

# Golden Meadows Strata Corporation Executive Committee

## TERMS OF REFERENCE

### OVERVIEW

The Golden Meadows Community, formerly known as the Boone Hall Housing Scheme, was commissioned in 1988 by the National Housing Trust (NHT). The community has **170** apartments comprising of **14 blocks** and **66 semi-detached homes**. The community has one (1) maintenance apartment at **lot 33** that was provided by the NHT. The community has undergone several developmental phases. As at 2014, there has not been a functioning Citizens Association Citizen Association Executive Committee. During the Garbage House project meetings, the need to have a functioning Citizen Association was highlighted and significantly reinforced. There has been a search for a team of committed, competent and available homeowners who would be able to re-establish the Golden Meadows Citizens Association, anchored by the **Registration of Strata Titles Act** of Jamaica. These Terms of Reference will serve as guiding the professional administration of the Golden Meadows Citizens Association. Under the Act, the Golden Meadows Citizens Association is referred to as the **Golden Meadows Strata Corporation**.

### OBJECTIVES

The primary objectives of the Golden Meadows Strata Corporation Executive Committee are: **1)** To ensure that the investments of the Golden Meadows Community are protected, **2)** To maintain/improve the value of the property over time, **3)** To strengthen the communication systems among residents and encourage commitments towards common purposes and **4)** to galvanize the efforts of residents to work internally, and with the relevant external stakeholders to make the community a place of comfort, fun and relaxation, that residents will feel a sense of pride when we speak about the Golden Meadows Community.

### SCOPE

The Golden Meadows Strata Corporation Executive Committee will engage relevant stakeholders in reviewing and endorsing programmes, plans, and opportunities to benefit all community members. The Executive Committee is expected to comprise homeowners who are in good standing legally, financially and above reproach. The Executive Committee will operate within the guidelines of the **Registration of Strata Titles Act**.

### COMMITTEE RESPONSIBILITIES

The responsibilities of the Golden Meadows Strata Corporation Executive Committee are to:

1. Demonstrate an understanding of the Regulations of the **Registration of Strata Titles Act** among members of the Golden Meadows Community through meetings and compliance.
2. Maintain an official system of communication and decision-making through frequent meetings and use the Golden Meadows Website/notice board.
3. Provide general upkeep of the grounds, buildings and common areas in the community.
4. Conduct at least two family/community events in every financial year.
5. Maintain records of meetings, decisions, monies collected, disbursed and communicate this information in quarterly and annual reports to the community members.

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6. Maintain a list of duties for each position on the Golden Meadows Executive Committee.
7. Maintain registration with the Strata Corporation of Jamaica as per Strata Act.
8. Invite Strata Commission representative to selected community meetings to encourage and reinforce compliance with the Strata Corporation Regulations.
9. Use the Golden Meadows Website and Email system/Google Drive to maintain an electronic copy of all records.
10. Establish a system to replace non-performing Committee Members.
11. Establish a system to deal with disorderly, non-compliant and risky community members.

### RECORDING OF MINUTES

Minutes of meetings should be recorded by the Recording Secretary, the Assistant Recording Secretary or a Designate in the absence of the Secretaries. Such minutes should be circulated within five (5) working days of the meetings. Once approved, such minutes should be posted on the Website and in Google Drive relating the Golden Meadows eMail:[goldenmeadows7@gmail.com](mailto:goldenmeadows7@gmail.com). **All minutes should be approved by the meeting chair before dissemination.**

### MEMBERSHIP

The Golden Meadows Strata Corporation Executive Committee shall comprise of membership of homeowners with relevant competencies, willingness, and in good standing. Members of the committee will serve for a period of one (1) year and will be eligible for re-election based on performance and willingness to serve. Performance review will be done every six (6) months. The Golden Meadows Strata Corporation Executive Committee shall comprise the following nine (9) members:

