

# COUNTRY CLUB ESTATE PROPERTY OWNERS ASSOCIATION



## CODE OF CONDUCT & CONFLICT OF INTEREST

### Board Member Code of Conduct

*Goal: To ensure that personal behavior remains professional, especially when dealing with neighbors and staff.*

**As a member of the Board, I agree to:**

- **Represent the Whole Community:** Making based on the best interest of the entire Association, regardless of personal feelings or the interests of a specific group of owners.
- **Professionalism in Conflict:** Remain professional and respectful during heated discussions. Will not engage in personal attacks against other Board members, owners, or vendors.
- **Confidentiality:** Will protect the privacy of fellow owners and maintain the confidentiality of all legal, personnel, or sensitive financial matters discussed in executive sessions.
- **Unified Voice:** Once a Board vote is taken, support the majority decision publicly, even if personally voting against it.
- **No Self-Directed Authority:** Recognize there is no individual authority to hire vendors or spend funds unless specifically authorized by a majority of the Board or through a pre-approved operational budget.

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### Board Member Conflict of Interest Statement

*Goal: To prevent "cronyism" or the appearance of impropriety when managing day-to-day contracts.*

**I. Disclosure of Interests** To disclose to the Board any financial, family, or personal interest in any project, vendor, or contract being considered by the Association. This includes, but is not limited to:

- Owning a business that may bid on POA work.
- Having a family member employed by a vendor.
- Receiving gifts or "kickbacks" from contractors.

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**II. Recusal** In the event of a conflict of interest:

1. Disclose the interest to the Board immediately.
2. Recuse from all discussions regarding that specific matter.
3. Abstain from voting on the contract or selection of that vendor.

**III. Transparency in Bidding** To maintain trust, agree that any vendor recommended for "day-to-day" operations must undergo the same competitive bidding process as any other contractor, and all bids will be made available for Board review.

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## Conflict of Interest Disclosure Agreement

**Serving on the Board of Directors carries the commitment to this Code of Conduct and Conflict of Interest Statement. This agreement reflects our dedication to the people of Country Club Estates, our culture of integrity and maintaining these standards of transparency.**