

## HPHA Finance Committee

### Purpose-Duties-Responsibilities-Composition

#### Narrative

Since being elected to the position of Finance Committee Chairman, my first action was to determine what the present Committee was tasked to do. In talking to the treasurer and past president of our association, I was told that the main areas of involvement were in the collection of homeowner delinquent dues and helping to prepare the annual budget. It was also in place to assist with other financial decisions or analysis as requested by the board. This was rather vague and quite honestly I was not very impressed. I don't mean to imply that the efforts were not important, it was just that in the past, when I was treasurer, that was part of my job. I thought this through and determined that if the Committee was to be of true value to the board some flesh needed to be added to the skeleton.

I made notes of areas and duties that I felt would be of value to the board and requested a meeting with the new board officers, Cathie Sells, Linda Becken and volunteer coordinator Sharon Hassell. We met and discussed my notes as well as the ideas and suggestions of the officers and the volunteer coordinator. The results of our discussions are outlined below.

#### Purpose

The Financial Committee is formed to be a valuable resource to assist the officers and the board in the overall management of Holiday Park Homeowners Association. It is to be used as a tool to direct the park on a path established by the board.

#### Committee Make-up

The committee shall be comprised of volunteer homeowners and shall act under the supervision of a chairperson duly elected by the board. All of the members serve at the pleasure of the board. The duly elected president and vice-president of the association shall provide direction and be responsible for selection and replacement of members in consultation with the financial chairperson.

#### Duties & Responsibilities

The committee will assist, as needed by the board, in the tasks, as set by the board. These tasks may include:

- a. Collection of delinquent dues;
- b. Annual budget preparation;
- c. Setting financial goals;
- d. Disaster planning for the park;
- e. Near term planning, 2 to 5 years;
- f. Evaluating and planning projects e.g. is a project realistic, is it affordable and is it feasible;
- g. Review of financial data; and
- h. Assist with contract negotiations.

## Budgeting

1. The annual budget may be looked at as a one-year plan. Extending or planning beyond one year gets to be more difficult and less accurate as there are many more chances of unforeseen circumstances, the economy, rising costs, etc.;
2. Budgets are designed to be a roadmap of what it will cost to operate the park for a given period of time;
3. Budgets are limited to spending x amount of money for a set number of expenses and need to be adhered to;
4. Budgets are not meant to be a spend the money or lose it situation. Cutting costs to stay within the budget should always be preferable to spending monies just to use it up;
5. Budgets need oversight to insure that the park does not eat into any surpluses that the park may be accumulating for equipment replacements, improvements to the park or other board approved projects.

## HOLIDAY PARK HOME OWNERS ASSOCIATION

### Circle Representative Responsibilities

The **8 HPHA DIRECTORS/Circle** representatives play an important role in making our Park function well and in keeping a cohesive neighborhood

Reps are nominated by park members on their circle and voted on at annual meetings. Their elected term is 2 years and there are no term limits. • Attend monthly board meetings (1st Thursday of the month at 7:30 pm subject to change on holidays) to participate in the governance and direction of HPHA. Share all appropriate information and activities from these meetings with your Circle Members.

You may not miss more than 3 board meetings to remain a representative of your Circle. If unable to comply, you may step down and nominate another member on your circle. This should not be done by the officers, but by members on your circle, then approved by the BOD. Solicit a replacement from your Circle when your term is complete.

#### Key areas of responsibility are:

**1 - Know what the Articles of Incorporation specify as duties of your position and those of elected officers. The authority given to you by the Members of your Circle should reflect the wishes of those homeowners. Take time to read the Articles and By-Laws of the Park, if you have not yet done so.**

**2. You are the Liaison and communication link between Park Board and homeowners on your Circle.** During membership voting (usually annually), distribute ballots and collect proxies on a timely basis .Solicit comments or suggestions from your residents regarding the Park or HPHA's administration

3 - Be proactive about getting to know everyone on your circle. At a minimum, meet everyone on your circle, even the off-site landlords, if possible. Their addresses and phone numbers for offsite members can be gotten from either the President or Secretary. These can sometimes be found in the HPHA Directory.

4 - Let your residents know that you are their connection with Holiday Park's Board of Directors, and that **you represent them** at board meetings.

5 - If requested, host at least one monthly Board meeting and **invite your neighbors to attend the meeting.** It is important to maintain the neighborhood involvement in the running of their Park.

6 - Distribute Park flyers and newsletters received from the Secretary or Communications Chair on a timely basis.

7- Acknowledge ideas and suggestions of residents. It is important to listen and not dismiss their concerns as a non-issue or unimportant. State to them you will bring this up at the next board meeting or send an email to other Board members to see if others have the same concerns.

8 - Encourage volunteers and those who want to participate in Park activities and duties. Compliment those who upgrade their property, be sure to pass on to Holler editor. Monitor YOM signs. **Foster Participation from your Circle.**

9 - Ask residents to consult with the Architectural committee/BOD on changes prior to property changes.

10- Remind members when necessary regarding adherence to the Articles of Incorporation, By-Laws & Declaration, city regulations. The city's 311 number can handle many concerns for action.

11 - Monitor the common parking areas for broken down, abandoned cars, or trash, and remind residents about no dumping of any trash in the common parking areas. Tactfully remind people of the by-laws if they are in violation.

12 - Ensure that the Yard of the Month sign is being moved/awarded, for both enhancement to their home as fences, etc. as well as maintaining their lawn and garden.

13 - Work with the Security Chair to help disseminate information to the Board and the other residents of your circle regarding crime that occurs in the Park or on your Circle.

**14 - Be knowledgeable about Residents and Properties on your Circle. Notify the Board and communications Chair of any family's births, illnesses, death in family, major operations as soon as you learn of it.**

15 - Serve as first point of contact for new residents. Greet all new residents; renters and owners.

16 - Know which houses are rental properties and if a house is vacant/empty. Notify neighbors if they leave their garage doors open. Offer residents the option of providing you with their contact information when they leave town, and who will be taking care of their house, etc.

17 - Recruit your Members to get involved in HPHA. The more members volunteering for some Park responsibility not only improves Park communication, but reduces Budget costs.

18 - Participate in Park Fix Up Days (if your job permits) and recruit others from Circle as well. Work with Chair responsible for this coordination.

19 - Help to hang and remove Park holiday decorations (to be provided) for your circle, or ask a Member of your circle. Work with the decorations Chair on this.

## ROBERT'S RULES OF ORDER

### POINT OF ORDER

When a member thinks that the rules of the assembly are being violated, he/she can make a *Point of Order* (or "raise a question of order", as it is sometimes expressed), thereby calling upon the chair for a ruling and an enforcement of the regular rules.

It is the right of every member who notices a breach of the rules to insist on their enforcement.

#### A Point of Order:

- Does not require a second
- Is not debatable
- Is not amendable
- Is ruled upon by the chair
- Cannot be reconsidered

#### Timeliness Requirement for a Point of Order:

If a question of order is to be raised, it must be raised promptly at the time the breach.

The only exceptions to the rule that a Point of Order must be made at the time of the breach arise in connection with breaches that are of a continuing nature, in which case a Point of Order can be made at any time during the continuance of the breach.

Instances of this kind occur when:

A main motion has been adopted that conflicts with the bylaws (or constitution) of the organization or assembly.

In all such cases, it is never too late to raise a Point of Order since any action so taken is null and void.