



Title:	Hampton Place Homeowners Association Code of Conduct Board and Committee Members	Effective:	10/3/17
		Amended:	2/19/26
Version:	2.1	Classification:	Required

CODE OF CONDUCT FOR BOARD AND COMMITTEE MEMBERS

Hampton Place HOA Code of Ethics and Rules of Conduct

The Board of Directors of the Hampton Place Homeowners Association hereby adopts the following rules of conduct, standards of behavior, ethical rules, and enforcement procedures that apply to all serving the community:

1. Violations of this Code of Ethics and Rules of Conduct will result in the remaining Board members, if the offender is a Board member, requesting the resignation of the offending Board or Committee member. Removal of a member of the Board will be in accordance with the Code of Regulations, Article III, Section 7: Removal of Directors.
2. Each new Board and Committee member will be given a copy of this document and will be asked to acknowledge that they received it, read it, and agree to abide by it.
3. Board and Committee members agree to abide by all association rules and be current in the payment of all association fees and assessments.
4. If a Board or Committee member is absent from three (3) consecutive regular Board meetings, he/she may be removed from office.
5. Board and Committee Members will make every effort to participate in Association business, review emails, vote, and perform their duties promptly and in accordance with established rules of order governing the deliberation of Association issues.
6. Facebook and Social Media are not appropriate for official communication. Individual Board and Committee members who express opinions on social media are not speaking for nor authorized to speak on behalf of the Board or Committee. Board and Committee members have agreed not to comment on official HOA business via social media.
7. No gifts of any type will be accepted from any owner, resident, contractor, or supplier. Board or Committee Members shall not take any special advantage of services or opportunities for personal gain that are not available to all Association members. They shall refrain from accepting any gifts, favors, or promises of future benefits that might compromise, or give the appearance of compromising, their independence of judgment or action.

8. It is understood that differences of opinion will exist. They must be expressed in a clear and businesslike fashion. Confidentiality of other board and committee members' opinions will be respected and not criticized outside of a Board or Committee meeting. The Board and Committees are a team and will not criticize one of its own outside the confines of the board or committee meeting.
9. Dissenting votes will be reflected within the official minutes of the association. A dissenting Board or Committee member is always permitted to put their reasons for the dissenting opinion in writing and have them attached to the meeting minutes.
10. Language at Board and Committee meetings will be kept professional. Yelling, swearing and/or personal attacks against fellow members, the property manager, contractors, owners, or residents is prohibited. Board and Committee members will avoid and discourage conduct that is divisive or harmful to the Association's best interests and will strive to create an atmosphere of respect and civility.
11. Board and Committee members agree not to make promises or assurances to any owner, resident, contractor, subcontractor, supplier, or anyone else unless the promise or assurance was approved by the Board or Committee as a whole.
12. A Board or Committee member will not knowingly misrepresent facts to anyone involved regarding any issue within the community.
13. Board or Committee Members shall not disclose information about the Association's legitimate activities unless such activities are already known by the members or are part of the Association's records. In the normal course of business, members should treat as confidential all matters involving the Association until there has been general public disclosure or unless the information is a matter of public record i.e., reported in the minutes or common knowledge. The individual Board or Committee Member is not a spokesperson for the Association, and therefore disclosure to the public of Association activities should be made only through the Association's designated spokesperson, usually the President or Property Manager if designated.
14. No Board or Committee members may use his/her position to enhance his/her financial status through the use of certain contractors or suppliers or in any other matter whatsoever. Any potential conflict of interest must be immediately disclosed. In any instance when a Board or Committee member believes that he or she cannot act in the best interest of the Association, that member will recuse him or herself from the discussion or vote on the issue. Members shall not use the resources of Hampton Place for private or personal gain, including staff time, equipment, supplies, and/or facilities.
15. No contributions will be made to any political parties or political candidates by the association.
16. No Board or Committee member will harass, threaten, or attempt through any means to control or instill fear in fellow members, the property manager, a member of the staff, or any owner/resident.
17. Confidentiality of other Board and Committee members' personal lives, all residents' personal lives, the property managers' personal lives, as well as employees' personal lives, will be respected and preserved by the members.

18. No Board or Committee member will interfere with the duties of the property manager, contractor, or any staff member carrying out duties that have been approved by the Board as a whole. No Board member will individually engage a vendor to perform a service nor expend association monies without the prior knowledge and approval of the other Board members. Board members agree to attempt to obtain competitive bids for services whenever possible, particularly for recurring services or expenditures that exceed \$5,000.00.

19. Any Board or Committee member under investigation for a felony will request a leave of absence from the Board of Directors during the investigation and trial period. Any Board member convicted of a felony will immediately resign.

20. The Board and Committee will use their best efforts at all times to operate and make decisions that are consistent with high ethical principles and to protect the safety of the residents and enhance the value of the property. Decisions must be made on the merit and substance of the matter at hand, rather than on unrelated or personal considerations.

I hereby acknowledge receipt of the Code of Conduct for Board Members and agree to abide by its terms.

Printed Name: _____

Check all that apply:

Board of Directors Committee Member

Signature: _____

Date: _____