

Potential Committee Members:

1. Fill-out Committee Assignment Application and sign.
2. Fill-out Volunteer Information Sheet.
3. Read Code of Conduct and sign last page.

When you have completed filling out all 3 forms, please return only the 3 pages (Committee Assignment Application, Volunteer Information Sheet, and the last page where you need to sign the Code of Conduct) to the **Committee Chair**.

Committee Chair:

When above is received back to you, please sign the Committee Assignment Application, and submit all three documents to the Executive Assistant at the SLA Administration Office by noon on the Wednesday before the Open Board meeting where your member will be presented to the Board of Directors for approval to serve on your committee.

Should a member resigns or if the committee needs to have the member removed, please submit the resignation or removal request in the same matter to the Executive Assistant for presentation to the Board for the committee removal.



Silver Lakes Association COMMITTEE ASSIGNMENT APPLICATION

Please complete this application, attach a resume or other information you feel appropriate, and return to the Silver Lakes Association Administrative Office.

I would like to serve as a member on the following committee. (Mark (✓) your choice)

COMMITTEE NAME	MEETING TIMES (subject to change)
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STANDING COMMITTEES

☐ Budget & Finance Advisory Committee	2 nd Thurs. of Month – 4:30 pm @ RV Conference Room
☐ Environmental Control Committee	2 nd & 4 th Tues. of Month – 9:00 am @ RV Conference Room
☐ Fines Review Committee	2 nd Tues. of Month – 5:30 pm @ RV Conference Room
☐ Golf Course Advisory Committee	1 st Wed. of Month – 5:00 pm @ Restaurant/Terrace Room
☐ Lakes Advisory Committee	2 nd Thurs. of Month – 6:00 pm @ Restaurant/Terrace Room
☐ Recreation Advisory Committee	TBD
☐ Restaurant Advisory Committee	1 st Wed. of Month – 4:30 pm @ Restaurant/Terrace Room
☐ Sub-Golf Committee	Meeting at the leisure of the BOD
☐ Welcome Committee	4 th Thurs. of Month-5:00 pm @ Restaurant/Terrace Room

Name _____ SLA ID # _____

Home Phone # _____ Cell Phone # _____

Address _____
(Street Address and PO Box #)

City/State _____ Zip _____

Email: _____

Applicant's Signature: _____ Date: _____

Committee Chair's Signature: _____ Date: _____

Be sure to save a copy for your records before you submit.

Volunteer Information Sheet

Date: _____

Name: _____ SL ID# _____

Mailing Address: _____

Street Address: _____

City: _____ State: _____

Home Telephone Number _____

Cell Phone Number _____

In case of emergency contact:

Name _____

Phone Number _____ Alt. # _____

Email: _____

The following terms and conditions apply:

1. The use of alcohol or illegal drugs while performing duties as a volunteer on Association property is strictly prohibited and may result in your removal as a committee member. Alcohol may not be consumed during breaks or lunch when you will be returning to your volunteer duties.
2. All Silver Lakes Association equipment must be used in a safe manner and only on Association property. No personal use of equipment.
3. You must be properly trained prior to the usage of Silver Lakes Association equipment. You must sign on the back of this form; next to the equipment you have been trained to use or operate.
4. While on the golf course hard hats and protective eye wear must be worn at all times.
5. Safety equipment including but not limited to gloves, protective eye wear, hard hats, vests, etc. must be utilized at all times while operating Silver Lakes Association machinery and equipment.

A breach of any or all of these conditions will result in your removal from the committee(s).
(back of sheet)

I have completed the following training as indicated:

<u>Date</u>	<u>Equipment</u>	<u>Source of Training</u>	<u>Signed</u>	<u>Trainer</u>
		1 2 3 4		
		1 2 3 4		
		1 2 3 4		
		1 2 3 4		
		1 2 3 4		
		1 2 3 4		
		1 2 3 4		
		1 2 3 4		
		1 2 3 4		

Source of Training Key: 1- Video, 2- Hands On, 3 – Printed Material, 4 – Verbal
Circle the source of the training given for each piece of equipment listed.

