

**Big Trout Condominium Association  
Board of Directors Resolution to Adopt a Code of Ethics**

December 23, 2020

WHEREAS the Big Trout Condominium Association Bylaws Article IV imposes a duty of care upon the Board of Directors to make good business judgment decisions on behalf of the Association;

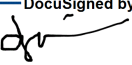
WHEREAS the laws that govern condo associations in the State of Washington, RCW 64.34, imposes an obligation of good faith in the execution of all duties or contracts covered under the that chapter;

WHEREAS the Association’s paid management professionals suggest the adoption of a policy to set forth expectations of Board Members;

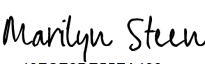
WHEREAS the Board endeavors to meet its duties with openness and transparency to ensure no real or perceived conflicts of interest exist;

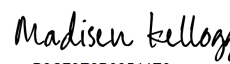
LET IT BE RESOLVED that the Board of Directors hereby adopt the attached Code of Ethics for Community Association Board Members;

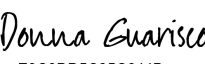
This resolution is made by unanimous written consent of the Board, as designated by each Director’s signature below. Upon execution by all Directors, this Resolution shall be immediately effective.

DocuSigned by:  
  
DF70905B32A64C3...  
Danna Garcia, Director  
12/23/2020  
Date

DocuSigned by:  
  
3F5EFC9EE81F40F...  
Lola Douthitt, Director  
12/23/2020  
Date

DocuSigned by:  
  
48FCE2DE55EA488...  
Marilyn Steen, Director  
12/23/2020  
Date

DocuSigned by:  
  
B3C79E8B09544E9...  
Madisen Kellogg, Director  
12/23/2020  
Date

DocuSigned by:  
  
E9C0DD5C35C644B...  
Donna Guarisco, Director  
12/23/2020  
Date

# Model Code of Ethics for Community Association Board Members

CAI developed the Model Code of Ethics for Community Association Board Members to encourage the thoughtful consideration of ethical standards for community leaders. The model code is not meant to address every potential ethical dilemma but is offered as a basic framework that can be modified and adopted by any common-interest community.

## Board members should:

1. Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the association.
4. Provide opportunities for residents to comment on decisions facing the association.
5. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
7. Conduct open, fair and well-publicized elections.
8. Always speak with one voice, supporting all duly adopted board decisions—even if the board member was in the minority regarding actions that may not have obtained unanimous consent.

## Board members should not:

1. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.
4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
5. Spend unauthorized association funds for their own personal use or benefit.
6. Accept any gifts—directly or indirectly—from owners, residents, contractors or suppliers.
7. Misrepresent known facts in any issue involving association business.
8. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties.
9. Make personal attacks on colleagues, staff or residents.
10. Harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor.
11. Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

*CAI provides learning opportunities for community managers, homeowner volunteer leaders, association residents and service providers. Visit [www.caionline.org/education](http://www.caionline.org/education) to learn more.*

