

**THE GRANDE @ RANCOCAS CREEK  
CONDOMINIUM ASSOCIATION**

**Code of Conduct and Ethics for Board Members and  
Volunteer Community Leaders**

WHEREAS, the Bylaws of the Grande @ Rancocas Creek Condominium Association has delegated the authority and responsibility to govern the operations of the community to its Board of Trustees, and

WHEREAS, the Board of Directors is responsible to appoint officers and committee members, and to solicit/involve other volunteers

WHEREAS, the Board has the fiduciary duty and responsibility to set a standard and level of behavior that is in the best interests of the entire community,

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors (Board) of the Grande @ Rancocas Creek Condominium Association hereby adopts the following code of conduct, standards of behavior, ethical rules and procedures that are applicable to all Board members, committee members and other volunteers serving the community (together, the "Community Leaders"):

- 1) Community Leaders will use their best efforts at all times to make decisions that are consistent with high principles and best interests of the overall Association, and.
- 2) Community Leaders will 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 neighborhoods
- 3) No Community Leader shall receive any compensation for serving on behalf of the Association, except for expense reimbursements approved by the Board of Directors.
- 4) It is the responsibility of all Community Leaders to avoid even the appearance of impropriety and to disclose any potential conflict of interest, to recuse themselves from Board or other decisions that relate exclusively or primarily to themselves and any endeavor that they may be involved in, and to abstain from votes to approve supplier contracts in which they are the contractors or are employees or family of the contractors. The amount and nature of supplier contracts with Community Leaders will be noted in the annual financial statements of the Association.
- 5) No Community Leader 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 a 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.

- 6) No promise of anything not approved by the Board shall be made to any subcontractor, supplier, or contractor during negotiations.
- 7) Confidentiality of all homeowners and residents' personal lives shall be respected and protected by Community Leaders.
- 8) Language at Board meetings and other 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, and will be noted in the minutes of such meetings.
- 9) No Community Leader shall engage in any writing, publishing, or speech making that defames any other member of the Board, Community Leader, contractor, owner or resident of the community. Personal attacks against Board members, other Community Leaders, owners, residents, contractors and the Association's designated management company are prohibited and are not consistent with the best interests of the community.
- 10) No Community Leader will knowingly misrepresent facts to the residents of the community for the sole purpose of advancing a personal cause or influencing the community to place pressure on the Board to advance a personal cause.
- 11) No Community Leader serving the community may use his/her position to enhance his/her 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.
- 12) No Community Leader will seek to have a contract implemented that has not been approved by the Board. Board members may not seek proposals or bids from contractors, without the entire Board's permission given at an open meeting of the residents.
- 13) No Community Leader will interfere with a contractor implementing a contract in progress. All communications with contractors will go through the Managing Agent unless otherwise directed by the majority of the Board of Directors.
- 14) No Community Leader will interfere with the system of management established by the Board and its designated management company.
- 15) Trustees and Community Leaders will attend all meetings as set by the Board of Trustees of the community, whether open meetings or work meetings. If a Board member misses any four meetings (open or work), of which three or more are open meetings of the Board, in a twelve-month period, the remainder of the Board may vote for that member's removal by an affirmative vote of two-thirds of the remaining Directors. Board of Trustees may attend meetings via electronic communication, either via the computer or telephone as long as they notified the Board prior to the meeting.
- 16) Community Leaders must remain in good standing with the community. This

includes members who are on a payment plan for past dues. Anyone on a payment plan for past dues must be current with the current year dues, plus have a signed agreement for the past dues with the Association. At any time, a community leader becomes delinquent, including with their payment plan, they will be suspended from the Board until such time they become current. If this occurs more than three times in a calendar year, the remainder of the Board may vote for that member's removal by an affirmative vote of two-thirds of the remaining Trustees.

17) The Board of Trustees has the authority to suspend, for a period of not less than 30 days or more than 90 days, a member of the Board of Trustees or any other Community Leader for failing to adhere to this code of conduct. The suspension must be approved by two-thirds of the Board of Trustees voting in the affirmative at a meeting called for the purpose of the suspension. The member will be given the opportunity to be heard at the meeting called for the suspension. The suspension will allow the suspended member to attend meetings but not vote on any issues brought before the Board or be involved in any electronic communication involving Board business, during the time of the suspension. If a member is suspended two times during their term, the remainder of the Board may vote for that member's removal by an affirmative vote of two-thirds of the remaining Trustees. If a Board member is removed from office for any reason during their term, that member cannot run for a position on the Board for a period of four (4) years (two terms).

18) Existing and future Community Leaders, including persons running for election to the Board of Trustees will be given a copy of this Code of Conduct and will be asked to sign that they have received it, have read it and agree to abide by it. If a Board member or Committee member refuses to sign this Code, it will be seen as a violation of the Association's Rules and Regulations and that member must immediately vacate the position on the Board or Committee or will not be eligible to serve on the Board or Committee.

The resolution was ratified on November 12, 2015 at an open Board meeting where a quorum of the Board was present and will become effective immediately. It replaces any and all other versions of the Code of Conduct which may have been previously adopted.

I, \_\_\_\_\_, agree to abide by the terms in the above Code of Conduct.

\_\_\_\_\_  
Board member signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
date