



Policy & Procedures, Standard of Conduct, Code of Ethics and Conflict of Interest governing:

Tahitian Village Property Owners Association, Tahitian Village Architectural Control Committee and Tahitian Village Employees

Adopted at a regular meeting of Tahitian Village Property Owners Association: January 21, 2020
Adopted at a regular meeting of Tahitian Village Architectural Control Committee: January 21, 2020

About this Document

This document is designed to provide information about the above listed policies and procedures. The content applies to all current and future Tahitian Village (TV) Property Owners Association Board Members (Board), Tahitian Village Architectural Control Committee Members (Committee) and Tahitian Village Paid Employees (Employees), collectively referred from here forward as “TV Board/Committee/Employees”. When referring to the TV Property Owners Association and Architectural Control Committee as public entities, they will be listed as “TV POA/ACC” in this document.

Abiding by the policies and procedures as described in this document are considered a condition of being a member. All TV Board/Committee/Employees are responsible for reading, understanding and complying with the provisions as outlined herein.

The TV POA/ACC objective is to provide guidance in handling of specific situations and scenarios as well as to provide an environment that is constructive to both personal and professional growth for our Village through respectful exchange.

Standard of Conduct

As an integral part of the TV POA/ACC Standard of Conduct, all members are expected to accept certain responsibilities, adhere to professional business principles in matters of personal conduct, and always exhibit a high degree of personal integrity. This not only involves sincere respect for the rights and humanity of others, it also demands that both in business and personal life you refrain from any behavior that might be harmful to the TV’s employees or fellow TV POA/ACC members or that might be viewed as unfavorable by the public at large. Each members’ conduct reflects upon the TV Board/Committee/Employee and, therefore, are always encouraged to observe the highest standards of professionalism. The rules and standards of

conduct for the TV Board/Committee/Employee are important, and they are to be regarded seriously.

It is the responsibility of all members of TV Board/Committee/Employees to become familiar with these rules and standards and are expected to follow them faithfully when conducting TV POA/ACC business. Please note that anyone who deviates from these rules and standards will be subject to action by the TV POA/ACC.

It is impossible to list rules that cover every situation of inappropriate conduct. A list of types of behavior and conduct that are considered inappropriate and prohibited are included, but are not limited to, the following:

- Follow the laws governing the By-Laws and Codes, Covenants, and Restrictions (CCRs) of TV POA or ACC, and other policies of the TV POA/ACC including, but not limited to this Conflict of Interest Policy and Procedures.
- Violating the discrimination and/or sexual harassment policy as outlined elsewhere within this document
- Falsification of any records dealing with either the TV POA/ACC
- Respect and support the decisions of the TV POA/ACC.
- Keep sensitive information of the TV POA/ACC confidential.
- Illegal manufacture, use, possession, sale, distribution and/or transportation of illicit drugs and use of alcoholic beverages or non-prescribed drugs on TV POA/ACC property and/or while engaged in TV POA/ACC business
- Theft from members of the TV Board/Committee/Employee or the TV Office
- Disrespectful language and/or unprofessional conduct
- Physically or verbally threatening violence in or at a TV POA/ACC event or while on TV POA/ACC premises
- Negligence or improper conduct leading to the damage of TV POA/ACC owned or resident-owned property.
- Smoking tobacco products in the workplace or at a TV POA/ACC event
- Documented unsatisfactory performance or conduct

Matters of Egregious Behavior or Violations to the Workplace Violence and/or Discrimination and Sexual Harassment Policies

- *By the TV Manager:*

If a TV Board/Committee member has reasonable cause to believe the TV Manager has allegedly acted improperly, that member should immediately contact the TV Board/Committee Presidents to inform them of the alleged impropriety in writing. If any alleged improper conduct of the TV Manager is relayed verbally to TV Board/Committee Presidents, that Board/Committee President shall instruct the accuser to document the alleged misconduct in writing through normal office mail or by email (info@tahitianvillagepoa.com). The Presidents of the Board/Committee should immediately contact TV Manager to schedule a meeting to inform and discuss the issue with the TV Manager and to give the Manager an opportunity to explain their position on the issue. Together they should determine a resolution to the issue.

