

# Georgetown Village Condominium

ADMINISTRATIVE RESOLUTION NO. 95-02

## **BUDGET AND FINANCE COMMITTEE TERMS OF REFERENCE**

WHEREAS, Article III, Section 2 of the Bylaws of the Condominium assigns to the Board of Directors the powers and duties of the Association enumerated in Section 11-109(d) of the Maryland Condominium Act; and

WHEREAS, Article III, Section 17 of the Bylaws grants the Board of Directors the authority to appoint committees as may be deemed appropriate in carrying out its purpose; and

WHEREAS, to better carry out such duties, the Board of Directors deems it necessary to establish a committee to advise and assist the Board with respect to establishing procedures for receiving input into the budgeting process, conducting research and analysis in preparation and support for the proposed budget, submitting formal budget proposals for Board consideration, and developing policy related to the Association's financial assets.

NOW, THEREFORE, BE IT RESOLVED THAT: the following terms of reference be adopted for a Budget and Finance Committee:

### *I. Purpose*

The purpose of the Budget and Finance Committee is *to assist* the Board of Directors in matters related to the budget and the finances of the Association. In fulfilling its responsibilities, the Budget and Finance Committee may perform, *at the Board's request or direction*, functions which include, but are not necessarily limited, to the following:

- A. Review financial statements, and submitting written recommendations to the Board;
- B. Make recommendations on short- and long-term investment policies, and strategies for Association funds consistent with the legal documents governing the Association;
- C. Review preliminary draft budgets provided by the managing agent, and assisting the Board in formulating the final draft budget;
- D. Advise the Board in selecting an auditor;
- E. Review the draft annual audit; and
- F. Performing other functions *as directed or approved by the Board*.

II. *Organization and Operation*

- A. Membership: Members of the committee shall be limited to unit owners, appointed by the Board. Prospective voting members shall attend at least two consecutive meetings. Voting membership is lost after three consecutive, unexcused absences from regular meetings. Total membership shall not exceed ten (10), without approval of the Board.
- B. Chair: The Chair shall be appointed by the President, subject to the approval of the entire Board of Directors, to serve a one year term, and shall:
1. coordinate and supervise the committee activities and meetings to assure that committee responsibilities are met;
  2. encourage and support participation by all committee members, and ensure that such persons are kept advised of committee activities;
  3. prepare written committee reports for submission to the community association manager, on behalf of the Board, no later than ten (10) days prior to each Board meeting;
  4. familiarize the committee with its terms of reference; and
  5. attend Board meetings *in an advisory capacity* concerning committee-proposed motions.
  6. Unless, and to the extent that developments warrant, oral committee reports at monthly Board meetings are to be discouraged, in favor of submitting a monthly written report.
  7. Written committee reports shall identify all members attending the monthly meeting; the date, time, and place of the monthly meeting; a summary of the committee's discussion; and any recommendation(s) for specific Board action.
- C. Vacancies: The Chair serves at the discretion of the President. A committee may vote to recommend to the President the removal of the Chair with or without cause. Vacancies created by removal, death, or by resignation of the Chair, shall be filled by an acting Chair selected by the committee membership until an appointment is made by the Association President.
- D. Secretary: The Chair shall designate a secretary from among the members of the committee, subject to approval by the committee. The secretary 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.
- E. Board Liaison: The President shall appoint a member of the Board to serve as a member of, and as the Board's liaison to, the committee, and to provide updates of

the committee activities, if necessary, beyond the committee's monthly written report.

F. Meetings:

1. Regular meetings of the committee shall be held as often as necessary to carry out assignments and responsibilities. It is preferably, but not required, that committee meetings be held on the same date and time each month.
2. All meetings of the committee shall be open to attendance by members of the Association; non-committee members may participate, but not vote, at committee meetings, at the discretion of the Chair.
3. The committee is responsible for advising the site management office of the date, place, and time of each meeting at least seven (7) days in advance of each meeting.

**Adopted by the Board of Directors  
September 26, 1995**