

# **HAWKS PRAIRIE COMMUNITY ASSOCIATION**

8290 28<sup>TH</sup> CT NE, SUITE C, LACEY WA 98516

(360) 455-4464 ~ (360) 455-8253 Fax

## **Board of Directors Application**

Name: \_\_\_\_\_ Resident since: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

☐

I have enclosed a one page resume with my application

☐

I have signed and attached the Hawks Prairie Community Association (HPCA) Code of Conduct

By submitting this application and supporting documentation, I ask to be recognized as a candidate for the position of HPCA Resident Board of Directors (the Board) member. I understand the term of office is two (2) years and, at a minimum, the Board meets once a month.

With the submission of my application, I acknowledge my understanding of, and my willingness to, accept the following responsibilities required of a Resident Director:

- 1) Work cooperatively, within the Board, in the best interests of the HPCA;
- 2) Assist in the establishment of effective Association policies and procedures and help develop reasonable and fair solutions to Association concerns and conflicts;
- 3) Provide constructive leadership on significant community Association management issues;
- 4) Contribute the necessary management skills (time, enthusiasm, preparation, thoughtfulness, communication efforts), required of an effective Resident Director.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return application, resume, and Code of Conduct to Vantage Community Management at the address below:

Hawks Prairie Community Association  
c/o Vantage Community Management  
8290 28<sup>th</sup> Ct NE, Ste C  
Lacey, WA 98516

# **HAWKS PRAIRIE COMMUNITY ASSOCIATION**

8290 28<sup>TH</sup> CT NE, SUITE C, LACEY WA 98516  
(360) 455-4464 ~ (360) 455-8253 Fax

## **Code of Conduct**

### **Hawks Prairie Community Association (HPCA) HPCA Board of Directors & Committee Members**

#### **1. Act in the best interest of the community**

Committee and the Board of Directors (the Board) members shall work for the common good of the members of the HPCA, and not for any personal interest or gain, and shall further assure equal treatment of all persons, claims, and transactions coming before the Board or a HPCA Standing Committee.

#### **2. Comply with the law and HPCA Associations governing documents**

Committee and the Board shall comply with the laws of the nation, state of Washington, Thurston county, city of Lacey, and all governing documents of the HPCA including but not limited to the CC&R's, rules, and committee charters.

#### **3. Conduct of the Board and Committee members**

The professional and personal conduct of the Board and committee members shall be above reproach and avoid impropriety or the appearance of impropriety. Each member is expected to act in a mature and responsible manner with respect for the views and expertise of others. Members will refrain from abusive conduct, personal charges, or verbal attacks on the character or motives of other HPCA members, administration, staff, other committee members and committee chairs or the public.

#### **4. Conduct of the Board or Committee members at meetings**

Committee and the Board members shall perform their assigned duties and make every attempt to regularly attend their scheduled meetings. They shall listen courteously and attentively to discussions, share any appropriate expertise, focus on this discussion, and shall refrain from interfering with the orderly conduct of meetings.

#### **5. The Board and Committee decisions**

All decisions shall be based on the merit and substance of the matter at hand keeping in mind what is in the best interest of the HPCA. When a decision is reached, all members will commit to supporting the outcome.

#### **6. Confidential information**

The Board members shall respect the confidentiality of information exchanged in Executive Sessions. They shall not disclose confidential information without Board authorization, nor use such information to advance personal, financial, or other private interest. On those occasions when committee members may have access to information deemed confidential by the Board, they shall not disclose that information without Board authorization.

# **HAWKS PRAIRIE COMMUNITY ASSOCIATION**

8290 28<sup>TH</sup> CT NE, SUITE C, LACEY WA 98516

(360) 455-4464 ~ (360) 455-8253 Fax

## **Code of Conduct (page 2)**

### **7. Communication**

The Board and committee members shall share substantive information that is relevant to a matter under consideration which may have been received from sources outside the decision making process.

### **8. Conflict of interest**

In order to assure independence and impartiality, the Board and committee members shall not use their position to influence decisions in which they have a material, personal, financial, or political advantage.

### **9. Gifts and favors**

The Board and committee members shall not take any special advantage of services or opportunities for personal gain that are not available to all Association members. They shall refrain from accepting any gifts, favors, or promises of future benefits that might compromise, or give the appearance of compromising their judgment or action.

### **10. Use of Association resources**

The Board and committee members shall not use resource of the HPCA that are not available to all members of the Association, such as, staff time, equipment, supplies, or facilities for private or personal gain.

### **11. Representation of private interests**

The Board and committee members shall not appear before any committee, Board meeting or other HPCA entity on behalf of the private interests of third parties.

### **12. Positive work place environment**

The Board and committee members shall support a positive and constructive work place environment for all employees, HPCA members, and business dealing with the HPCA. The Board and committee members shall recognize their special role in dealing with employees not create the perception of inappropriate direction to staff.

Failure to comply with this Code of Conduct may result in disciplinary action by the Board, which could include removal from serving on the Board or Committee. The undersigned acknowledges receipt of this document and agrees to abide by the HPCA Code of Conduct.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Position