Silver Lakes Community Association

Code of Conduct and Business Practices for Silver Lakes Association (SLA) Officials

1. PURPOSE:

- 1.1. The purpose of this Policy is to ensure a governance environment within Silver Lakes that is defined by integrity, honesty, respect, and the placement of the common good of our community ahead of individual self-interest. Toward that end, the Policy establishes clear and objective standards of conduct to ensure that SLA Officials avoid even the appearance of self-interest, dishonesty, or other inappropriate conduct or motivation.
- 1.2. Under state law, the minimum standard of conduct and care for a SLA director or officer is that he/she discharge his/her duties in good faith, with ordinary care, and in a manner he reasonably believes to be in the interest of the SLA.¹ State statute does not establish a similar standard for SLA Officials (Employees, Committee Members, etc.) other than the directors and officers. These legal standards notwithstanding, this Policy is specifically intended to hold **ALL** SLA Officials to a higher standard of conduct than the above-described minimum legal standard required of directors and officers under state law.

2. **SCOPE:** Except as expressly provided otherwise herein, this Code of Conduct and Business Practices for SLA Officials (the “Policy”) applies to all Silver Lakes Association (“SLA”) directors, officers, members of committees and task forces, representatives and officers of chartered clubs and employees (collectively, the “SLA Officials”).

3. DEFINITIONS:

- 3.1. Board – means the Board of Directors for Silver Lakes Community Association, Inc.
- 3.2. Bylaws – means the Amended and Restated Articles of Incorporation and Bylaws of Silver Lakes Association, Inc., adopted December 23, 1971 and any amendments thereto.
- 3.3. Committee – means the Environmental Control Committee, Fines Advisory Committee, Budget and Finance Committee, Recreation and Youth Advisory Committee, Grounds, Lakes and Parks Committee, Green Committee, Equestrian Advisory Committee, Security Committee, Facilities Consulting Committee, Library Committee, Social Committee and Tennis Committee, and any future advisory committees chartered by the Board or required under the Declaration or Bylaws.
- 3.4. Declaration – means the July, 1975 Amended and Restated Declaration of Covenants and Restrictions for Silver Lakes, and any amendments thereto.
- 3.5. Task Force – means a Board-appointed body composed of Members tasked with investigating and reporting back to the Board on a particular issue or project for a specified period of time.

4. RESPONSIBILITY:

- 4.1. The General Manager (“Responsible Party”) shall be responsible for reviewing, updating and recommending to the Board changes and amendments to this policy for the Board’s review and approval including answering questions of interpretation.

¹ See Sections 300, 308, 310, 5047, 7221, 7222, 7223, 7231, 7233, 7237 and 8333 of the California Corporations Code for specific sections related to Director Duties and Standards of Conduct. This discussion of legal standards of conduct is provided for illustrative purposes only. Any SLA Official with questions or concerns about whether certain conduct meets these or other legal standards should seek specific legal advice.

4.2. The General Manager or other SLA staff designee shall be responsible for implementing, enforcing and administering this policy.

5. **THE POLICY:** During any period of time that an individual holds an office or position as a SLA Official, that person shall abide by the following code of conduct and business practices.

5.1. General:

5.1.1. **Common interest first.** The interest of the Silver Lakes residents as a whole shall always be placed ahead of the individual interests or desires of a SLA Official, his/her family members, or any other party. SLA Officials recognize that the SLA functions as a democratic entity and shall abide by the decisions made by the majority, even when those decisions may differ from the personal will and desire of the official.

5.1.2. **Honesty.** SLA Officials shall always communicate in a manner that is direct, complete and honest. SLA Officials shall not knowingly misstate or misrepresent any fact, make incomplete statements, or otherwise communicate in a manner intended to mislead others.

5.1.3. Conduct.

5.1.3.1. **Offensive conduct or language.** SLA Officials shall always conduct themselves in a civil and respectful manner, avoiding any conduct or language that, regardless of subjective intent, is reasonably deemed by others to be offensive, derogatory, insulting, or otherwise disrespectful.

5.1.3.2. **Harassment and discrimination.** SLA Officials shall avoid any conduct that can reasonably be deemed to constitute sexual harassment or discrimination based upon a person's race, color, religion, national origin, ancestry, age, medical condition, marital status, physical or mental disability, sexual orientation, or other status as a member of a protected class under applicable federal or state law.

5.1.3.3. **Defined roles of SLA Directors and Officers**². The SLA's Board of Directors and its officers are the ultimate authority within the SLA's governance system, except for those specific powers otherwise expressly delegated to the Declarant, Managing Agent or other entities under the Declaration and the other governing documents. SLA directors and officers have critical and specifically defined roles to play in the overall governance structure to ensure that the SLA operates effectively. As such, SLA directors and officers shall always limit the scope of their actions to those specifically provided in the SLA's governing documents, and shall honor and respect the appropriate roles and contributions of their fellow SLA Officials.

