

# **SAMPLE MEETING CONDUCT RULES**

## **THE ABC COMMUNITY ASSOCIATION A California Nonprofit Corporation**

### **AMENDMENT TO RULES AND REGULATIONS CONDUCT RULES EXHIBIT A**

The following rules related to conduct are hereby adopted as the Conduct Rules and made a part of the Association's Rules and Regulations:

1. No improper conduct, obscenities, verbal or physical threats by Owners, residents, tenants, family and/or guests will be tolerated. Actions by any person of any nature, particularly in the common area, which may be dangerous, create a health or safety problem, create a hostile environment, or disturb others, are not permitted. These include noise, intoxication, quarreling, harassment, threats, picketing, fighting, offensive or abusive language or rowdy and mischievous behavior.
2. Owners are responsible for the conduct of his/her residents, tenants, family and/or guests, and all service personnel, vendors, contractors, and any other invitees.
3. All Owners, their residents, tenants family and/or guests are presumed to conduct themselves with due consideration for each other and for any members of the Association, the community manager, the employees of the Association (if any) as well as any members of the Association vendors and Association volunteers (hereinafter "staff"). The Board of Directors has the power to discipline any person for any conduct, which in its opinion tends to endanger the welfare, interest or character of the Association and/or its staff, as well as for violations of the specific rules and regulations of the Association.
4. Management and Staff members are to be treated in a courteous and considerate manner at all times. No staff member shall be reprimanded, threatened, or harassed in any way by an Owner, his/her residents, tenants, family and/or guests. All complaints regarding service rendered by any staff member must be made to the Board of Directors (General Manager if one) for appropriate handling.
5. Should persons causing or participating in inappropriate behavior refuse to cease their activities and leave the premises promptly when so directed, the person in charge of the facility at the time, (i.e. Association General Manager, Board member, or duly Board-authorized acting person) shall seek the assistance of the local law enforcement agency to maintain order. A copy of the official law enforcement report of the incident shall be obtained and delivered to the Association when available.



6. The Association considers a violation of any of the foregoing rules a serious violation which will subject the violating Owner to immediate disciplinary action. Said disciplinary actions, upon completion of the required notice and hearing provisions under Civil Code Section 1363 and any successor statutes, shall include possible imposition of a monetary penalty (see below), suspension of voting and/or suspension of privileges for use of the common area and recreational facilities (i.e. Fitness and Activity Center).

Fine Schedule:

- 1<sup>st</sup> Action Within One (1) Year - \$100 Fine**
- 2<sup>nd</sup> Action Within One (1) Year - \$200 Fine**
- 3<sup>rd</sup> Action Within One (1) Year - \$500 Fine**

