

SUSHRUTA VISHRANTHI DHAMA LTD

RESIDENTS AND VISITORS MANUAL

Proposed Version 4: March 2023

Prepared by

The Members Committee

Approved by the General Body on 12th July 2014

Amendment approved by the General Body on 26th Sept 2015
Amendments approved by the General Body on 13th Feb 2016

Version 2 approved by the General Body on 5th February 2017
Version 3 approved by the General Body on 27th December 2020

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Introduction

NAME and ADDRESS

Name: SUSHRUTA VISHRANTHI DHAMA LTD.
Address: Survey No. 18/4, Talaghattapura,
Uttarahalli Manavarthe Kaval, Uttarahalli Hobli
Kanakapura Road,
Bangalore – 560109

This will in general be referred to as Suvidha Retirement Village or Suvidha in short. There are 180 cottages in the Phase 1 and 20 cottages in Phase 1a in Suvidha. Only a few are permanently occupied by shareholders. Some shareholders living in Bangalore may use their cottages for weekend visits. Some shareholders who live outside Bangalore may stay at Suvidha for short vacation periods. Some shareholders may choose to rent their allotted cottages. The first permanent resident occupied his/her cottage in June 2010. The list of permanent residents with their phone numbers and email addresses are given in the Appendix.

NECESSITY FOR A RESIDENTS AND VISITORS MANUAL

The Residents and Visitors Manual (**RVM**) is designed keeping the common interest of residents and visitors of Suvidha. The aims and objectives of SUVIDHA as enumerated below are of prime importance and concern to all shareholders.

[A]. Protect the interests of all shareholders/residents of SUVIDHA (either permanently resident or visiting for temporary stay) by ensuring for all

1. Safe and secure living environment for the residents;
2. Comfortable and peaceful living by making certain that the amenities and common facilities are in good shape and available to all;
3. Facilitating the enjoyment of the benefits of community living; and,
4. Preserving and enhancing the brand value of SUVIDHA by making it the most desirable place to live in the city.

[B]. Achieve the objective of promoting the guiding principles of harmonious

community living, good citizenship and eco-friendly physical environment.

In order to achieve the aforesaid aims, it is absolutely essential to have certain rules and regulations as well as a Code of Conduct for the residents. It is common knowledge that such rules called bylaws are even mandated for being applied in the governance of apartment complexes involving community living and further legally registered with the competent government authority. Therefore, the relevance, significance and need for having a RVM are well established beyond doubt.

The RVM is being framed under the Rules under Article 8(a) of Articles of Association (AOA) of Suvidha. In case of any conflict, the Rules of the AOA will prevail over RVM. The RVM may be revised from time to time by the Board in consultation with the Members' Committee. The revised RVM draft will be presented to the shareholders during an AGM/EGM for their consideration and approval. The RVM thus approved by the shareholders shall be implemented.

In the following it should always be remembered that the basic authority in the community lies with the Shareholders of Suvidha.

CONCEPT OF RESIDENTS AND VISITORS COMMUNITY

Suvidha Residents and Visitors community is sought to be established for the welfare of the Shareholders and Residents to promote harmonious and joyful community living guided by a set of shared values to which all its members stand committed. These values, expressed as the **RVM** of the community, shall be the touchstone for the operating guidelines of the community. The standards and guidelines laid down in the RVM are to be applied consistently and uniformly.

The guiding principles of the RVM relate to:

1. Harmonious community living

The emphasis here is on residents relating to each other in the spirit of mutual support and fellowship. The basis for all key decisions is the greater common good.

2. Good citizenship

Residents respect the rights of others. They also willingly and voluntarily conform to the byelaws, rules and operating guidelines of Suvidha.

3. Outstanding physical environment

High standards are maintained for all common areas, infrastructure and services. Residents are guided in their actions by the need to conserve and protect the environment. In the same spirit, Suvidha also actively promotes and advocates the use of eco-friendly methods for the long-term benefit of the community.

RESPONSIBILITIES

Suvidha Residents have two responsibilities –1) to themselves and to their individually allotted cottage, and 2) to Suvidha Ltd and the community concept. Apathy by individual members can render the community concept ineffective and can destroy the community concept. To maintain the quality of life that accompanies a well-maintained residential community, each individual member must do his or her part. The success of Suvidha Residents and Visitors community will depend on how well each member meets and keeps the responsibilities that are established by the covenants creating the overall community concept. The RVM puts together the relevant matters in this connection.

It is the responsibility of each member of the community to

1. Maintain their cottage according to established standards.
 - 1.1 Pay the maintenance fees and other charges on time.
 - 1.2 Ensure that those who reside in their cottage (relatives, friends, or licensee) adhere to all rules and regulations laid down in the RVM and by the management of Suvidha Ltd.

Reciprocally, Suvidha Management should:

- 2 Conduct itself in a transparent manner and allow shareholders access to appropriate community records when requested.
 - 2.1 Collect all monies due from shareholder and non-shareholder residents.

- 2.2 Provide a process the residents can use to appeal against decisions affecting their non-routine financial responsibilities or property rights where permitted by law and Suvidha's governing documents.
- 2.3 Welcome and educate new Suvidha shareholder residents and non-shareholder residents alike.
- 2.4 Encourage input from residents on issues affecting them personally and the community as a whole.
- 2.5 Encourage events that foster neighborliness and a sense of community.

SIGNIFICANCE OF RVM

1. The RVM (including its Appendices) has been prepared in pursuance of provisions contained in Rule 8(a) of the Articles of Association (AOA) of SUVIDHA and therefore, carries a legal mandate for everyone to abide by the same in terms of Paragraph 8(b) and 8(c) of the Rules framed under Article 8 (a) of the AOA as well as Paragraph 3 of the shareholder's agreement signed with SUVIDHA. Transgressions to the RVM, if any, shall be dealt with by the Members Committee as per the procedure evolved for the purpose as mandated under Paragraph 8(c) of Rules framed under Article 8 (a) of the AOA and as approved by the Board of Directors and shareholders.
2. The provisions of the **RVM** apply to all the amenities situated at the above address either at present or any amenities that may be added in due course.
3. All present or future residents, present or future licensees, or their employees, or any other person who may use the facilities within, in any manner, are subject to the rules set forth in this **RVM**.
4. The mere act of allotment of a cottage (whether to Suvidha shareholder or a licensee) or taking on license any property or mere occupancy of any of the Cottages in Suvidha or usage of any facility will signify that the **RVM** has been read and understood, accepted, ratified and will be complied with at all times.
5. A soft copy of the RVM shall be mailed to a new Shareholder/tenant, the receipt of which may be acknowledged. A hard copy of the RVM will be made available for review in the office. If a shareholder/resident is interested in obtaining a hardcopy of the RVM for their personal use, the same may be ordered by paying applicable copying and binding charges.

Further amendments to the RVM will also be shared in the same manner with all shareholders/ visitors/tenants, who are advised to read through the RVM and familiarize themselves with the provisions and follow them assiduously.

All Residents / Visitors shall comply with the guidelines elaborated in the RVM as well as any guideline issued by the Suvidha Management from time to time. The Maintenance Fee has to be paid on time to ensure smooth functioning of Suvidha.

In case of issues that may not be directly dealt with in the RVM, the Board reserves the right to take appropriate actions in case of any acts by the cottage allottee, shareholders/residents which disturb peace and tranquility of the village or damage assets of the company. The action of the Board shall be final and binding on the shareholders/residents.

Contents

The main body of the RVM below is organized in an alphabetical order as per the following contents.

1. ACCESS CONTROL AND RIGHT OF ENTRY

Suvidha is a walled and gated community with 24 × 7 security provided by security officer and adequate number of security guards.

Every one entering Suvidha is checked at the main gate and let in if they are regular residents of Suvidha. In case of guests, supply vendors, service personnel, etc. the security at the main gate gets them to enter their name, time of arrival, phone number and other personal details and the purpose of their visit and who they have come to meet, in the security register. The security personnel checks with the host resident/office personnel on the intercom/mobile phone (as per the company's latest monthly updated list), and only then the guest/visitor is let in. If the resident is not reachable, the guest will be referred to the office (if within the working hours). If after working hours, the guest/s, if they so wish will be allowed to wait at the club house waiting area, provided the resident has requested this of the security and is also known to have temporarily gone out and is expected back soon. If no contact can be made with the resident, regrettably and politely the visitor may be turned away post nightfall. However, to avoid any misunderstandings, the residents can send a written note well in advance of their guest's visit, intimating about their expected guest to the Main gate/office, clearly providing the full name, approximate age, purpose of visit (example: social or personal/tradesman – delivery /technician etc.) mobile number and any other useful identifying details which can allow entry of the visitor even if the resident is not immediately reachable.

There is a second gate to cross before going to the residential area of the cottages. Normally vehicles are not allowed beyond this gate. However vehicles may be allowed through this gate only for the purpose of transporting goods that may not be possible to be carried in the buggies. Vehicles are strictly not allowed to be parked in the residential area. There is a parking lot before the second gate near the club house where one should park his/her vehicle. At present there is also one separate covered parking area where designated

parking spaces are allotted to shareholders against payment of a refundable deposit.

Every resident shall permit the Members of the Management or any person authorized by the management to enter his/her cottage for the purpose of performing installations, alterations, or repairs to the mechanical or electrical services, plumbing, etc. provided that the requests for entry are made in advance, and that such entry is at a time convenient to other resident.

In case of any emergency threatening a cottage, whether the resident is present or not, the management shall have the right of entry to his/her cottage and the resident of the cottage shall accept the action as done in good faith.

