

THE  
VILLAGE  GRANDE®  
AT ENGLISH MILL

**Code of Ethics and Rules of Conduct for Board Members, Committee Members, and other Volunteers**

Whereas, the Board of Trustees (the “Board”) of the Village Grande at English Mill Homeowners Association (the “Association”) has the power and the responsibility to make decisions for the entire Association (the “Community”); and

Whereas, the Board of Trustees of the Association is responsible for appointing officers and Committee Members; and

Whereas, the Board of Trustees of the Association is responsible for setting a standard and a tone for behavior that is in the best interests of the entire community:

1. The Board of Trustees 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 or free services of any type worth more than \$20.00 will be accepted by a Board Member or Committee Member from any resident, contractor, or supplier.
3. The confidentiality of the personal lives of other Board Members, Committee Members, Association Members, residents, and employees will be protected by the Board Members and Committee Members.
4. Board Members, Committee Members, or other volunteers shall not interfere with employees or independent contractors hired by the Association, and will communicate any concerns or issues to the Management employees that are the only authorized liaisons with any person or entity providing services to the Association.
5. Board Members, Committee Members or other volunteers shall refrain from disseminating Association business throughout the community unless authorized to do so by the Board. (Note: The intent of this statement is to preclude volunteers from making statements which may be viewed as an official Association position based on the position held by the volunteer and may lead to subsequent litigation. This is not intended to preclude volunteers from expressing their opinions to others, just not in a decision-making role as an Association volunteer.
6. No promise by an individual Board Member, Committee Member, or other volunteer 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.
7. No drugs, alcohol, or substance abuse will be tolerated.

8. Any Board Member, Committee Member, or other volunteer convicted of a felony may be permanently removed from his or her position in accordance with the procedures outlined in the Association By-Laws and, if removed, will not be allowed to serve the Association again in any capacity at any time in the future.

9. Language and demeanor at Board Meetings will be considerate and professional. Personal attacks against owners, residents, officers, trustees, or employees are not consistent with the best interests of the community and are prohibited. It is understood that differences of opinion will exist, but they should be expressed in clear and business-like fashion.

10. Proper parliamentary procedure (i.e. "Robert's Rules") will be followed at meetings so that any dissenting positions can be stated clearly within the official records of the Association.

11. Board Members, Committee Members, or other volunteers will not knowingly misrepresent any facts to anyone in the community regarding administration of Association business or to benefit himself/herself in any way.

12. No Board Member, Committee Member, or other 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 Trustees.

13. No Board Member, Committee Member or other volunteer serving the community may use any association equipment not generally available to Association Members (e.g. the maintenance vehicle, tools, etc.) without prior knowledge and consent of a majority of the remaining Board Members.

14. Every Member of the Board of Trustees, Committee Members, 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. Refusal to sign this Code of Ethics by any existing or newly elected or appointed Board Member, Committee Member, or other volunteer serving the community may result in their removal from position or denial of position in accordance with the procedures outlined in the Association By-Laws.

15. Violations of this Code of Ethics will be brought to the Board of Trustees. Appropriate remedial action will be taken to include removal from their position in accordance with the procedures outlined in the Association's By-Laws.

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Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date