

CATALINA FOOTHILLS ESTATES NO. 8

H O M E O W N E R S A S S O C I A T I O N

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CODE OF ETHICS AND RULES OF CONDUCT FOR VOLUNTEER BOARD MEMBERS, OFFICERS AND COMMITTEE MEMBERS

WHEREAS, the Board of Directors of the Catalina Foothills Estates No. 8 Homeowners Association (“Association”) has the power and the responsibility to make decisions for the entire Association (“Community”); and

WHEREAS, the Board of Directors is responsible for appointing officers and committee members; and

WHEREAS, the volunteer leaders of the Association are responsible for setting a standard and a tone for behavior that is in the best interests of the entire community;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of the Association hereby adopts the following Code of Ethics and Rules of Conduct that are applicable to all 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 Association Members and residents.
2. No gifts of any type worth \$15.00 or more will be accepted from any resident, contractor or supplier.
3. The confidentiality of the personal lives of other Board members, Association Members, residents and employees will be protected by the Board members or committee members.
4. Board members or committee members shall not interfere with employees or independent contractors hired by the Association, and will communicate any concerns or issues to the Manager or the Board President, who are the only authorized liaisons with any person or entity providing services to the Association.
5. Board members and committee members shall refrain from talking about Association business throughout the community unless authorized to do so by the Board.
6. Board members and committee members will not attempt to enforce the restrictions and rules of the Association by communicating in an official capacity with individual owners or residents unless authorized to do so by the Board.
7. No promise of anything not approved by the Board as a whole can be made to any employee, independent contractor, subcontractor, supplier or Association Member during any negotiation or discussion.
8. No drugs, alcohol or substance abuse will be tolerated while representing the board.

9. Any Catalina Foothills Estates #8 homeowner who has had a past conviction of a misdemeanor or felony offense is ineligible to have a position on the Board.
10. Any sitting Board member who has committed a criminal act will voluntarily resign from his or her position immediately.
11. Board members will immediately remove any volunteer from an office or committee position if he or she has committed a criminal act.
12. Any Board member under investigation for felony will request a leave of absence from the Board of Directors during the investigation and trial period.
13. Language and demeanor at Board meetings will be considerate and professional. Personal attacks against owners, residents, officers, directors or employees are not consistent with the best interests of the community and are prohibited.
14. It is understood that differences of opinion will exist. They should be expressed in clear and business-like fashion.
15. Proper parliamentary procedure will be followed at meetings so that any dissenting positions can be stated clearly within the official records of the Association.
16. A volunteer will not knowingly misrepresent any facts to anyone in the community regarding administration of Association business.
17. No volunteer serving the community may use his/her position to enhance his or her financial status through the use of certain contractors or suppliers. Any potential conflict of interest must be disclosed to the other volunteers, especially the Board of Directors.
18. Every member of the Board of Directors and every other volunteer in the community will agree to abide by this Code of Ethics and will sign the Code of Ethics following his or her election or appointment to a volunteer position.
19. Violations of this Code of Ethics will be addressed by the Board of Directors and expulsion, from the Board, may result.

Signature

Title

Date