

MEMORENDAM OF ASSOCIATION

1. Name of the Association: **"THE RESIDENCES AT MID VALLEY CITY OWNERS ASSOCIATION"**
2. Registered office: Flat No-404, 4th Floor, Kailash Block, **The Residences at Mid Valley City, Atmakuru Village, Mangalagiri Mandal, Guntur District, Pin – 522503, A.P.,**

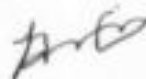
These bye-laws may be called the bye-laws of **"THE RESIDENCES AT MID VALLEY CITY OWNERS ASSOCIATION" (TRMVCOA)**

AREA OF OPERATION: The entire "The Residences at Mid Valley City Owners Association" complex.

OBJECTS OF THE ASSOCIATION:

The objects of the Association shall be: -

1. To be and to act as an Association of Apartment Owners and act as a Mutual Society of the Apartment Owners of the buildings called "The Residences at Mid Valley City consisting of Trishul, Kailash & Everest Towers and consisting of Units therein.
2. To create and maintain a Residents 'Bank Account into which all contributions from members as also surplus will be credited in the banks for the development of society.
3. To provide for the maintenance, repair and replacement of facilities in common areas by contributions from apartment owners and /or residents.



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4. To rent out suitable portions of the common areas for community purposes and to apportion the surplus left after deducting the common expenses, amongst the members pro-rata as per subscriptions and accumulate the same in their respective accounts in the Association and thereby build up a reserve fund for meeting heavy/unforeseen expenditure.
5. To frame rules, with the approval of the General Body of TRMVCOA, for the management of TRMVCOA, with the intimation to and approval of all the owners
6. To do all things necessary for the attainment of the objects specified in these bye-laws.
7. To raise funds for creation of viable assets within TRMVC Complex.
8. The Association shall not act beyond the scope of its objects without duly amending the provisions of these bye-laws for the purpose.
9. To provide and maintain the basic amenities like water, electricity for only the members of the association.
10. To undertake the proper upkeep of the common facilities belonging to TRMVC.
11. To collect funds from the members and residents of the building for the aforesaid purpose.
12. To enforce discipline and promote peaceful living and congenial atmosphere among the residents.



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13. To ensure that all members will abide by the bye-laws and decisions taken by GB and EC.
14. To ensure the co-operation of all the members with the association to enforce the bye-laws, so that the residents live in a healthy, hygienic, peaceful, harmonious and friendly environment.
15. To do other activities if any, to attain the above objects purely on non-commercial basis.

CERTIFICATES

1. Certified that this association is formed with non-profit motive and no commercial activity is involved in its working.
2. Certified that the association would not engage in agitation activities to ventilate grievances.
3. Certified that the office bearers are not paid from the funds of the association.
4. Certified that the signatures of the Executive Members are genuine.



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**EXECUTIVE BODY LIST OF "THE RESIDENCES AT MID VALLEY
CITY OWNERS ASSOCIATION" (TRMVCOA)"**

S.No.	NAME	AGE	OCCUPATION	DESIGNATION	ADDRESS
1	Kode Satya Prasad S/o K.Samba Siva Rao	74	Business	President	Door No.16-11-16/75, Sripuram Colony, Back Side to More Super Bazar, Malkatpet, Amberpet, Hyderabad, Telangana, Pin – 500036,
2	G.P.V.Narsimham S/o G.Subba Rao	51	Employee	Vice-President	Flat No.103, Satyam Enclave, Lakshmi Nagar, Shivaji Palem, Visakhapatnam, Pin – 530017, A.P.,
3	Govindu Ramanjaneyulu S/o G.Krishna Murthy	44	Business	Secretary	Door No.5-118, Lingapuram Village, Amaravathi Mandal, Palnadu District, Pin – 522436, A.P.,
4	Kotha Sita Kumari W/o S.Krishna Murthy	52	Employee	Joint Secretary	Flat No.1610, Mid Vally City, Atmakuru Village, Mangalagiri Mandal, Guntur District, Pin – 522503, A.P.,


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5	Gunakala Manjula W/o G.Nageswara Rao	51	House Wife	Treasurer	Flat No.1703, Mid Vally City, Kailash Towers, Atmakuru Village, Mangalagiri Mandal, Guntur District, Pin – 522503, A.P.,
6	Chadalavada Srikarikala Chowdari S/o Ch.Samba Siva Rao	37	Employee	Executive Member	Door No.6-372, Revendrapadu Center, Opp. Harika College, Nutakki Village, Mangalagiri Mandal, Guntur District, Pin – 522503, A.P.,
7	Seelamsetti Durga Venkata Krishna Kumar S/o S.Koteswara Rao	57	Business	Executive Member	Plot No.120, Road No.3, RTC Colony, Near Sai Baba Temple, Marris Stella College Back Side, Vijayawada, NTR District, Pin – 520008, A.P.,


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DECLARATION

We are under signed persons in the memorandum of the Association are desirous of forming an association under societies Registration Act.35 of 2001

S.No	Name& Father's/ Husband's Name	Designation	Signature
1	Kode Satya Prasad S/o K.Samba Siva Rao	PRESIDENT	
2	G.P.V.Narsimham S/o G.Subba Rao	VICE- PRESIDENT	
3	Govindu Ramanjaneyulu S/o G.Krishna Murthy	SECRETARY	
4	Kotha Sita Kumari W/o S.Krishna Murthy	JOINT SECRETARY	
5	Gunakala Manjula W/o G.Nageswara Rao	TREASURER	
6	Chadalavada Sriarikala Chowdari S/o Ch.Samba Siva Rao	EXECUTIVE MEMBER	
7	Seelamsetti Durga Venkata Krishna Kumar S/o S.Koteswara Rao	EXECUTIVE MEMBER	


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WITNESS

Sl. No.	Name & Father's/ Husband's Name	Occupation	Address	Signature
1	Tummala Bhanu Prakash S/o T.Brahmaji Rao	Private Employee	Door No.5-46, Near Ramula Vari Temple, Pedavadlapudi , Guntur District, Pin – 522302, A.P.,	<i>T. Bhanu Prakash</i>
2	Balineni Kishore Babu S/o B.Buchi Babu	Private Employee	Door No.3- 31A, Duddukur, Prakasam District, Pin 523186, A.P.,	<i>B. Kishore Babu</i>



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RULES AND REGULATIONS

1. Name of the Association: **"THE RESIDENCES AT MID VALLEY CITY OWNERS ASSOCIATION"**
2. Registered office: Flat No-404, 4th Floor, Kailash Block, **The Residences at Mid Valley City, Atmakuru Village, Mangalagiri Mandal, Guntur District, Pin – 522503, A.P.,**

All present/ future owners, original allottees whose apartments are yet to be registered, tenants, employees of owners/tenants and future tenants, any other person who might use the facilities of buildings in TRMVC in any manner, are subject to the regulations set forth in these By-laws.

