

Lyndhurst H Board of Directors'

Code of Ethics

I have consented to act as a Director of Lyndhurst H Condominium Association, Inc. and I agree to comply with the following Board of Directors' Code of Ethics throughout my term as a Director:

1. **Neutrality, Honesty and Good Faith:** I will act honestly and in good faith. I will do nothing to violate the trust of unit owners I serve. I will not promote my own interests or those of any owner, resident, family member, friend or contractor to the detriment of the Association. I will not seek any special benefits or privileges as a Director or Officer or accept any compensation either personally or on behalf of any other person. I will act only in the best interests of the Association as a whole and I will not favor the interests of any individual or group of owners or residents. I will not willingly or knowingly involve myself with garnering support or predetermining outcomes of decisions to be made by the Board outside of the Board room.
2. **Care, Diligence, and Skill:** I will exercise the degree of care, diligence and skill of a reasonably prudent person in comparable circumstances. I will make a concerted effort to attend all Board and owner meetings. I will act responsibly and with the due diligence to become familiar with the affairs of the Association and to uphold its Declaration, By-Laws, Articles of Incorporation, Rules, Resolutions, Policies, Agreements and Requirements of the Condominium Act and other legislation.
3. **Conflict of Interest:** I am not currently aware of any actual or potential conflict of interest with respect to any contract, transaction, building deficiency claim, warranty claim, legal action, proceedings or any other matter detrimental to the Association. If I become aware of any conflict, I will immediately disclose it to the Board in writing. I will remove myself from any meeting or decision where the conflict of interest relates to a matter under discussion and will not vote on any matter that I may have any interest in either directly or indirectly.
4. **Confidentiality:** I will not disclose to any person (including my spouse and/or family member) information decided by the Board to be confidential or privileged or which reasonably ought to be deemed confidential. As a matter of routine, this includes unapproved or redacted minutes and reports of the property manager. Any issues involving staff members of the Association, contractors to the Association or individual residents of the Association will not be disclosed to any other person. When in doubt, I will request determination by a resolution of the Board.
5. **Good Conduct:** At all times, I will conduct myself in a professional and businesslike manner at meetings Directors or Owners. I will approach all Board issues responsibly, with an open mind, preparing to make the best decisions on behalf of the Association. I will act ethically, with integrity and in accordance with legal criteria. I will comply with the rules of good and courteous conduct and will deal with others in a respectful manner. I will comply with principles of good governance and procedural rules of order.
6. **Support:** I will abide by Board decisions even though I may disagree. Any views contrary to a decision of the majority of the Directors will be kept to myself but I reserve the right to express my own views to other Board members during the course of a Board meeting. Once a Board decision is reached, I will not openly challenge and/or criticize that decision in the community. I acknowledge

that decisions are to be made democratically and I will provide ongoing support for the partnership between Board, Property Management, and Owners.

7. **Defamation:** I will not make erroneous or defamatory statements about the Board or any owner, resident, director, officer, manager, staff or contractor of the Association.
8. **Performance of Duties:** I will commit the necessary efforts, will exercise the appropriate leadership and will assume such duties as may be reasonably be required to fulfill my role as Director or Officer. I will participate in conducting the Board business in the form of resolutions, policies, rules or by-laws as the circumstances require. I will come to each meeting prepared to discuss and decide on all issues that may come before the meeting. I will provide advance notice of any issue, which I may wish to have included on the agenda for discussion. I will make every effort to be well-informed on issues and agenda items in advance of meetings. I will duly consider the information and advice provided by the Property Manager and others, such as experienced professionals, when appropriate to reach a proper decision.
9. **Monitor Financial Health:** I will pay particular attention to monitor the financial health, physical state of maintenance and repair, management, administration, appearance and welfare of the Association. I will support required funding of the reserve fund and an appropriate funding plan to fulfill the criteria of the Association's current Reserve Fund Study or Update. I will assist in preparing or reviewing the Association's annual Budget in a manner which appropriately reflects the actual financial needs of the Association, regardless of owners' complaints when it becomes necessary to increase common expenses. I will monitor the investments, bank accounts, interim and year-end statements. I will carefully review contract proposals, quotes and tenders in order to assist in negotiating preferred contractual terms for services rendered to the Association at a beneficial cost. I will monitor any such duties which have been delegated to me.
10. **Minimize Conflict:** I will attempt to prevent or minimize conflict and disruption and will promote good relations amongst persons involved in our Association's community. I will not instigate or support conflict within the Association's community for the purposes of political or personal gain or personal satisfaction. I will promote a first class image for our Association, its units, owners and residents.
11. **Property Management:** I understand and agree that decisions by the Board are to be carried out by Property Management ("Management"). I will not interfere with with management's performance of its duties and obligations as set out in its contract with the Association. I will not communicate instructions or give directions to staff, contractors or potential contractors without the Manager's or the Board's knowledge and consent. I will follow the Principle that Directors direct and Managers manage. I will allow Management to conduct their business without undue interference or involvement from myself.
12. **Fair Election Campaigning:** Should there be a need for an election, during the course of the election, I will act honestly, honorably, fairly and in a straight-forward manner. I shall not seek election as a Director by besmirching the reputation of any other person.
13. **Abuse of Proxies:** When collecting proxies, I am limited to a maximum of 5 proxies and I will not make any false, misleading, fraudulent or defamatory statement. I will fairly inform the proxy grantor how I intend to exercise any vote with respect to the proxy.

14. **Discrimination and Harassment Free Environment:** I commit to supporting a harassment and discrimination free environment in all aspects of the business of the Association. I will conduct business of the Association accordance with Federal and Florida laws.
15. **Health and Safe Workplace:** I will exercise the appropriate leadership and work with the Association's property manager to ensure that there is a safe workplace.
16. **Education:** I recognize that the governance of a Condominium Association involves complex and changing requirements. I will make every effort, to the best of my ability, to stay current with the changing requirements.

Agreement: I hereby agree to comply with the provisions set out in this Directors' Code of Ethics.

Dated at _____ this _____ day of _____, 20____

Signature

Print Name