

General Rules Book

For Residents of Orchid Island

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Orchid Island Resident Welfare Association (Regd.)

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RWA Office: Room No. 3, Maintenance office, Orchid Island

Email: oirwa51@gmail.com

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APPROVAL OF THE GENERAL RULES

This document contains Orchid Island General Rules V1.0, 2017. They have been prepared by the General Rules Committee and reviewed and approved by **Orchid Island Residents Welfare Association (OIRWA)**.

Approved by:

General Rules Committee

President, OIRWA

Vice President, OIRWA

Gen. Secretary, OIRWA

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1 Chapter 1: General Rules for Residents

1.1 About the General Rules:

- Any resident (Owner/Tenant) who occupies a Floor in “Orchid Island” is obligated to abide by the mandatory General rules specified in this document.
- Some of the General Rules will be binding on all residents and will be vehemently enforced, while some rules will require self-regulation and are primarily in the form of advisory.
- These rules are divided into chapters so that these are manageable. These rules may be changed as and when required, in any of the areas listed under General Rules. Residents will then be notified about the new version of General Rules Book and will be circulated via emails.
- In case there is lack of clarity on any aspect of the General Rule, residents may contact the OIRWA Secretary/President/Vice President who may direct them to the General Rules committee, for clarifications.
- All residents of Orchid Island are expected to educate themselves on the General Rules. Ignorance will not be accepted as an excuse for not conforming to the General Rules.
- In case of any eventuality in the complex (inside or outside the Floors), it is mandatory for residents to inform this to OIRWA officials at the earliest. Any complexity that arises because of delayed communication will be the sole responsibility of affected persons/residents.
- Though the rules specified in the General Rules largely relates to the common area outside individual Floors, any activity inside the Floors that does not comply with the law of the land is illegal and will invite the intervention of the OIRWA.
- The consequences of any illegal activity inside individual Floors will be the sole responsibility of the occupant/ the Floor owner, and the individuals committing the act.
- While applying the General Rules, no distinction will be made in the society on the basis of position, caste, creed, religion, gender, age or any other criteria.

- Copy of the General Rules Book will be circulated to all residents via email. One hard copy of the same can also be collected from OIRWA/Maintenance office by making a payment of INR 100 per copy. The information regarding the availability of the General Rules Book in the Office of OIRWA or the Maintenance Office shall be displayed on the Notice Board for one week. No claims thereafter like General Rules Book were not received/read, etc., shall be entertained. It will be incumbent on the Floor Owner/Tenant to get themselves abreast of these rules.

1.2 FAQs about the General Rules:

Q1: What are the objectives of General Rules in Orchid Island?

The objective of the General Rules in Orchid Island is to realize peaceful community living. It is meant to control deviation that may impact the harmony and well-being of majority of residents.

Q2: What if I do not obey the General Rules?

There are penalties/impose sanctions for violating the General Rules. These penalties/impose sanctions will be borne by the violators either through monthly maintenance bill, directly or simply boycott by society. The prevailing penalties//impose sanctions are stated in the Annexure I to these rules.

Q3: How will evidence be generated if I violate the General Rules?

Evidence for violation will be generated by deploying different means. It could be captured photographically, verbal statements etc. Violations can also be documented if Five or more people (but not from a single family) sign a petition about a violation that has taken place.

Q4: How can I help the OIRWA enforce the General Rules?

You can act as a whistle blower of the OIRWA in enforcing the General Rules. In case you notice any violation in the General Rules, you can report that in writing to officials of the OIRWA, such as the Block Head, Asst. Joint Secretary, Joint Secretary, General Secretary, Vice-President or the President.

Q5: In case I feel strongly about an anomaly in the General Rules, what can I do?

If you want to suggest a certain change in the General rules you can write to the President and the Secretary of the OIRWA. Do note that while suggesting a change you must provide a strong logical argument on the flaws in the rules and how your suggested changes are better.

Q6: Can I be part of the General Rules Committee?

Yes. You can be a part of the General Rules Committee. The Committee will be reviewed from time-to-time. The Convener of the General Rules Committee, in collaboration with the President and the Secretary, can remove or induct new committee members, based on their attendance, experience and ability to contribute.

Q7: Can tenants be a part of the General Rules Committee?

No, tenants cannot be a part of the General Rules Committee. The landlord also cannot be a part of the General Rules Committee, if he/she is not readily available for committee meetings and discussions & not taken membership of RWA.