2. ALTERATIONS TO THE COTTAGES

Additions or alterations affecting the external look including the painting as per the colour scheme, maintained in the office of the cottages are not permitted. Subject to architectural and structural clearances being obtained from Technical Committee, alterations inside the cottage may be undertaken with prior written permission from the Savidha management. Usually, such work will be undertaken by Savidha and all costs incurred will be charged to the shareholder/resident concerned. In specific situations, the Savidha management may allow the shareholder to hire his/her own labor to carry out such additions/alterations. Nothing can be built above, below or on the sides of the cottages.

Every Resident shall fully, and without delay, reimburse Savidha for any expenditure in repair replacing any damages to a cottage or the Common Areas and facilities caused through her/ his fault.

No resident shall object to any work being undertaken by the Management which is in the common interest of the shareholders, even if such work may cause some inconvenience to her/him.

Amendment Sept 2015:

As per the resolution approved in the AGM 2015 the back balcony only (defined as the balcony opposite to the entrance to the cottage) can be

enclosed by the shareholder owning the cottage subject to the following conditions.

1. After the enclosing is done the elevation should be very similar to the existing unenclosed balconies, so that uniformity is maintained.
2. Only glass and aluminum fabrication is permitted. As the cantilever balcony cannot bear much load no masonry work is permitted. The side walls of the balcony shall not be altered.
3. The shareholder has to get the design of the enclosure approved by the Technical Committee, whose decision shall be final.
4. The entire cost of the job is to be borne by the shareholder of the cottage.

It must be ensured that the additions shall not protrude beyond the existing civil structure.

3. BILLING AND PAYMENT

There shall be monthly Maintenance Fee (MF) payable by every shareholder. The rate of MF shall be fixed by the management in consultation with the Members Committee as provided in the AOA of Suvidha.

All dues from the residents will be billed by the Suvidha Office from time to time and the residents are expected to pay them within 15 days from the date of receipt of the bill (whether softcopy or hardcopy).

In the event of default in payment of dues to Suvidha, the Board shall have the right to initiate appropriate action to recover such dues from defaulting shareholders in accordance with the AOA and the law. As a last resort, the Board may seek further guidance from the General Body for course of action if a shareholder continues to default.

Proposed Amendment March 2025:

3.1. Maintenance Fee

Every shareholder shall pay monthly MF charges as approved by the Board for services provided in the village. The MF includes services provided to individual

cottages and maintenance of common areas and security charges for the entire village but excludes house-keeping charges provided to individual cottages, which is being provided as an essential service for senior citizens residing in Suvridha, will be billed separately based on utilization along with other utilities.

The MF for a given month is due on the first of that month and it should be paid before 10th of the said month, failing which it will attract penalty. If any shareholder chooses to make payment for a Block of 3 months or 6 months at a time, then such advance payments can be made till the last day of the first month of the block without attracting any penalty. Invoice towards maintenance fee will be raised on a monthly basis. Quarterly/Half yearly advance payment by a shareholder is voluntary.

The penalty for delayed payment will be 18% per annum calculated as 1.5% per month or part thereof.

Amendment Sept 2015:

In case of non- payment of maintenance fees for more than 6 months, following steps will be undertaken by the Company:

1. A list of defaulters will be published in the newsletter and exhibited in the notice board in the lobby.
2. Maintenance services will be stopped and will not be resumed until the arrears are paid in full.

4. CIVIL STRUCTURES&COMMON AREAS

The civil structures consist of the Cottages, the Club House, Sewage Treatment Plant, Water Tank, Diesel Generator Shed, various Tube wells and their pumps, boundary walls, etc. The entire land including the lake therein and the civil structures are the property of the company. Each shareholder has share of this property proportionate to his/her shares held.

The Common Areas consist of the Club House, Parking lots, Water tank, Sewage Treatment Plant, Gardens, the Lake, Roads, etc. All Residents and Visitors are expected to keep these areas clean and avoid damage to them. Common area maintenance will be the responsibility of the management and the costs

incurred shall be proportionately allocated to the shareholders as part of their monthly MF.

5. CLEANLINESS&WASTE MANAGEMENT:

Residents/Visitors must cooperate to maintain landscape and gardens neat and clean in the entire village.

Every Resident shall ensure that all the Buildings and the Common Areas are kept clean and tidy in all respects.

No Resident shall put up any hoarding, advertisement, notice, or poster of any kind, anywhere in Suvidha Village, except as authorized by the Suvidha Board.

No Resident shall install any machinery, or equipment, like generators etc. in the Common Areas.

Residents/Visitors must ensure that all garbage/refuse is properly segregated, packed and kept readily available for collection by the Suvidha staff.

Routine waste from cottages and canteen fall under five categories as described below. Residents are requested to keep them in separate bags. Each of these categories of waste is disposed appropriately.

1. Wet waste: Vegetables and fruit peels, tea leaves and coffee powder, flowers, leftover food, animal bones, etc.
2. Recyclable dry waste: Plastic cans, pet bottles, glass bottles, plastic covers, milk sachets, newspapers, cardboard, wrappers, coconut shells, etc.
3. Reject dry waste: Diapers, thermocol, plastic cups & spoons, clothes, mops, oil covers etc.
4. Electronic Waste: Used Dry Batteries, Fused Fluorescent tubes and lights and other electronic waste.
5. Biomedical Waste: Syringes, gauze, cotton wool, ear buds, nappies, sanitary pads, shaving blades, kitchen mop etc.

The wet waste will be collected daily, by the house-keeping staff. They will pour the wet waste directly into the wet waste bin. It has to be ensured that no dry waste goes in to the wet bin.

Waste other than wet waste is collected as and when necessary.

6. CLUB HOUSE FACILITIES & CANTEEN

There is a large building designated as the Club House. At present it houses the Office, Canteen, Dining Hall, Meeting Rooms, Library and a Gym. Suvidha has a fully equipped Gym for the use of the residents. Facilities are available for indoor games such as Badminton, Table Tennis, and Carom. Additional facilities are planned to be provided as and when feasible.

There is a canteen in the Club House Building for the convenience of the residents. A canteen committee looks after the running of the canteen on a no-profit no-loss basis.

One can have food in the canteen by either going to the dining hall or by ordering the food to be delivered to his/her cottage. The menu details are put on the notice board and also circulated to the residents. Generally there is a special lunch at a higher price on Sundays. For guaranteed service, food has to be ordered (especially for large gatherings) well in advance so that the kitchen staff can have sufficient quantities ready. Without advance order, canteen service is based on availability at any given time.

One can rent space in the Club House for celebration of special occasions like housewarming, birthday, etc. (See *Appendix Rate Card* for tariff).

7. COTTAGE USE RESTRICTIONS

Suvidha cottages shall be utilized for residential purpose only. Business or commercial activities are NOT permitted in the cottages of Suvidha.

Normally only a couple or a single person will be allowed to reside in each cottage. The age of at least one member of the couple should be above 50 years. Additionally, a helper for a senior citizen can also be accommodated in the cottage.

Amendment after EGM held on 13th February 2016

All cottages shall be utilized for residential purpose only. Only a couple or a single person will be allowed to reside in each cottage and atleast one of the members of

the couple must be a retiree, senior citizen and/or a disabled person. Additionally, a helper for a senior citizen can also be accommodated in the cottage.”

Guests are allowed to stay only for 60 days at a time.

No Resident shall use any portion of the Common area of the Suvridha Village without the written permission of the Board. The Board may grant permission for such use, for short periods at their discretion, subject to specified payments as determined by the Board.

Residents shall not use a Cottage for commercial activities. Gatherings in the cottages for social, cultural or other **activities that disrupt the peace and quiet of the residential area are not permitted.**

If any shareholder gives his/her cottage on lease, the shareholder shall, in writing, communicate to the Board and follow the procedures set forth under the heading Leasing of Cottages. Members letting out their cottages are responsible to ensure that their licensee follows the rules of the RVM.

The railings in the balconies should not be used for drying clothes.

There is a retractable clothes' drying line provided in the bathroom. This could be used for drying clothes. If balcony area has to be used for drying clothes, residents are requested to use a floor standing clothes drying rack or any other method in one area of the balcony and use a blind in that part of the balcony area to avoid it being visible to other residents. Only the back balcony may be used for this purpose and not the front balcony.

8. DAMAGES TO COTTAGE

It is expected that the resident/visitor will observe due diligence not to cause any damage to the cottages and the common areas. Routine maintenance work for the cottages will be taken up as and when necessary and organized by the management. All costs incurred will be included in the calculation of monthly MF which is paid by all shareholders. Any damage caused to buildings due to faulty construction will be corrected by the management at Company's cost. **Cost of rectifying damages caused by any resident will be charged to the resident concerned.**

Amendment Sept 2015:

As per resolution approved in the AGM 2015 the company's responsibility to maintain the cottages, at company's expense will be limited to one year from the time of initial handing over of the cottage. Beyond one year, the company will facilitate the maintenance work but the cost for the same will be borne by the shareholder.

The Company shall pay for the maintenance arising out of structural issues. Such matters arising out of technical issues shall be referred to the Technical Committee and this committee will decide if an 'issue' is structural or not and the decision of the Committee shall be binding on the shareholders. The mandate to the Technical Committee is to adjudicate if a given issue/defect is structural or not.

9. DRIVER AND VEHICLE HIRE

Suvidha has two cars and also employs drivers. The car with driver or driver alone to drive her/his own car can be hired from Suvidha Office on request and on payment of specified charges on a first come bases subject to availability. Rate Card is provided in the *Appendix*. Any official requirements of the car and/or driver will take precedence over new bookings.

