

## Finance Committee

WHEREAS, Article VI, section 1 of the Bylaws of the Canyon Lake Property Owners Association grants the Board of Directors the power to conduct, manage and control the affairs and business of the Association; and

WHEREAS, Article II, section 2(i) of the Bylaws grants the Board of Directors the power to appoint such committees as may be necessary to, or convenient in, the discharge of any of its obligations or powers; and

WHEREAS, Article VI, section 1(e) of the Bylaws grants the Board of Directors the power to appoint committees of the Association;

NOW, THEREFORE, BE IT RESOLVED THAT a standing Finance Committee be established having the following terms of reference:

### **RESPONSIBILITY**

The primary responsibility of the Finance Committee is to advise and assist the Board of Directors, hereinafter referred to as the BOARD, on financial planning and control for the Canyon Lake Property Owners Association.

In fulfilling its responsibility, the Finance Committee, in cooperation with Controller, shall:

- Review and make recommendations to the BOARD on the preliminary annual budget related to operation, repairs and maintenance, and capital improvements including roads;
- Make recommendations to the BOARD regarding budget procedures, financial control and accountability, and the annual budget;
- Review monthly financial statements and present comments on the Association's financial position through the Treasurer to the BOARD;
- Review quarterly the financial holdings and investment strategies with third party broker and Staff Liaison;
- Make representatives of the committee available to serve as witnesses of bid openings. Also, the Finance Committee should be available to assist with the evaluation of bid proposals, if requested;
- Meet as needed with the Facilities Planning Committee to develop financial forecasting of facilities;
- Develop a five-year plan;
- Review status of Association reserves and make recommendations as to their adequacy; and
- Perform such other related functions as directed by the BOARD.

### **MEMBERSHIP**

The Finance Committee shall be composed of seven (7) members of the CLPOA and one (1) alternate member. The chairperson shall be appointed by the BOARD to serve a two (2) year term, with the additional members to be appointed annually. The membership of the Finance Committee should

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PROPERTY OWNERS ASSOCIATION

include, if possible members with experience in accounting, financial review and budgeting, & knowledge with investments and insurance coverage requirements.

The General Manager or designee and Board liaison shall be non-voting ex-officio members of the Finance Committee.

**APPROVED: October 1, 2019**