



Woodfield Homeowners' Association Inc.
P.O. Box 253, Magnolia, DE 19962-0253
whoamagnolia.com
information@whoamagnolia.com

Fiduciary & Ethical Responsibility Code of Conduct for the:
Woodfield Homeowners' Association (WHOA) Board of Directors
(Includes Officers, Directors, Alternates, Associates,
Chairpersons and Other Members Whether Elected or Appointed)

To serve on the Woodfield Board of Directors, in any capacity, individuals must properly sign, date, and agree to this document prior to Board installation, and again within 30 days prior to the start of each new fiscal year.

- Comply with all Woodfield covenants and by-laws including dues paid in full and not late.
- Obey all governing laws and regulations and take no part in any criminal undertaking; always maintain confidentiality and privacy.
- Supply complete name, current address, phone number and email address, in writing, to the Board Secretary.
- Agree that Board members are elected/appointed to serve the entire Woodfield community and may not be self-serving or cater to special interests.
- Accept an active role of responsibility, functions, and reporting criteria.
- Attend at least 75% of Board meetings, participate and cast votes in at least 75% of Board voting questions, review Board reports, and make reasonable inquiry before making decisions. Meeting attendance is being present for at least 75% of the meeting.
- Communicate/report to the Board, in writing, at least once within a 60-day period; submit all exceptions and/or excuses in writing to Board Directors.
- Once elected/appointed accept that all Board positions and/or levels of Board involvement are decided by a majority vote of Board Directors, and may be updated.
- Conduct themselves and communicate no matter in what type of situation, communication or media, in a respectful and professional manner. Understand that any vulgarity, threats, gossip, slander, innuendo, unruly behavior, or anything of the sort, may result in immediate removal from the Woodfield Homeowners' Association Board.
- This Fiduciary & Ethical Responsibility Code of Conduct may be amended at any time by a majority vote of Board Directors.

Please print and sign your full name, insert the proper date, and mail this completed document to:
WHOA, P.O. Box 253, Magnolia DE 19962-0253

This document will become part of the Woodfield Homeowners' Association (WHOA) permanent files.

I wish to serve/continue to serve on the Woodfield Board of Directors and have read the above policies. I pledge to act in accordance with these obligations as described above. I also understand that not properly signing and dating this document will disqualify me from membership and service on the Woodfield Homeowners' Association Board.

Signature _____

Print Name _____

Date _____