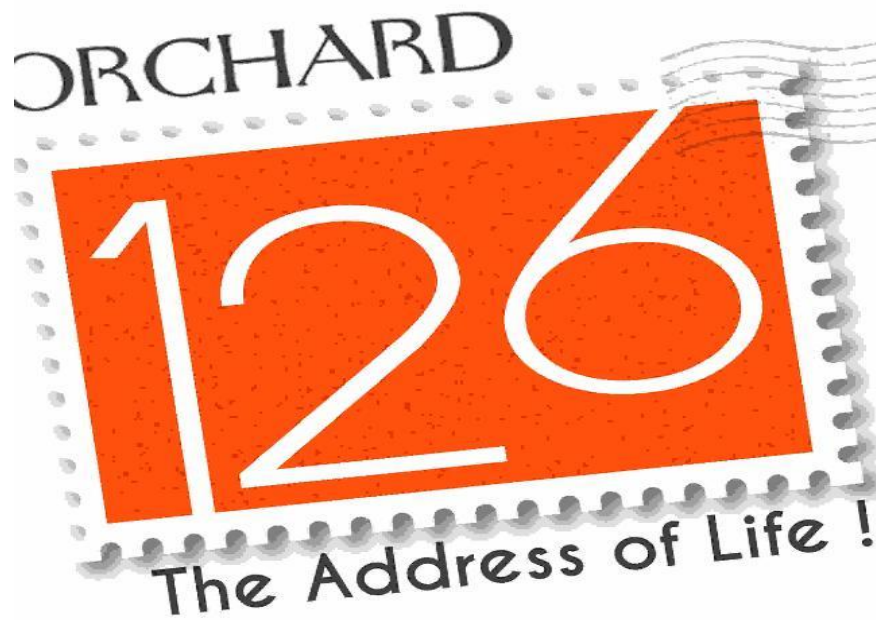


Orchard 126 OCCUPANCY GUIDELINES

By

Orchard 126 Association of Apartment Owners

Version 1.0



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About this Guideline

- This Occupancy Guideline is a one-stop document to know all the rules and regulations of Orchard 126. You can search for any required information from this document.
- This guideline may be amended or updated by the Association from time to time. Hence, please always refer to the updated version of this document.
- We treat any major content change as a major revision (increment the first number before the decimal of the version), and any formatting, document layout, minor content change as minor revision (increment the second number after the decimal of the version) of this document. We ensure there is no change in rules and regulations from one minor version to another.

Suggestions for Better Living

1. Each owner shall keep the flat in a good state of preservation and cleanliness and shall not throw or permit to be thrown therefrom or from the doors, windows, terraces, balconies thereof any dirt or other substances.
2. **If the fire** hooter in the corridor is ON all the residents should evacuate the floor immediately and assembled at emergency assembly point at ground floor near our flag hoisting area and wait for the instruction from fire team members. If there is any prefixed fire drill, then that will be intimate by our facility manager to all the residents and in that case also all the owners should come down to assembly point. If the hooter is on due to electrical fault, then FM will inform through our audio system.
3. **Please do not** hang your clothes outside your windows as a courtesy to the other residents. Do not hang your clothes in common areas or on the staircase railing too.
4. Do not hang from or attach to the beams or rafters any article or machinery that is heavy or likely to affect or endanger or damage the constructions of the building(s) or any part thereof.
5. No cooking will be allowed in the common area including staircase landings or

