

Brookside Estates Homeowners Association, Inc.
Board of Directors
STANDARDS and PROCEDURES

1. Board Members will serve for the purpose of discharging their obligations and duties as they appear in the Brookside Homeowners Association (HOA) governing documents and in accordance with the HOA Board's Mission Statement which is derived from the Governing Documents.
2. Board Members will be adequately familiar with the governing documents as to be able to participate effectively in Board business, in an informed relevant manner to help ensure the Board's maintaining appropriate momentum in the discharging of its obligations and duties.
3. Board Members shall conduct themselves at all Board meetings, workshops and Board-related interactions in a collegial manner, with respect for the views of others- including minority views.
4. No Board Member shall serve or participate in any Board business if, as a property owner, the Board Member is in violation of the Brookside Estates HOA governing documents - including delinquencies.
5. No Board Member shall participate in discussions or decisions on any HOA matter in which the Board Member holds any other interest, financial or otherwise. This is a conflict of interest.
6. Board Members will hold in strictest confidence any Board business which is conducted outside its open (public) meetings - which includes sharing information gained through verbal, standard written and electronic means.
7. HOA documents of a sensitive and/or confidential nature shall be shared among all Board Members only at Board meetings by means of limited paper copies introduced by the President or President's designee for immediate review by the Board. The documents will then be returned to the President's custody prior to the meeting's end. Such sensitive and/or confidential documents shall not be transmitted among Board Members electronically or via other hard-copy means.
8. Board Members will apply the required commitment of time and attention to the necessary level of competence, to participate in meetings and to undertake and complete whatever special assignments they agree to handle.
9. The Secretary, Treasurer and Committee Chair Persons will complete in draft form and distribute to other Board Members their monthly reports a minimum of two weeks prior to the next scheduled Board meeting.
10. Board Members with two (2) consecutive unexcused absences may be asked to resign.