

Prairie Trace Homeowners Association

Conduct Policy

Subject: Conduct Policy

Approved by vote on: December 11, 2022

Purpose

The purpose of this policy is to identify and publish PTHA policy concerning all communications between PTHA board members, committee members, the neighbors they represent, and the general public.

Scope

This policy applies to all board members and committee members of the PTHA

Policy

Courtesy, tact and consideration should guide each member in relationships with fellow members and the public. It is imperative that each board member show respect to every person in the neighborhood and other contacts. It is especially paramount to be respectful when it is not reciprocal and we are inclined to excuse our own poor behavior. The purpose of all communication should be to help others and to make our HOA run as effectively as possible, thereby gaining the respect of our fellow board members and neighbors.

- Courtesy, friendliness, and a spirit of helpfulness are important and guide the HOA's dealings with members and non-members alike.
- Differences of opinion should be handled privately and discreetly. Gossip and backbiting are to be avoided. Communicate directly with the person or persons involved to resolve differences.
- Conservative criticism — that which will improve HOA business by clarifying or instructing — should be welcomed when delivered with respect and tact. Destructive criticism — that which is designed to harm another person — is not to be practiced.
- Board Members should strive to maintain a civil atmosphere at all times and refrain from blaming, shouting, yelling, sarcasm, using vulgarities or swearing.
- Prairie Trace Homeowners Association should be a neighborhood free from disparaging remarks. Each board member has the responsibility to foster an understanding of others' differences in order to create an environment where those differences contribute to a better organization. Inappropriate remarks include those that treat a group of people in a uniform way, assign a behavior in a disparaging way, imply inferiority of a group, are supposedly funny at someone else's expense, and/or cause embarrassment or distress to others based on comments about a particular group of people.

As a Board Member, you are asked to agree with and commit to the above standards. Please sign below to confirm your commitment.

Board Member signature

Board Member printed name

Date