

## **Queens Bay Resort & Condominium Code of Conduct**

### **Professionalism**

Interacting with employees, homeowners, lawyers, contractors, community managers, and fellow board members in a professional way, setting aside any personal differences, you can help foster relationships that will be more productive and successful.

### **Compliance**

Be familiar with the bylaws, rules and regulations, CC&R's and any other legal document that is pertinent. Homeowners should feel confident that the members of their board are strictly compliant with all rules and regulations.

### **Commitment**

Recognize that every member of the board has a life outside of the role they have volunteered for should be considered when scheduling meetings and expectations. Each member must recognize the importance of their role and is committed to participate.

### **Avoiding Conflict of Interest**

If any board member has a conflict of interest in regard to decisions being made, that particular member should excuse themselves from that vote. In addition, board members should not have a financial interest in any relationships with outside contractors.

### **No Tolerance for Discrimination**

Absolutely no discrimination by any board member toward another board member, HOA member or employee. Any member being found guilty of discrimination should be immediately removed.

### **Confidentiality**

Complete confidentiality of the board members in an association is an important part of the code of conduct.

### **Contractor Services**

The process should include obtaining a bid, reviewing the work and following through with a vote.

### **Board Business**

Board business to be discussed only at board meetings when all members are present. Members should not conduct any HOA related business outside of those meetings, including an effort to intentionally exclude other board members that may have different viewpoints.

### **Engagement**

Board members are to consider the opinions and that of the homeowners as essential to fulfilling their role. Sharing goals among the board and the owners help to invite homeowners to become engaged and work together in a way that benefits the association as a whole.