



Conflict of Interest Statement 2024 Town Council

A conflict of interest is signified by someone who has, or may be perceived as having, competing interests or loyalties. An individual that has two relationships that might compete with each other for the person's loyalties is also considered a conflict of interest. Certain situations can lend the appearance of a conflict of interest without really being one. The appearance of a conflict of interest, failure to recognize and address appropriately can cause problems for the Association. Therefore, the following statement has been prepared to protect the Town Council, HSTA staff and members.

Purpose

The Town Council has a Duty of Care and Duty of Loyalty to protect Hidden Springs Town Association's interests when contemplating entering into a transaction or arrangement that might benefit or be perceived as benefiting the private interests of an Officer, Town Council member or HSTA Staff. This statement is to be completed annually by every Town Council member and staff as needed or appropriate.

Definitions

Duty of Care – To exercise the skill and care that a reasonable person would use under similar circumstances.

Duty of Loyalty – To place loyalty to the association above other interest, especially their own when making decisions on behalf of the Association and its members.

Financial interest - A person who has a financial interest, directly or indirectly, through business or immediate family:

- An ownership or potential ownership interest with any entity with which HSTA has a transaction or arrangement.
- A compensation arrangement or potential compensation arrangement with any entity or individual with which HSTA has a transaction or arrangement.
- Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Duties

- *Disclosure* - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Town Council
- *Recusal of Self* - Any Officer or Town Council member shall recuse himself or herself from involvement in any decision in which the member believes he or she has or may have a conflict of interest



- *Spousal or Family Member Conflict Mitigation* – Should an Officer or Town Council member have a spousal or family relationship with a member of the HSTA Staff, the Officer or Town Council member cannot:
 - Be a financial signer with any HOA/HSSC banking or investment account
 - Sign a contract, subcontract, or service agreement
 - Participate in an employee review or salary discussion pertaining to the spouse or family member
 - Exert undue influence on the family member outside of Duty of Care regarding matters of the Town Council

Disclosure

I have the following real and/or perceived conflict of interest(s) to disclose.

Acknowledgement

I acknowledge that I have read and understand the purpose and definitions of the Hidden Springs Town Association Conflict of Interest Statement and agree to adhere to the duties of this Statement.

Signature Printed Name Date

Approval

I have reviewed this conflict-of-interest statement and approve that any conflicts of interest, real or perceived, have been mitigated through the duties specified.

Signature (HSTA Town Council President) Printed Name Date