



Board Member Annual Agreement and Conflict of Interest Form 2024

As a member of the Board of Directors for the Sandy Brae Homeowners Association, located in the community of Sandy Brae in Lewes, Delaware, I agree to all of the duties and responsibilities set forth below and in the HOA By-Laws and Restrictions. I will act responsibly and prudently at all times to maintain the Association's covenants and by-laws

BASIC DUTIES

Duty of Care. A Board member has the duty to use his/her best judgment with the collective wisdom of all the members to make the best decisions possible for the organization. I will practice good meeting management, ask questions, deliberate, challenge assumptions while being informed, ask for and read information before making decisions. I will practice reasonable care, which is what an “ordinarily prudent” person would do in a similar situation.

Duty of Loyalty. A Board member must never use information gained through his/her position for personal gain. I will put professional and personal interests aside in order to act in the best interest of the organization. When speaking outside the organization, I will speak “as one voice”. I will not receive any compensation for my service as a Director in the Association.

Duty of Obedience. A Board member must be faithful to the Association's covenants and by-laws. I will be responsible for governance, systems, and operations in order to fulfill the mission of the organization. I will not act in a way that is inconsistent with the Homeowners Association covenants and by-laws.

CORE RESPONSIBILITIES

As a Board member of the Sandy Brae Homeowners Association, I commit to the Homeowners Association and to my fellow Board members that:

Leadership. I will fulfill the fundamental responsibilities of Board leadership, including: attending meetings; setting goals and establishing long term plans; maintaining a budget; serving

as an ambassador of the organization in the community; listening to and serving the membership; maintaining confidences at any Board meeting.

Meetings. I will do my best to attend and be prepared for all Board meetings throughout the year (ordinarily no longer than 2 hours), including the Annual Meeting of the organization and any special meetings or retreats. I understand that I am obligated to attend all of the Board meetings. I must notify the Board Chair in advance of absence. In the case of absences exceeding 3 meetings (exceptions being illness, travel, vacations, or work related), I will be required to meet with the Board Chair who will decide whether to require a Board vote on retaining membership.

Committees. I will actively serve on at least one committee and, where possible, play a leadership role.

Teamwork. I will work in good faith with my fellow Board members toward the achievement of a betterment for the community of Sandy Brae. I will respect the confidentiality of conversations and votes held in meetings and of one-on-one conversations with other Board members. I will maintain a voice of one with the Board when speaking about the organization in public.

Due Diligence. I will stay informed about the fiscal and administrative operations. To that end, I will ask questions, request information, participate in and take responsibility for the policy decisions of the Board. I will abide by the By-Laws for the Sandy Brae Homeowners Association.

Conflict of Interest. I will excuse myself from discussion and votes in which I may have any conflict of interest.

Confidentiality. I will ensure confidentiality and privacy at all times in regard to history, records, conversations and discussions about the people and/or institutions we serve or who serve us.

Affiliation. I will list my involvement with the Association in my biography, résumé or CV, organization/company website and other avenues wherever necessary.

Term in Office. I understand that the term of office for Sandy Brae HOA Board member is staggered with 5 members for 2 years and 4 members for 1 year.

Board Member Signature and Date

