

# CROWN COLONY

## HOMEOWNERS ASSOCIATION

### MEMBER CODE OF CONDUCT

This document sets forth the guidelines and policies of the Crown Colony Homeowners Association (the "Association") regarding the conduct of all members of the Association while on Association property, attending Association meetings or other proceedings, and interacting with other residents and Association vendors (the "Policy"), pursuant to the Association's 2014 Amended and Restated Declaration of Covenants, Conditions and Restrictions ("CC&Rs") and its Bylaws.

#### **I. Conduct of Members**

- A. At all times, Members shall conduct themselves in a manner they believe to be in the best interest of the Association and its residents.
- B. Members will address each other and the Board of Directors with respect at all times.
- C. Members shall endeavor to stay informed and engaged with matters of the Association's business and affairs.
- D. Members shall respect the privacy of all members.
- E. Members shall comply with all Association governing documents and other rules.
- F. Members shall endeavor to promote community harmony in act, word, and deed.

#### **II. Member Conduct on Association Property**

- A. Inappropriate behavior on Association Property, including, but not limited to, screaming, shouting, use of profanity, threats, inappropriate remarks, or otherwise abusive or disruptive conduct, will not be tolerated.
- B. Members are expected to communicate and interact with other Directors, Members, managers, vendors, contractors, employees, and staff in a courteous and respectful manner at all times.
- C. Members shall not commit any illegal act or encourage or allow anyone, including their guests, tenants or invitees to commit any illegal act while on Association Property.

#### **III. Meeting Conduct**

Any and all members attending any meeting or proceeding of the Association shall:

- A. Behave professionally, courteously, and respectfully.
- B. Be polite, kind, and considerate to all persons participating.
- C. Not engage in screaming, shouting, profanity, personal attacks, offensive comments or insults, harassment, threats, or intimidation tactics against Directors, Members, managers, vendors, contractors, employees, and staff.
- D. Not interrupt, be unruly or non-cooperative, or otherwise disrupt the meeting or proceeding.
- E. Members shall come prepared to meetings by reviewing the agenda and related materials before each meeting.
- F. Members shall listen attentively and courteously to demonstrate respect, open mindedness, and willingness to learn.
- G. Conduct themselves in accordance with any parliamentary procedure adopted by the Board.
- H. Speak only when recognized by the chairperson and address only the topic at hand.
- I. Adhere to any time limitation set by the Board when speaking.
- J. Not videotape, take photographs, or otherwise record any Association meeting or proceeding unless expressly authorized by the Board.
- K. Any person engaging in any inappropriate conduct may be asked to leave the meeting or proceeding and may be prevented from attending future meetings or proceedings.

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#### IV. Conduct With Association Vendors

- A. Be polite, kind, and considerate to all vendors working on Association Property.
- B. Members shall communicate with all Association vendors, including management, through the proper channels and at all times communicate in a polite and professional manner.
- C. Members shall not interfere with any Association vendor or the performance of their work while on Association Property.
- D. Members shall provide Association vendors the requisite access to the common area, exclusive use common area, and individual units as required in the performance of their work.
- E. Upon adequate notice, Members shall provide Association vendors with the necessary access to their units to perform any tasks or work necessary.
- F. Members shall not provide direction, management or orders to any Association vendors. If Members have questions regarding the work being performed by any Association vendor, Members shall inquire with management or the Board of Directors.
- G. Members shall not request that any Association vendor perform any work outside the scope of their duties authorized by the Association.

#### V. Enforcement

- A. The Board is authorized to utilize the enforcement measures set forth in the governing documents to enforce any provision of this Policy.
- B. The failure by the Association to enforce any provisions of the Policy is not a waiver of the right to do so thereafter.