



**POCONO WOODLAND LAKES**  
Property Owner's Association  
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## **BOARD OF DIRECTORS CODE OF CONDUCT**

Understanding that a Code of Conduct for Board Members was discussed at the Board's Meeting on August 15, 2016. Please allow the following to serve as a proposed Code of Conduct for Board Members to ensure a high standard of ethical conduct in the performance of the Association's business and that the Association's members maintain confidence in, and respect for the entire Board.

1. **Board Members shall act in the best interest of the Association as a whole.** Board members serve for the benefit of the entire community, and shall, at times, strive to do what is best for the Association as a whole. Board members shall not use their position as such for private gain, for example:
  - a. No Board Member shall solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person who is seeking a contractual or other business or financial relationship with the Association.
  - b. No Board Member shall seek preferential treatment by the board, any of its committees, or any contractors or suppliers.
  - c. No Board Member shall accept a gift or favor made with the intent of influencing a decision or action on any official matter.
  - d. No Board Member shall receive any compensation from the Association for serving on the Board.
  - e. No Board Member shall willingly misrepresent facts to advance a personal cause or influence the community to advance a personal cause.
  - f. No Board Member shall use his/her position to enhance his/her position to enhance his/her financial status through the use of certain contractors or suppliers.
2. **Board Members shall comply with governing documents and relevant law.** Board Members shall use their best efforts at all times to make reasonable decisions that are consistent with the Declaration, By-Laws, and other governing documents of the Association, and to be familiar with such documents. Board members shall likewise comply with and make decisions that are consistent with all applicable laws, including, but not limited to, refraining from discriminating against any person on the basis of race, color, religion, national origin, gender, family status, or mental or physical disability.
3. **Board Members shall set high standards for themselves as Association members.** Board members shall hold themselves to the highest standards as members of the Association, and shall in all ways comply with the provisions of the Association's governing documents.
4. **Board members shall work within the Association's framework and refrain from unilateral action.** Board Members shall at all times work within the Association's framework and abide by the system of management established by the Association's governing documents and the Board. The Board shall conduct business in accordance with state law and the Association's governing documents, and shall act upon decision duly made, and no Board Member shall act unilaterally or contrary to such decisions. Toward that end, no Board member shall see to have a contract implemented that has not been duly approved by the Board, nor promise anything not approved by the Board to any contractor, supplier, or otherwise.

5. **Board Members shall behave professionally at meetings.** Board Members shall conduct themselves at all meetings, including board meetings, annual meetings of the members, and committee meetings, in a professional, businesslike manner. Personal attacks against other Board Members, Association members, residents, officers, management, or guests are not consistent with the best interests of the community and will not be tolerated. Language at meetings shall be kept professional. Though differences of opinion are inevitable, they must be expressed in a professional and businesslike manner.
6. **Board Members shall maintain confidentiality when appropriate.** Board members shall at all times maintain the confidentiality of all legal, contractual, personnel, and management matters involving the Association. Board Members shall also maintain the confidentiality of the personal lives of other Board Members, Association Members, residents, and management staff.
7. **Board Members shall disclose conflicts of interest.** Board Members shall immediately disclose to the Board any perceived or potential conflict of interest regarding any aspect of the business operations of the Association.
8. **Board Members shall refrain from defaming anyone in the Community.** Board members shall not engage in defamation, by any means, of any other Board Member, Association Member, resident, or management staff member. The Association shall deem any Board Member who engages in defamation to be acting outside the scope of his authority as a Board Member.
9. **Board Members shall refrain from harassing Association members or residents.** Board Members shall not in any way harass, threaten, or otherwise attempt to intimidate any other Board Member, Association Member, or resident. The Association shall deem any Board Member who harasses, threatens, or otherwise attempts to intimidate other Association members or residents to be acting outside the scope of his authority as a Board Member.
10. **Board Members shall refrain from interfering with management staff and contractors.** No Board Member shall interfere with the duties of management staff or any contractor executing a contract in progress. All communications with contractors must go through one designated Board Member, or management, or must otherwise be in accordance with Board policy.

Any violations of the Code shall be brought to a Hearing Board which shall be comprised of designated Board Members. Any Board Member who violates this Code of Conduct agrees that the Board may remove the Board Member and may additionally seek injunctive relief against the Board Member unless circumstances necessitate an alternate disposition.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_