

## **Policy 11: Code of Ethics and Rules of Conduct for Board Members, Committee Members and Volunteers of the Village Grande @ English Mill Community**

### **Purpose**

The Board of Trustees (the “Board”) of the Village Grande at English Mill Homeowners Association (“VGEM”) has the power and the responsibility to make decisions for the Association (“Community”) and to appoint Trustees, Officers and Committees, as well as for setting a standard and tone for behavior that is in the best interest of the Community.

### **Authority**

As given in the Declaration of Governing Documents, By-Laws of the Village Grande of English Mill, Article VI-XII.

### **Scope**

This policy applies to Board Members, Finance Committee Members, and Committee Chairpersons and may include Volunteers as deemed necessary by the Board of Trustees.

### **Responsible Party**

The Board of Trustees

### **Policy Statement**

1. The Board of Trustees will use its best efforts at all times to make decisions that are consistent with high principles as well as to protect and enhance the safety and property value of the Association and Residents as a whole, regardless of their personal interests.
2. No gifts or free services of any kind will be accepted by a Board Member or Committee Member from any resident, contractor or supplier. Any real or perceived conflict of interest must be disclosed.
3. The confidentiality of all members of the Community will be protected by Board Members, Finance Committee and Committee Chairpersons. No information shall be disseminated regarding the business of the Board unless it is an official position of the Board. Board communication with the association attorney must be held in confidence. Board members will not reveal to anyone any discussions or decisions held during any meeting of the Board that may be considered executive, work or closed. No information regarding any Community Member will be shared unless permission has been given by that member or their representative in the case of a death.

4. Board Members, Committee Members and volunteers shall not interfere with the duties of management or any contractor or vendor executing a contract. All communications with vendors or contractors must be directed to the Community Manager or those designated by the Board of Trustees.
5. No promises or commitments are to be made by any Board or Committee Member to any contractor, supplier, bidder or Association Member unless previously approved by the Board of Trustees.
6. Board Members, Committee Members and volunteers shall not disseminate Association business throughout the community unless authorized by the Board of Trustees. (Note: the intent of this statement is to prevent volunteers from making statements which may be interpreted as an official position of the Association and may lead to a misunderstanding or subsequent litigation). This is not intended to prevent volunteers from sharing their personal opinions, but not as an opinion or decision made by the Board of Trustees.
7. No drug, alcohol or substance abuse by any Board Member, Committee Member or volunteer will be tolerated. Any volunteer convicted of a felony may be permanently removed from any and all positions held in accordance with the procedures of the By-Laws. If removed, they may not serve the Association again in any capacity.
8. Language and demeanor at Board or any Committee meeting will be considerate and professional. Personal attacks against anyone will not be tolerated and the offending party will be asked to leave the premises. This behavior is not in the best interest of the community and will not be tolerated. Differences of opinion will be expressed in a clear and professional manner. No harassment of any type will be tolerated between any community members.
7. Proper parliamentary procedure will be followed as indicated Roberts Rules, ensuring that dissenting positions will be properly documented.
8. Board Members, Committee Members or other volunteers will not knowingly misrepresent any facts to anyone in the community regarding the administration of Association business or to benefit himself in any way.
9. No Board, Committee Member or other volunteer may use his or her position to enhance his or her financial status through the use of contractors or suppliers. All perceived or potential conflicts of interest must be disclosed.
10. No Board, Committee Member or volunteer may use any association equipment not generally available to Association members without the knowledge/approval of the Board.
11. Board and Committee members as well as volunteers must act within the authority defined in the Governing Documents.

12. Violations of this Code of Ethics will be brought to the Board of Trustees and appropriate remediate action will be taken.

13. Board Members, Finance Committee Members, Committee Chairpersons and any volunteer deemed necessary by the Board of Trustees will agree to abide by this Code of Ethics and adhere to this policy. Refusal to do so will result in removal from the Board of Trustees or Committee.

Revised and adopted on June 11, 2024

I, \_\_\_\_\_ have read and agree to abide by Policy 11, the Code of Ethics and Rules of Conduct as presented to me on \_\_\_\_\_, which was adopted on June 11, 2024.

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Signature

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Address

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Position