



PRESCOTT LAKES
COMMUNITY ASSOCIATION
Volunteer Code of Conduct

The Prescott Lakes Community Association Board of Directors has approved the following Volunteer Code of Conduct in an effort to ensure a high standard of ethical conduct in the performance of Association business.

- Volunteers shall act at all times in the best interests of Prescott Lakes to maintain, protect and enhance the Association and those who reside within it.
- Volunteers shall comply with all Association rules, policies and assessments.
- Volunteers will use best efforts to make decisions that are reasonable and consistent with the governing documents and good business judgment.
- Volunteers shall immediately disclose to the Board, any potential or perceived conflict of interest regarding any aspect of the business operations of the Association. Any volunteer having a conflict of interest shall recuse themselves from any related voting.
- Volunteers shall not accept a gift or favor made with the intent of influencing decisions or action on any Association matter.
- Volunteers shall not engage in any speaking, writing or other actions that defames or otherwise harms any other volunteer, Board Member, resident, or member of the management services for Prescott Lakes.
- Committee members shall refrain from unnecessarily disclosing specifics about committee discussions to the community until the committee has adopted its recommendations.
- Committee members are expected to support committee recommendations in public but are also free to express their personal opinions. Information discussed while in Executive Session or otherwise deemed confidential by the committee chair should be treated as confidential.
- Volunteers recognize that the Board of Directors is the only Association entity that represents or can authorize action on behalf of the Association or the spending of Association funds. Volunteers will not represent any portion of the Prescott Lakes Community Association without approval from the Board of Directors.
- Volunteers will not disclose confidential information obtained in the course of Association business without the written consent of the Board of Directors.

- Volunteers shall not interfere with the duties of the Management staff or any contractor executing a contract in progress. All communications with contractors must go through the management company, or must otherwise be in accordance with Board policy.
- Volunteers shall behave professionally at meetings. Although differences of opinion are inevitable, they must be expressed in a professional and businesslike manner. Inappropriate language is strictly prohibited. Additionally, all written Association communications shall adhere to the same professional standards.
- No volunteer will meet with a vendor to request a proposal or in reference to a change order to an existing project on Master or Limited common areas without prior Management involvement. A volunteer shall contact Management and advise what is being sought and Management will facilitate the meeting with the vendor and whom will need to attend.
- No volunteer will sign, or verbally approve, any agreements, contracts, work orders, change orders or any items which obligates responsibility to the Master Association or Neighborhoods. Any agreement of financial obligation shall not be signed by anyone other than the Board of Directors or Management once proper approvals are received from the Board or respective policy.
- Volunteers will use Association provided email addresses only for official Association business and not for personal use or gain.

Any Volunteer who is found to be in violation of the Code of Conduct, may be subject to the appropriate actions being taken by the Board, to include; written notice, suspension or removal from the committee(s).

I, _____ have read the Volunteer Code of Conduct, as set forth by the Board of Directors, and agree to comply with its provisions.

Signature

Date

AMENDED
12-09-21