

# Chalfont Heights Roads Committee Limited

## Terms of Reference

### 1. The aims of the Committee are:

a) to maintain and improve the roads, road signs, islands and to preserve the verges and the trees thereon included in the Chalfont Heights Estate, Chalfont St Peter, Buckinghamshire ("the Estate")

b) to enforce, modify or release the restrictive covenants relating to the Estate referred to in a Conveyance dated 14<sup>th</sup> September 1965 ("the Conveyance") made between A E Stroud and G L Stroud of the one part and the Trustees of the Chalfont Heights Estate of the other part upon such terms as the Committee considers appropriate and to impose similar covenants on new properties of the Estate and

c) to recover from the residents all costs incurred by the Committee in the exercise of its functions.

2. An Annual General Meeting of the residents shall be held within two calendar months of the end of the financial year (as determined from time to time by the Committee) of which not less than 21 days prior notice in writing shall be given. Every household on the Estate shall have one vote and a quorum shall be twenty of those householders entitled to exercise one vote each. At the annual General Meeting the residents shall be invited to approve the accounts for the preceding year; elect members of the Committee (other than Trustees) for the ensuing year; fix the amount of contributions by the residents for the ensuing year and to deal with any other business which may have been notified to the Secretary in writing at least seven days prior to the Annual General Meeting.

3. An Extraordinary General Meeting may be requisitioned by not less than thirty residents (householders) at any time upon giving notice in writing to the Secretary of the matter to be discussed thereat. The Secretary must arrange for the Extraordinary General Meeting to be held within six weeks of receiving such notice and shall give not less than 14 days notice in writing thereof and of the matter to be discussed thereat to the residents. Voting shall be in accordance with paragraph 2 above except that the quorum shall be thirty of those householders entitled to exercise one vote each.

### 4. The Committee shall comprise:

a) The Directors for the time being of the conveyance (who shall be those residents being not less than four in number elected by the Committee to act as Directors of the Conveyance from time to time and who hold the freehold of the roads and verges on the Estate and the benefit of the covenants on behalf of the residents) and

b) not less than nine but not more than eleven residents in total...

5. The Committee may elect residents as Directors and members of the Committee to fill casual vacancies.

6. The Committee shall elect its own Chairman, Vice Chairman, Secretary and Treasurer from among its members from time to time. The Chairman of a Committee meeting shall have a casting vote.

7. A quorum of the Committee shall consist of not less than five members, two of whom should be Directors.

8. Unless otherwise directed by the residents in a general meeting, the Committee shall have absolute discretion regarding the exercise of their functions, the terms upon which the said covenants are enforced, modified, released or imposed as the case may be and shall determine their own rules of procedure.

9. The Committee shall meet not less than four times each year.

10. Chairman Emeritus At a committee meeting on 17 January 2008 the committee created an honorary position of Chairman Emeritus (CE) on the retirement of the previous Chairman to retain his knowledge and understanding of the Estate as a resident for 38 years and committee member for 12 years. The main objective is to be able to refer to experience of managing the Estate particularly in the areas of development, legal matters and budget forecasting. The CE can be asked to attend committee meetings if specific items of interest are to be discussed and can request to attend should he wish to contribute towards a specific subject. The role carries no voting rights as a committee member.

11. Chalfont Heights Roads Committee Limited In October 2009 the Roads Committee formally formed CHRC into a company limited by liability and registered at Companies House. The four existing Trustees became Directors of CHRC Limited. The Committee continue to be elected annually by the residents at the AGM and the Directors can appoint other members of the Committee as Directors if nominated and approved by the Committee. The ownership of the roads, islands, verges and trees and benefits of the restrictive covenants were transferred by Deed of Assignment from the Trustees to the Directors of CHRC Limited.