If, after the discussion with the TV Manager, the TV Board/Committee Presidents deem the impropriety is severe enough, a combined meeting of the TV Board/Committee should be called immediately to determine the resolution and/or reprimand, up to and including termination. The TV Board/Committee will determine the resolution by a majority vote.

- *By other TV Employees:*

If a TV Board/Committee member has reasonable cause to believe a TV Employee (other than the TV Manager) has allegedly acted improperly, that member should immediately contact the TV Board/Committee Presidents to inform them of the alleged impropriety in writing. If any alleged improper conduct of a TV Employee is relayed verbally to TV Board/Committee Presidents, that Board/Committee President shall instruct the accuser to document the alleged misconduct in writing to the TV Office through hand delivery (106 B Conference Dr. Bastrop, TX 78602), regular US mail (P. O. Box 636 Bastrop, TX 78602), or by email (info@tahitianvillagepoa.com). The Presidents of the TV Board/Committee should immediately contact and schedule a meeting with the TV Manager to discuss the issue and suggest resolutions. The TV Manager with support of the TV Board/Committee Presidents should schedule a meeting to inform and discuss the issue with the TV Employee and to give the TV Employee an opportunity to explain their position on the issue. Together resolution to the issue should be determined.

However, if after the discussion with the TV Manager, the TV Board/Committee Presidents deem the impropriety is severe enough, a combined meeting of the TV Board/Committee should be called immediately to determine the resolution and/or reprimand, up to and including termination. The TV Board/Committee will determine the resolution by a majority vote.

- *By a TV Board/Committee member:*

If a TV Board/Committee/Employee has reasonable cause to believe a TV Board/Committee member has allegedly acted improperly, that person should immediately contact the TV Board/Committee Presidents to inform them of the alleged impropriety in writing. If any alleged improper conduct of the TV Board/Committee

member is relayed verbally to TV Board/Committee Presidents, that Board/Committee President shall instruct the accuser to document the alleged misconduct in writing to the TV Office through hand delivery (106 B Conference Dr. Bastrop, TX 78602), regular US mail (P. O. Box 636 Bastrop, TX 78602), or by email (info@tahitianvillagepoa.com). (If the indecorous behavior is by a President of either the TV Board or Committee, the issue should be brought to the Vice President and President, but not to the President who is allegedly the person in violation. The Presidents (or the President and Vice President) of the TV Board/Committee should immediately contact the TV Board/Committee member in question, to schedule a meeting to inform and discuss the issue with that TV Board/Committee member and to give that TV Board/Committee member an opportunity to explain their position on the issue. Together they should determine a resolution to the issue.

If, after the discussion with that TV Board/Committee member, the TV Board/Committee residents (or the President and Vice President) deem the impropriety is severe enough, a combined meeting of the TV Board/Committee should be called immediately to determine the resolution and/or reprimand, up to and including being required to step down from their TV Board/Committee position. The TV Board/Committee will determine the resolution by a majority vote.

Policies & Procedures

Duties and Directives:

TV Board/Committee may request that the TV Manager perform specific extra duties (e.g. research files) if these duties do not interfere with his/her/their normal duties and it falls within the purview of his/her/their office hours.

All directives, outside the normal duties of the TV Employees, will come from the TV POA or ACC in an open session meeting or closed executive session meeting.

Individual TV POA/ACC members must use the above stated protocol for requesting directives, including documentation of the directive going to the TV Manager.

All matters concerning the TV POA/ACC should be addressed during normal business hours. The TV Manager will be available to TV POA/ACC members, and TV residents during normal business hours.

Codes, Covenants & Restrictions (CCRs) Violations:

Any TV Board/Committee/Employee witnessing neighborhood violation(s) shall bring said violation(s) to the attention of the TV Office. The TV Employees will then verify the violation and take proper action(s) as defined in the TV CCRs. The TV Employees will send written notification of violation(s) to owner(s) of record and, when necessary, to tenant(s) of residence, and follow TV CCR protocols for violation remedies and any future correspondence.

Should a property owner approach a TV Board/Committee/Employee regarding violation(s) of the CCRs by another property owner, or a letter(s) of violation(s) they received, the TV Board/Committee/Employee shall instruct that person to contact the TV Employees for direction.