2 Chapter 2: Living in Orchid Island

2.1 Rights & Responsibilities

- The general rules are applicable to all the residents (Owners or tenants) of Orchid Island. A general decorum/etiquette should be maintained by residents while interacting or dealing with people outside the society.
- All Floor owners must become the members of OIRWA by paying INR 1100/- to RWA and renew their membership as and when notified by RWA.
- While residents have several rights inside the society premises, they also have some responsibilities. Both go hand in hand and should not be seen in exclusion of one another.
- The rules laid herein are for the welfare of the collective community in Orchid Island Floors.
- Children, guests, pets and domestic staff are the responsibility of residents. In case they do not comply with the General rules, the responsibility/consequences will rest with residents.
- Floor occupants, who are moving in the society and intended to carry out interior/fit out job are supposed to deposit INR 25,000/- which would be refundable (depends on the damages of the common area) before commencing with interior / fit out works and obtain "Work Permit" for executing interior/fit out works from the RWA/ Maintenance Office. The process related to the payment to be made, managing the contractor and authorization can be gathered from the maintenance office. Contact details, Photo ID's and police verification documents of all laborers/workers hired by owners for fit-out works must be submitted to the OIRWA before start of such Fit-out or any other maintenance work.
- Floor occupants who are moving out of the society are supposed to deposit INR 10000/- out of which INR 6500/- would be refundable (depends on the damages of the common area)
- It is expected from all residents that they will use the resources like water, electricity etc. nominally and try to preserve as much as they can. Any resident can point out of any wastage to OIRWA/Maintenance Agency. Regular offender can be penalized (See Annexure I).

2.2 Modification/ Alterations:

- No modification or alteration is permitted that may affect the façade or compromise the strength of beams / pillars / columns of the building or the aesthetics and uniformity of the building/society. In case any resident wish to construct apart from touching the original approved structure then he/she need to provide a strong reasoning to RWA and on approval from OIRWA the resident needs to obtain all the legal permissions from the competent authority before initiation of structure.

Following are strictly prohibited:

1. Making holes / cutting / chiseling / openings in the beams, columns, slabs or RCC structure for fitting AC's and other appliances or for any other purpose.
 2. Any alteration in violation of sanctioned building plan, occupation certificate and applicable laws and bye-laws of CTP Haryana.
 3. Erecting awnings (except for temporary collapsible awnings and/or "chiks" for preventing sunlight).
 4. Roof coverings over balconies. Fireproof awnings are only permitted in the ground floor and top floor Floors with prior approval of the RWA and coverage shall be limited to the width of balcony and not extend beyond it.
 5. Installation of AC outdoor units outside the Floor areas. Outdoor units can only be installed in the balconies/terrace of the Floors.
 6. External modification in the corridor area, outside the Floors, that causes inconvenience to neighbors or impacts the RCC structure of the building.
- Any modification already carried out in contravention of above and as mentioned elsewhere will need to be reversed by the residents. In case the offender does not dismantle, it will be carried out by the OIRWA and the cost for the same will be levied on residents. The cost for dismantling these will be arrived at on an actual basis.
 - Any resident wish to open a wicket gate, govt. authority permission has to be obtained and submitted to RWA prior to start any construction activity.
 - It is prohibited to extend or modify railings (except to a maximum vertical height of one foot in households with small children in strict compliance with the original railing design). Modified railings should not extend outwards beyond the limit of original railings.

2.3

Safety, Health, Inconvenience and Aesthetics Related

- **Shafts:** Nothing should be stored in the shafts next to the toilets inside Floor buildings. This is prohibited under the building bye-laws.
- **Blocking Common Areas:** Common areas and passages inside buildings/plot area should not be blocked in any circumstance.
- **Sticking Printed Materials:** No bills, notices, advertisements or any posters are to be posted anywhere in the common areas. If you wish to put up a notice, please get in touch with the officials of Maintenance Agency/RWA who will assist you in posting the notices on the specified notice boards. For guidelines on advertisement please refer to Chapter 8.
- **Garbage Disposal:** No garbage (including rubbish, plastic bags, papers, eatables, cigarette butts) is to be thrown from a Floor down to common areas and parks which may also land up on the balconies of other residents. Garbage should also not be thrown outside Floors and should be placed in dustbins or sealed polythene bags. Penalty (see Annexure I) will be imposed on the defaulter, if identified.
- **Plants and Flowers:** Plucking of flowers and leaves or damaging plants / trees in the complex is prohibited.
- **Ball games:** Children must be asked to play ball games only in the designated play areas and not on the lawns of complexes, as this may damage the grass and flowerbeds. They should also be asked not to play in the corridors which may disturb neighbors/other residents. Outdoor games like Football, Cricket etc. which may damage the common area or personal property shall not be allowed inside the complex.
- **Drivers and maidservants:** Drivers or domestic helps, including maids and housekeeping, maintenance and security staff must not use the lawns for lying down, playing around, sleeping or for their personal get-together.
- **Service Providers/Delivery Boys:** Delivery Boys/Service Providers who enter the society to deliver goods/services should not loiter around in the society. Any suspicious movement of Delivery Boys/Service Providers should be reported to the security staff.
- **Use dustbins:** Keep the garden and lawn clean. Use the dustbins which are provided for disposing small litter at the lawns.
- **Spitting/Scribbling:** Do not spit in the common areas. Do not scribble on walls. Educate and help your children develop good community habits.

