



## **Board of Directors Code of Conduct**

The Springhurst Community Association Code of Conduct is written to encourage board members to maintain a high standard of ethical conduct in the performance of the association business. All board members should act in the best interest of the Springhurst Community, and should strive at all times to do what is best for the neighborhood.

### **Board members are expected to:**

1. Respond positively or negatively upon receipt of meeting notifications.
2. Attend all meetings.
3. Read all minutes and reports ahead of the meeting.
4. Participate actively as well as verbally where and when needed.
5. Be respectful of fellow board members and property manager at all times.



### **Board members should:**

1. Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the association.
4. Provide opportunities for residents to comment on decisions facing the association.
5. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
7. Conduct open, fair and well-publicized elections.
8. Always speak with one voice supporting all duly-adopted board decisions – even if the board member was in the minority regarding actions that may not have obtained unanimous consent. (No board member may notify residents of any issues relevant to board matters unless those issues have been represented to the board for approval.)
9. Maintain confidentiality as appropriate.
10. Disclose all conflicts of interest as it pertains to their position.
11. Recognize that their individual behavior is a reflection upon the board.

**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 who have or could have business before the board.
7. Misrepresent known facts in any issue involving association business
8. Divulge personal information about any association, resident or employee that was obtained in the performance of board duties.
9. Make personal attacks on other board member.
10. Harass, threaten or attempt through any means to control or instill fear in any board member, resident, employee or contractor.
11. Reveal to any resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held at executive session.
12. Implement a contract that has not been approved by the SCA Board.

## Board of Directors Code of Conduct

Date	Action by Board	Signature, SCA Officer
11.19.12	Approved.	
8-27-13	Reviewed.	
10-9-15	Legal review by SCA attorney, Dennis Stilger. No changes edits recommended.	