

## CRYSTAL CREEK BOARD OF DIRECTORS

### CODE OF CONDUCT

#### **As a member of the Board of Directors, I will:**

1. Listen carefully to my fellow Board members; treat everyone with dignity, respect and fairness
2. Carefully consider and respect the opinions of my fellow Board members;
3. Respect and support all majority decisions of the Board;
4. Recognize the authority is vested in the Board;
5. Keep well-informed of developments relevant to issues that may come before the Board;
6. Participate actively in Board meetings and actions and not discuss elsewhere what I am unwilling to discuss in Board meetings;
7. Bring to the attention of the Board any issues I believe will have significant effect on our subdivision, or homeowners we serve;
8. Attempt to communicate the needs of those we serve to the Board of Directors;
9. Refer complaints directly to the board
10. Recognize my job is to ensure that the organization is well-managed, not necessarily to manage the organization;
11. Represent all those whom this organization serves vs. special interest groups;
12. Consider myself a "trustee" of the organization and do my best to ensure it is well-maintained, financially secure, and always operating in accord with our stated objectives.
13. Work to learn how to do my job better; and
14. Acknowledge conflicts of interest between my personal life and my position on the Board, and abstain from voting or attempting to influence issues in which I am conflicted.
15. Preserve confidential information obtained as a result of board membership.

#### **As a member of the Board of Directors, I will not:**

1. Criticize fellow Board members or their opinions, outside of the Board room;
2. Send e-mails that are critical of views, performance or integrity any member of the homeowner's association.
3. Use the organization or my position for my personal advantage or that of my friends, relatives, or associates;
4. Discuss the confidential proceedings of the Board outside the Board room;
5. Promise how I will vote on an issue before hearing the discussion and becoming fully informed on that issue;
6. Speak for or in behalf of the board unless specifically authorized to do so.