

WILLOW PONDS
CODE OF ETHICS AND RULES OF CONDUCT
ALL HOA DIRECTORS AND CONDO MANAGERS

The Board of Directors of Willow Ponds Community Association has the obligation and duty to make decisions for the entire community and is responsible to set a standard and a tone for behavior that is conducive to the best interests of the entire community. The Board of Directors of the HOA and Board of Condo Managers hereby adopts the following code of ethics and code of conduct that are applicable to all volunteers serving the community:

1. The Board Members 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 gifts of any type worth \$25.00 or more will be accepted by any Board Member from any resident, contractor or supplier.
3. No contributions will be made to any political parties or political candidates by the Association without a majority vote of the community confirming such action.
4. The Board Members will protect confidentiality of other Board Members' personal lives, as well as all residents' personal lives.
5. No promise of anything can be made to any subcontractor, supplier or contractor during negotiations, unless approved by the Board as a whole.
6. No drugs, alcohol or substance abuse will be tolerated.
7. Any Board Member convicted of a felony will voluntarily resign from his/her position.
8. Language at Board Meetings will be kept professional. Personal attacks against Co-owners and Board Members are prohibited and are not consistent with the best interest of the community.
9. It is understood that differences of opinion will exist. They should be expressed in a clear and business-like fashion.
10. Proper parliamentary procedure should be followed to have such dissenting positions stated clearly within the official records of the Association.
11. A Board Member may not knowingly misrepresent any facts to anyone involved in anything with the community that would benefit himself/herself in any way.

12. No Board Member may use his/her position to enhance his/her financial status through the use of certain contractors or suppliers. Any potential or actual conflict of interest must be disclosed to the Board of Directors.

13. Ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex (with or without sexual conduct), age, disability, alienage or citizenship status, marital status, creed, sexual orientation or any other characteristics protected by law. We prohibit and will not tolerate any such discrimination or harassment.

This resolution is adopted this _____ day of _____, at an open Board Meeting where a quorum of the Board was present and will become effective immediately. Upon approval, each new Board member will be required to agree to this code of ethics and rules of conduct.