

**BOARD OF DIRECTORS CODE OF CONDUCT  
ADOPTED AUGUST 1, 2018**

WHEREAS, the Board of Directors (“Board”) of the **CRYSTAL RIDGE HOMEOWNERS’ ASSOCIATION OF PUYALLUP** (“Association”) has the authority and responsibility to make decisions for the benefit of the entire community, and

WHEREAS, the Board wishes to ensure that it and its individual members (“Board Member”) maintain a high standard of ethical conduct in the performance of the Association’s business, and to ensure that the Association’s members maintain confidence in and respect for the entire Board,

NOW, THEREFORE, BE IT RESOLVED THAT the Board of the Association hereby adopts the following rules of conduct, standards of behavior, ethical rules, and enforcement procedures that are applicable to all members of the Board:

**1. Board Members shall act in the best interests of the Association as a whole.** Board Members serve for the benefit of the entire community, and shall, at all times, strive to do what is best for the Association as a whole. Board Members shall make decisions based on the merits of the issue before the Board not based on a personal agenda and, subsequent to a vote, support the decisions of the majority of the Board regardless of the position that Director has taken at the time of the vote.

**2. Board Members shall comply with governing documents and relevant law.** Board Members shall use their best efforts at all times to make reasonable decisions that are consistent with the Declaration (CC&Rs), Bylaws, Rules and Regulations, other governing documents of the Association, and Revised Code of Washington (“RCW”) and to be familiar with all such documents.

**3. Board Members shall set high standards for themselves as Association members.** Board Members shall hold themselves to the highest standards as members of the Association, and shall in all ways comply with the provisions of the Association’s governing documents.

**5. Board Members shall behave professionally at meetings.** Board Members shall conduct themselves at all meetings, including board meetings, annual meetings of the members, and committee meetings, in a professional and businesslike manner. Though differences of opinion are inevitable, they must be expressed in a professional and businesslike manner. Members of the Board will conduct themselves in a respectful manner to other members of the Board. They will not publicly or privately ridicule anyone.

**6. Board Members shall maintain confidentiality when appropriate.** Board Members shall at all times maintain the confidentiality of all legal, contractual, personnel, and management matters involving the Association. Board members shall also maintain the confidentiality of the personal lives of other Board members, Association members, residents, and management staff.

**7. Board Members shall disclose conflicts of interests.** Board Members shall immediately disclose to the Board any perceived or potential conflict of interest regarding any aspect of the business operations of the Association. It will be a violation of this Code of Conduct for a Director to participate in the deliberations of any matter that will be self-serving to a degree that they will benefit in a manner differently than the general membership.

**8. Board Members shall consider themselves a fiduciary of the Association.** Board Member shall do their best to ensure that the Association is well maintained, financially secure, and always operating within the best interests of those we serve; the members.

**9. A Director will be prepared.** A director will review all documents prior to any meetings and be prepared for all meetings.

By my signature below I agree to the provisions of this Code of Conduct and understand that I may be asked to resign my position as a Board member if the majority of the Board votes to remove me for violations of any of these provisions:

**This Code of Conduct has been signed by the following Board Members:**

**Mark Crawford  
Emory Gearhart  
Tim Evans  
Patti Lundell  
Peggy Kloes  
Fred Herber**

**Mark Noll (not a Board member but signed as webmaster for CRHOA)**

**This Code of Conduct has NOT been signed by the following Board members;**

**Chong Lam**