

## Budget Committee Charter

Paragraph 8, ID in the By-Laws establishes the Budget Committee

Part 8. Para 8.1D Budget Committee. A committee shall be established by the Board of Directors to prepare a proposed budget for each fiscal year. The committee shall consist of not more than 7 (seven) members. The committee shall be chaired by the current Association treasurer and will include 1 or 2 other Board Members, 3 or 4 Association members, and the Resort Manager as a non-voting advisor.

The Budget Committee will meet to prepare a proposed operating budget for presentation to the Members at the Annual Membership meeting, (as required by Para. 6.7 of the CC&Rs.)

At the last Board Meeting in January, the Budget Committee Chairperson will request individuals, clubs and activity groups to submit requests to the Budget Committee for project funding for the ensuing fiscal year no later than January 31st. These requests will be reviewed by the Budget Committee to determine if they involve funds from the Operating Budget or from either of the Reserve Accounts. Requests other than those that may be funded by Reserve Accounts will be considered by the Budget Committee in the development of the annual operating budget. Requests that may be funded by the Repair and Replacement Reserve or the Capital Reserve Accounts will be referred to the Planning and Development Committee. A prioritized list of proposed projects funded by reserve accounts must be submitted to the Budget Committee no later than March 1<sup>st</sup>.

Following the Annual meeting, the Budget Committee may revise the proposed operating budget as required by new information. The committee will prepare project lists for both Reserve Accounts, based on prior requests from the Board, input from the Manager and from the Planning and Development Committee.

No later than the last meeting in March, the Budget Committee will present to the Board, for their review and approval, a final Proposed Operating Budget for the ensuing fiscal year, along with the list of proposed Reserve Fund Projects and a recommended amount (either a percentage of the Annual Assessment or a fixed dollar amount), to be contributed to the Reserve Accounts. Also included should be supporting information to assist the Board in setting the Regular Annual Assessment, as required in Para. 9.3 of the CC&Rs.)