

YOUR ASSOCIATION BOARD COVENANT

Board Members Agree to:

1. Maintain confidentiality with all Board discussions and business. This includes all personal unit owner, employees (if applicable), contractual, and legal matters.
2. Always speak in one voice. After a vote, even if you disagree with it, you must support the decision of the Board which is a decision on behalf of the association.
3. Be committed to Board Meeting attendance, be prepared, and on time. Inform all Board members in advance when they will not be able to attend meetings. Members who miss 50% of the meetings during the fiscal year may be removed at Board's discretion.
4. Email correspondence is considered part of the Association's records. Keep discussions to Association related business only. If an email vote is required between meetings, appropriate discussion is required before voting. Use of management's portal for formal Board voting is preferred over email.
5. Check and respond to Board emails/phone messages/Liaison Report within 48 hours or within 24 hours or less for time-sensitive issues. Write "PLEASE RESPOND" or "ACTION REQUIRED" in the subject line of emails if immediate response or a vote is needed.
6. Copy all Board members on emails regarding Board business to keep everyone informed and encourage transparency.
7. Stay engaged - receive and acknowledge periodic updates to the Board by the Board Liaison.
8. Read the Board Package and materials prior to meetings. Seek any clarification prior to the Board meeting.
9. Step Up/Step Back. Step up with your idea and then step back and allow the other members to discuss.
10. Use respectful communication with other Board members, staff and unit owners alike.
11. Contribute personal ideas but make decisions that serve the best interest of the association and the community as a whole.

12. Share responsibility for observing and holding each other accountable to this covenant.
13. To become intimately familiar with the governing documents and to go “above and beyond” by being an example to the community when applying the governing documents, and Rules of this Association to their personal actions.
14. To maintain a membership with the Community Association Institute (CAI), and its Connecticut Chapter (CAI-CT), and to participate or take advantage of education and training opportunities.

This Board Covenant is an agreement reached by Your Condominium Association Board members and sets forth how Board business will be conducted. The covenant will be examined and revised, if necessary, after each Board election or whenever a director joins the Board. The adoption of this document shall become part of the Association minutes upon approval. Current members and new members shall read, sign and date upon acceptance.

Submitted and Approved by the Board:

Members:

Printed Name	Signature	Date