

HILLS HIGHLANDS MASTER ASSOCIATION

Code of Ethics

A Board Member Shall:

Comply with current standards or practices that are established from time to time by the Association's Governing Documents, NJ State and Federal Statutes; including but not limited to remaining in full compliance of Association's policies, regulations, etc.

See that funds expended on behalf of the Association are for the purpose of the Association and not individual members;

Serve the interests of the membership, impartially and without bias;

Base your decision on the merits and substance of the matter at hand, rather than unrelated considerations.

Avoid bringing up other issues that have already been discussed or decided in the past, unless pertinent to the current issue. Stick to the issues and avoid negative behavior.

Respect confidentiality. Information exchanged in executive sessions is confidential. Do not disclose confidential information without proper written authorization, nor use such information to advance personal, financial, or private interest. Membership lists, legal or personal matters, or those of a confidential nature must be used for the Association related business only. Issues of this nature are not to be shared with anyone other than the Board Members or management, or other parties like spouse or homeowners, unless agreed to by a majority of the Board in writing.

Board Members shall not take special advantage of services or opportunities for personal gain that are not available to all Association members. They shall refrain from accepting any gifts or promises of future benefits which might compromise or give the appearance of compromising their independence of judgment or action.

Code of Conduct

Participate in the majority of the scheduled board meetings / work sessions and majority of all emergency meetings.

Recognize that original records, files, etc. held of the Association are the property of the Association and are to be returned to the Board at the end of their respective term;

Not knowingly misrepresent facts to benefit themselves or other members of the community as well as excluding themselves from voting on such matters;

Undertake only those engagements as a board member when assigned by the board and perform same with professional competence in a business-like manner;

Reveals any compensation, gratuity or other form of remuneration from individuals or companies who act or may act on behalf of the Association;

Ensure that information discussed during executive sessions or information of a personal nature is not publicized and remains privileged information that is not disclosed to the members without consent of the Board;

Enforce the association's rules consistently and not make exceptions.

HILLS HIGHLANDS MASTER ASSOCIATION

Put Association goals before personal goals. Have the best interest of the Association ahead of Individual desires.

Speak up when you have questions or disagree, but support the final decision of the Board of Trustees. Once an issue has been discussed and decided, support it, and defend it. We may make mistakes, but we do so in good faith, with the best interest of the Association at heart.

Accept responsibility. Take on your share of work. Do your best, ask for help and look for ways to improve prior practices. Work with and communicate with the rest of the Board of Trustees and with management to share ideas and responsibilities.

Behave in accordance with the basic rules of civility and respect. Treat your colleagues and homeowners respectfully. They are volunteers just like you, doing their best to help run the Association well. Conflicts should focus on issues, not personalities or individual agendas. Courtesy goes a long way towards building harmony and cooperation.

Know what's going on. Read the information you are given. Do research on subjects to become more knowledgeable. Work with the Board and management to get a better understanding of the way the Association works.

Conflict of Interest

Disclose in writing to the Association any actual, potential or perceived conflict of interest if a board member may have dealings with another party in some way related to the Association;

In keeping with the role of stewards of the Association's interest, Board Members shall not appear on behalf of private interests of third parties before the Association and Board of Trustees or any committee of the Association/Board of Trustees.

No Trustee shall derive any personal profit or gain, directly or indirectly, by way of his or her involvement or participation in matters related to the Association. Each member shall disclose any personal interest which he or she may have in any matter pending before the Association and shall refrain from participation in any decision on such matter.

In the event a Board member does not disclose a potential, actual or perceived conflict of interest, the President of the meeting is permitted to inquire as to such conflict and make the determination as to whether any conflict exists. In the interest of the Association and its members, the President of the meeting is permitted to request that the Board member excuse himself or herself from that portion of the meeting during which the matter in conflict is discussed, reviewed and/or addressed.

Document reviewed at the November 15, 2016 Board of Trustees Meeting.

Print Name: _____

Signature: _____

Date: _____