Committee or the Association.
2. Advocate or support any action that violates a law or regulatory requirement or the Master Deed, By-Laws and Rules and Regulations of the Association.
3. Use their positions or decision-making authority for personal gain or to seek advantage over another group of members on non-member residents.
4. Accept any gifts – directly or indirectly – from members, residents, contractors, or suppliers.
5. Misrepresent known facts in any issue involving Committee or Association business.
6. Make personal attacks on colleagues, staff, or residents.
7. Harass, threaten, or attempt through means to control or instill fear in any Board member, group of members, committee members, on non-member residents, employee, or contractor.
8. Interfere with Management or contractors.

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

Unit Number: \_\_\_\_\_

