

TBM HOA Board of Directors Code of Conduct

The Board of Directors (Board) of the Turnbridge Manor Homeowners' Association (Association) commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority in conducting its business and in its interactions with owners and residents of Turnbridge Manor (the Community). Each Board member assumes a position of trust once elected and agrees to avoid even the appearance of impropriety in conducting the affairs of the Association in order to ensure and maintain the Community's confidence in its elected representatives.

Specifically:

- 1) Board members will conduct themselves with civility and respect at all times with one another, Community members, and Association contractors.
- 2) Board members will demonstrate loyalty to the interests of the Community as a whole. This loyalty supersedes any conflicting loyalty to individual Community members or the personal interest of any Board member.
- 3) Board members must disclose any position of authority held with or investment in a business that contracts with or desires to do business with the Association.
- 4) Board members will not seek nor accept special favors from Association contractors or potential contractors or suppliers. Special favors are those services or products not made generally available to other Community members.
- 5) Board members may not attempt to exercise individual authority over the business of the Association except as explicitly set forth in the Association's governing documents or policies, or as authorized by the Board.
 - Board members recognize the lack of authority vested in them as individuals in their interactions with the management company, other contractors, Community members, and the public, except where explicitly authorized.
 - Board members will endeavor at all times to express their individual opinions in a responsible manner, without causing undue harm to the Association, Community, contractors, or their relationships with other Board members or to place the Association at a legal disadvantage.
- 6) Members will respect confidentiality appropriate to issues involving enforcement of Association CC&Rs, rules, and policies, as well as to sensitive personal information to which they may become privy as a result of their positions.
- 7) Members will be properly prepared for Association meetings.

(Approved April 20, 2006)