

Springs at Stone Oak Homeowners Association

Board of Directors

Code of Conduct

We, the Springs at Stone Oak Homeowners Association, Board of Directors (BOD) agree to hold ourselves accountable to a high standard of ethical behavior both in the conduct of our duties as members of the board and as residents of our community. We acknowledge that serving our community is a privilege with great responsibility and our individual and collective actions must be above question or reproach at all times. Each BOD member assumes a position of trust once elected or appointed and agrees to avoid even the appearance of impropriety in conducting the affairs of the association in order to ensure and maintain the membership's confidence in its representatives. To achieve this goal, we each pledge to adhere to the following tenants of behavior.

Tenet One. Directors will conduct all Springs at Stone Oak Homeowners Association business lawfully in accordance with all Springs at Stone Oak Homeowners Association bylaws, declarations, codes, covenants, and restrictions (DCCRs). We will strictly comply with all City of San Antonio, Bexar County, State of Texas, and United States of America codes, regulations and laws.

Tenet Two. Directors will take no action nor enact any resolution that exposes the Springs at Stone Oak Homeowners Association to unnecessary legal liability.

Tenet Three. Directors will make decisions and enact resolutions through majority vote of the BOD. Said vote will be the final word in regards to the issue under consideration. Debate and discussion will be encouraged but after a decision has been made, all members of the BOD will do their utmost to support and enforce the majority decision whether their particular viewpoint prevailed or not. Any overt or covert behavior to the contrary will be viewed as undermining the board's authority and lawful rights.

Tenet Four. Directors will set the example for proper behavior in all they do. As highly visible residents of the community, they will adhere to and obey all bylaws, DCCRs and other rules policies, and regulations lawfully enacted by the Springs at Stone Oak Homeowners Association. Directors will endeavor to maintain their property within standards at all times and keep assessments current. They must obey all traffic rules, and follow all directives governing the use and maintenance of all HOA common areas and amenities. Directors will be model citizens because they can't hold others accountable to the standards and expect compliance and support if they don't hold themselves accountable first.

Tenet Five. Directors will set aside any bias, prejudice and personal preferences so that they may use total objectivity in making decisions, enacting rules and policy and conducting the association's day-to-day business. Directors will not discriminate in any way through showing preference based on race, color, religion, national origin, political affiliation or other illegal preferences.

Tenet Six. Directors will avail themselves equally to all members and residents to the maximum extent possible in order to receive suggestions, complaints, concerns and other information pertaining to the conduct of association business.

Tenet Seven. Directors will disclose to the board and membership any possible conflict of interest or histories that could unfairly influence or otherwise inappropriately affect any decisions made on behalf of the association and its membership. In most instances, the preexistence of these influences necessitates that the director disqualify him/herself from the associated decision making process.

Tenet Eight. Directors will always protect, maintain and, when able, enhance the association's assets. They will allocate such funds as necessary to keep up the appearance and serviceability of these assets in order to meet the usage needs of the membership and residents and to protect the image, reputation and value of association properties.

Tenet Nine. Directors will budget for and manage a Reserve Fund for the maintenance and replacement of aging infrastructure to minimize the necessity of imposing future special assessments for these purposes. These monies will be specifically segregated and only used for the purposes outlined in the Springs at Stone Oak Homeowners Association Reserve Fund Plan.

Tenet Ten. Directors will remember always that they serve at the leisure of the Springs at Stone Oak Homeowners Association membership and that they represent all 86 members and residents of the association, not any select clique, special interest group, and circle of friends, geographic segregation, or other subset of the association. Decisions will be based on the principal of, "What is in the best interest of the Springs at Stone Oak Homeowners Association as a whole." To achieve this goal, we will set aside all personal views, agenda, goals and perceptions in favor of a community at large perspective.

Tenet Eleven. Directors will never use or exploit their position on the Springs at Stone Oak Homeowners Association BOD to attain or achieve any special favors, considerations, privileges, precedence or other special treatment from any internal or external sources. No Director shall use his/her position for private gain, including for the purpose of enhancement of his/her financial status through the use of certain contractors or suppliers. No Director shall use information obtained as a BOD member for personal benefit or gain. Directors will not seek nor accept special favors or gifts from association contractors or potential contractors or suppliers. Special favors are those services or products not made generally available to other association members.

Tenet Twelve. Directors will accept no compensation either in monies, services or privilege for serving as a member of the Springs at Stone Oak Homeowners Association BOD.

Tenet Thirteen. Directors will never take any action either individually or collective that brings discredit upon the Springs at Stone Oak Homeowners Association. They will remember at all times that they are highly visible representatives of the Springs at Stone Oak Homeowners

Association and their actions, whether intentional or not, reflect upon the image, reputation and integrity of the Springs at Stone Oak Homeowners Association.

