

**Oak Crest Homeowners Association
Board of Trustees
Code of Ethics**

To establish and maintain confidence in the honesty, integrity, professionalism and ability of the Board of Trustees is fundamental to the future success of the Oak Crest Homeowners Association and its members. This Code and performance pursuant to its provisions will be to the continued development of a mutually beneficial relationship among *Members* of Oak Crest Homeowners Association, employees and the residents.

Those who are members of the Board of Trustees are dedicated individuals who are sincerely concerned with the protection and interests of the membership. To this end, members of the Board of Trustees have subscribed to this Code of Ethics:

- A. A member of the Board of Trustees, hereafter referred to as a Trustee, must possess basic leadership qualities, be able to work together toward the best interests of the Association and be free from disruptive political motives.
- B. Trustees must be objective on all issues and must remove themselves from voting on issues in which they may benefit personally.
- C. Trustees must remain congenial even among disparate personalities.
- D. Trustees must uphold the integrity of the Oak Crest Homeowners Association.
- E. Trustees must avoid impropriety and the appearance of impropriety in all activities.
- F. Trustees must perform the duties/responsibilities of the Board of Trustees impartially and diligently.

- G. Trustees must respect and comply with the Declaration of Covenants Conditions and Restrictions, By-Laws, and all the Rules and Regulations and must act at all times in a manner that promotes confidence in the integrity and impartiality of the Board.
- H. Trustees must not allow family, social, political, or other relationships to influence conduct or judgment.
- I. Trustees must not lend the prestige of office to advance private interests of others.
- J. Trustees must not convey or permit others to convey the impression that they are in a special position of influence.
- K. Trustees must not act as a character witness in issues of dispute involving members or renters of the Oak Crest Homeowners Association.
- L. Trustees must not practice invidious discrimination on the basis of race, sex, religion or national origin.
- M. Trustees must not act as an arbitrator or mediator outside of Board scheduled meetings.
- N. Trustees must serve without compensation.
- O. Trustees must accept responsibility for their continuing improvement and professional development as part of their commitment to serve as an Oak Crest Homeowners Association Board member.
- P. Trustees must, at all times, conduct business and personal activities with knowledge of and in compliance with applicable Rules and Regulations, By-Laws, and Declaration of Covenants, Conditions and Restrictions and must

maintain the highest moral and ethical standards consistent with the objectives and purpose of the Association.

- Q. Trustees must at all times, exercise loyalty to the Board and must be diligent in the maintenance and protection of the reputations and properties of the Board.
- R. Trustees must not represent divergent or conflicting interests nor engage in any activity reasonably calculated to be contrary to the best interest of the Board.
- S. Trustees must not receive, directly or indirectly, any rebate, fee, commission, discount, or other benefit, whether monetary or otherwise, without the full knowledge of and prior consent by the Board.
- T. Trustees must not disclose to third party confidential information concerning the business or personal affairs of other trustees, Association members, employees or residents.
- U. Trustees must not disclose to a third party confidential information that would be injurious or damaging concerning the business or personal affairs of an Association member, employee or resident without prior written consent, except as may otherwise be required or compelled by applicable rules/regulations of the Association.
- V. Trustees must attend at least 7 of the 11 Board meetings and must not miss 3 consecutive Board meetings without just cause.
- W. Trustees must submit to an annual Criminal Background Check.
- ~~X. Trustees can serve for 9 years or 3 terms. At the conclusion of the 9 years or 3 terms, Trustee must vacate office for a period of 1 term or 3 years.~~

- Y. The interpretation of compliance with this Code is the responsibility of the Personnel/Ethics Committee of the Oak Crest Homeowners Association Board of Trustees. The Personnel/Ethics Committee in accordance with the rules and regulations established by Board of Trustees shall institute disciplinary action for violation of any portion of this Code.
- Z. Trustees must not be delinquent more than 45 days in Association fees. If delinquency cannot be met within 45 days, the Trustee must resign. Any Board Member who is delinquent may not vote at the following meeting.

