

The Reef Homeowner's Association

Code of Conduct and Ethics

The Board of Directors (Board) of the Reef Homeowner's Association (Association or HOA) has adopted the following Code of Conduct and Ethics for the internal use within the Association, which applies to the members of Board and all committees of the Board.

Board and committee members have a leadership role within the Association and have a fiduciary responsibility to act in the best interests of all members of the Association. This requires Board and committee members to act with integrity and objectivity in the conduct of the affairs of the Association and to make decisions that are free from bias.

Active Participation

Specific Board responsibilities are defined in the Association By-Laws, Architectural Review Board (ARB) committee member responsibilities are defined in the Covenants and committee member responsibilities are defined by the Board. Board and committee members shall act within the boundaries of their authority as defined by law and the governing documents of the association. An overview of the roles of Board officers and committee chairpersons are as follows:

Role of all Members

President

The HOA President serves as the leader of the board. He or She also represents the community as a whole. Thus, the president works closely with other board members, homeowners, vendors, HOA managers, and so on.

The main responsibilities of the president include presiding over board meetings and facilitating the decision-making process; signing contracts, checks, and other legal documents; serving as a spokesman for the HOA; taking charge of the day-to-day operations, and, storing homeowner and maintenance records.

Vice President

The HOA Vice President takes charge in the absence of the HOA President. However, the vice president only has this authority if the president is unavailable. The vice president may have additional duties.

For instance, the vice president can serve as the head of the architectural review committee, maintenance committee, and other HOA committees. The vice president can also liaise with the members of these committees.

Treasurer

The HOA Treasurer oversees the financial operations of the association.

He or She oversees developing the budget, signing checks, monitoring income and expenses, collecting assessments, issuing payments to vendors, preparing financial reports, maintaining financial records, and facilitating a compilation, review, or an audit at the end of a calendar year. If there is a finance committee, the treasurer can also serve as the head.

Secretary

The HOA secretary creates the board meeting agenda (with the president), records the minutes of board meetings, and ensures quorum. He or She sends notices for board meetings, ensure compliance with the governing documents, and other important documents.

Architectural Review Board

- Managing the application and approval process;
- Monitoring the community for violations of standards;
- Fairly enforcing standards outlined in the governing documents;
- Making objective decisions about guideline compliance;
- Making recommendations to the board of directors;
- Educating the community about established guidelines.

Committee Member

Assist Board members and/or Committee chairperson by addressing specific community issues and tasks and serving in an advisory role for the benefit of the community. Committee members will gather information, assess problems, and recommend solutions to the Board or Committee Chair.

Board and Committee members are expected to exercise the duties and responsibilities of their positions with integrity, unity, and care. This includes:

- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- To place the best interests of the Association above personal interests; the interests of a particular homeowner; or the interests of a faction of homeowners.
- Always Representing the Association in a positive and supportive manner and in all places.
- To do their best to ensure that the Association's finances are well managed.
- Not making decisions outside of properly called and posted meetings.
- Supporting all Board and committee decisions even if personally opposed.
- Not publicly opposing or advocating proposals / applications brought before the Board or any committee.
- Showing respect and courteous conduct in all meetings; refrain from speaking out of turn.
- Allowing Management to act within their framework of their day-to-day business operations and polices established by the Board of Directors.
- To resign from the Board if you find that you can no longer maintain this agreement to serve, and
- Holding the proceedings of Executive Sessions of the Board in strict confidence.

Removal from the BOD, ARB, or Committee

Any Board or Committee members failure to abide or comply with the requirements of the Bylaws, covenants, and other requirements sent by the board, including this policy, their position, and/or overstepping a specific role, will be kindly asked to step away from their role. If a board or committee member refuses to resign when asked, action may be initiated to remove the individual by vote of the majority of homeowners pursuant to the requirements of the Association Bylaws.

Duty To Use Good Business Judgement

- Directors and committee members will endeavor to have a basic working knowledge of the Association's governing documents, including the Declaration (Covenants), the By-Laws, and the Rules and Regulations.
- Directors and committee members will also endeavor to be aware of laws affecting the Association.

- Directors and committee members shall represent the interests of the entire community in exercising their duties. All decisions made on behalf of the Association must be made with the best interests of the Association.

Conflict of Interest

A conflict of interest exists when what is in the best interests of one party is not in the best interests of the other party, or when outside financial interests may inappropriately influence the way in which a Director or committee member carries out his or her Board or committee duties. If there is a conflict of interest you shall recuse yourself and let the next member on the board/committee take your place temporarily until the issue has been resolved.

Confidentiality

- Directors and committee members shall maintain the confidentiality of information entrusted to them by the Association, and will not share highly sensitive, privileged, or confidential information, and will respect the privacy of all owners, directors, committee members, employees, and management professionals at all times, including after the Director's term is expired or terminated regarding any such knowledge learned during their term of office.
- Only True and factual information will be presented at meetings, any "speculation/hear-say" will not be documented nor elaborated or discussed.
- Directors and committee members will NOT divulge confidential personal information about ANY association owner, resident, or employee.
- Directors will NOT reveal to any owner, resident, or third party, discussions, decisions, and comments made at any meeting in which they were a participant that was properly closed or held in executive session.

Communication

The language used at all meetings will be always considerate and professional. Directors will exhibit professional courtesy to all members of the association and its management professionals. Personal attacks or use of profanity is prohibited. Any use of this will lead to expulsion of current meeting and or future meetings.

Notification

Meetings

All meetings for BOD and ARB are open to all members of the Association with meeting time and place to be posted as per the governing documents. (48 hours prior to meeting)

Property Assessment

There must be notification that if a member or the ARB/HOA/Committee is to "inspect" your property/project with affirmation from the homeowner.

EMAIL Communication

- Email requests, complaints, and any other communications will be handled via the <http://www.thereefhoa.com/home.html> and directed to the property management company. If a Board or committee member receives a message from a homeowner in their personal e-mail, such a message is to be forwarded to The Reef Board email and any reply should be limited to an acknowledgement of receipt of the message.
 - Acceptable use of personal email by a Board or committee member includes:
 - Communication of a decision made by the Board or a committee to the affected parties or to request additional information to facilitate a Board or committee matter ONLY if all parties have consented to receive email communications and a signed "The Reef E-mail Consent" form has been received. All communications will need to CC the Reef Board email to have proper documentation for Association records.
- Offensive e-mail communication containing name calling, degrading statements, personal venting and threats are prohibited. Nuisance communications with repetitive e-mails are prohibited.

Harassment & Abuse: PROHIBITED

Definition of "harassment" according to Black's Law dictionary: "word, gestures or actions which tend to annoy, alarm, or abuse another person". To annoy, Black's

suggests, is "to disturb, irritate " or "cause discomfort" while abuse consists of "insulting, hurtful, or offensive wrongs or acts".

- Resolution of harassment or abuse can involve 2 steps:
 - Step 1. A written letter to the offending individual by the Executive Board, the Management Company or HOA Attorney describing the behavior, noting that it violates the association's covenants and that the individual can be subject to fines, sanctions (revocation of community privileges), or legal action if the behavior does not stop. The letter will outline alternative means of dealing with the underlying problem.
 - Step 2. Obtain a Civil Restraining Order against the offending individual. This could mean ordering and specifying a certain distance that the offender must always stay away, to stop endless and abusive calls and emails or prohibiting them from attending community events, voting on community issues, or attending community Executive Board meetings.

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Failure to comply with this Code of Conduct may result in censure, and/or request for resignation from the Board / Committee.

I have read and understand this code of conduct and agree to comply with its requirements:

Name: _____

Date: _____

Signed: _____