Tenet Fourteen. Directors will always be mindful that what they say even during idle informal conversations with friends and neighbors can be and often is taken as an official position of the BOD. Therefore, to preclude any misunderstandings and confusion, all official announcements will be released to the membership through the BOD president. Directors will do their utmost to segregate personal opinions and beliefs from anything that might be construed as being a BOD position, policy or intention.

Tenet Fifteen. Directors will bring to the attention of fellow BOD members anything that impacts Springs at Stone Oak Homeowners Association BOD operations or the welfare or safety of the community at large. No information will be intentionally withheld for personal use, agenda or position. What one knows, all know when it comes to the well being of the association.

Tenet Sixteen. Directors will conduct themselves with civility and respect at all times with one another, association members, residents, employees and contractors. They will endeavor at all times to express their individual opinions in a responsible manner, without causing undue harm to the BOD, the Springs at Stone Oak Homeowners Association, contractors, or their relationships with other BOD members.

Tenet Seventeen. Directors will respect and safeguard the confidentiality of executive sessions. No information will be released to non-BOD parties concerning executive session discussions, deliberations or decisions without the express permission of the BOD. Premature release of information often results in misconceptions, false rumor, anxiety, unnecessary worry and inaccurate conclusions.

Tenet Eighteen. Directors will conduct open and transparent BOD operations to the maximum extent possible. By design, directors are elected and appointed to act on behalf of the membership. Therefore, it is contingent upon the BOD to determine how best to involve the membership in BOD activities and decisions without compromising BOD effectiveness and efficiency. Annual and Quarterly BOD Meetings are open BOD events. Other BOD meetings and decision making processes may be opened to the membership when it is in the membership's best interest or when membership input is desired.

Tenet Nineteen. Directors may not attempt to exercise individual authority over the business of the association except as explicitly set forth in the association's governing documents or policies, or as authorized by the BOD.

Tenet Twenty. No Director shall interfere with a contractor engaged by the association while a contract is in progress. All communications with association contractors shall go through the BOD President or be in accordance with BOD policy.

Tenet Twenty-One. No Director shall harass, threaten, or attempt through any means to control or instill fear in any member, resident, employee, director or agent of the association.

Tenet Twenty-Two. No Director shall willingly misrepresent facts to the members or other residents of the community for the sole purpose of advancing a personal cause or influencing the community to place pressure on the BOD to advance a personal cause or agenda.

Tenet Twenty-Three. Directors will respect confidentiality appropriate to issues involving enforcement of association DCCRs, rules, and policies, as well as to sensitive personal information to which they may become privy as a result of their positions.

Tenet Twenty-Four. Enforce all community standards specified in the Springs at Stone Oak Homeowners Association DCCRs and Bylaws fairly and equitable and levy such sanctions as deemed necessary for violations in accordance with the governing directives and BOD established policy.

Tenet Twenty-Five. Directors will endeavor to enact resolutions and establish policies that optimize the association's safety and security posture.

Tenet Twenty-Six. No contributions will be made to any political parties or political candidates by the association, nor will the association endorse any candidate or political party.

Tenet Twenty-Seven. Language and decorum at Springs at Stone Oak Homeowners Association meetings and events will be kept professional. Personal attacks against owners, residents, managers, service providers and directors are prohibited and are not consistent with the best interest of the association.

Tenet Twenty-Eight. No promise of anything not approved by the BOD as a whole can be made by any director to any member, resident, employee, contractor, supplier, or subcontractor during BOD discussions, considerations or negotiations.

Tenet Twenty-Nine. Directors will adhere to the approved annual budget to the maximum extent possible. They will review the budget monthly and, by majority vote, make adjustments as necessary to accommodate unforeseen or unexpected expenses. Directors, through supervision of the property manager, will pay all debts promptly and avoid unnecessary penalties. Directors will never overextend the association in such a way as to place it in debt unless absolutely unavoidable due to circumstances beyond the association's control.

Tenet Thirty. Directors will respond to all BOD written, e-mail and telephonic communications in a timely manner and attend all BOD meetings to the best of their abilities.

Tenet Thirty-One. Directors will serve out the term of duty specified at the time of election or appointment. Resignations will only be submitted in cases of extreme personal or professional hardship.

Tenet Thirty-Two. The President of the BOD shall have the authority to act on behalf of the BOD for day-to-day routine operations and administrative decisions and for all matters where consultation with the complete BOD is not necessary, is time prohibitive or otherwise

impractical. In such cases, the president will back-brief the BOD on all relevant and pertinent information as he/she deems appropriate.

Tenet Thirty-Three. The President of the BOD shall be the primary supervisor of the property manager. No director shall task or otherwise direct the property manager to accomplish any tasks or duties without the president's approval and or coordination unless an emergency situation exists or time constraints necessitate otherwise.

Signature

Date