The mere acquisition or rental or taking on the property on license of any of the residential apartments (hereafter referred to as — Apartments) in TRMVC or mere act of occupancy of any of the said apartments will signify that these bye-laws are accepted, ratified, and will be complied with.

DEFINITIONS: In these bye-laws, unless the context requires otherwise:


1. Owner means the person who has purchased an apartment in TRMVC by way of Registered Document.
2. Member means an owner of an apartment in TRMVC and whose name appears in the Registered Document of the Apartment.
3. Association means the Association of all apartment owners, constituted by such owners for the purpose of management of TRMVC Complex.



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4. Executive Committee means, Elected Members (EC), consisting of 7 persons, all of whom shall be members of TRMVCOA, residing in TRMVC complex.
5. Building means the buildings consisting of Everest, Trishul & Kailash Towers combinedly known as THE RESIDENCES AT Mid Valley City and includes the Common Areas and Facilities forming part thereof;
6. Common Areas and Facilities, unless otherwise provided in the declaration or lawful amendments thereto, means
 - i) The land on which the buildings are located including roads & approaches, compound walls, corridors, stairs, entrance and exits of buildings. ii) The gardens, parking areas, parks and open areas, park benches, park fittings and structures, premises of persons employed for the management of TRMVCOA.
 - iii) The installations of services such as power, light, emergency generator, water supply sump, tower tank, associated motors and switchgear, bore-wells and associated apparatus, all main water supply lines and controls thereon and cable TV installations.
 - iv) Community and commercial facilities, playgrounds, multipurpose hall and its associated structures, Club House, Lounges and other facilities consisting of The Residences at Mid Valley City, Residences and apartment building structures forming part of The Residences at Mid Valley City.
 - v) All other parts of property necessary or convenient to the existence of TRMVC, its maintenance and safety or normally in common use.
7. Financial year means year commencing on 01 April and ending on 31 March of the succeeding calendar year.
8. Majority of Owners means majority in a duly constituted General Body meeting where not less than 3/5th of the registered owners / members are present and atleast 2/3rds is considered as a

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considered as a majority. This clause will not be applicable for the Elections and related Voting. This is specific to any other agenda point to be discussed in a General Body Meeting and which requires a voting.

9. Owner of Apartment means the person or persons owning a flat in the Apartment and/or having an undivided interest in the common areas and facilities in TRMVC whose apartment is duly registered with the authorized Sub Registrar. When more than one name appears in the sale deed under Purchasers all such persons shall be considered as joint owners, (including the person at position one in the list of purchasers).
10. Registrar means the Jurisdictional Registrar.
11. Resident is one who legally occupies a unit, either as owner or as tenant (duly authorized by the owner)
12. Restricted Common Areas & Facilities: Area in the immediate vicinity and contiguous to each cluster which normally comprises the driveway leading to the car garage gates & the limited area of approach to the garage, small doors from the area near the main entrance doors of the ground floor apartments.
13. Unit means an Apartment in the TRMVC, together with undivided share in the common area.

14. BUILDERS UNSOLD UNITS

As the builder has many number of Unsold flats and Sold but not Registered units, for those units the below given laws to be applicable (Point – 1 above will not be applicable to those units, which are mentioned in this specific point). As some of the decisions taken by the Association could adversely affect the sale and registration of those units and builder requires to safeguard the interests of the prospective buyers, hence this clause is incorporated.



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- a. For every 5 units of Unsold units or Sold but not registered, units, Builder will have ONE vote, as a voting right.
- b. A maximum of 12 Votes will be with Builder (this is based on the number of Unsold or Sold but not registered units) available with the builder.
- c. As and when the Flat gets sold and registered, the voting rights will be transferred to the said Owner immediately upon registration and that Owner pays INR 100/- towards the owner registration with the association.
- d. For every 5 units sold / registered, one vote of builder will get reduced.
- e. No resolution to change the above clause (clause no - 14) can be adopted by the General Body Meeting till the builder has given a Certificate that those flats are sold and registered.

MEMBERS OF THE ASSOCIATION:

1. **Original members:** All persons who have purchased an apartment in the TRMVC and who have registered the said apartment with the Jurisdictional Sub - Registrar and executed respective declaration under Section 2 of The Andhra Pradesh Apartments (Promotion of Construction & Ownership) Act 1987 as amended by 1993 Amending Act submitting their apartments to provisions of the Act shall automatically be members of the Association. They shall pay Rs. 100/- each as Entrance Fee. They shall be given a Certificate/ Receipt per Apartment with the names of owners listed therein, in the order, as appearing in the Sale deed.
2. **Membership on Purchase of an Apartment:** Upon any member or owner selling his apartment, the purchaser is obliged to become a member of the Association by fulfilling the following.
 - Have the apartment registered and on production of the Registered Sale Deed and submission of a photocopy of


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the sale deed at the TRMVCOA office have the first name on the sale deed admitted as a member and other names on the sale deed as associate members.

- Pay the Association 1% (one percent) of the Registrar's valuation figure or of the sale consideration, whichever is higher, as one time contribution. (for the flats, which are resold.)
 - Submit a Declaration under Section 2 of The Andhra Pradesh Apartments (Promotion of Construction & Ownership) Act 1987 as amended by 1993 Act.
 - Pay an entrance fee of Rs. 100/-.
 - The membership certificate held by the seller (Apartment owner/member) shall be transferred to the purchaser on fulfilling the above conditions and on payment of Rs. 100 (One Hundred only) as Transfer fee. The first name on the Sale Deed shall be placed in the first position on the membership certificate.
3. Amounts of money indicated above are subject to change by way of resolution of the Annual General meeting.
4. Transfer of Membership on the Death of an Owner. On the death of an apartment owner, his apartment shall be transferred to the person or persons to whom he bequeaths the same by his will, or to the legal representatives of his estate, in case he has not made any specific bequest of the apartment. An appropriate court order may be required as proof of his claim. The name of the legatee or the names of the legal representative jointly shall be entered in Register of Apartment Owners maintained by the Secretary for the purposes of administration of the TRMVCOA as apartment owner or joint apartment owners.



