

**PGA WEST MASTER ASSOCIATION**  
**COMMITTEE MEMBER CODE OF ETHICS AND CONDUCT**

The PGA WEST Master Association (“Master Association”) was created for the purpose of managing the common services of the PGA WEST Community, with the Master Association’s purpose and functions carried out by the elected Board of Directors (“Board”). This Committee Member Code of Ethics and Conduct is intended to establish standards of conduct for Committee Members serving on the Committees established by the Master Association Board. Committee Members agree to adhere to the following standards in all matters pertaining to the Master Association, its vendors, agents and representatives as well as Owners and residents.

I understand that acting outside of my capacity as a Committee Member or acting as an individual on behalf of the Master Association without authority may result in lack of personal coverage by the Master Association’s insurance carrier if the Master Association or I are sued as a result of my actions.

*I AGREE TO:*

- 1) Act in Good Faith. I agree to make decisions on behalf of the Master Association and Committee in good faith, without bias to my personal feeling or opinions. I will not misuse or take advantage of the power and responsibility I have been given as a Committee member and refrain from using my service on the Committee for personal advantage.
- 2) Act in the Best Interest of the Association. I agree to consider and decide based on the best interest of the entire Master Association, not those of a particular segment. These decisions should protect, maintain and enhance the Master Association.
- 3) Act Upon a Reasonable Investigation. I agree to seek the true facts surrounding a situation, and to ask questions prior to making a decision so that a reasoned and informed decision can be made.
- 4) Avoid Conflicts of Interest. I agree to avoid, in fact and perception, conflicts of interest and disclose to the Board and Committee Chair, in a timely manner, any possible conflicts.
- 5) Unreasonable Action and Potential Liability. I agree to refrain from acting unreasonably or in a manner that may cause potential liability on the part of me or the Association. I will not invade the privacy of Committee Members, the Board of Directors or Homeowners. I will not divulge, discuss or disclose any private or confidential information that I might obtain through my position as a Committee Member. This includes matters related to litigation, personnel matters, member discipline, and formation of contracts as deemed confidential under the law.
- 6) Treat Similar Situations Similarly. I agree to act without bias in making decisions and to treat similar situations in a like manner.

Approved by MA Board - October 2, 2014

- 7) Act in a Civil and Respectful Manner. I agree to conduct myself in a civil and respectful manner, despite disagreement and debate over issues or decisions regarding the Master Association or its committees. Once a decision is made by the Committee and/or Board, despite my personal disagreement with same, I will respect such decision. I agree to maintain a good working relationship with other Committee Members. I agree that I will interact with staff only at the direction of the Committee Chair.
- 8) Service. I understand that Committee members serve at the discretion of the Board (except for Compliance Committee members who are appointed by the Residential Board).
- 9) Preparation for and Attendance at Meetings. I agree to prepare for and attend all meetings unless reasonable justification for an absence is provided to the Committee Chair.
- 10) Meetings and Agenda. I agree to adhere to the agenda for meetings and to limit my comments and discussion to those items. I agree to adhere to established parliamentary procedure and other standards of conduct as deemed important by the Board.

I promise to adhere to the above standards and duties as best I can and I agree to support and participate in the governance of the Association with my fellow Committee Members and the Board. If, for any reason, I am unable to carry out the above duties as best I can or violate any of the duties set forth above, I agree to resign my position as a Committee Member.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Printed Name

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Name of Committee