

**WALDEN LAKE
COMMUNITY ASSOCIATION**

**DIRECTORS AND MANAGER
CODE OF ETHICS and RULES
OF CONDUCT POLICY**

Policy # 2014-01

The Board of Directors of Walden Lake Community Association has the obligation and duty to make decisions for the entire community and is responsible to set a standard and a tone for behavior that is conducive in the best interest of the entire community. The Board of Directors of Walden Lake Community Association hereby adopts the following Code of Ethics and Rules of Conduct that are applicable to all staff, Board members, contractors and property management employees.

The Directors and Manager shall:

1. Comply with current bylaws, standards and practices as may be established from time to time by Walden Lake Community Association (WLCA) subject to all federal, state and local laws, ordinances, and regulations in effect where the Director/Manager practices.
2. Participate in continuing professional education through WLCA and other industry related organizations.
3. Act in the best interests of the resident; refrain from making inaccurate or misleading representations or statements; not knowingly misrepresent facts to benefit the Director/Manager.
4. Undertake only those engagements/projects/committees that they can reasonably expect to perform with professional competence.
5. Exercise due care in planning and supervision as specified in the written management agreement, job descriptions or duly adopted Board policies.
6. Disclose all relationships in writing to the Board regarding any actual, potential or perceived conflict of interest between the Manager/Director and other vendors. The Manager/Director shall take all necessary steps to avoid any perception of favoritism or impropriety during the vendor selection process and negotiation of any contracts.
7. Provide written disclosure of any compensation, gratuity or other form of remuneration from individuals or companies who act or may act on behalf of the Board.

8. Insure that homeowners receive timely notice as required by state statutes or legal documents and protect their right of appeal.
9. See that the funds held for the resident by the Director/Manager are in separate accounts, are not misappropriated, and are returned to the Board at the end of the Director/Manager's engagement; Prepare and furnish to the Board accurate and timely financial reports in accordance with the terms of the management agreement, job description or duties..
10. Recognize that the original records, files and/or books held by the Director/Manager are the property of the Board and must be returned to the Board at the end of the Director/Manager engagement period. Maintain the duty of confidentiality to all current and former residents.
11. Directors/Manager will refrain from making public comments to the press and/or media in regards to the operation and direction of the WLCA. The only approved representative will be the President of the WLCA Board of Directors or an approved officer if the President is not available.
12. Conduct themselves in a professional manner at all times when acting in their assigned duty role or as a director of the Board.
13. Will not use the work products of colleagues or competing management firms that are considered proprietary without the expressed written permission of the author or management firm.
14. Under the Federal Privacy Law, work products that are posted on the Internet, e-mailed, presented as part of an educational session or industry related networking exchange are NOT considered proprietary unless they are clearly labeled as proprietary documents or subject to further protection under the copyright or registration. Lists of residents along with their contact and confidential contract information that are maintained by WLCA are considered proprietary, this includes e-mail lists.
15. No gifts of any type worth \$25.00 or more may be accepted by any Board member from any resident, contractor, management company or vendor/supplier.
16. No drugs, alcohol or substance abuse will be tolerated or condoned. It is the policy of the WLCA to maintain a workplace free of alcohol and drug abuse.
17. No promise of any services or contracts for services can be made to any subcontractor, supplier or contractor during any negotiations unless approved by the Board as a whole.
18. Any Board member, Manager or staff member convicted of a felony or DUI will voluntarily resign from his/her position.
19. Proper Parliamentary procedures (Robert's Rules of Order) will be followed to have such dissenting positions clearly recorded in the official records of WLCA.

20. Each Board member and Board officer as well as the Property Manager will ensure equal employment without discrimination or harassment on the basis of race, color, national origin, religion, sex (with or without sexual conduct), age, disability, alienage or citizenship status, marital status, creed, sexual orientation or any other characteristics protected by law. WLCA prohibits and will not tolerate any such discrimination or harassment.

- A. Authority** - The Code of Ethics derives its authority from the State of Florida Department of Professional and Business Regulation (DPBR), the Walden Lake Community Association Board of Directors and Florida Statute 720. In addition, the Manager will adhere to the standards of state certifications such as CAM, PCAM, LSM and AAMC.
- B. Changes** – The WLCA Board of Directors may expand application of this code, and WLCA reserves the right to update, or amend the Code of Ethics. Any such revision, updating or amendment shall be promptly promulgated to WLCA Directors and Manager, and after due notice will apply to all members subject to the code.
- C. Disciplinary Action** – Any violation of the WLCA Code of Ethics will be reviewed and addressed by the WLCA Board of Directors as to any disciplinary action.

This resolution is adopted this _____ day of _____, at an open Board Meeting of WLCA where a quorum of the Board was present and will become effective immediately. Upon approval, each Board member and manager will be required to agree to this Code of Ethics and Rules of Conduct.