

Coast Village Code of Conduct Guidelines

July 2020

Board & Committee members should:

1. Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
2. Make the best possible business decisions for the Coast Village association, 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 Coast Village association.
4. Provide opportunities for residents to comment and voice their feelings on decisions facing the association.
5. Perform their duties without bias for both owners and non-owner residents.
6. To avoid conflict of interest or the appearance of conflict of interest, board members must disclose any personal or professional relationships with companies, individuals or vendors who are seeking a business relationship with Coast Village.
7. Conduct open, fair and well-publicized elections and board meetings.
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.
9. The board must act as role models for the Coast Village association as well as the surrounding community.
10. Treat all of our employees with respect at all times.

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Board & Committee members should not:

1. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.
2. Make unauthorized promises or comments to a contractor, bidder or homeowner.
3. Advocate or support any action or activity that violates a Coast Village governing document, law or other regulatory requirement.
4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
5. Spend unauthorized association funds for their own personal use or benefit.
6. Accept any gifts—directly or indirectly—from owners, residents, contractors or suppliers.
7. Misrepresent known facts in any issue involving association business.
8. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties.
9. Make personal attacks on staff, residents or the surrounding community.
10. Harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor.
11. Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board in a properly closed executive session.