

BOARD MEMBER CODE OF CONDUCT

Upon election to the West Tapps Maintenance Company (WTMC) Board of Directors, please review the following statements, then sign and date the form. Signing this Code of Conduct acknowledges your commitment to ethical and impartial service to the West Tapps Maintenance Company.

As a member of this Board, I will:

- Consider myself a trustee of this organization and do my best to ensure that it is well maintained, financially secure, growing, and always operating within the best interest of those we serve.
- Maintain the confidentiality of Board information and discussions as appropriate.
- Focus my efforts on the West Tapps Maintenance Company and not my personal goals.
- Actively participate in WTMC business and decision-making, initiate or assist with projects, and serve on or lead committees as needed.
- Exercise authority as a Board member as appropriate to your assigned role and/or as agreed to by the Board.
- Refrain from using my service on this Board for my own personal advantage or for the advantage of my friends, neighbors, or associates.
- Respect and support the majority decisions of the Board.
- Immediately disclose to the Board any perceived or real conflict of interest as soon as I have knowledge of the potential conflict.
- Approach all Board issues with an open mind, provide constructive input and recommendations, and be prepared to make the best decisions for the association.
- Do nothing to violate the trust of those who elected or appointed me to the Board or of those we serve.
- Demonstrate professionalism and diplomacy in all communications and interactions.
- Maintain a good standing as a West Tapps Maintenance Company property owner and member.
- Follow the rules set forth in the governing documents, Board Policy Manual (BPM) and other board approved policies.

Board Member Name (*Print Full Name*)

Board Member Signature

Date