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Where any legatee is a minor, the apartment owner shall be entitled to appoint a guardian of such minor.

5. On the death of a member, the person whose name appears in the highest position of the membership certificate, next to the deceased member, shall be considered a member of the association.

CO-PURCHASER:

1. An original Purchaser of an Apartment, who continues to own the apartment, is entitled to be an associate member of the Association but shall not have the right to vote.

G.P.A. HOLDER:

1. A person who holds Power of Attorney of an owner/member, but whose name does not appear on the Sale Deed of the Apartment, shall be termed Associate Member of the Association. He shall have the right to vote at the General Body Meetings. The owner who issues such a Power of Attorney, should hand over a copy of the same to the TRMVCOA. The onus of intimating changes, if any, revocation of the Power of Attorney rests with the owner.
2. Although GPA holder gets a right to Vote, he / she will not be eligible to contest for the Executive Committee.
3. For every instance of voting, the Owner has to send an email the TRMVCOA, giving the information of the GPA Holder and his/her acceptance to vote on the owner behalf.

JOINT APARTMENT OWNERS:

1. Where an apartment is purchased by two or more persons jointly, they shall be jointly entitled to the apartment and the share certificate of the association shall be issued in their joint names, but the person whose name stands first in the share certificate shall alone have the right to vote. The order of names on the share


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certificate can be changed by the joint owner whose name appears in the first place on the Sale deed by an application to the TRMVCOA office for a change and by then signing on the reverse of the membership certificate.

2. Persons whose name appears on the membership certificate in positions other than position one, shall, as joint owners, be termed Associate Members of the Association. They do not have the right to vote.

HOLDING OF ONE MEMBERSHIP COMPULSORY.

1. Every apartment owner must hold one Membership of the Association (Joint apartment owners holding the membership jointly)

CHAPTER II

VOTING, QUORUM AND PROXIES (IN AGM)

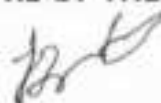
VOTING: Each Flat is entitled to only one vote. The first named in the membership certificate shall alone have the right to vote.

QUORUM. For Election & Voting purpose - The presence of 3/5th Members, inclusive of members of the Executive Committee, shall constitute a quorum. Majority should be 75% of the quorum with a minimum of 3/5th of the members present.

VOTE TO BE CAST IN PERSON: Votes are to be cast in person by the members. On a member's inability to attend a General Body Meeting a specific authorization to a Joint Owner of his apartment, to represent him in that specific meeting and vote on his behalf is permissible. Such authorization should be received at the Office of the TRMVCOA at least one week prior to the said meeting.

PROXY VOTING : To make sure every owner has the right to give their opinion, a owner whose flat is registered in his/her name but doesn't have any GPA holder, then those owners can nominate a proxy

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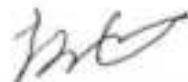


and intimate the TRMVCOA with the Aadhar details of the Proxy, through email, to the Executive Committee.

No PROXY can be given more than one right to vote.

DISQUALIFICATION:

1. A member shall not be entitled to vote on any resolution or in the elections for the posts of President, Vice President, Secretary, Joint Secretary, Treasurer and /or other members of the EC if he has outstanding dues of contributions to TRMVCOA.
2. Contribution means all dues raised on the Members by the EC, including Maintenance Charges, Parking charges and any levies authorized by the General Body and any charges imposed by the EC and any levies towards loss/damage to TRMVCOA property by Members, their family members, their servants, employees and administrative charges incurred towards rectification /repair/replacement of the damaged property. Charges imposed by the EC shall be paid by the Member concerned, even if disputed and the subject of dispute taken up thereafter with the EC.
3. A disqualified member is neither entitled to vote in any AGM nor contest an election to the EC. He may only attend an AGM.
4. A member who has violated the Bye-Laws/Rules of the Association may be disqualified at a General Body Meeting after; -
 - The EC has issued a notice to him on his violation of bye-laws/rules
 - Obtained his reply to such notice and examined the same.
 - EC has thereafter recommended his disqualification and
 - He is heard again by the AGM.



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CHAPTER III

ADMINISTRATION POWERS & DUTIES OF ASSOCIATION:

1. The Association shall have the responsibility of administering the TRMVCOA. To this end the Association shall, through the EC, convene annual meetings, and special meetings when required, to approve the annual budget and decide upon policy matters affecting the members. The Association may frame RULES to amplify these Bye laws and these rules shall be applicable to all members /residents after they are passed by a majority in any AGM. In the event of doubt, the Rules under The Andhra Pradesh Apartments (Promotion of Construction & Ownership) Act 1987 as amended by 1993 Act and The Andhra Pradesh Societies Registration Act 2001 shall prevail over the bye-laws.
2. All resolutions of the Association shall require the approval of a majority of eligible members present at the meeting, as per the quorum details specified above.
3. PLACE OF MEETINGS: Meetings of the Association shall be held at a suitable place in TRMVCOA, as decided by the EC.
4. **The General Body shall usually meet once in a year in the month of APRIL.** ✓
5. Members may also transact other lawful business of the Association, brought before the meeting. The Audit Report and the Balance Sheet for the preceding financial year shall be presented at the AGM.
6. **SPECIAL MEETING:**
 - 1.The EC shall call a special meeting of the Association as directed by a resolution of the Committee or upon a petition by at least thirty (30) members, excluding the Executive committee members having been presented to the Office of the Association.


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Notice of any special meeting shall state the time and place of such meeting and the purpose thereof. Notice of the Special Meeting shall be issued within Fourteen working days, from the date of the receipt of the petition. The special meeting shall be scheduled with the minimum notice period of Fourteen days. No other business shall be transacted at a special meeting without the consent of a majority of the members present.

