

Grand Park North Homeowners Association

Budget and Finance Advisory Committee Charter

Purpose

The Budget and Finance Advisory Committee ("Committee") is established to assist the Grand Park North HOA Board of Directors ("Board") in overseeing the financial health of the Association. The Committee is responsible for reviewing, analyzing, and recommending the annual operating budget, reserve studies, financial strategies, special assessments, and investment options to ensure the fiscal responsibility and sustainability of the HOA.

Authority

The Committee operates in an advisory capacity to the Board. It has no independent authority to bind the Association, authorize expenditures, or make financial commitments without Board approval.

Responsibilities

- Review and recommend the annual operating budget for Board approval.
- Monitor financial reports and statements to ensure financial integrity.
- Recommend strategies for reserve funding and investment of Association funds.
- Assist in the preparation and review of reserve studies and ensure adequate reserve funding plans.
- Advise the Board on cost-saving opportunities and revenue enhancements.
- Review and recommend insurance coverage, including property, liability, and Directors & Officers (D&O) insurance.
- Assist the Board in the preparation and communication of annual assessment rates.
- Provide financial transparency to the membership through clear reporting.
- Participate in the annual audit or financial review process.

Membership

- The Committee shall consist of at least three (3) and no more than five (5) members in good standing with the HOA.
- The Treasurer shall serve ex officio on the Committee
- Committee members shall be appointed by the Board.

- A Chairperson shall be appointed by the Board or elected by Committee members, subject to Board approval.
- Committee members should possess a basic understanding of financial principles.
- Members serve at the pleasure of the Board and may be removed at any time.

Meetings

- The Committee shall meet at least quarterly and additionally as needed to fulfill its duties.
- A majority of the members shall constitute a quorum for conducting business.
- Meeting minutes shall be maintained and submitted to the Board.
- Meetings shall be conducted in accordance with HOA policies regarding member notice and participation.

Limitations

- The Committee does not have the authority to sign contracts, incur debts, or legally bind the Association.
- The Committee must submit all recommendations to the Board for review and approval.

Reporting

- The Committee shall regularly report its activities, findings, and recommendations to the Board.
- The Committee shall assist the Board in communicating financial information to HOA members as needed.

Amendments

This Charter may be amended or repealed by a majority vote of the Board of Directors at any time.