

# Standard Operating Procedure (SOP) for Membership in Amaze by Urban Tree Apartment

## 1. Purpose

To define the process of membership enrollment in the **Amaze by Urban Tree Apartment Owners' Association** and ensure transparency, inclusivity, and smooth onboarding for all residents.

## 2. Scope

This SOP applies to all **apartment owners and eligible tenants** who wish to become members of the association and participate in community activities, governance, and welfare initiatives.

## 3. Membership Eligibility

- **Ownership-Based Membership:** Any individual owning an apartment unit within the premises is eligible.
- **Joint Membership:** In case of co-ownership, only one nominee will be considered the primary member.
- **Nominee Membership:** Owners can nominate anyone to become a member on behalf of him/her. The appointed nominee shall remain Alternate Member till revoked.

## 4. Application Process

- **Obtain Membership Form:** Collect a membership application from the **association office** or download it from the official portal.
- **Complete and Submit Application:** Fill in details such as name, unit number, contact information, and ownership proof.
- **Documentation Requirements:**
  - Construction Agreement Page 2 & 4 (*must*)
  - Possession letter (*must*)
  - Aadhar Card (*must for address proof*)
  - Voters ID Card (*photo ID proof*)
  - Pan Card (*photo ID proof*)
  - Vehicle RC Book copy (*photo ID proof*)

## 5. Membership Fee Structure:

- One-time Registration Fee of Rs.1000/= payable at the time of enrollment.
- Payment via Bank Transfer / Online Portal / Cheque

## 6. Review & Approval:

- The management committee verifies the documents.
- Membership is approved within **2 days** unless objections arise.

## 7. Membership Confirmation:

- Members receive an official **welcome letter and membership ID**.
- Members will start enjoying all the privileges and amenities granted.

## 8. Rights and Responsibilities of Members

- **Member Benefits**
  - **Participation in General Body Meetings.**
  - **Voting Rights** for governance (**owners only**).
  - **Access to community amenities** (clubhouse, gym, parking, etc.).
  - **Discounts on event participation** and exclusive association programs.
  - **Grievance Redressal Support** for community-related concerns.
- **Responsibilities:**
  - Comply with community rules and regulations.
  - Ensure timely payment of dues (maintenance charges, etc.).
  - Contribute positively to community welfare.

## 9. Termination of Membership

- **Voluntary withdrawal** via written request.
- **Non-payment of dues** for **3 months** results in temporary suspension.
- **Disciplinary action** for violating association rules or misconduct (**subject to committee review**).

## 8. Contact Information

For inquiries, contact the **Association Office** at **[Phone / Email]**.

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