NOTICE OF MEETINGS:

1. The EC shall mail or send a notice of each annual or special meeting, stating the purpose thereof as well as the time and place where it is to be held, to each member, at least fifteen but not more than thirty days prior to such meeting. All notices required to be sent by post shall be sent by speed post / email and those sent by hand to residents at TRMVCOA shall be duly acknowledged at the member's apartment. The mailing or sending of a notice shall be considered notice served.

AGENDA POINTS.

2. The EC is to invite points for the agenda of the AGM at least sixty days prior to the expected date of the AGM. Agenda Points from Members are required to reach the office thirty days prior to the AGM by publishing notices in our Notice Executive Committees. The EC is to consider the points received and display on the Notice Executive Committees, the EC's comments on the same, at least one week prior to the AGM. Copies of this should be available in the Office for the desirous Members to see.

ADJOURNED MEETINGS:

1. If any AGM/SGM cannot be conducted because of a lack of quorum, the EC may adjourn the meeting by twenty-four hours from the time the original meeting was called. If at such adjourned meeting also, no quorum is present, the members present should be at least 2/3rd of the quorum, as may be required for this meeting.


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- II. At such adjourned meetings, a member may be permitted to authorize a joint owner of his apartment to represent him, by submitting an application to that effect at least an hour prior to the start of the adjourned meeting, in view of the short notice change in schedule of the adjourned meeting.

CHAPTER IV

EXECUTIVE COMMITTEE (EC)

- i. The affairs of the Association shall be conducted by The Executive Committee, duly elected by way of Elections to the Association.

POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE:

- i. The EC shall have the powers and duties necessary for the administration of the affairs of the Association, as imposed by these bye-laws and /or by resolutions of the General Body.

OTHER DUTIES:

- i. In addition, the EC shall be responsible for the following: -
- ii. Care, upkeep and security of TRMVC, along with common areas and facilities and the restricted common areas and facilities;
- iii. To monitor any unauthorized construction or unauthorized occupancy of the Common Areas and take immediate step to remove those, with NO PRIOR notice.
- iv. Collection of maintenance charges and other dues from residents/ licenses.
- v. Employment, and dismissal of personnel necessary for the maintenance and operation of TRMVC and fix their remuneration.


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- vi. Maintenance of accounts up-to-date and their audit annually.
- vii. Effective control on all expenditure. Expenditure is not to be incurred outside the available sanction of the General Body.
- viii. Inspection of the accounts kept by the Treasurer and TRMVCOA and to take steps for recovery of dues to the Association;
- ix. To hear and deal with complaints.

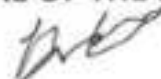
ESTATE SUPERVISOR:

The EC may employ an Estate Supervisor for the Association at a remuneration fixed by the EC to perform duties assigned by the EC.

ELECTIONS AND TERM OF OFFICE:


1. The TRMVCOA shall elect the President, Vice President, Secretary, Joint Secretary and Treasurer and 2 Executive Body Members. There can be another 4 Executive Body members, bringing the total executive committee members to 11 (eleven), which will be a maximum number.
2. Minimum there will be 7 members in the EC with a maximum of 11 (eleven members).
3. A member may be elected to the same position in the EC for two succeeding terms only. However, no member shall be elected to the EC for more than four consecutive years in any capacity.
4. If no candidate from among members offers himself for the posts of Executive Body Members, then the Joint & Co-Owners names shall be considered for these posts, ensuring that only one person from any unit is entitled to be a member of the Association and to contest for a post in the EC. That the joint owner, if elected, will, within three working days, get his name transferred to the first position on the membership certificate

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5. Nominations are to be invited for the posts of President, Vice-President, Secretary, Joint Secretary, Treasurer, and 2 Executive Members.
6. Returning Officer shall be a member of the Association or Letters inviting nominations shall be dispatched to all members irrespective of their place of residence. (Whether in TRMVCOA or outstation). The TRMVCOA office shall supply to the returning officer a list of disqualified members at least ten working days before the Elections.
7. At the AGM, Members may elect a panel of 2 Members as the Returning Officers (R.O.) for a period of One (1) year. The first person in the panel shall be the Principal Returning Officer. The Second Member shall conduct the business in the event of inability/Absence of the Principal RO. The election to the post of Returning Officers may be by show of hands, subsequent to names being duly proposed and seconded.
8. The EC shall invite nominations for the posts of EC for which elections are held from Members. However, nominations from Joint Owners who are Associate Members may also be accepted for the posts of Sub Committees, only to cater to the eventuality where no nominations for any particular post is received from Members. Letters inviting nominations are to be dispatched to all Members, irrespective of their place of residence (whether in TRMVCOA or in outstation). The TRMVCOA Office shall supply to the Returning Officer, a list of disqualified Members, at least ten working days before the General Body Meetings. Any candidate, who has filed a case in the Courts against the Association or vice versa, shall declare in brief the nature of the case, if pending. The Returning Officer shall read out the declaration at the AGM, prior to the polling.
9. Nominations should be on prescribed form, which will be made available by TRMVCOA office. One nomination form is to be used for one post. All nominations should be sent to the Returning Officer, c/o TRMVCOA office and an

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acknowledgement obtained from the office.

10. Last date for filing nomination shall be seven working days prior to the Election.

11. The Returning Officer shall publish the list of valid nominations received, at least two working days prior to the scheduled date of the Election.

- i. A member cannot propose or second names of more than One member to the Committee.
- ii. A member who has been on the Committee for last four consecutive years will not be eligible to contest for any position on the EC for the next two years.
- iii. If only one nomination is received for a particular post, it should be announced in the Scrutiny by the Returning Officer. Such a Candidate shall be declared elected by majority.
- iv. If no nomination is received in the normal process, for any post/posts for the EC, the following procedure to elect a candidate for the post is to be adopted: -
- v. The Returning Officer is to call for nomination of candidates for the post/posts, at the SPECIAL AGM. These are to be verbally proposed and seconded by the Members. The Returning Officer is then to conduct the election for the post/posts. Election of the candidate is to be by a show of hands. The normal election procedure as per Clauses above Bye Laws will not apply in this case.
- vi. Election shall be by votes being cast in ballot boxes. One box is to be earmarked for each post. Ballot papers, normally mandatory 7 (seven) names and a maximum of 11 (eleven) names on them, are to be


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distributed by the Returning Officer and his team to all eligible members at the time of polling. Members may mark their preference by a tick-mark against the chosen candidate and drop the ballot papers in the ballot boxes provided.

