



BOARD CODE OF CONDUCT

The following policy has been adopted by the Board of Directors of Heritage Hills Home Owners Association, d/b/a Camelback Canyon Estates (the "Association") as a part of the rules of the Association pursuant to the provisions of A.R.S. Section 33-1803 of the Arizona Revised Statutes and the Articles of Incorporation, Bylaws, CC&Rs, Rules and Policies of the Association.

The Board of Directors has adopted the following ethics policy for its Directors and committees. This policy is intended to provide guidance regarding ethical issues for new and current board members.

I. Board Responsibilities

The general duties for Directors are to enforce the Association's governing documents, collect and preserve the Association's financial resources, insure the Association's assets against loss, and keep the common areas in a state of good repair. To fulfill that responsibility, Directors must:

- regularly attend Board meetings,
- review material provided in preparation for Board meetings,
- review the Association's financial reports, and
- conduct reasonable inquiry before making decisions.

II. Professional Conduct

In general, Directors and committee members must conduct all dealings with vendors and employees with honesty and fairness, and safeguard information that belongs to the Association.

- A. Self-Dealing. Directors shall recuse themselves from voting on issues with which they, or a member of their family, may have a personal interest to avoid real or perceived preferential treatment.
- B. Confidential Information. Directors and committee members are responsible for protecting the Association's and homeowner's confidential information. Except when disclosure is duly authorized or legally mandated, no Director or committee member may discuss or disclose confidential information including:
 - private personal information,
 - assessment collection information, and/or
 - legal disputes in which the Association is or may be involved.
- C. Homeowner Contact Information. Directors and committee members shall not use homeowner contact information for any purpose not directly related to Association business as authorized by the Directors. Homeowner emails, phone numbers and other personal information shall be protected.
- D. Misrepresentation. All Association data, records and reports must be accurate and truthful and prepared in a proper manner.

ADOPTED AND APPROVED by the Board of Directors, on the 2nd day of August, 2023.

Board Code of Conduct Adopted August 2, 2023