

## **SECURITY COMMITTEE**

### **TERMS OF REFERENCE**

#### **Introduction**

The committee is formed at the specific request of the HOA Board. The committee will report their findings back to the Board, together with recommendations.

#### **Composition**

The committee should comprise of one non-executive homeowner director, the Estate Manager (executive director), the Hotel GM, the relevant Security Manager and those homeowner applicants approved by the board.

The chairperson of this committee is the Estate Manager. The committee may invite persons with specialist expertise as and when required to report on specific matters which may assist them in achieving their objectives

#### **Objectives**

The committee is formed to assist the HOA Board in discharging its duties and has the following as main objectives and purpose:-

- To assist the Estate Manager in pursuing a Secure Estate;
- To satisfy itself that there are adequate measures in place to minimise the Security risk;
- To make recommendations on the appointment of the Security service provider;
- To assist with the compliance with all applicable legal requirements;
- To assist with the annual preparation of the Security Operational as well as Capex budget.

#### **Meeting frequency**

The committee should meet at least four times a year.