

# **CODE OF CONDUCT FOR ANDOVER GLEN BOARD MEMBERS**

The Andover Glen Board of Directors has approved the following code of conduct for its members in order to ensure that they maintain a high standard of ethical conduct in the performance of the Andover Glen business, and to ensure that the residents maintain confidence in and respect for the entire Board.

## **The following principles and guidelines constitute the Code of Conduct:**

1. No Board member shall use his/her position for private gain, including for the purpose of enhancement of his/her financial status through the use of certain contractors or suppliers or confidential information.
2. No Board member nor his/her agent or employee or family member shall enter into a personal service contract with the Andover Glen Homeowners Association without previous disclosure of such interest to the Board.
3. No Board member will seek to have a contract implemented that has not been duly approved by the Board.
4. All communications with contractors will go through the appropriate Board designated Project Coordinator and be in accordance with policy. No Board member will interfere with the duties of any other Board member.
5. No Board member shall solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan or any other thing of monetary value from a person who is seeking to obtain contractual or other business or financial relations with the Association.
6. No Board member shall receive any compensation from the Association for acting as a volunteer.
7. No Association funds will be expended on behalf of any political party, candidate, or cause.

8. No Board member shall willingly misrepresent facts to the members 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 Board member's personal cause.
9. Language and decorum at Board meetings will be kept professional. Personal attacks against homeowners, residents, service providers and Board members are prohibited. Writing, publishing, or speech making that defames any other member of the Board is also prohibited and is not consistent with the best interest of the community.
10. No Board member shall violate the duty of confidentiality by disclosure to any person, including but not limited to spouses, friends, homeowners, and non-homeowners, of confidential information not addressed in open meetings of the Board.
11. Board members will respect and support all majority decisions of the Board.
12. Board members will inform and acknowledge conflicts of interest between their personal life and issues brought before the Board. Board members will abstain from voting on issues where they are conflicted.
13. All Board members recognize that the President is the official spokesperson for the Board. No Board member will speak for or on behalf of the organization unless specifically authorized to do so.
14. No Board member will harass, threaten, or attempt through any means to control or install fear in a member of the Board or other Andover Glen homeowner, resident, or associate of the Association.

**Responsibilities of Andover Glen Board Members:**

1. Represent the interests of those whom this organization serves.
2. Consider myself a trustee with a fiduciary responsibility to the organization and will do my best to insure it is well maintained, financially secure and always operating in accordance with the Association's stated objectives, governing documents, and applicable laws and statutes.
3. Work to learn how to do my job better through educational seminars offered for HOA's.
4. Carefully consider and respect the opinions of my fellow Board members.
5. Refer homeowner complaints timely and directly to the Board.
6. Bring to the attention of the Board any issues I believe will have a significant effect on Andover Glen and its residents.
7. Keep well-informed of developments relevant to issues that may come from the Board; plan to attend and participate actively in Board meetings and actions.
8. Keep HOA's confidential information as such.

I, the undersigned, as a member of the Board of Directors of Andover Glen Homeowners Association, acknowledge that I have received a copy of Andover Glen's policies on Code of Conduct for Board Members, and Responsibilities of Board Members. I have read these policy statements, I understand them, and I agree to uphold them.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_