- **Using lawns:** Please walk in the walkways only. Do not walk on lawns when they are watered & under maintenance. Also, do not shift the benches provide in the garden, and do not jump over or walk through hedges; they are meant to act as barriers.
- **Cordoning of common areas:** Occupants of ground floors should not cordon the garden attached or drive way adjacent to their Floor with fencing. It is a part of the common area of the complex. The common area (eg corridor/ staircase) should not be used to store the personal belongings.
- **Common Area Electricity:** The electricity connections for common area should not be misused for personal gains of for any group of people. The common area electricity can be used only when there is a written permission from the OIRWA.
- **Managing Labour/workers:** In general (for empty and occupied Floors), no labour will be allowed to work after 6:30 pm. The security is authorized to remove the labour from the Floor after 6:30 pm. No labour/workers shall be allowed to stay overnight in the complex.
- **Feeding Stray Animals:** Please do not feed street dogs, monkeys, cows or cats inside the society. Feeding animals poses a grave risk to the lives of other residents and in particular for the elderly and children.
- **Storing Water in Balconies:** Do not store water in balconies as they may serve as a breeding ground for mosquitoes which may cause Chickengunia, Malaria or dengue. It is also a risk to the lives of other residents in the society.
- **Flower Pots:** Please do not place flower pots on the edges of balconies. They may fall down and cause injury to those below. Any incident resulting in the injury or damage to property, due to a falling flower pot will be the sole responsibility of the owner of the flower pot. The damages for the same will be calculated by the maintenance agency on actual basis.

2.4 **Advisory on Community Living Etiquettes:**

These norms are not meant to be restrictive or over-bearing. These are to enable you to co-exist in harmony and maintain the ambience and standards in the society. After all, this is your HOME.

2.4.1 **Eating/Drinking in the Common Area:**

- Eating will be allowed in the common area subject to the condition that residents do not litter in common area.
- Drinking of non-alcoholic nature is permitted in the common areas.

- Consumption of alcohol, cigarettes and substances shall be strictly prohibited in the common areas.
- Consumption of drugs or any other illegal substance shall be strictly prohibited within the society

2.4.2 Using Balconies:

- **Railing Extensions:** Residents should not keep flower pots / AC outdoor units / clothes hangers / dish antennas or any other such articles on balcony railings or on window sills, as these pose a serious safety risk to those below, as well as, can affect the external facade aesthetics.
- **Drying washed clothes:** Please do not hang washed clothes over the balcony rails. These detract from the aesthetics view of the facade of the building of the complex. Instead, you may hang them on lines tied inside your balconies or on clothes drying stands.
- **Washing balconies:** Kindly ensure that no water overflows or spills over the balcony and drips on to the balconies on the lower floors.
- **Watering potted plants:** While watering potted plants kept in balconies, use as little water as possible to prevent spillage or overflow. Alternatively, use spill-over trays under pots.

2.4.3 Garbage Disposal:

- **Garbage disposal:** Garbage bags must not be left in the corridors, staircases, passages etc. Do not use the water shafts for disposing garbage or other household material. A garbage collection person has been employed to collect garbage every morning from your Floor or the common bins placed in designated areas.
- **Cleaning:** While cleaning the Floor dust / garbage etc. must not be thrown down. It must be collected and disposed through garbage bags.

2.4.4 Noise from your Floor:

- **Moving heavy furniture:** Heavy items, including furniture and machines, should be lifted and moved and should not be dragged. This is not only to prevent damage to the flooring of the common areas of the Floors but also to avoid disturbing occupants in other Floors.
- **Games:** Do not allow children to bounce balls or create noise inside the Floor which is likely to disturb other occupants on lower floors.

- **Music:** Music decibel levels should be kept low, as a courtesy to fellow residents, especially after 10.30 p.m. In case of complaints and non-cooperation by the Floor occupants, the Maintenance Agency/OIRWA may be constrained to take appropriate action including stringent penalties (see Annexure I) and/or disconnecting electricity supply to the concerned Floor.
- **Parties:** In case of having a small party at your Floor, kindly ensure the music and other noise is in compliance with the rules and without disturbing the neighbors. In case of complaints and non-cooperation by the Floor occupants, the Maintenance Agency/OIRWA may be constrained to take appropriate action including stringent penalties (see Annexure I) and/or disconnecting electricity supply to the concerned Floor.

2.4.5 **Air conditioners:**

- Air conditioning units are allowed to be installed at designated place only. Please ensure that the condensate water is suitably disposed and does not drip on other units in lower floors and/or disturbs other occupants with the noise of dripping water.
- Safety is the main criteria while installing the outer unit. Care should be taken that it does not come off and cause harm to others.

