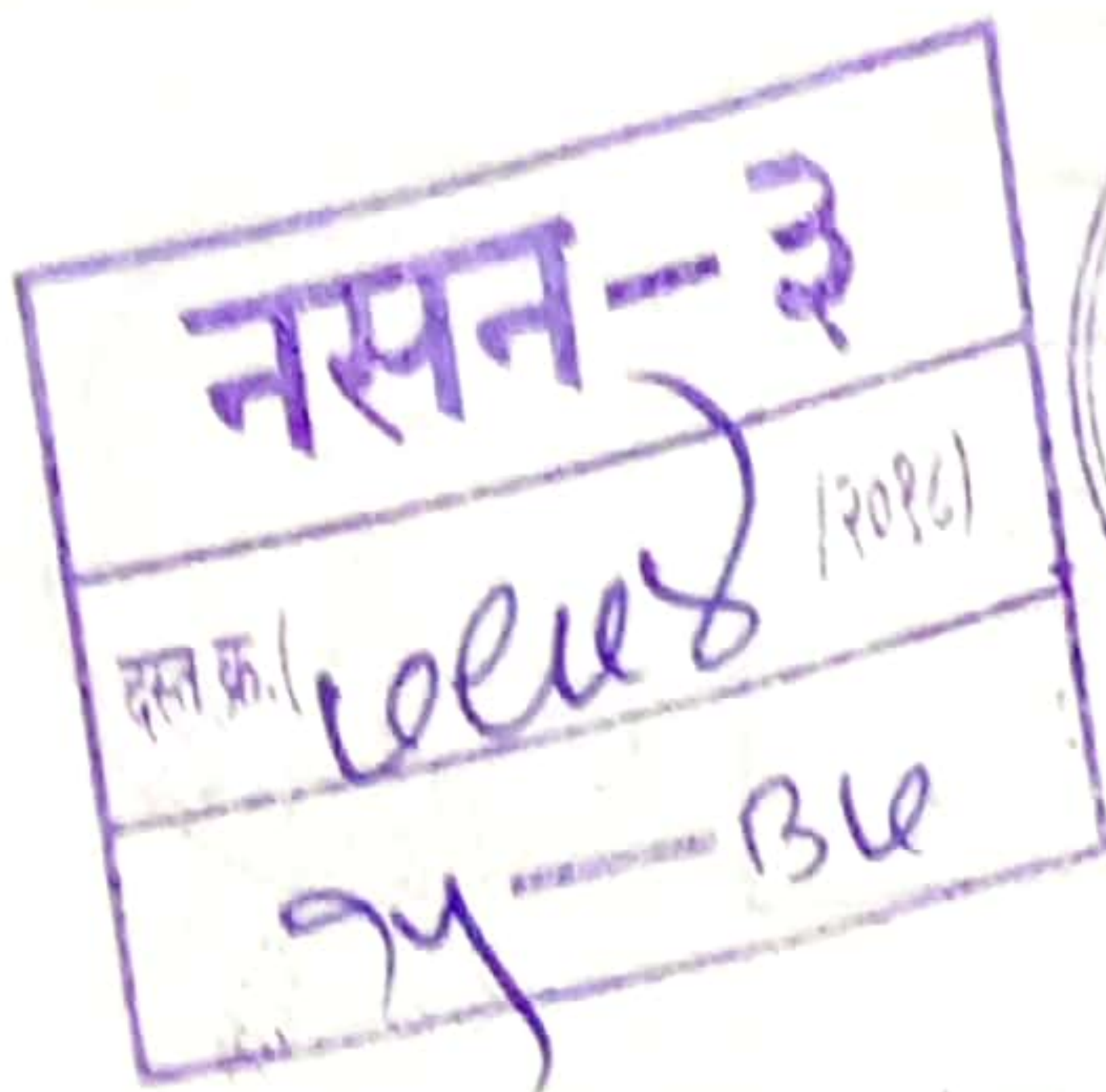




legal representatives jointly shall be entered same, in the register of apartment owners maintained by the Secretary for the purpose of Administration of the **GEETA HEIGHTS APARTMENT CONDOMINIUM** as apartment owner or joint apartment owners. Where any legate is a minor, the apartment owner shall be entitled to appoint a guardian of such minor.