- roof-top, parking area by the residents, any staff workers or by any other person.
6. The fire exit lobby shall remain open and accessible for emergency purposes as fire safety measures.
 7. Any damage to the common property incurred by any inhabitant would be chargeable as decided by the association on a case-to-case basis.
 8. Please keep the lobby and the corridor of your floor clear. Do not obstruct it in any manner, this is a safety statutory requirement.
 9. Garbage should be disposed of in bags/dustbins in the view of environmental sustainability Please coordinate with your Facility Manager, who will ordinarily arrange for collection between 9.30 am to 10.30 am every day.
 10. Please ensure that your pets are immunized and are kept on a leash while in the common areas of the complex. Please arrange to clean any nuisance that your pets may create in any part of the development.
 11. Please do not pluck flowers from the landscape area.
 12. Please do not affix posters or advertisements anywhere in the building/common area. (For advertisement, please contact the office of association)
 13. In the interest of the safety of your children, do not allow them to play in the driveways / parking areas/ common areas of the housing complex. Children shall not play in the public halls, stairs or elevators and shall not be permitted in the service elevators of the building.
 14. When sending any goods or materials out of the complex with domestic help/contractors please provide the carrier of such goods with appropriate authorization so that there is no risk of thefts. Please collect the form from the Office of the Association.
 15. Please pre-announce your guests/other visitors to the main gate security desk. He will, in the ordinary course obtain your consent before allowing outsiders access to your apartment.
 16. All apartment owners/occupiers shall be required to pay maintenance charges as may be decided from time to time for upkeep of the development.
 17. Owners of the flats in the complex, residing in India or abroad are required to pay their maintenance charge within due date as per the corresponding bill / invoice, circulated over their registered emails.
 18. For any delay in payment of maintenance dues beyond the **15th of the preceding month**, the penalty for the outstanding amount shall be charged at the rate of **1.5 per cent per month**. For example, if any flat owner has not paid CAM charges for July, then he/she will be given time to clear his/her dues within 31-August. Afterwards the defaulter list will be published with the owner's name with a request to clear the dues within 15-September failing which an interest of 1.5 percent per month will be imposed from 16-Sep onwards until the dues are cleared.
 19. No objection certificate will not be issued to flats for rent/sale/resale if

the concerned unit/flat has pending maintenance dues and/or penalties.

20. The following are the scheduled services to be rendered in the Common Areas of the development by the Facilities Management team -
 - a. Upkeep & General Maintenance
 - b. Pest Control
 - c. Waste Management
 - d. Horticulture
 - e. Physical Security
 - f. Club Management
 - g. Help Desk at FM office
 - h. Operation & maintenance of Electrical Services
 - i. Operation & maintenance of Mechanical Services
 - j. Coordination of Annual Maintenance Contracts
 - k. Miscellaneous Services (Coordination)
 - l. Car Parking Management
 - m. Water Tank Cleaning
 - n. Raising Maintenance Invoice & collection of the same
 - o. Coordination of work & purchase order.
21. For non-scheduled services that you may require, please contact the Facilities Manager. He will be happy to assist in procuring these services at a separate charge.
22. Also refer to the following guidelines.

Plumbing and Drainage Guidelines

- Gratings should not be removed from the drain lines of the toilets and kitchen to avoid clogging of the pipeline.
- Water-closets and other water apparatus in the building shall not be used for any purpose other than those for which they were constructed nor shall any sweeping, rubbish, rags or any other article be thrown into the same. Any damage resulting from the misuse of any of water-closets or apparatus shall be borne by the concerned resident flat-owner.
- The trap doors at the duct openings and false ceiling of toilets and kitchen are to be handled only by the maintenance team.
- All the toilets and kitchens have been provided with a main Inlet valve. Please use the same to stop the supply of water, as and when required.

Tenancy Guidelines

- Please introduce your tenant to the Facilities manager so that he may be recognized as a Bonafide occupant of your apartment for security and other purposes as applicable
- Before the unit is let out for rent to a tenant, a tenancy information sheet is to be filled out by the prospective tenant bearing his/her personal details and the signature of the tenant and the owner as per the prevailing law
- Any let-out / sublet out, would require concurrence of the Association with prima facie reasons of let-out / sub-let clearly mentioned.
- The tenant must meet with the association along with the owner. All the required documents and payments, as mentioned in the Tenancy Information Sheet, must be completed in full prior to it. The tenant needs to provide 2 references for validation purposes.
- All the mentioned documents to be submitted to the FM beforehand (3 working days prior to meeting) for verification.
- The owner must make the appointment 7 days prior to the meet, the FM team to confirm timing 48hrs prior to the meet.
- The owner must clear the maintenance dues to get NOC from the Association.
- No Commercial activities shall be allowed by the Owner / Tenant in the residential area.
- Also refer to “Goods Movement Restrictions” guidelines.

Tenancy Information Sheet

Documents to be submitted with Tenancy Information Sheet must include the following.

- Tenant’s PHOTOGRAPH (Passport Size) as well as the photographs (Passport Size) of the members of his/her family who will be staying in the unit.
- One photocopy of the PHOTO ID PROOF WITH ADDRESS of the Tenant.
- One photocopy of the PAN CARD of the Tenant.
- One photocopy of the ID CARD.
- One photocopy of the TRADE LICENSE (for businessmen) of the Tenant.
- One photocopy of the AGREEMENT.
- One copy of the UNIT STATUS (Latest Maintenance Account Status) of the proposed Flat to be rented.
- Police verification needs to be completed by the owner for any tenant boarded and police verification received copy to be submitted by owner to the association.

