

# Meghvarsha Co-Operative Housing Society Ltd

Survey No 119/2/3, Mumbai-Bangalore Highway, Behind SHELL Petrol Pump,  
Warje Highway, PUNE 411058

Registration no : PNA/PNA/(4)/HSG/(TC)/11796/dated 31-03-2012

## Rule Book



Dear Members,

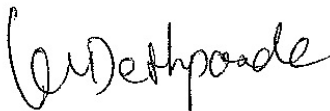
Meghvarsha is a Co-operative Housing Society and we are a part of this society based on principles of shared responsibility, mutual trust, collective decision-making and democratic values. Our society operates like a trust on principles of no profit and no loss. We expect all members to show a greater amount of co-operation amongst ourselves in all matters of our routine. We should discipline ourselves with optimized use of various valued items within the society.

In order to continue doing this better and to improve, we need to observe certain rules for everyone's benefit.

Following are the rules laid down by the management committee over and above Society Bye laws and are to be observed by all Residents and Visitors of **MEGHVARSHA CO-OPERATIVE HOUSING SOCIETY LTD.**

We request all Residents & Visitors to strictly observe these rules & your co- operation will be highly appreciated by the management committee.

Rules come into force as adopted vide acceptance resolution in Special General Body meeting held in Meghvarsha Club house on 24-Feb-2013.

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Chairman

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Secretary



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## 01. RESPONSIBILITIES OF SOCIETY MANAGEMENT COMMITTEE:

- 1.1 Manage society funds collected from members for maintenance and fixed deposit.
- 1.2 Organize society general meetings, management committee meetings.
- 1.3 Manage nominations, transfer of flats, issue nominal memberships to sub let tee.
- 1.4 Arrange for garbage collection from all flats.
- 1.5 Maintain common areas of the society by hiring contractors for sweeping and mopping.
- 1.6 Monitor and regulate water supply to all buildings and make decision to purchase water supplied by tankers.
- 1.7 Maintain all equipments or items such as lifts, generator set, pumps, motors, fire line system, fire extinguishers, common plumbing lines, water tanks, structural and common areas of the society buildings, society roads, lawn, common area lighting, children play area and play items such as carom boards, table tennis.
- 1.8 Provide security arrangement to the society and monitor its effectiveness.
- 1.9 Maintain the gardens of the society and hire gardener for watering and maintaining of the same.
- 1.10 Facilitate the cultural committee in organizing of social and cultural events within our society.
- 1.11 Act as single voice of the society to representing the whole of society members in all matters concerning to the society functioning such as appeal to municipal body, appeal to the government bodies, participation in local area development councils.
- 1.12 Act as single voice to represent members on severe building problems faced by them in their respective flats with respect to water leakages, cracks on walls etc. which comes under common to the society.
- 1.13 In case members are not satisfied with rectifications done by Builder Kalapi Construction, individual members can take measures to rectify the building problems, except for structural defects, by hiring appropriate contractors with prior permission from management committee.
- 1.14 The society shall not bear costs like replacing of plumbing accessories like commodes, taps, and pipe joints within the flats.
- 1.15 The society is not a responsible for the rectification of any electrical lines, telephone lines, and electrical appliances owned by members.

## 02. BEHAVIOR:

- 2.1 All the residents should follow the rules formed by the Management Committee.
- 2.2 Any person shall not sit on or lean on vehicles, of other members, parked inside the premises.
- 2.3 No honking/ loud horn inside the society premises.
- 2.4 Any person shall not indulge in heated discussions in open with the office bearers/security personnel or any other society member. In case of any incident, it should be reported to in society office/committee members.
- 2.5 Any person shall not shout loudly against someone unless it is warranted.
- 2.6 Fighting or strangling of anyone is strictly prohibited. If anyone is found indulging with these kinds of activities, that individual shall be handed over to the police or removed from the society premises by the security.
- 2.7 Damaging society property and member's property will not be tolerated and anyone found will be asked to compensate for the loss and will be handed over to the police.
- 2.8 No one will argue with security guards or society manager to bypass the rules.
- 2.9 All car drivers are allowed to accompany their cars within the premises for only cleaning or servicing of their cars. All remaining period they shall wait near the gate.
- 2.10 Plucking of flowers from the flower plants is prohibited. Plucking of leaves and uprooting of plants is also prohibited.
- 2.11 Listen to the needs of the old citizens of the society and small children in trouble.
- 2.12 No resident shall smoke, spit or consume alcohol in the common areas of the society.
- 2.13 Keep audio levels of TV set, AUDIO system to minimum and that must not be a nuisance to your neighbors.
- 2.14 Owners should take care of their pets and see to it that they don't create any nuisance to other members; in case of repetitive complaint necessary fine may be imposed. Owner should clean-up any droppings by the pet.
- 2.15 Permission of the secretary must be obtained for use of loud speakers. Even then the sound levels should not be high so that it doesn't create any nuisance to other members
- 2.16 No loud speakers are allowed beyond 10 PM on any occasions (personal or common society functions).