6) **JOINT APARTMENT OWNERS:**

Where an apartment has been purchased by two or more persons jointly, they shall be jointly entitled to the apartment and the shares of the Association shall be issued in their joint names, but the person whose name stands first in the share certificate shall alone have the right to vote.

7) **HOLDING OF ONE SHARE COMPULSORY:**

Every apartment owner must hold at least one share of the Association (Joint apartment owners holding the shares jointly).

8) **DISQUALIFICATIONS:**

No apartment owner shall be entitled to vote on the questions of the election of the members of the Board or the President, Secretary, Treasurer or any other office bearer or to be entitled to stand for election to such office if he is in arrears if any sum due from him in respect of his Contributions for common expenses, for more than Sixty days on the last day of the Board would take place.

CHAPTER - II
VOTING QUORUM AND PROXIES

9) **VOTING:**

Voting shall be on a percentage basis and the percentage of vote to which the owner is entitled is the percentage assigned to the family unit or units in the Declaration.

10) **QUORUM:**

Except as otherwise provided in these bye-laws the presence in person of a majority of owners shall constitute a quorum.

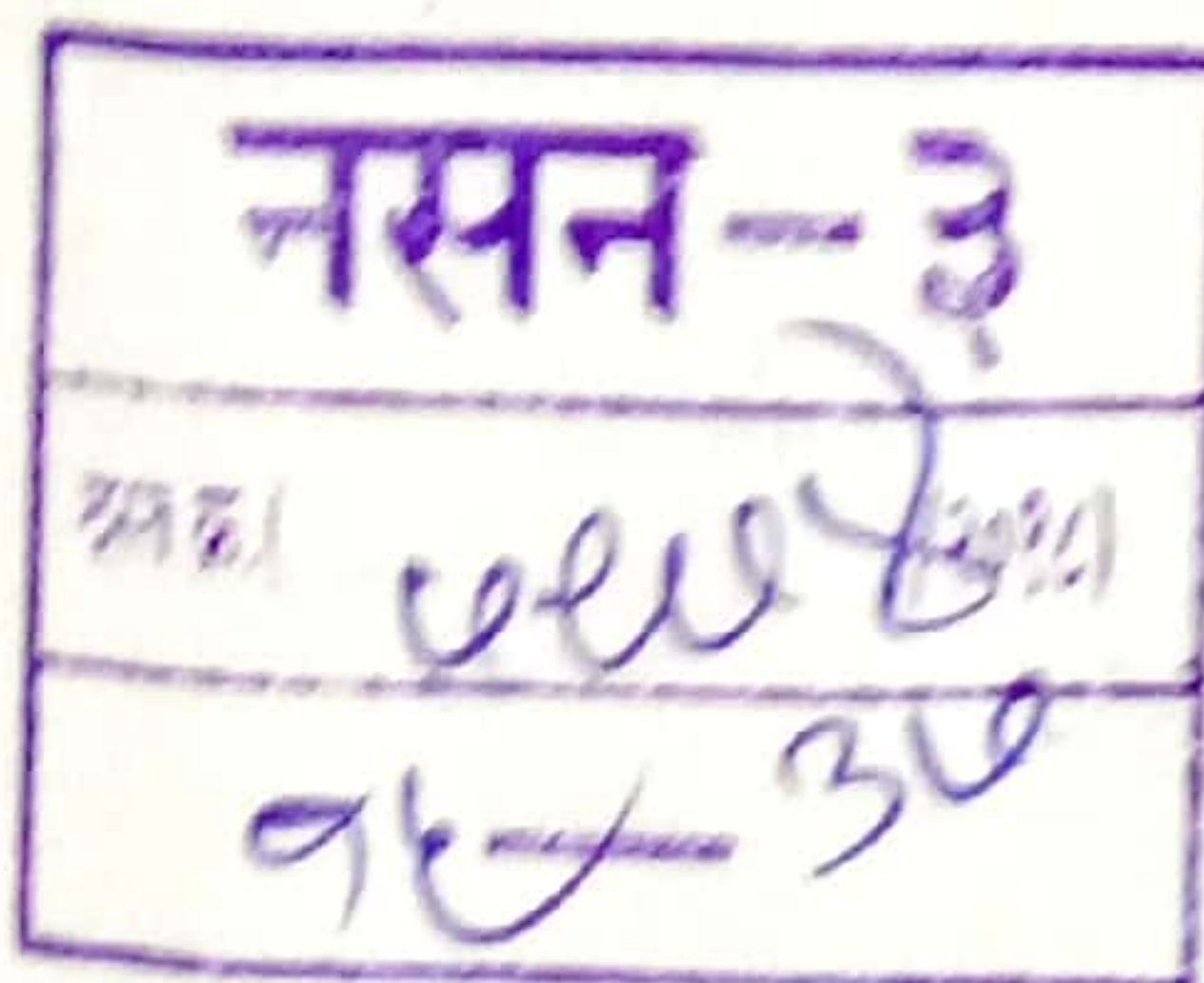
11) **VOTES TO BE IN PERSON:**

Votes shall be cast in person.