By law, any property owner, in good standing, has the right to address violations of the CCRs. Should a TV Board/Committee/Employee choose to address a violation directly on their own behalf, he/she/they will identify themselves only as a property owner and state categorically that he/she/they are not representing the TV POA/ACC regarding that particular case.

Should a builder/contractor approach a TV Board/Committee/Employee with an issue or grievance, that builder/contractor shall be instructed to contact the TV office and request to be put on the agenda of the next regular meeting of the TV POA, the ACC, or both, in order to have his/her/their issue or grievance addressed. The builder/contractor can also put his/her/their proposal or problem in writing to the TV Office through hand delivery (106 B Conference Dr. Bastrop, TX 78602), regular US mail (P. O. Box 636 Bastrop, TX 78602), or by email (info@tahitianvillagepoa.com) in order to be presented at the next regular monthly meeting of the TV POA/ACC.

Workplace Violence:

The TV POA/ACC has adopted a zero-tolerance policy for workplace violence. Acts or threats of physical and/or verbal violence, including intimidation, harassment, and/or coercion, which involve or affect the TV POA/ACC or its employees, which occur on or off TV property will not be tolerated.

Acts or threats of violence include conduct, which is sufficiently severe, offensive, or intimidating as to alter the conditions at the TV POA/ACC or to create a hostile, abusive, or intimidating work environment. Examples of violence include, but are not limited to the following:

- All threats or acts of violence occurring on TV property, regardless of the relationship between TV and the parties involved in the incident
- All threats or acts of violence occurring off TV premises involving someone who is acting in the capacity of a representative of the TV POA/ACC
- All threats or acts of violence occurring off TV premises involving a TV Board/Committee/Employee if the threats or acts affect the legitimate interests of the TV POA/ACC

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to the following:

- Hitting or shoving individuals
- Threatening an individual or his/her family, friends, associates or property

- Harassing or threatening phone calls or email messages
- Harassing surveillance or stalking

The TV POA/ACC takes all reasonable steps and actions to prevent violence from occurring and will take immediate and appropriate action when TV Board/Committee/Employee become aware that violence has potentially occurred.

Violations of this Workplace Violence Policy will be handled in accordance with the “Matters of Egregious Behavior” policy as described elsewhere within this document

Discrimination and Sexual Harassment Policy:

The TV Board/Committee/Employee are required to provide a safe environment that is free of discrimination and harassment based on race, ethnicity, religion, gender identification, sexual orientation, national origin, age, disability, status as a veteran, or any other legally protected characteristic. The TV POA/ACC also expressly prohibits any form of unlawful harassment of any TV Board/Committee/Employee. Any interference with the ability of the TV Board/Committee/Employee to perform their expected job duties is not tolerated.

In reference to sexual harassment, the TV POA/ACC prohibits:

- Unwelcomed, non-consensual sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - ~ Submission to such conduct is made either explicitly or implicitly a term or condition of membership
 - ~ Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s membership
 - ~ Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment
- Offensive comments, jokes, innuendos, and other sexually oriented statements.

The TV Board/Committee/Employee members take all reasonable steps and actions to prevent discrimination and harassment from occurring in spaces where TV business is conducted and will take immediate and appropriate action when TV Board/Committee/Employee become aware that unlawful discrimination and/or harassment has potentially occurred.

If you believe you have been the victim of discrimination or harassment, or know of another TV Board/Committee/Employee who has, it must be immediately reported to the TV Office or a TV Board/Committee/Employee. TV Board/Committee/Employee can raise concerns and make reports without fear of reprisal.

Code of Ethics

All members of the TV Board/Committee/Employee will:

- Do their best to ensure that the TV neighborhood is well maintained, financially secure, and operating in the best interests of the members of the village.
- Focus their efforts on the goals of the TV POA/ACC and not their personal goals.
- Refrain from using service on the TV POA/ACC for personal advantage or for the advantage of their family, friends, or associates. (Conflict of Interest Policy is defined elsewhere within this document.)
- Never exercise authority as a TV POA/ACC member except when acting in an official capacity of TV POA/ACC meeting or as delegated by the TV POA/ACC.
- Approach all TV Board/Committee/Employee issues with an open mind, prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed them to serve on the TV POA/ACC.

