

# Code of Ethics for Community Association Management Companies

Newsletter Date:

Thursday, January 29, 2009

1. We will make sure that all employees who provide management services to clients are properly licensed and trained for their work.
2. We will be governed by principles of honesty and courtesy in all our dealings.
3. We will use our best efforts to assure continuing education for all management service personnel and support staff.
4. We will not make disparaging comments to potential clients about our competitors.
5. We will fully divulge our business interests in securing any contract for service and will not use our management services to refer business to any ancillary business without complete disclosure to our clients.
6. We will quote an honest fee for management services and assure the ability to perform such services.
7. We will keep all books and records in good order as required and make them available for inspection in accordance with applicable statutes and our client's policies.
8. We will not seek to steal competition clients through hiring their personnel.
9. We will keep our clients informed of all changes in Federal, State or local laws which are applicable to their operations.
10. We will not condone any dishonesty, kickbacks or duplicity in the performance of our duty to our clients.