CHAPTER - III
ADMINISTRATION

12) **POWERS & DUTIES OF THE ASSOCIATION :**

The association shall have the responsibility of administering the **GEETA HEIGHTS APARTMENT CONDOMINIUM**, approving the annual budget establishing and collecting monthly assessments and arranging for the management of the Condominium in an efficient manner. Except as otherwise provided, resolutions of the association shall require approval by a majority of the owners, casting votes in person.



13) PLACE OF MEETINGS:

Meeting of the association shall be held at suitable place convenient to owners as may from time to time be designated by the Association.

14) ANNUAL MEETINGS:

The first annual meeting of the association shall be held within a period of two months from the date of registration of the declaration. Thereafter the annual meeting of the association shall be held on the 1st day of May of each succeeding year. At such meetings there shall be elected by ballot of the apartment owners a Board of Managers in accordance with the requirements of bye-laws 23. The owners may also transact such other business of the Association as may properly come before them.

15) SPECIAL MEETINGS:

It shall be the duty of the President to call a special meeting of the Apartment Owners as directed by the resolution of the Board or upon a petition signed by a majority of the owners and having been presented to the Secretary, or at the request of the Housing Commissioner, or as the case may be, the Registrar or any Officer duly authorized by him in his behalf. The notice of any special meeting shall state the time and place of such meeting shall state the time and place of such meeting and the purpose thereof. No other business shall be transacted at a special meeting except as stated in the notice without the consent of four-fifths of the owners present in person.

16) NOTICE OF MEETING:

It shall be the duty of the secretary to mail or send a notice of each annual or special meeting. Stating the purpose thereof as well as the time and place where it is so held, to each apartment owner, at least 2 but not more than 7 days prior to such meeting. The mailing or sending of a notice in the manner provided in this bye law shall be considered notice served. Notices of all the meeting shall be mailed or sent to the Housing Commissioner, or as the case may be, the Registrar.

