

Charleston Landing Board Code of Conduct and Agreement to Serve

As a member/volunteer of the Charleston Landing Property Owners Association Board, it is important to establish the goals and behaviors for which an effective director should strive. These serve as a constant reminder for those that are serving. They are:

- **Act in the HOA's Interests.** Directors will strive for the common good of the Association, forgoing personal interests. This includes using one's position to influence decision or action on any official matter to their benefit.
- **Lawful Actions.** All Board actions will comply with the governing documents and the law.
- **High Standards of Conduct.** Conduct should be above reproach and avoid the appearance of impropriety, place the best interests of the Association above personal interests; the interests of a particular Owner; or the interests of a group of Owners.
- **Mutual Respect.** Directors will address other Directors and Owners with respect, even when in disagreement. They will respect parliamentary procedure at all meetings, refrain from speaking out of turn, and participate in a business-like manner. Board members will not willingly misrepresent facts to advance a personal cause or to influence the community.
- **Meeting Attendance.** Directors will attend all board meetings, unless there is a valid excuse and participate in all meetings and communications to the best of their ability.
- **Be Prepared.** Directors will come prepared to meetings by reviewing the agenda and related materials before the meeting and listen attentively and courteously.
- **Confidentiality.** Directors will maintain confidentiality of highly sensitive information and respect the privacy of all Owners, maintain confidentiality, especially with respect to the Board's "executive session" meetings, the affairs of the Association, its books and records. Board information should not be published without the expressed permission of the Board.
- **Positive Attitude.** Directors will encourage employees, managers and contractors to promote quality performance and teamwork. Board members understand there may not be unanimous support for every action taken by the Board. However, they will accept and support the Board's decisions, even if they disagree.
- **Support and Loyalty.** Directors will respect the authority of the Board by not undermining majority decisions. This includes the use of social media and bcc's in e-mail.
- **Respect the Rules.** Directors will obey the rules.
- **Social Media.** All comments posted on a social media site by a Board member, as a Board member must be reviewed and approved by the Board before being published. This will set a positive example for community so disparaging information about Owners and/or Directors will not be posted. Anytime this happens, feelings are hurt and lawsuits can arise. Board members should not post anything relative to the Association during their term as a Board member as others cannot tell if it is being posted as a Board member or an individual.
- **Pay Assessments.** Directors will remain current in all fees owed to the Association.
- **Promote Harmony.** Directors will promote community harmony in act, word and deed, promote the goals and interests of the Association in a constructive manner, rather than create unnecessary conflict among the Owners.
- **Conflict of interest.** Board members shall not solicit or accept, directly or indirectly, any gift, gratuity or anything of value from contactors or suppliers seeking to do business with or establish a financial relationship with the Association. Members will disclose all potential conflicts of interest.

AGREEMENT

I agree to serve on the Board of Directors for Charleston Landing Property Owners Association ("Association") and I also agree to be guided by the principles above. I will resign from the Board if I find I can no longer maintain this agreement.

Dated: _____ Signed _____

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