- vii. On completion of voting, Returning Officer shall count the votes in the Election. If they so desire, candidates may observe counting.
- viii. Results of election are to be announced by the Returning Officer and a signed statement has to be given to the President.
- ix. Presence of candidates contesting the election, their proposers and their seconders, is mandatory at the Election counting.
- x. In the event of not being able to elect the full strength of Committee members to the EC, the new Members of the EC may pursue action co-opt Members from among owners at TRMVCOA. A notice is to be displayed on TRMVCOA Notice Executive Committees, for seven days, inviting volunteer owners to serve in the EC until the next AGM.
- xi. Eligible candidates are to be elected by a majority of votes in the EC.

VACANCIES:

1. Vacancies of Executive Committee, caused by a reason other than removal of him by a vote of the General Body, shall be filled from among willing Committee members of the EC, by a vote of the majority of the remaining Committee members, in a duly constituted meeting of the Executive Committee. Each person so elected shall be a PEC until a successor is elected at the next SGM/AGM.


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2. If no member volunteers for filling the above vacancy, the EC may fill the post by co-opting a Member of the Association.
3. Vacancy of an Executive Member, other than a PEM may be filled by co-opting a Member of the Association.

REMOVAL OF EC MEMBERS:

At any regular or special meeting of the Executive Committee, one or more of the Committee members (excluding PEM), may be removed, for absence from three consecutive meetings, by a majority of the EC. Any Committee member whose removal is proposed by the EC shall be first heard at the said meeting. The vacancy thus caused may be filled as mentioned above.

ORGANISATION OF MEETING OF THE EC - First meeting of a newly elected committee shall be held within ten days of election at a place fixed by the Committee members. No notice shall be necessary to the newly elected Committee members to legally constitute such meeting, provided a majority of the whole Committee shall be present.

REGULAR MEETINGS: Regular meetings of the EC, shall be held at a place and time determined, by the President. At least one such meeting shall be held each calendar month. Notice of such meetings shall be given to each EC Member, personally or by mail or telegraph, at least three days prior to the day of such meetings.

SPECIAL MEETINGS:

- a. Special meetings of the Executive Committee may be convened by the President on three days' notice to each member of EC given personally or by email or telegraph. The notice shall state the time, place and purpose of the meeting. Special meetings of the Executive Committee shall also be convened by the President in like manner and on like notice on the written request of at least five Committee members.



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- b. The EC shall can also call a special meeting of the Association as directed by a resolution of the Committee or upon a petition by at least thirty (30) members, excluding the Executive committee members, having been presented to the Office of the Association. Notice of any special meeting shall state the time and place of such meeting and the purpose thereof. Notice of the Special Meeting shall be issued within seven working days, from the date of the receipt of the petition. The special meeting shall be scheduled with the minimum notice period of fifteen days. No other business shall be transacted at a special meeting without the consent of a majority of the members present.

WAIVER OF NOTICE: Before any meeting of the EC, any Member may, waive notice of such meeting. Such waiver shall be deemed equivalent to giving such notice. Attendance by the member at any meeting of the Committee shall be a waiver of notice by him. If all the Committee members are present at any meeting of the Executive Committee, no notice shall be required and any business may be transacted at such meeting.

QUORUM: The quorum for the General Body should be 3/5th Members on rolls and to the Executive Committee it should be 3/5th of EC. And a majority should be atleast 75% of the quorum of minimum 3/5th members present.

CHAPTER V

TENURE of the EXECUTIVE Committee

- Any elected Executive Committee will have a tenure of maximum of 1 year (365 days)

EXECUTIVE MEMBERS DESIGNATION:

The Executive Committe shall be having a President, a Vice President, a Secretary, a Joint Secretary, a Treasurer and 2 Executive members (with another 4 executive members, which is optional)

ELECTION OF EXECUTIVE COMMITTEE: The Executive Committee of the Association shall be elected annually by the Association Body and shall hold office accordingly.

SIGNATURE OF THE PRESIDENT



PRESIDENT: He shall: -

- i. shall be the Chief Executive officer of the Association.
- ii. preside at all meetings of the Association and the Executive Committee.
- iii. have the power to appoint committees from among the owners for specific tasks. Executive Committee shall be kept informed.
- iv. ensure that decisions at the meetings of the Executive Committee have a backing of the majority present
- v. ensure that the finances of the association are effectively managed. He shall be responsible for funds and investments of the Association
- vi. have no power to sanction any expenditure unilaterally.
- vii. ensure that cash-book is maintained by the Treasurer and is checked and signed each month on the last working day by himself or by a member of the Executive Committee, so authorized.



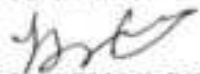
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VICE-PRESIDENT:

The Vice - President shall act as the President and perform his duties whenever, the President shall be absent or unable to act. If neither the President nor the Vice - President is able to act, the Executive Committee shall appoint some other member of the Executive Committee to act as President on an interim basis. The Vice - President shall also perform such other duties as are assigned to him by the Executive Committee.

SECRETARY: He shall:-

- i. compile the minutes of all meetings of the Executive Committee and the Association. Shall ensure that quorum is maintained at the time of voting on any proposal at the General Body Meetings. The number of votes FOR and AGAINST a proposal will be recorded in cases of a close contest.
- ii. have charge of and maintain such books and papers as the Executive Committee may direct.
- iii. in general, perform all the duties incidental to the office of Secretary, including:
- iv. Implement decisions of the Executive Committee and the General Body, in coordination with respective Committee members. He should ensure that financial propriety is maintained and that financial control is effective.
- v. Oversee the working of the Estate Manager.
- vi. Be responsible for the personnel management of all employees. (Functional responsibility of personnel will however devolve on respective portfolio Committee members.)
- vii. Caution an owner/ resident of any irregularity noticed in and around his apartment.

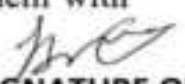

**SIGNATURE OF
THE PRESIDENT**

- viii. Call upon an owner/ resident to stop any disturbance being created by inmates or guests in and around his apartment.
- ix. Suspend services normally available to owners/residents, in case an owner/ resident does not adhere to the Bye-laws/ Rules of the Association, in consultation with the EC..
- x. Prevent the entry into the TRMVCOA of persons of ill-repute

JOINT SECRETARY: the absence of the Secretary, the Joint-Secretary shall perform the functions of the Secretary.

