

Name of Policy	Snowcrest CUOA Board of Director's Code of Conduct and Ethics Policy
Category	General
Original Adoption Date	February 6, 2025
Last Revision Date	9/18/2025

## **Board of Directors' Code of Conduct and Ethics**

### **1. Purpose**

The Board of Directors represents the Snowcrest Condominium Unit Owners Association and is governed by various state law, the Association Declaration which includes By-Laws, and Association policies. This Code sets expectations for ethical behavior, professional conduct, and teamwork, ensuring respect, credibility, and trust among directors and homeowners.

### **2. Code of Ethics**

Board members shall:

- A. Act with integrity, professionalism, and respect in all interactions.
- B. Uphold high ethical and moral standards that reflect positively on the Association.
- C. Perform duties with competence, diligence, and independent judgement.
- D. Maintain confidentiality of closed sessions and contract matters.
- E. Comply with all governing laws and documents in the appropriate order of significance: WV §36B Uniform Common Interest Ownership Act (UCIOA), WV §31E Nonprofit Corporation Act, the Association Declaration, By-Laws, policies, rules and regulations.
- F. Avoid negligence, conflicts of interest, or improper influence in decision-making.
- G. Base all decisions and actions on the best interest of the Association.

### **3. Standards of Conduct**

Board members shall:

- A. Protect the integrity of the Board and avoid actions that discredit the Association.
- B. Refrain from involvement in the daily operation of the Association, with the exception of the Executive and Operations committees, as appropriate.
- C. Treat colleagues with respect, considering differing opinions and striving for consensus.
- D. Avoid using their board position for personal gain or advance a personal agenda.
- E. Maintain positive homeowner relations while recognizing that only the President speaks on behalf of the Board.
- F. Ensure negotiations, contracts, and vendor relations only occur with board approval, and through the President.
- G. Refrain from homeowner regarding contracts or procurement during negotiations.

**4. Gifts**

- A. Board members shall not solicit or accept gifts or favors that could compromise (or appear to compromise) their.
- B. Prohibited gifts must be returned or donated to charity organization; no report is required if handled promptly.

**5. General Provisions**

- A. This policy supplements, and does not replace, applicable laws or conflict-of-interest rules.
- B. Suspected violations shall be reviewed by the full Board, with appropriate action determined collectively.
- C. Serious violations may result in a recommendation for removal pursuant to state codes and the ByLaws.
- D. All board members must sign an affirmation pledging adherence to this Code of Conduct and Ethics Policy.

**CODE OF CONDUCT AND ETHICS POLICY STATEMENT OF ACKNOWLEDGEMENT**

I acknowledge receipt of the Snowcrest Board of Directors' Code of Conduct and Ethics, understand its requirements, and agree to comply. I understand violations may result in disciplinary action, including possible removal under the By-Laws.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_