

GlenOak Hills Community Association
40101 De Portola Rd. Temecula, CA 92592

Code of Ethics and Rules of Conduct
for
Volunteer Board Members, Officers, and Committee Members

WHEREAS, The Board of Directors of GlenOak Hills Community Association (hereinafter "Association") has the power and the responsibility to make decisions for the community; and

WHEREAS, the Board of Directors is responsible for appointing officers and committee members and other volunteer leaders of the Association; and

WHEREAS, the volunteer leaders of the Association are responsible for setting a standard and a tone for behavior that is in the best interests of the entire community;

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Association hereby adopts the following code of ethics and rules of conduct that are applicable to all Board Members and other volunteer leaders serving the community.

1. The Board of Directors and each Board Member, committee member, and other volunteer leader (individually or collectively "Volunteer Leaders") will use their best efforts at all times to make decisions that represent the interests of everyone served by this Association, that are consistent with high principles, and that protect and enhance the safety and property value of the Association's owners and residents.
2. Each volunteer leader agrees not to use the Association or the Board or a leadership position for any personal goals or advantage or for the individual advantage of such Volunteer Leader's friends or supporters.
3. Each Volunteer leader agrees to focus his or her efforts on the mission of the Association and do nothing that would violate the trust of the Association's members. Each Board Member agrees to approach all Board issues with an open mind, prepared to make the best decision for the entire Association.
4. Each Volunteer Leader agrees not to accept any gifts of any type worth \$15 or more from any resident, contractor, or supplier during any fiscal year.
5. Board Members will not divulge information received in confidence during executive sessions or information received in the course of their exercise of their right to inspect and copy books, records, and documents of the Association to persons other than Board Members, the Association's professional advisors, and others whose work is essential to the work of the Board as a whole.

6. Volunteer Leaders shall protect the confidentiality of the personal lives of other Board members, owners, residents, and employees. No Volunteer leader shall engage in any writing, publishing, or speech that defames any Board Member, other Volunteer Leader, employee, owner, or resident of the community.
7. Volunteer Leaders shall exercise their authority only when acting in a meeting of the full Board or committee, except to the extent specific authority has been delegated by the Board. A majority or more of Board Members shall not meet without giving notice to the members of the Association.
8. Volunteer Leaders shall not interfere with any employees or contractors who are implementing a contract in progress. All communications with employees or contractors must go through the Association or management personnel specifically authorized to conduct such communications. No Volunteer Leader shall interfere with the system of management established by the Board as a whole and the Association's management personnel. Volunteer Leaders shall not harass, threaten, or attempt through any means to control or intimidate any management personnel, employees, or staff members.
9. Volunteer Leaders shall not promise anything to any contractor, subcontractor, or supplier during negotiations unless approved by the Board as a whole. No Volunteer Leader shall seek to have a contract implemented which has not been duly approved by the Board.
10. Any Board Member under investigation for commission of a felony or convicted of a felony agrees to resign from the Board of Directors. Any other Volunteer Leader under investigation for commission of a felony agrees to ask the Board of Directors for a leave of absence from that Volunteer Leader's position during any investigation and/or trial period. The Board will appoint an interim person to fill the position of the Volunteer Leader until any investigation and trial are completed or until the normal end of that Volunteer Leader's term of service, whichever occurs first.
11. Board Members agree that they will immediately remove any Volunteer Leader from that person's leadership position if that person is or has been convicted of a felony.
12. Language at Board Meetings and Membership Meetings shall be considerate and professional by Volunteer Leaders and others present. Personal attacks against Board Members, other Volunteer Leaders, owners, residents, and employees are not consistent with the best interests of the Association and are prohibited.
13. It is understood that differences of opinion will occur. Such differences of opinion should be expressed in a clear and business-like fashion.
14. A Board Member's vote will be recorded in the minutes of both executive and regular session meetings. Minutes need not contain a detailed record of debate. If any Board Member feels his or her vote or abstention requires an explanation not included in the minutes, such Board Member may place the explanation in a letter to the Board requesting same to be made a part of the minutes. Upon approval by the Board, the explanation letter shall become a part of the minutes.