10. FIRE PROTECTION

Suvidha Village is surrounded by bushy forest area outside boundary wall. During the summer months the bushes dry up and often catch fire by itself or people set fire to it to clear areas. Due the wind often these fires jump over the boundary wall and spread inside our village also. We keep constant vigil on these fires and extinguish them either by our own means or get the help of the Fire Brigade. In 2014, we have cleared a strip of our land inside, next to the boundary wall, by controlled burning of the bushes in those areas. This will prevent the external fire jumping over the boundary wall and spreading inside. In the club house we have standard fire extinguishers like the CO₂ cylinders, sand buckets are stocked. Each shareholder/resident is strongly advised to keep a fire-extinguisher in his/her cottage as well.

11. FITTINGS, FIXTURES& ROOF-TOP SOLAR

Wash Basins, Commodes, Shower Mixer Units, Taps and additional fittings such as Towel racks, hand rails, soap dishes toilet roll holders, a clothes line are fitted in the bathrooms by Suvidha. Shower curtain railings are provided. One has to get his/her own shower curtains. Every cottage is provided with a solar water heater with a booster electric heater element.

In some cottages, roof-top solar photovoltaic panels are installed to generate electric power. The concerned shareholder may have fully or partially invested in this endeavor. The company maintains these installations. The savings in electric charges that arises out of these installations after deducting all costs involved shall be shared with the concerned shareholder proportionate to his/her investment in the Roof-Top Solar project.

12. GARDEN AND LANDSCAPING

Landscaping of the entire Suvidha village common areas including the front and back of cottages is maintained by the management. The idea is to have some continuity and harmonious beauty to the landscaped areas in the village.

For those interested in gardening as a hobby, specific areas are allotted in the village to grow vegetables, herbs and greens as a community activity. Residents can place potted plants in the balconies of the cottage keeping in mind the aesthetics. Suvidha gardeners' help will be made available after their regular working hours to help the residents for potting, repotting and other help in maintaining the pots. However the person will be deputed by the company depending on who is available and willing to do this work. The soil can be taken from Suvidha. The cost of organic manure and labor will have to be borne by the shareholder/resident.

Amendment Sept 2015:

It was resolved in the AGM 2015 that those who wish to develop a garden of their own specification in front of their cottage delimited by the hedge shall be given permission subject to the following conditions.

1. The changes done will be with the permission of the Suvidha Landscaping Committee (SLC) and plants selected for planting shall be from a list of

permissible plants drawn up by SLC.

2. The entire cost of the development will be borne by the shareholder.
3. Watering and de-weeding done by the company will be as per their normal schedule for the whole of Suvridha. No extra care from company can be expected.

13. GUESTS OF RESIDENTS

1. "Immediate Relatives" are defined as siblings, children and parents of the shareholder/spouse who have the cottage allotted to them.
2. "Guests" are those of any age who do not fall under the definition of "Immediate Relatives."
3. Normally, Guests and Immediate Relatives can stay in the cottage for a period not exceeding 60 days.
4. Depending on the circumstances Immediate Relatives can be permitted to stay for longer undefined periods. For this, a specific permission should be sought and obtained from the Board. But Guests other than Immediate Relatives cannot be given such special permission.
5. In all the above it is assumed that the Guests stay with the host being present in the cottage.
6. However, depending on the circumstances Guests for periods not exceeding a week and Immediate Relatives for periods not exceeding a month can be permitted to stay in the cottage in the absence of the host shareholder. But prior written information should be provided to the office and the security for this purpose.
7. Immediate Relatives and Guests are Visitors to Suvridha and so shall follow all the guidelines of RVM. In particular, it is the responsibility of the host shareholder to make sure that the peace and tranquility of neighborhood is not disturbed.

Proposed Amendment March 2025

14. HOUSE-KEEPING SERVICES

At present, Suvidha employs house-keeping staff to clean cottages regularly. The cottages that are occupied are cleaned every day. The maids do the dusting, sweeping and swabbing of the cottages. The cooking vessels are cleaned once a day. Unoccupied cottages are cleaned at least once a week and additionally on request by the resident.

Any additional cleaning/other services rendered will be at an additional charge to the shareholder/resident. Such services could be like providing a cook or cleaning vessels more than once a day.

All Suvidha staff including House-keeping workers are provided with ID badges and are required to display the same on their person during their work-hours in Suvidha.

Proposed Amendment on March 2025

Amendment in AGM held on 27th December 2020

14A.

“Further to the above, any shareholder/resident of the occupied/ unoccupied cottages who are keen to avail the house-keeping services for a limited number of days per week may choose to avail services for seven, six, three, or one day per week. The request for availing limited services shall be made to the Board in writing and such request, once approved, shall be effective prospectively for a minimum of six months. If there is no further communication in writing to the BOD on this, the same will continue. The charges for the services shall thus be on a pro – rata basis i.e., based on actual usage, and shall be billed in the beginning of the following month as provided in Point No. 3.1 above. Any additional cleaning / other services availed shall be at an additional charge as specified in Article 14 above.

15. LEASING OF COTTAGES

If a shareholder is not personally using the cottage allotted, he/she may request Suvidha to lease his/her cottage. A reliable communication set-up (landline, mobile phone, etc.) is mandatory before a cottage is occupied so that the resident can reach necessary services in case of an emergency.

The basic principle and procedure for leasing Cottages is noted below. A detailed procedure and indicative rents are noted in the enclosed *Appendix: Leasing of Cottages - Procedure* which may be modified from time to time.

1. The prospective licensee has to make an application to Suvidha by completing an application (*Application for Tenants in Suvidha* is enclosed as an appendix). Submission of an Application to Lease a Cottage indicates that the prospective tenant one has read and will abide by this RVM as the governing rules within Suvidha.
2. A shareholder whose cottage is being leased has to sign the application form. The shareholder's Power of Attorney (POA) may sign instead of the shareholder.
3. A shareholder has to give an undertaking assuming the responsibility for good behavior of the prospective licensee.
4. The completed application will be sent to the Screening Committee for scrutiny if the intended stay is longer than 30 days.
5. Details about the prospective licensee will also be put up on the Notice Board for residents/shareholders' information and comments, if any. Any objections by the other residents/shareholders against leasing to a specific individual must be communicated to the Screening Committee in writing before the specified time.
6. The Screening Committee reviews the application and comments from other residents/shareholders before arriving at its decision to allow or disallow an application.
7. If the application is approved by the Screening Committee, the licensee, the shareholder and the company will sign the tripartite 'Leave & Licensee' agreement.
8. The licensee can occupy the cottage only after the completion of all the above formalities.
9. Please refer to the more detailed 'Suvidha Rental Terms' document for the rental procedures, available with the Suvidha Office.

16. MANAGEMENT TEAM

16.1. Board of Management

Suvidha is a Public Limited Company. It has a Board of Management consisting of up to 12 directors, of whom one is elected as the Managing Director (MD). The MD has the overall charge but various Directors may take responsibility for specific areas of work. In addition there is an elected Members Committee which has the responsibility to review and recommend MF charges that has to be paid by Residents. There are sub committees for different areas like Technical Committee, Finance Committee etc. The day to day management is done by team of staff headed by a Manager. They take care of administrative requirements like House-keeping, accounts, canteen services and statutory requirements of the company. The structure of management, formation of committees and allocation of responsibilities can change from time to time at the discretion of the Board of Directors.

16.2. Members Committee

A Members Committee (MC) is formed by the shareholders of Suvidha to recommend the MF charges once every six months by taking into account the expenses accrued till date and projected expenses for subsequent months. If the Board accepts the recommendation of MF, the same shall be implemented. Otherwise the recommendation will be sent back to the MC for a review. **The MC may also discharge other duties assigned to it by the Board from time to time on issues that may or may not have been covered in this RVM.** The MC generally acts as an intermediary between the Shareholders and the Board. The recommendations by the MC shall be duly reviewed by the Board for appropriate action.

16.3. Technical Committee

A Technical Committee is constituted by the Board to provide help with respect to various civil, structural and other issues pertaining to the civil structures and other technical aspects.

16.4. Cultural Committee

There is a cultural committee which arranges several events for the entertainment of Suvidha residents. Residents are strongly encouraged to participate in such events and also provide inputs for improved social and cultural climate in the village.

16.5. Landscaping Committee

The Landscaping Committee is constituted by the Board and is involved in the planning and supervision of the gardening and landscaping works in the village.

16.6. Screening Committee

The Screening Committee is constituted by the Board to review applicants who wish to rent cottages. After a thorough evaluation, the Screening Committee makes its recommendation to the Board.

16.7. Kitchen/Canteen Committee

The Kitchen/Canteen Committee is constituted by the Board and is involved in the planning and supervision of the Canteen. It also advises the Board of Management on the menu, tariff, etc. The Tariff and Delivery charges may be revised from time to time. The updated Tariff Card shall be available in the Office and displayed in the Canteen.

16.8. The Ladies Club

The SUVIDHA Ladies Club is a voluntary group involved in various cultural activities in the village.

17. MEDICAL ASSISTANCE

There is a Health Centre where Emergency medical equipment like Oxygen Generator, Pulse Oximeter, Defibrillator, etc. are available. A trained nurse is available during working hours on working days for any medical needs. Some permanent resident shareholders, who are medical professionals, are also generously providing service at the Health Center and in the village. The contact numbers are provided in the Appendix.

Medicines can be ordered over telephone from Religare (4090-8625). They do free home delivery of medicines with ten per cent concession in price for senior citizens. One should register with them with an identity and proof of age. Application forms for this are available in the Health Centre. For Blood and Urine Test Religare also sends their technician to collect blood and urine samples from home and they deliver the reports at home.

18. MOVEMENT WITHIN THE VILLAGE

To retain a pollution free environment, generally petroleum powered vehicles are not allowed to be used inside the village. There are electrically operated carts (buggies) available for internal movement of people. Personal vehicles of shareholders may be allowed only under specific situations when luggage has to be transported that is not possible with the buggies.

