

The Village Townhome Association, Inc.
(The Village at College Downs)

APPLICATION FOR _____ TO THE BOARD OF DIRECTORS

CONTACT INFORMATION

Unit # _____ Email _____

Cell _____ Phone _____

Mailing address _____

I understand that to serve as a Director, I must meet the definition of "good standing" as described in the Association's Good Standing Policy.

I would abide by a Code of Ethics.

I would sign the following Confidentiality Agreement.

CONFIDENTIALITY AGREEMENT

I, _____, a member of the Board of Directors for the Village Townhome Association, Inc., agree that all information learned or discussed at a meeting of the Board of Directors, e. g. discussions regarding possible litigation and private issues involving specific homeowners, such as covenant violations and collection of delinquent assessments, is privileged and confidential. I acknowledge that such matters are not to be discussed with other unit owners. I understand that if I violate Board confidentiality, I may lose my Director's position and that the defense of any possible claims or lawsuits might not be covered by the Association's insurance. Further I may not be entitled to indemnification or reimbursement by the Association for any damages I incur as a result of my actions.

Signature of Nominee _____ Date _____

“GOOD STANDING” POLICY

Note: The Board of Directors used the following to establish this policy:

- Declaration of Conditions and Restrictions for The Village at College Downs
- By-Laws of The Village Townhome Association, Inc.
- Oral history from legacy townhome owners establishing precedent

The Board of Directors of The Village at College Downs, at a meeting duly called and held October 8, 2012, and pursuant to Article II Section 1.(b) of the Association’s Covenants, Conditions, and Restrictions and Article VIII Section 1.(b) of the By-laws, adopted the following standard and definition of “good standing” as it applies to the nomination and consideration of an owner who desires to become a Director on the Board:

- Owner has an unblemished payment history of the monthly assessment, including no late notices, for at least the preceding twelve (12) months, and
- Owner’s name does not appear on the Aging Report, and
- Owner has no outstanding water bill, and
- Owner has no outstanding violations that the Board has been made aware of; and
- Owner has no recorded lien against his/her living unit for non-payment of the monthly assessment, or non-payment of fine(s) for violation(s) of the Association’s Rules and Regulations.

Adopted: October, 2012

**The Village Townhome Association, Inc.
(The Village at College Downs)**

BOARD OF DIRECTORS

CONFIDENTIALITY AGREEMENT

I, _____, a member of the Board of Directors for the Village Townhome Association, Inc., agree that all information learned or discussed at a meeting of the Board of Directors, e. g. discussions regarding possible litigation and private issues involving specific homeowners, such as covenant violations and collection of delinquent assessments, is privileged and confidential. I acknowledge that such matters are not to be discussed with other unit owners. I understand that if I violate Board confidentiality, I may lose my Director's position and that the defense of any possible claims or lawsuits might not be covered by the Association's insurance. Further I may not be entitled to indemnification or reimbursement by the Association for any damages I incur as a result of my actions.

Signature of Director

Date

Code of Ethics for The Village at College Downs Association Home Owners Association Board Members

Board members should:

- Strive at all times to serve the best interests of the association as a whole regardless of personal interests.
- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- Perform their duties without bias for or against any individual.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
- Always speak with one voice, supporting all duly-adopted board decisions even if the board member was in the minority regarding actions that may not have obtained unanimous consent.

Board members should not:

- Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.
- Reveal information with those bidding for association contracts unless specifically authorized by the board.
- Make unauthorized promises to a contractor or bidder.
- Advocate or support any action or activity that violates a law or regulatory requirement.
- Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
- Misrepresent known facts in any issue involving association business.
- Divulge personal information about any association owner, resident, employee, or contractor that was obtained in the performance of board duties.

I agree to observe and follow this Code of Ethics for The Village at College Downs Association Board Members.

Signature: _____ Date: _____