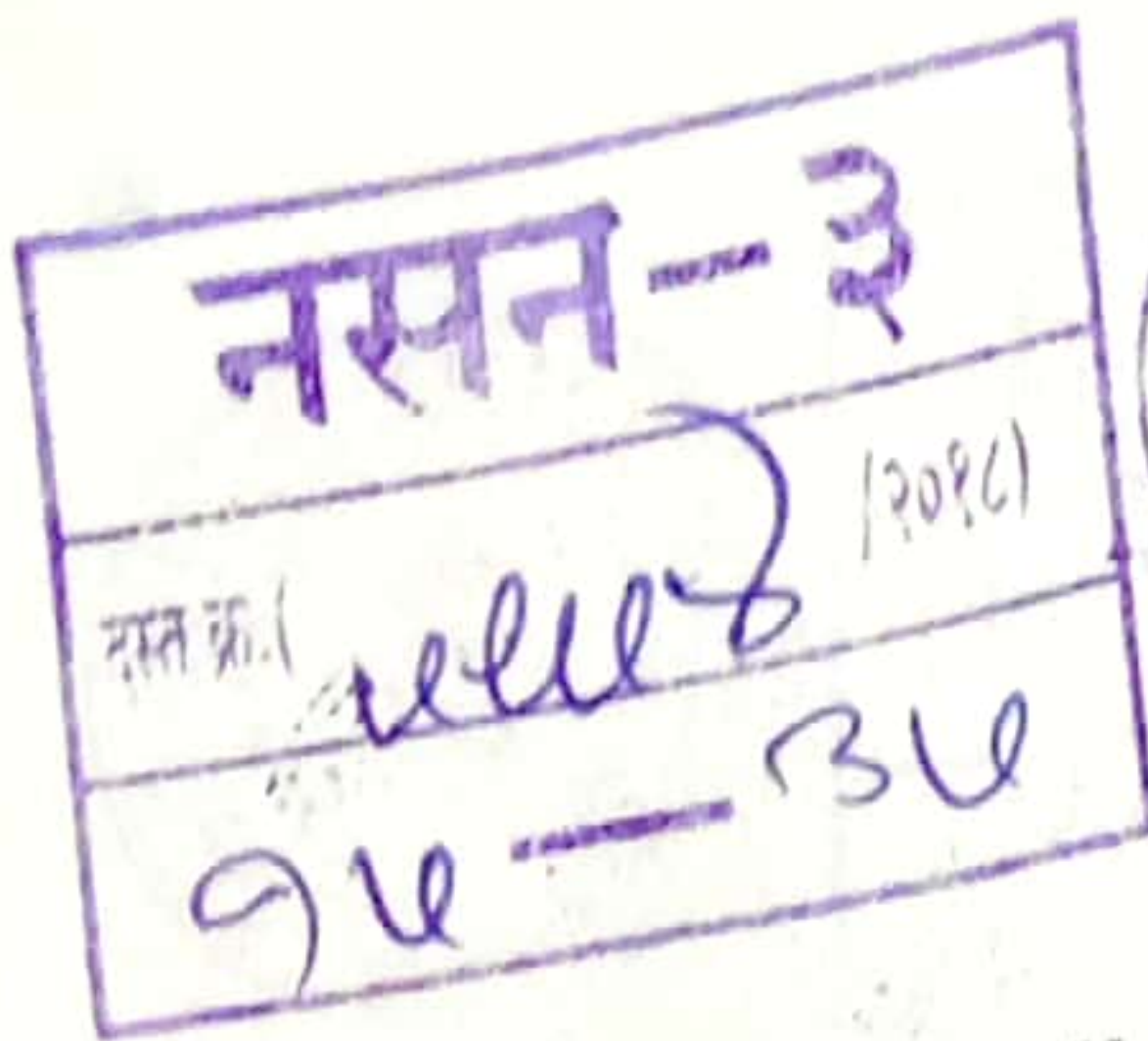
17) ADJOURNED MEETINGS:

If any meetings of any owners cannot be organized because a quorum has not attended the owner who are present, may adjourn the meeting to a time not less than 48 hours from the time the original the meeting was called. If at such adjourned meetings also, no quorum is present the owners present in person been not less than two shall form a quorum.

18) ORDER OF BUSINESS:

The order of business at all meetings of the owners of units shall be as follows:

- a) Roll call
- b) Proof of notice of meeting or waiver of notice
- c) Reading of minutes of preceding meeting.
- d) Report of Committees.



- e) Report of the Housing Commissioner or the Registrar or of the Officer duly authorized by them if present.
- f) Report of Committees .
- g) Election of Board of Managers.
- h) Unfinished Business, if any.
- i) New Business.

CHAPTER IV **BOARD OF MANAGERS**

19) MANAGEMENT OF ASSOCIATION:

The affairs of the association shall be governed by a Board of Managers.

20) POWERS AND DUTIES OF BOARD :

The Board of Managers shall have the powers and duties necessary for the administration of the affairs of the association and may do all such acts and things as are not by law or these bye laws directed to be exercised & done by the owners.

21) OTHER DUTIES:

In addition to duties imposed by these bye-laws or by the solution of the association the Board shall be responsible for the following that is to say:

- a) Care, upkeep & surveillance of the **GEETA HEIGHTS APARTMENT CONDOMINIUM** and the common areas and facilities and the restricted common areas and facilities.
- b) Collection of monthly assessment from the owners.
- c) Designation, employment, remuneration and dismissal of the personnel necessary for the maintenance and operation of the **GEETA HEIGHTS APARTMENT CONDOMINIUM** and the common areas and facilities and the restricted common areas and the facilities.
- d) To provide for the manner in which the audit and the account of the association shall be carried out.
- e) To inspect the accounts kept by the secretary and /or the treasurer and examine the registers and account books and to take steps for the recovery of all sums due to the association.
- f) To sanction working expenses, count cash balance and deal with other miscellaneous business.
- g) To see that cash written up promptly and is signed duly by one of the members of the Board authorized in this behalf.
- h) To hear and deal with complaints.

22) MANAGER:

The Board may employ for the association a Manager at a compensation determined by the Board to perform such duties and services as the board shall authorize including but not limited to the duties listed in the bye-law 21.