Conflict of Interest

The purpose of this policy is to protect the TV POA/ACC interests when it is entering into a transaction or arrangement that might benefit the private interests of a TV Board/Committee/Employee or might result in a possible excess benefit transaction. This policy applies to any TV Board/Committee/Employee.

- Conflicts involving financial interest:
 - A Conflict of Interest shall be deemed to exist when any TV Board/Committee/Employee knowingly has, directly or indirectly, through business, investment, or family:
 - An ownership, investment, income or other interest in any entity with which the TV Board/Committee/Employee has a transaction or arrangement,
 - A compensation arrangement with TV Board/Committee/Employee or any entity or individual with which the TV POA/ACC has or is contemplating a transaction or arrangement.
 - Compensation includes direct and indirect remuneration as well as gifts or favors that are not substantial. Anything with a value of \$50 or more shall be considered substantial.
- Conflicts involving significant relationships:

- A Conflict of Interest shall be deemed to exist when any TV Board/Committee/Employee has a significant relationship with a non-profit or for-profit entity that has or is negotiating a transaction with the TV POA/ACC. This definition shall include, but not be limited to, sitting on the Board of a non-profit, or having a leadership role or other significant role in the operations of a for-profit or non-profit, even if there is no compensation.
- Conflicts involving benefit to property:
 - A Conflict of Interest shall also be deemed to exist when a member of the TV Board/Committee/Employee or their property will disproportionately benefit from a TV POA/ACC decision relative to other TV members at large.
 - A Conflict of Interest shall be deemed nonexistent when any TV Board/Committee/Employee or their property value will benefit from a TVPOA/ACC decision in a manner that is consistent relative to other TV members at large.
- Procedures:
 - Conflict of Interest Disclosure Form:
 - Beginning DATE, 2020, all current and newly elected/appointed/hired TV Board/Committee/Employee will sign a conflict of interest disclosure form prior to voting on any matters put before the TV POA/ACC. The form may be found at the end of this document. This form shall be updated by the member of the TV Board/Committee/Employee as needed and will be effective for the entire term of service or employment. If there is a change in status, you must notify the TV Office within 10 business days of the change.
- Duty to Disclose:
 - In connection with any Conflict of Interest, the interested TV Board/Committee/Employee must disclose the existence of the interest to the other members of the TV POA/ACC prior to or at the beginning of any discussion involving said conflict of interest.
- Recusal of Self:
 - Any TV Board/Committee/Employee with a conflict of interest or potential conflict of interest shall abstain from discussing or voting on any matter that involves their interest and shall give the other members of the TV POA/ACC an opportunity to discuss the matter without the presence of the interested party.
 - Documentation:

- TV POA/ACC meeting minutes will reflect the disclosure of conflicts of interest and potential conflicts of interest as well as the recusal of self during voting on the conflicting agenda item(s).
- Violations of this policy:
 - Violations of this Conflict of Interest Policy will be handled in accordance with the “Matters of Egregious Behavior” policy as described elsewhere within this document.

Tahitian Village Contact:

106 Conference Dr.
 Bastrop, TX 78602
 (512) 321-1145
info@TahitianVillagePOA.com

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Tahitian Village Property Owners Association, Tahitian Village Architectural Control Committee and Tahitian Village Employees

Adopted at a regular meeting of Tahitian Village Property Owners Association: January 21, 2020
 Adopted at a regular meeting of Tahitian Village Architectural Control Committee: January 21, 2020

All current TV Board/Committee/Employee serving as of January 21, 2020 or upon becoming a new TV Board/Committee/Employee must sign the following form.

Board/Committee Served: POA [] ACC [] TV Employee []

Term: _____

Name: _____

Address: _____

Contact Info: Phone _____ Email _____

I have read and agree to abide by the Tahitian Village Deed Restrictions, CCRs, Current Bylaws as well as the above listed Standard of Conduct, Code of Ethics and Conflict of Interest Policies & Procedures.

I have no conflicts or potential conflicts of interest to disclose.

I have or a family member has a financial interest in or significant relationship with the following entities that have arrangements with or currently would like to have arrangements with the Tahitian Village POA/ACC:

Name of the entity:

Relationship to the entity:

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signed: _____

Date: _____