2.4.6 **Pets:**

- These guidelines are specific for pets lover. Since most of the pets are dogs & cats, so these guidelines are more specific to them. Any other pet which includes birds, horses, cows, pigs, rats, rabbits, special species etc. are not allowed in Orchid Island Floors.
- **Details of Pets:** All residents having pets should submit details, including vaccination of their pets to the Maintenance Agency office certified by any registered veterinarian. This needs to be submitted at the time of shifting and thereafter on half yearly basis. Those who have already residing in the complex before release of this document must submit these details at the earliest.
- **Submit Undertaking:** Indemnity/undertaking to be provided by all pet loving residents that they will abide by all policies of Maintenance Agency / RWA / Municipality.
- **Pet Behavior:** Residents should ensure that their pets do not attack, alarm or offend fellow residents or to their guests and do not deface or damage common areas.
- **Movement:** Pets shall not be taken to visit other Floors in towers other than the one in which the owner resides.

- **Leash:** Pets must always be kept on leash outside the Floors. Please ensure that the leash is appropriately tight so that pets do not attack passers-by or enter into the flower beds.
- **Pet litter:** Do not allow your pets to relieve themselves in common areas such as roads, gardens, lawns, hedges and flowerbeds within the complex. In case a pet does relieve itself, the person responsible for the pet should arrange to clean up the littered area immediately, failing which the pet owner is liable to pay a stringent penalty (see Annexure I).
- **Responsibility for Injury/Accidents:** Any injury to resident, guest, domestic help and any other staff by pets will be the responsibility of the pet owner. The pet owner will be liable to pay damages/medical expenses to the affected parties, based on actual. The place and line of treatment shall be the sole discretion of the affected party. Also if the pet became a regular offender and majority of people submit an application for removal of pet from society in that case the owner should make alternate arrangements for his/her pets.

2.4.7 Common Areas:

- The common area includes the area outside the living area of your floor. This includes the stair case, the entry passage, gardens, roads, parks etc.

Following are some responsibilities of Orchid Island residents' w.r.t. the Common Areas:

- Common area upkeep is a collective responsibility of all Floor occupants. This includes roads, lawns, walking paths, buildings and recreational areas.
- All Orchid Island residents reserve the right to point out any damage to common areas, littering, etc. Upkeep of the standards of the common area is the responsibility of all residents, collectively.
- Residents should not misuse common areas and common area electricity.
- No single resident can exercise his/her personal authority on any common area in the complex especially the floor occupants who have the wicket gate opened in backyard (a govt. authority permission have to be obtained) and submitted to RWA before starting of structuring.
- Sports and other facilities in the common area will have to be shared with other residents. Residents using these facilities may mutually discuss amongst themselves and work out a suitable mechanism so that other participating residents get a fair share of the opportunity.

- Any dispute related to misuse of common area can be referred to the OIRWA which includes the Secretary and the President, who reserve the right to initiate appropriate action to resolve the dispute.
- There is a complete distinction between the common area for public use and parking of vehicles. In no circumstances the public area to be used for vehicle permanent parking.

3 Chapter 3: Vehicle Management

3.1 General Guidelines:

- Ownership of vehicles is the responsibility of individual owner of the vehicle. The OIRWA cannot be held responsible for vehicles that are illegally owned and have doubtful ownership.
- There is one dedicated parking slot per floor in front of the boundary wall of the plot. The floor occupant must furnish all the details of vehicles (Two & Four wheelers) to maintenance office/OIRWA and obtain parking sticker.
- As per approved plan only one authorized parking is allowed to all the floor occupants. In case of additional vehicles there should be monthly fee levied by OIRWA (See Annexure II).
- If any of the residents claims to have second dedicated car parking slot, the sale deed/ builder buyer agreement/ownership proof of parking is to be submitted to OIRWA for validation.
- For two wheelers, it is the responsibility of individual residents to ensure that they are not parked in a manner that causes inconvenience to others.
- Vehicles for which the Parking has been allocated are “cars,” “SUVs,” and “MUVs”. These parking are not meant for trucks, tractors, mini buses, or tractor trolleys.
- All vehicles belonging to Floor occupants that they wish to park within the premises will have to be registered with the Maintenance office. An entry will be made in the vehicle register and a sticker will be issued. This sticker will be valid for a maximum period of 12 months. Each sticker will contain the name of the complex & floor number. Floor occupant's vehicle(s) will not be allowed entry into the complex without the resident vehicle sticker and the same has to be affixed & displayed at all times on left upper corner of your vehicle windshield. Vehicles without parking stickers will be considered as visitor's vehicles.

3.2 Car Parking Rules:

- Parking of vehicles anywhere other than at the designated (dedicated/ common) parking slot is strictly prohibited and any defaults in this respect will be subject to penalties (see Annexure I)

- Parking in common areas are allowed on first come first serve basis and only meant for moving vehicles (vehicle needs to move from the parking on daily basis). Common area parking is strictly prohibited for blocking/claiming the space permanently.
- Any Resident seek any exemption in Parking Rules in some unavoidable situation should take prior permission from RWA.
- In case any vehicle not found in order to compliance of the laid guideline, security team will be authorized to clamp the vehicle and a daily basis penalty will be levied (see Annexure I)