Amended February 28, 2011

"Employee" added

Letter X. is removed until further notice

Oak Crest Homeowners Association

Board of Trustees

Code of Ethics

Acknowledgement Signature Sheet

Date:

Name of Trustee

Signature

Date:

President of Board of Trustees

**Recommended Enforcements of Code of Ethics
Board of Trustees
Oak Crest Homeowners Association**

Violations of Ethics: A, B, C, D, F, H, N, O, P –

1st offense - Written or Verbal Reprimand

2nd offense – Suspension of Board Meetings and voting rights for 2 meetings

3rd offense – Resignation from Board

Violations of Ethics: E, G, I, J, K, L, M, Q, R, S, T, U –

1st offense – Suspension of Board Meetings and voting rights for 3 meetings

2nd offense – Resignation from Board

Appeals

Any trustee charged with violating the Code of Ethics of the Oak Crest Homeowners Association, Board of Trustees should be afforded a right to an appeal.

Appeals must be in writing and submitted to the Personnel/Ethics Committee and Executive Committee within 10 calendar days from the date post marked on the violation notice. Written appeals must be submitted via Certified Mail Return Receipt Requested in order to receive proper acknowledgement.

Upon receipt of the written appeal, the Board will refer the matter to the Personnel/Ethics Committee for review and investigation. The Personnel/ Ethics Committee shall be comprised of not less than 3 members (President, Vice President, and Chairman of the Personnel/Ethics Committee).

During the investigation, all privileges of the trustee that was charged will be suspended until such time as the Board of Trustees and the Executive Committee have an opportunity to review the findings of the Personnel/ Ethics Committee.

The Personnel/Ethics Committee will be charged with submitting a final report of their investigation to the Board of Trustees and the Executive Committee for review.

Prospective Board Member

Questionnaire

1. How would you handle a complaint/concern raised by a homeowner or tenant regarding a personnel matter?
2. If selected to serve on the board, would you be willing to adhere to the Code of Ethics and submit to a criminal background check?
3. Have you previously served on any boards, authorities, or governing bodies?
4. As a homeowner, name three areas of concern you would like to see the board address.
5. The board has several committees, which committee would you be interested in serving as a member?

OFFICE USE ONLY

Apt. Complex Name & Address:

Client Name-

APPLICATION FEE : \$

OAKCREST HOMEOWNERS

Acc. # SS-100111

BACKGROUND SEARCH RELEASE AUTHORIZATION**Please Print Clearly** (All fields must be completed in order to process application)

NAME _____ PHONE# _____

ADDRESS _____ APT. _____

CITY _____ STATE _____ ZIP _____

LANDLORDS NAME _____ PHONE# _____

PRIOR ADDRESS (List all from past 7 years including dates, use back if needed)

SOCIAL SECURITY # _____

DATE OF BIRTH ____/____/____

DRIVERS LICENSE # _____ STATE _____

I voluntarily consent to and authorize TenantSafe/ApplicantSafe, herein referred to as company, and or their assigned agents, or consumer reporting agencies to request and receive any consumer reports, investigative reports, or information concerning me. Reports requested may include any of the following: Law Enforcement Records, Criminal Records, D.M.V. Records, Civil Records, Employment/Rental Verifications, Eviction Searches, Education verification and Consumer Credit Reports.

I authorize any persons, companies, corporations, consumer reporting agencies, courts of law, current or past employer to furnish company and or their assigned agents, associates or consumer reporting agencies with any or all information concerning me. I further agree to release Company and or their assigned agents, associates or consumer reporting agencies and all persons and organizations providing information from any and all claims, liability and responsibility arising out of the release of such information in connection with this research.

I understand that I have specific prescribed rights as a consumer under The Federal Fair Credit Reporting Act (FCRA) and may have additional rights under relevant specific state laws. **This authorization does not include a release of my medical information.**

The above is understood and agreed by:_____
Signature_____
Print Name_____
Date

*****FAX COMPLETED FORM TO TENANTS SAFE INC. AT (732) 370-1785