

EXECUTION BY WHOM

Management Committee:

- Members are elected and appointed by the registered members of the Monte Christo Homeowners Association (MCEEHOA) at an Annual General Meeting
- Is liable for the responsible for the execution of assignments as prescribed by the Constitution
- Act in a advisory and sometimes in supervisory capacity for Estate management duties and responsibilities
- Is liable for all management decisions of the MCEEHOA as set out in the Estates Constitution
- The Chairperson has a line responsibility to the Estate Manager
- Has two Sub-Committees - i.e. (a) Aesthetically and (b) Finance

Estate Manager

- Is appointed by the Management Committee
- Reports directly to the Management Committee Chairperson
- Is responsible and will oversee all the Estate's main activities including; environmental matters, building activities, finance and administration, security, maintenance, gardens, communication and discipline,

Operational and Administrative Assistant

- Is appointed by the Management Committee
- Reports to the Estate Manager
- Is responsible for office admin & Management Committee secretarial services

General Workers

- Are appointed by the Estate Manager in Conjunction with the relevant Management Committee Member.
- The Labour Plan is as follows;

| Job | Plan | Reporting to: |
|-------------------------------|-------------|----------------------------------|
| Estate Manager | 1 | Management Committee Chairperson |
| Operational & Admin Assistant | 1 | Estate Manager |
| General Worker Team Leader | 1 | Estate Manager |
| General Workers | 6 | General Worker Team Leader |

(updated Feb 2024)