

## Uniform Code of Ethical Behaviors

### Blue Ridge Condominium Community

In the interest of those of us serving on any of the three community Boards governing the Blue Ridge community, we unequivocally take pride in what we do for our local community and our residents serviced.

To that end as agreed upon by our elected and appointed Tri-Board community representatives gathered recently, we have taken the initiative as instructed, to develop a Code of Ethical Behavior. The intent of this endeavor would be to have all community Board members, both current and future, pledge to uphold such tenets to the best of their ability.

Our collective community Boards comprise a professional organization, albeit volunteers, of individuals who give unselfishly of their time and energies to maintain the community in which they reside. As such, it is imperative to have a cohesive set of rules that govern all who serve. These dictates are for the betterment of not only the Blue Ridge Community but additionally preserve and protect those who serve. This code also helps promote trust bridges among all three community Boards and their respective members.

Kindly peruse the attached Code of Conduct developed, requesting each of the three community boards seated to accept this code of conduct outlined unanimously and put into effect immediately from date of acceptance.

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Blue Ridge Condominium Community

ALL HOA DIRECTORS AND CONDO MANAGERS

The Board of Directors of the HOA and Board of Managers for Condo I and Condo II of Blue Ridge Condominium has the obligation and fiduciary responsibility to make decisions for the entire community and to set a standard and a tone for behavior that is conducive to the best interests of the entire community. The Board of Directors of the HOA and Board of Condo Managers hereby adopts the following Code of Ethics and Code of Conduct that are applicable to all volunteers serving this community.

1. Board Directors and Managers will use best efforts at all times to make decisions that are consistent with high principles, and that protect and enhance the safety and property values of the residents.
2. Directors and Managers are prohibited from accepting gifts or services in kind, worth more than \$25.00 at all times from vendors and service personnel.
3. Contributions to any political parties or political candidates may not be made without the expressed authority of a majority vote of the community confirming such action.
4. Board Directors and Managers must protect confidentiality of all matters discussed at the meetings including personal information of other Managers, Directors, and residents.
5. Verbal agreements to any subcontractor, supplier, or contractor during negotiations are prohibited, unless approved by the Tri-Board, namely: HOA Board of Directors, Condo I Board of Managers, and Condo II Board of Managers.

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6. No violence, drugs, alcohol, or substance abuse will be tolerated!
7. Any Board Director or Manager convicted of a felony will automatically be terminated from his/her position.
8. All Board Meetings will be kept professional. Use of profane language, violence, or personal attacks against residents and Board Directors and Managers are prohibited and are not consistent with the best interest of the community. It is understood that differences of opinion will exist. They should be expressed in a clear and business-like fashion. Proper protocol should be followed at all times in order to have dissenting positions stated clearly within the official records of the Association.
9. A Board Director or Manager may not knowingly misrepresent any facts to anyone involved in anything with the community that would benefit himself/herself in any way.
10. Board Directors and Managers will avoid the appearance of impropriety by exercising "good judgement" No Board Director or Manager or my use his/her position to enhance his/her financial status through the use of certain contractors or suppliers. Additionally, no Board Member may gain from board membership by receiving any financial compensation for services rendered the community. Any potential or actual conflict of interest must be disclosed to the Board of Directors.
11. The Board Directors and Managers will recognize his/her fiduciary obligation on behalf all owners and use sound business judgement in all decision-making by the Board.
12. The Board of Directors and Managers will make a full disclosure of any potential conflict of interest, refrain, or abstain from voting on any issue which would result in a direct personal economic monetary benefit beyond any benefit that would generally accrue to all owners and residents of the community.

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CONFIDENTIALITY AGREEMENT

WHEREAS, Members of the Board of \_\_\_\_\_ may be privy to certain confidential, private and/or sensitive information, including, but not limited to, matters of a personal and private nature, certain financial information, ongoing and potential litigation, and other privileged materials that ought not to be disseminated; and

WHEREAS, the Board must rely upon open debate, full and frank exchange of ideas and opinions, and open, unhindered discussions in order to effectively perform and follow through on its several obligations, including access to certain documents, information and material; and

WHEREAS, the Board desires to maintain the confidence and privacy issues discussed among the Board members regarding homeowners and other business that may come before the Board, and recognizing the importance of keeping this information relating to the performance of our various duties in complete confidence.

NOW, THEREFORE, as a Member of the Board, I agree as follows:

- A. Any items, issues or topics designated by the Board as "confidential" shall not be discussed with or mentioned to any non-Board members, or discussed or mentioned in the presence of any non-Board members, including family members, community employees, residents and non-residents of the community.
- B. Discussion of confidential issues with the community's managing agent, attorney, and/or their respective employees shall not be considered a violation of this policy.
- C. Confidential issues shall include any issues involving individual homeowners, (including but not limited to financial and medical issues of homeowners and homeowner violations of rules and regulations), any potential and/or pending law suits by or against the community, and any other issues designated as "confidential" by a majority vote of the Board at any duly held meeting of the Board.
- D. The Board may, as appropriate, by a majority vote at any duly held meeting of the Board, elect to waive this confidentiality policy for a specific issue, purpose and time period, such as the need to respond to a court order.
- E. In addition to the above, Board members agree to use their utmost discretion in discussing or mentioning Board matters outside of meetings when such discussion may result in negative consequences to the Board, the community and/or its individual residents/owners.

IN WITNESS WHEREOF, I have executed this Agreement as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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## Social Media Agreement

“Social Media” refers to online tools that allow users to communicate and interact instantly, actively sharing and commenting on content. It is important to balance the ability to effectively communicate with our residents while also maintaining control and monitoring online content to minimize abusive practices and protect the association from possible liability.

The Board has various methods of communication with its residents. For community wide communications phone blasts, mailings, notices in the Gazette, and the website are utilized. For more personal communications telephone calls, emails, and in person are utilized. These are the preferred methods of communications with our community in your role as a Member of the Board of Condo I. Now therefore, as a Member of the Board:

- \_\_\_\_\_ I acknowledge that the residents of Blue Ridge are aware I am a Member of the Board and may assume I am speaking on behalf of this Board when I post on “Social Media”
- \_\_\_\_\_ I acknowledge that my use of “Social Media” is governed by the Confidentiality Agreement and Uniform Code of Ethical Behaviors I am signing along with this document
- \_\_\_\_\_ I shall not post anything on Social Media which could reflect negatively on Blue Ridge or the three Boards.
- \_\_\_\_\_ I acknowledge that any and all posts/comments made to Blue Ridge-associated pages such as ‘Friends of Blue Ridge’ on Facebook while a member of this Board are deemed Board communication, even when done so from a personal page.

ANY ALLEGED VIOLATIONS OF THE ABOVE CAN BE BROUGHT TO THE ATTENTION OF THE BOARD AND IT SHALL BE WITHIN THE BOARD’S DISCRETION TO REMOVE A MEMBER FOR VIOLATION OF THE UNIFORM CODE OF ETHICS, THE CONFIDENTIALITY AGREEMENT, AND THIS SOCIAL MEDIA RIDER.

MANAGER, BLUE RIDGE CONDO I

DATE \_\_\_\_\_