

**BOARD OF
DIRECTORS**

Joel Broida
Alyse Carter
Dean Dworkin
Lynn Foehrkolb
Jamie Hibbard
Clara Pino

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.

**COLUMBIA
COUNCIL**

Lin Eagan

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 (financial or otherwise), to advance personal interests, or to obtain favors or benefits for yourself, members of your families, other individuals, corporations, or business entities.

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:

- Encouraging residents to stand for election to the Board
- Providing orientation and training for all Board members, annually
- Developing Board leadership to maintain continuity and institutional knowledge
- Participating in an annual Board self-assessment process

6. Ensuring that village architectural covenants are enforced.

Individual Directors are responsible to:

1. Understand and promote the purpose and programs of the Association.
2. Educate the community about the Association's mission, tenants, and goals.
3. Expect to spend approximately 10 hours per month attending meetings, participating in email communications, and engaging with the Board and Town Center residents.
4. 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. Attend at least 1 out of the 4 meetings per year of the Town Center Condo Association Board Presidents.
7. Participate in annual Board self-assessment.
8. Prepare 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. Attend at least 10 out of 12 monthly Board meetings every Board year (May - April) as encouraged. If a Board Member misses 3 or more Board meetings in a Board year, they are deemed to have resigned unless they were previously excused for each absence by a majority vote of the Board.
10. Respond promptly to requests from the village manager requiring Board action, including attendance at conference calls or electronic votes.
11. Engage residents of Town Center in activities that promote and further the Association's mission and strategic plan.

- 12. Represent the Association at community meetings, hearings, and events by attending at least two per year 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. Report back to the Board.

- 13. Advocate for improvements in all aspects of community life with State, County, and local officials.

- 14. Adhere to the Media Policy.

Adopted unanimously by the Board of Directors: January 25, 2014.

Revised and adopted unanimously by the Board of Directors: December 8, 2021.

Revised and adopted unanimously by the Board of Directors: January 11, 2023.

Board Member Printed Name: _____

Board Member Signature: _____

Date: _____