



Volunteer Application with Conflict-of-Interest Policy Acknowledgement

Price Hills HOA recognizes the value and intends to utilize the services of Committees in assisting the discharge of responsibilities. Committees are an important form of member input and involvement.

Name: _____

Address: _____ Lot Number: _____

Phone Number: _____ E-Mail Address: _____

How many years have you owned a lot in the Subdivision? _____ Resided in the Subdivision? _____

Please rank the following Committees in the order you would prefer to volunteer for. With 1 being your first choice:

_____ Architectural Design Committee*	_____ Budget & Finance Committee**
_____ Covenant Compliance Committee	_____ Parks, Roads & Maintenance Committee
_____ Welcome & Education Committee	
_____ Other _____	_____ Short-term project as needed

Have you ever served on a Committee for an HOA? Yes No

If yes, how many years? _____

Which Subdivision(s)? _____

What Committee(s)? _____

Please provide a brief description about your Professional Experience, Special Skills, and the reasons why you would like to serve on a committee: _____

*Architectural Design Committee members should have education and/or experience in architecture and/or construction.

**Budget & Finance Committee members should have education and/or experience in business and/or finances.



Are you interested in serving as a committee chair? Yes No

Ideally, how many hours are you willing to volunteer per month? _____

By providing your initials, you agree that you have read, understand, and will abide by the following:

_____ Acknowledgement of Conflict-of-Interest Policy: The applicant hereby acknowledges that he or she has read the PHHOA Conflict-of-Interest Policy, has had an opportunity to ask any questions the he or she may have about the policy, understands, and agrees to comply with the policy.

_____ A basic understanding of the CC&Rs and Bylaws of the Association.

_____ Each applicant is current on PHHOA assessment fees, should have no outstanding violations, and shall remain a member in good standing throughout their term in office. In "good standing" means a member who is current in the payment of their assessments and not in violation of the Governing documents.

_____ Observe and comply with general guidelines established for all Committees.

_____ I understand that one household member per Lot is eligible. No two household members may be on a single Committee; however independently they can be on different committees if they own multiple lots.

_____ I can demonstrate honesty, flexibility, dependability, and be able to work with and motivate other committee members as well as work alongside the Declarant/Board. I have a sensible and rational disposition.

_____ A Committee Member must be: A Current Lot Owner (named on the properties Warranty Deed).

_____ I have been a member of the Association for at least one (1) year.



_____ I do not have a criminal record that would prevent the Association from obtaining or retaining the necessary fidelity coverage bond should I be elected. I hereby authorize the Association to conduct a criminal background check for confirmation of this claim.

Member's Signature: _____ Date: _____

PRICE HILL HOMEOWNER'S ASSOCIATION CONFLICT-OF-INTEREST POLICY

It is in the best interest of Price Hills Homeowner's Association ("PHHOA") to have its Declarant, Directors, Officers, and management company employees be aware of and properly address all possible conflicts of interest. This Conflict-of-Interest Policy ("Policy") is designed to help Declarant/Board members, Officers, Committee members, volunteers, and Management company employees who have regulatory duties or are in a position to make decisions affecting PHHOA to identify situations that present possible conflicts of interest and to provide PHHOA with a procedure whereby such potential conflicts may be reviewed by the Declarant/Board or an independent third person(s) when necessary. This policy is intended to supplement but not replace any applicable state and federal laws governing Conflict-of-Interest applicable to nonprofit organizations. Nothing contained in this policy shall prevent PHHOA from contracting with or engaging the services of a person or a legally recognized organization (herein "Entity") with a Conflict-of-Interest so long as full disclosure of such conflict is obtained prior to such contract or service.

1) Definitions

- a) A "Conflict-of-Interest" is any circumstance described in Section 2 of this Policy.
- b) An "Interested Person" is any person serving or applying to serve as an Officer, member of the Board of Directors, staff or volunteer of PHHOA, a management company engaged by PHHOA including its officers, directors or staff, or anyone else who is in a position of control over PHHOA who has a financial interest in a Contract or Transaction as defined in paragraph 1.e.
- c) A "Family Member" is a spouse, parent, child, spouse of a child, brother, sister, grandparents, grandchild, stepbrother, stepsister, stepparents, parents-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, guardian, ward, or domestic partner of an Interested Person.
- d) A "Material Financial Interest" is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.

