



## FORMAT OF NOTICE OF AGM MEETING OF HOUSING SOCIETY

On Letter head of Society

### NOTICE

**Sub: - Annual General Body Meeting of (ABC CHS Ltd). scheduled to be held on Sunday, 7th Aug 2022 at 10:00 Hrs.**

**Notice is hereby given to all members of the Society that the 5th Annual General Meeting of the members of the Society as required under the Maharashtra Co-operative Societies Act 1960, and Rule No. 59 and Bye-law No. 86 framed thereunder, shall be held on Sunday the 20-08-2022 at 11 AM to transact the following business:**

- 1. To read the minutes of the last Annual General Body Meeting of the society held on \_\_\_\_\_ as well as Special General Body Meeting held on \_\_\_\_\_ and to note the action taken thereon.**
- 2. To receive from the committee, the annual report of its activities on the preceding co-operative year's working, together with the Statement of accounts in form 'N' prescribed under Rule 62(1) of the Rules, showing the income and expenditure during the preceding Cooperative year and the balance sheet as at the close of the preceding co-operative year i.e. \_\_\_\_\_.**
- 3. To appoint statutory auditor for financial year \_\_\_\_\_.**
- 4. To accept and welcome new members of society as per attached annexure-A.**
- 5. To discuss and declare date and conduct of election of New Managing Committee, as the Existing Committee is completing its term of Five Years on \_\_\_\_\_.**
- 6. To appoint internal auditor of the Society for the year, if necessary and fix his remuneration.**
- 7. To place annual budget for the next financial year for consideration.**
- 8. To fix limit up to which the expenditure on repairs and maintenance of the society could be incurred by the committee without calling for tenders for work. Bye-Law No.158 (c) Rs. \_\_\_\_\_/-Per Year.**
- 9. To accept & submit the audit report in English.**
- 10. To fix limit up to which the expenditure on repairs and maintenance of the society could be incurred in a year by the committee.**
- 11. To authorize committee to call quotations & finalize service providers for Security, CCTV Maintenance, Housekeeping, Lift man, Lift Maintenance, DG Set Maintenance, Fire System Maintenance, Water Tank Cleaning, Water Pump Maintenance.**
- 12. To authorize committee to insure property of the society along with common area.**
- 13. To appoint the Grievance settlement and Redressal Committee as provided in Bye-law No. 173.**
- 14. To decide action to be taken against members defaulting in payment of society dues.**
- 15. To discuss and approve maintenance charges as per byelaw for the year.**
- 16. To discuss about non-occupancy charges collection, flat which is on rent.**





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17. To discuss about misuse of water & open tap if flat is locked, if any flat found water tap is open and no one is inside (locked), society will charge Rs 1000 as penalty.
18. To discuss about maintenance bill, maintenance bill should be issue to every flat on 1st and due date will be 15th and to decide about interest rate payable on late payment of maintenance after due date.
19. To discuss about pet animals and to make policy about rules and regulation for pet owners.
20. To discuss about common place /society office use for personal functions / events / celebration. Member need to take permission in writing for use, and charges applicable.
21. To discuss about renovation work, member need to take society permission before start any type of renovation work in your flats. Renovation policy will be applicable to members.
22. To discuss about using society assets, any type society asset if member want to use, need written permission and society can charges a penalty in case of damage the things.
23. To discuss about maintenance bill, all maintenance bill, receipts, statement, will be provided by email, WhatsApp & Society App only. Whoever need hard-copy, need to pay for printing.
25. To consider any other matter, with the permission of the Chair, excepting those requiring proper notice, after the regular agenda is over and which are permitted under the provision of the Act, Rules & bye laws.

### Note:

- 1) Only Bonafide members of the Society shall be permitted to attend the Meeting. Joint holders or associate members shall be allowed in the absence of primary members, but primary owner consent letter required to attend meeting.
- 2) If there is no quorum at the scheduled time, the meeting shall be postponed and re- convened at 11.30 a.m. on the same date and at the same place even if there is no quorum.
- 3) The quorum for every general body meeting of the Society shall be 2/3rd of the total number of Members of the Society or 20, whichever is less. as per Bye-Law No. 100.
- 4) As per Bye-Law No. 104, No proxy or a holder of power of attorney or letter of authority shall be eligible to attend a general body meeting of the society on behalf of a member of the society.
- 5) Annual Report along with the statement of accounts, showing the income and expenditure during the preceding co-operative year and the balance sheet as at the close of the preceding co-operative year i.e. 31/03/\_\_\_\_\_ is being sent along with this notice.
- 6) Society's Registers, Books shall be available for inspection to all members from \_\_\_\_\_ to \_\_\_\_\_ in society office between 10 pm to 1 pm. Members are requested to enter their names, date & time and sign in a register which will be kept. Members are requested to give suggestions / questions they want to ask in AGM at least 5 days before AGM (on or before \_\_\_\_\_Date\_\_\_\_\_), in writing to Secretary, so that they can be addressed properly.

