



Windwood Forest Homeowners Association

July 17, 2017

Board Member Code of Conduct

The Windwood Forest Homeowners Association Board of Directors has approved the following code of conduct for its members in order to ensure that they maintain a high standard of ethical conduct in the performance of the Association business, and to ensure that the residents maintain confidence in and respect for the entire Board.

The following principles and guidelines constitute the code of conduct:

No individual shall use his/her position as a Board member for private gain, for example:

All Board members will treat fellow directors and homeowners with respect, and approach board decisions prepared and with an objective, open mind.

All Board members will be sure to maintain the confidentiality of executive session information.

All Board members will put personal interests aside and advance the best interests of the association.

All Board members will respect, abide by, and carry out the decisions of the majority of the board.

No Board member shall engage in any writing, publishing, or speech making that defames any other member of the Association Board or resident of the Association community, or Association Management Company or its representatives.

No Board member will willingly misrepresent facts to the residents of the community for the purpose of advancing a personal cause or influencing the community to place pressure on the Board to advance a Board member's personal cause.

No Board member will seek to have a contract implemented that has not been duly approved by the Board.

No Board member will interfere with a contractor implementing a contract in progress. All communications with contractors will go through management or be in accordance with policy.

No Board member will interfere with the system of management established by the Board and the management company.

Professionally Managed by:

Keystone Pacific Property Management, LLC

16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960 · Tel (949) 833-2600 · Fax (949) 833-0919

www.keystonepacific.com



Windwood Forest Homeowners Association

No Board member will harass, threaten, or attempt through any means to control or install fear in an Association contractor or member.

All actions made on behalf of the association must be carried out through the proper process according to the association policy and governing documents.

No Board member shall engage in communication of Association business on any social media platform except on www.windwoodforest.org or www.kppm.com or other Keystone Pacific Management, LLC managed websites.

No Board Member shall engage in communication of Association business with a homeowner, but rather require issues and business to be communicated through Management.

Any Board member who violates this code of conduct agrees that the Board of Directors may seek injunctive relief against him/her and agrees to pay the attorney's fees incurred by the Board in that enforcement effort.

Board Member

Date

Reference:

Rome, M. (2006) Board Code of Conduct. HOA Attorney. February 17, 2014. http://www.hoa-attorneys.com/item_list.asp?subcat=46&subtitle=Board+Code+Of+Conduct

Matt D. Ober. Drafting a Code of Conduct for the Board of Directors

Professionally Managed by:

Keystone Pacific Property Management, LLC

16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960 · Tel (949) 833-2600 · Fax (949) 833-0919

www.keystonepacific.com