3.3 Entry & Parking of Visitor's Vehicles:

- **Entry after verifying on the Centrex/Mobile:** All visitors' vehicles will be stopped at the entry gate and allowed to enter the society only after obtaining approval from the floor occupant. Until the permission is obtained by security from Floor occupant, the visitor needs to wait outside the premises. A landline/mobile phone at the gate will be provisioned for this.
- **Visitor's Four & Two Wheeler Entry:** All visitors wishing to bring their vehicles into the complex will have to enter their name, address, vehicle number and also the name & Floor number of the person they wish to visit. Please note that in case no parking spaces area is available within the complex, no entry will be made and visitors will be requested to park their vehicles outside the main gate or any place as advised by the maintenance agency.
- **Visitors Four & Two Wheeler Parking:** All visitors' vehicles allowed into the complex have to be parked only in Common parking area.
- Owners/Residents/Visitors shall not have the unrestricted right of parking their vehicles as they please.
- In case of visitor visiting for longer duration with vehicle the floor occupant needs to intimate the maintenance office/OIRWA in writing for parking slot allotment. In no circumstances the visitor vehicle will be allowed to park inside the society for more than 3 days. After 3 days a parking charge on daily basis will be levied (See Annexure II).

3.4 Driving Inside the Premises:

- **No honking:** All residents including the drivers should be directed, not to blow the horn of their motor vehicles inside the complex, unless it is to warn of any imminent danger or collision.

- **Drive slowly:** Do not drive at more than 15 Kmph within the complex and take care while driving in the complex since small children move and play freely in parks and driveways. Any contravention of this speed limit will be liable to penalties (see Annexure I). Observations / complaints of other residents will be considered as evidence of contravention.
- **Give way to traffic from the right:** Observe the traffic rule ALWAYS while driving in the Complex.
- **Ambulances / Delivery vans:** These will be escorted to the resident's Floor by the security and will be permitted to stay inside the complex for a maximum of 30 minutes only. Ambulance stay may be need based but should be minimized.
- **Driver's Two-Wheeler Entry and Parking:** All drivers hired by the residents will be allowed to apply for a sticker for their two-wheeler, by registering their vehicles with the security office. These vehicles have to be parked in the designated two-wheeler areas.
- **Code of conduct:** Floor occupants must instruct their drivers that gambling, drinking and smoking is strictly prohibited in any part of the complex. They must also be instructed not to play loud music in the cars or violate the speed restrictions, driving regulations and parking rules of the complex. They must also not be found speaking or behaving rudely or indecently with other occupants, especially women and children. Their employers will be liable to penalties in case of contravention (see Annexure I).
- **Disciplinary action:** Drivers found violating any part of guidelines above will be given three written warnings (One copy of same should be handover to floor occupants as well) by security staff, all of which will be entered in a register. These will be followed by a fine imposed on the occupant of the Floor (see Annexure I). Any further violation will result in the driver being barred entry to the complex. It is the responsibility of the employer to educate their drivers about guidelines, rules and regulations in the complex.
- Residents need to take all possible precautions to distinguish owners' and residents' vehicles from those of visitors - admitting unknown vehicles into the complex can be a security hazard.
- No vehicle shall be driven in the wrong direction on driveways and parking areas. Any contravention to this rule is liable to penalties.

3.5 Vehicles for Goods & Other Transportation Needs

- Vehicles weighing more than 3,000 kg will not be allowed to enter in the complex without the prior approval of the OIRWA.
- Heavy vehicles will only be allowed inside the complex between 0800 hrs to 1800hrs.

- Ambulances will be allowed inside the premises at all times, since they are meant to meet exigencies of Orchid Island residents. However, Ambulances can also be checked by the security personnel for the safety of residents.
- The contractor may be allowed to park a maximum of one (1) vehicle at free areas so directed by the RWA provided such space is available at that time and such vehicle may only be parked for a maximum period of one hour.
- For vehicle transporting Equipment / Material, Household furniture etc. for floor occupants for moving in & out in the society needs to pay minimum fee to OIRWA/Maintenance office (See Annexure II).
- School buses are not allowed to enter the society.

4 Chapter 4: Tenants

4.1 General Rules:

- It is the responsibility of the Floor owner(s) that their Floor is leased out to bona fide, law abiding and legitimate tenants who have a compulsion to abide by all rules stated herein.
- The OIRWA can ask tenants to produce documents such as previous rent agreements, previous landlord NOC etc. so as to ensure their credentials, should a need arise for the same before entering in the premises.
- The Floor owner(s) desiring to lease out their Floor must fill the leasing Performa of OIRWA providing all details of the proposed tenant including their registered police verification.
- The Floor can only be leased out to a family and if the lessee is a corporate entity, then the name of the employee resident with family members must be clearly specified in the lease. A single Floor cannot be leased out to several individuals/Stags. No sub-letting for guest house purpose is permitted.
- Leased Floors cannot be used for any commercial activity.
- Tenants undertaking any illegal activity inside their Floors can be evicted forcibly by the OIRWA after a notice of 15 days served to Floor owner & tenant both.
- Police verification is essential for Indian tenants and additionally for foreign nationals, a verification from their respective embassies confirming that their stay in India is legitimate. Copies of these documents must be submitted to the OIRWA/Maintenance office at least 4 days prior to shifting the complex.
- Tenants willing to undertake repair work inside the Floor have to submit an authorization letter from the owner as well as the maintenance agency. Any work undertaken without these authorizations can be stopped by the OIRWA.
- Some of the rights of the tenants may be limited. These should be clarified by the Floor owner with the RWA/maintenance agency.
- In general the number of residents, who can be allowed to live in a Floor, should be reasonably proportional to the number of rooms.
- Guests of residents will have to comply with all the rules laid down for "Visitors" in Chapter 5.

