



## FOUR SEASONS HOMEOWNERS ASSOCIATION

15005 SW Village Lane  
Beaverton OR 97007

### BOARD CODE OF ETHICS

Each Director and the Four Seasons Board of Directors ("Board") as a whole shall adhere to the following Code of Ethics and shall be required to sign a statement confirming the Board member's commitment to each of these principles and honest Board service:

1. Each Director shall act only in the best interests of the Association, shall recognize his/her fiduciary obligation on behalf of all members, shall use sound business judgment in all decision making by the Board, and shall comply with the Association's governing documents and other applicable law.
2. 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.
3. No Director shall solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan, or any other thing of monetary value with the intent of influencing a decision or action on any official matter or from a person who is seeking to obtain contractual or other business or financial relations with the Association.
4. No promise of anything not approved by the Board can be made by any Director to any subcontractor, supplier, or contractor during negotiations.
5. No Director shall knowingly misrepresent facts when acting as an agent of the Association or the Board, including to the members of the community, vendors, contractors, suppliers, other agents of the Association, or members of the public.
6. No Director shall interfere with a contractor engaged by the Association while a contract is in progress or being negotiated by another Board member or duly authorized agent of the Association. All communications with Association contractors shall go through the Board President or be in accordance with Association policies and practices.
7. No Director shall threaten or attempt through any means to control or instill fear in any member, Officer, Director, agent of the Association, or any contractor or vendor hired by the Association. No Director may threaten to file a complaint or similar action, or actually file complaint or similar action, against a contractor's license without the consent of the Board.
8. Language and decorum in communications when acting as a Board member or as an agent of the Association shall be kept professional and respectful. Personal attacks, threats, harassment, or defaming comments against owners, residents, managers, service providers, contractors, subcontractors, Officers, and Directors, or anyone else when a Director is communicating in his/her role as an agent of the Association are prohibited and are not consistent with the best interests of the community.
9. Each Director shall attend as many Board meetings as possible and prepare by reading any materials that are provided in advance. During Board meetings each Director shall act in cooperation with the other Directors, shall act with proper decorum, and shall follow parliamentary procedure and rules of order.

10. Each Director shall be sensitive to individual differences, respectful of dissenting opinions, and cooperative in implementing the will of the majority of the Board. Directors shall not act in contravention to a decision made by the Board, or engage in improper unilateral conduct.
11. Each Director shall promptly disclose to the Board any conflict of interest or perceived conflict as soon as one arises and shall refrain or abstain from voting on any issues that will result in a personal economic benefit beyond any benefit that would generally accrue to all owners and residents of the Association.
12. Each Director shall consider his/herself a Trustee of the Association and shall do his/her best to ensure that it is well maintained, financially secure, and always operating within the best interests of the community.
13. Each Director, when responsible for a project expected to cost more than \$1,000, shall engage in best efforts to obtain at least three competitive bids for the project.
14. No Director shall violate the duty of confidentiality or attorney-client privilege by disclosing to any person, including but not limited to spouses, friends, owners and non-owners, confidential information not addressed in open meetings of the Board, or information subject to the attorney-client privilege or protection under the attorney work-product doctrine.
15. Any Director convicted of a felony or who can no longer maintain this Code of Ethics shall voluntarily resign from his/her position.
16. No contributions will be made to any political parties or political candidates by the Association.