

## **THE VARIATIONS CONDOMINIUM ASSOCIATION, INC.**

### **DIRECTOR/OFFICER CODE OF ETHICS**

The undersigned, being a director and/or officer of The Variations Condominium Association, Inc. understands and hereby agrees that, in my role as a director and/or officer of the Association, I am responsible for the proper and orderly operation of the Association, requiring me to conduct myself in a manner that promotes the purpose and good will of the Association.

To effectively and efficiently serve in the position to which I was elected or appointed, I will honor and meet the following minimum standards of conduct during my tenure as a director and/or officer:

- I will treat other directors, officers, Association members and Association vendors with respect and courtesy.
- I will strive to handle all matters that come before the Board in a competent, unbiased and fair manner.
- I will put the interests of the Association ahead of my personal interests.
- I will disclose to the Board the existence of any personal interest, direct or indirect, that I have in any Association contract or proposal, or other Association matter to be voted upon by the Board, and I will refrain from voting on such matter when I have a conflict of interest.
- I understand that the Board operates as a democratic organ and that majority vote controls. I will respect the decisions of the Board and of any executive committee of the Board, even if I disagree with those decisions, and I will refrain from actions that undermine the decisions of the Board or executive committee. I will avoid such actions that may create liabilities for the Association.
- I will not engage in disruptive conduct or demonstrate inappropriate behavior at Association meetings or events; in correspondence with Association members, directors, officers or vendors; or in my activities on the Association common elements. I will communicate with Association members, directors, officers and vendors in a civil manner, without using inappropriate or abusive language.
- I will participate in and contribute towards Association meetings and Board meetings to further the interests of the Association.
- I will regularly attend Board meetings and respond timely to Board actions and votes by email or other electronic media.
- I understand that the policy of the Board is to not hire any director or officer, family member of a director or officer, or company in which a director or officer or family member of either has an ownership interest in to provide goods or services to the Association, and I will notify the Association of any such conflict of interest or potential conflict of interest involving me or any family member of mine.
- I understand that, as a director or officer, I become privy to certain information, communications, documents and facts at meetings of the Association's Board of Directors and/or through communications from or through the Board of Directors. I understand and agree that many communications among and through the Board of Directors are privileged, confidential and/or sensitive, including items such as attorney/client privileged communications, executive session meeting minutes of the Board, and financial records and personal information of other members.

I appreciate and understand that disclosure, dissemination or misuse of such privileged, confidential

and/or sensitive information or documents may, among other things: (1) cause serious harm to or liability for the Association, the directors, officers and/or me individually; (2) create great conflicts in the community; and/or (3) result in a waiver of applicable privileges.

Therefore, except as required by legal proceedings, and except to an officer, director, or authorized and designated managing agent or legal counsel of the Association ("Authorized Parties"), I will not:

- Use any information acquired by being a director or officer, or received from or through the Board of Directors, for personal financial gain, commercial use or any improper purpose or unauthorized use;
- Disclose to any person any privileged, confidential or sensitive information which I have acquired by being a director or officer or have received from or through the Board of Directors; or
- Disseminate, distribute or provide copies to any person any privileged, confidential or sensitive document(s) which I have acquired by being a director or officer or have received from or through the Board of Directors, including, but not limited to: attorney/client privileged communications, executive session meeting minutes, and individual owner account ledgers or sensitive personal information.

I understand and agree that, in addition to possible liability under Georgia law, violation of these duties may result in fines and/or other action against me as a director or officer, and ultimately may include my removal as an Association director and/or officer.

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_(Seal)  
Director/Officer Signature

\_\_\_\_\_  
Director/Officer Name