

# VOLUNTEER FORM



First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

## Attendance:

Although we love to see homeowners volunteering in the community, we understand that time is a most valuable resource for us all. Volunteering takes time and effort both during meetings and outside of meetings. Attendance at meetings is key. It ensures that fellow committee members, the Board of Directors and community, can count on you. Attendance of committee meetings is required. Committee members that are absent, without an excused approved by the Board of Directors, from three (3) consecutive meetings, will be removed from the committee.

## Code of Conduct:

As committee members serve, they also represent the Association as a whole. It is important that all those that volunteer in a role with the Association understand the importance of teamwork, acceptable etiquette, and ethics. To ensure that all volunteers have a clear understanding of expectations, the *Code of Conduct* has been developed. Your adherence and acceptance of this policy is required upon any appointment to a committee.

## Committee Types:

There are two types of committees; *ad hoc* and standing. *Ad hoc* committees are designed to be limited in scope and time. Generally, a committee of this type is given a task to research and provided action recommendations to the Board of Directors, or achieve a specific goal outlined by the Board of Directors.

Standing committees have on-going obligations and meet monthly to complete the work outlined in the Governing Documents and/or other assignments provided the Board of Directors.

## Thank you:

The Board of Directors would like to thank you for considering a volunteering position. Having involved and engaged community members is key to the success of the Association. We understand that you have many other time-consuming activities in your life and your willingness to dedicate your time, knowledge, and efforts toward common goals is an immeasurable asset to your community.

## Please return this form to:

Laura Smyth, CCAM | Community Association Manager

PO BOX 1459 • Folsom, California 95763

[Laura.Smyth@managementtrust.com](mailto:Laura.Smyth@managementtrust.com)

### Architectural Review Committee – ARC

- I have read the Whitney Oaks Community Association CC&Rs.
- I have read the Architectural Guidelines.
- I have submitted an Architectural Application in the past.
- I can attend monthly evening meetings.
- I can send and receive emails and attend virtual meetings.
- I have
- \_\_\_ How many Committee meetings have I attending in the past year?
- \_\_\_ How many open session Board meetings have I attended in the past year?

### Landscape Committee – LC

- I have read the Whitney Oaks Community Association CC&Rs.
- I have reviewed Community maps; open area, gate locations, Unit 44, Unit 39, etc.
- I understand that the Association has different maintenance responsibilities throughout the community.
- I have knowledge of landscape related topics; irrigation, species, plant care, etc.
- I can attend monthly evening meetings.
- I can send and receive emails and attend virtual meetings.
- \_\_\_ How many Committee meetings have I attending in the past year?
- \_\_\_ How many open session Board meetings have I attended in the past year?

### Finance Committee – FC

- I have read the Whitney Oaks Community Association CC&Rs.
- I had read the Whitney Oaks Community Association Bylaws.
- I have read the most current Annual Budget and Reserve Disclosure.
- I have read the Association’s investment policy.
- I can attend monthly evening meetings.
- I can send and receive emails and attend virtual meetings.
- \_\_\_ How many Committee meetings have I attending in the past year?
- \_\_\_ How many open session Board meetings have I attended in the past year?

### Inspector of Elections

- I have read the Whitney Oaks Community Association CC&Rs.
- I had read the Whitney Oaks Community Association Bylaws.
- I have read the Association’s Election Rules.
- I am willing and able to attest to the results of an election in which I have tallied ballots.
- \_\_\_ How many Committee meetings have I attending in the past year?
- \_\_\_ How many open session Board meetings have I attended in the past year?

Ad hoc: \_\_\_\_\_

- I have read the Whitney Oaks Community Association CC&Rs.
- I had read the Whitney Oaks Community Association Bylaws.
- \_\_\_ How many Committee meetings have I attending in the past year?
- \_\_\_ How many open session Board meetings have I attended in the past year?

# CODE OF CONDUCT & ANTI-DISCRIMINATION POLICY

## Whitney Oaks Community Association

The Board of Directors has adopted the following ethics policy for Board and Committee members. This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical conduct.

### A. BOARD/COMMITTEE RESPONSIBILITIES

The general duties:

- regularly attend Board and/or Committee meetings,
- review material provided in preparation for Committee meetings,
- review the Association's financial reports, and
- make reasonable inquiry before making decisions and/or recommendations to the Board of Directors.