Resale Guidelines

- Please introduce your new owner to the Facilities manager so that he may be recognized as a Bonafide owner of your apartment for security and billing purposes.
- Before the unit is sold to a new owner, a resale information sheet is to be filled out by the prospective new owner bearing his/her personal details and the signature of the new owner and the transferor owner.
- All the mentioned documents to be submitted to the FM beforehand (3 working days prior to interview) for verification.
- The owner must make the appointment 7 days prior to the meeting, the FM team to confirm the timing 48hrs prior to the meeting.
- The owner must clear the maintenance dues for getting NOC from the Association.

Resale Information Sheet

Documents to be submitted with the Resale Information Sheet must include the following.

- One photocopy of the RESALE AGREEMENT.
- One copy of the UNIT STATUS (Latest Maintenance Account Status) of the proposed Flat to be resold.

Fire Precautions

All precautions are to be taken to avoid the chance of fire occurring including the following –

- Regular removal of waste-material/refuse.
- No E-Coking, use of open flames etc. are allowed whenever spraying or other similar work is being carried out.
- Welding is not allowed except with the Facility Manager's prior approval.
- Fire Hose reels must not be used except in an emergency.
- Do not store flammable material inside your apartment.
- In case a fire breaks out in the building residents are to evacuate through the staircases out of the building. If for some reason the staircase access is blocked, please gather in terrace/refuge area and wait for assistance. Elevators should not be used during evacuation.
- Fire emergency protocol laid down by the FM needs to be followed.

Goods Movement Restrictions

- Strict control will be maintained over the size and weight, times of access and also loading/unloading locations.
- Material and equipment will be allowed into the complex only after proper authorization from the owner/occupant.
- No equipment or material is to be left in the common areas. All SUCH material and equipment will be removed by the management and the cost of removal will be deducted from the security deposit of the owner / Tenant
- The common lifts are not used for transportation of material. Designated lift for service purpose should be used and can be ask / guided by the tower security.
- Offloading of material must take place at the ground level of the block.
- The work is to be always supervised by the occupant / authorized persons.
- Goods move in and move out restricted time is from 10 AM to 6.00 AM.

Vehicle Parking

- The contractor or labors are not allowed to park any vehicles inside the complex.
- Residents should park their cars/bikes/cycles in their allotted parking to avoid any conflict with other residents. For any exception the Facility Manager must be intimated, and approval taken beforehand.
- Visitors' cars should be parked in the designated visitor car parking area and details will need to be provided at the helpdesk subject to availability.
- Visitors / Residents can park in a pre-allocated car park only with the permission of the original owner; this should be informed to the Facility Management.
- The speed limit of the vehicles is 10 KMPH within the complex.
- Learning to drive any vehicle is strictly prohibited inside the complex.

Use of Lift

- The designated passenger lifts shall not be permitted for the use of contractor's materials unless clearly specified by the FM in writing.
- Extreme care and caution will be required from all occupants so that the lift car is maintained in perfect condition even during the fitting out period.
- Lifts should not be used in the event of a fire
- Lift cannot be kept on hold in respective floor as it causes inconvenience for others who

are waiting for the lifts.

- Lift cannot be switched off in between and restarted to change the upward or downward direction as it causes inconvenience to others waiting for the lift.

Removal of Debris

- All owners and their Contractors are advised to remove their own debris in such a manner and at such intervals as directed by the managers. If the debris are not removed in such a manner or at such intervals, the facility Manager may ask for the work to be stopped and may also proceed to engage other workmen for the task and the cost arising will be charges to the Occupier by way of deduction from the security deposit. Facility Manager or his workmen shall not be responsible for any loss of stock, good, parts etc. whilst carrying out such clearance.
- Debris must never be placed anywhere in the common areas including the lift lobby, staircases or toilets. It must be moved strictly in accordance with instructions from out of the occupied space

Obstruction to Common Passages

- The Occupants or their Contractors shall ensure that their stock, goods or parts are kept within their employer's premises as any obstruction to the common corridors shall be immediately cleared away by the Facility Manager and all costs so incurred shall be charged to the Occupier of the Contractor responsible.
- Occupiers should keep the common passages, like the lobby area, freely accessible all the time

Use of Premises

- Occupiers are to ensure that they or their contractor's workmen do not use the premises for any illegal or immoral purposes, or temporary accommodation.
- All workers must leave the site daily if not permitted by the owner and no cooking is permitted anywhere in the building including the Occupied space. Workers can cook in the kitchen of the flat if permitted by that flat owners and they can stay back in that flat till completion of tasks as permitted by the owner.