### **03. DEALING WITH PEOPLE CONTRACTED FOR SOCIETY WORK:**

- 3.1 Asking contractors of society for personal work during their duties is prohibited. The society contractors would attend to only the services permitted by the management committee.
- 3.2 Asking the security guards to carry any goods to the flats is prohibited.
- 3.3 Only the secretary or his authorized person shall give directions to the contractors for any society related work. If any one finds something wrong happening or needs to be rectified would inform secretary or his authorized person or make entry in the complaint register.
- 3.4 All your complaints must be registered first into the complaint register and relevant people will attend to the complaints suitably.

### **04. VISITORS:**

- 4.1 We do not allow vendors to enter and do selling of merchandise from door to door. This is mainly done for tightening of security within our premises.
- 4.2 Only sometimes branded products or services to be marketed within our society common area in a designated area by use of a temporary selling booth or a tent for few hours ONLY after permission from management has been taken.
- 4.3 Visitor shall be allowed to park vehicles in the Visitor Parking Spaces only after they make an entry at the main gate, but shall be subject to availability of vacant parking spaces.
- 4.4 The members or their family members or sub lettee members or sub lettee family members shall escorts visitors arriving at late nights after 11.00 PM and early morning before 6.00 AM.
- 4.5 In case none of the above said people escorts the visitors during such period, society security guards shall escort them.
- 4.6 Any of the visitors visiting the society for selling or providing any service shall not be allowed to visit other members without prior intimation to the security and the members visited.
- 4.7 All regular visitors who come to serve as maids, drivers, Mali, cooks etc. shall always carry an entry pass to be deposited with society security on arrival.
- 4.8 Any Damage to common areas of the society by the visitor is his flat owner's responsibility. Owner has to pay the Recovery amount as the decision of the society management committee.

## **05. DRIVING WITHIN THE PREMISES:**

- 5.1 Everyone must drive in directions indicated.
- 5.2 All vehicles must be run at a speed less than or equal to 20km/hr only. If anyone is found not obeying shall be stopped by the security and will be fined.
- 5.3 The vehicle must be stopped on seeing any person crossing or coming in the way against the vehicle. Right to use by Pedestrian is supreme.
- 5.4 All vehicles while reversing shall use reverse horn or sound horn before reversing.
- 5.5 Parents must educate & monitor their children driving bicycles.
- 5.6 Fast driving of bicycles not allowed.
- 5.7 Keeping car or any vehicle stereo sound in high volume is prohibited within the premises.
- 5.8 Honking of horns is prohibited.
- 5.9 While children below age of 18 driving car or motorcycle/shooter, parents should take care of them.



## **06. SAFETY:**

- 6.1 Keeping of flowerpots on terrace walls is prohibited.
- 6.2 Putting jumpers to the MCB's in electric room to avoid tripping on overload is prohibited.
- 6.3 Taking children to terrace edges, windows that are not covered by grills etc. should be avoided.
- 6.4 Leaning dangerously out of windows not covered by grills must be avoided.
- 6.5 Throwing of hard substances to ground floor is prohibited.
- 6.6 Carrying of sharp objects and weapons shall be monitored by the security and security will ask for justification and will not allow to carry if found risky.
- 6.7 In case of fire use staircase and do not use lifts.
- 6.8 All staircases must be free without any obstructions/household material like flowerpots. Flowerpots can only be kept at such locations that will not obstruct free movement of people.
- 6.9 In case of injuries, please use the first aid box kept in security office near main gate.
- 6.10 While going out on a long break, leave your contact details with the society office or neighbors. This will help us to contact you in case of emergency.  
Only Management Committee authorised person is only allowed to break in the flat in case of emergencies like gas, water, fire etc. Any damages to that individual flat shall be borne by the flat owner only.

