

LLPOA Policy & Procedure

Code of Conduct

WHEREAS, the governing documents of LLPOA have delegated the authority and responsibility to govern the operations of the LLPOA community to its Board of Directors, and

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

WHEREAS, the volunteer leaders of the Association have the fiduciary duty and 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 LLPOA hereby adopts the following code of conduct, standards of behavior, ethical rules and enforcement procedures that are applicable to all Board members and volunteers serving the community:

- 1) The Board of Directors will use its best efforts 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) No Board member or Committee member shall receive any compensation for serving on behalf of the Association, except for expense reimbursements or for specific functions as approved by a majority vote of the Board of Directors.
- 3) No Board member or Committee member 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 decisions or actions on any official matter, or from a person who is seeking to obtain contractual or other business or financial relations with the Association.
- 4) No contributions will be made to any political parties or political candidates by the Association.
- 5) No promise of anything not approved by the Board can be made to any subcontractor, supplier, or contractor during negotiations.
- 6) No drugs, alcohol, or substance abuse will be tolerated while representing The Association in its business, and meetings.
- 7) Any Board member convicted of a felony will voluntarily resign from his/her position and Board members will immediately remove any volunteer from such positions as officers or committee positions if said person has been convicted of a felony.
- 8) Confidentiality of all Board members' personal lives and all residents' personal lives will be protected by Board and Committee members.

9) Language at Board 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. Personal attacks against owners, residents, officers, directors and staff are prohibited and are not consistent with the best interest of the community. Members violating this provision may lose the floor and/or be subject to ejection from a meeting at the discretion of the Chair. Board and Committee members who violate this provision are subject to removal by a majority vote of the Board after three recorded instances of said violation. Board and Committee members who sign this Code of Conduct agree to these conditions and subject themselves to this Code.

10) No Board or staff member shall engage in any communication (e.g. writing (including e-mail), publishing, speech making) that defames any other member of the Board or resident of the community.

11) Proper parliamentary procedure should be followed to have all positions stated clearly within the official records of the Association, and for decorum to be maintained at all meetings. Remarks are addressed to the chair and any member recognized by the chair is entitled to the floor for a reasonable length of time. Members must confine their remarks to the pending question. Time may be limited due to meeting time constraints.

12) Mobile devices will be placed in silent mode during meetings. Essential calls etc. will cause the owner to excuse themselves from the meeting to conduct the call.

13) No Board member or Committee member 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 member's personal cause. Once decisions are ultimately reached by the Board on any matter, all members of the Board will manage and execute their post in line with the Association's positions.

14) No Board member or Committee member serving the community may use his/her position to enhance his/her financial status through the use of certain contractors or suppliers. Any potential conflict of interest must be disclosed to the other volunteers, especially to the Board of Directors.

15) No Board member will seek to have a contract implemented that has not been 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 the Managing Agent or be in accordance with policy.

17) No Board member will interfere with the system of management established by the Board and office management.

New Board members will be given a copy of this code of conduct and will be asked to execute it to signify that they have received it, have read it and agree to abide by it.