

VILLAGES OF WESTCREEK OWNERS ASSOCIATION, INC. ("ASSOCIATION")

**Administrative Resolution No. 6
Amended, Membership Paragraph**

FINANCE AND RESERVE STUDY COMMITTEE TERMS OF REFERENCE

WHEREAS, Article XIII, Section 13.02 of the BYLAWS directs the Board of Directors ("BOARD") to exercise for the ASSOCIATION the powers to designate one or more committees; and

WHEREAS, the BOARD recognizes that a program of sound asset management is essential to the financial health and viability of the ASSOCIATION; and

WHEREAS, the BOARD deems it necessary to create a standing committee to assist the BOARD in its duties of asset management for the ASSOCIATION;

NOW THEREFORE, BE IT RESOLVED THAT BY UNANIMOUS CONSENT IN WRITING THAT a standing FINANCE & RESERVE STUDY COMMITTEE be established, having the following terms of reference:

RESPONSIBILITY

The primary responsibility of the FINANCE & RESERVE STUDY COMMITTEE is to advise and assist the BOARD in planning and administering a program of asset management for the ASSOCIATION. In fulfilling its responsibility, the COMMITTEE performs functions which include, but are not necessarily limited to, the following:

1. Review and evaluation of all financial statements, and submission of written recommendations to the BOARD.
2. Advice to the BOARD on short-term and long-term investment of ASSOCIATION funds, consistent with the PROJECT DOCUMENTS.
3. Assistance to the BOARD in selecting an auditor.
4. Assistance to other committees in preparing budget requests.
5. Assistance to the BOARD in developing an operating budget and a schedule of capital repair and replacement expenditures and a budget for projected capital improvements.
6. As requested by the BOARD, assistance in interpreting the annual budget to the general membership.
7. May perform other functions as directed or approved by the BOARD.

In fulfilling the responsibility of office, the Chairman performs functions which include, but are not necessarily limited to, the following:

1. Coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met;
2. Preparing Committee reports for submission to the BOARD;

3. Reviewing the Committee budget with Committee secretary- treasurer to assure that funds are spent as allocated and to determine adjustments;
4. Establishing such subcommittees necessary, determining their purpose and appointing members
5. Reviewing and evaluating subcommittee activities to determine if need exists for their services.

MANNER OF ORGANIZATION

1. Membership - The FINANCE & RESERVE STUDY COMMITTEE shall consist of a Chair and any other member of the Association in good standings and wishing to serve. Input shall be obtained from all Committees, Department Superintendents and Association Management when potential changes to the budget will pertain to their area of responsibility. Any MEMBER may join the Committee by attending two out of three successive Committee meetings and maintaining regular attendance thereafter.

2. Term - The Chair will serve a one-year term.

3. Chair -The chair shall be the Treasurer of the Association. At the first regular meeting of the FINANCE & RESERVE STUDY COMMITTEE, the Committee will elect a Vice Chair from among its members.

4. Vacancies - The BOARD OF DIRECTORS may remove a Chair or any member with or without cause. The Committee may vote to remove its Chair or any member upon show of good cause. Vacancies created by either of the above or by death or by resignation of the Chair, shall be filled by the Vice Chair and the remaining members of the Committee will elect a new Vice Chair.

5. Secretary-Treasurer. The Chair will designate a Secretary-Treasurer from among the members of the Committee. The Secretary-Treasurer shall be responsible for keeping the Committee membership roster, recording minutes of all Committee meetings and in general, maintaining written documentation on Committee decisions and activities. Further, the Secretary-Treasurer shall keep a record of funds expended under the Committee's allocation from the BOARD;

6. Subcommittees. From time to time the Committee may create from among its membership such subcommittees or Task Forces as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the Committee. The Committee Chair may form a subcommittee by appointing volunteers from the standing committee. The subcommittee will elect its own chair. If the subcommittee chair is absent from two successive meetings, the subcommittee may elect a new chair and promptly notify the standing Committee Chair of the change.

DUTIES OF THE COMMITTEE

The Duties of the standing FINANCE & RESERVE STUDY COMMITTEE include the following:

1. Electing the alternate chair;
2. Assessing conditions and needs in the area of its responsibility;
3. Adopting goals and objectives and establishing priorities for Committee and subcommittee activities;
4. Proposing guidelines to the BOARD relative to its area of responsibility

5. Reviewing Committee terms of reference;
6. Developing Committee budget requests;
7. Taking such actions as directed by the BOARD.

Duties of the Chair include the following:

1. Coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met;
2. Preparing Committee reports for submission to the BOARD;
3. Reviewing the budget with Committee Secretary-Treasurer to assure that funds are spent as allocated and to determine adjustments;
4. Establishing such subcommittees necessary, determining their purpose and appointing members
5. Reviewing and evaluating subcommittee activities to determine if need exists for their services.
6. Assuring that meetings of the Committee are held as follows:
 - (a) Regular meetings of the full standing Committee shall be held at least once each quarter or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full Committee meeting is to hear and review the Committee's budget and policy recommendations and to integrate them into one Committee proposal to be submitted through the Chair to the FINANCE & RESERVE STUDY COMMITTEE
 - (b) Subcommittees will meet at least monthly for as long as it takes them to complete their tasks.
 - (c) Voting will be done by simple majority; in the event of a tie, a member of the BOARD may cast the decisive vote.

Reporting and Channels of Communication will be done as follows:

1. The Committee shall, through its Chair, submit to the BOARD written reports on a regular basis. Such reports shall include at least the following:
 - (a) Summary of activities during past period;
 - (b) Problems encountered and assistance requested;
 - (c) Number of members at last meeting;
 - (d) Plans for coming months;
 - (e) Itemized listing of income and expenditures;
 - (f) Recommendations and proposals with rationale.

2. The Committee Secretary shall prepare and submit minutes of committee meetings.
3. Verbal requests for information or assistance may be transmitted from the subcommittee chair to the Committee Chair and from there to the appropriate party and back, unless other channels have been directed by the BOARD.

IN WITNESS HEREOF, THE UNDERSIGNED HAVE EXECUTED THIS CONSENT AS OF

Harold (Rick) Severs, President

Liliane Castillo, Secretary