CERTIFICATE OF SECRETARY
of
RESOLUTION OF THE BOARD OF DIRECTORS
of
THE GROVES COMMUNITY ASSOCIATION, INC.
adopting
CODE OF CONDUCT

STATE OF TEXAS §
§
COUNTY OF HARRIS §

I, _____, Secretary of The Groves Community Association, Inc. (the "Association"), do hereby certify that at a meeting of the Board of Directors of the Association (the "Board") duly called and held on the ____ day of _____, 2026, with at least a quorum of the Board being present and remaining throughout, and being duly authorized to transact business, the following resolution was duly made and approved by a majority vote of the members of the Board:

WHEREAS, the governing documents of The Groves Community Association, Inc. delegate the authority and responsibility to govern the operations of the community to its Board;

WHEREAS, the Board is responsible for appointing officers and committee members; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of The Groves Community Association, Inc. hereby adopts the following Code of Conduct, standards of behavior, rules and enforcement procedures that are applicable to all Board members and Officers and committee members serving the community:

The Board members, Officers and committee members of the Association are representatives of the community and as such should represent a high standard of conduct and cooperation with other Board members, Officers, committee chairs, members and residents during all meetings, events and deliberations. The standard is represented by the following tenets.

1. Board members and Officers should:

1.1 Treat other Board members, Officers, audience, committee members and Association management with courtesy and respect at all times.

1.2 Remain objective in decisions and act in the best interests of all constituents, residents and businesses.

1.3 Acknowledge prior or current relevant personal or business relationships before sharing an opinion on any issue under discussion.

1.4 Prepare for meetings by reading all reports and presentations before the meeting.

1.5 Research specific issues and questions with Association management prior to meetings, and provide advance notice of any issues to be raised in open meetings.

1.6 Make every attempt to alert Board members, Officers, committee members and Association management about issues and requests prior to an open meeting.

1.7 Attend regularly scheduled Board meetings in person, virtually or by teleconference.

2. Board Members and Officers should refrain from:

2.1 Creating, posting, discussing or sharing committee or Board business via social media platforms (whether the platform is controlled by the Association or not) or with the public, press or other news outlets outside the parameters specifically established by the Board.

2.2 Using foul or vulgar language or becoming aggressive toward one another, committee members, employees, agents, residents or any person at any time while serving as a representative of the community.

2.3 Acting in the interests of a specific resident or business unless that interest is representative of the larger community, and only if the Board member or Officer does not have a personal or business relationship with that specific resident or business.

2.4 Voting on any issue which the Board member or Officer has, or previously had, a business or close personal relationship.

2.5 Discussing or disclosing the following information with anyone who is not a Board member, Officer or Association staff:

a. Attorneys' files and records including billing records
b. Owner's personal financial information including accounts showing payments or non-payments
c. Owner's contact information except contact address may be revealed
d. Association staff information including personnel files
e. Personnel actions
f. Litigation, pending or threatened except lawsuits already on file at the courthouse may be discussed but not strategy, settlement negotiations or any attorney/client privileged information
g. Contract negotiations
h. Enforcement of deed restriction or collection actions
i. Communications with the Association's legal counsel
j. Invasion of privacy of individual owners
k. Anything that is requested to be kept confidential by the affected parties and by agreement of the Board
l. Issues discussed in an executive session of a Board meeting
m. Confidential Board member information (i.e., personal phone number, personal email address, home address)

2.6 Soliciting or accepting, either directly or indirectly, gifts gratuities, favors, loans or any other thing of monetary value made by a person or entity with an intent to influence decisions or actions on any Association matter.

2.7 Misrepresenting known facts in any issue involving Association business.

2.8 Using Association resources including professional resources such as legal counsel for personal or political gain.

2.9 Engaging in any written or verbal communications that includes content defaming or criticizing the Association or members of the Board, the Association's managing agent or any member/resident.

3. Committees of the Association represent the Board and the community and perform important work in the conduct of the business of the Association on behalf of its residents. In completing this work, it is important that committee members adhere to a high standard of conduct as represented by the following tenets.

4. Committee chairs and members should:

4.1 Attend regularly scheduled meetings in person or by teleconference as agreed upon by the committee chair and staff.

4.2 Treat other committee members, Board members, Officers and Association management with courtesy and respect at all times.

4.3 Remain objective in decisions and preparation of recommendations for the Board, and act in the best interests of all constituents, residents and businesses.

4.4 Acknowledge prior or current relevant personal or business relationships before sharing an opinion on any issue under discussion.

4.5 Prepare for meetings by reading all reports and presentations before the meeting.

5. Committee members should refrain from:

5.1 Discussing or sharing Committee business outside the parameters established by the Committee and/or Board.

5.2 Representing the Board with any external agency unless explicitly authorized by the Board.

5.3 Voting on any issue which the committee member has, or previously had, a business or close personal relationship.

5.4 Engaging in any written or verbal communications that includes content defaming or criticizing the Association or members of the Board, the Association's managing agent or any member/resident.

5.5 All Committee Members serve at the Board's pleasure and may be appointed or removed in the Board's sole discretion.

I further certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing resolution was approved as set forth above and now appears in the books and records of the Association.

TO CERTIFY WHICH WITNESS MY HAND on this _____day of _____, 2026.

The Groves Community Association, Inc.,

By:_____

Printed:_____

Its: Secretary

THE STATE OF TEXAS §
§
COUNTY OF _____ §

BEFORE ME, the undersigned notary public, on this _____ day of _____, 2026, personally appeared _____, Secretary of The Groves Community Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

_____
Notary Public in and for the State of Texas