

CERTIFICATE OF SECRETARY  
of  
RESOLUTION OF BOARD OF DIRECTORS  
of  
WESTBOURNE HOMEOWNERS ASSOCIATION, INC.  
adopting  
CODE OF CONDUCT

STATE OF TEXAS                   §  
  §  
COUNTY OF HARRIS           §

I, Deborah L. Linfield, Secretary of Westbourne Homeowners Association, Inc. (the "Association"), do hereby certify that at a meeting of the Board of Directors of the Association (the "Board") duly called and held on the 24 day of July, 2017, with at least a quorum of the board members being present and remaining throughout, and being duly authorized to transact business, the following resolution was duly made and approved by a majority vote of the members of the Board:

WHEREAS, state law and the governing documents of Westbourne Homeowners Association, Inc. delegate the authority and responsibility to govern the operations of the community to its Board of Directors;

WHEREAS, the volunteer leaders of the Association have a duty of good faith and a responsibility to set a standard and level of behavior that is conducive to the best interests of the entire community.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of Westbourne Homeowners Association, Inc. hereby adopts the following Code of Conduct that is applicable to all Board members:

Board members of Westbourne Homeowners Association, Inc. are representatives of the community and as such should represent a high standard of conduct and cooperation with other Board members, committee chairs and members, staff, owners and residents during all meetings, events and deliberations. The standard is represented by the following tenets.

**Board Members Should:**

1. Strive at all times to serve the best interests of the Association as a whole regardless of their personal interests.

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2. Use sound judgment to make the best possible business decisions for the Association, taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the Association.
4. Provide opportunities for owners to comment on decisions facing the Association.
5. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the Association.
7. Conduct open, fair and well-publicized elections.
8. Strive to treat other Board members, committee members, staff and owners with courtesy and respect at all time.
9. Always speak with one voice, supporting all duly adopted Board decisions – even if the Board member was in the minority regarding actions that may not have obtained unanimous consent.

**Board Members Should Not:**

1. Reveal confidential information provided by contractors or share information with those bidding for Association contracts unless specifically authorized by the Board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.
4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
5. Spend unauthorized Association funds for their own personal use or benefit.
6. Accept any gifts – directly or indirectly – from owners, residents, contractors or suppliers.
7. Misrepresent known facts in any issue involving Association business.
8. Divulge personal information about any Association owner, resident or employee that was obtained in the performance of Board duties.
9. Make personal attacks on colleagues, staff or residents.

10. Harass, threaten or attempt through any means to control or instill fear in any Board member, owner, resident, employee or contractor.
11. Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board property closed or held in executive session.
12. Use foul or vulgar language toward other Board members, committee members, staff, owners or residents at any time.

I further certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing resolution was approved as set forth above and now appears in the books and records of the Association.

WESTBOURNE HOMEOWNERS ASSOCIATION, INC.

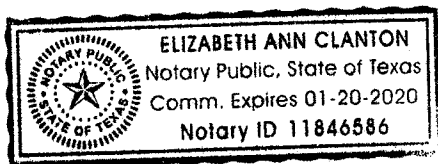
By: Deborah L. Linfield

Printed: Deborah L. Linfield

Its: Secretary

THE STATE OF TEXAS     §  
   §  
 COUNTY OF HARRIS     §

BEFORE ME, the undersigned notary public, on this 25<sup>th</sup> day of July, 2017 personally appeared Deborah L. Linfield, Secretary of Westbourne Homeowners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.



Elizabeth Ann Clanton  
 Notary Public in and for the State of Texas

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# Pages 6  
07/27/2017 08:53 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
STAN STANART  
COUNTY CLERK  
Fees \$32.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.  
THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



*Stan Stanart*

COUNTY CLERK  
HARRIS COUNTY, TEXAS

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