



BOARD OF DIRECTORS

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

Columbia Town Center Residential Community Association Board Member Responsibilities

COLUMBIA COUNCIL

Lin Eagan

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.

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: _____



TOWN CENTER COMMUNITY ASSOCIATION

MEDIA POLICY

(Effective January 11, 2023)

The Town Center Community Association (the “Association”) understands that media presents exciting opportunities and can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of different forms of media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media and media inquiries, we have established these guidelines for appropriate action.

This policy applies to all Board members, employees and volunteers who work for and are “representatives” of the Association.

Media Outreach and Inquiries

Representatives of the Association should not speak to the media on the Association’s behalf without contacting the Village Manager. All media inquiries should be directed to them.

The Village Manager will review with relevant parties to assess the opportunity in terms of its relevance to the Association, its benefits vs. risks, and the importance and objectivity of the outlet.

If the media request is for information, the Village Manager will work with relevant parties to provide details directly. If the request is for an interview, the Village Manager will recommend the best course of action and review talking points with relevant parties.

The Village Manager will then reach out to the reporter to either agree and schedule the interview or decline the request based on this assessment.

Media outlets and publications include but are not limited to newspapers, magazines, radio, television, podcasts, and blogs.

Social Media

Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to your own or someone else’s Facebook, Twitter, LinkedIn, Instagram, TikTok, YouTube, blog, personal website, chat room.

The same principles and guidelines found in Association policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved.

Know and follow the rules

Carefully read these guidelines, the Association's Code of Ethics Policy, the Association's policy on discrimination & harassment and ensure your postings or communications are consistent with these policies. Inappropriate postings or communications that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

Be respectful

Always be fair and courteous to fellow board members, village members, associates, employees, residents, volunteers, or vendors. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage board members, employees, residents, village members, volunteers or vendors that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or Association policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Association, fellow board members, village members, employees, vendors, volunteers, or residents. Personal statements may conflict with the Association agenda's or the Board's interest.

Post only appropriate and respectful content

- Maintain the confidentiality of the Association's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Respect financial disclosure laws.
- Do not create a link from your blog, website, or other social media site to an Association website without identifying yourself as a Town Center Community Association representative.
- Express only your personal opinions. Never represent yourself as a spokesperson for the Association. If the Association is a subject of the content you are creating, be clear and

open about the fact that you are a Board member or employee and make it clear that your views do not represent those of the Association, fellow board members, employees, village members, or contractors. If you do publish a blog or post online related to the work you do or subjects associated with the Association, make it clear that you are not speaking on behalf of the Association. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Town Center Community Association.”

Board Member Printed Name: _____

Board Member Signature: _____

Date: _____

Adopted unanimously by the Board of Directors: January 11, 2023

COLUMBIA TOWN CENTER COMMUNITY ASSOCIATION
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