19. PARKING

Cars shall be parked only in designated parking places. The resident/shareholder host is responsible to ensure that his/her guests park their vehicles correctly and do not cause inconvenience to the other residents. No vehicle should be parked in the pathway under any circumstances.

Resident's cars/scooters shall display Suvidha vehicle labels pasted on the wind screen.

In the residential area pedestrians and cyclists have the right of way. The speed limit for all vehicles inside the village is 10 kmph. Elders must accompany the children of age below five years, while they are on the road or in common areas.

20. PERSONAL SERVICES

No Resident shall engage any staff of Suvidha or any outside person/agency for any personal work without prior written approval from the Management. Every Resident shall ensure that the staff that they may employ, with the permission of Suvidha Management, for their personal service bear a good character and shall be responsible for their behavior and actions while in his/her service. Every resident shall furnish relevant particulars of any person(s) other than

theshareholder themselves living in their cottage.

21. PETS

Pet Animals are not allowed in Suvidha Village.

22. RESIDENTIAL AGE RESTRICTIONS

As per Section 109, Suvidha is meant for permanent residence for senior citizens. However there is no restriction for acquiring shares in Suvidha. In case the shareholder is below the restricted age, he can use the cottage for the permanent residence of his/her immediate relatives or may allow the company to license it out to other visitors subject to rules of leasing (see leasing of Cottages).

Amendment in EGM held on 13th February 2016

As the special resolution was passed with respect to cottage use in the aforesaid EGM, so based on the said resolution, the residential age restrictions also stands amended as follows:

At least one member of the family has to be retiree, senior citizen and/or a disabled person. However there is no restriction for acquiring shares in Suvidha and thus get allotment of a cottage. In case the shareholder falls under the aforesaid restriction, he can use the cottage for the permanent residence of his immediate relatives or may allow the company to license it out to other visitors subject to rules of leasing (see leasing of Cottages).

23. SAFE DEPOSIT LOCKER

There is a strong room built in the main Club House Building. There are 200 high quality Chubs brand lockers. These are operated with two keys, one with the locker owner and one with the Suvidha Office. It can be opened only by operating both the keys just like a locker in any Scheduled Bank. Any shareholder who wants a locker can get it allotted by making an application to the Suvidha office and paying the required fee.

24. SALE OF SHARES

One is allotted a cottage in Suvridha by virtue of holding as specified number of shares of Suvridha. For Phase 1, the required number of shares to become eligible for allotment of a cottage is 15,000. Having acquired the requisite number of shares one can apply for allotment of a chosen cottage and it will be allotted if available. One can decide the cottage of interest with a letter of intent and then buy the shares. When a shareholder sells his/her shares to another party, the buying party can apply for allotment of the same cottage and get it allotted provided the Company's Board approves such allotment of the shares and Cottage. While getting cottage by transfer of shares there is a transfer fee to be paid to the company. One may also inherit shares from a member by virtue of being his/her heir. In this case there is no fee to be paid to the company.

25. STUDIO APARTMENTS

There are five single room apartments (Studio Apartment) adjacent to the Health Centre which may also be available for rent/lease. Two people may be allowed to stay in each unit. Guidelines for use of Common areas in the Studio Apartments are as follows.

1. Keep the noise level low at all times so that other occupants are not disturbed
2. Keep the common areas clean and tidy. The house-keeping staff may be asked to clean the area and utensils twice a day in view of the number of residents
3. Use of kitchenette by each resident may be restricted to particular timings by mutual arrangement. Clearing and cleaning the used area is the resident's responsibility after use.

26. UTILITY SERVICES

26.1. COOKING GAS

Cooking gas is delivered in cylinders by Bharath Gas just as in the city. Individuals have to register themselves with a retailer who is willing to supply gas. Jan Bharat Gas Agency (Tel:2639-5144) is the main dealer supplying cooking gas for Suvridha Residents.

26.2. ELECTRIC SUPPLY

Electricity is purchased in bulk from BESCO by Suvridha and supplied to the residents. There is a Diesel Generator in the campus which comes into action whenever there is a BESCO power failure. Thus we have 24 × 7 uninterrupted power supply in Suvridha campus. Each cottage has its own meter and the charges are levied to the shareholder/resident based on the quantum of consumption.

26.3. TELEPHONE AND INTERNET

Suvridha village has a dedicated Telephone Exchange '2695' from BSNL. All the cottages which apply for a telephone will get a land line telephone connection immediately. Their telephone number will be 2695-1xxx. The 'xxx' portion will be a three digit number of his/her cottage. BSNL Broad Band connection also can be obtained right away. All shareholders are strongly urged to get landline connection to their cottage. A landline telephone connection is mandatory prior to leasing a cottage. Mobile phone signal quality depends on the provider and the location in the village where the mobile phone is used.

26.4. WATER SUPPLY AND SEWERAGE

Water supply and sewerage lines are laid underground. Water is pumped from five tube wells into a tank situated at the highest point of the village and the gravity flow takes water to the buildings. In the top most lane pumps are fixed to enhance the pressure.

The bore well water is softened by an Ion Exchange Plant and the water supplied to the cottages is soft water. There is also a Reverse Osmosis (RO) plant. The RO water is supplied to the cottages in 20 liter bottles on demand and is charged (Rs 20 per bottle at present).

Sewage is led to a septic tank at present due to deficiency in occupancy of the cottages. There is a full-fledged Sewage Treatment Plant at the south east corner of the village which can be used when the occupancy increases.

Appendix

Useful Telephone Numbers in Suvidha

Office

Main	: 080-26951212/1000
Security at Main Gate	: 080-26951217
Security in Charge	: 8951535873
Billing/Accounts	: 080-26951000
Electric	: 9591038631
Water/Plumbing	: 9591781917
Engineer	: 9148578594

Management

MD	
Mr. Venugopal Sheety	: 9845130472
Resident Directors:	
Mrs. Geeta Jaisim	: 9845025783
Mr. Veeranna Chigateri	: 9845046830
Mrs. Gayitri H V	: 9845052536
Mr. GopalaKrishnan	: 8891040560

Members Committee

Chairman - Dr. Rangaraj	: 98860-22120
Resident Members -	:
Mr. VijaykumarAluri	: 080-26951066 / 9849336627
Mr. Papanna Gowda	: 98866-66385
Mr. ShivanandhaAradhya	: 080- 26951021 / 98452-96961
Non-Resident Members -	:
Dr. Rajanna Sreedhara	: 98801-50813
Mr. Srinivasan	: 080-41321962 / 99453-48070
Mr. Vaidyanathan	: 9342569490

Medical Center

Dr. Nilima Kadambi	:
Dr. P.M.Chandrasekhara	: 080-26951075/ 9845010494
BESCOM	: 9449844813 (helpline 24/7)
BWSSB	: 9535492668/ 080-22945145
Jan Bharat Gas Agency	: 2639-5144/ 9342832558
Fire	: 103
Ambulance	: 108

Hospitals

: Bangalore Hospital-Jayanagar
080- 41187600
Fortis Hospital – Bannerghatta Road
080-66214444

EMERGENCY CONTACT NUMBERS

Office	9 am to 5 pm	26951000 / 26951212	All services
Technician	Beyond Office hours	7349725219	Buggy/ Water /Electricity
Security	24/7	26951214 / 26951217 or 9880247578 9148578595	Security issues
Maintenance Engineer	24/7	9148578594 or 9591038631	For all Emergencies and Maintenance related issues

COMMON USER GROUPS

Name	Designation	CUG Numbers
Lakshmisha B	Accountant	9148578590
Shivalinga	Garden Supervisor	9148578591
Pushpa	House Keeping	9148578592
	Civil Engineer	9148578593
Mallanna Gouda	Maintenance Engineer	9148578594
Ujjal ChandraDebnath	Security Officer	9148578595
Gayathri	Asst. Accountant	9606980669
Devaraj	Estate Manager	9148578597

BOARD OF DIRECTORS

No.	Board Of Directors	Cottage No.	Contact No.	e-mail
1	Mr. Venugopal Shetty Managing Director	120	9845130472	md@suvidha.co.in
2	Dr. Vivekananda Siddiah	153	9611255591	anuvivek@hotmail.com
3	Mrs. Geeta Jaisim	126	9845025783	geetajaisim@yahoo.co.in
4	Mr. Gopalakrishnan J	181B	8891040560	Gopalakrishnanjanardhanan@suvidha.co.in
5	Mr. Susheel Nagarajan	108	9845943649	nagarajan.susheel@gmail.com
6	Mr. Sreeramaiah	134	9880201000	sreeramaiah.n@suvidha.co.in
7	Mr. Veeranna Chigateri V	105/106	9845046830	armadyn@hotmail.com
8	Mrs. Gayitri H V	185A	9845052536	handanahalgayitri3@gmail.com
9	Mr. Joy I Cheenath	175		jcheenath@gmail.com
10	Dr. Shanthamallappa A Ashok	165/166	9108735361	ashokshanthamallappa@gmail.com
11	Dr. V L Nandish	98	9448044361	drnandish@yahoo.co.in
12	Dr. Nilima Kadambi	48	9880046913	nilimakadambi@suvidha.co.in
13	Mr. Kiran Hebbar	110	9845433600	kiran.hebbar@suvidha.co.in

