

Birch Creek Forest Properties, Inc.

Board Member Eligibility & Conduct Policy

Purpose:

To ensure that all Board Members serve with integrity, accountability, and a commitment to fair governance, while upholding the Association's governing documents and community values.

Eligibility Requirements:

Board Members must:

- Be a Member (property owner) in good standing, financial or otherwise.
- Be current on all assessments and fees.
- Not have been removed from a prior Board position due to misconduct or violation of governing documents.
- Not be a party to, or have a spouse or household member involved in, any legal action against the Association, its Board, or agents.
- Not have participated in conduct detrimental to the Association, including but not limited to the following:
 - Unauthorized use of Association funds, equipment, or facilities.
 - Falsifying records or misrepresenting official communications.
 - Using your Board position for personal gain.
 - Disruptive or Abusive Behavior.
 - Engaging in defamatory or slanderous speech against the Association.
 - Violation of Fiduciary Duties.
 - Breaching confidentiality of sensitive Board discussions or Member data.
 - Failing to disclose conflicts of interest in decision-making.
 - Negligence that results in financial or legal harm to the Association.
 - Undermining Governance or Elections.
 - Tampering with ballots, proxies, or election procedures.
 - Coordinating unauthorized campaigns that mislead Members.
 - Refusing to comply with lawful Board decisions or governing documents.
 - Obstruction of Compliance or Oversight.
 - Interfering with audits, investigations, or enforcement actions.
 - Refusing to provide requested documentation or access to records.
 - Encouraging others to violate the Bylaws or ignore legal and financial obligations

Code of Conduct:

- Attend scheduled meetings and participate actively.
- Must recuse themselves when appropriate.
- Maintain confidentiality of sensitive or legal Board matters.
- Support Board decisions once finalized, even if they personally disagreed.
- Avoid disruptive behavior, personal attacks towards other Board Members.
- Avoid actions and behavior that undermine Board decisions.

Code of Ethics:

- Serve the community with fairness, transparency, and integrity.
- Make decisions based on the best interest of the Association, not personal gain or bias.
- Treat all Board Members equally and respectfully, regardless of personal views.
- Promote responsible governance, including consistent enforcement of the Association's governing documents.
- Avoid using their position for influence, retaliation, or favoritism.

Grounds for Removal:

A Board Member may be subject to removal by a majority vote of the remaining Directors in accordance with the Bylaws, if they:

- Fail to meet eligibility or ongoing requirements.
- Violate fiduciary duties or governing documents.
- Engage in harassment, threats, or unethical behavior.
- Miss more than three (3) consecutive meetings.
- Are convicted of a felony or a crime involving moral turpitude. (within past 20 years)
- Engage or participate in any other conduct detrimental to the Association, including but not limited to those items above.

Acknowledgment:

By signing this agreement, I affirm that I meet the eligibility requirements and agree to uphold the conduct and ethical standards outlined above. I understand that failure to comply may result in my removal from the Board.

Signature: _____

Printed Name: _____

Phone Number: _____

Email: _____

Date: _____

CERTIFICATION

We, the undersigned officers of Birch Creek Forest Properties, Inc., hereby certify that this Board Member Eligibility and Conduct Policy was approved and adopted by the Board of Directors on September 6, 2025. It has been entered into the official books and records of the Association and shall be recorded in the Official Public Records of Real Property in Burleson County, Texas.

President: _____

Printed Name: _____

Vice-President: _____

Printed Name: _____

Secretary: _____

Printed Name: _____

Treasurer: _____

Printed Name: _____

Asst. Sec./Treasurer: _____

Printed Name: _____