4.2

Disputes:

- In case the tenant has any dispute with the Floor owner, the Floor owner can submit details of the same to the officials of the OIRWA. The OIRWA reserves the right to investigate the matter and take appropriate action that may include to ask the tenant to vacate the floor.
- In case of a dispute between the tenant and other residents inside the society, the OIRWA reserves the right to investigate the matter and take appropriate action.
- In case tenants undertake any illegal activity of a heinous nature, the OIRWA/maintenance agency reserves the right to inform the law enforcement government agencies.

5 Chapter 5: Visitors

5.1 General Rules:

- All guests will be announced by a call to the concerned Floor from the main gate security. Only after your permission, they will be allowed to enter the complex.
- **Entry in the Guest Register:** Please advise your guests to make an entry in the register at the main gate security.
- **Parking:** Please advise your guests to park their vehicles in the Common parking area.
- Your guests, their accompanying children, friends and relatives, remain your responsibility throughout their stay at the premises and will be expected to follow the Guidelines.
- In case any security threat is reported, the OIRWA or the maintenance/security agency reserves the right to seek an explanation from the occupant of the Floor about their guests.

5.2 Access to Facilities:

- Guests can use the open facilities like residents except the paid ones if any.
- Guests cannot access the facilities in absence of the Floor owner or the tenants occupying the Floor.

5.3 Etiquettes:

- Educating guests about the etiquettes is the duty of the occupant of the Floor.
- Any loss to common property due to guests will be borne by the occupant of the Floor.

6 Chapter 6: Vendors/Service Providers:

6.1 Domestic Help (Maids, Servants, Drivers, Live-in or Daily Workers):

- **Identity Cards:** All domestic help have to carry ID cards with them and produce these on demand within the complex. ID cards are made by the Maintenance Office (Renewable after every quarter) on submission of 3 Passport-sized photographs, a completed form and a registered police verification form, duly stamped by the local police station. OIRWA may charge a nominal fee for issuing Identity cards.
- **Police verification of domestic help:** This is mandatory under the guidelines issued by the police, especially in case of any untoward incident involving your domestic help or driver where the police have to be called in. Once you have selected your domestic help, please send them to the Maintenance Office along with two photographs and the police verification form duly stamped by the local police station.
- **Employing domestic help already working in the complex:** Please do not employ any domestic help already working in the complex without verifying his / her credentials / No Objection from the previous employer.
- **All new domestic help:** Even if they have been working previously in another Floor in the same complex, you need to contact the Maintenance Office and arrange for a new laminated card, though, police re-verification is not necessary. This is in your interest as, once the previous employer informs the Maintenance Office that the particular domestic help is no longer in their employ, the existing ID card (bearing the previous employers Floor number) will no longer be valid, and the security guards will stop them from entering the premises.
- **Guidelines:** Please instruct your domestic help about these guidelines so that they strictly follow them. You are finally responsible for the conduct of your domestic help.
- **Revoke their ID cards:** Please return to the Maintenance office the ID cards of the all-domestic help whom you have terminated. On receipt of these cards, the security staff will bar subsequent unauthorized entry of these persons into the complex, and thus prevent misuse of the ID cards, which could compromise the security of the entire complex.
- **Absconders:** Please inform the Security Office in writing of absconding domestic help so that the security staffs are instructed not to let them in subsequently.
- Uniformity of compensation to maids (part-time) in the complex. To avoid exploitation of the maids and / or employers, suggested compensations for various household jobs (subject to periodic review and revision).(PLEASE REFER ANNEXURE III)

6.2

Entry of Vendors/ Service Providers

- **Entry Process:** All vendors/service providers will be announced by a call to the concerned Floor from the main gate security. Only after your permission, they will be allowed to enter in the complex.
- **Entry in the Guest Register:** Vendors/Service providers will make an entry in the register at the main gate security.
- **Parking:** Please advise your vendors/service providers to park their vehicles outside the society premises. Only in case where large goods etc. are to be transported, the vehicle/truck will be allowed inside only up to the designated areas, after due clearance/verification by the security staff.
- **Fee structure:** OIRWA has the right to ask any vendor/service provider who has the regular/daily basis business affairs in the society to pay monthly fee (See Annexure II).

