

**ENCORE BOARD OF DIRECTORS
FINANCE COMMITTEE CHARTER**

Charter

This charter governs the operation of the Finance Committee established by the Encore Board of Directors in accordance with Article 4, Section 15, in Encore Briar Chapel HOA By-Laws.

The Finance Committee is a standing advisory committee appointed by and serving at the pleasure of the Board of Directors. The committee is headed by a Chairperson selected by the committee.

The Board would like committee members to serve for a minimum of one year. Since committee continuity is important, serving for longer than one year is appreciated.

Purpose of Committee

The Finance Committee's purpose is to assist the Board in developing and maintaining an effective, timely, efficient, and inclusive community financial plan.

Duties and Responsibilities

- Committee meetings:
 - Create an agenda for all committee meetings.
 - Notify the Board liaison of all meetings.
 - Review committee budget periodically.
 - Record and provide to the Board liaison all meeting minutes to be posted on the Encore website.
- Assist the Treasurer in providing accountability and financial controls over HOA funds and make recommendations to the Board regarding any variances.
- Coordinate the budget review process with other committees as appropriate.
- Assist the Treasurer in establishing the annual budget.
- Assist the Treasurer to ensure the accuracy of the Reserve Study.
- Submit any recommendations from the Committee to the Board in writing.
- Interact with other standing committees and task forces to provide guidance on the best use of Encore HOA funds.
- Meet as needed with the Lifestyle Director.
- All communications to residents should be copied to the Board liaison.

Interact with and report to the Board

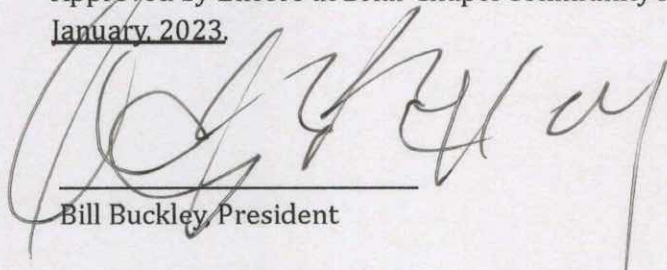
The Board of Directors will select one of its members as a liaison to the Finance Committee. This liaison will attend committee meetings as appropriate and will not have voting power. The liaison is

responsible for updating the Board on committee status. The committee chair should apprise the liaison of all communications with residents and outside vendors.

Revision

This charter may be reviewed and revised as deemed necessary by the Board of Directors.

Approved by Encore at Briar Chapel Community Association Board of Directors this 19th day of January, 2023.

A large, stylized handwritten signature in black ink, appearing to read 'Bill Buckley', is written over a horizontal line.

Bill Buckley, President