

SR HOMEOWNERS ASSOCIATION, INC.

Administrative Resolution establishing the FINANCE COMMITTEE TERMS OF REFERENCE

BECAUSE the BYLAWS authorize the Board of Directors ("BOARD") to organize, appoint, and regulate standing and select committees to advise the Board from time to time as seems prudent; and

BECAUSE the BOARD recognizes that a program of sound asset management is essential to the financial health and viability of the ASSOCIATION; and

BECAUSE the BOARD deems it necessary to create a standing committee to assist the BOARD in its duties of asset management for the ASSOCIATION;

NOW THEREFORE, BE IT RESOLVED BY UNANIMOUS CONSENT IN WRITING 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 in planning and administering a program of asset management for the ASSOCIATION. In fulfilling its responsibility, the COMMITTEE performs functions which include, but are not necessarily limited to, the following:

1. Review and evaluation of all financial statements, and submission of written recommendations to the BOARD.
2. Advice to the BOARD on short-term and long-term investment of ASSOCIATION funds, consistent with the PROJECT DOCUMENTS.
3. Assistance to the BOARD in selecting an auditor, if required
4. Assistance to other committees in preparing budget requests.
5. Assistance to the BOARD in developing an operating budget and a schedule of capital repair and replacement expenditures.
6. As requested by the BOARD, assistance in interpreting the annual budget to the general membership.
7. May perform other functions as directed or approved by the BOARD.

In fulfilling the responsibility of office, the Chairman performs functions which include, but are not necessarily limited to, the following:

1. Coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met;
2. Preparing Committee reports for submission to the BOARD;
3. Reviewing the Committee budget with Committee secretary- treasurer to assure

that funds are spent as allocated and to determine adjustments;

4. Establishing such subcommittees necessary, determining their purpose and appointing members
5. Reviewing and evaluating subcommittee activities to determine if need exists for their services.

MANNER OF ORGANIZATION

1. Membership - The FINANCE COMMITTEE shall consist of a Chair, an ASSOCIATION member appointed by the BOARD; and up to four (4) other members from the ASSOCIATION. When warranted, the number of Committee members may be increased or decreased at any time by a simple majority vote of the Finance Committee or by decree of the BOARD. At the end of each Fiscal year, the BOARD will accept volunteer applications, both new and renewals, from all ASSOCIATION members to form the Financial Committee for the next term. In the event of a surplus of volunteers beyond that of open Committee seats the BOARD may either increase the number of seats or turn-away volunteers at their discretion.

2. Term - The term for all committee members, including the Chair, will be for one year. The year of service will be equal to the ASSOCIATION'S Fiscal Year. All posts are vacated and renewed/replaced at the conclusion of the Fiscal Year, even if they are the result of a mid-term change. There is no limit to the number of terms one may serve as a committee member, vice-chair, secretary-treasurer, or Chair.

3. Chairs - The President of the BOARD will appoint the Chair at the first regular meeting of the FINANCE COMMITTEE, and at the end of each Fiscal Year/Term thereafter. Vice-Chair - The Finance Committee elects the Vice-Chair from its committee members each Fiscal Year

4. Vacancies - The BOARD OF DIRECTORS may remove a Chair or any member with cause. The Committee may vote to remove its Chair or any member upon show of good cause. Vacancies created by either of the above or by death or by resignation of the Chair, shall be filled by the Vice Chair and the remaining members of the Committee will elect a new Vice Chair.

5. Secretary-Treasurer. The Chair will designate a Secretary-Treasurer from among the members of the Committee. The Secretary-Treasurer 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. Further, the Secretary-Treasurer shall keep a record of funds expended under the Committee's allocation from the BOARD.

6. Subcommittees. From time to time the Committee may create from among its membership or from the ASSOCIATION at large, such subcommittees or Task Forces as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the Committee. The Committee Chair may form a subcommittee by appointing volunteers from the standing committee. The subcommittee will elect its own chair. If the subcommittee chair is absent from two successive meetings, the subcommittee may elect a new chair and promptly notify the standing Committee Chair of the change.

DUTIES OF THE COMMITTEE

The Duties of the standing FINANCE COMMITTEE include the following:

1. Electing the alternate chair;
2. Assessing conditions and needs in the area of its responsibility;
3. Adopting goals and objectives and establishing priorities for Committee and subcommittee activities;
4. Proposing guidelines to the BOARD relative to its area of responsibility
5. Reviewing Committee terms of reference;
6. Developing Committee budget requests;
7. Taking such actions as directed by the BOARD.

Duties of the Chair include the following:

1. Coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met;
2. Preparing Committee reports for submission to the BOARD;
3. Reviewing the budget with Committee Secretary-Treasurer to assure that funds are spent as allocated and to determine adjustments;
4. Establishing such subcommittees necessary, determining their purpose and appointing members
5. Reviewing and evaluating subcommittee activities to determine if need exists for their services.
6. Assuring that meetings of the Committee are held as follows:
 - (a) Regular meetings of the full standing Committee shall be held at least once each quarter or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full Committee meeting is to hear and review the Committee's budget and policy recommendations and to integrate them into one Committee proposal to be submitted through the Chair to the Board of Directors.
 - (b) Subcommittees will meet at least monthly for as long as it takes them to complete their tasks.

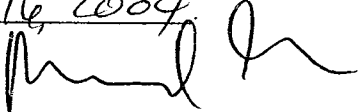
- (c) Voting will be done by simple majority; in the event of a tie, a member of the BOARD may cast the decisive vote.

Reporting and Channels of Communication will be done as follows:

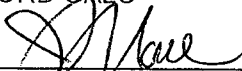
1. The Committee shall, through its Chair, submit to the BOARD, written reports on a regular basis. Such reports shall include at least the following:
 - (a) Summary of activities during past period;
 - (b) Problems encountered and assistance requested;
 - (c) Number of members at last meeting;
 - (d) Plans for coming months;
 - (e) Itemized listing of income and expenditures;
 - (f) Recommendations and proposals with rationale.
2. The Committee Secretary shall prepare and submit minutes of committee meetings.
3. Verbal requests for information or assistance may be transmitted from the subcommittee chair to the Committee Chair and from there to the appropriate party and back, unless other channels have been directed by the BOARD.

IN WITNESS HEREOF, THE UNDERSIGNED HAVE EXECUTED THIS CONSENT AS OF

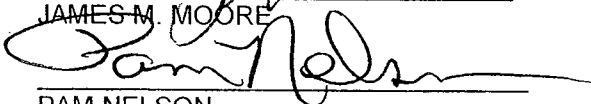
Mar 16, 2004



A. BRADFORD GALO



JAMES M. MOORE



PAM NELSON

**AMENDMENT TO THE RESOLUTION
ESTABLISHING THE FINANCE COMMITTEE**

In accordance with Section 1 of the Manner of Organization portion of the Resolution establishing the Finance Committee for the SR Homeowners Association, Inc., the resolution is amended as follows:

As reads: *"The FINANCE COMMITTEE shall consist of a Chair, an ASSOCIATION member appointed by the BOARD; and up to four (4) other members from the ASSOCIATION."* is amended to read: *"The FINANCE COMMITTEE shall consist of a Chair, an ASSOCIATION member appointed by the BOARD; and up to either (8) other members from the ASSOCIATION.."*

In accordance with Section 3, the BOARD appoints **GUY GROS** as Chair.

The Resolution is amended to include the following:

"The quorum requirements to hold a formal meeting are the Chair or Vice Chair and two (2) additional members."

FOR THE BOARD OF DIRECTORS



A. Bradford Galo
President, SR HOA

DATE: 2/2/16