LIST OF SHAREHOLDERS

As of December 2021

Phase 1 Shareholders

Cottage No.	Shareholders
1	Mrs. Suvarna Benakappa/Dr. Asha Benakappa
2	Mr. Venkatesh & Kavitha Venkatesh
3	Mr. Pulavarti Suryaprakasa Rao
4	Mrs. Maheswari C.S
5	Dr. Indira Gudigar
6	Ms.Reshma Shetty
7	Dr.Nivedita Shetty
8	Mr. J.V.Adarsh Prasad
9	Dr. Ashok Gurudas/Mrs. Shobhini Gurudas
10	Mrs. Chandravathi Surabathula.
11	Dr. Allen Pinto/ Mrs.Vijaya Pinto
12	Ms. Vrata V Chigateri
13	Mr. Venkateshaiah
14	Dr. H.S. Prakash /Mrs.Pushpa Prakash
15	Mr. Halekote .N. Vishwamitra&Mrs.SarojaVishwamitra
15A & B	Ms. Kakoli Banerjee &Jyoti Cariappasaikia
15C	Mr.Sunder/ Mrs. Kala Sunder
16	Mr.S.RaviSubbaraman/Mrs.Saraswathi
17	Mrs.Saritha Rai / Mr.NamasBhojani
18	Mrs.NirmalaKrishnakumar / Mr. Krishna Kumar
19	Dr. VidyamaniLinge Gowda
20 & 21	Mr. ShivanandhaAradhya/ Mrs.Vasundhara
22	Dr.Guruprasad B.K
23	Mr. Hiroo Advani/Gisela Advani
24 & 25	Dr. Asha Jain /Mr.Sajjan Jain
26	Dr. Naik Balakrishna Chitrap
27	Dr.HemachandraShetty.S/ Mrs.Ahalya Shetty
28 & 29	Mr.VinodHaritwal/ Mrs.RashmiHaritwal
30	Dr.Simon .P.D/ Dr. Jayanthi
31	Dr.Karkada J Upadhya/Mrs.NirmalaUpadhya
32(B)	Dr. P M Chandrasekhara

32(E)	Mrs. Gomathy Narayanan / Mr. Rajiv Narayanan
34	Mr. L. Srinivasiah & Ms. Sudha Srinivasiah
35	Dr. K.R. Ramachandra
36	Mr. A Suresh Babu & Mrs. N C Jayashree
37	Mrs. N C Jayashree
38	Dr. Arun Ganguli / Dr. Kumudini Ganguli
39	Dr. Srimani Rajagopalan / Mr. Rajagopalan
40	Mr. Narasimhan A S
41	Mr. K. Papanna Gowda
42	Mrs. Geetha Sudharsan / Major Sudharsan
43	Mrs. M. B. Nagarathna
44	Dr. Lakshmi Dey / Mr. Ashok Dey
45 & 46	Dr. Vivek Narendran / Dr. Mamata Narendran
47 & 48	Dr. Vivek Kadambi / Dr. Nilima Kadambi
49	Mrs. Shylaja V Yale / Mrs. Shuba Yale
50	Gp. cap. Kurpad / Mrs. Usha Kurpad
51 & 52	Dr. B T Sampath Kumar / Dr. Vimala Sampath Kumar
53	Mrs. Ujjwala Prabhu / Mr. Ramesh Jayaram
54	Mr. Ramesh Jayaram / Mrs. Ujjwala Prabhu
55	Ms. Prachi Desai
56	Mrs. Ramadevi P
57 & 58	Dr. Jinka Subramanya / Mrs. Rajeswari Subramanya
59 & 60	Dr. Rajanna Sreedhara
61	Mr. Paul salin
62	Mrs. Rekha Rai / Mr. Ramananda Shetty
63	Mr. B. Mani
64	Mrs. Asha Badarinath
65	Mrs. Shivarathna C. Savadi
66	Mr. Aluri Vijayakumar / Mrs. Aruna Aluri
67	Mrs. Sucheta Rao / Mr. Satish Rao
68	Mrs. Sucharita V. / Mr. Venkatappa M
69 & 70	Mrs. Latha Prabhakar / Mr. Prabhakar Ramaiah
71 & 72	Mr. G. K. Raju / Mrs. Lalita Raju
73 & 74	Mrs. T. S. Rukmani / Mr. Rajamani
75	Dr. Chandrasekhara P. M
76	Dr. Iris Marja Chandrakala Rajiva
77	Dr. Madaiah. M

78	Mrs.GayathriBettegowda/ Dr. B N Bettegowda
79	Dr.Niranjana Raju M.D
80	Dr.ChannaBasappa.K.M/ Mrs.Indumati
81 & 82	Dr.VasanthaBattini/Mr. Suresh Manyam
83	Dr.Shashidhar H.R
84	Mr. NavinHegde/ Mrs. KavitaHegde
85	Mr.Chandrakanth Bhatt
86	Prof.N.R.Shetty
87	Mr.Srinivas Chari/ Mrs.Prema Chari
88	Mr.RamamurtyTalluri.P.E
89	Mrs. Meena Badami & Mr. A.Vaidyanathan
90	Mrs. Meena Badami & Mr. A.Vaidyanathan
91	Mrs.Chandrika / Dr.Govindaraj
92	Mr.A.Vaidyanathan/ MeenaBadami
93 & 94	Mr.K.Ramani/ Mrs. Uma Ramani
95	Mrs.Vasantha Krishnamurthy
96	Mrs.ShantaKumari /Mr. L .Gangadhar
97	Mr.M.Subramanyam/ Mrs.ShylajaSubramanyam
98	Dr.Nandish
99	Mr.B.Rajendran
100	Mr.Rajashekar Bettegowda
101 & 102	Prof . Sankar / Mrs.PadmavathySankar
103&104	Mrs.Gita Krishnan / Mrs. Rupa Krishnan
105&106	Mr.Veeranna Chigateri
107	Dr. Narayanan .R / Dr. Gomathy .N
108	Mr. Susheel Nagarajan
109	Dr Vijayendra H
110	Mr. Kiran Hebbar
111&112	Dr.S.K.Gupta / Mrs. N A Gupta
113	Mrs.N.S. Radha / Mr.Suyog
114	Dr. M. Mohan Rao
115	Dr. Sukumar Shetty / Dr.Vijesh Shetty
115 A	Mrs. Indu Champati / Mr. Sarath champati
115B	Mrs. Bharati Sastry /Mr. S. Venkata Subba Sastry
115C	Mr. Udayakumar/Mrs. Jyothi Kumar
116	Mrs.Lalitha Ramanna/ Mrs. Rukmini Iyengar
117	Mrs.Vijayalakshmi Shetty/ Mr.Harshavardhana Shetty

118	Dr.Chandra Shekar K.S
119	Mr.C.B.Prabhakar/ Mrs.Sathya
120	Mr. . Venugopal Shetty /Mrs. Prathima V Shetty
121	Dr.K.S.Shekar/ Mrs.ManjulaShekar
122	Dr. Uma Tekur /Dr. Ratnakar
123	Dr.K.P.Sheka
124	Ms. Farzana S Shubarna
125	Dr. Rangaraj / Dr.PunithaRangaraj
126	Mr.Jaisim/ Mrs. GeetaJaisim
127	Mrs.Shanti.R.Shenoy/Mr.RamachandraD.Shenoy
128	Dr. D Ramesh
129 & 130	Mr.Ramachandra Reddy
131	Mr.Manjunath . D
132	Mrs.Shyla / Ms.VaishnaviVenkatesh
133	Dr.Malika Rai
134	Mr.Sreeramaiah/ Mrs.Sowbhagya
135	Mr. Shankaranarayana / Mrs. Suma V
136	Dr.Kumara Swamy
137	Mr.Mangala Shaker/Mrs.Sumati Shaker
138	Mr.ShrinivasNagabhushan Sharma / Mr. Nikhil Sharma Ms. AprajitaGautam
139	Mr.Satya Murthy Subba Rao
140	Mrs.Sharada Sriram/ Dr. Sriram Sampat
141	Dr.Budde Prakash/ Mrs.Prasanna Prakash
142	Dr.Bhikku Kashinathshastri Grampurohit
143	Mrs. Sarah Pulimood
144	Dr.Karthik. M
145	Dr.KuppeG.Nagaraj
146	Mr. Rajashekaramurthy B
147	Dr.Lakshaman.K/ Mrs. Vani Lakshman
148	Dr.B.V.Hiremath
149	Mr.NS Parameshwaran
150	Mr.V.Ramachandran
151	Mr.P.Lakshmanan
152	Mr. M.T. Nagaraj
153	Dr.Vivek Anand
154	Dr.Raghu T.R
155	Mr. A. Srinivasulu

156	Mr.Ranjit Prabhakar Ghate
157	Mrs.Roopathonthanhal/ Mr. ShivakumarThonthanhal
158	Dr.Jitendra Kumar Nayar
159	Mr.Ravi H.R/ Mr.Chandrashekar
160	Mr.Nagar Venkataraman Sridha /Mr. Girija Sridhar/Mr.Vivek Sridhar / Mr. Vinayak Nagar Sridhar
161	Dr.Mahesh Chandra /Mrs. Gayathri Prasad
162	Mr.VinayLuthra/ Mrs. VandanaLuthra
163	Mrs. Malathi Somasekhara / Mr.AkashSomashekara
164	Mr. Arjun Somasekhar
165	Dr.Shanta Mallappa Ashok / Mrs Viina Ashok
166	Dr. Shanthamallappa Ashok
167	Mrs.VasanthiNayak
168	Mr. Gulshan Bagai / Mrs. AshimaBagai
169&170	Mr.C.Amarnath /Mr. C.Murulidhar
171&172	Mr.Nithin Deshmukh
173 &174	Mr. M.J. Aravind/ Mrs.ChitraAravind
175	Mr. Joy Cheenath
176	Mrs. Mangala Hosmath/Manasa B H
177	Dr.Sanjay Rampure/ Dr.Rashmi Sanjay
178	Dr G K Jayaram
179/180	Mr SrinathBatni/ Mrs. Sujatha Batni