### B. PROFESSIONAL CONDUCT

In general, Committees and the Board of Directors shall conduct all dealings with vendors and employees with honesty and fairness, and safeguard information that belongs to the Association.

1. **Self-Dealing.** Self-dealing occurs when Committee and/or Board members make decisions that materially benefit themselves or their relatives at the expense of the Association. "Relatives" include a person's spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts, or other item of value. Accordingly, no member may:
  - solicit or receive any compensation from the Association for serving on any Committee,
  - make promises to vendors unless prior approval from the Board of Directors has been received,
  - solicit or receive, any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the Association,
  - seek preferential treatment for themselves or their relatives,
  - use Association property, services, equipment, or business for the gain or benefit of themselves or their relatives, except as is provided for all members of the Association.
2. **Confidential Information.** Committee members and the Board of Directors are responsible for protecting the Association's confidential information. As such, they may not use confidential information for the benefit of themselves or their relatives. Except when disclosure is duly authorized or legally mandated, no Committee member may disclose confidential information. Confidential information includes, without limitation:
  - private personal information of Directors and/or Committee members,
  - private personnel information of the Association's employees or vendors,
  - disciplinary actions against members of the Association,
  - assessment collection information against members of the Association
  - legal disputes in which the Association is or may be involved
  - Committee members may not discuss such matters with persons not on the Committee or Board without the prior approval of the Association's legal counsel.
3. **Misrepresentation.** Committee members may not knowingly misrepresent facts. All Association data, records and reports must be accurate and truthful and prepared in a proper manner.
4. **Interaction with Vendors.** To ensure efficient management operations, avoid conflicting instructions from the Board or management, and to avoid potential liability, Committee members shall observe the following guidelines:
  - The Chairman of the Committee shall serve as liaison between the Board of Directors / management and provide direction and or communication on day to day matters.
  - Except for the Chairman, Committee members may not give direction to management or vendors, unless otherwise provided specifically by the Board of Directors via written authorization.

- If Committee members are contacted by residents with complaints, the residents shall be instructed to contact management.
- No Committee member may threaten or retaliate against a vendor or resident who brings information to management, or the Board of Directors, regarding improper actions of a Committee member.
- Committee members are prohibited from harassing or threatening vendors, Directors, Committee members, residents, and owners, whether verbally, physically, or otherwise.

5. **Proper Decorum.** The Committee and Board members are obligated to act with proper decorum. Although, they may disagree with the opinions of others on the Board or Committee, they must act with respect and dignity and not make personal attacks on others. Accordingly, members must focus on issues, not personalities and conduct themselves with courtesy toward each other and toward employees, managing agents, vendors, and members of the Association. Committee members shall act in accordance with Board decisions and shall not act unilaterally or contrary to the Board’s decisions.

**C. WHEN CONFLICTS OF INTEREST ARISE**

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Committee members should immediately raise such situations with the management or the Board of Directors. If appropriate, the Board will seek guidance from the Association’s legal counsel.

1. **Disclosure & Recusal.** Committee and Board members must immediately disclose the existence of any conflict of interest, whether their own or others. Members must withdraw from participation in decisions in which they have a material interest, but depending on the circumstance, may still be involved in discussion.
2. **Violations of Policy.** Members who violate the Association’s ethics/discrimination policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to immediate disciplinary action, including, but not limited to:
  - censure,
  - removal from committees,
  - legal proceedings.

**THE WHITNEY OAKS COMMUNITY ASSOCIATION BOARD OF DIRECTORS AND COMMITTEE MEMBERS** , does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or other protected class as denoted by the State of California, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. As a Board and community, we are committed to providing an inclusive and welcoming environment for all members of the Association, volunteers, subcontractors, and vendors.

**THE WHITNEY OAKS COMMUNITY ASSOCIATION BOARD OF DIRECTORS AND COMMITTEE MEMBERS** are committed to an inclusive environment and is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identity, gender expression or other protected class as denoted by the State of California.

*I have read the above Code of Conduct and Anti-Discrimination Policy. I pledge to act in accordance with my obligations as a Committee Member / Board member as described above.*

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_