

4HRPOA BOARD OFFICER CODE OF CONDUCT

It is the policy of The Four Hills Ranch Property Owners Association, hereafter referred to as “4HRPOA” and its Board of Directors, hereafter referred to as “the Board” that our business shall be conducted in accordance with the highest legal and ethical standards. Our reputation for integrity is our most important asset and each member of the Board must contribute to the care and preservation of that asset.

No code of business conduct or ethics can replace the thoughtful behavior of an ethical member of the Board, committee member or Association member. This Code of Conduct is presented to assist in guiding each Board member’s conduct to enhance the reputation of the 4HRPOA. This Code of Conduct supersedes all previous codes and policy statements on this topic.

This Code is drafted broadly. In that respect, it is the intent of the Board to exceed the minimum requirements of the law and association practice. Mere compliance with the letter of the law is not sufficient to attain the highest ethical standards. Good judgment and great care must also be exercised to comply with the spirit of the law and of this Code.

The provisions of this Code apply to all Board members. In addition, it covers any partnership, trust, or other entity controlled by a Board member.

The Board intends to enforce the provisions of this Code vigorously. Violations could lead to removal of a Board member, as well as civil and criminal liability if warranted.

Inevitably, the Code addresses questions and situations that escape easy definition. No organization code can cover every possible question of business practice. There will be times when a Board member is unsure about how the Code applies. When in doubt, the Board member should ask another Board member for their advice before action is taken.

Confidential Information

One of our most important assets is our confidential 4HRPOA information. Our legal obligations and governing position often mandate that this information remain confidential. Examples of confidential information include personal membership dues & status information, legal issues pending further investigation, member records, research data during Board sessions, pricing information during the course of Association bidding and information pertaining to ongoing Board decisions without prior Board approval. In addition, any topic that requires a “closed meeting” per ARS 33-1804 is considered confidential.

Each Board member must protect the Association’s confidential information to prevent inappropriate or unauthorized disclosures. Each Board member must take care when using the telephone, fax, telex, e-mail, and other electronic means of storing and sending information. Confidential information must not be discussed in public places where others may overhear. Confidential information must never be discussed with anyone outside the Board without first getting the approval of and a written form of confidentiality agreement from the Board.

Books And Record Keeping

Accurate business records are relied upon by the Board, committee members, Association members and by various government agencies. Therefore, the Association's books, records and accounts (whether computerized, paper or other) must fully and accurately reflect its business transactions. These include financial statements, accounting records, time sheets, vouchers, bills, invoices, expense reports, meeting minutes, performance evaluations, and other essential 4HRPOA data. Financial, accounting and related records must be entered in reasonable detail, in accordance with approved accounting practices. No false or misleading entries or failure to make required entries will be permitted for any reason.

Legal Compliance

Applicable laws of every jurisdiction in which the Board operates must be followed, including environmental, health and safety laws. Each Board officer is charged with the responsibility of acquiring sufficient knowledge of the laws relating to his or her particular duties in order to recognize potential dangers and to know when to seek legal advice. In any instance where the law is ambiguous or difficult to interpret, the matter should be reported to other members of the Board who, in turn, may seek legal advice from the Board's or their own legal counsel as appropriate.

Conflicts Of Interest

The Board relies on the integrity and undivided loyalty of its officers and committee members to maintain the highest level of objectivity in performing their duties. Each Board member is expected to avoid any situation in which their personal interests conflicts, or has the appearance of conflicting, with those of the Board or the Association. A Board member must not allow personal considerations or relationships to influence them in any way when representing the 4HRPOA in business dealings.

A conflict situation can arise when an officer or committee member takes actions or has interests that make it difficult to perform work on behalf of the 4HRPOA objectively and effectively. Conflicts also arise when an employee or director, or a member of his or her family, receives improper personal benefits as a result of his or her position with the Board.

If an actual or potential conflict of interest arises for an officer, the officer must promptly notify the Board. If a significant conflict exists and cannot be resolved, the director should resign from the Board of Directors. All directors will excuse themselves from any decision affecting their personal, business or professional interests. All conflicts of interest between a Board member and the Association will be managed per ARS 33-1811.

Fair Dealing

It is the Board's policy to deal fairly with officers, committee members, Association members and vendors. In the course of business dealings on behalf of the 4HRPOA, no Board member will take advantage of another party through manipulation, concealment, abuse of privileged information, misrepresentation of materials facts or any other unfair business practice.