7 Chapter 7: Gathering/Party/Celebrations

7.1 General Rules:

- Small social gatherings can be organized in any common area.
- The music played in these parties/gatherings will adhere to the rules laid down by the Government of Haryana. Any deviation on this will be done only when special permission is sought from the appropriate government authorities.

7.2 Private Parties in Common Areas:

- Private Parties can be organized in Common Areas inside Orchid Island. However written permission for this should be taken from the OIRWA. The OIRWA will levy a fee as deemed appropriate depending on the area to be used/ duration etc. This fee will be decided by the OIRWA and can change from time to time (See Annexure II).
- Residents are expected to use only that area for which permission is granted and also vacate the area within permitted time.
- Residents are expected to hand over the party area to the OIRWA/Maintenance team in neat and clean condition that it had taken before the event.
- The cleaning of the premises where the party is organized will be done by residents on their own. They cannot use the resources of the maintenance agency.
- In case a common area is left unclean after the party and requires the support of the maintenance agency, a fine will be levied on the organizer by RWA (See Annexure I).
- Permission should be sought from residents if they wish to use the area immediately outside their Floors. This is because it may relate to fire safety, noise pollution and general cleanliness.

7.3 Private Parties Inside Floors:

- No permission is required for organizing private parties inside individual Floors including the area covered in the balcony.
- However, private parties inside Floors should not be noisy so as to disturb other residents. In case other residents complain, OIRWA can intervene and initiate appropriate action.

- Outsiders invited to private parties are the responsibility of the occupants of the Floor. Organizer needs to submit a list of invitees to security team 1 day prior to the event. In case of any eventuality/in-appropriate behavior of these guests, the onus will solely lie on the occupants of the Floors.
- In situations where private parties become chaotic and disturb the peace and tranquility of other residents, the security can be entrusted with the responsibility to intervene and take necessary steps, including removing the outsiders from Orchid Island premises.
- The car park by the visitors should be as per society rules and the onus will solely lie on the occupants of the Floors.

8 Chapter 8: Advertisements

8.1 In Common Areas:

- Residents are not allowed to setup posters or advertisements anywhere inside the society without prior written permission from. All the approved advertisements should be pasted only at the designated area, with dimensions and for the duration, as approved by RWA.
- Advertisements/posters will be allowed only for events/functions that are managed/ approved by the OIRWA & subject to fees decided by OIRWA.
- In case residents want to setup banners/ in the common area, this should be approved by the OIRWA for a designated duration by paying fee decided by OIRWA depending on the size of the advertisement and location (See Annexure II).
- No resident is allowed to advertise inside the society with loud speakers or audio-visual equipment.
- No resident is allowed to advertise by the way of distribution of handouts/
- Any violation in advertisement, OIRWA reserves the right to penalize residents or get them to remove the advertisements at the cost of the individual/group that is advertising.
- RWA reserves the right to allow any third party to setup/ paste its advertisement on a chargeable basis in an effort to raise funds for RWA.

8.2 In Private Balconies/ Vehicles:

- Residents cannot hang boards, banners or any other form of advertisement in their balconies.
- Residents can not advertise on their cars through posters, banners, loudspeaker which are parked inside the society premises.

9 Chapter 9: Disputes

9.1 General Rules:

- In case of any dispute, residents are advised not to get physical with one another. Any consequence arising out of a physical fight will be the sole responsibility of the parties. The OIRWA reserves the right to engage the law enforcement agencies like the Police, if the situation demands.
- Petty disputes among residents should be mutually resolved. OIRWA may offer mediator role and try to resolve the dispute but holds no responsibility of any sort.
- In case of a dispute with an outsider such as a guest, vendor or service provider which are not personal in nature and can adversely affect the community living of the society, a complaints can be filed to competent authority with the help of OIRWA by the affected party.

9.2 With Outsiders:

- Any dispute that residents have with outsiders should be sorted outside the premises and will not be under the purview of the OIRWA.
- In case disputes with outsiders are carried inside the society, the OIRWA will inform the Police and other law enforcement agencies.

9.3 Between Residents:

- Disputes between residents should be sorted out between the parties involved.
- In case the dispute goes out of control a written complaint may be submitted to the OIRWA in writing. The OIRWA officials may appoint arbitrators.
- In case the dispute between residents get ugly and deserves the intervention of the law enforcement agencies, the OIRWA can refer the case to the police and other law enforcement agencies.

9.4 With OIRWA Officials:

- In case residents have a dispute with any OIRWA official(s) they can submit a written complaint with the OIRWA President or the OIRWA Secretary in writing. OIRWA will then decide on a suitable mechanism to address this.

- No dispute related to OIRWA officials should be communicated to the Police or other authorities without taking the OIRWA into confidence. If this is done then the resident will be solely responsible for the consequences therein.

10 Chapter 10: Revenue Generation:

10.1 Revenue Generation by OIRWA

- The OIRWA reserves the right to generate revenue, as per the terms specified in the constitution of the OIRWA.
- The revenue generated by the OIRWA will be used for welfare activities or reducing the financial burden on residents. Decision on how to use the revenue generated through different means is the prerogative of the OIRWA Governing body.