List of share Holder (Phase 1A)

181 A	Mr.AnandSampath
181 B	Mr.JanardhananGopalakrishnan/Mrs. LathaGopalakrishnan
182A	Ms. HemamaliniMaiya
182B	Mr.Arvind Maiya
183A	Dr.Vijayalakshmi
183B	Dr.R. Rajkumar
184A	Mr.Raghu Ram
184 B	Dr. Chaya Patil
185A	Ms.Gayatri H V / Ravinder H V / Mrs.HemaBharghava
185B	Mr.PrasadBharghava/Mrs.Hema Bhargava/Ms.Gayitri H V
186A	Mr.S N Srinivasan/Mrs.Vijayalakshmi
186BB	Mr.Muralidhar Venkateshan
187A	Mrs.Sandhya Ravi
187B	Mrs.Mythili V Chari / Mr. Varadarajan V Chari

188A	Dr.B S Ramamurthy
188B	Dr. GiridharShenoy / Mrs. Nalini G Shenoy
189A	Mr.RajkumarKamat
189B	Dr.Gayatri Ramani
190 A & B	Mr.S M Rao

LIST OF PERMANENT RESIDENT SHAREHOLDERS

As of December 2021

No.	Cottage No.	Shareholders
1	8	Mr.Virupakshaiah
2	21	Mr.ShivanandaAradhya
3	24/25	Dr. Asha Jain /Mr.Sajjan Jain
4	41	Mr. K. Papanna Gowda
5	42	Mrs.GeethaSudarshan /Major Sudarshan
6	44	Mr.AshokDey
7	55	Ms.Prachi Desai
8	56	Ms. Rmadevi P
9	57/58	Dr. JinkaSubramanya / Mrs. RajeshwariSubramanya
10	66	Mr.Aluri Vijay Kumar / Mrs. AluriAruna
11	67	Mr. Satish Rao / Mrs. Suchetha Rao
12	71/72	Mr.G.K.Raju / Mrs. Lalita Raju
13	73/74	Mrs.TS Rukmani
14	75	Dr.P.M Chandrasekhara
15	76	Dr.IrisMarjaChandrakalaRajiva
16	78	Dr. B.N Bette Gowda / Mrs.Gayathri
17	85	Mr. Chandrakant Bhatt
18	93/94	Mr.Ramani/ Mrs.UmaRamani

19	99	Mr.B Rajendran
20	100	Mr.RajashekarBettegowda
21	101/102	Prof. R. Sankar
22	105/106	Mr.VeerannaChigateri
23	110	Mrs.Vatsala Krishna Swamy
24	111/112	Mrs.N A Gupta/ Dr. S K Gupta
25	114	Dr.Mohan Rao
26	115A	Mr.SarathChampati
27	115 B	Mr. S.V.S. Sastry/Mrs. BharatiSastry
28	119	Mr.C B Prabhakar
29	121	Dr.K.S.Shekar
30	139	Mr.S M Subba Rao
31	148	Mrs. Sulochana
32	163/164	Mr.BapuSomashekar
33	166	Mr.E S Ramamurthy
34	167	Mrs.VasanthiNayak
35	181A	S.R. Sampath
36	185A	Ms.Gayitri

Rate Card for various Services in Suvidha

Updated: December 2016

Note: Charges are subject to change from time to time.

1. Rental charges for use of Banquet Hall and Hall below the Office:

For Shareholders:

When shareholders hire outside caterer(s), charges for Banquet Hall and Hall below the Office: Rs. 2,000/- per day.

When shareholders cater from Suvidha canteen, there will be no charges for Banquet Hall and Hall below the Office.

For Non-shareholders:

For Banquet Hall and Hall below the Office (irrespective of using our canteen facility or outside catering): Rs. 5,000/- per day.

VAT is applicable on food tariff & GST Tax is applicable on Hall license fee.

2. Hiring of Vehicle

- a. Innova: Rs. 17/- per km
- b. Maruti Ecco: Rs. 13.50/- per km
- c. Driver Hire Charges: Rs. 90/- per hour (9 am to 5 pm)
Rs.120/- per hour (5 pm to 10 pm)
Rs. 150/- per hour (10 pm to 9 am)
- d. Driver Bata Rs. 500/- (for airport pickup/drop)

3. Additional hours of maid/man services

- e. Additional dish washing charges : Rs. 500/- per month
- f. Additional maid services: Rs. 125/- per hour

4. Renting of Cottage:

- g. Empty cottage: Minimum of Rs. 12,500/- to 15,000/- per cottage (inclusive of maintenance fee)
- h. Furnished cottage: Minimum of Rs. 18,000/- to 22,000/- per cottage (inclusive of maintenance fee)

5. Transfer of shares: Transfer fee of Rs. 1, 50,000/- + GST Tax per cottage.

6. Safe Deposit Lockers: An yearly rent of Rs 4,000 + GST Tax.

DHOBI SERVICES&CHARGES

Document dated : Dec 2016

Name of Dhobi: Mr.Darshan **Contact Number:** 96201-50731

Collection of clothes: on Friday - 8.30 to 9.30 a.m.

Serial No.	Item Description	Rate per piece Rs.
Only Ironing		
1	Shirt	6
2	Pant	6
3	Salwar	6
4	Kurtha	6
5	Chunni	6
6	Saree	25
7	Blouse	5
8	Suit (for Men)	90
9	Bed Sheet – single/double	6/10
Washing & Ironing		
1	Bedsheet (single)	50
2	Bedsheet (double)	100
3	Pillow cover / Cushion cover	20
Dry Cleaning		
1	Saree + Blouse (cotton/silk)	125+25
2	Men's Suit(pant+coat+shirt)	150

Important Note

The rates may change from time to time at the discretion of Dhobi.

Clothes accounting and payment of dhobi charges directly to dhobi are the responsibilities of the concerned resident.

Waste Segregation Guidelines

Different Types Of Waste

1.WET WASTE

- Vegetable & Fruit peels
- Tea leaves & Coffee Powder
- Flowers
- Leftover food
- Pencil Shavings & Matchsticks
- Hair & Fingernails
- Household sweepings

The above waste should be collected in a bin preferably without using any plastic but wrapped in newspaper

2.DRY WASTE

A. PAPER

- Waste Bits
- Shredded Paper
- Carton Boxes
- Paper Plates
- Packaging Material
- Newspaper

B. PLASTIC

- Bags
- Toys
- Utensils
- Bottles
- Bubble Wrap
- Milk pouches

RINSE & DRY SOILED PLASTIC

C. METAL & OTHER

- Aluminum cans & foil
- Spray cans
- Tetra packs
- Bottle caps
- Thermocol packing

- Styrofoam packing
- Food packets
- Glass bottles

WRAP ANY BROKEN GLASS IN PLASTIC

D. ELECTRONIC WASTE

- Batteries
- Bulbs, tube lights
- Old CDs & DVDs
- Computer parts
- Audio/Video cassettes
- Phones, mobile phones
- Electrical wires, switches

ALL THE DRY WASTE SHOULD GO TO A SEPARATE BIN

3. BIO MEDICAL WASTE

- Diapers
- Sanitary Napkins
- Shaving blades
- Ear buds
- Band aids
- Used cotton / gauze
- Syringes
- Kitchen mops

WRAP IN NEWSPAPER AND KEEP IT SEPARATELY

LEASING OF COTTAGES – PROCEDURE

If a shareholder (henceforth referred to as the 'SH') is not personally using the cottage allotted by the company he/she may request Suvidha in writing or by Email to lease his/her cottage. The SH will agree to strictly adhere to the procedures set forth under the heading leasing of Cottages in the RVM. Members letting out their cottages are responsible to ensure that their licensee follows the rules of the current Suvidha Residents and Visitors Manual (henceforth referred to as the 'RVM'). The SH and their prospective lessee (tenant) will discuss all rental matters between themselves, including the rental amounts, the facilities being provided by the SH in their cottage and strict adherence to Suvidha's RVM rules. Once the SH and their prospective lessee (tenant) have arrived at a mutual understanding, the SH will introduce their shortlisted prospective lessee (tenant) using the approved Proforma Application or by an email to the Company Management office. The Rental Task Force will review / screen Proforma Application for rentals of more than one month period; shorter rental duration Proforma Applications will be screened by the Estate/Office Manager.

Both the Rental Task Force and the Estate/Office Manager (for short term lease) will decide the approval or the lack of approval, on the renting of Cottage adhering to the RVM guidelines. The decision will be communicated by an email to the shareholder.

The procedure for leasing Cottages is as noted below:

1. The prospective licensee has to make an application to Suvidha by completing the Proforma Application (Proforma attached as Appendix). The duly completed Proforma form can be scanned and sent to the Company Management office. The Company will accept in lieu of physically signing the Proforma application by an absentee SH, a written letter or an email from the SH giving his/her consent for the lease of their cottage. The SH's Power of Attorney (POA) may also consent in writing instead of the SH.
2. The SH assumes all responsibilities regarding their cottage contents, including damages, thefts or misuse of the cottage or the common property of the company by the tenant. The Company will not be responsible for the 'safety' of the 'contents' of the house. Any repairs on damages to the SH's structure will be at the SH cost
3. The completed Proforma application and emails/letters from the shareholder will be sent to the company appointed 'Screening Team' referred to as the '*Rental Task Force*' for scrutiny and approval.
4. The *Rental Task Force* reviews the application using their discretion, mainly based on the RVM guidelines, keeping in mind the principles of good retirement living, serenity, community harmony of Suvidha, any comments from other residents/shareholders before arriving at its decision to allow or disallow an application.

