

## Terms of Reference

### Committee name

ARCHITECTURAL AND AESTHETICS COMMITTEE ("AAC")

hereinafter referred to as the "Committee"

### Type

The AAC is a standing Board committee.

### Purpose

The purpose of the Committee is to ensure compliance with the building process in the estate and focus on aesthetic standards and the estate criteria as prescribed in the Architectural and Construction Rules, the Memorandum of Incorporation and the Rules.

The Committee has the authority to adjudicate on submitted building plans, which plans are then submitted for Municipal approval. Should any application not be compliant, the Committee would first attempt to resolve it with the member, failing and a dispute arises, the decision of the Committee will be the final decision.

### Scope

The Scope of the Committee:

Subject to the duties and powers of the Board, the Board hereby delegates to the Committee the following.

The Committee will ensure:

#### *Architectural*

- Check and ensure that building plans comply with the requirements in the Architectural and Construction Rules, MOI and SLHOA Rules and alert members regarding any non-compliances.

#### *Aesthetics*

- Review the Corporate Guidelines and Architectural and Construction Rules annually for approval by the Board.
- Any changes to Silver Lakes infrastructure or Silver Lakes signage that may have a substantial impact on the estate, needs to be shared with the Committee for input before it is submitted to the Board for approval.
- Provide input to the proposed operational and capital budget on matters applicable to the Committee.

The power and duties will include, but not be limited to:

- Adjudication of building plans
- Corporate Guidelines
- Building and Design Guidelines
- Signage
- General look-and-feel of the estate

### Membership

The Committee will comprise of:

- Environmental Director (Chairperson)
- Chief Executive Officer (alternative Chairperson)

- Operations Manager (In absence the Financial Manager)
- Contracted Building Control Advisor
- A minimum of two co-opted members from amongst SLHOA members with knowledge pertaining to architectural matters.

The Chairperson or alternative Chairperson, one staff member and any one SLHOA member, will represent a quorum. A quorum is required to conduct any meeting.

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

Any member of the Committee may be removed / replaced at any time by a majority decision of the other committee members and will cease to be a member upon ceasing to be a member of the Association.

Each co-opted member's term of service on the Committee will come to an end at the AGM. They may be co-opted again for the following year.

A member will be temporarily disqualified to serve on the Committee where that member personally is in any dispute process with the HOA, or where litigation with the HOA is underway, which instances may be deemed to be a conflict of interest. Past disputes or litigation will not automatically disqualify any HOA member from serving on the Committee.

Any matter voted on will be carried by a simple majority. Should there be an equal vote on a matter, the motion will have failed. The Chairperson will not have a veto right.

With the prior approval of the CEO and within his mandate, the Committee may obtain expert opinion on matters when acting in the best interests of the HOA.

### **Meeting arrangements**

The Committee will have at least 6 scheduled yearly meetings which will be set out at the beginning of the year, and any changes will be advised at least a week in advance.

### **Reporting**

Minutes of all meetings will be

- circulated to the committee members before the next meeting for input
- signed by Chairman at the next meeting
- to be included in the minute book of the committee
- and circulated to all board members via the board pack of the next meeting.

### **Resources and budget**

The budget for the Committee includes expenditure for professional fees for planned projects for the upcoming year. Management will report back to the Committee on progress on the approved budget and planned expenditure.

### **Deliverables**

Issues discussed and recommendations by the Committee, such as removal of street trees, businesses, signage, Architectural and Construction Rules and Corporate Guidelines will be managed by Management and reported back to the Committee at each of the committee meetings.

### **Review**

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

**Approval of the Terms of Reference**

The ARCHITECTURAL AND AESTHETICS COMMITTEE's Terms of Reference is endorsed by the Chairperson of the Committee and approved by the Board of Directors.

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Chairperson of the Committee  
Directors

\_\_\_\_\_  
Chairperson of the Board of

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

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