

# RULES & INFORMATION

## 1.0 INTRODUCTION AND GENERAL RULES

The following behavior rules apply to Members, children, and guests on Forest Highlands' property. The rules have been designed to provide a safe, supportive and happy environment at Forest Highlands. The Association Rules contain certain standards for appropriate decorum and behavior, which are expected from all Members, residents and their guests. **Members are responsible for the actions of their family and guests. Unbecoming conduct in relationships with other Members, Association employees or any other member of the community will not be tolerated.** In the event of any conflict between any provision of these Association Rules and any provision of the CC&R's, the Articles, Bylaws, Enforcement Policies and Procedures, or Development Standards, the provisions of these Association Rules shall be deemed to be superseded by the aforementioned.

In the best interest of the Association and at its discretion, the Forest Highlands Board of Directors may temporarily diverge from, suspend or modify an existing Forest Highlands rule or regulation in relation to a specific event or occurrence, when that change has been approved by the Board or Forest Highlands' management.

The General Rules are foundational to our Community. The Board will not tolerate any violation of these General Rules. Infractions of the General Rules will lead to immediate disciplinary action and the Board will take steps to recoup, as Special Assessments, from any guilty party all costs, expenses, damages and other obligations incurred or expended by the Association as a result of any Member(s)' (or family member(s)' or guest(s)') breach of these General Rules. The General Rules are in addition to and not in replacement of, other Rules set forth in these Association Rules. In the event behavior is covered in these General Rules and in a specific rule below, all such rules will apply independently.

The Association is obligated to provide a harassment-free environment for its employees. Failure to do so can expose the Association to extensive liability. Members' behavior can create a hostile work environment. Therefore, every Member must be mindful that her or his behavior to our employees must be respectful and appropriate at all times.

### **General Rules**

**Employees:** Members must treat all employees, including management staff, with respect. Members may not direct, discipline, criticize, threaten, harass, or ask personal favors of, any employees or otherwise interfere with any employee's job or responsibilities. Members may not say, text, email, or post on any social media any

pictures, statements, criticism or disparaging comment about any Association employee. Members may not direct management staff to provide information or produce reports; however, Members may request from the Board or the General Manager the reports mandated by law by following the process set forth by law.

**Language:** Members shall use appropriate language at all times. No foul, vulgar, threatening or demeaning language will be tolerated on the Association property or directed at any other Member or guest or any Association employee.

**Communication:** Any advice, complaint or suggestion regarding employee performance, Association operations, or any other Association business must be submitted in writing and signed by the Member. It may be delivered to the Association's General Manager or to the Board President. ANY OTHER communication of any kind, including without limitation any anonymous communication, communication directed to a particular employee or Member, or broadly circulated communication that criticizes or threatens any employee or Association officer shall not be tolerated and shall be deemed a violation of these Rules. The Association recognizes that Members may discuss among themselves general observations, but any specific or direct communication that violates this Rule, or any widespread communication intended to cast any employee in a bad light will not be tolerated.

**Expenses:** The Association may incur significant expenses as a result of any Member, family member, or guest violating these General Rules or any of the other Association Rules. The Association may pursue to the greatest extent allowed by law and the Association's governing documents restitution from any Members who cause the Association to incur such expenses. Without limiting the foregoing, the Association may assess against any such Member as a Special Assessment the Association's expenses in addressing a Member's violation of any Association Rule.