

Stages in redevelopment work

Procedure for Redevelopment work of a cooperative housing society can be broadly split up into following steps:

- A. Creating a redevelopment document of the society.
- B. Bid stage.
- C. Selection of right bidder.
- D. Approval of final municipal drawing.
- E. Handing over peaceful possession of the building to the bidder.
- F. During progress of construction on site.
- G. After virtual completion.

A. Creating a redevelopment document of the society.

1. Approval of proposal for redevelopment in the Special general body meeting of the society called with due notice. It is advisable to record the proceedings of the meeting. Drafting of the resolution and minutes of the meeting to be signed by each and every member.

2. Formation of a redevelopment committee comprising of the society members unanimously or through voting. The elected /appointed committee members shall be entrusted with the further work. The resolution of formation of the committee to be signed by each and every member of the society.

3. The redevelopment committee shall now appoint an Architect and Advocate to be part of the committee as advisory members. The society members can suggest eligible consultants for the same. Appointment shall be done by the redevelopment committee after due diligence.

4. The Appointment of the Advocate and the Architect shall be approved by the members in specially called meeting and appointment letters issued accordingly.

5. The Advocate shall go through the legal documents of the society and ensure that the documents are up to date. Any shortcomings in documents shall be complied with so as to create a document file fit to be called as a clear and marketable title.

6. Society shall get its accounts updated and audited. Any contribution if required from the members shall be worked out and informed, collected by the society, for the purpose of redevelopment.

7. The society architect shall take actual measurements of the existing tenements. A document containing the existing carpet area statement for individual members shall be submitted by the architect and countersigned by the society as mark of acceptance. Any discrepancy if found shall be rectified by the Architect. A table of Areas to be prepared by the Architect for reference after receiving the signed copies of individual plans from the members. The coordination committee shall countersign the table as mark of acceptance. The Architect shall highlight, illegal work, if any done by the society and ensure that no such illegal construction is accounted for in the area table.

8. The Architect shall work out a feasibility report explaining and enumerating the FAR calculations, Financial calculations based on Specifications assumed. Specifications are generally arrived at as per the standard practices followed in the area where the project is proposed.

9. The Society members shall express their personal /individual expectations from the new development work in writing to the redevelopment committee. A complete set of such expectations (Wishlist) in a concise compiled format shall be prepared by the coordination committee. Every individual member shall be given full freedom to express his expectations from the new project. All those members who would not be submitting their Wishlist shall inform the committee in writing about the same.

10. The Architect's feasibility report and the society member's wish list shall be approved by the members in a special meeting after detail discussions and clarifications. The coordination committee to submit the approved Wishlist to the Architect, to enable him to modify or upgrade feasibility report accordingly. Which shall be eventually accepted by the society.

11. It is given to understand that the points in the Wishlist may or may not be completely accepted and implemented by selected developer but an attempt for the same shall be made by the coordination committee.

12. A master file containing following documents shall be prepared by the redevelopment committee. Which shall be submitted to the interested developers to enable them to make an informed and accurate bid for the project:

- a. Society Resolution for development.
- b. Area Chart of the existing tenements with individual names.
- c. Approved copy of the municipal drawing of the existing building.
- d. occupancy certificate of the existing building.
- e. List of expected specifications.
- f. Wishlist of the society members.
- g. A declaration from the society about its ownership and title of the society.
- h. A covering letter inviting builders, developers to participate in the bidding process.
- j. A list of information required by the society from the builder regarding the proposal can also be attached along with.

The letter shall instruct the builders to offer proposals based on a proposed plan.

The proposed design in this case is the effort and copyright of the developer.

Alternatively, and as a prudent practice, The society Architect shall prepare a design that is acceptable to all the members of the society, taking into consideration every member's expectations. This Plan can be then submitted to all bidding developers, on the basis of which the quotes can be invited.

B.Bid stage

1. After creation of the Master file, it shall be presented to the society members in a meeting for appraisal. The society members shall be requested to suggest developers of their choice for invitation to participate in the bidding process. The Advisory members of the redevelopment committee can also suggest names of reputed builders. It would be entirely the redevelopment committee's discretion to accept or reject the names of developers suggested by the advisory members. A shortlist of selected developers shall be made by the redevelopment committee.

This list shall be then signed by all the society members as mark of acceptance.

2. The redevelopment committee shall have a right to add or delete certain names in the list as per their own judgement. The Society shall issue a letter to the Architect declaring that the society has understood and approved the entire work done by the architect till date and informing their choice of developers to whom the letters shall be sent by the society.