## **07. VEHICLE PARKING:**

- 7.1 Members who own parking area shall park their vehicles at respective marked car parking area only.
- 7.2 Vehicle must be parked in designated parking spaces only and should not be parked on society roads, in front of the gates, in front of the society building entrances; other member's parking areas etc.
- 7.3 The society shall only honor authorization from members for use of their individual parking lots by other members / guests.
- 7.4 Residents having vacant parking slots should inform their guests to park their car in that vacant slot or in visitor parking.



- 7.5 All those who don't have parking area shall park their car / bike outside the society premises only.
- 7.6 If a particular guest is visiting a resident for a few days and requires parking his car in the Society Premises for those days, the resident will have to give a written application to the Society Office indicating the Vehicle Number & the time frame for the visitor's stay at his flat. Upon authorization of the same by the Management Committee, the Vehicle shall be allowed inside for that particular time frame, but the guest is required to sign the visitor register whenever he enters the premises in that vehicle.

#### **08. SOCIETY COMMON AREAS AND PARKING AREA USAGE:**

- 8.1 All building top terraces are closed for entry except for lift maintenance or water tank servicing, level monitoring, cleaning purpose.
- 8.2 No one is allowed to use fire refuge area for any purpose and that must always be accessible to anyone.
- 8.3 Personal things should not be kept in the common lobby. Small shoe stand is acceptable if it doesn't become an obstacle.
- 8.4 The Central lawn shall be used only for leisure activities like strolling / walking, sitting etc. & playing any games is not allowed in the Central Lawn.
- 8.5 Games like Cricket, Football etc. which may cause injury to others and cause damage to property are not allowed to be played in Society Premises.
- 8.6 Walking Track around the Central Lawn shall be used for strolling / walking and cycling by small children using tricycle or small cycle with side wheel supports. However parents should educate their children to drive cycles slowly on the walking area so that anyone doesn't get hurt.
- 8.7 Cycling is allowed on the Society roads but subject to adhering to Traffic Rules of One Way and Speed Limit.
- 8.8 No playing in parking areas, common lobbies and society roads.
- 8.9 While driving members/drivers should take care of pedestrians/ children playing in society premises.
- 8.10 Keeping of old furniture, appliances, and obsolete accessories of the car, shabby items, goods, sharp objects, explosives, and inflammable items in common areas and parking lots is prohibited. Any material should not be dumped in the common or personal parking space.

- 8.11 Making partitions by chains, brickwork, plywood, woodwork etc. is prohibited in parking lots.
- 8.12 Any damage to society property or any member's property by children/member should be borne by the member causing damage.

#### **09. COMMUNITY HALL USAGE:**

- 9.1 Community hall shall be given on rent to residents on first cum first serve basis only for holding any **small functions** like Birthday Party, House Warming Party etc.
- 9.2 Rent and deposit will be taken from the resident at the time of booking. The amount will be as decided and approved by the General Body from time to time.
- 9.3 Rent shall be retained by the society as Club House rental.
- 9.4 After the function is over, deposit amount will be refunded to the resident subject to no damage to the Club House, Community Hall and any other Society premises. In case of any damage, corresponding amount will be deducted.
- 9.5 Decorative Items should not be stuck on the painted walls, fans, electrical fittings etc of the Club House.
- 9.6 Club House rules shall be given to member during booking and will also be pinned in the club house.
- 9.7 Area in the Community hall which is common like to Gym shall not be used during any party in the Community Hall. It will remain accessible to other members during the party/program.
- 9.8 It is the duty of member to clean the clubhouse after their usage.
- 9.9 Help from society security or housekeeping staff should not be taken while they are on duty.
- 9.10 Hall or designated space can be given for activities/class like Yoga, karate for society members only.

