**Lely Master POA Committees**

The Lely Master POA is looking for volunteers to serve on a variety of committees. Here are the descriptions of the committees and the chairs. If you are interested please contact Philippe Gabart at Vesta Management at pgabart@vestapropertyservices.com.

**Finance Committee**

The Finance Committee will be chaired by the treasurer of the Lely Master POA, Paul Snyder. The responsibilities will include, but not be limited to, preparing the annual budget with the assistance of the management company, monitoring the financial performance of the Association throughout the year by reviewing monthly financial statements and recommending action to the Board on any variances and monitoring compliance by the Association with all legal reporting requirements. Additionally, the Committee will ensure that appropriate accountability and process controls are in place for financial management and will review the annual audit report before it is mailed to all of the homeowners.

**Reporting requirements**

Minutes shall be kept for all committee and subcommittee meetings. Those minutes will be provided to the Boards as the committee report.

**Financial matters**

No expenditures may be authorized by the committee or subcommittee. Any request to fund professional fees or other costs must be submitted to the Board for consideration.

**Maintenance process**

Annually the Finance Committee will meet to discuss updates to the proposed budget.

**Engineering Committee**

The Engineering Committee will be chaired by Ken Haar, Gabe Choquette and Tim Allen. It will be responsible for coordinating the relevant physical infrastructure and maintenance thereof.  The Committee monitors the facilities and suggest scheduled repairs and upgrades based on need and cost. The Committee also provides the expertise for physical infrastructure-related contracts. The members will work closely with engineering firms and consultants.

**Reporting requirements**

Minutes shall be kept for all committee and subcommittee meetings. Those minutes will be provided to the Boards as the committee report.

**Financial matters**

No expenditures may be authorized by the committee or subcommittee. Any request to fund professional fees or other costs must be submitted to the Board for consideration.

**Rewriting the Governing Documents Committee**

This committee will be chaired by Jan Face Glassman and Tim Allen. It will be charged with reviewing the Lely Master POA governing documents and recommending changes that adhere to current laws and practices for the POA. It will include, but not be limited to creating a voting procedure for the Lely Master board elections and universal standards for the communities within Lely.

**Reporting requirements**

Minutes shall be kept for all committee and subcommittee meetings. Those minutes will be provided to the Boards as the committee report.

**Turnover Committee**

The turnover committee will be chaired by Rob Priestley and Gabe Choquette. It will monitor the process of the turnover from Stock to the owners of the Master Lely POA. This will include financial, engineering and ownership issues.

**Reporting requirements**

Minutes shall be kept for all committee and subcommittee meetings. Those minutes will be provided to the Boards as the committee report.