More specifically, because SLA directors and officers are viewed by the community of owners as always acting with the weight of their office behind their actions and statements, SLA directors and officers shall not attempt to influence SLA policy or decisions in their capacity as an individual SLA member, but rather shall limit their role in the governance process to that prescribed to their office or position. For example, the SLA's governance scheme commonly involves an individual home owner/member testifying before a committee on a policy matter. The committee is then charged with reporting its findings and recommendations to the Board of Directors. The role of the directors is then to hear appeals of disciplinary actions and make the final decision as to whether to change SLA policy based upon the appellant or committee's input. Directors, therefore, shall always limit their role in this process to considering and acting upon the recommendations of the committee, and shall not additionally attempt to influence those recommendations by testifying before the committee in their capacity as an individual home owner/member.

² This sub-paragraph 5.1.3.3 applies only to SLA directors and officers. It does not apply to any other SLA Officials.

- 5.1.3.4. No authority over employees or contractors.** The SLA General Manager, acting with the authorization of the Board, is the sole SLA Official with authority to direct SLA employees and third-party vendors and contractors. No other SLA Officials shall attempt to direct such persons.
- 5.1.4. Compliance with governing documents.** SLA Officials, both in that capacity and as members of the SLA, shall at all times fulfill their duties and obligations under the governing documents, including but not limited to the Declaration, the SLA Bylaws, Rules, and Regulations, Architectural Guidelines, any Committee and Task Force Charters, and all Club Bylaws.
- 5.1.5. Conflicts, recusal and review.** SLA Officials shall disclose promptly any personal interest, relationship, or other circumstance that poses an actual or potential conflict of interest, or even a reasonable perception that such a conflict may exist. Such disclosure shall be made to the SLA's General Manager and to the chairperson of the relevant body (e.g., the board, committee, task force, or other body on which the SLA Official serves and which is considering the issue affected, or potentially affected, by the conflict). If the conflict involves a chairperson, disclosure shall be made to the SLA's General Manager and to the SLA's President. If the conflict involves the President, disclosure shall be made to the SLA's General Manager and to the full Board of Directors. If the conflict involves the SLA's General Manager, disclosure shall be made to the SLA's President.
- A SLA Official required to make disclosure under this section shall recuse himself/herself from any discussion, vote or other action related to the underlying issue, unless and until the conflict has been reviewed and subsequent approval to participate has been granted. Conflict review and determination shall be conducted by the General Manager and Corporate Counsel, except that the disinterested directors shall review and determine conflicts involving the General Manager or any individual SLA director or officer. The reviewing party shall seek guidance from legal counsel as may be necessary to make a final determination.
- 5.1.6. Confidentiality.** SLA Officials shall honor and maintain the confidentiality of all information disclosed during executive sessions, information protected by attorney-client or other legal privilege, or any other information required to be kept confidential under related guidelines or procedures. If a SLA Official has a question about whether particular information is protected by confidentiality, such person shall receive clarification from the SLA's General Manager, Corporate Counsel or the Board of Directors prior to making any related disclosure. As a general rule, the SLA shall strive to maintain an open and transparent governance system, and shall use confidentiality to prevent disclosure only when necessary to protect sensitive personal information or to protect the overall interest of the SLA, and then only when to do so is in compliance with state law.
- 5.1.7. Use of SLA property; computers.** SLA Officials shall not use SLA property for any purpose unrelated to SLA business, except for the occasional and brief use of SLA computer equipment to access the Internet or to send and receive personal emails. SLA computer equipment shall never be used to access or view, games, gambling websites, pornographic material or to engage in private commercial activity.
- 5.1.8. Media.** SLA Officials shall notify the SLA General Manager of any inquiries received by or statements made to the press or other third-party media outlets. Inquiries from and statements to outside media should be handled in a manner that is professional and thoughtful, and that will reflect favorably upon the community as a whole.
- 5.1.9. Participation.** SLA Officials shall make every reasonable effort to attend all meetings of the body on which they serve, and shall have no more than three consecutive absences from such meetings except as expressly authorized by the chairman of the body.

5.1.10. Term of service. SLA Officials who serve in positions nominated by the Board of Directors generally serve a term not to exceed two years, but ultimately the term length is set per the Governing Documents and adjusted in emergency or unusual situations (death or incapacitation of a Director, lack of nominated Board candidates, etc.) at the sole discretion of the Board of Directors.