5. If the application is approved by the *Rental Task Force*, the licensee(Lessee, tenant), the shareholder and the company will sign the tripartite 'Leave & Licensee' agreement.
6. The licensee can occupy the cottage only after the completion of all the above formalities.
7. The company reserves the full rights to evict a lessee (tenant), if the lessee (tenant) is found unsuitable to reside in Suvidha. As an example, these can include, any or a combination of factors, including repeated disruption of the principles of good retirement living, serenity, the community harmony of Suvidha, written observations by management/staff written complaints by a fellow Suvidha resident; and if repeatedly contravening the RVM guidelines.

Strict pre-determined procedures will be followed. All of these complaints will be first discussed by the Rental Task Force/ Board and communicated in writing to the leasing SH. The final decision will be taken by the Managing Director and in conjunction with the Rental Task Force.

Matters of Finances

1. The SH can freely determine the rental amounts they wish to levy from their tenants, The company's ***indicative rental amounts*** under various cottage categories A, B & C are shown below.
 - a. Monthly rentals – indicative amounts are:

A = 22,000
B = 18,000
C = 15,000
 - b. **Type 'A'** (With full Air-conditioning & furnishings): ***Suggested Rs.2,000 per day***
 - c. **Types 'B' & 'C'**: (with furnishing but without AC): ***Suggested Rs.1,500 per day***

Note: for Twin (Double) Cottage the rents are accordingly doubled.

Dormitory (Studio room) Daily rental: ***Suggested Rs.1,000 per day***
Dormitory – long term rental – ***suggested 50% of cottage rental amount***

The SH can decide whether the rental includes the MF or whether the tenant has to additionally pay the MF to the company.

2. When a tenant wishes to lease the premises on a long term period, for 11 months ('X' multiples of No. of years), an equivalent of 3 month's (Three Months) total rental amount, termed as 'security deposit' can be collected in advance by the SH (Shareholder).

3. It is stipulated that it is the responsibility of the SH (Shareholder) to review his/her allocated cottage when the property is being vacated. The property must be handed over by the lessee (Renter) to the lessor (Owner) in the same condition as it was, when it was first occupied by the lessee(tenant).

The cost/s of damages if any to the property/amenities if caused by the tenant, including all outstanding amounts pertaining to the canteen food bills/company car hire charges/laundry services/beauty parlour or any other such incidental expenses incurred during their stay in Suvridha can deducted "by the SH (Shareholder)" from this 3, months advance Security Deposit, apart from other any other outstanding service/s dues. *Any disputes on this subject are outside the jurisdiction of the Company.* All such unsettled outstanding amounts of the Company will be debited to the Shareholder's account.

4. Irrespective of the internal rental arrangements between the SH of the cottage and the tenant, *the company will issue the receipts for the maintenance amounts only from the shareholder.*
5. The SH renting out their cottage on long term basis shall pay the company the approved administrative costs (currently pegged at Rs.3, 000) on a monthly basis to the company. The fixed monthly administrative amount for all 'Long Term' rentals will be periodically reviewed and intimated to all SH by the company's management/board.
6. The Company will continue to debit the Shareholder the monthly administration charges of Rs.3,000.00 till it receives in writing from the Shareholder that the Tenant has vacated the premises.
7. For all 'Short Term' lease (less than 30 days) rentals, the company will debit a pre-approved percentage (currently 30%) on the minimum rental charges to the SH. The pre-approved percentage amount will be periodically reviewed and intimated to all SH by the company's management/board.
8. The Company will collect rental in advance, for periods of 30 days or less (Short Term Rentals).
9. If the SH so desires and as a matter of convenience, that the tenant can make the rental payments to the company and the same will be credited to the SH accounts after deducting the company approved administrative costs.
10. In the event of any rental defaults, the company will intimate the SH by an email only. It is the own responsibility of the SH to ensure timely payments by the licence. The company will not undertake any responsibility for recovery of the rental amounts. In the meanwhile, as long as the licence continues to reside in Suvridha, the company will continue to debiting the SH for the company approved administrative costs.

GUESTS OF RESIDENTS

1. "Immediate Relatives" are defined as siblings, children and parents of the SH/spouse who have the Suvidha cottage allotted to them.
2. "Guests" are those of any age who do not fall under the definition of "Immediate Relatives and/or Lessee (Tenants)."
3. Normally, Guests and Immediate Relatives can stay in the cottage only for a period of 60 days.
4. Depending on the circumstances, Immediate Relatives can be permitted to stay for longer undefined periods. For this, a specific permission should be sought and obtained from the Board. But Guests other than Immediate Relatives cannot be given such special permission.
5. In all of the above, it is assumed that the Guests stay with the host being present in the cottage.
6. However, depending on the circumstances Guests for periods not exceeding a week and Immediate Relatives for periods not exceeding a month can be permitted to stay in the cottage in the absence of the host SH. But prior written information should be provided to the office and the security for this purpose.
7. Immediate Relatives and Guests are Visitors to Suvidha and so shall follow all the guidelines of RVM. In particular, it is the responsibility of the host SH to make certain that the peace and tranquility of neighborhood is not disturbed.
8. It shall be the responsibility of the host SH to ensure that their immediate Relatives and Guests settle all outstanding amounts, pertaining to the canteen/company car hire charges/laundry services/beauty parlour or any other such incidental expenses incurred during their stay in Suvidha. All such unsettled outstanding amounts will be debited to the host SH accounts.

Shareholder's Responsibilities: The Company will only register those Shareholders Cottages as rentable, only if a minimum level of furnishings/amenities is provided in the cottage. These shall include basic furnishings (similar to Category 'B' Level, as explained below) and a Landline telephone.

Rental Cottage Categories

The shareholder registered rental cottages shall be classified into any of the below three categories by the company. This will be according to the minimum level of furnishings and other amenities provided in each of the cottages by the shareholder ***at their own initiative***

and costs. A onetime joint inspection will be carried out, that will include the SH or his/her representative and the Company Management representative. *Thereafter, the SH assumes the responsibility of intimating, in writing, to the Company Management of any later up-gradation or reduction of amenities provided by the SH.*

The THREE Categories of Cottage Rental Classifications are:

Rental Cottage category 'A' must include:

- A landline telephone and Suvridha internal Intercom connection is mandatory in a cottage.
- Furniture: installed window curtains, Living room furniture sofas, display stand/cabinet for TV, dining table & chairs, storage cabinets, clothes wardrobes, double bed with mattresses and Household linen (bed covers, towels etc) and clothes drying lines
- All essential and functioning white goods, including:
 - Normal Refrigerator with minimum Capacity 190 litres
 - Automatic Clothes washer
 - Cooking stove: Electric or Gas (with Gas cylinder and connections)
 - Fully functioning Air Conditioner (appropriate sized AC in each room of the cottage)
 - TV with Satellite channel set-top box facility (the actual costs of channel/s subscriptions may be decided at the mutual choice of the shareholder & licensee);
 - Electric Water Kettle
 - Basic cooking utensils
 - Cutlery
 - Crockery (cups, glasses, spoons etc.)

(Indicative rental amount Rs. 22, 000 per month)

Rental Cottage category 'B' must include:

All items as listed as above under category 'A', **Except:** Air Conditioners/s and TV with Satellite channel set-top box. A landline telephone and Suvridha internal Intercom connection is mandatory in a cottage.

(Indicative rental amount Rs. 18, 000 per month)

Rental Cottage category 'C' is a bare, empty cottage but must include:

A landline telephone and Suvidha internal Intercom connection is mandatory in a cottage; installed window curtains and clothes drying lines.

(Indicative rental amount Rs. 15, 000 per month)

NOTE: The telephone Landlines are owned and maintained by our service providers, the BSNL. The company only help to co-ordinate with the BSNL complaints section for any technical faults, disruptions or interruptions. The subscribers are bound to their service terms with BSNL.

The Internet facility is available in the Suvidha office (on similar above terms from the BSNL). However, the licensee is free to apply for their own Internet connections, *subject to the shareholders approval.*

The Suvidha Rental Spreadsheet

Is a simple, easy to refer, daily updated excel sheet, available to all Suvidha shareholders, a list of registered cottages that are available on rent. The spreadsheet serves to provide information to both parties - the shareholders regarding the contact details and about prospective tenant's requirements. Vice versa, the spreadsheet will serve to prospective tenants, the details of rental cottages currently available for rent in Suvidha.

The spreadsheet will uniformly and fairly enable all shareholders wishing to rent their cottages to proactively approach the prospective prospect and offer their cottage and also allow prospective tenants to pick and choose the cottage they wish to rent.

After the matter is mutually decided by both the parties, the shareholder should forward the duly completed, original hard copy of the Proforma application to the office/rental task force for approval.

- a) Those prospective tenants who directly (first) approach the company by emails/phone calls or through other Suvidha shareholders references, will be listed in an Excel Sheet titled 'Suvidha Rental Spreadsheet' in order of their time/date of contacting the company.
- b) The 'Suvidha Rental Spreadsheet' will be daily updated by office staff once each day either in the Morning OR in the Evening at a fixed specific time. Once decided, the Updation times will be intimated in advance to all shareholders.
- c) The access to the 'Suvidha Rental Spreadsheet' will be available to all Suvidha shareholders, particularly those who have registered themselves with the company for rental of their cottages. The Spreadsheet will contain the following information: The cottage number, brief description of the cottage and the rental category type A, B, C; Single or Double (twin) Cottage; Number of rooms in cottage; Brief description (views; availability of vehicle covered parking etc); availability of a cottage on short term rent or only long term rent; the indicative expected rent (if above the company minimum); A separate column will provide the details and requirements the prospective tenants who might have directly approached the company.

Application for Tenants in Suvidha

(Revised 22.6.2016)

Cottage Number to be leased: _____

Name of Share Holder of the cottage: _____

I agree to lease my cottage to the below mentioned tenant.