TREASURER: He shall: -

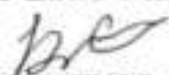
- i. Be responsible for Association funds and investments.
- ii. Plan investments of the Association and get them approved by the Executive Committee of Committee members
- iii. Keep accurate accounts of receipts and expenditures including those of TRMVCOA
- iv. Keep all expenditure within the budget approved by the ABM.
- v. Incur expenditure as per procedure and financial powers laid down.
- vi. Check the accuracy of data entry on a daily basis, maintain accounts with the help of the Accounts Assistant, using appropriate software (presently Tally) and maintain a file containing a daily print out of the Cash Book. Ensure that the cash balance at the Office, after banking hours shall not exceed Rs.5000/- (Rupees five thousand only).
- vii. Maintain Bank A/cs of the Association and tally them with Cash Book monthly


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- viii. Get all ledger A/cs updated monthly and thereafter prepare a Trial Balance by 15th of each month.
- ix. Check the association A/cs maintained by the Accounts team at regular intervals of 15 days / 30 days more and suggest improvements
- x. Prepare the final accounts of the Association as on 31 March each year by 15th April and get the same audited by 30th April each year.
- xi. Get a Chartered Accountant appointed as the Association auditor and get his remuneration approved in the annual GBM.
- xii. Ensure that the routine expenditure in the first three months of the financial year does not exceed the expenditure incurred in the corresponding period of the previous financial year.
- xiii. also supervise financial activities.
- xiv. Shall through the Accounts Assistant hold in his custody an amount specified by the Executive Committee for petty expenses.

REMOVAL OF PRINCIPAL OFFICERS:

A Executive Member may be removed by a majority vote at a meeting of the General Body. He shall be heard at this meeting before the final decision. The successor shall be elected at the same meeting from amongst other members of the Executive Committee or from amongst other General members willing to contest for the post. Should a member of the Executive Committee be elected as EM, the resultant vacancy in the Executive Committee would be filled up in the same AGM. The normal election process mentioned in the Bye Laws will apply in this case


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CHAPTER VI

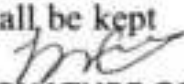
OBLIGATIONS OF THE APARTMENT OWNERS/ RESIDENTS.

MAINTENANCE AND OTHER CHARGES.

- i. All owners will pay charges as decided by the General Body for facilities to be provided by the Association.
- ii. These shall be credited to the TROMVOA -Current Account.
- iii. Facilities provided by TRMVCOA shall be withdrawn from defaulting members after due notice.

MAINTENANCE AND REPAIR

- i. Every owner must perform promptly, all maintenance and repair work within his own unit, at his own cost, which, if omitted would affect the neighboring apartments/ TROMVC Complex in entirety or in part belonging to other owners. He shall be expressly responsible for the damages and liabilities that his failure to do so may engender.
- ii. All the repairs of external and internal installations of the unit such as water, light, gas, power, sewage, TV, Telephones, air-conditioners, sanitary installations, doors, windows, lamps and overhead tank repairs and all other accessories belonging to the unit area shall be at the expense of the apartment owner concerned.
- iii. In the event of seepage occurring in one unit and being attributable to the discharge of water/effluents at/from the unit at the higher level, rectification shall be undertaken at the earliest. Charges payable for the rectification shall be shared equally between the apartments. The Association shall be kept


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informed.

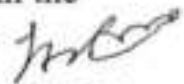
- iv. Every unit shall ensure that drainage of water from terraces does not affect the neighboring unit at the lower level. Such drainage should be channelized through appropriate plumbing, to the ground level storm water drain.
- v. An owner shall reimburse the Association for any expenditure incurred in repairing or replacing any common area or facility damaged through his fault or for removal of debris or of extra cleaning around the dwelling.

vi. USE OF FAMILY APARTMENTS-INTERNAL CHANGES:

- 1. All residential apartments shall be utilized for residential purpose only and no commercial activity will be carried out in the flats
- 2. The Owner/resident shall not make any structural addition / modification/alteration to any apartment nor make any additions/alterations to the cluster nor shall change the outside colour scheme, elevation or facade of the apartment otherwise than in a manner prescribed by the EC. The owner/purchaser shall not subscribe to or seek the change of name of the layout in which apartment is situated, which shall be "The Residences at Mid Valley City Owners Association".

USE OF COMMON AREA AND FACILITIES AND RESTRICTED COMMON AREAS AND FACILITIES:

- 1. An owner/resident shall not place or cause to be placed in the lounges, vestibules, stairways and other areas of various area of TROMVC and facilities of a similar nature, both common and restricted, any furniture, packages or objects of any kind. Such areas shall be used only for normal transit through them. Flower pots or receptacles are not to be placed on stairways nor in the area leading to the electrical meter Executive Committee.


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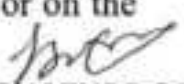
3. No permanent structure such as wall, iron fencing or barricade of whatsoever nature shall be erected in the common areas or restricted common areas by any member/resident.
4. The Owner / resident, should be aware that Common Areas (as specified by the Builder or in the Approved plan) are for all the Residents and no unauthorized structure/ construction will be taken up in those areas. Without any prior notice, any unauthorized structures like grills/gates/etc will be removed by the Executive Committee.

RIGHT OF ENTRY:

1. A resident shall grant right of entry to the Estate Supervisor or to any other person authorised by the Executive Committee in case of any emergency originating in or threatening his unit. Whether the owner is present at the time or not, the Association would have right of entry, in the event of an extreme emergency (e.g., fire, flooding etc.) provided one of the principal officers of the Executive Committee is present to ensure the security of the premises.
2. A resident shall permit other residents, or their representatives, when so required, to enter his unit for the purpose of performing installations, alterations or repairs to mechanical or electrical services, provided that requests for entry are made in advance and that such entry is at a time convenient to the owner. In case of an emergency such right of entry shall be immediate and, in such cases, at least one of the PEM of the Executive Committee shall be present.

RULES OF CONDUCT:

1. Residents of TROMVC shall not post advertisements, or posters or erect hoardings or banners of any kind in or on the buildings except as authorized by the Association.