#### **10. INDOOR SPORTS AREA USAGE:**

- 10.1 Indoor Sports area will be kept open for playing from everyday till 10 PM.
- 10.2 Residents should take care while playing and should not damage the Society Property.
- 10.3 Accessories like Table Tennis Rackets & Balls, Carom Striker etc shall be brought by the resident himself.

#### **11. Vendor Selection and Major decisions:**

- 11.1 For Committee members must gather quotations from different vendors and present it in general body meeting.
- 11.2 Best vendor, beneficial for the society, should be selected by members.
- 11.3 Major decisions should be put forth in meeting and decided by general body.

## **12. GYM AREA USAGE:**

- 12.1 Gym should be used in the given timings only.
- 12.2 Gym should be used by residents only.
- 12.3 ID card will be provided for usage of GYM.
- 12.4 Any heavy weight usage should be done after consultation with the gym instructor only.
- 12.5 Cardio equipments should be used for maximum 15 minutes only to facilitate usage by other members during workout hours.
- 12.6 Outdoor shoes should not be used inside the gym area.
- 12.7 All the gym equipment should be used with proper care and after training from the gym instructor only.
- 12.8 No gym equipment should be carried outside the gym premises.
- 12.9 Identity cards (if provided) shall be produced as on when demanded by the Gym Instructor / Management Committee Member.
- 12.10 Nominal fees will be charged as per rules of society.
- 12.11 Children below the age of 12 are not allowed in Gym.

## **13. SWIMMING POOL USAGE:**

- 13.1 Swimming Pool should be used in the given timings only.
- 13.2 Swimming pool should be used by residents only.
- 13.3 ID card will be provided for usage.
- 13.4 All children below 18 years should be accompanied by their parents compulsorily or else entry shall not be given to the individual child.
- 13.5 Swimming should be done in proper swimming costumes only. Swimming cap is compulsory. Shorts, t-shirts, innerwear etc. are not allowed for swimming. Those not having proper swimming costumes shall not be allowed to use the swimming pool.
- 13.6 For small children baby pool should only be used.

- 13.7 Shower should be compulsorily taken before entering the Pool.
- 13.8 Taps should be closed after use.
- 13.9 Garbage/cotton balls should be disposed in dustbins.
- 13.10 Member should not start the filter as per their own wish.
- 13.11 Member should not open the water valve to increase the water in the tank. This will be decided by the committee and swimming pool maintenance agency.

#### **14. USING OF LIFTS:**

- 14.1 Overloading of the lifts is strictly prohibited. Please refer to the weight restrictions specified in lifts.
- 14.2 Observe the safety precautions highlighted inside the lifts.
- 14.3 When coming down, whenever possible, use the staircase. This will do good to you health and also keep our power consumption low.
- 14.4 Heavy Household Furniture like Fridge, Beds etc are not allowed to be carried by the Lifts.
- 14.5 Spitting inside the lift, throwing garbage etc. inside the lift is strictly prohibited.
- 14.6 Intercom inside the lift should only be used when the lift is stalled or when help is needed.
- 14.7 Do not damage the lift by any means & children should be educated not to play with intercom, lift buttons which may cause damage.
- 14.8 Please ensure that the Handset of the Intercom Phone inside the lift is always placed correctly in the cradle.
- 14.9 While shifting of material in case of vacating or occupying flat, necessary permission should be taken from society's office. And due care should be taken while shifting the material. In case of damage to societies lift or property, the cost will be recovered from member.

