

Swiss Village, Inc.

Home Owners Association Board of Directors – Code of Ethics

Board Members Should:

1. Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the HOA, taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the HOA.
4. Hold meetings, including committee meetings, in a public, open, environment, except for those meeting that are properly closed. Provide ample opportunities for all residents to comment on decisions facing the HOA.
5. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the HOA.
7. Conduct open, fair and well-publicized elections.
8. Always speak with one voice, supporting all duly adopted Board decisions—even if the Board Member was in the minority regarding actions that may not have obtained unanimous consent.

Board Members Should Not:

1. Reveal confidential information provided by contractors or share information with those bidding for HOA contracts unless specifically authorized by the Board.
2. Advocate or support any action or activity that violates a law or regulatory requirement.
3. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
4. Spend unauthorized HOA funds for their own personal use or benefit.
5. Accept any gifts—directly or indirectly—from owners, residents, contractors or suppliers.
6. Misrepresent known facts in any issue involving HOA business.
7. Divulge personal information about any HOA owner, resident or employee that was obtained in the performance of Board duties.
8. Make personal attacks on Board Members, home-owners or residents.
9. Harass, threaten or attempt, through any means, to control or instill fear in any Board Member, owner, or resident.
10. 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.