

West Park Community Association Code of Ethics

The Code of Ethics is implemented to establish clear standards of behavior for board members, promoting honesty, transparency, and professionalism in their decision-making, ensuring fair treatment of all residents, and ultimately maintaining the community's trust and reputation by prioritizing the collective interests over personal interests.

- **Fiduciary Duties:**

- **Duty of care**

- The Board of Directors must make decisions with caution and forethought, and research all possible solutions

- **Duty of good faith**

- The Board of Directors must act honestly, fairly, and with the best interests of the entire community in mind when making decisions, prioritizing the well-being of all homeowners and residents over personal gain or interests

- **Duty of obedience**

- The Board of Directors must follow the association's governing documents and applicable state laws, ensuring all actions taken are within the scope of the association's authorized powers

- **Duty of financial stewardship**

- The Board of Directors must manage the community's funds responsibly, ensuring money is used wisely, budgets are adhered to, and all financial decisions are made with the best interests of the community in mind, essentially acting as careful stewards of the association's finances

- **Transparency and Open Communication:**

- **Regular communication:**

- The Board of Directors must regularly publish newsletters, release meeting minutes and utilize email blasts to keep owners and residents informed about ongoing activities and important decisions

- **Rules and regulations transparency:**

- The Board of Directors must provide easily-accessible rules and regulations on an open website for current and prospective owners and residents

- **Financial transparency:**

- The Board of Directors must provide detailed financial reports, including budget breakdowns and spending summaries, in a readily understandable format

Feedback mechanisms:

The Board of Directors must establish channels for residents to provide feedback, raise concerns, and offer suggestions. Receipt confirmation will be done promptly.

Decision-making transparency:

The Board of Directors must explain the rationale behind key decisions made, including relevant considerations and potential impacts

- **Impartiality and Fairness:**

Rule enforcement consistency

The Board of Directors must enforce rules and covenants and apply the same standards to everyone, including board members, friends and family

Conflict of interest

The Board of Directors must disclose any potential conflicts of interest and recuse the member from relevant decisions

- **Professionalism and Respect:**

Confidentiality:

The Board of Directors must protect sensitive information about individual homeowners and individual discussions at board meetings. (See West Park BOD Confidentiality Agreement)

Respectful conduct:

The Board of Directors must ensure decorum and professionalism during monthly and annual meetings, allow all owners and residents to express their views, and address issues in a professional manner.

I agree to serve on the Board of Directors for the Westpark Community Association (“Association”), and I also agree to be guided by the following principles:

- I will strive at all times to serve the best interests of the Association as a whole, above my personal interests; the interests of a particular homeowner or resident; or the interests of a faction of homeowners and residents.
- I will become familiar with the association’s governing documents (bylaws, covenants, policies and procedures) and financial reports, as well as issues facing the association.
- I will use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
- I will be welcoming of guests at meetings as they are our neighbors and members of the association.
- I will respect parliamentary procedure at all meetings; to refrain from speaking out of turn; and to participate in a business-like manner.
- I will not make personal attacks on colleagues, staff or residents.
- I will not harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, management employee or contractor.
- I will actively work for consensus, but understanding that is not always possible. I will remember that board members must “speak with one voice” and accept the board’s decisions even if I disagree.
- I will promote the goals and interests of the Association in a constructive manner, and not to create unnecessary conflict among the homeowners.
- I will never divulge personal information about any association owner, resident or management employee that was obtained in the performance of board duties.
- I will maintain the confidentiality of the board’s executive and closed sessions, including any related discussions, individual votes or other communications by not sharing with any owner, resident or other third party the discussions, decisions and comments that are not present in the meeting minutes. This includes confidential information provided by contractors or those bidding for association contracts. I will not share the contents of bids or contracts, unless specifically authorized by the board.
- I will not directly or indirectly accept gifts from members of the community, suppliers, or contractors in exchange for favors
- I will not make unauthorized promises to a contractor or bidder
- I will disclose to the board on the meeting minutes any conflicts of interests.
- I will do my best to ensure that the Association’s finances are well managed and perform due diligence when spending community funds.
- I will never use my position or decision-making authority for personal gain or to seek advantage over another owner or resident.
- I will not knowingly advocate or support any action or activity that violates a law or the association’s governing documents.
- I will make every effort to attend executive and annual meetings.

If I find I can no longer maintain this agreement to serve, I will resign from the Board. Signed this ___ day of _____, 20__.

Signature: _____

Print Name: _____