

Title: CODE OF ETHICS AND CONDUCT

Purpose: Members of the Board of Directors of Holiday Beech Villas COA, Inc. must acknowledge and subscribe to the following Code of Ethics and Conduct

- I.** A Board member must abide and support by Holiday Beech Villas Mission, Vision and Values Statement.
- II.** Always exercise our fiduciary responsibility for the operations for the multimillion-dollar business the association represents.
- III.** Never solicit or accept, directly or indirectly, any gifts, gratuity, favor or any other thing of monetary value from any person or firm seeking business from the association or any individual whose intent is to influence any decision or action on any official matter.
- IV.** Any potential conflict of interest will be disclosed to the board.
- V.** No promise of anything not approved by the board as a whole will be made to any supplier or contractor during negotiations.
- VI.** Difference of opinion about policy and procedures among board members, or between the board and the association members, will be discussed rationally, on the merits, in a timely and courteous manner, with emphasis on resolving differences.
- VII.** The board will treat each member of the association fairly and without favoritism.
- VIII.** Each board member will respect and maintain the confidentiality of a property owner's file and the personnel records of any employee.
- IX.** No board member will interfere with the duties of any employee or attempt to take any directive action with any employee.
- X.** A Board member cannot serve as a paid employee of the association.
- XI.** A Board member will abstain from a vote where there is a conflict of interest. Conflict of interest is defined as a conflict between the private interests and the official responsibilities of a person in a position of trust.
- XII.** A Board member or family member of a Board member may not submit a bid for work at Holiday Beech Villas due to a conflict of interest.
- XIII.** A Board member must be a homeowner in good standing to serve on the Board. Good standing is defined as a member that abides by the By-laws and Policies and is current in meeting financial obligations of the Association.
- XIV.** A Board member, employee or family members of either cannot be involved in the voting process. It may be delegated to other Homeowners or an outside vendor.