



Silver Lakes Homeowners Association NPC
Reg No 1992/004661/08

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La Quinta Street
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Terms of Reference

ENVIRONMENTAL COMMITTEE (EC)

The EC is a standing committee and is chaired by the Environmental Trustee.
Being a standing committee it is of a permanent nature and shall meet on a regular basis.

Purpose

The purpose of the EC is to discuss and assess the environmental issues and risks on the estate with a view to enhancing the environmental look and feel of the estate together with addressing all practical maintenance issues.

Composition

The committee is comprised of:

1. Chairperson: Environmental Trustee
2. Chief Operating Officer
3. Operations Manager
4. Estate Manager

The committee has the power to co-opt any member of the estate that can add value, whether on a permanent or ad hoc basis

The committee may invite any person deemed appropriate in order to assist in the consideration and decision of any matter.

This committee shall meet on a regular basis as needed but not less than once a month

The Chairman plus any two committee members shall represent a quorum. A quorum is required to conduct any meeting.

No notice of meetings shall be required.

Minutes of all meetings shall be promptly circulated to all board members.

Any matter voted on shall be carried by a simple majority. Should there be an equal vote on a matter, the motion will have failed.

With the prior approval of the Board, the committee may obtain expert opinion on matters within its mandate when acting in the best interests of the HOA.

Review of the Terms of Reference

The Committee will annually review the terms of reference to ensure that it remains relevant with the Committee's authority, objectives and responsibilities.

Acknowledgement of the Terms of Reference

The ENVIRONMENTAL COMMITTEE'S Terms of Reference is acknowledged and endorsed by the Chairperson of the Committee and the Board of Directors.

Name:
Environmental Committee Chairperson

Name:
Chairperson of the Board of Directors

Date: _____

Date: _____