#### Proposed Executive Members

1. **President** (Provides overall leadership and strategic direction) - **Chair**
2. **Vice President** (Acts as President on occasions and supports the leadership/strategic direction) – **Co-Chair**
3. **Secretary** (Maintains records, emails and schedules meetings)
4. **Treasurer** (Provides accounting functions for all funds collected and signs)
5. **Youth Representative** (16 to 35 YO) – Represents the interests and leadership of the Youth
6. **Coordinator - Public Relations and Marketing** (Manages the website and communicates decisions)
7. **Block Representation Leader** (Coordinates the Interests of all Blocks)
8. **Semi-Detached Representation Leader** (Coordinates the Interests of all Semi-Detached Homes)
9. **Revenue Compliance Officer** (Ensures the collection of revenue)
10. **Ex Officio Advisor (Preferably a legal/paralegal person)** (Independent position, attends meetings, and paid to represent the Association in Court, with no voting rights)

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### Sub-Committees Leaders and Paid positions

1. **Property Manager** (Paid position – Attends and report to executive meetings; and manages the day to day activities on the property)
2. **Assistant Property Manager** (Attends and report to executive meetings and aids the Property Manager in the day to day activities on the property)
3. **Special Projects Manager** (Attends and report to executive meetings and guides the execution of special projects) - **Co-Chair**
4. **Assistant Revenue Compliance Officer** (Provides support in the collection of revenue)

### POWER TO CO-OP

The Chair of the committee in consultation with the Co-Chairs will determine the need to co-op other members. The purpose of co-opted members is to enhance the collective competence/expertise of the committee in making appropriate decisions.

In the instance where an Executive Member is withdrawn from the Committee, the President in consultation with the Co-Chairs will Co-op a community member of good repute as temporary replacement until an Extra Ordinary or General meeting to select or ratify the selected/elected executive member.

### MEETING SCHEDULE

The Executive Committee shall meet monthly, Quarterly, annually and adhoc based on exigencies of the Community Operations. Committee members are required to attend each scheduled meeting and where a member is unable to attend, a proper explanation is to be provided to the Chair of the committee before the date of the meeting and provide relevant information for the meeting. Committee members who do not attend meetings nor provide proper explanations for three (3) consecutive absences, will have their membership reviewed by the Chair and a decision taken by the committee. Such decisions will be communicated to person via the official email and a phone call if reachable by phone.

Sub-committees may be established and meet as appropriate. Such meeting decisions should be reported to the GMMC within five (5) working days.

### QUORUM

A minimum of fifty percent PLUS one (1) (50% +1) of appointed members shall constitute the accepted quorum for meetings. A quorum is needed for decision-making.

### REPORTING RELATIONSHIP

The Golden Meadows Management Committee, through its Chair, shall report to the Golden Meadows Strata Corporation every 6 months and at General Meetings. Sub-committees will report at the monthly Management Committee meetings or at adhoc meetings.

### SIGNING AUTHORITY

The Golden Meadows Strata Executive Committee reserves the right to determine the persons who will sign documents, cheques and other official correspondence on behalf of the citizens of the

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**Golden Meadows Strata Corporation** (Official name). The following signing rights will be obtained based on portfolio and availabilities: **NB. Any Two (2) signatories (Categories A and B only) are needed for bank transactions. No same category should sign on bank transactions** An official signature password protected file should be kept sterile.

#	Positions	Categories	Signing Authorities	Purposes/Circumstances
1	President	A	Official Correspondence; Bank Accounts and Transactions	When agreed on by Committee Quorum.
2	Vice President	A1	Official Correspondence; Bank Accounts and Transactions	When agreed on by Committee Quorum.
3	Treasurer	B	Bank Accounts and Transactions	When agreed on by Committee Quorum, inclusive of President
4	Secretary	B1	Bank Accounts and Transactions	When agreed on by Committee Quorum, inclusive of President

### POWER TO DISSOLVE

The Golden Meadows Strata Corporation Executive Committee reserves the right to dissolve itself at an Extra Ordinary General meeting with least two weeks' notice to all Community members and to inform the general community of the decisions. The way forward should be agreed on by the General Community.

Any Golden Meadows Strata Corporation Executive Committee member wishing to withdraw from the Executive Committee is encouraged to first discuss the decision with the Chair. This process will allow for proper understand of the reasons for withdrawing and possible retractions. If the Committee member insists on withdrawing, the Committee member should present in writing the reason(s) in a monthly meeting. The Committee decision will finalize the withdrawal.

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