- e) A “Contract of Transaction” is any agreement or relationship involving the sale, purchase, or provision of property, real or personal, goods, services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, the execution of a contract, or the exercise of control over any person or any organization to or from PHHOA. The making of a gift to PHHOA is not a Contract or Transaction.
- f) A “Gift, Gratuity or Entertainment” from or to individuals or entities occurs when the person receiving or providing the gift/gratuity or entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Interested Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of PHHOA.
- g) “Other Situations”. Any situation that may create the appearance of a conflict or present a duality of interests in connection with an Interested Person who has influence over the activities or finances of PHHOA. All such circumstances should be disclosed to the Declarant/Board and management’s staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of PHHOA are not compromised by the personal interests of an Interested Person.

2) *An Interested Person has or may have a Conflict-of-Interest if*

- a) A Director, Officer, staff member, employee, an unpaid person or entity representing PHHOA (herein “Volunteer”), or any management company engaged by PHHOA including a board member, partner, or person with a financial interest (or family member of any of the foregoing) is a party to a contract, or involved in negotiating a contract or any transaction with PHHOA for the purchase or sale of property, real or personal, goods, services or improvements to PHHOA property.
- b) A Director, Officer, staff member, employee, volunteer (or a family member of any of the foregoing), or any management company including a board member, partner, or person with a financial interest (or family member or any of the foregoing) engaged by PHHOA has a financial interest in a transaction between PHHOA and an entity in which the director, officer, staff member, employee, or volunteer (or a family member of any of the foregoing), is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, shareholder, or other legal representative.
- c) A Director, Officer, staff member, employee, or volunteer (or a family member of any of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with PHHOA.

3) *Procedures for Disclosure of Conflicts of Potential Conflicts*

- a) Prior to Declarant/Board or Committee acting on a Contract or Transaction involving a Conflict-of-Interest, an Interested Person having a Conflict-of-Interest and who attends the meeting shall disclose all facts material to the Conflict-of-Interest. Such disclosure shall be reflected in the minutes of the meeting. If Board members are aware that an Interested Person has a Conflict-of-Interest, relevant facts should be disclosed by the Board member or by the Interested Person him/herself either in writing or orally before the Declarant/Board for purposes of disclosure.
- b) A Director or Committee member who plans not to attend a meeting at which he or she has reason to believe that the Board or Committee will act on a matter in which the person has a Conflict-of-Interest shall disclose in writing to the Declarant/President and Board members prior to the meeting all facts material to the Conflict-of-Interest. The Declarant/President shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c) An Interested Person who has a Conflict-of-Interest shall not participate in the Declarant/Board's or Committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d) An Interested Person who has a Conflict-of-Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- e) No Interested Person having a Conflict-of-Interest may vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
- f) Interested Persons who are not members of the Board of Directors of PHHOA or who have a Conflict-of-Interest with respect to a Contract or Transaction that is not the subject of Board or Committee action, shall disclose to Declarant/President or the Declarant/President's designee any Conflict-of-Interest that such Interested Person has with respect to a Contract of Transaction. Such disclosure shall be made orally and followed in writing as soon as the Conflict-of-Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect PHHOA's participation in such Contract of Transaction.
- g) In the event it is not entirely clear that a Conflict-of-Interest exists, any individual with a potential Conflict-of-Interest shall disclose the circumstances to the Declarant/President or his/her designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict-of-Interest that is subject to this policy.

4) Confidentiality

- a) Each Declarant, director, officer, employee, volunteer, and management company staff member and

employee shall exercise care not to disclose confidential information acquired in connection with disclosures of Conflicts of Interest or potential conflicts, which might be averse to the interests of PHHOA. Furthermore, Declarant, directors, officers, employees, volunteers, and the management company shall not disclose or use any information relating to the business of PHHOA to the detriment of PHHOA or for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

5) Administration of Policy

- a) Each Declarant, Board member, staff, volunteer, and employees of the management company shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- b) Annually, each Declarant, director, officer, employee, volunteer, and employees of the management company shall complete a disclosure form identifying any relationships, positions, or circumstances in which her or she is involved that he or she believes could contribute to a Conflict-of-Interest.
- c) This policy shall be reviewed annually by the Declarant/Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers and the management company.
- d) A copy of such written acknowledgement shall be maintained in the PHHOA offices and delivered electronically to the Declarant/President.

6) Acknowledgement of Conflict-of-Interest Policy

- a) Each applicant will be required to initial their application in the appropriate location acknowledging that he or she has read the PHHOA Conflict-of-Interest Policy, has had an opportunity to ask any questions that he or she may have about the policy, and understands and agrees to comply with the policy.