

RESIDENT WELFARE ASSOCIATION

BYLAWS, GUIDELINES AND RULES

[Apartment Name] - Whitefield, Bangalore

Effective Date: [Date]

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1. INTRODUCTION

1.1 Purpose

This document establishes the guidelines, rules, and regulations for all residents of [Apartment Name] to ensure harmonious living, proper maintenance, and efficient management of the residential complex.

1.2 Applicability

These rules apply to all owners, tenants, family members, guests, domestic staff, and any other persons entering the premises.

1.3 Compliance

All residents are required to comply with these guidelines. Non-compliance may result in penalties as outlined in Section 14.

2. MEMBERSHIP AND GOVERNANCE

2.1 RWA Membership

- All apartment owners are automatic members of the RWA
- One vote per apartment unit
- Tenants may participate but voting rights remain with owners

2.2 Managing Committee

- Elected annually through General Body Meeting
- Consists of President, Vice President, Secretary, Treasurer, and 5-7 members
- Term: 2 years
- Quorum: 50% of committee members

2.3 General Body Meetings

- Annual General Meeting (AGM): Once per year
 - Special General Meetings: As needed with 7 days notice
 - Quorum: 25% of total members
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3. MAINTENANCE CHARGES AND BILLING

3.1 Monthly Maintenance Charges

Maintenance charges are levied based on apartment size:

Apartment Type	Monthly Maintenance	Sinking Fund
1 BHK (600-700 sq ft)	₹2,500	₹500
2 BHK (900-1100 sq ft)	₹3,500	₹700
3 BHK (1300-1600 sq ft)	₹4,500	₹900
4 BHK (1800+ sq ft)	₹6,000	₹1,200

3.2 Components of Maintenance

- Security staff salaries
- Housekeeping and cleaning staff
- Garden and landscaping maintenance
- Lift maintenance and AMC
- Generator fuel and maintenance
- Common area electricity
- Water pump operation and maintenance
- Plumbing and electrical repairs (common areas)
- Pest control services
- Administrative expenses

3.3 Sinking Fund

- Collected separately from monthly maintenance
- Used for major repairs and capital expenditure
- Examples: Building painting, lift replacement, terrace waterproofing

3.4 Payment Terms

- Due Date: 5th of every month
- Payment Methods: Online transfer, UPI, cheque, cash
- Late Payment: ₹100 penalty for first week, ₹50 per week thereafter
- Non-payment for 3 consecutive months: Water/clubhouse access may be restricted

3.5 Parking Charges (Monthly)

- Covered Car Parking: ₹1,500
 - Open Car Parking: ₹1,000
 - Two-Wheeler Parking: ₹300
 - Visitor Parking: ₹50 per entry (beyond 1 hour)
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4. WATER AND UTILITY CHARGES

4.1 Water Supply

- Source: Borewell + BWSSB (Bangalore Water Supply and Sewerage Board) connection
- Individual meters installed for each apartment
- Common area water charged in maintenance

4.2 Water Billing

- Billed monthly based on meter reading
- Rate: ₹30 per kilolitre (KL) for borewell water
- BWSSB charges as per government rates (currently ₹8-25 per KL based on slab)
- Minimum charge: ₹200 per month
- Meter reading: Between 25th-30th of each month

4.3 Water Conservation

- Residents must report leakages immediately
- No washing of vehicles in common areas without permission
- Penalty of ₹500 for water wastage

4.4 Electricity

- Individual BESCOM meters for each apartment
- Residents responsible for direct payment to BESCOM
- Common area electricity included in maintenance

4.5 Generator Usage

- Power backup provided for:
 - Two lights and two fans per apartment
 - One refrigerator point
 - Common area lighting and lifts
 - Generator charges: ₹3 per unit consumed (included in maintenance)
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5. CLUB HOUSE AND RECREATIONAL FACILITIES

5.1 General Rules

- Facilities available only to residents and registered members
- Valid access card/membership must be shown
- Children under 12 must be accompanied by adults
- Proper attire required at all times

5.2 Swimming Pool

Timings:

