

HARBORVIEW COMMUNITY ASSOCIATION

Board Member - Code of Conduct & Ethics

Members of the HARBORVIEW COMMUNITY ASSOCIATION Board of Directors have adopted this "Code of Conduct & Ethics (Code) to govern the conduct of the Board of Directors to ensure that its business is conducted with honesty and integrity. Board members are expected to act in accordance with the highest personal and ethical standards and comply with all applicable laws, regulations, rules and association policies.

This Code governs the conduct of the Board's work and each Board member should become familiar with its provisions. The requirements of this Code are mandatory and the following rules of conduct should be observed in all activities of the Board:

- Board members must represent, with unconflicted loyalty, the interests of the Association membership as a whole. This accountability supersedes any conflicting loyalty such as that to advocacy or special interest groups, membership on other Boards or organizations and/or the personal interests of any Board member acting as an individual Homeowner.
- Board members must avoid any conflict of interest with respect to their fiduciary responsibility. A conflict of interest occurs when a Board member's personal or financial interest, direct or indirect, interferes or appears to interfere with the interests of the Association or adversely affects the Board member's obligation to exercise his/her best judgment when considering the interests of the Association. For example, the supplying of goods or services to the Association by a Board member, his/her business affiliate or by any member of his/her immediate family must be on customary and reasonable business terms and subject to the same procedures and processes as other suppliers or providers.
- The HARBORVIEW COMMUNITY ASSOCIATION Board of Directors is committed to dealing fairly with its vendors, Management Company and Homeowners. No Board member may take unfair advantage of anyone through manipulation, concealment, abuse of confidential information, misrepresentation of material facts or any other intentional unfair practice. There must be no self-dealing or any conduct of private business or personal services between Board members and the Association except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
- Board members must protect the Association's assets that are under their control and ensure their rightful use. All such assets must be used only for legitimate business purposes.
- Board members must not use their positions to obtain for themselves, family members, or close associates, preferential treatment or consideration as it relates to services provided, contractual agreements, Association rules and regulations, or any other governing documents or principles of the Association.
- Should a Board member be considered for employment by the Association's Management Company, he/she must temporarily withdraw from Board deliberations, voting, and access to applicable Board information.
- Board members may not attempt to exercise individual authority over the Board of Directors, Management Company staff, or other Homeowners except as explicitly set forth in Board by-laws, rules and regulations, and policies.
- Board members must protect the privacy and confidentiality of Homeowner information. No Board member will access, use or disclose Homeowner records or reports or disclose any information about Homeowner communications unless required to do so by law.

A violation of this Code, including failure to report a known or suspected violation, may result in disciplinary measures against the offender. Such measures may include censure or dismissal from the Board. Violations of law or regulations may be reported to legal or regulatory authorities for further action.

ACKNOWLEDGEMENT

Once each year, or upon any revision of this Code, every Board member must acknowledge and certify (as follows) stating the Board member's understanding of the Code's requirements and agreement to comply. New Board members must sign the written acknowledgement at the time service begins.

I, _____, acknowledge receipt of and understanding of the "Code of Conduct and Ethics of the HARBORVIEW COMMUNITY ASSOCIATION Board of Directors" and agree to comply with its provisions as a member of the Board of Directors on this date_____.