## 15. SANITATION:

- 15.1 All waste shall be collected within the flats in a covered waste container and should be given to the garbage collectors during their visit to the individual flat for garbage collection.
- 15.2 Segregate waste as wet and dry inside the flat and hand it over to the garbage collector who comes daily for collecting the garbage. You can also keep these containers outside your flat premises beforehand.
- 15.3 The kitchen basins, bathroom sinks, all water drainage points shall be covered by suitable mesh to stop objects going through and prevent water logging in the drainage pipeline.
- 15.4 Do not throw wastes (Gutka/supari sachets, chocolates covers, chip packets) from the flats to the ground floor or common areas of the society. Also throwing to some other member's flat terraces shall be avoided.
- 15.5 All sanitary napkins, condoms, dippers, hair, hairband, cloth shall not be thrown out on to the common areas or on other member's terraces. Please wrap all such things into a paper box or paper bag or paper cover or biodegradable wrappers and hand over to the garbage collectors.
- 15.6 Do not flush the following things in toilet: sanitary napkins, condoms, dippers. To wrap all such things into a paper box or paper bag or paper cover or biodegradable wrappers and dispose in dustbins to avoid choke-up.
- 15.7 Food should not be thrown / drained through kitchen sink or dry balcony.
- 15.8 Washing machine waste water should not be drained out through the terrace outlet. This outlet is only for rain water.
- 15.9 Waste disposal at common areas to be done only in the waste bins provided in the common areas of the society.
- 15.10 Spitting is strictly prohibited within society premises.
- 15.11 If anyone found committing this mistake for the will be fined as decided and approved by the General Body from time to time.
- 15.12 The user must clean the society common toilet thoroughly after each use. Security guards shall ask the person to clean properly if found not doing it properly after their use.
- 15.13 Floor mats should be used wherever they are provided. This will minimize on the sand particles, loose sands carried with the shoes after a jogging exercise etc.

- 15.14 Pets should not be carried in lifts. Nature calls for pets to be done outside the society premises. In case of any droppings by the pet in society area, the owner should take the responsibility of cleaning it.

## **16. WATER REGULATION:**

- 16.1 Water shall not be regulated in the society but to minimize wastage of water during daytime and improve the quality of water supply following must be observed by all:
- 16.2 Water taps pressure shall not be kept at full and regulator Valve setting must be adjusted to attain Optimum Utilization of water.
- 16.3 If any tap is found open in a locked flat, that individual shall be fined as decided and approved by the General Body from time to time
- 16.4 Wet cloth shall be used for cleaning the cars and water must be drawn from the TAP provided specifically provided for the same.
- 16.5 CAR washing using Pipe / Streaming water is NOT ALLOWED. Cleaning should be done with use of Half filled buckets only.
- 16.6 Keep the toilet commodes flush water regulating knobs opened just enough to clean after the use. This would save purchased utility water.
- 16.7 We strongly recommend using water diffusers or watering shower fittings fitted to the utility tap at kitchen sink. This will also helps us save purchased utility water.
- 16.8 We strongly recommend that washing machine be used for laundry purposes only when full load is available.
- 16.9 It is recommended that owner should train their maids/drivers to use water preciously.
- 16.10 Solar water will be provided in morning hours only. This may not be possible in rainy season.
- 16.11 Any members should not force security/office bearers to start the hot water/ other taps for any other timing as decided by the managing committee.

## **17. ALTERATIONS AND INSTALLATIONS WITHIN FLATS AND FLAT EXTERIOR**

- 17.1 Society already has a pre-installed wiring for Cable TV / Telephone & Internet in each flat. No additional wiring using common areas shall be allowed for this purpose.
- 17.2 The flat owners shall always take prior approvals from the management committee for any alterations that are made inside their flats. And also submit the necessary plan for such alterations. If the work plan submitted is found to be violated, the society has the right to stop the work.
- 17.3 The civil work and all other installations like electrical wiring, plumbing etc. must be done by qualified contractors or who have reputed background.
- 17.4 Any tampering of the building structure is prohibited.
- 17.5 Flats owners will be responsible to compensate or rectify all problems faced by adjacent flats due to the alteration work.
- 17.6 The generator back up lights provided in common area must not be used for any other use than the purpose intended.
- 17.7 The alteration work timings shall be done during daytime and from 09.00 AM to 6.00 PM only.
- 17.8 Any furniture work should also be done during 09.00 AM to 6.00 PM.
- 17.9 All the workers of contractor shall have their identity card, Shall produce in case of checking.
- 17.10 Alterations shall not cause changes to the external elevations of the building.
- 17.11 The grills used to cover windows shall be of the similar design as used in all building.
- 17.12 Safety of members moving near the flats shall be the flat owner's responsibility and shall take adequate actions to ensure the safety.