15. A Board Member or other Volunteer Leader will recognize the importance of Board Meetings and other functions of the Association and should participate in same. If any Board Member feels that he or she cannot fulfill the obligation to his or her elected position that Board Member should ask for a leave of absence or resign that position. The remainder of the Board Members shall then assume the duties of the Board Member on leave, or appoint another Member of the Association to complete the balance of the term of the Board Member who resigned.

16. A Volunteer Leader may not knowingly misrepresent any facts to anyone involved in any thing with the community which would benefit that Volunteer Leader in any way or advance that Volunteer Leader's personal cause.

17. A Volunteer Leader in the Association may not use his or her position to enhance his or her financial status through the use of certain contractors or suppliers. Any direct or indirect financial interest in a contractor or supplier, or other potential conflict of interest, must be disclosed to the Board of Directors and be approved by the Board of Directors or by the majority of the Association's Members, before any such contract can be approved.

18. Each Board Member, committee member, or other Volunteer Leader will be given a copy of this Code of Ethics and Rules of Conduct and will be asked to sign a statement that he or she has been given a copy, has read it, and agrees to abide by it.

Violations of the Code of Ethics and Rules of Conduct will be brought to the attention of the Board of Directors, which will then determine what action is appropriate. Such action may include removal of a committee member, removal from office of an officer, or convening a recall procedure for a Board Member, seeking injunctive relief in court, or other actions or discipline appropriate for the type of violation.

This resolution is adopted as part of GlenOak Hills Community Association Board Policies and Procedures this 23rd day of January, 2014, at an open Board meeting where a quorum of the Board was present and it will become effective immediately.

President Date Secretary Date

(original copies of approved Code of Ethics on file at Avalon Management and made a part of the original minutes of the above meeting date.)

**GlenOak Hills Community Association
Code of Ethics and Rules of Conduct
for
Volunteer Board Members, Officers, and Committee Members**

We, the Board of Directors for the GlenOak Hills Community Association have been given a copy of the Code of Ethics and Rules of Conduct and agree to abide by same.

Board of Directors: November 8, 2013 through November 8, 2014

President: _____ please print: _____

Vice President: _____ please print: _____

Secretary: _____ please print: _____

Treasurer: _____ please print: _____

Director CC&Rs: _____ please print: _____

Agreed this 23rd day of January, 2014 by all parties as shown above at an open Board Meeting of the GlenOak Hills Community Association.

**Code of Ethics and Rules of Conduct
for
Volunteer Board Members, Officers, and Committee Members**

We the members of the GlenOak Hills Architectural Control Committee for the GlenOak Hills Community Association have been given a copy of the Code of Ethics and Rules of Conduct and agree to abide by same.

Architectural Control Committee: January 1, 2014 through December 31, 2014

Member: _____ please print: _____

Member: _____ please print: _____

Member: _____ please print: _____

Member: _____ please print: _____

Member: _____ please print: _____

Agreed this ____ day of _____, 2014 by all parties as shown above at an open Board Meeting of the GlenOak Hills Community Association.

This agreement is to also serve as notice to the Board of Directors as to the official Members of the Architectural Control Committee for the year 2014. This notice is for the purpose of recognition of the Committee and Association insurance coverage.

**Code of Ethics and Rules of Conduct
for
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We the members of the GlenOak Hills CC&R Revision Committee for the GlenOak Hills Community Association have been given a copy of the Code of Ethics and Rules of Conduct and agree to abide by same.

CC&R Revision Committee: January 1, 2014 through December 31, 2014

Member: _____ please print: _____

Member: _____ please print: _____

Member: _____ please print: _____

Member: _____ please print: _____

Member: _____ please print: _____

Member: _____ please print: _____

Agreed this ____ day of _____, 2014 by all parties as shown above at an open Board Meeting of the GlenOak Hills Community Association.

This agreement is to also serve as notice to the Board of Directors as to the official Members of the CC&R Revision Committee for the year 2014. This notice is for the purpose of recognition of the Committee and Association insurance coverage.