

MAPLE RIDGE HOMEOWNERS ASSOCIATION CODE OF CONDUCT FOR HOMEOWNERS

Maple Ridge Homeowners Association is committed to providing the highest level of community living with a beautiful, well-maintained, safe and neighborly environment for the common benefit and enjoyment of all homeowners. We are committed to enhancing the livability, safety, welfare and interests of the owners.

The Board of Directors is committed to a Code of Conduct in carrying out the responsibilities of the Association; so shall the Homeowners be committed to a Code of Conduct.

Be Engaged:

- Make sure your board and management company always have current contact information for you and your tenants, if you are renting your unit.
- Attend as many meetings and community events as you can.
- Don't wait to be asked to participate in your community; ask what you can do to help.
- When asked to participate, whether it be to vote, to respond to a request for information from your board, or to volunteer for a committee or the board, do it willingly. When homeowners aren't engaged, the burden of running your association falls on the shoulders of the few – and your association fails to benefit from the wisdom of diverse voices and opinions.

Read Your Governing Documents:

These documents form the framework that everyone in the association must live by and follow.

- Become familiar with
 - Declaration of Covenants, Conditions and Restrictions
 - By-Laws
 - Policies and Procedures
 - Maintenance Responsibilities
 - All correspondence received from your Board

Comply With Your Governing Documents:

- Concentrate on your own property to make sure it's attractive and well-maintained.
- Follow the rules, which are in place so that everyone can enjoy the community.
- Following the rules also helps you build a case when you're frustrated with a neighbor's continual rule breaking and you ask the board to get your neighbor to comply.
- If you are not sure whether something you'd like to do is permissible, ask the management company. Submit your inquiry on the Lambeth Management website at www.lambethmanagement.com using the **General Concern or Request** form under the **"Contact Us"** tab.

Pay Your Dues and Assessments and Pay Them on Time:

- When investing in an association, you become a member of a not-for-profit business that has fiscal obligations. All the benefits you get from your association come to you because the association pays the money to provide them.
- Delinquent revenue to the association directly affects the community's monthly operations and may limit the board in its attempt to maintain and enhance the community. If homeowners do not pay dues and assessments, service suffers and everybody loses.

Support Your Board of Directors:

- For a community to be successful, everyone needs a "we" mentality.
- The board may make decisions that inconvenience a few homeowners, but they're made based on the long-term good of the entire community.
- If you disagree on an issue, more often than not, a friendly and polite face-to-face conversation with the board president will give both the opportunity to explain their respective side of the issue.

Be Professional:

- Follow whatever communication protocols are set up. All concerns, inquiries and requests must go through Lambeth Management.
- Treat your neighbors, the board, your property manager and all contractors with respect and decency. Many problems don't happen when there is open dialogue within a community.
- Never make personal attacks on your board or fellow homeowners.
- Don't harass board members, other residents, management or contractors; and refrain from defaming anyone in the community.

Extend Common Courtesy Toward Your Neighbor:

- Be considerate about things like noise levels; such as early morning contract work or barking dogs.
- Don't do things that will impose a burden or expense on your community or other owners.

Get to Know Everybody:

- Be on a first-name basis with your board members and your neighbors. Know who your property manager is so that you feel comfortable calling to report problems, ask questions and to offer help.
- Knowing what is going on with your neighbor is the first step toward knowing what is going on in your community. The more people within the association that respect each other, the better the experience will be for everyone.
- Help organize a party at least once a year and have a potluck! The idea is to get to know your neighbors and have fun.