



Glade Springs Village Property Owners Association

Committee Member Required Code of Professional Ethics Policy

GENERAL STANDARDS

Professional Competence-

- A committee member shall undertake all responsibilities and assignments in the same manner as would be expected in a professional environment.

Standard of Care-A committee member shall exercise his or her duties:

- In good faith,
- In a way that he or she reasonably believes is in the best interests of the Association; and
- With the care that an ordinarily prudent person in a like position would use under similar circumstances.

INTEGRITY AND OBJECTIVITY

- A committee member must not knowingly misrepresent facts in order to gain personal gain for themselves or any affiliated company from which he or she may benefit. All decisions must be made with the best interests of the Glade Springs Property Owners Association in mind.

PROFESSIONAL COURTESY

- All committee members should exhibit professional courtesy to all association management professionals, fellow committee members, board members, and agents of the association. This courtesy shall include not interfering with contractors under the supervision of the management agent unless so authorized by the Board of Directors.

INTEREST CONFLICT

- In any situation where any appearance of a conflict of interest could exist, i.e., when a committee member, his/her company, his/her family member, or friend would benefit from a decision of the Committee, the conflicted committee member must fully disclose the nature of the conflict in writing to the Committee as required at the earliest opportunity. Any self-dealings or dealings with related parties must be fully disclosed to the Committee. All contracts or decisions in which a committee member has a conflict of interest must be approved by a majority of the remaining members of the committee.
- Regardless of the foregoing, no principal or employee of any declarant, builder, or developer of property within the Association shall be considered to have a conflict of



interest as a result of their relationship with said company or the actions they may take in such capacity. Any committee member who has such a relationship with a developer or builder of property within the Association must inform the other directors of the nature of the relationship.

USE OF ASSOCIATION FUNDS

- No committee member may use any funds being held for association business for their own personal use.

COMPENSATION

- Committee members and/or Committee Chairs shall not be compensated for serving on behalf of the Association, including any compensation for performing functions that would normally be performed by the Association's employees, contractors, site managers, general managers, or property managers. Furthermore, no committee member or committee chair shall seek or be permitted to work for the Association as an employee, contractor, site manager, general manager, or property manager.

MEETINGS:

- **Attendance at meetings.** A committee member **will** make every effort to attend all committee meetings and will agree to resign from the committee if he or she is unable to regularly participate in the meetings.
- **Preparation.** Committee members will come prepared to meetings by reviewing the agenda and related materials *before* the meeting, listening attentively and courteously, and taking whatever steps are necessary to properly carry out the director's duty of care.
- **Courtesy.** Committee members will treat each other with the appropriate respect and courtesy expected in a professional setting at all times.

CONFIDENTIALITY

- No committee members shall disclose confidential Association business or information outside of the Committee and or the GSVPOA Board of Directors without the prior approval of the GSVPOA Board of Directors or except as otherwise permitted or necessary in working with the Association's legal counsel.
- **Communication Outside the committee:** No committee member shall write, publish, or deliver a speech that disparages another member of the committee, another committee or the GSVPOA Board of Directors, unit owner, or resident of the community. Personal attacks against committee members, the GSVPOA board members, unit owners, residents, and the association's designated management agent are prohibited and are not consistent with the best interests of the association. No committee member may knowingly misrepresent facts to the residents of the Association for the sole purpose of



advancing a personal cause or influencing the Association to place pressure on the Committee or Board to advance a personal cause.

REQUIRMENTS:

- All committee members must read, sign and return the attached committee member required code of conduct with in thirty days or in acting in the best interest of the community the GSVPOA Board will remove them from the Committee.
- All Committee members must be in good standing with the POA, (be current on assessments, not have any outstanding violations, etch).

Adopted by the Glade Springs Village Property Owners Association on this __12th__ day of
July, 2022

A handwritten signature in black ink, appearing to read "Rick C. Lay", is written over a horizontal line.

President Rick C. Lay

(Each committee member will make an acknowledgement.)



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I _____, being appointed to the _____
Committee of Glade Springs Property Owners Association, have read the Committee Member
Required Code of Professional Ethics Policy and do hereby acknowledge what is expected of me
and do agree to comply with the terms contained therein.

Signature and date

Name in Print