

## **Code of Ethics and Rules of Conduct**

Board of Directors

Weston Place Homeowner's Association

As a Director serving the interests of the Weston Place Homeowners Association, I agree to the following code of ethics and rules of conduct:

### **Be Knowledgeable**

A Director must read and understand the Articles of Incorporation, the Bylaws, and the Covenants and Restrictions of the Weston Place. A Director must review and understand Indiana Code Title 23 Article 17 laws for Non Profit Corporations.

### **Act in the community's interest at all times**

Directors shall strive for the common good of the association, foregoing personal interests. No gifts of any type shall be accepted by any Director from any resident, contractor, or supplier. Conflicts of interest must be avoided. A Director must recuse himself/herself from voting on contracts with subcontractors, suppliers, and vendors with whom the Director has a personal relationship (e.g. friend or relative) or with whom the Director stands to benefit in any way. No promise of anything can be made to any subcontractor, supplier, or contractor during negotiations without the approval of the Board of Directors as a whole. The selection of vendors, suppliers, and subcontractors and any subsequent business relationship shall be in full compliance of the Weston Place Homeowners Association Procurement Guidelines, when developed and approved by the Board of Directors.

### **Do not engage in unlawful acts**

All actions of Directors and the Board as a whole shall comply with governing documents and the law. To accomplish this requires thoughtful deliberation and input of knowledgeable professionals.

### **Maintain a high standard of conduct**

Directors are in the spotlight. Their conduct should be above reproach and avoid the appearance of impropriety. This holds for all Board activities and processes including (but not limited to) the procurement of goods and services, the conduction of the annual meeting and board meetings, the accounting of association funds, and any interaction with vendors, contractors, subcontractors, and homeowners. A Director may not knowingly misrepresent any facts to anyone involved in anything with the community that would benefit himself/herself in any way.

**Demonstrate mutual respect**

Directors shall address each other, committee members, homeowners, vendors, contractors, and subcontractors with respect, even when in disagreement. Personal attacks against homeowners, committee members, vendors, contractors, or subcontractors are prohibited and are not consistent with the best interest of the community. Differences of opinions will exist. They should be expressed in a clear and respectful fashion. Proper parliamentary procedure should be followed to have dissenting positions stated clearly within the official records of the Association.

**Be prepared.**

Directors shall come prepared to meetings by reviewing the agenda and related materials prior to the meeting. Action items must be executed in a timely fashion.

**Attend board meetings**

Directors shall attend board meetings on a prompt and regular basis.

**Maintain confidentiality**

Directors shall not share sensitive information and respect the privacy of all other Directors, owners, vendors, contractors, and subcontractors. Any communication (written or verbal) that has not been entered into the public record at a board meeting shall be assumed to be sensitive information.

**Maintain a supportive and positive attitude**

Directors shall encourage homeowners, vendors, contractors, and subcontractors to promote better performance and teamwork. Conversations and correspondence between individuals within the association or between members and external parties must be solution oriented.

**Be loyal**

Directors shall respect the authority of the Board by not undermining majority decisions, actions, and enacted policy.

**Respect the rules**

Directors shall obey association rules to set a positive example for others. Directors are not "above the law".

I, the undersigned, certify that I have read, understand, and agree to abide by the Code of Ethics and Rules of Conduct for the Weston Place Homeowner's Association. I agree that my actions will fully comply with the statements and intent of the Code of Ethics and Rules of Conduct.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Code of Ethics and Rules of Conduct**  
Committee Members  
Weston Place Homeowner's Association

As a Committee Member serving the interests of the Weston Place Homeowners Association, I agree to the following code of ethics and rules of conduct:

**Act in the community's interest at all times**

Committee Members shall strive for the common good of the association, foregoing personal interests. No gifts of any type shall be accepted by any Committee Member from any resident, contractor, or supplier. Conflicts of interest must be avoided. A Director must recuse himself/herself from voting on contracts with subcontractors, suppliers, and vendors with whom the Director has a personal relationship (e.g. friend or relative) or with whom the Director stands to benefit in any way. No promise of anything can be made to any subcontractor, supplier, or contractor during negotiations without the approval of the Board of Directors as a whole. The selection of vendors, suppliers, and subcontractors and any subsequent business relationship shall be in full compliance of the Weston Place Homeowners Association Procurement Guidelines, when developed and approved by the Board of Directors.

**Do not engage in unlawful acts**

All actions of Committee Members as a whole shall comply with governing documents and the law. To accomplish this requires thoughtful deliberation and input of knowledgeable professionals.

**Maintain a high standard of conduct**

Committee Members are in the spotlight. Their conduct should be above reproach and avoid the appearance of impropriety. This holds for all Committee activities and processes including (but not limited to) the procurement of goods and services as well as and any interaction with vendors, contractors, subcontractors, and homeowners. A Committee Member may not knowingly misrepresent any facts to anyone involved in anything with the community that would benefit himself/herself in any way.

**Demonstrate mutual respect**

Committee Members shall address each other, directors, homeowners, vendors, contractors, and subcontractors with respect, even when in disagreement. Personal attacks against homeowners, directors, vendors, contractors, or subcontractors are prohibited and are not consistent with the best interest of the community. Differences of opinions will exist. They should be expressed in a clear and respectful fashion.

**Maintain confidentiality**

Committee Members shall not share sensitive information and respect the privacy of all other Committee Members, Directors, owners, vendors, contractors, and subcontractors.

**Maintain a supportive and positive attitude**

Committee Members shall encourage homeowners, vendors, contractors, and subcontractors to promote better performance and teamwork. Conversations and correspondence between individuals within the association or between members and external parties must be solution oriented.

**Be loyal**

Committee Members shall respect the authority of the Board by not undermining majority decisions, actions, and enacted policy.

**Respect the rules**

Committee Members shall obey association rules to set a positive example for others. Committee Members are not “above the law”.

I, the undersigned, certify that I have read, understand, and agree to abide by the Code of Ethics and Rules of Conduct for the Weston Place Homeowner’s Association. I agree that my actions will fully comply with the statements and intent of the Code of Ethics and Rules of Conduct.

Signed \_\_\_\_\_

Date \_\_\_\_\_