

3 CHERRY WAY

COMMITTEE CODE OF CONDUCT

POLICY AND PROCEDURE

Purpose: The Board of Directors ("Board") of 3 Cherry Way Homeowners Association, Inc. relies on the assistance of standing and ad-hoc committees to advise leadership and help manage community affairs. Committee members are trusted volunteers representing the Association. This Code of Conduct ensures that all committee activities are conducted with professionalism, respect, financial responsibility, and ethical integrity.

1. Scope of Authority

- **Advisory Role Only:** Committees exist solely to investigate, report, and make recommendations to the Board of Directors. No committee, nor any individual committee member, has the authority to enter into contracts, commit Association funds, or bind the Association to any agreement without prior, explicit written approval via a Board resolution.
- **Alignment with Leadership:** Committee members must act in accordance with the governing documents of the Association (CC&Rs, Bylaws, Articles of Incorporation) and the current operational goals established by the Board.

2. Standard of Decorum and Professionalism

- **Respectful Communication:** Committee members shall maintain professional decorum at all times. Members must treat fellow volunteers, homeowners, Board members, and agents of the management company with courtesy, civility, and respect.
- **Prohibition of Hostility:** Outbursts, personal attacks, defamatory remarks, harassment, and argumentative or unconstructive behavior will not be tolerated during meetings, in written correspondence (including email), or in public forums.
- **Unified Voice:** While healthy debate within committee meetings is encouraged, once a committee or the Board makes a decision, committee members shall not publicly campaign against, undermine, or disparage that decision to the membership.

3. Conflicts of Interest & Ethics

- **Self-Dealing:** Committee members must recuse themselves from any discussion, vote, or recommendation regarding a matter in which they, a family member, or a business associate have a personal or financial interest.
- **Confidentiality:** Committee members may occasionally have access to sensitive or confidential community information. Members must maintain strict confidentiality regarding all non-public Association business and personal resident information.

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4. Communication Protocols

- **Official Channels:** All official correspondence between the committee and outside vendors, contractors, or the management company must flow through the designated Committee Chairperson or a Board-appointed liaison.
- **No Unilateral Directives:** Individual committee members may not issue directives to the HOA management company staff or vendors.

5. Compliance and Enforcement (The "Kill Switch")

- **Board Oversight:** All committees serve at the absolute pleasure of the Board of Directors.
- **Removal from Committee:** Violation of any provision of this Code of Conduct is grounds for immediate review. The Board of Directors reserves the absolute right to remove any individual from any committee, or dissolve a committee entirely, at any time, with or without cause, by a majority vote of the Board.

Member Acknowledgment

I, the undersigned, acknowledge that I have received, read, and understand the 3 Cherry Way Homeowners Association, Inc. Standing/Ad hoc Committee Code of Conduct. I agree to abide by these rules as a condition of my volunteer service to the community. I understand that failure to adhere to these standards may result in the immediate revocation of my committee appointment by the Board of Directors.

Print Name: _____

Signature: _____

Date: _____