Fitting Out Guidelines

- Please inform the Facilities Manager at least 7 days before starting any fit-outs, repairs, renovation or changes inside your apartment with full details for needful approval or before starting to move any furniture etc. into the apartment so that they can make appropriate preparations. Please also instruct your contractor / interior decorator / transporter to meet the Facilities Manager to avoid any inconvenience on any account.
- Please use drills to drive nails on your walls. Do not use hammers since your walls may develop cracks. 3. Please do not cut chases in the walls without supervision from the Facilities Manager.
- Do not erect new brick partitions inside the apartment.
- Do not use drills in kitchen & toilets without the Facility Manager's supervision.
- Please do not change the color of your balcony since it will change the look of the elevations of the tower.
- Do not make any structural addition in the said Unit (S) and/or alteration SUCH as beams, column, partition walls etc. or improvements of a permanent nature except with the prior approval in writing of the Association and with the sanction of the concerned municipal corporation and/or any concerned authority as and when required.
- The purchaser shall not fix or install any antenna on the roof or terrace of the said building (S) nor shall fix any window antenna.
- Please do not make any openings in your external walls/change any AC or window positions since this will irregularly damage the building.
- Only split ACs can be put and need to be put in the designated areas for AC in the wall.
- As a courtesy to your neighbors please instruct your contractors not to cause any noise in your apartment between 2:00 PM to 4:00 PM for convenience of all owners

Contractor

- The Contractor shall make the necessary application at least two clear working days in advance of work commencement.
- The Facility Manager shall allow the contractor and his workmen access into the site / building between the hours of 9 AM and 7 PM. Outside these hours, access will be allowed by special prior arrangement only.
- All occupiers are to ensure that their Consultants and Contractors exercise utmost care and take all required safety precautions during their work including, but not limited to ensuring that they or their workmen do not litter, deface or damage any part of the building. The FM may stop the work if this provision is violated.
- Occupiers must also ensure that their contractor's workmen do not cause any nuisance, noise, vibrations or inconvenience to other occupants of the building.

- Contractor's workmen must also be properly dressed at all times, and confined to the areas in which they are working except for the purpose of access.

Electrical

- All electrical installation for interior design works must be done in accordance with Electricity Authority Regulations.
- All wiring must have a correct rating with MCB protection.
- All wires should be run in a non-metallic conduit of not less than 1/2 inch wherever this requirement comes up.
- Correct wiring size must be used if required.
- All wiring circuits must be properly earthed.
- All broadband/tv connections for the floor must be drawn from the main junction box and no separate cables are allowed from outside the premises.

Fire Protection

- Adequate provision of portable fire-fighting equipment must be made available over the course of fitting out.
- The site is provided with a central fire hydrant system.

Plumbing and Draining

- Proper care must be taken to ensure that drains don't get blocked during fit-out works. No material is to be dumped down the drains.
- Stopcocks for the lines must be closed from mains before any plumbing work is carried out.
- Also refer "Plumbing and Drainage Guidelines".

SWIMMING POOL CODE AND CONDUCT

1. Swimming pool access is permitted from 05.00 Hrs. to 24.00 Hrs.
2. Children under 10 years must be accompanied by an adult.
3. Signatures need to be done in the register kept with security person on the first floor before and after the swimming.
4. The followings are not permitted to use the swimming pool area:
 - a. People under the influence of alcohol, drugs or any intoxicated substances.
 - b. People with open cuts, wounds, bandages, injuries, cold, cough, fever, skin disease, venereal diseases and upset stomach jeopardizing the safety and health of others.

- c. People with unacceptable standards of personal hygiene. Children under the age of 4 always require waterproof diapers.

5. Hygiene and swimming apparel

- a. Shower before and after swimming in the pool
- b. Do not use creams or lotions before entering the pool.
- c. All patrons within the pool area must be attired in swimming apparel & swimming cap.
- d. For Women: swimsuit. For Men: swimming shorts:
- e. For children up to 4 years old: waterproof diapers. For older children: an appropriate swimsuit

6. Etiquette

- a. Usage of lifts & common areas with wet cloths after swimming is strictly prohibited.
- b. Instructions given by the security or Facility management staff must be followed at all times
- c. Any unruly behavior that can be dangerous is strictly prohibited
- d. Diving, running, jumping, pushing and rough play is not permitted in and around the pool area. Shouting or screaming, which could distract attention from an emergency, is also not allowed
- e. Smoking and alcohol are strictly not permitted within the swimming pool area. Food and drinks are also not allowed. Bringing pets or baby carriers into the swimming pool area is prohibited.
- f. No children under age 14 should be left unaccompanied while they're in or outside the pool.
- g. Do not hang on to the safety steel barrier or play with it.
- h. Spitting, spouting water from nose and mouth should be against the rules.
- i. Pool interior, premises and patio should not be littered with food wrappers, cigarettes or other trash.
- j. Animals and pets should not be permitted inside the pool.
- k. Glass bottles should not be allowed inside the pool. Do not enter the pool if you're inebriated.

