

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. HORT&LAND/SOP/PRE-6

Dated 08.09.2024

Standard Operating Procedure (SOP) for Horticulture & Landscaping Committee

1. Objective

The Horticulture & Landscaping Committee is responsible for recommending and helping implement actions to maintain and enhance the aesthetic appeal, environmental health, and functionality of outdoor spaces in Amrapali Sapphire Phase 2. This includes:

- Gardens
- Parks
- Common areas
- Walkways

The committee's focus is on:

- Sustainable management of green spaces
- Beautification of the community
- Improving quality of life for residents
- Promoting environmental stewardship
- Fostering a connection with nature

2. Scope and Responsibilities

The committee's responsibilities include:

- 1. Enhancing the Aesthetic Appeal of Outdoor Spaces**
 - Design and plan landscapes
 - Plan seasonal planting and decoration
- 2. Maintaining Green Spaces and Common Areas**
 - Regular upkeep of all outdoor areas
- 3. Monitoring and Setting Checklists for Gardeners**
 - Ensure proper maintenance procedures are followed

4. Inventory Management

- Keep stock of supplies
- Create monthly targets for resource usage

5. Water Conservation

- Implement water-saving techniques
- Educate residents on water conservation

6. Event and Holiday Decorations

- Plan and execute seasonal displays
- Coordinate decorations for special events

7. Additional Duties

- Take up any other related issues with prior written approval from the Board of Management (BOM)
- Address tasks referred by the BOM from time to time

3. Meeting Protocol

- **Frequency:** At least once a month, more if required
- **Meeting Notice:**
 - Convener/Co-convener to inform members at least 48 hours in advance
 - Reschedule if more than 25% of members have reservations
- **Minutes:**
 - Record and share within 3 days of the meeting
 - Should be signed by all attending members
- **Quorum:**
 - At least 1/3rd of committee strength (including Convener and Co-convener)
 - If quorum is not met, reschedule to the earliest possible date
- **Advisors:** Invite appointed advisors and capture their views in minutes
- **BOM Coordinator:** Include the designated BOM coordinator in all communications

4. Decision-Making Process

- **Majority Rule:** All decisions/recommendations made by majority of the committee strength
- **Voting:** In case of split views, conduct a vote
- **Tie-Breaker:** BOM has the deciding vote in case of a tie

5. Budgeting and Financial Management

- **Annual Budget Proposal:** Submit to BOM by the specified deadline
- **Expense Approval:** All expenses must be pre-approved by BOM
- **Documentation:** Maintain receipts for all expenses

6. Reporting and Documentation

- **BOM Coordinator:** Mr. Ajay Shukla is the designated coordinator from the Board
- **Information Requests:** Coordinate with the designated board member for any required information or documents
- **Record Keeping:** Convener must maintain records of all activities, communications, and transactions
- **Monthly Reporting:** Submit a monthly summary of activities to the BOM

7. Code of Conduct


Committee members must:

- **Act in the community's best interest**
- **Maintain transparency** in all operations
- **Disclose conflicts of interest** and abstain from related voting
- **Maintain respect and professionalism** in all interactions
- **Protect resident data** and refrain from personal use or transfer
- **Obtain BOM approval** before sharing information publicly or implementing decisions

8. Conflict Resolution

- **Internal Resolution:** Attempt to resolve disputes within the committee through discussion and consensus
- **Escalation:** If unresolved, escalate to BOM for mediation
- **Final Decision:** BOM's decision is final and binding

This SOP is designed to ensure the effective operation of the Horticulture & Landscaping Committee in maintaining and enhancing the outdoor spaces of Amrapali Sapphire Phase 2, promoting a beautiful and sustainable living environment for all residents.


8.9.24
(DPS RAJESH)
PRESIDENT