5.1.11. Waiver. The need to comply with this Policy in any unforeseen circumstance may be waived upon the vote of at least three-quarters of the disinterested directors.

5.2. Financial:

5.2.1. Financial self-interest. Regardless of intent, SLA Officials shall never use their position or authority in a manner that brings them, a family member, or a personal associate, a personal benefit, whether financial or otherwise, except when such benefit flows equally to all members of the SLA. The foregoing notwithstanding, SLA Officials may accept token gifts with a value of not more than \$50.00 from a particular contractor, supplier, or other entity or person. A similar exception shall apply when SLA Officials are invited to attend third-party sponsored events, such as golf outings, meals, sporting events, and the like, so long as the nominal benefit received is not greater than \$100.00. Such personal gifts and invitations to third-party events shall only be accepted periodically, and in no event shall a SLA Official accept such gifts or offers if there is an actual or implied understanding or belief that some reciprocal benefit will flow back to the other party.

5.2.2. Conducting business with the SLA. Excepting SLA employees and other persons who serve as SLA Officials in conjunction with their professional employment, no SLA Official or immediate family member or associate shall provide goods or services to the SLA in exchange for payment, except as may be expressly authorized in advance by the SLA's Board of Directors. This section shall not be construed to prevent the authorized repayment of actual out-of-pocket expenses incurred by a SLA Official.

5.2.3. Loans. SLA Officials shall not make or accept any personal loans from the SLA.

5.2.4. Expense reimbursement. SLA Officials shall submit for reimbursement only legitimate and authorized expenses incurred in conjunction with SLA business. Reimbursement shall not be made for political contributions or other unauthorized expenses.

5.2.5. Handling funds. On occasion, SLA Officials are required to handle funds in conjunction with fulfilling their duties. SLA Officials shall always handle and dispose of such funds in a manner that is documented by receipts, and shall take other reasonable precautions to ensure that no questions exist about whether such funds were handled appropriately. SLA Officials shall never deposit such funds into personal accounts or otherwise commingle such funds with personal funds.

5.2.6. No compensation. Except to the extent a director or officer may also be a compensated employee of the Declarant, SLA Officials agree and understand that they are owed and will receive no financial compensation for services rendered.

5.3. Enforcement:

5.3.1. Compliance questions. A SLA Official who has a question or concern about whether a potential action may violate this Policy shall discuss the matter with the SLA General Manager or Corporate Counsel prior to taking the action. The General Manager shall make a decision on the matter or pass it along to the Board of Directors for a final determination, as he may deem appropriate.

5.3.2. Reporting of violations; Board review. SLA Officials agree to report any apparent violation of this Policy to the Board of Directors and the SLA General Manager. The disinterested members of the Board of Directors shall determine whether a violation has occurred and, if so, the appropriate remedy, which shall include but not be limited to private or public reprimand and/or removal. Such decision of the Board of Directors shall be final.

5.3.3. Removal authority; Bylaws control. The SLA Bylaws provide the Board of Directors the express authority to remove officers, committee members, and representatives and officers of neighborhood representative organizations. In the event of any action to remove any such SLA Official, the Bylaws shall control, and this Policy shall not be read to restrict or otherwise condition the authority of the Board of Directors to exercise such removal authority under the Bylaws. Additionally, directors may only be removed in a manner authorized under the Bylaws, and this Policy shall not be read to change the standards and conditions for such removal.

5.3.4. Agreement to Abide by Policy. All persons that fall within the scope (section 2) of this policy must sign the agreement in Exhibit A of this policy.

6. REFERENCES:

- 6.1. California Corporations Code
- 6.2. Amended and Restated Bylaws of Silver Lakes Association, Inc.

Exhibit A

Agreement to Abide by Policy

I, _____, have reviewed the Silver Lakes Community Association Code of Conduct and Business Practices, and I commit and agree that I will conduct myself in a manner consistent with the policies and practices stated therein for so long as I serve in any capacity as a SLA Official. I understand that failure to comply with these policies and practices may result in reprimand or possible removal from my position, except that removal of directors shall be as proscribed in the SLA Bylaws.

Signature: _____

Date: _____

Member of the: _____

(Insert name of SLA governance body – i.e., Board of Directors, Committee, Task Force, Chartered Club, Silver Lakes Staff, etc.)