

DVCA Member Code of Ethics

04-22-2019

As a part of accepting the role of Member of Deerfield Village Homeowners Association (DVCA), I agree to discharge my duties in good faith, with ordinary care and in the manner I reasonably believe to be in the best interest of DVCA. In this regard, I agree to strive to:

- encourage the active participation of the residents in the work of the Standing Committees (By-Laws 4.1);
- encourage effective communications to the members about the affairs of DVCA;
- prepare for, regularly attend and actively participate in the Committee Meetings and Committee assignments;
- review and abide by my responsibilities as a Member as specified in the Articles of Incorporation and By-Laws of DVCA, and the Policies, Procedures and Resolutions of the DVCA Board;
- exercise my best judgment in making decisions on behalf of DVCA;
- vote according to my individual conviction as to what I reasonably believe to be in the best interest of DVCA;
- adhere to the majority decision of the Committee
- not openly discuss with persons who are not members of the Committee the deliberations on an issue in Executive Session;
- work with fellow Committee Members in a spirit of cooperation;
- avoid conflicts of interest and promptly inform the Committee of the material facts as to the relationship or interest that may create a conflict of interest;
- not speak or vote on any matter in which there is a conflict of interest;

Conflicts of Interest

A Member shall be considered to have a conflict of interest if:

(a) such Member has an interests in a transaction which might reasonably impair such Member's independent, unbiased judgment in the discharge of his or her responsibilities to DVCA or

(b) such Member is aware that a member of his/her family (which for the purposes of this Article shall be a spouse, parents, siblings, children, and any other relative, or any other person that resides in the same household as the Member), or any organization in which such Member (or member of his or her family) is an officer, director, employee, Member, partner, or Trustee, or has a controlling interest, or has an existing or potential financial or other interest that is or may be involved in a transaction with DVCA.

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All Members shall avoid conflicts of interest and disclose to the Board any conflict of interest at the earliest practicable time. No Member shall speak on any matter under consideration at a Committee meeting without first disclosing the conflict of interest; and no Member shall vote on any matter in which there is a conflict of interest. The minutes of such meeting shall reflect that a disclosure was made and that the member abstained from voting. Any Member who is uncertain whether a conflict of interest may exist in any matter may request the Board to resolve the question by majority vote.

All Members shall preserve and protect the confidentiality of all private and proprietary information concerning DVCA.

Procedure for Responding to Breaches of the Code of Ethics

- I. Should evidence or allegations of Code of Ethics violations by a Member of any Committee of DVCA come to the attention of the President of the Board, which after further review by the President appears to constitute a breach of the Code of Ethics, the President and the Vice President shall discuss the matter with the Member to obtain additional facts and perspective and to seek a mutually agreeable resolution.
- II. Should the Code continue to be violated by the member after discussion with the President and the Vice President, the President shall bring information on the violation forward to the Board of Trustees in executive session. Should the Code thereafter continue to be violated, the President, after appropriate consultation, will place the matter on the agenda for appropriate action by the Board of Trustees. The Board shall discuss the matter, allowing the Member whose conduct is at issue to provide an explanation of the conduct. The Board may then by majority vote censure the member.
- III. Should the Board censure the Member, notification of the censure shall be communicated to the members of DVCA.

I certify that I have read, fully understand and agree to my responsibility to comply with the DVCA Member Code of Ethics and that any violation of the code will be dealt with as described above.

Signed by: _____ Date: _____

Name: _____