



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

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Terms of Reference

FINES / DISCIPLINARY COMMITTEE (FDC)

The FDC is a standing committee and is chaired by a Director.

It is a permanent committee and shall meet on a monthly basis unless no business under discussion.

Purpose

The purpose of the FDC is to assess the validity / merits of any fines issued which are being disputed and to determine whether such fine should be reduced or whether it stands.

Additionally, the FDC shall handle disputes in terms of the Disciplinary Code as more fully described in the memorandum and articles of association.

The FDC shall also act in terms of the Disciplinary Rules where defaulting parties have breached the estate rules. Should members enter into unresolved disputes, the FDC shall act in terms of the Dispute Resolution process as more fully outlined in the rules.

This committee has the authority to make decisions in terms of the above, which decisions need to be ratified by the full board of directors at the next board meeting.

Composition and Procedure

The committee is comprised of :

Any three directors which constitutes a quorum, with support / input from the respective line manager into whose portfolio the incident relates to.

The committee shall hold such number of meetings as required to meet its responsibilities, with minutes being kept, which minutes should be forwarded to the board after the meeting.

No notice of meetings shall be required.

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

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.

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.

Duties and Responsibilities

Subject to the duties and powers of the Board, the Board hereby delegates to the committee the following powers and duties:

The committee shall:

- Assess the merits of any dispute regarding any transgression of the rules to establish whether any penalty should be reduced or not.
- Handle disputes relating to residents in accordance with the dispute resolution process in order to try and resolve issues.

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 FINES & DISCIPLINARY COMMITTEE’S Terms of Reference is acknowledged and endorsed by the Chairperson of the Committee and the Board of Directors.

Name:
Fines & Disciplinary Committee Chairperson

Name:
Chairperson of the Board of Directors

Date: _____

Date: _____