## 18. MAINTENANCE AND REPAIR WORK:

- 18.1 Any building is susceptible for natural calamities and weather and hence we anticipate some kind of problem to arise due to that. Members need to register your complaints in the society complaint register and this is for information to management committee only.
- 18.2 Individual members are requested to go personally to builder's office and register a complaint there and to meet the contact person after taking an appointment to explain the severity of the issue.
- 18.3 When the builder's representative visit the affected flats based on the registered complaints, the member is also expected to be present to monitor the progress of the repair work and should inform the management committee regarding the status once in a week.
- 18.4 Management Committee shall also track the work progress by means of feedback received by members registered against their complaints and will get involved in case the repair is involving the building structure or common areas.
- 18.5 Whenever the repair work is confined to the flats, except for structural defects the incurring expenses are borne only by the flat owner. Member shall follow up with builder or their appointed civil contractor.
- 18.6 If the defect in the adjacent flats affects other members then all the affected members will share the cost of repairing work proportionate to the costs involved in their respective flats.
- 18.7 In case the repair work involves the common areas and building structure, society will also share the costs proportionately.
- 18.8 Please make reminders to the society management for any follow up actions required after a repair work that has been done on common areas and building structure by entering into the complaint register.
- 18.9 Members are free to appoint a civil contractor other than suggested by the committee but will need to take prior approval from the management committee.
- 18.10 Management committee have several times in the past received complaints like repairing of calling bells, water boilers, faulty electrical wiring within their flats. These are individual member's responsibility to get it repaired. Please refer to the roles and responsibilities of management committee as stated in section 01 above.

## 19. SUB LETTING OF FLATS BY FLAT MEMBERS:

- 19.1 Member shall apply to the Management Committee for his intentions of subletting of his flat in the prescribed form [APPENDIX 29] in duplicate.
- 19.2 Committee shall scrutinize the application and bring any shortcomings therein to the notice of the members concerned within 7 days after applying.
- 19.3 The applications are likely to be rejected in following circumstances:
  - a. The sub let tee is intending to use the flat for all types of commercial purpose like running of guest house, commercial office, Sales Office, dispensary etc.
  - b. Subletting flat to bachelors / Spinsters / Students/Single working professionals. Subletting is allowed only to a family.
  - c. The member's previous record of payments of society charges is poor.
- 19.4 The applications shall be placed before management committee meeting held next after the receipt of the application.
- 19.5 Committee shall communicate within 15 days after the decision taken by the committee along with attesting of duplicate form.
- 19.6 Upon receipt of the permission from the committee, the member shall apply for nominal membership for sub let tee in prescribed form [Appendix 11] in duplicate.
- 19.7 Society shall admit the sub let tee as nominal member after taking administrative charges as decided and approved by the General Body, and the copy of application. The nominal membership form should be duly attested by the secretary of the society and in his absence by the Chairman.
- 19.8 After paying the Administrative charges, Sub let tee shall also be given entry to use Society Amenities like Gym, Swimming Pool, Indoor Sports etc. for free till his stay in the Society.
- 19.9 After the expiry of the term for sub letting, the above procedure shall be repeated.
- 19.10 In case of only renewal of the same Sub Let tee, amount as decided and approved by the General Body, will be charged as renewal Charges.
- 19.11 In case the nominal membership renewal is not permitted by the management committee, then sub let tee shall vacate the flat peacefully.
- 19.12 Sub letting members shall pay extra maintenance amount as Non Occupancy Charges as decided in AGM. These charges are not applicable if blood relatives of such members like parents, brothers, sisters, sister-in-laws, brother-in-laws etc are staying in that flat and also

if the flat is not occupied by anybody. For relatives staying in the flat the Flat owner has to submit all the relevant documents proving the relationship with the resident.

- 19.13 Member to inform the tenant to submit the Rent agreement copy and Police verification has to be submitted in the office

## **20. SUB LETTE ENTRY IN THE SOCIETY:**

- 20.1 Sub lettee members shall be allowed to enter society premises with their luggage only on producing the receipt of paying nominal membership charges and duplicate copy of application for nominal membership attested by secretary or chairman.
- 20.2 Rental / caretaker members shall fix up an appointment with the secretary to meet in person for a briefing on the society rules and policies.
- 20.3 Rent agreement copy and Police verification has to be submitted in the office

## **21. NOMINATIONS:**

- 21.1 All members shall make nominations on transferring of whole part of the shares and / or interests of the member in the capital/ property of the in the event of his demise by filling proper nomination forms in triplicate and submitting to society office.
- 21.2 Society shall follow procedure as stated in the bye - laws section 32 to 37.

