Suggested Steps for Redevelopment

(Up to Feasibility Report)

1. Requisition by at least 25% of total members to Hon. Secretary for convening an SGM to discuss and finalize the policy on Redevelopment of the building. The requisition should be made along with their proposed steps and suggestions, if any.

2. Within 8 days from the requisition, the Secretary should send a notice to members for an SGM (1st) along with the Agenda (to decide about Redevelopment and further course of action). The notice should be sent 14 days prior to the proposed date of meeting and ask for written suggestions from the members. The acknowledgment should be kept on record.

3. Quorum required for SGM shall be minimum 75% of the total members. Business to be transacted in the SGM (1st):
   - Discussion on written suggestions received from members
   - Resolution for Redevelopment of the Society's building/s (by more than 75% of the attending members)
   - Discussion on outline of program for Redevelopment and decision on the further course of action
   - Resolution on steps for appointing a suitable PMC and time frame and decision on the date of next SGM (2nd) for selection of PMC

4. MC shall send the minutes of SGMs (1st) to all members within 10 days and also to the Registrar. The acknowledgment should be kept on record.

5. The Secretary shall send a notice to members for an SGM (2nd) with the Agenda (Selection of a suitable PMC).

6. The Secretary shall obtain offers from at least 5 experienced and expert PMCs in a structured format covering the following information:
   - Qualifications & experience
   - Organizational setup & list of technical personnel
   - List of professional licenses, empanelment and memberships
   - List of projects completed and in hand
   - References of their clients along with contact details
   - Commercial offer

7. Members may inform the Managing Committee (MC) in writing about any experienced and expert PMCs known to them and communicate with those PMCs to send their offers to the MC at least eight days prior to the SGM.

8. MC shall scrutinize all the offers received from PMCs and prepare a comparative statement and their recommendations to be presented in the SGM.

9. Business to be transacted in the SGM (2^{nd}):
   - Presentation of the comparative statement of PMCs by MC
   - Selection of a PMC and resolution for his appointment and terms
   - Decision on the further course of action

10. MC shall send the minutes of SGMs (2^{nd}) to all members within 10 days and also to the Registrar. The acknowledgment should be kept on record.

11. Secretary shall issue appointment letter to selected PMC within 15 days from the SGM (2^{nd}).

12. Society shall enter into an agreement with PMC.

13. MC shall provide the following documents to PMC for preparation of the Feasibility Report
   - Conveyance Deed & General Body Resolution
   - P R Cards, C T S Plans, D P Remarks
   - Old BMC approved plan
   - Plot survey plan (physical survey)
   - Members' list and their carpet areas
   - Any suggestions regarding redevelopment received from the members
   - Any other documents necessary for Feasibility Report

14. PMC shall submit a realistic Feasibility Report of the project to the MC within 2 months from the date of appointment.