The Association reserves the right to add, delete, amend or vary the above rules and regulations at its own discretion at any time as it deems fit based on necessary conditions.

GYM CODE AND CONDUCT

Monday to Friday	05.30 hrs. to 11.30hrs & 18.00hrs to 24.00hrs
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Saturday & Sunday	05.30 hrs. to 13.00hrs & 16.00hrs to 24.00hrs
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1. All gym users must be properly attired in standard workout clothes.
2. Any form of attire that may cause possible infringement of safety to oneself or another gym user, or potential damage to the equipment/gym, is prohibited. The management & gym staff on duty reserve the right to decide on the suitability of the sporting attire worn by gym users.
3. A personal towel must be always used. Please bring your own towel and wipe your sweat, if any, off the seats or machines that you have used.
4. Wear clean and dry clothes while working out.
5. All gym users are expected to practice good hygiene and gym etiquette.
6. All gym users must observe the instructions and safety precautions pertaining to the use of the exercise equipment.
7. Do not monopolize the machines. All equipment shall be always shared among gym users.
8. DO NOT SLAM, DROP, CLANG, OR THROW DUMBBELLS OR FREE WEIGHTS on the floor when you are finished.
9. Please stand 3 feet away from the glass mirror for those who are carrying dumbbells and free weights.
10. RETURN ALL GYM EQUIPMENT, BARBELLS, DUMBBELLS AND FREE WEIGHTS TO THEIR DESIGNATED PLACES AFTER USE.

Gym users will be held responsible for any damage caused to the equipment by them. They are also responsible for their own safety and any injuries incurred while using the equipment.

PROHIBITION

1. Food/smoking/alcohol and drinks (except plain water) is not allowed.
2. No bags are allowed on the workout floor.
3. Please do not bring any valuables as the staff will not be responsible for any lost or theft of such items/valuables.
4. No personal notices, advertising or other literature, to be posted or distributed at the gymnasium.
5. Gym users should refrain from talking loudly or indulge in noisy activities that may distract other users and staff on duty (e.g. dropping weights forcefully) or any other form of conduct that is deemed inappropriate.

INDIVIDUALS NOT ADHERING TO THESE RULES & REGULATIONS MAY BE ASKED TO LEAVE or/and the management reserves the right to bring the gym users who do not adhere to the rules and regulations to the respective disciplinary board. Users must exit the gym promptly

before closing time.

INDOOR GAMES ROOM/YOGA ROOM & KIDS ROOM CODE OF CONDUCT

TIMING FOR INDOOR GAMES ROOM

Monday to Friday	09-00 Hrs. to 12-00 Hrs. & 17-00Hrs to 24-00Hrs
Saturday & Sunday	08-00Hrs to 13-00Hrs & 15-00Hrs to 24-00Hrs

TIMING FOR KIDS ROOM

Monday to Friday	10-00Hrs to 12-00Hrs & 15-00Hrs to 24-00 Hrs.
Saturday & Sunday	08-00Hrs to 12-00 Hrs. & 15-00Hrs to 24-00 Hrs.

1. Clubhouse facilities are for the use of residents
2. All residents with guests must sign in when entering the clubhouse
3. A resident must accompany their guests
4. Residents will be responsible for their guest's behavior
5. Pets are not allowed inside the amenities room.
6. Alcoholic Beverages / Foods / Smoking inside is strictly prohibited.
7. Kids under five years to be accompanied by guardians inside the KIDS room only. Guardians/Owners are not allowed inside KIDs Room for KIDs above the age as mentioned above. KIDs above ten years are not allowed.
8. Idle sitting with friends /relatives /self-inside INDOOR GAMES/YOGA ROOM/KIDS Room is restricted.
9. Report any damage of equipment or facility to the clubhouse manager, front desk, or Board member.
10. Any damage to the clubhouse or its equipment will be repaired by the Association and an assessment will be made by the Board concerning the liability of the resident responsible.

