

Waterford Lakes Community Association, Inc.

Code of Ethics

Board of Directors, Committee members and Employees should:

- Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
- Use sound judgment to make the best possible business decisions for the Association, taking into consideration all available information, circumstances and resources.
- Act within the boundaries of their authority as defined by applicable law and the governing documents of the Association.
- Provide opportunities for residents to comment on decisions facing the association.
- Perform their duties without bias for or against any individual or group of owners or non-owner residents.
- Disclose personal or professional relationships with any company, group or individual who has or is seeking to have a business relationship with the Association and, if such relationship exists, disqualify themselves from discussions or decision-making pertaining to the company, group or individual so disclosed or its competitors.
- Conduct open, fair and well-publicized meetings and elections.
- Always speak with one voice, supporting all duly-adopted board or committee decisions even if the board or committee member was in the minority regarding actions that may not have obtained unanimous consent.

Board of Directors, Committee members and Employees should not:

- Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the Board.
- Make unauthorized promises to an owner, resident, contractor, supplier or bidder.
- Advocate or support any action or activity that violates a law, regulatory requirement, or covenant document.
- Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
- Spend Association funds or use Association assets other than recreational facilities for their own personal use or benefit.
- Accept any gifts with value exceeding \$25—directly or indirectly—from owners, residents, contractors or suppliers, or gifts from the same person or organization with total value exceeding \$50 in a calendar year.
- Misrepresent known facts in any issue involving Association business.
- Divulge personal information about any Association owner, resident or employee that was obtained in the performance of board, committee or employment duties.
- Make personal attacks on colleagues, staff or residents.
- Harass, threaten or attempt through any means to control or instill fear in any board or committee member, owner, resident, employee or contractor.
- Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

My signature below indicates my acceptance of the WLCA Code of Ethics and my understanding that failure to adhere to this Code of Ethics will result in penalties including termination of employment, removal from Committee memberships, or removal from the Board of Directors in accordance with Article IV Section 8 of the WLCA Bylaws. Additionally, legal action may be taken at the option of the Board of Directors.

Signature

Printed Name

Date: _____