

R-RANCH AT THE LAKE RANCH OWNERS' ASSOCIATION
OWNER CODE OF CONDUCT AND SOCIAL MEDIA POLICY

This document sets forth the guidelines and policies of the R-Ranch at the Lake Ranch Owners' Association (the "Association") regarding the conduct of owners and their guests while on Association property, attending Association meetings, or utilizing Association social media sites (the "Policy"), pursuant to the Association's 2015 Amended and Restated Declaration of Covenants, Conditions and Restrictions ("CC&Rs") and its Bylaws.

- I. Expectations of Owners and their Guests
 - 1) R-Ranch expects respectful and professional communications from Owners and an Owner's guests. No one is permitted to yell or use threatening language, make inappropriate and unwelcome comments towards others, whether or not based on race, sex, or any other characteristic protected by the law, or in any other way mistreat someone else at the Ranch.
 - 2) If you are aware of any such conduct, regardless of the source (e.g., Owner, employee, guest, etc.), please immediately file an incident report at the Ranch office. The Board will review the report and take appropriate action depending on the circumstances.
- II. Owner Conduct on the Ranch
 - 1) Inappropriate behavior at the Ranch, including, but not limited to, screaming, shouting, use of profanity, threats, inappropriate remarks, or otherwise abusive or disruptive conduct, will not be tolerated.
 - 2) All owners and their guests shall be aware that other owners and guests present on the Ranch may from time to time take photographs or video while using the Ranch facilities. In some cases, that may result in others inadvertently or incidentally being captured on the photograph or video. This is likely unavoidable in certain situations, for example, someone taking photographs of themselves or their guests at the pool. Other than these kinds of inadvertent and incidental occurrences, no person may videotape, take photographs, or otherwise record any other person on Ranch property without that person's explicit consent.
 - 3) Owners and their guests are expected to communicate and interact with Owners and employees in a courteous and respectful manner at all times.
- III. Owner Conduct at Meetings
 - 1) Owners are expected to conduct themselves with decorum and respect at Board meetings, member meetings, and all other Association proceedings.
 - 2) Owners are encouraged to submit future agenda items for consideration by the Board in writing in advance of the next meeting.
 - 3) Owners are encouraged to submit questions, concerns, and issues about the Ranch to the Board or Management in writing.

- 4) There may be time limitations for each owner who wishes to speak at open forums at meetings. Owners are expected to abide by the time limitation.
- 5) Owners are expected to not interrupt or otherwise disrupt Association meetings and proceedings.
- 6) Inappropriate behavior at meetings and proceedings, including, but not limited to, screaming, shouting, use of profanity, threats, or otherwise abusive or disruptive conduct, will not be tolerated.
- 7) No person may videotape, take photographs, or otherwise record any Association meeting or proceeding unless expressly authorized by the Board.

IV. Social Media Policy

- 1) From time to time, the Association may establish a social media site or webpage, including but not limited to, Facebook, Instagram, and Twitter. This policy applies to all such Association-established sites.
- 2) Owners should be aware of the content they post online and how it may be perceived by the Owners and/or employees of the Association.
- 3) Owners may not post confidential or privileged information on Association social media. Such information includes, but is not limited to, information regarding any private owner matters discussed during executive sessions, disciplinary hearings, meet and confer sessions, Internal Dispute Resolution (IDR), Alternative Dispute Resolution (ADR), or confidential legal matters.
- 4) Owners may not post anything on Association social media that harasses, discriminates against, or threatens another person.
- 5) Owners may not post anything obscene, defamatory, offensive, or unlawful on Association social media.
- 6) Owners may not post any advertisements or solicitations for their own personal or business purposes on Association social media.

V. Employee Privacy

- 1) Owners and their guests are expected to respect the privacy of all employees and their families who live on the Ranch.
- 2) Owners and their guests may not hold employees' families to a different set of standards than those applicable to owners and guests.
- 3) Owners and their guests may not approach or enter any employee residence without explicit consent of the employee.

VI. Enforcement

- 1) The Board is authorized to utilize the enforcement measures set forth in the governing documents to enforce any provision of this Policy.

- 2) The failure by the Association to enforce any provisions of the Policy is not a waiver of the right to do so thereafter.
- 3) The Board has discretion to hold Owners responsible for the misconduct of their guests.

Adopted by the Board of Directors of
R-Ranch at the Lake Ranch Owners' Association

_____, Secretary

Dated: _____, 2020

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