

**S-G OWNERS ASSOCIATION, INC.**  
**AGREEMENT TO ABIDE BY DIRECTOR CODE OF CONDUCT**

I, being a director of S-G Owners Association, Inc., confirm that I have read and reviewed the S-G Owners Association, Inc. Code of Conduct adopted by the S-G Owners Association, Inc.'s Board of Directors on April 30, 2021, which is attached hereto as Exhibit "A." I further confirm that I am capable of and plan to strictly comply with and abide by the specific provisions of the Code of Conduct in performance of my duties as a member of the Board of Directors.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

CERTIFICATE OF SECRETARY  
*of*  
RESOLUTION OF BOARD OF DIRECTORS  
*of*  
S-G OWNERS ASSOCIATION, INC.  
*adopting*  
CODE OF CONDUCT

STATE OF TEXAS           §  
                                      §  
COUNTY OF HARRIS     §

I, L M Connelly, Secretary of S-G Owners Association, Inc. ("Association"), do hereby certify that in the open session of a properly noticed meeting of the Board of Directors ("Board") of the Association duly called and held on the 27 day of January, 2021, with at least a quorum of the Board being present and remaining throughout, and being duly authorized to transact business, the following Code of Conduct was duly approved by at least a majority vote of the members of the Board:

WHEREAS, the governing documents of S-G Owners Association, Inc. ("Association") and state law authorize the Board of Directors ("Board") to operate and govern the Association;

WHEREAS, the Board is responsible to election officers and appoint committee members for the Association; and

WHEREAS, the volunteer leaders of the Association should strive to act in good faith and have a responsibility to set a standard and level of behavior that is conducive to the best interests of the Association:

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of S-G Owners Association, Inc. hereby adopts the following Code of Conduct ("Code") that is applicable to all Board members, committee members and volunteers serving the Association:

The Association's Board members are representatives of the Association and, as such, should represent a high standard of conduct and cooperation with other Board members, committee chairs and members, staff, and residents during all meetings,

events and deliberations. The standard is represented by the following tenets.

Association committee members are viewed as representatives of the Board and the Association and perform important work in the conduct of the business of the Association on behalf of its owners. In completing this work, it is important that committee members adhere to a high standard of conduct. Committee members may be removed from a committee at any time, with or without cause, by the Board.

1. Board members and committee members should:

- 1.1 Treat all Board members, committee members, owners, residents and staff with courtesy and respect.
- 1.2 Remain objective in decisions and act in the best interest of all the Association and owners.
- 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 relevant documents before the meeting.
- 1.5 When necessary, research specific issues and questions with staff prior to meetings
- 1.6 Make every attempt to alert Board members, committee members and staff about issues and requests prior to a meeting at which such issue may be discussed
- 1.7 Attend regularly scheduled Board meetings and applicable committee meetings in person or by teleconference (if available) unless good cause exists for not attending. Any committee member who has three (3) consecutive unexcused absences from the committee member's committee meetings may, but is not required to be, removed from the committee by at least a majority vote of the Board.

2. Board Member should not:

- 2.1 Solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan or any other thing of monetary value from a person who or an entity that is seeking to

obtain contractual or other business or financial relations with the Association greater than \$5.00.

- 2.2 Accept a gift or favor made with the intent of influencing decisions or actions on any Association matter.
- 2.3 Receive any compensation from the Association for acting as a Board member or committee member other than the reimbursement of expenses on behalf of the Association.
- 2.4 Use any confidential and/or personal information concerning a Board member, committee member, employee, owner or resident of the Association received in order to conduct the business of the Board or Association for private gain, including but not limited to, gaining an advantage in real estate transactions.
- 2.5 Discuss or share confidential Board, Association or committee business via social media or with any third party unless expressly authorized to do so by the Board.
- 2.6 Communicate with media, service providers, government entities, owners or residents regarding confidential Association business unless authorized to do so by the Board.
- 2.7 Use foul or vulgar language or become aggressive toward one another, employees, agents, owners, residents or any person at any time while serving as a representative of the Association.
- 2.8 If authorized to communicate with third parties, misrepresent a personal opinion as a majority opinion of the Board and communicate such to owners, residents, service providers, media or government entities.
- 2.9 Disclose any confidential or privileged information concerning a Board member, employee, owner, resident or Association vendor in order to conduct the business of the Board or Association.
- 2.10 Reveal confidential information provided by service providers or contractors or share information with those bidding for Association contracts unless specifically authorized to do so by the full Board.

