

WATERS LANDING ASSOCIATION, INC.

Call for Candidates

Instructions

Thank you for your interest in serving as a Director on the Board for the Waters Landing Association. All candidates are required to complete and submit the following forms to serve as a Director. These forms require candidates to provide certain personal information (only your name will be published) and to acknowledge their agreement to various matters related to their candidacy. Please make sure your form is legible, complete, signed, and delivered to the office on or before the due date stated within. Forms that do not comply with these requirements may be rejected. Please contact the office should you have any questions on how to complete these forms.

Nominee Information

I hereby place my name in nomination as a candidate for Director on the Board of the Waters Landing Association:

Name:

Address:

Home Phone:

Cell Phone:

Email Address:

Checklist

- Nomination Information
- Qualification Statement
- Certification Statement
- Waters Landing Code of Ethics and Rules of Conduct for the Board of Directors and Committee Members

RETURN BY **FRIDAY OCTOBER 16 at 5 PM** to:

Waters Landing Association, Inc.

Email: wla@waterslanding.org

20000 Father Hurley Boulevard, Germantown, Maryland 20874

WATERS LANDING ASSOCIATION, INC.

Qualification Statement for Board of Directors Candidate

Name:

Have you ever been involved in a Homeowners Association or similar community service organization? If so, describe including positions held and length of service.

What background or experience do you have which would qualify you for a Director position (education, organizations, occupation, attending Waters Landing meetings, etc.)?

What are your reasons for seeking nomination to the Board of Directors (goals, ideas, etc.)?

Other comments or ideas.

WATERS LANDING ASSOCIATION, INC.

Certification Statement and Signature for Director Candidacy

Printed Name:

1. The person mentioned above certifies that they are a member in good standing of the Community (either the deeded owner of a property within Waters Landing, or an officer, trustee, general partner or designated agent of an entity that is the deeded owner of a property within Waters Landing) as provided in Article IV, Section 8 of the Bylaws.
2. The person mentioned above also certifies that the owner is not more than sixty (60) days delinquent in financial obligations to the Association which would disqualify them from voting or serving on the Board per Article IV, Section 8 of the Bylaws.
3. The person mentioned above also acknowledges that that they are willing to serve as a Director on the Board of Waters Landing and that if they fail to qualify for the ballot pursuant to the Bylaws or the Annual Meeting Resolution, that they shall be deemed to have withdrawn from nomination.

Director Candidate Signature:

**CODE OF ETHICS AND RULES OF CONDUCT
FOR THE BOARD OF DIRECTORS AND COMMITTEE MEMBERS**

WHEREAS, the Board of Directors of Waters Landing Association has the power and the responsibility to make decisions for the entire community, and

WHEREAS, the Board of Directors is responsible to appoint officers and committee members, and

WHEREAS, the volunteer leaders of the Association are responsible to set a standard and a tone for behavior that is conducive to the best interests of the entire community, THEREFORE, BE IT RESOLVED THAT the Board of Directors of Waters Landing Association hereby adopts the following codes of ethics, rules of conduct, and enforcement procedures that are applicable to all volunteers serving the community:

1. Volunteers shall make a best effort at all times to make decisions that are consistent with high principles, and to protect and enhance the safety and property value of the residents.
2. Volunteers shall regularly participate in scheduled meetings to maintain effective governance.
 - a. Volunteers must review meeting materials in advance and be informed about agenda items.
3. No volunteer shall use his/her position in the association for private gain, for example:
 - a. No volunteer shall receive any compensation from the Association or any third party for acting as such.
 - b. No Board member shall accept a gift or favor made with intent of influencing decision or action on any official matter.
 - c. No volunteer shall accept gifts of any type worth \$5.00 or more from any resident, contractor, or supplier.
 - d. No volunteer shall solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person or firm who is seeking to obtain contractual or other business or financial relations with Waters Landing Association.
 - e. Volunteers shall not use their position for personal gain, or give the appearance of endorsement when communicating as a representative of the association
 - f. No volunteer may use their position to advertise products or services, or to endorse personal or family businesses.
4. No volunteer shall willingly 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/Committee to advance a volunteer's personal cause.
5. No volunteer or his/her agent or employee or family member shall enter into a personal service contract with the association unless he or she has previously disclosed such conflict of interest to the Board.

WATERS LANDING ASSOCIATION, INC.

6. No volunteer shall endorse or make contributions to any political party or candidate on behalf of or as a representative of the association.
7. Volunteers shall protect the confidentiality of other board/committee/management staff/resident's personal lives.
8. No volunteer will interrupt the day-to-day work of the management staff. Appointments will be made in advance with a clear agenda of discussion items during the course of the business day.
9. No volunteer will harass, threaten, or attempt through any means to control or instill fear in a member of the management staff.
10. Volunteers shall treat community members with dignity and respect.
 - a. No volunteer shall engage in writing, publishing, or speech that defames any other member of the Board/Committee or resident of the community. Personal attacks will not be tolerated.
 - b. It is understood that differences of opinion will exist and should be expressed in a clear and professional manner.
11. No volunteer shall abuse alcohol, drugs, or other substances in conjunction with any association activity.
12. Any volunteer convicted of a felony will voluntarily resign from his/her position or will be removed by the board of directors.
 - a. Any volunteer under investigation for a felony will request a leave of absence from the Board/Committee during the investigation and trial period.
13. All volunteers shall sign the acknowledgement page for this Code of Ethics and Rules of Conduct and agree to abide by its statutes or may be removed by the Board of Directors.

Specifics to the Board of Directors:

14. No Board member shall disclose personal, personnel, or legal matters related to the Association without proper authorization.
 - a. Any contract negotiations shall be kept confidential until the final contract is signed and available to the community.
15. No Board member will seek to have a contract implemented that has not been duly approved by the Board.
16. No Board member will interfere with a contractor implementing a contract in progress. All communications with contractors will go through site staff or management or be in accordance with policy.
17. No Board member will interfere with the system of management established by the Board and the management company.
18. No Board member shall unilaterally communicate on behalf of the Association without prior authorization via social media & Public Statements.

WATERS LANDING ASSOCIATION, INC.

This resolution of the Code of Ethics and Rules of Conduct will be kept posted in the Association's office and each new Board Member and Volunteer will be given a copy and are required to sign it to indicate that they have read it and agree to abide by it.

Violation of this Code will be brought to the Hearing Board. The Attorney, Management Agent, and Accountant will serve as the advisory Hearing Board members.

Any volunteer that violates this Code of Ethics and Rules of Conduct may be removed by a majority vote of the Board of Directors.

Any Board member or volunteer who violates this Code of Conduct agrees that the Board of Directors may seek injunctive relief against him/her and agrees to pay all attorney fees incurred in that enforcement effort, and the Board shall be relieved of posting bond to its injunctive remedy for violations of this Code.

Volunteer Acknowledgement

I, as a community volunteer for the Waters Landing Association, acknowledge that I have read, understand, and agree to abide by this Code of Ethics and Rules of Conduct.

Signature:

Name:

Role:

Date: