



## **Budget & Finance Committee Charter**

### **Statement of Intent:**

This Committee has been established by the Board to provide recommendations consistent with sound business practices and transparency regarding Association budget and finance matters to the Board of Directors.

### **Committee Authorization and Responsibility:**

The Committee shall work with the Staff Liaison to:

- Assist in the formulation of the annual operating budget for the association and all sub-associations, and make recommendations to the Board concerning the overall budget, as well as recommended assessment rates.
- Review the Reserve Study and make recommendations to the Board on the annual reserve budget.
- Recommend to the Board selection of the auditors.
- Plan for the future financial health of the association by monitoring investments and making recommendations to the Board for investing association funds in accordance with the current investment policy.
- Annually review and recommend changes to the Investment Policy, as appropriate, to the Board for approval.
- Review monthly financial statements and variance reports, and make recommendations to the Board of any potential budget modifications and allocation of funds.
- As directed by the Board, the committee may develop recommendations on proposed expenditures of association funds that are not budgeted, or which are out of the ordinary for the association.

### **Membership:**

Membership on the Committee shall be limited to owners who are in good standing (no more than thirty (30) days late in the payment of assessments, and who have had none of their membership privileges suspended). Members may not serve on more than two committees concurrently.

Owners wishing to serve on a committee will be asked to complete an Application for Committee Volunteer for review by the Board. Potential members may also be invited to interview with the Board, and will be asked to sign the Committee Working Agreement. The Board appoints Committee members to a two-year term. A member may be removed at any time from a committee by a majority vote of the Board. If a vacancy occurs, the Board may appoint a new member to fill the unexpired term of the member position vacated. Committee membership is set at a maximum of seven (7) members but may be less.

Members of the committee should be financially literate and possess or obtain the ability to read and understand budgets and financial reports in order to effectively perform as committee members.

## **Committee Officers:**

**Chair:** The Board will select a Board member to serve as the Chair of the Committee for a one-year term and will have voting privileges. The Chair will direct, supervise, coordinate and have general control over the affairs of the Committee and will act as a liaison to the Board. The Chair will preside at all meetings of the Committee. In addition, the Chair is responsible for ensuring that members act within the scope of the Committee's Charter and remain focused on the Committee's Responsibilities. Duties include but are not limited to the following:

- Prepare and coordinate meeting agendas and meeting packet with the Community Manager
- Compliance with Open Meeting Guidelines
- Ensure matters are dealt with in an orderly, efficient manner
- Bring impartiality and objectivity to meetings and decision-making
- Follow up on action items
- Prepare written recommendations to the Board of Directors
- Present committee report at the Board Meeting
- The Chairman may be reappointed to subsequent terms.

**Vice Chair:** The Vice-Chair will be elected by the Committee members to serve a one-year term. The Vice-Chair will preside over Committee meetings in the Chair's absence and will appropriately communicate any issues to the Chair, if available, or the President of the Board of Directors.

**Staff Liaison:** The Community Manager will appoint a Staff Liaison to the Committee who shall serve until replaced by the Manager. The Staff Liaison shall take the minutes of the Committee's meeting and have no voting privileges. Once the meeting minutes have been approved, they will be posted to the Community website.

## **Meetings:**

The Committee shall meet as necessary to fulfill their assigned functions. The Committee Chairman will call all meetings. Regularly scheduled committee meetings shall be open to attendance by all members of the Association. Members are expected to attend not less than 75% of all Committee meetings within a twelve-month period. Committee members who miss 25% or more meetings, or two consecutive meetings are considered to have submitted a request to resign their position on the Committee. The Chair may make exceptions to the attendance requirement for serious illness or other good cause.

## **Restricted Functions:**

The Committee does not have the authority to give directions and/or instructions to contractors, management or employees and will not communicate or represent the Association's or Committee's business or political interests or positions to other persons outside the Association or seek bids or make contracts for services or any other matters without the explicit request of the Board of Directors.

## **Open Meetings Compliance:**

Notwithstanding any provision in the declaration, bylaws or other documents to the contrary, all meetings of the members' association and the board of directors, and any regularly scheduled committee meetings, are open to all members of the association or any person designated by a member in writing as the member's representative and all members or designated representatives so desiring shall be permitted to attend and speak at an appropriate time during the deliberations and proceedings. The board may place reasonable time restrictions on those persons speaking during the meeting but shall permit a member or member's designated representative to speak once after the board has discussed a specific

agenda item but before the board takes formal action on that item in addition to any other opportunities to speak. The board shall provide for a reasonable number of persons to speak on each side of an issue. Persons attending may tape record or videotape those portions of the meetings of the board of directors and meetings of the members that are open. The board of directors of the association may adopt reasonable rules governing the taping of open portions of the meetings of the board and the membership, but such rules shall not preclude such tape recording or videotaping by those attending. The agenda must be posted 3 days in advance of the meeting, minutes of the meeting must be published and the meeting is open to all members of the Association.

### **Ethics:**

When serving in their official capacity, Committee members shall observe the following standards:

- **Duty:** Committee members shall act in the best interest of the Association and its members, even if the best outcome for the Community as a whole would be detrimental to the Committee member personally. Once a vote is taken, Committee members shall support the majority position of the Committee.
- **Conflict of Interest:** Committee members shall disclose any real or perceived conflict of interest and refrain from actively participating in the discussion of, or voting on any issue which has an effect on them, their immediate family, and their business interests, distinct from its effect on Power Ranch in general.
- **Personal Benefit:** Committee members shall not obtain goods, services, or other consideration from the Association that is not generally available to other residents of Power Ranch.
- **Gifts:** Committee members shall refrain from accepting gifts, other than items of nominal value, from residents, contractors, businesses, or other individuals, as consideration, for work to their service on a committee.