CODE OF CONDUCT IN SOCIETY

1. Follow the Code of Conduct strictly to maintain Discipline, Harmony and Peace in Society. Keep Corridors! Lobby Clean and Tidy

2. Do not throw Wastes/Articles from Windows/ Balconies, always throw it in Garbage duct or designated Garbage bins. Penalties will be imposed on such instances.
3. Do Not Keep Dust Bins, Plastic Bags in the Corridor/ Lobby. Dust bins to be kept only before the scheduled time for clearance by the House keeping staffs.
4. Operate Lift gently to avoid Frequent Breakdown and Inconvenience to the residents.
5. Do not overload lift beyond its capacity.
6. Furniture, Household items and other heavy loads to be carefully handled inside lift/common areas.
7. Do not misuse/ damage common facilities and amenities and instruct your domestic help and visitors accordingly.
8. Alcohol Consumption on Terrace/common areas is prohibited. Playing High volume music after 11.00 pm is restricted. *For festive days it's allowed till 24-00 Hrs.*
9. Do not park your vehicle in No Parking Zone/Entrance or Exit Gates/Other owners parking areas.
10. Do not spit on the walls, floors, inside the lift, corridor, porch etc. Strict Action will be initiated.
11. Make Payment of the Maintenance charges within the stipulated time.
12. Pet owners take their pets outside the community premises for Defecation. Pet owners are required to clean up if otherwise as a gesture of courtesy.
13. Group Learning Classes inside Yoga Room/Any other common rooms available for the society are chargeable for usage on monthly basis. A rate chart will be available shortly.
14. Community Hall charges will be decided by the association.
15. Inform Society before Sub Letting flat and submit rent agreement, Police Verification Report, KYC along with Tenant–Landlord Annexure available with Facility Management/Association. Clearance of all Dues is mandatory before Sub-letting flat.
16. Car washing on Driveway may be carried out using water bucket only (Using of Hose Pipe is prohibited)
17. Car washing can only be done in the designated area and not in the individual parking areas or in the driveways
18. Games are confined to dedicated areas & for applicable games in such spaces only. Games Like Football /Cricket etc. are prohibited due to unavailability of dedicated spaces for such types of games.

COMMUNITY HALL RULES & REGULATION

1. Hall booking shall be available to the members and tenants residing in the housing complex. Tenants should book the community hall through the owners. Community hall booking will be available only if there is no other booking on the same day.
2. Access to the community hall is restricted without prior intimation and acceptance from the Facility Management Team of Society. The committee may revise the rate for usage of the same.
3. Payments of Hall Rent & Security Deposit Advance shall be made in advance at the time of booking. Prior to confirmation, please check the details of the booking like Date of Booking, & Advance Amount paid etc.
4. Playing of live orchestra / band / banjo is confined within Community Hall only. In case of violation of this rule, member and members' guest shall be solely responsible and an amount of Rs.15, 000/- shall be levied as Penalty and shall be recovered from concern member.
5. Playing of any music in any hall, beyond 11:00 p.m., is not permitted.
6. Members are requested to take care of their own belongings; Association is not responsible for any loss of valuables or theft.
7. Sticking of bills/banners/Balloons on the Painted walls/Ceilings is not permitted. If found, an amount of Rs.5, 000/- will be penalized, which shall be deducted from the Security Deposit.
8. Any damage to the Club property, during the function, will have to be borne by the member and the same will be recovered along with the final bill. If the Damage is more than the security deposit, separate bill will be issued for adjustment with Maintenance charges.
9. Preponement and postponement charges for hall booking - Rs.1,000 Rs. 2,000
10. For any Hall booking, cancellation must be done through email.
11. No claim of refund or discount shall be entertained due to unexpected Natural Calamity like heavy rains, etc. or events beyond Association control like power or AC failure.
12. Refunds, if any, after the final settlement will be made by cheque only. A refund will be made in favor of the member in whose name the booking is done.
13. The Association reserves the right to accept or reject any booking.
14. The hall shall be subject to inspection at any time by any authorized representative of the Association, during event / function
15. Cancellation policy for Hall Booking:
 - a. If cancelled within 15 days from the date of the function, 50% of the hall charges will be deducted.

- b. If cancelled after booking any time before 15 days from the date of the function, 30% of the hall charges will be deducted.

Note: - Association reserves the right to add, delete, amend or vary the above rules and regulations at its own discretion at any time as it deems fit based on necessary conditions.

Thank You