

CODE OF ETHICS for Sea Coast Gardens 2 Board of Directors and Committee Members of Record

Whereas it is in the best interest of the Owners and the Association to have a formal document to outline a Code of Ethics;

Whereas the Board of Directors within their authority has identified the need to plan, manage, review regularly and to update such a code;

Whereas said documents shall be in line with all existing policies, procedures, by-laws and covenants;

NOW THEREFORE LET IT BE RESOLVED that the Board of Directors of Sea Coast Management No. 2, Inc. does establish by this resolution a written Code of Ethics to which all duly elected Board of Directors shall be expected to ascribe.

PURPOSE: The purpose of the Code of Ethics is to provide recommendations governing the acceptable behavior of individual BOD and Committee-of-Record (CMOR) members in that such behaviors may reflect legally and certainly reflect on the general atmosphere of Sea Coast Gardens. There shall be a maximum of seven BOD members and a minimum of three CMOR members.

The need for such guidelines to be reviewed is an ongoing one which may require changes at times to reflect and document State, Federal and Community-wide expectations for socially and professionally acceptable behavior. Additionally, it is in the best interests of all to acknowledge that behavior should be appropriate at all times when participating in BOD and CMOR related activities.

All dully elected Members of the Sea Coast Gardens 2 Board of Directors and Committee Members of Record should be aware of and accountable for the following expectations/recommendations:

Attend *in person* at least 66% of all duly posted BOD and/or Committee meetings. In the case of the BOD, this typically is eight of 12 meetings or seven of eleven meetings. The number of Committee meetings will vary and the Chairperson will keep a record of attendance as part of the Minutes. As a percentage may not be calculable until the end of the year, a threshold of the fourth absence from regularly scheduled BOD meetings will be considered excessive. Committees shall set and publish their own threshold,

This is to certify the active participation of each BOD and CMOR member and their value to the Association as a whole. This lenient recommendation is made with the understanding that some BOD and CMOR members willingly travel significant distances to participate. Most BOD and CMOR members have responsibilities outside their voluntary service to SCG and therefore assumedly will have legitimate reasons for absences. Participation via conference call (GoToMeeting, Skype, FaceTime) is encouraged when absolutely necessary and where feasible, but is not seen as a substitute for regular attendance. Arrangements for Conference calls should be made

IN ADVANCE with Management. Management is not responsible for technical malfunctions.

BOD and CMOR members who meet the criterion of 33% absences shall be asked to step down from service and a replacement shall be found UNLESS said BOD or CMOR member files an appeal within 15 days. An appeal must be met with a majority vote of the remaining BOD or CMOR members to succeed and shall be final. Any action above will NOT prohibit the Owner from running again for the BOD or CMOR should their circumstances mitigate. This action is not meant to be punitive, but rather in the best interests of a functional Association.

BOD and CMOR members shall conduct themselves in a respectful, professional manner at all times.

BOD and CMOR persons shall prepare any reports at least ten days prior to a business meeting for items they wish to be on the BOD Agenda. If an item is not on the Agenda, it will not be added, but will be moved to the following month. All Committee Chairs must make their reports available to the Vice President ten days ahead for review. The Vice President will then consult with the President who will pass items to Management. Management will disperse copies of said reports to all BOD members a week prior to the business meeting. This will allow time for questions to be addressed before the meeting, thereby avoiding unnecessarily long meetings.

BOD members shall be prepared by having read all materials sent by Management needed to participate meaningfully in a business meeting. Business meetings are held for the purpose of VOTING. Any questions or discussions should take place prior to the meeting, either during committee meetings or at any other such venue necessary to allow said BOD member to be fully informed.

BOD and CMOR members shall be available by telephone, email or text to one another to answer questions.

Signature: _____

SCG 2 Board of Directors or Committee-of-Record Member (circle one)

PRINTED NAME: _____ Committee Name (if Appl.): _____

Date: _____

3/17/2020