_____ Date: ____/____/____

(Signature of the above Shareholder of the cottage or his/her Power of Attorney)

Prospective Tenant Information

Full Name: _____

Age: _____ years Gender: Male / Female

Contact Details: Telephone(s): _____

Email: _____

Present Address: _____

Previous residences where the tenant has resided for more than a year during last 5 years:

Educational Qualifications: _____

Present job or last job held (if retired): _____

Medical condition; list any special care needed:

Members and Ages of family members who will reside with you in the leased cottage:

Period for which you intend to lease the cottage: _____

I have read and understood the RVM as the governing rules of the residents of Suvridha and agree to abide by them.

Dated: ____/____/____

Place: _____

Signature of the Prospective Tenant

Highlights of Rules for leasing Suvridha Cottage/s

(Please also refer to the Suvridha's Main Rental Terms document)

- In general the person to whom the cottage is rented out should satisfy the same conditions as the conditions applicable to a shareholder to live in SUVIDHA.
- (In particular only a couple or a single person alone will be allowed to be rented out subject to the condition that at least one of the members is of retirement age. The tenants can have guests only for 60 days. If children below age 18 years are to be guests then the permission of the Residents Rental Task Force and the neighbors is necessary).
- If any shareholder wishes to rent out for less than a month (30 days) as a regular feature then the cottage shall be rented out only to persons as approved by the Suvridha Administration.
- In all cases the Proforma/Email request by the tenant will be scrutinized by the Residents Rental Task Force in good faith.
- At any time after renting out if it is found that any material information has been withheld by the tenant or the share holder the tenant will be asked by the management to immediately vacate the cottage and Suvridha premises.
- A Tripartite agreement between the tenant, the owner of the cottage and Suvridha should be signed.
- The Suvridha Residents and Visitors Manual (RVM) govern all matters of residents within suvidha.

The Rental task Force has been given responsibility to screen and decide on rental applications

The above rules are approved by the Suvridha Board of directors.

Administering RVM provisions & alleged Transgressions

Preamble:

The primary objective of Sushrutha Vishranthi Dhama has been to ensure that the brand image of the institution as a premiere senior citizens village where good life gets better, is upheld at all times.

To meet the aspirations of the shareholders/residents expressed in various fora, a detailed Residents & Visitors Manual (RVM) laying down guidelines was prepared and deliberated in detail. Finally, the RVM received the approval of the shareholders in the AGM. Based on popular voice of the shareholders, the management made a few amendments to RVM, now and then, to reflect the perceived expectations of the community. This is an on-going process.

The provisions of the RVM came in to effect from the date of its adoption in the AGM / EGM. While the provisions are prospective in application, it is to be highlighted that past deviations (in relation to current RVM) are like events on the road of development of Suvidha and are not to be reckoned as precedents to be emulated. However, every effort will be made to remedy such deviations of the past only through the cooperation and understanding of the concerned shareholder.

A hard copy of the RVM shall be given to the shareholder / resident living in the village and an acknowledgement of its receipt must be obtained in the register maintained for this purpose on a written specific request received from the shareholders. As and when amendments are made to the RVM, a hard-copy of the same, on a written specific request received from the shareholders shall be handed over to the cottage allottee/ shareholder / resident and acknowledgement is obtained. Soft copies of the RVM and the amendments should be sent to all the shareholders by email.

Role of Members Committee:

Being involved in the design and upkeep of RVM, the Members Committee (MC) has been assigned a catalytic role in the smooth implementation of RVM. The MC is empowered to enquire into reported contraventions and propose corrective actions to the management as per standard schedule of corrective actions / penalties. The Estate Manager / Suvidha Office should keep vigilant watch on various activities going on in the village and report in writing to MC if any contraventions of RVM are noticed.

Role of Resident / Shareholder:

- a. All residents/shareholders are expected to familiarise themselves with the provisions in the RVM. In case of doubt they may seek help of Suvidha office / Members Committee (MC) for obtaining clarity. Please refer to the RVM manual and obtain approval BEFORE taking up any modification job either related to the cottage or the garden in front / rear of the cottage. Contravention of RVM guidelines will attract penal actions.
- b. To meet her/his personal needs, she/he may take up such jobs that do not contravene any provisions of RVM and have no cost implications to Suvidha. She/he will be solely responsible for taking up such jobs. However, for prior approval, write/email details of the job proposed to be taken up to the Estate Manager with a copy to MC. She/he should get a written response within SIX working days, if not, she/he may construe that his/her proposal is accepted.
- c. The following is a summary of the provisions applicable to residents / shareholders. Please read through the details in the relevant sections of the RVM also. As a norm, the Suvidha Office should respond as soon as possible but not later than 2 weeks, to help the residents decide the course of action.
 1. Fused bulbs / damages to Fittings/Fixtures (plumbing & electrical) provided by Suvidha in bathrooms / bedrooms/balconies -- material cost will be charged to the shareholder; labour will be provided free by Suvidha during normal working hours. Write to Estate Manager giving details of repairs required.

2. Repairs to Solar Heater will be organised by Suvidha and the cost will be debited to shareholder. Write to Estate Manager asking for necessary help.
3. Any additional internal Fitments/Fixtures (plumbing & electrical) required by shareholder may be fixed by Suvidha Staff after office hours or on weekly holidays through private arrangement in discussion with the concerned service staff member. This facility/help is very essential for the residents to get minor jobs done. Suvidha is remotely placed and getting outside help for small jobs is generally not possible.
4. Additional plants / potting of new plants in her/his front garden / other garden jobs – write / email to Suvidha Landscaping Committee with a copy to MC, indicating type/name and number of plants etc. Ask for a schedule for taking up the job.
5. Civil work - Changing Tiles/ cracks in wall/ flooring etc. – write to Estate Manager (and copy to MC) giving details of work to be done ; ask for cost estimates and time frame.
6. Changes to the exterior structure / painting will be taken up only by Suvidha. The exteriors include – approach ramps, all external walls, Chajjas, open balconies, doors, windows and railings The shareholder can ask for changes to internal walls / wall painting / floor repairs etc. Prior approval of the Technical Committee must be obtained before the jobs are planned. The cost of such jobs will be debited to Shareholder if executed by Suvidha.
7. If required, the shareholder may plan for closing the rear balcony using light weight aluminium frames and glass shutters. The design of the entire aluminium structure and the colour scheme proposed will have to be approved by the Technical Committee prior to execution. The total cost involved shall be borne by the shareholder.

The above is a short list of salient provisions in RVM. Please read all provisions in detail.

Handling alleged transgressions:

The Estate Manager with the help of his/her team, will keep a vigilant watch on activities happening in SuvidhaVillage and reporting writing to MC instances of contravention noticed by him/his team. Any shareholder is also free to report any alleged transgressions to the Members Committee in writing. The Members Committee shall enquire in to the reported contraventions and suggest remedies as applicable. MC shall follow a transparent procedure for resolving such sensitive issues as outlined below.

1. For MC to conduct an enquiry session, at least 60% of its total strength should be present. This is essential to ward off criticism of inadequacy of representation. It would yield better objective conclusions and thus helps in enhancing credibility of enquiry findings. The MC shall keep copies of all correspondence relating to alleged transgressions and the final Enquiry reports for future reference.
2. Enquiry Meetings will be held in Suvidha Office.
3. Estate Manager should attend the enquiry and present the details of the instance. She/He will provide additional related details as required.
4. For any reported contravention, a written/email communication shall be sent to the concerned cottage allottee/ resident / shareholder asking for an explanation as to why he did not adhere to RVM. She/ He is asked to respond within five days. Hard copy may have to be sent if the resident does not have email facility.

- a. **If there is a response**, MC will study its reasonableness. If the transgression is very minor, the shareholder is advised in writing not to repeat it and in future she/he should obtain prior approval of management.
 - b. **If there is no response or the response is not adequate**, the shareholder should be advised in writing to attend an enquiry by MC to elicit more information. As a standard practice, the management will advise the shareholder/resident that she/he is permitted to bring one shareholder/resident along with her/him to help in presentation of facts.
5. In the enquiry it should be established unequivocally whether the contravention has taken place due to anyone of the following reasons:
- a. **Unclear RVM guideline**: MC to admit the fault of RVM. Immediately take action to correct the RVM and send amendments to all cottage allottee/shareholders/residents.
 - b. **Unintentional / oversight**: Advise the resident/shareholder to remove the transgression and restore original condition.
 - c. **Habitual (>2 times) &/or Intentional**: Advise the cottage allottee/resident/shareholder to remove the transgression and restore original condition at resident's cost. In addition, a penalty equal to cost of undoing is levied which should be paid in 30 days beyond which it will attract penal interest @ 1.5% per month.
 - d. Periodically, the Estate Manager will follow up on the status of the implementation of MC's advises issued to the defaulting shareholders/residents and submit a status report.
 - e. Defaulters who have completed restoration of original status will not be included in the **Defaulters of RVM** list which will be updated every month and displayed on company notice board.
 - f. As per Article and Rules framed under Article 8 (a) of Articles Of Association, the company shall have lien on the shares (reckoned at face value) held by a shareholder to the extent of the outstanding dues (including penalties and penal interest). This would effectively bring down the number of shares below 15000 per single unit. If it falls short of qualifying number of shares by over 10% for a substantial period, the management may have to withdraw the allotment of the unit to the shareholder so as to be within the general frame work of rules.

Supplementary Documents

Additional Documents noted below are provided separately. These are to be considered as part of RVM.

- 1. SHAREHOLDER's AGREEMENT WITH THE COMPANY (SUVIDHA)**
- 2. LEAVE AND LICENSE AGREEMENT**