

ETHICS POLICY FOR DIRECTORS & COMMITTEE MEMBERS

The Board of Directors has adopted the following ethics policy for its board members and committees. This policy is intended to provide guidance on ethical issues and a mechanism for addressing unethical conduct.

A. BOARD RESPONSIBILITIES

The general duties of directors are to enforce the association's governing documents, collect and preserve the association's financial resources, ensure the association's assets against loss, and keep the common areas in a state of good repair. To fulfill that responsibility, directors must:

- regularly attend board meetings,
- review material provided in preparation for board meetings,
- review the association's financial reports, and
- make reasonable inquiries before making decisions.

B. PROFESSIONAL CONDUCT

In general, directors and committee members must conduct all dealings with vendors and employees with honesty and fairness, and safeguard information that belongs to the association.

1. Self-Dealing. Self-dealing occurs when directors or committee members make decisions that materially benefit themselves or their relatives at the association's expense. "Relatives" include a person's spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law, and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts, or other items of value. Accordingly, no director or committee member may:
 - a. solicit or receive any compensation from the association for serving on the board or any committee.
 - b. make promises to vendors unless with prior approval from the board.
 - c. solicit or receive any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the association.
 - d. seek preferential treatment for themselves or their relatives, use association property, services, equipment, or business for the gain or benefit of themselves or their relatives, except as is provided for all association members.
2. Confidential Information. Directors and committee members are responsible for protecting the association's confidential information. As such, they may not use confidential information for their benefit or that of their relatives.

C. WHEN CONFLICTS OF INTEREST ARISE

When situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors and committee members should immediately raise such situations with the board. The board will seek guidance from the association's legal counsel if appropriate.

1. Disclosure & Recusal. Directors and committee members must immediately disclose any conflict of interest, whether their own or others. Directors and committee members must withdraw from participating in decisions they have a material interest.
2. Violations of Policy. Directors and committee members who violate the association's ethics policy are deemed acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action, including, but not limited to:
 - censure,
 - removal from committees,
 - removal as an officer of the board,
 - request for resignation from the board,
 - recall by the membership, and
 - legal proceedings.

Before taking any of the actions described above, the board shall appoint an executive committee to investigate the violation. The committee shall review the evidence of violation, endeavor to meet with the director/committee member believed to be in violation, confer with the association's legal counsel, and present its findings and recommendations to the board for appropriate action. The board shall endeavor to meet with the director/committee member in executive session before imposing disciplinary action against that person.

I have read the Ethics Policy and pledge to act according to my obligations as described above.

Signature: _____

Printed Name: _____

Date: _____

Clarcona Resort Condominium Association, Inc.,

Community Committee Application

Committee: _____

Date: _____

Name: _____

Lot#: _____ Are you a year-round resident? Y_____ N_____

Phone #: _____ E-Mail: _____

Please state any special experience you have that you believe may help the Committee:

Please state what you would like to do for the Committee (patrol, observe from home, etc.):

Thank You for your interest in our community and we will get back to you ASAP.