



# Town Center Community Association

## Columbia Town Center Residential Community Association

### Board Member Responsibilities

All members of the Board are responsible for governing the activities of the Community Association. Individual board members have an obligation to uphold the code of ethics set for them by the Board and by all applicable laws.

#### ***The Board is responsible for the following:***

1. Establish and periodically review the mission of the Association. Determine how the Association conducts its mission through long-range and short-range planning and providing oversight to ensure the Association is making progress in achieving its mission.
2. Assure that hiring and contracting for services to operate the Association are conducted in accordance with policies and procedures adopted by the Board and in compliance with all local, state, and federal laws and regulations.
3. Hire, support, and evaluate annually, the Village Manager's performance.
4. Ensure legal compliance, financial compliance (financial review or audit), and public reporting compliance (annual report) with Federal, State, and local laws and regulations. Adopt a comprehensive annual budget and provide ongoing fiscal oversight. Establish policies that ensure that best non-profit practices are followed.
5. Sustain the Board by:
  - Encourage residents to stand for election to the Board
  - Orientation and training for all Board members, annually
  - Develop Board leadership to maintain continuity and institutional knowledge
  - Participate in an annual Board self-assessment process



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6. Ensure that the village architectural covenants are enforced.

## ***Individual Directors are responsible for:***

1. Understand and promote the purpose and programs of the Association.
2. Educate the community about the Association's mission, tenants and goals.
3. Avoid conflicts of interest and abide by the Association's Conflict of Interest and Fiduciary Responsibility Policies and Code of Ethics.
5. Make site visits to applicant properties when serving as a member of the Architectural Committee.
6. Serve as a liaison with Town Center residential developments, attending at least one meeting per year at Historic Oakland so that all Town Center residential developments are communicated with at least once per year or communicated to via a group HOA Meeting.
7. Participate in annual Board self-assessment.
8. Preparing for Board meetings by reviewing all posted materials prior to the meeting and attending and actively participating in monthly Board meetings and committee meetings.
9. Respond promptly to requests from the village manager requiring Board action, including attendance at conference calls or electronic votes.
10. Engage residents of Town Center in activities that promote and further the Association's mission and strategic plan.



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11. Represent the Association at community meetings, hearings, and events by attending at least two Association/Community events such as Juneteenth or Craft Shows at Historic Oakland, Department of Planning and Zoning Hearings (DPZ) or public SDP or FDP (Site Development Plan or Final Development Plan) Hearings.
12. Advocate for improvements in all aspects of community life with State, County, and local officials.

### **Code Of Ethics**

Our reputation for integrity is our most valuable asset and is directly related to your conduct. Our work is conducted in observance of both the letter and spirit of all applicable laws, and your integrity is of utmost importance.

Even our personal lives and choices can have an impact on our work. You should conduct your personal affairs in a way that ensures that your duties and responsibilities to TCCA are not jeopardized and that legal questions do not arise with respect to your affiliation with TCCA. You must never use your position with TCCA or any of our residents and clients for private gain to advance personal interests or to obtain favors or benefits for yourself, members of your families, other individuals, corporations, or business entities.

*Directors can expect to spend approximately 10 hours per month attending meetings, participating in email communications, and engaging with the Board and Town Center residents.*

Adopted unanimously by the Board of Directors: December 8, 2021