



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

P O Box 11106, Silver Lakes, 0054  
www.silverlakes.co.za

**HEAD OFFICE**

Tel +27 12 809 0142  
Fax +27 12 809 1119

27 Muirfield Boulevard  
Silver Lakes 0081

**CLUBHOUSE**

Tel +27 12 809 0281  
Fax +27 12 809 0429

La Quinta Street  
Silver Lakes 0081

**GOLF CLUB**

Tel +27 12 809 2110  
Fax +27 12 809 2070

La Quinta Street  
Silver Lakes 0081

---

Terms of Reference

**ARCHITECTURAL AND AESTHETICS COMMITTEE (AAC)**

The AAC is a standing committee and is chaired by the Environmental Trustee.  
This committee is a permanent committee and shall meet on a regular basis.

**Purpose**

The purpose of the AAC is to manage the building process in the estate with specific focus on aesthetics ie the look and feel of any building work, to ensure that it fits in to the ethos of the estate whilst simultaneously enhancing the aesthetic landscape of the estate as a whole, as more fully described in the memorandum and articles of association as well as the rules.

The committee has the authority to approve building plans which are submitted and comply with the estate criteria as more fully described in the documents stipulated above.

Should any application not be compliant, the committee would make recommendations to the Board for a decision.

**Composition and Procedure**

The committee is comprised of :

1. A Director (Chairperson)
2. Chief Operating Officer
3. 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

Any member of the committee may be removed / replaced at any time by a majority decision of the committee and shall cease to be a member upon ceasing to be a member of the association.

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

This committee shall hold such number of meetings as required, to meet its responsibilities. The Chairman and 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.

**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:

- Peruse submitted building plans to check for correctness at face value in terms of obvious issues and alert owners to any transgressions.
- Check and ensure that building plans comply with the rules.
- Check and ensure that building plans are deemed to comply aesthetically with the look and feel of the estate.
- Ensure that the interests of Silver Lakes Golf Estate are protected with regards to any structure being constructed.
- Perform any other task related to the execution of its function that falls within its Board approved mandate from time to time
- Where building line relaxations are requested, the committee shall use its best judgement in determining whether such a relaxation should be supported or not

**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 ARCHITECTURAL AND AESTHETICS COMMITTEE’S Terms of Reference is acknowledged and endorsed by the Chairperson of the Committee and the Board of Directors.

\_\_\_\_\_  
Name:  
Architectural and Aesthetics Committee Chairperson

\_\_\_\_\_  
Name:  
Chairperson of the Board of Directors

Date: \_\_\_\_\_

Date: \_\_\_\_\_