

Guidelines for Kenbrooke Court Condominium Association (KCCA) Board of Directors

1. Attend board meetings regularly. As individuals, board members have the responsibility to take the initiative to resign from the board if they find themselves unable to fulfill their commitment of regular attendance and participation in board meetings, or if they do not feel able to support the decisions made by the board of directors.
2. Make sure that KCCA keeps written, permanent record of all board minutes and official actions.
3. Exercise general supervision over KCCA affairs in close cooperation with the management company.
4. Acquire reasonable knowledge of issues and be careful to use a great deal of common sense when making decisions regarding KCCA affairs.
5. Diligently pursue warning signs that something is wrong.
6. Insist on organized, meaningful board meetings with full disclosure of operating results.
7. Require that KCCA employ a professional auditing service to perform a complete audit at the end of each fiscal year.
8. Require that KCCA engage competent legal council. Such council should not be a board member or a co-owner, i.e. should be a non-interested party.
9. Require that any special communities make reports at the board meetings when appropriate.
10. Authorize appropriate association indebtedness.
11. Get to know the other members of the board and appropriate representatives of the management company.
12. Know, **adopt** and follow sound business practices and policies.
13. Avoid self-serving policies. *
14. Avoid conflict of interest. *
15. When the board takes action that would affect a board member or the family or associate of a board member, the member must abstain from participating in the

discussion and voting on such matters. The abstention must be recorded in the minutes of the meeting.

16. See to it that KCCA maintains a good credit rating and financial standing.
17. Review periodically the adequacy of the association insurance program.
18. Acquire proper knowledge of the Kenbrooke Court properties and system of operation in order to assume proper responsibility in assisting in managing it effectively.
19. Legal actions against boards of directors of non-profit organizations have led to an increased awareness of the need for the individual board member to be alert to her/his conduct when making key decisions for the organization. No individual board member, regardless of knowledge, expertise, or community contacts, has any right or authority to act upon her/his own in the name of the board or association unless delegated specific authority by the board.

* This includes such things as participating in or condoning “kickbacks”, “finders fees”, accepting personal favors from vendors or the management company and in becoming involved in private dealings in matters of association business.