

**AMERICANA CENTRE CONDOMINIUM, INC.  
FINANCIAL MANAGEMENT COMMITTEE TERMS OF REFERENCE**

**ADMINISTRATIVE RESOLUTION NO. 2016-02-01**

**Establishing the structure and responsibilities of the Financial Management Committee**

**WHEREAS**, Article V, Section 3 of the By-laws of Americana Centre Condominium, Inc.(hereinafter referred to as “By-laws” and “Association” or “Corporation,” respectively) states that “The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Corporation and the condominium project and may do all such acts and things as are not by law or by these By-laws directed to be exercised and done by the members; and

**WHEREAS**, the Association’s Board of Directors (“Board”) is responsible, pursuant to Article V, Section 3(a) of the By-Laws, for the “care, upkeep and surveillance of the condominium project;” and

**WHEREAS**, the Board believes it is in the best interest of the owners and the Association to have a committee to assist in managing the financial assets of the Association and to provide assistance in reviewing the Association’s annual budget.

**NOW THEREFORE, BE IT RESOLVED** that the Financial Management Committee (FMC) is established as a standing committee of the Association with the following terms of reference:

The primary responsibility of the FMC is to advise and assist the Board in prudently and effectively administering the Association’s assets in order to meet both the requirements of the Association’s governing documents and the needs and desires of the members. In fulfilling its responsibility, the FMC shall perform functions which include, but are not limited to, the following:

1. Assist in preparing the annual budget and budget narrative in cooperation with Management and the Treasurer. The proposed budget must be submitted to the Treasurer annually by October 1.
2. Review Association fees with Management and recommend to the Board the individual fees to be charged for Americana Centre facilities based on delivery costs for goods and services.
3. In coordination with Management and the Treasurer, review annually the Replacement Reserve and periodic Maintenance Reserve schedules; recommend additions and changes to the reserve listings based on recommendations and information from Management; and make recommendations on corresponding budget levels and expenditures for incorporation in the overall budget.

4. At least quarterly, review the expenditures to date and income and make recommendations, if any to the Board as a result of the review.
5. As requested by the Board, the FMC may review and make recommendations regarding the total payroll and employee benefits. The FMC will not review or make recommendations regarding individual salaries and that information shall not be supplied to the FMC.
6. Review and comment on the Association's annual draft financial audit report to assist the Board in its review and approval of same.
7. Review the financial policies and practices of the Association, review financial reports, and help ensure that investments are made according to Federal and State requirements.
8. Establish and maintain a working relationship with other committees, the BoD, and Management.

The Committee shall:

1. Follow the standards outlined within the Code of Ethics adopted by the Board of Directors.
2. Develop expertise in assigned focus areas.
3. Address only topics specifically directed by the Board.
4. Recommend possible study topics to the Board.
5. Provide input to the annual budget.
6. Submit minutes of meetings, prepared in a standardized format to the Board of Directors.

The Committee shall not:

1. Perform operational tasks unless specifically directed by the Board.
2. Perform management functions.
3. Oversee management.
4. Develop RFP's or contracts, select bidders, approve or oversee contracts.
5. Neither spends money nor authorizes the expenditure of funds.
6. Commit the Association in any way.

## **I ELIGIBILITY**

Committee members shall be property owners in good standing, defined as the absence of any liens, privilege penalty, assessment delinquency, architectural violation, or legal action enacted by the Americana Centre Condominium Association, Inc.

## **II APPOINTMENT**

- A. Unit owners interested in being appointed must submit their request for appointment, in writing, to Management, containing a brief outline of their credentials, e.g., related experience or training, availability, and any other pertinent information to assist in the selection process.

- B. Once Management has confirmed that the member is eligible to be appointed, Management shall forward a copy of the written request to the Board of Directors.
- C. The Board has sole authority to appoint members.
- D. No person shall continue to serve as a FMC member if such owner is more than sixty (60) days delinquent in meeting financial obligations to the Association.
- E. The Board of Directors may remove an FMC member at any time with or without cause. Cause shall include failure to attend three (3) consecutive meetings which are unexcused by the FMC Chair.
- F. At least one member of the FMC will be a sitting member of the Board of Directors and serve as a liaison.

#### **IV TERMS**

- A) Terms are for three years.
- B) A member may apply for an extension or reappointment.

#### **V APPOINTMENT OF OFFICERS**

- A) The President shall appoint the FMC Chairperson.
- B) The FMC shall elect at the first meeting of the calendar year, an Alternate Chairperson who shall serve in the absence of the Chairperson or at the request of the Chairperson.
- C) Other officers as needed shall be elected by majority vote of FMC members.
- D) An individual shall not serve as Chairperson for more than three (3) years unless approved by the Board of Directors.

#### **VI DUTIES OF THE CHAIRPERSON**

- A) Develop the annual meeting calendar
- B) Preside over meetings.
- C) Provide each FMC member an opportunity for input.
- E) Ensure FMC members and unit owners in attendance are treated fairly and with respect.
- F) Ensure that FMC meeting discussions and member comments are appropriate for public meetings.
- G) Submit draft meeting minutes to the Board of Directors through Management within one week of the meeting date.

- H) Ensure that established Association deadlines are met in a timely fashion.
- I) Serve as an ambassador to the community in behavior and action.
- J) Serve as a liaison to the Board as necessary.

## **VII MEETINGS**

The Committee shall, at a minimum, hold two meetings a year. In January of each year, an annual calendar of meetings shall be adopted. The Chairperson must notify Management at least 10 days in advance of a meeting so that the members are notified about the meeting.

## **VIII NUMBER OF MEMBERS AND QUORUM**

- A) The total number of members of the FMC shall normally be at minimum three (3) and no more than five (5), but can be extended to seven (7) with Board approval. The FMC shall not operate with less than three (3) members.
- B) A quorum is not necessary to convene a meeting, nor discuss issues, but a quorum must be present in order to conduct a formal vote. A quorum is:
  - 3 members if the FMC members total 3, 4, or 5
  - 4 members if the FMC members total 6 or 7
- C) FMC members must notify the management staff or the Committee Chairperson of their inability to attend a meeting, as soon as possible but no later than two hours prior to that meeting.

## **IX MANAGEMENT**

- A) May provide "Committee Member" packets to newly appointed committee members with information relating to performance as a committee member.
- B) May conduct a new member orientation session once a year.
- C) Assist the FMC with staff advice.
- D) Prepare meeting agendas based on annual agenda approved by the Board.
- E) Complete Board Action Worksheets as needed.

## **X EFFECTIVE**

This resolution is effective March 7, 2016 which is ten days after adoption by the Board of Directors.

RESOLUTIONS ACTION RECORD

Resolution Type Administrative No. \_\_\_\_\_

Pertaining to : Financial Management Committee

Duly adopted at a meeting of the Board of the Americana Centre Condominium, Inc. held,  
\_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

	OFFICER	VOTE:			
		YES	NO	ABSTAIN	ABSENT
Virginia Onley,	President				
Patricia Gill,	Vice President				
Michael Bowen,	Secretary				
George Franklin,	Treasurer				
Debbie Jackson,	Director				
John Becker,	Director				
Don Andrews,	Director				

ATTEST:

\_\_\_\_\_  
Michael Bowen, Secretary

\_\_\_\_\_  
Date

File: 2016 Minutes, Book of Resolutions

Resolution Effective:

FOR APPROVED REFERENCE ONLY