

TERMS OF REFERENCE – AESTHETICS PORTFOLIO

Introduction:

The terms of reference give a broad guideline as to the responsibility of the director for this portfolio, the roles he/she plays and the interaction with the Chairperson and management.

Objective:

To ensure that the Estate's aesthetic appearance is of the highest standard. Buildings, houses and gardens (inside and adjacent to the estate) are included in this objective.

Modus Operandi

The Director is responsible for the oversight of all aesthetic related matters. More specifically, the following areas fall within this responsibility:

Establish a clear aesthetics strategy to support the objectives of the Estate

Chair the Aesthetics committee.

Ensures that the Aesthetic working committee is appropriately is appropriately manned

Draw up an action plan for the execution of the strategic plan showing time frames, resources required and responsibilities

Act as custodian of the aesthetic rules and regulations and keep these rules and regulations updated

Oversee individual deviations to the building rules and obtain board approval where necessary

With the assistance of the Director: Legal, institute legal action against owners who are non-compliant

Communicate important issues to residence

The Estate Manager is responsible for the following tasks:

Cooperate with and assist the Director with the tasks listed above

Chair the aesthetics working committee

Propose changes to the aesthetic rules and regulations to the Director

Maintain the aesthetic rules and regulations on the web site

Execute the action plan approved by the Board

Manages the day to day aesthetic issues as far as buildings, residence, gardens and contractors are concerned