CANOA HILLS TOWNHOMES, INC.

Board Member Code of Conduct Policy

This Code of Conduct outlines the expectations, duties, and ethical standards for all Board Directors and Committee Members of Canoa Hills Townhomes, Inc. All elected or appointed members are subject to this policy.

1. Duties and Standard of Care

Board members shall act:

- In good faith
- In the best interests of the Association
- With reasonable care and diligence

Core responsibilities include:

- Enforcing governing documents (CC&Rs, Bylaws, Rules)
- Protecting and managing Association finances
- Maintaining common areas
- Attending meetings and reviewing materials in advance
- Making informed, responsible decisions

2. Professional and Ethical Conduct

A. No Personal Gain

Directors may not:

- Receive compensation or gifts for Board service
- Use their position for personal benefit
- Independently direct vendors or contractors without Board approval
- Seek preferential treatment for themselves or associates

B. Conflicts of Interest

Directors must disclose conflicts and recuse themselves from related discussions and votes.

C. Confidentiality

Board members must protect confidential information, including:

- Member or resident personal information
- Delinquency or disciplinary matters
- Contract negotiations
- Legal matters

Confidential information may not be shared outside the Board, except with authorized professionals.

D. Conduct and Representation

Directors must:

- Respect Board decisions once adopted
- Treat others with professionalism and courtesy
- Refrain from harassment or intimidation
- Not represent themselves as a CHTH HOA representative without the full knowledge of the Board or committee
- Represent the Board appropriately at all times

3. Officer Roles

Officers shall perform duties as defined in the Bylaws and governing documents.

4. Violations

Violations of this policy may result in:

- Censure
- Removal from officer or committee position
- Recall by membership
- Legal action

All committees and committee members serve at the pleasure of the Board.

Printed Name	Signature	Date
JEFF FRICKE		4/14/26