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2. Residents shall exercise extreme care about making noises or use of musical instruments, radios, television and amplifiers that may disturb others.
3. Residents keeping domestic animals, as pets, shall abide by the municipal sanitary bye-laws and regulations. They shall ensure that their dogs are protected against Rabies and Distemper and that a certificate on the currency of their immunization is always available with them. Pet owners are to ensure that pets do not defecate/urinate in TROMVC compound and common areas and terraces. Pet dogs are not to be left unleashed on the terraces thus posing a threat to other occupants 'free access to the common areas.
4. Domestic Animals: Following creatures/animals are not permitted to be maintained in the premises of TRMVCOA: - cows, buffaloes, sheep, poultry, reptiles, gaming pigeons etc.
5. It is prohibited to hang garments, rugs etc., from windows, balconies or from any of the facades of the MVC Complex
6. Flower pots and other objects are not to be placed on the parapet walls as they deface the walls and also pose a danger of falling down, causing damage to persons/ property/ other residents.
7. Garbage or trash shall be deposited only in the disposal installations provided for such purposes in TROMVC. If such installation is not provided, garbage or trash shall be collected and thrown in the municipal dust bin.
8. No resident shall install wiring for electrical or telephone installation, television antennae, machines or air-conditioning apartments, etc., on the exterior of the TROMVC apartments or that protrude through the walls or the roof of that complex except as authorized by the Association.
9. The Executive Committee shall have the right to periodically

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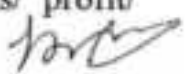
examine TROMVC Complex to ensure proper adherence of all residents to the above regulations, in the general interest and well-being of all residents.

10. Repairs within the flat, which could generating sound and disturb other residents, should be avoided during the night time and should be done between 10am – 5pm

CHAPTER VII

ACCOUNTS AND AUDIT FUNDS:

1. Funds may be raised by the Association for the welfare of owners / members in all or any of following ways: -
 - By Apartment / Unit Purchase fee and one time contribution from purchaser of apartment.
 - by collective contributions and donations from the residents and public.
 - from common profits which shall form the nucleus of the Residents Current A/c
 - from residents and /or Public Institutions for creation of viable capital assets in TRMVCOA as approved by the General Body.
 - By organizing other lawful activities for the residents.
2. The funds and income of the Association shall be utilized solely on expenditure for achievement of objectives of the Association. Income in excess of expenditure or vice-versa shall be merged into the Residents Current Account. Surplus fund shall not be disbursed to owners as refunds/ profit/ dividend / interest.


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INVESTMENT:

The Association may invest its surplus funds, after the approval of the Executive Committee, in one or more of the following Institutions:

- (i) Public Sector Banks (ii) Scheduled Banks (iii) Public Sector Institutions.

CORPUS FUND

- The Association cannot use the proceeds from the Corpus Fund account, for any regular maintenance purpose.
- The amount deposited under account of Corpus Fund, will be kept as Fixed Deposits and fixed deposits can be cancelled only with the permission of 2/3rd of the members of the association and that too in a General Body Meeting.
- No amount from the Corpus fund deposits can be used for any purpose other than
 - a. Capital Expenses (not relating to regular Maintenance of the community)
 - And any capital expense needs the approval of 2/3rd of the members of the association.

ACCOUNTS:

- i. The Association shall maintain Bank Accounts as necessary, into which all money received by it shall be deposited.
- ii. The Treasurer will hold in his custody an amount specified by the Executive Committee for petty expenses.


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- iii. While salary of employees may be paid in cash, other payments in excess of Rs.2500/- shall be made by cheques signed by Treasurer and President.
- iv. Those authorized to sign cheques of the Association shall not bear any blood relationship with each other.
 - Both Treasurer and Secretary will the Joint Signatories for signing the cheques.
- v. The accounts shall be audited by a Chartered Accountant every year.
- vi. All account shall be closed as on 31st March of every year and will be circulated to all the members before the Annual General Body Meeting is called.

PUBLICATION OF ACCOUNTS AND REPORTS

- i. The Association shall, on or before 120 days of completing the Financial Year, publish its audited financial statement for the previous financial year consisting of :-
- ii. Income and Expenditure A/c
- iii. Receipts and Payments A/c
- iv. Balance Sheet showing the assets and liabilities of the Association disclosing their general nature and value.
- v. A copy of the audited financial statement and audit report shall be kept in the Association office for perusal by members, during office hours.


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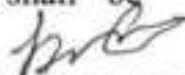
AUDIT:

- i. The Association shall appoint, at its AGM, a Chartered Accountant to audit the accounts and finances of the Association. The AGM shall also fix his remuneration.
- ii. The auditor shall examine the annual financial statement prepared by the Executive Committee and verify the same with connected accounts. He shall thereafter sign the statement as correct and in accordance with the law
- iii. The accounts of the Association are to conform to the bye laws/rules of the Association in addition to the accounting regulations/laws
- iv. Auditor shall specifically observe compliance of Association accounts with these bye laws/rules
- v. Concurrent audit of the accounts shall be carried out by the Auditor,
monthly.
- vi. Non-compliance of accounts with these bye laws/rules as also accounting laws will specifically be brought out by the auditor in his annual report to the Executive Committee
- vii. Reports of concurrent audit shall be rendered to the Executive Committee. The reports shall clearly bring out wrong accounting practices, if any, errors and cases requiring attention of the Executive Committee. Simultaneously he shall suggest remedial measures for prevention of such errors and improvement of accounting standards
- viii. The auditor shall be entitled to call for information pertaining to all financial transactions conducted by the Association and examine these papers.


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THE PRESIDENT**

FINANCIAL POWERS:

1. Regular planned items of expenditure, in the day- to - day activities of the Association, shall not exceed the budget for the same already approved by the AGM. Non-planned expenditure will be incurred by the common consent of the President, Secretary & Treasurer. If any one of them disagrees, then the case shall be referred to the Executive Committee for decision/sanction.
2. Expenditure upto Rs.1000/- per item may be proposed by the concerned Member and approved by the President.
3. Expenditure in excess of Rs.1000/- per item but limited to Rs.5000/- per item shall be proposed by the concerned member through the Secretary and approved by the President.
4. Expenditure in excess of Rs.5000/- per item but limited to Rs.25000/- per item shall be proposed by the Secretary and put up for approval of Executive Committee for sanction by at least 8 Committee members.
5. Expenditure in excess of Rs.25000/- per item shall not be incurred/sanctioned by the Executive Committee but shall be put up for prior approval of the ABM.
6. Every proposal shall be put up to the Treasurer for clearance, before incurring the expenditure, on availability of budgetary allocation and liquid funds. No expenditure shall be incurred without this clearance in advance.
7. Minimum 3 quotations shall be called for to meet expenditure on any item costing Rs.5000/- or more. Least costly quotation commensurate with quality shall be accepted.


