



## **Oak Hills Homeowners Association**

### **Code of Conduct and Ethics for Board Members and Officers**

WHEREAS, the Bylaws of Oak Hills Homeowners Association has delegated the authority and responsibility to govern the operations of the community to its Board of Directors, and

WHEREAS, the Board of Directors is responsible to appoint officers and committee members and to solicit/involve other volunteers, and

WHEREAS, the Board has the fiduciary duty and responsibility to set a standard and level of behavior that is in the best interest of the entire community of Oak Hills.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of Oak Hills (OH) Homeowners Association (OHHOA) hereby adopts the following Code of Conduct, standards of behavior, ethical rules and procedures that are applicable to all Board members and officers:

- 1.) Board members will use their best efforts at all times to make decisions that are consistent with high principles and in the best interests of the entire OH Community; adhere to and enforce OHHOA Covenants, Conditions & Restrictions (CC&R's) and the OHHOA By-Laws as Recorded and amended, and as further defined by OHHOA Rules & Regulations, and Architectural Guidelines adopted by the Board of Directors, and the Oregon Revised Statutes "Community Association Law" as applicable to the Community;
- 2.) Board members will seek to protect and enhance the safety and property value of the owners, including maintaining and supporting the unique character of the Association and its neighborhood, maintain in good condition the assets of the Association, promote the cleanliness, and proper maintenance of the community pool, storage and equipment rooms, community recreation center, streets, green space, parks, etc. owned by OH.
- 3.) No Board member should engage in any writing, publishing, or speech making that defames any other member of the Board, homeowner or resident of the community. Personal attacks against Board members, homeowners, residents, and the Association's designated management company are prohibited and are not consistent with the best interests of the community;

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September 1, 2010

- 4.) Confidentiality of all homeowners and residents' personal lives shall be respected and protected by Board members and issues of a personal nature shall only be discussed in Executive Session and remain confidential;
- 5.) Language at Board meetings and other 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, and will be noted in the minutes of such meetings. Proper parliamentary procedure should be allowed to have such dissenting positions stated clearly;
- 6.) No Board 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 personal cause;
- 7.) It is the responsibility of all Board members to avoid even the appearance of impropriety and to disclose any potential conflict of interest. If there is a conflict of interest, the Board member will abstain from participation of Board activities and abstain from votes in which the conflict exists.
- 8.) No Board 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 a decision or action on any official matter, or from a person who is seeking to obtain contractual or other business or financial relations with the Association;
- 9.) No Board member serving the community may use his/her position to enhance his/her financial status through the use of certain contractors or suppliers by advocating Association policies that benefit themselves but are not consistent with the interests of the overall Association;
- 10.) Any Board Member unable or unwilling to abide by the Code of Conduct and Ethics or unable or unwilling to fulfill the responsibilities of their Board position will resign from his/her position;
- 11.) Existing and future Board members, including persons running for election to the Board of Directors, will be given a copy of this Code of Conduct and will be asked to voluntarily sign that they have received it, have read it and agree to abide by it;
- 12.) Materials describing the candidacy of persons running for the Board of Directors shall note any situations where the candidate has not signed this code. Meeting minutes will reflect if existing Board members choose to not sign this code;
- 13.) Any violation of the above points will result in immediate resignation of the Board member;

The resolution is ratified September 1, 2010 at an open Board meeting where a quorum of the Board was present and will become effective immediately.

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Linda Kitchin, President      Date      Michelle Schnoor, Secretary      Date

STATEMENT:

Existing and future Board members, including persons running for election to the Board of Directors will be given a copy of this Code of Conduct and will be asked to sign that they have received it, have read it and agree to abide by it;

I have received, read and agree to abide by the OHHOA Code of Conduct detailed above.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_