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- 2.11 Make promises or enter into agreements on behalf of the Association with a contractor or vendor otherwise unless authorized to do so by the full Board.
  - 2.12 Advocate or support any action or activity that violates a law, a provision in the Association's governing documents, or any local, county, state or federal law.
  - 2.13 Use Association resources for personal or political gain.
  - 2.14 Act in the interest of a specific owner, resident or business unless that interest is representative of the Association and only then if the Board member does not have a personal or business relationship with that specific owner, resident or business and acts with the approval of the full Board.
  - 2.15 For Board members, vote on any issue which the Board member has, or previously had, a business or personal relationship without first disclosing such interest to the full Board.
  - 2.16 Communicate with or contact any Association vendor or contractor if the Board has appointed one or more Board members to be the Association's official contact with such vendor of contractor.
  - 2.17 Purport to represent or speak for the Association with any third party unless expressly authorized to do so by the Board.
  - 2.18 Post or reply to posts on social media in their capacity as Board or committee members without prior Board approval. Board and committee members can post or reply to non-Association related posts.

Failure to comply with any of the provisions of this Code by a Board member or a committee member may result in: (a) a written notice to the violating party from the Board stating the nature of the violation; and/or (b) a formal censure of the violating party by the Board entered into the records of the Association; and/or (c) removal by the Board from an ex officio Board member position or a committee member position. If a Board member, committee member, owner or resident believes that a violation of this Code has occurred, the Board member, committee member, owner or resident should submit such notice of such alleged violation in writing to the managing agent for the Association or to the Board president. The Board may also act on a violation of this Code on its own motion. If a violation of this Code is alleged, the Board members will deliberate the matter and determine what action, if any, is warranted in response to the violation. The type of disciplinary action taken, if any, is within the voting Board members' sole and absolute discretion. The Board may, but is not required to: (a) note that an allegation of

a violation of this Code was made in Board meeting minutes; and/or (b) note in the Board meeting minutes that one of the actions described above was taken in response to an allegation of a violation of this Code. In the event that an entry is made in Board meeting minutes as contemplated by this Code, the Board may, but is not required to, include the name of the violating Board member or committee member in the Board meeting minutes entry.

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.

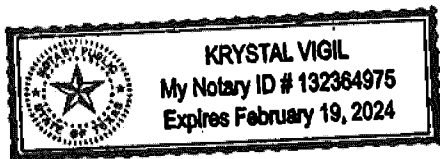
**S-G OWNERS ASSOCIATION, INC.**

By: L M Connelly

Name Printed: L M Connelly  
Its: Secretary

THE STATE OF TEXAS     §  
   §  
COUNTY OF HARRIS     §

BEFORE ME, the undersigned notary public, on this 30 day of April, 2021, personally appeared Larry M. Connelly, as Secretary of S-G Owners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same for the purpose and in the capacity therein expressed.



Krystal Vigil  
Notary Public in and for the State of Texas

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# Pages 6  
06/16/2021 12:50 PM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$34.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically  
and any blackouts, additions or changes were present  
at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or  
use of the described real property because of color or  
race is invalid and unenforceable under federal law.  
THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in  
File Number Sequence on the date and at the time stamped  
hereon by me; and was duly RECORDED in the Official  
Public Records of Real Property of Harris County, Texas.



*Teneshia Hudspeth*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS