

## **CODE OF CONDUCT FOR BOARD MEMBERS**

The following code of conduct was recommended by the TGWHOA Board and Approved at the Annual Meeting of the Homeowners Held on November 22<sup>nd</sup>, 2022.

Board members should:

1. Acknowledge they are public servants of the community.
2. Provide their contact information – email address and mobile number be communicated to the homeowners. The information must also be displayed on community website as well.
3. Strive to discharge their duties diligently and faithfully in the best interests of the community.
4. Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.
5. Act within the boundaries of their authority as defined by law and the governing documents of the association while managing community affairs, preserving, and maintaining of community property.
6. Provide opportunities for residents where appropriate to comment on decisions facing the association.
7. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
8. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
9. Conduct open, fair, and well-publicized elections.
10. Treat with respect and dignity the homeowners while conducting and communicating with the Homeowners
11. Oversee the association funds with the same diligence and spend in the best possible way as if it is their own personal money.
12. Abide by the byelaws in its true spirit and in case of ambiguity interpret that serves the best interests of the homeowners and the community.
13. Be transparent and truthful in their communications to the homeowners.
14. Always use their official email address while dealing with community affairs and not personal emails.

15. Volunteer to do community service or other activities if required to reduce costs and ensure that the actual expenditures do not exceed the approved budget, failing which, they must inform the homeowners with justification and seek approval.

16. Document in writing all payments that were authorized for payment and ensure that the services and/or supplies reflected in the invoices were in fact rendered/received.

17. Acknowledge that they will respond in a timely manner to the homeowner's affairs.

18. Document all the minutes of the board meetings.

19. Preserve all the communications and documents of the association.

20. Diligently work on transition, handing over all records and communications to the new office bearers of the HOA.

21. Document reasons for selecting and awarding contracts.

The Board members should not:

1. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.

2. Make unauthorized promises to a contractor or bidder.

3. Advocate or support any action or activity that violates a law or regulatory requirement.

4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.

5. Spend unauthorized association funds for their own personal use or benefit.

6. Accept any gifts—directly or indirectly—from owners, residents, contractors, or suppliers.

7. Misrepresent known facts in any issue involving association business.

8. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties.

The code conduct document must be acknowledged by any homeowner duly elected to the board as per the bylaws of the association.