## **22. TRANSNSFERRING OF FLATS OR SELLING OF FLAT BY MEMBERS:**

- 22.1 Members shall Apply to the secretary of his intentions to transfer interests in capital/property of the society in the prescribed form (Appendix 20 (1) of bye laws) in duplicate along with the share certificate.
- 22.2 Submit resignation for the membership of the society in the prescribed form. [Appendix 13 of bye- laws].
- 22.3 Remit a Transfer Premium of a Rs. 25,000/-, Transfer Fee of Rs. 500/- & Entrance Fee of Rs. 100/- and Development fund/ and any other charges if applicable along with application in case a sale deed is executed.
- 22.4 Submit a letter of consent of the proposed transferee for the transfer of shares and interest of the member in a prescribed form [Appendix 20 (2) of bye laws].

- 22.5 Committee shall scrutinize the application and bring any shortcoming therein to the notice of the members concerned within 8 days after applying.
- 22.6 The applications shall be placed before management committee meeting held next after the receipt of the application.
- 22.7 Committee shall communicate within 8 days after the decision taken by the committee along with attesting of duplicate application form.
- 22.8 Upon receipt of the permission from the committee, the member shall
- 22.9 Submit application for transfer of shares and interest in the capital/property of the society in the prescribed form [Appendix 21]
- 22.10 Submit application for membership of the proposed transferee in the prescribed form [Appendix 23].
- 22.11 Submit a form of declaration for not holding immovable property in any urban agglomeration, specified under the urban land [ceiling and regulation] Act, 1976, exceeding 500 sq. meters [Appendix 26]
- 22.12 Committee shall scrutinize the application for the membership by transferee and bring any shortcoming therein to the notice of the member concerned within 8 days after applying.
- 22.13 The applications shall be placed before management committee meeting held next after the receipt of the application for the membership by transferee.
- 22.14 Secretary shall communicate within 8 days after the decision taken by the committee along with attesting of duplicate application form for the membership by transferee.
- 22.15 Upon receiving the permission by the member for transferee to become member of the society.
- 22.16 The member and transferee can get into the agreement to finalize their deal to transfer the flat to transferee.
- 22.17 Both transferor of the transfer shall make joint undertaking about registration of the transfer of a flat under section 269AB of the Income Tax act in a prescribed form [Appendix 27 (1)].
- 22.18 The prospective member shall make an undertaking to the flat for the purpose for which it is allotted in a prescribed form [Appendix 4]
- 22.19 Society shall issue a form of intimation to the transferee about exercise of rights of membership by him along with the share certificate transferred to transferee.

## **23. RESPONSIBILITY OF SOCIAL / CULTURAL EVENT VOLUNTEERS:**

- 23.1 Help management committee by organizing of social and cultural events within society premises to increase harmony among the members.
- 23.2 Utilize the funds set aside for the celebration of major celebrations within Meghvarsha Society.
- 23.3 Give feedback to management committee on improvement areas.
- 23.4 Help coordinating of social awareness program.
- 23.5 Organize children events etc.
- 23.6 Society Funds from Miscellaneous Income shall only be used for Celebration Activities of the Society.
- 23.7 Contribution maybe collected from individual members for cultural/social activities as required. The income & expenditure of the event will be declared by the respective committee after the event.

## **24. SOCIETY FUND EXPENDITURE:**

- 24.1 Maintenance Funds shall be used for purely maintenance and functioning activities of the Society. It shall include expenses like payments to Security Agency, House Keeping Agency, Salaries of employed Staff, Common Area Maintenance Expenses (Material & Labour), AMC Charges for Lifts, Generator, STP etc.
- 24.2 Apart from the allocated Funds for Social Activities, any additional funds shall be generated from Individual members participating that Social Activity.
- 24.3 Funds generated out of Charges taken for Club House rent, Subletting, Sale of Flat etc shall be used for providing additional facilities like chairs for club house, making any additional arrangements for play areas for children, expenses incurred for hosting SGM, Open House Meetings etc. as per the decision of managing committee.

