

Waterford Master Owners' Association, Inc.

Code of Conduct

SECTION 1: ITEMS SPECIFIC TO ALL MEMBERS

A. Conduct.

1. We will conduct our meetings according to established parliamentary procedure.
2. We will act professionally at all meetings, in language and gesture.
3. We will practice civility and respect at all times, listen attentively and demonstrate a willingness to learn.
4. We will not tolerate derogatory comments and/or actions towards Board, Committee or Association members. Personal conduct will reflect respect for all persons.
5. We understand differences of opinion exist, thus we will express our ideas in a clear, concise and business-like manner.

- B. Violations. We will report any violation of the Code of Conduct, actual or suspected, to a member of the Board of Directors who will then report the actual or suspected violation to the President of the Waterford Master Owners' Association, Inc.

SECTION 2: ITEMS SPECIFIC TO BOARD AND COMMITTEES:

C. Decision-making.

1. We will use our best efforts at all times to make decisions consistent with high principles, and to protect and enhance the safety and property value of the members.
2. We will practice loyalty to community interests, not individual community members or our own personal interest.
3. We will abide by Federal, State and local laws pertaining to the conduct of our business on behalf of the Association.

- D. Preparation. We will be properly prepared for Association meetings by reviewing the agenda and related materials before the meeting.

E. Confidentiality.

1. We will protect the confidentiality of other Board and Association members' personal lives.
2. We will respect confidentiality appropriate to issues involving enforcement of the Master Declaration of Covenants, Conditions and Restrictions; Association Bylaws, policies and rules, as well as to sensitive personal information to which we may become privy as a result of our positions.

- F. Disclosure. We will disclose any potential or actual conflict of interest to the other Board members.

G. Use of Resources.

1. We will not use Association resources for personal use.
2. We will not use our position for personal gain.
3. We will not accept gifts from any resident, contractor, or supplier that may be intended to unduly influence the judgment of an individual or the Board of Directors.

H. Negotiation.

1. We will not knowingly misrepresent any facts to anyone involved with the Association.
2. We will be fair and honest in our dealings with Board and Association members, contractors, and suppliers during any negotiation process. We will promise nothing unless approved by the Board as a whole.