

MONTE CHRISTO ECO ESTATE HOMEOWNERS ASSOCIATION - MCEEHOA DELEGATION OF AUTHORITY										Annexure "C"
KEY										Issued
I - Initiate A - Recommend X - Approve K - Must know										N0: 004 Datum: 11/02/2020
Process / Approval		General Meeting	Management Committee	Chair/Vice Chair (Acting)	Exco Members	Member-Finance or Finance Sub-Aesthetics Sub-committee	Estate Manager	Status-Mark	Comments	
1	STRUCTURE									
1,1	Ammendmend of the Constitution	X	A		I			I		Municipality endorsement
1,2	Management Policy	K	X	K	A			I		
1,3	Amendmend of Rules	K	X	K	A			I		
1,4	Approval of and changes to Procedures		X	A	I			I		
1,5	Delegation of Authority	K	X	K	I	A		I		
1,6	Buying and selling of fixed property	X	A	K	I			I		
2	FINANCES									
2,1	Approval of audited annual financial statements	X	A	K		I			K	
2,2	Approval of annual budget and levy	X	K			A		I		
2,3	Approval and change of auditors	X	A	K		I				
2,4	Monthly financial statements		X			A			I	
3	TREASURY									
3,1	Bank									
a	Opening and closure of bank accounts		K			X			I	
3,2	Investments									
a	Deposits		K			X			I	
b	Withdrawals		K			X			I	
4	INSURANCE									
4,1	Annual risk assessment (January)		X	K		A			I	
4,2	Completion of insurance claims and arbitration		K			X			I	
4,3	New insurance		K	X		A			I	
4,4	Cancellation and changes to existing insurance		X			A			I	

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5	CAPITAL AND EQUIPMENT EXPENDITURE (per item and subject to 12)										
	5,1 Within budget										
	R1 tot R10 000			K				X			
	R10 001 tot R20 000		K	X				I			
	R20 001 +		X	A				I			
	5,2 Unbudgeted										
	Tot R50 000 in totaal bokant jaarlikse goedkeuring		X			A		I			
	R50 000 +	X	A					I			
	5,3 Signing off project work and invoices										
	After approval							X			
	Adjustments above approved amount										
	Up to R10 000 in total for the project			K				X			
	R10 001 to R20 000 in total for the project		K	X				I			
	R20 000 +		X					I			
	5,3 Verkoop en afskrywing van bates (buiten eiendom)		X	K		A		I			
6	OPERATING EXPENSES (per item ofrper period)										
	6,1 Purchases (subject to 12)										
	R1 tot R10 000							X			
	R10 001 tot R20 000			X				I			
	R20 001 +		X					I			Keep expenditure within budget See 13
	6,2 Designated service provider (annual value)										
	R1 tot R10 000		K					X			
	R10 001 tot R20 000		K	X				I			
	R20 001 +		X	K				I			
7	STAFF										
	7,1 Annual wage determination		X	K		A		I			
	7,2 Performance bonuses		K	X				A			
	7,3 Employment		K	X				A			
	7,4 Termination of service		X	K				A			
	7,5 Leave										
	a Ordinary leave			X				X			Chairperson for managers
	b Ordinary leave payout		K	X				A			
	b Sick leave			K				X			
	c Sick leave outside 3-year cycle		K	X				A			
8	LIAISON WITH OUTSIDE ORGINASATIONS										
	8,1 Press release		K	X	I			I			
	8,2 Correspondence		K	X	I			I	I		Chairperson signs letters
	8,3 Outside agreements		X	A	I			I	I		
	8,4 Information during emergency situations		K	X	I			I	I		
9	LEGAL AFFAIRS AND CONTRACTS	K	X	A	I			I	I		

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10	ARCHITECTURE AND BUILDING ACTIVITIES										
	10.1 Building plans		K			X		I		Achitect and members sign off	
	10.2 Disputes in respect of building plans		X				A	I			
	10.2 Completion and occupation certificates							X			
11	REMOVAL OF TREES		X	A				I			
12	QUOTATIONS AND TENDERS (per item or service per annum)										
	12.1 R6 000 tot R50 000									Two	
	12.2 R50 001 +									Three	
13	Longterm service provider									Three year maximum	