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8. In exceptional cases, when delay cannot be accepted, the Executive Committee can sanction expenditure which will be put up for ratification in the following AGM.

CHAPTER VIII

MORTGAGES:

NOTICE TO ASSOCIATION:

An owner who mortgages his unit, shall notify the Association, the name and address of his mortgagee and the Association shall maintain such information in the Register of Apartment Owner.

NOTICE OF UNPAID DUES:

The Association shall at the request of a Mortgagee of a unit, report dues outstanding from the owner of such unit.

CHAPTER IX

COMPLIANCE:

These Bye-Laws are set forth to comply with the requirements of The Andhra Pradesh Apartments (Promotion of Construction & Ownership) Act 1987 as amended by 1993 Act. In case any of these bye- laws conflict with the provisions the said Act, it is hereby agreed and accepted that the provisions of the Act will apply.

SEAL OF THE ASSOCIATION:

The Association shall have a common seal, which shall be in the custody of the Treasurer. Every deed of instrument to which the seal is affixed shall be attested for or on behalf of the Association by the

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THE PRESIDENT**



President of the Executive Committee in all cases and the Secretary / Treasurer as applicable.

CHAPTER X

AMENDMENTS TO BYE LAWS

These Bye-Laws may be amended by the Association by duly constituted meeting for the purpose. No amendment shall take effect unless approved by at least 2/3rd members present out of a minimum of 3/5th of the members and taken as majority as per the Association By-laws.

CHAPTER XI

MISCELLANEOUS MATTERS

DISSOLUTION: In the event of dissolution or winding up of the Association, the assets remaining as on date of dissolution shall under no circumstances be distributed among members but shall be transferred to the succeeding Association/Society/Institution/Trust.

POWERS TO SUE AND TO BE SUED: The President of the Association shall be the person to sue on behalf of the Association and shall be the person sued in any suit against the Association.



**SIGNATURE OF
THE PRESIDENT**

We the following Executive Committee members shall hereby subscribe our signatures and hereby certify that this is the correct copy of the rules and regulations of **"THE RESIDENCES AT MID VALLEY CITY OWNERS ASSOCIATION (TRMVCOA)"**







Sl. No.	Name& Father's/ Husband's Name	Designation	Signature
1	Kode Satya Prasad S/o K.Samba Siva Rao	PRESIDENT	
2	G.P.V.Narsimham S/o G.Subba Rao	VICE- PRESIDENT	
3	Govindu Ramanjaneyulu S/o G.Krishna Murthy	SECRETARY	
4	Kotha Sita Kumari W/o S. Krishna Murthy	JOINT SECRETARY	
5	Gunakala Manjula W/o G.Nageswara Rao	TREASURER	
6	Chadalavada Srikarikala Chowdari S/o Ch.Samba Siva Rao	EXECUTIVE MEMBER	
7	Seelamsetti Durga Venkata krishna Kumar S/o S.Koteswara Rao	EXECUTIVE MEMBER	


SIGNATURE OF
THE PRESIDENT

WITNESSES







Sl. No.	Name & Father's/ Husband's Name	Occupation	Address	Signature
1	Tummala Bhanu Prakash S/o T.Brahmaji Rao	Private Employee	Door No.5-46, Near Ramula Vari Temple, Pedavadlapudi , Guntur District, Pin – 522302, A.P.,	<i>T. Bhanu Prakash</i>
2	Balineni Kishore Babu S/o B.Buchi Babu	Private Employee	Door No.3- 31A, Duddukur, Prakasam District, Pin 523186, A.P.,	<i>B. Kishore Babu</i>


**SIGNATURE OF
THE PRESIDENT**

S. No.	NAME & FATHER'S/HUSBAND'S NAME	DESIGNATION	ADDRESS	LEFT THUMB IMPRESSION	PHOTO
1	Kode Satya Prasad S/o K.Samba Siva Rao	President	Door No.16-11-16/75, Sripuram Colony, Back Side to More Super Bazar, Malkatpet, Amberpet, Hyderabad, Telangana, Pin - 500036,		
2	G.P.V.Narsimham S/o G.Subba Rao	Vice-President	Flat No.103, Satyam Enclave, Lakshmi Nagar, Shivaji Palem, Visakhapatnam, Pin - 530017, A.P.,		
3	Govindu Ramanjaneyulu S/o G.Krishna Murthy	Secretary	Door No.5-118, Lingapuram Village, Amaravathi Mandal, Palnadu District, Pin - 522436, A.P.,		



SIGNATURE OF TH

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4	Kotha S'ia Kumari W/o.S.Krishna Murthy	Joint Secretary	Flat No.1610, Md Vally City, Atmakuru Village, Mangalagiri Mandal, Guntur District, Pin - 522503, A.P.,		
5	Gunakala Manjula W/o G.Nageswara Rao	Treasurer	Flat No.1703, Md Vally City, Kailash Towers, Atmakuru Village, Mangalagiri Mandal, Guntur District, Pin - 522503, A.P.,		
6	Chadalavada Srikarikala Chowdari S/o Ch.Samba Siva Rao	Executive Member	Door No.6-372, Revendrapadu Center, Opp. Harika College, Nutakki Village, Mangalagiri Mandal,		

SIGNATURE OF THE PRESIDENT



7	Seelamsetti Durga Venkata Krishna Kumar S/o S.Koteswara Rao	Executive Member	Guntur District, Pin - 522503, A.P., Plot No.120, Road No.3, RTC Colony, Near Sai Baba Temple, Marris Stella College Back Side, Vijayawada, NTR District, Pin - 520008, A.P.,		
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Dr. G. S. Rao

SIGNATURE OF THE PRESIDENT