

# APPLE VALLEY PROPERTY OWNERS ASSOCIATION

## Committee Members Code of Conduct with Confidentiality Clause

The Board of Directors of the Apple Valley Property Owners Association Inc. has the responsibility and fiduciary duty to make decisions and conduct business for the entire Association. As leaders of the Association, the Board has established that individual members of any Committee are responsible for setting a professional tone and maintaining a high standard of ethical conduct that serves the best interests of the community. Each Committee Member is expected to set aside any personal agenda, serve for the benefit of the entire community and adhere to the following Code of Conduct. Your agreeing to be a volunteer within the Committee that you are serving signifies that you will be bound by the following Code, and subject to action by the Board if you fail to adhere to the same:

- 1) The Committee will always use its best efforts to make decisions that are consistent with the Restrictive Covenants and Bylaws and to protect, maintain, and enhance the value of the Association Common Grounds and Property.
- 2) The Committee will conduct itself in a fair, reasonable and consistent manner that promotes the intent for which the Committee is charged.
- 3) The Committee will conduct itself in accordance with the Association's adopted policies disallowing discrimination against any person based on age, race, color, religion, national origin, sex or other protected class.
- 4) Committee members are expected to be familiar with any documents, information, and resources that pertain to the mission of the committee. Committee Members are also expected to have a general understanding of the Covenants, Bylaws, Rules and Regulations, Policies, Code of Conduct and Committee Handbook. Committee members shall abide by all these documents as members of the Committee. Violations may result in removal from serving on Committees along with other enforcement actions according to Article 3.9 of the bylaws.
- 5) Committee meetings will be conducted according to Robert's Rules of Order in a professional and business-like manner. Personal attacks against property owners, Committee members, management, or guests are not consistent with the best interest of the community and will not be tolerated.
- 6) No member of the Committee shall act individually against decisions approved by the majority.
- 7) Members of the Committee shall not use their position on the Committee for personal gain. No Committee member shall willingly misrepresent facts for the sole purpose of advancing a personal cause or influencing the community.
- 8) The Committee member so involved shall immediately disclose any perceived or potential conflict of interest regarding any aspect relating to the Association.
- 9) Information presented to the committee that is shared confidentially or For Members Only shall not be shared outside the membership and may not be copied, recorded, or sent electronically without Board of Director's approval. This also includes confidentiality of the personal lives of members of the Committee, management, staff, and Association property owners.
- 10) Committee members shall not engage in defamation, by any means, of any member of the Committee, any staff member or any resident of the community.
- 11) Individual Committee members shall not interfere with the daily activities of management staff, so hired, nor the actions of any contracted personnel/service. All communications with contractors are to go through management. All communications concerning other services rendered at the community must go through the Board President and the General Manager.

I do hereby acknowledge that I have received a copy this Code of Conduct.

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Committee Member

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Date