10.2 Revenue Generation by Individuals/ Groups

- No individual or group can generate revenue from residents of Orchid Island Floors. Any such revenue generation will have to be approved by the OIRWA and need to submit complete balance sheet of the event.
- Revenue earned by professionals selling their services such as lawyers, teachers, CAs, writers, photographers, engineers etc. from other residents, engaged in a buyer-seller relationship, is allowed. In case of any dispute OIRWA will refer to the applicable laws, such as the Income Tax Act of India etc.
- Residents cannot generate revenue by offering illegal services to others which is barred under the Indian law. Appropriate action will be taken against anyone found doing so.
- Any association inside Orchid Island premises such as NGOs, Women Chapter, Senior Citizen Chapter, Professional Club, Amateur Club, etc. will have to seek permission from the OIRWA before collecting revenue from residents. The OIRWA reserves the right to approve/disapprove the revenue generation activity of any such group/body. The OIRWA also reserves the right to audit their accounts and seek details on the same from time to time.
- The OIRWA reserves the right to seek an explanation from anyone, about any revenue generation activity inside Orchid Island society including individual Floors. In case they are reported to be done to cheat, fraudulently extract money or related to illegal activities that are barred under the Indian law.
- Individuals Floor owners indulging in revenue generation activities such as offering tuitions, music classes, etc. can be barred if the size of their customers increase beyond a certain threshold limit and causes unwanted stress on common area facilities such as parking, water supply, lobbies, parks etc.

- Individuals cannot sell their services by using the common area facilities such as sports facilities, club etc. In case they want to do so they will have to seek written approval from the OIRWA.
- Contributions gathered for private parties inside individual Floors are allowed, till the time they are legal and conform to the law of the land.
- Residents cannot do business inside their Floors/rooms other than the ones that are legally approved. Businesses where the Floor is used as a warehouse (for online and offline trading), used for rearing dogs or other pets, etc. are strictly prohibited. This is because such businesses are likely to cause undue stress on the common facilities, cause inconvenience to other residents, or be a major security threat.

11 (ANNEXURE I)

11.1 Penalties and Charges for Services in the Society

11.1.1 Penalties:

Sr. No.	Description	Charges/ penalties
1	Noise pollution or creating nuisance with an intent to disturb neighbours	Rs. 5,000 / default
2	Drivers / personal staff misbehaving or not complying with regulations	Rs. 1,500 / default
3	Continued & repeated contravention at s. No. 2	Debarred from entry into the society
4	Pets defecating in common spaces	Rs. 1,000 /default
5	Parking incorrectly	Rs. 1,000 /default
6	Rash driving/over speeding	Rs. 1,500 / default
7	Hanging clothes over side	Rs. 500 / default
8	Throwing garbage recklessly	Rs. 1500 / default
9	Misbehavior or abusive language with security or maintenance staff	Rs. 2500 / default
10	Smoking in common places of society	Rs. 2,500 / default
11	Consuming Alcohol in common open areas and basements	Rs. 5000 / default
12	Removal of clamp	Rs.1500 within first 3 days & Rs. 150 per day thereafter
13	Littering in Common area	Rs. 500 / default
14	After party cleanliness not done	Rs. 2500 / default
15	Water or Electricity wastage	Rs. 1000 / default
16	Repeated defaults	Increase of Rs.2000 / default

11.1.2 Charges & Deposits:

Sr. No.	DESCRIPTION	CHARGES/ PENALTIES
1	Security deposit for outdoor stilt parties	RS. 3,500
2	Common Area booking charges	RS. 15,000/DAY
3	Shifting charges applicable on both instances whether moving in or out	RS. 3500/SHIFTING
4	Shifting charges ground floor/within flats on same floor	RS. 3500/SHIFTING
5	Security deposit for fit out/maintenance work	RS. 25,000 (Refundable but subject to damage in common area)
6	Goods Vehicle Fee for shifting	RS. 2000/-
7	Vendor Monthly Fee (Depends on business volumes)	Rs. 5000 – 75000/-
8	Four wheeler vehicle Monthly Fee (For 2 nd & subsequent vehicles)	Rs. 1000/- & 3500/-
9	Vehicle Sticker (For 2 and subsequent vehicles)	Rs. 100/-

*Note: Above Charges/Penalties can be revised from time to time by OIRWA. Waiver on non-refundable security deposit can only be done jointly by President /Vice President/ General Secretary / Treasurer considering nature and duration of work.

Important Notes:

Common Area shall be booked on first come first serve basis with advance booking amount of Rs. 15000 /- only for the residents per day / event along with the refundable security cheque of Rs. 10,000/- as a measure to ensure that common area will not be damaged on any ground otherwise appropriate charges would be deducted. No outsider to be given booking for the common area. Any waiver for the booking charges can only be done jointly by President / Secretary / Treasurer.

Any waiver for the prescribed charges can only be done jointly by President /Vice President/ General Secretary / Treasurer.