## **25. MAINTENANCE CHARGES POLICY:**

- 25.1 Monthly Maintenance Charge (MMC) and SRM (Sinking and Repair fund) shall be collected from the members. Charges are as decided and approved by the general body from time to time.

25.2 Monthly Maintenance Charges (MMC) :

Payment to be made in advance monthly, quarterly, yearly but before 10th day of the month. Late payment of MMC Rs 50 per month after the due dates.

25.3 All service charges, general maintenance charges, electricity and water charges are charged on the basis of provision Bye-law no.67, 68, 69.

25.4 Major maintenance funds contributions that include capital expenses etc. are charged proportionate to area of each flat as per Bye-law no.13.

25.5 Sinking fund contribution is charged proportionate to area of each flat as per Bye-law no.13. Bye-laws no 13(a) and 13 (C ) of Cooperative housing society makes it mandatory for the housing societies to build a REPAIRS & MAINTENANCE FUND and SINKING FUND.

The SINKING FUND should be sufficient for the reconstruction of the building when necessary. This fund is used for major reconstructions, heavy repairs, major structural additions and alterations to buildings as opined by an Architect based on Structural Audits.

In addition to normal maintenance and repairs, REPAIRS & MAINTENANCE FUND can be used to meet expenses towards plastering, painting, compound walls, fencing, etc. Hence REPAIRS & MAINTENANCE (RM) FUND,

To be collected at the rate of 0.75 per cent per annum of the construction cost of each flat per Square feet

SINKING (S) FUND,

To be collected at the rate of 0.25 percent per annum of the construction cost of each flat per Square feet

So combining both, total 1% SRM will be collected

**Eg: For a flat of 1160 square feet area with 500 as construction cost**

$$\begin{aligned}\text{SRM FUND} &= 1160 \times 500 \times 1 / 100 \\ &= \text{Rs 5800 per annum}\end{aligned}$$

Construction cost is as decided and approved in General Body meeting. SRM Fund to be paid by each member by cheque only before 30th September of each Financial Year.

Late payment penalty : Rs 100 per month

25.6 MMC charges are payable on Quarterly basis with April June as Q1 and Jan Mar as Q4 or can be paid for full year to avail discount as decided and approved by General Body from time to time.

- 25.7 All bounced cheques will be charged with a penalty (as decided and approved by the General Body from time to time) or the cost associated with recovery whichever is higher. Late payment charges will also be applicable if such payments are encashed after end date of respective quarter.
- 25.8 There will not be any adjustments for the Penal amount charged on late payments against advance payments made latter.
- 25.9 In case of any members sell their flat; the advance maintenance money paid for reminder of the period shall be adjusted against part of the transfer fees.
- 25.10 We will accept only **DD / Cheques payable in Pune** and **all outstation members** shall make payments by way of **DD payable in Pune** drawn in favor of **MEGHVARSHA CO-OPERATIVE HOUSING SOCIETY LTD.**
- 25.11 Online payment is provided only for NRI members.
- 25.12 Funds received by means of Flat Transfer Premium, Club House Rental Charges, Exhibition Charges, Promotion Activities Charges, Administrative Charges etc. shall be treated as Miscellaneous Income & Reserve Fund of the Society.
- 25.13 Funds received through Miscellaneous Incomes & Reserve Fund shall be only used for Society welfare, Capital Expenditure of Society Activities as decided and approved in General Body and NOT for General Maintenance Activities.
- 25.14 Collection of penalties are responsibility of society management and incase any Member / Resident fails to pay it within stipulated time frame, the Committee is authorised to disconnect Power & Water Supply of the defaulter flats.
- 25.15 The payments shall be received by the Management Committee nominated person.

**THANK YOU**





This rule book is made in the financial year 2012-2013 under the guidance and support from of the Managing Committee as below:

- Kalyani Despande (Chairman)
- Avinash Arvikar (Vice chairman)
- Aniruddha S. Patil (Secretary)
- Shailesh Tembhurne (Treasurer)
- Sandip Bharambe
- Neelkanth Marathe
- Supriya Jagdhane
- Ujwala Pandit
- Dinesh Barde

We are thankful to all members for their support and understanding.