

AMRAPALI SAPPHIRE PHASE II

APARTMENT OWNERS ASSOCIATION

Sector -45, Noida (U.P)

(Registration No. GBN/01083/2019-2020, Under Societies Registration Act 1860)

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Ref. CH/SOP/PRE-1

Dated 08.09.2024

Standard Operating Procedure (SOP) for Club House Committee

1. Objective:

Helping & recommending to the Board of Management (BOM), Amrapali Sapphire Phase 2 actions that are needed to oversee the management, maintenance, and operation of the clubhouse facility. The clubhouse is a central hub for social, recreational, and community activities, so the committee's role is crucial in ensuring it serves the needs of all members effectively.

2. Scope/Responsibilities:

- Develop & implement clubhouse policies including but not limited to Party Hall bookings, opening & closing times for different facilities, etc.
- Upkeep of the clubhouse and all facilities within, maintain cleanliness and order, enhance member engagement and satisfaction.
- Recommendation in consultation with residents for the utilization of different rooms within the clubhouse.
- Recommendation for the safety and security of residents and clubhouse property.
- To take up any other issue/affair related to the above, with the prior written approval of BOM, or as referred to by the BOM from time to time.

3. Meeting Protocol:

- Frequency: The Committee may meet, physically or virtually (online modes), as frequently as required, however, it is expected to meet at least once a month to discuss ongoing tasks and future plans.

- Convener/Co-convener should inform the date & time of meeting at least 48 hours in advance to members. Meetings must be rescheduled to the earliest possible date/time if more than 25% of members have reservations about the initially notified schedule. Prior notice of 48 hours for meeting may be dispensed with if the majority of the strength agrees.
- Minutes: Minutes of each meeting must be recorded, should be signed preferably by all those attending the meeting, and should be shared with all the members of the committee and BOM preferably within 3 days of the meeting.
- Quorum: At least 1/3rd of committee's strength (inclusive of Convener and Co-convener and members) to form a quorum. If the quorum is not complete, the meeting should be rescheduled to the earliest possible time/date as per the discussions with the majority of the committee members.
- If quorum is still not complete even in the rescheduled meeting, the members present may continue with the discussions/proceedings in the meeting. After the meeting, the minutes thereof are to be circulated to the entire committee and if the majority of the committee agrees to/ratifies the decisions/recommendations captured in such minutes, the same is to be treated as a validly arrived decision/recommendation by the majority of the committee.
- Advisor(s), where appointed to the committee, are also to be invited for meetings, and if they express views, these are to be captured in the minutes of the meeting.
- Designated Coordinator from BOM must be added to the committee groups & communications.

4. Decision-Making Process:

- All decisions/recommendations of the committee are to be taken/made by a majority of the committee members, either by way of being physically/virtually present or by way of assenting to/ratifying the same by circulation.
- In case of split views, voting may be done.
- In case of a tie, BOM will have the deciding vote.

5. Budgeting and Financial Management:

- Committee must submit their annual budget proposal to the BOM by a specified deadline.
- All expenses must be pre-approved by the BOM and documented with receipts.

6. Reporting and Documentation:

- Dr. A. K Gupta, Board Member is designated as coordinator from the board to the committee.

- In case the committee requires any information/document from BOM and/or maintenance office for its effective functioning and/or decision/recommendation making, the committee through Convener/Co-convener may coordinate with the Designated Board Member for the same.
- Convener of committee must maintain records of all activities, communications, and transactions.
- Committees are required to submit a monthly report to the BOM summarizing activities.


7. Code of Conduct:

- Committee members must act in the best interest of the community and maintain transparency in all operations.
- Members should disclose any conflicts of interest and abstain from voting on matters where a conflict exists.
- Respect and professionalism must be maintained in all committee interactions and with residents.
- Committee members must refrain from using/transferring resident's data to their personal possession (emails/drive etc.) or to any of their family members/friends.
- Committee members must refrain from disclosing any information in public without BOM approval.
- Any decision by committee must be approved by BOM before application or sharing with residents.

*Note: "Member/s" also include Convener/Co-convener/s.

8. Conflict Resolution:

- Any disputes within or between the members/committees should be resolved internally through discussion and consensus.
- If a resolution cannot be reached, the issue should be escalated to the BOM for mediation and decision. BOM decision will be final and binding.


8-8-24
(DPS RAJESH)
PRESIDENT