3. Normally a period of two weeks is granted to the interested bidders to submit their proposals. The bidders can come back to the redevelopment committee for clarification if

any required by them to submit their proposal. The Architect shall advise the committee as and when called for to do so.

4. After The proposals are received, the redevelopment committee shall evaluate the proposals on set parameters. Around two to three builders shall be selected for the next stage of bidding. The redevelopment committee shall present their findings in the society meeting and inform the names of the builders selected for stage 2. The builders which do not qualify for stage 2 shall be so informed and thanked for the interest shown by them.

5. Selected builders shall now be invited for a meeting with the redevelopment committee along with their plan. All society members shall be informed about the date and time of such meetings and shall be free to attend these meetings if they so desire.

6. The Redevelopment committee shall suggest changes, modifications, etc. to the builder on the plan with help from the Architect. The redevelopment committee can discuss about other points of the builder's proposal, seek clarifications from them if required, in the same meeting. The builders shall submit a chart mentioning additional free area, additional bought out area, taxes incurred, stamp duty required, and other relevant details if any, based on their proposed plan. The builders can choose not to submit their plan to the society after the meeting, to avoid the chances of being copied or leaked. All negotiations with the bidders shall take place simultaneously with all the builders and evaluated by the redevelopment committee.

C. Selection of the right bidder.

1. After evaluation of the plans, and the detail chart submitted by the builders and due negotiations on different aspects of the proposal, the redevelopment committee shall call for a meeting to inform about their final choice of builder. The redevelopment committee shall explain the reasons for their choice and the members shall approve the winning bid after due consideration. The resolution for the same shall be drafted and signed by every single member of the society.

2. The winning bidder shall be so informed and called for further discussions, changes in plan if required to be discussed and proposed. At this stage if the builder decides to back out the next bidder shall be invited in his place. The individual members shall mutually select the tenement of their choice, in the proposed plan.

3. After allocation of tenements to the society members, The society shall now enter into a memorandum of understanding (MOU) with the builder, in consultation with the

appointed advocate. The plan of the proposed building along with the specifications and also the detail area chart shall be part of the MOU.

D.Approval of municipal drawings.

1.The society shall enter into a development agreement (DAPA) with the builder after the builder procures a development charges challan from the municipal corporation.

2.The builder shall now get the plan sanctioned from the municipal authority, buy TDR on society's name, load the TDR and Premium FSI, and generate the commencement certificate. The builder shall submit draft copy of the plan to the society redevelopment committee for consideration and the committee shall accept the plan in writing to the builder.

3.After receipt of the commencement certificate, The society shall study the proposed approved plan, brochure etc. And ensure that the essence of the agreement has been retained in the approved plan.

E. Handing over peaceful possession of building to builder.

1.The society members shall now have to hand over vacant possession of their premises to the builder. The shifting and moving to temporary rented premises shall be assisted by the builder.

2.The builder shall now open the scheme for bookings along with starting the work on site. The builder shall inform about the new members/buyers to the redevelopment committee and agreement with the new members shall be made only after approval letter from the society.

F. During progress of construction on site.

1.The builder shall provide the complete set of drawings viz. Working drawings, structural drawings, plumbing drawings, electrical drawings etc. For the information and comments of the redevelopment committee.

2.The builder shall hand over the list of compliances, tests, and also submit the test results to the redevelopment committee from time to time.

3.The builder shall show actual finishing materials used like tiles, faucets, sanitaryware. granite, electrical switches, windows, etc. For approval of the society members, as per the specification sheet mentioned in the MOU/DAPA. These specifications shall be same for all the flats, except any changes required by individual members. Such changes could be chargeable by the builder and shall be borne by the individual member.

4.The redevelopment committee shall discuss and deliberate on the common amenities to be provided, with the builder and ensure that the commitments made in the DAPA are followed.

5.Society members who would like to start interior designing of their residences shall submit drawings related to the designs beforehand to the builder. Charges for the same shall be borne by the member.

G. After virtual completion.

1.After receiving notice of virtual completion of the building from the builder, the redevelopment committee shall inspect the site, make observations and submit a list of snags, if any noticed by them for rectification to the builder. Society members can submit their observations on individual basis to the redevelopment committee which would forward the same to the developer.

2.The builder shall apply and secure the occupancy certificate for the building from the municipal corporation.

3.After rectification of the snag list and securing a copy of the occupancy certificate, the society members shall get their agreements registered as per the procedure and take peaceful possession of their brand-new houses. The society advocate shall handhold the entire process of making agreements, suggesting corrections, and generally ensuring smooth transfer of the property.

4.The Redevelopment committee shall be dissolved and a new managing body shall be formed to absorb new members in the society. The new managing committee shall receive the conveyance from the builder immediately as per the law.