

Metairie Club Estates Home Owners Association
Adopted by the Board of Directors, March 3, 2004

Code of Ethics

INTEGRITY AND OBJECTIVITY: A board member, officer or committee member may not knowingly misrepresent facts in order to achieve any measure of personal gain for himself or herself, or any affiliated company from which he/she may benefit. All decisions and representations must be made with the best interests of the association in mind.

CONFLICTS OF INTEREST: No board member, officer or committee member, or employee of a board member, officer or committee member, may use their position to enhance their own financial status through recommendation of vendors, suppliers, or contractors that may pay a gratuity to the board member, officer or committee member or their employees. In addition, all situations in which an appearance of a conflict of interest could exist must be disclosed in writing to the board of directors at the earliest opportunity.

GRATUITIES: It shall be the policy of the board of directors to discourage the acceptance by board members, officers or committee members of gifts, entertainment, or other favors from existing or prospective clients, vendors, or suppliers.

Cash gifts of any amount are unacceptable.

Non-cash gifts of a nominal value and personal nature are acceptable. However, any gift, entertainment, or other favor does not meet acceptable standards if the gifts or entertainment received would suggest to a disinterested reasonable third party that the board member, officer or committee member might be influenced in the conduct of the homeowner association's business with the donor.

USE OF HOMEOWNER ASSOCIATION FUNDS: No board member, officer or committee member may use any funds being held for homeowner association business for personal use. All association funds must be segregated through bank accounts and accounting records.

RELATED ENTITIES: Any engagement of a company or individual who is a board member, officer or committee member or who is immediate family to any member of the homeowner association board of directors, officers or committee members in any way must be disclosed to the association. Notice should be rendered in open session if it will affect the fair judgment on contract decisions or negotiations

PROFESSIONAL PRACTICE: A board member, officer or committee member who is also engaged in the practice of a profession shall not perform such professional services for the homeowner association while serving as a board member, officer or committee member, if the performance of such services is likely to result in a perceived or real conflict of interest.