- Morning: 6:00 AM - 9:00 AM
- Evening: 4:00 PM - 8:00 PM
- Closed on Mondays for maintenance

Rules:

- Swim caps mandatory for all users
- Children under 10 years not allowed without guardian in pool
- Appropriate swimwear required
- No food or glass items in pool area
- Shower before entering pool
- No diving in shallow end
- Pool parties require prior approval (₹2,000 deposit)

Capacity: Maximum 20 persons at a time

5.3 Table Tennis Room

Timings: 6:00 AM - 10:00 PM

Rules:

- Maximum playing time: 1 hour when others waiting
- Own equipment recommended, common equipment available
- Players responsible for any damage
- No food or drinks inside

Booking: Walk-in basis, booking available for tournaments

5.4 Tennis Court

Timings:

- Morning: 6:00 AM - 8:00 AM
- Evening: 5:00 PM - 9:00 PM

Rules:

- Advance booking required (online/register)
- Slot duration: 1 hour
- Maximum 2 hours per family per week
- Proper tennis shoes mandatory
- Floodlights: ₹200 per hour (6:30 PM onwards)
- Own equipment required
- Coaching allowed with prior approval

Booking Charges:

- Residents: ₹100 per hour
- Guests: ₹300 per hour (with resident)

5.5 Basketball Court

Timings: 6:00 AM - 10:00 PM

Rules:

- No booking required
- Maximum playing time: 1 hour when others waiting
- Proper sports shoes required
- Own basketball recommended
- Respect other users and take turns

5.6 Gymnasium

Timings: 5:30 AM - 10:00 PM

Rules:

- Age limit: 16 years and above
- Proper gym attire and shoes mandatory
- Towels must be carried
- Equipment must be wiped after use
- Weights must be returned to racks
- Personal trainer allowed with prior permission
- Monthly fee: ₹500 per person (optional)

5.7 Community Hall/Multipurpose Hall

Timings: Based on booking

Booking Charges:

- Residents: ₹2,000 for 4 hours + ₹5,000 refundable deposit
- Full day: ₹4,000 + ₹5,000 deposit
- Advance booking: Minimum 7 days
- Cancellation: 50% refund if cancelled 48 hours prior

Capacity: 80-100 persons

Rules:

- User responsible for cleaning
- No alcohol without permission
- Music must stop by 10:00 PM
- Caterer list approved by management
- Damages deducted from deposit

5.8 Children's Play Area

Timings: 6:00 AM - 8:00 PM

Rules:

- Children under 8 must be supervised
- Age-appropriate equipment usage
- No cycling or skating in play area
- Parents responsible for children's safety

5.9 Clubhouse Guest Policy

- Residents may bring maximum 4 guests
 - Guest charges: ₹100 per person for facilities
 - Guest entry register mandatory
 - Resident responsible for guest behavior
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6. PARKING GUIDELINES

6.1 Allocated Parking

- Parking slots allocated based on ownership/rent agreement
- Sticker/tag must be displayed
- Only registered vehicles allowed
- Transfer of parking not allowed without RWA approval

6.2 Visitor Parking

- Limited slots available near entrance
- Maximum duration: 4 hours
- Beyond 4 hours: ₹50 per hour
- Overnight parking requires prior permission

6.3 Parking Rules

- No parking in no-parking zones or fire lane
- No vehicle washing in parking area
- No repair/maintenance work in common parking
- Speed limit: 10 km/hr inside premises
- Honking prohibited inside premises
- Double parking: ₹500 penalty
- Wrong parking: ₹200 penalty (vehicle may be towed)

6.4 Two-Wheeler Parking

- Designated area only
 - Helmets must not be left on vehicles
 - No loud exhaust silencers
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7. SECURITY AND VISITOR MANAGEMENT

7.1 Security Staff

- 24/7 security coverage
- Minimum 4 guards on duty
- Regular patrolling of premises
- CCTV monitoring

7.2 Visitor Entry

- All visitors must register at gate
- Valid ID proof required
- Visitor pass to be returned while exiting
- Resident to be informed before entry
- Delivery persons: Gate entry only, not allowed in lifts/floors

7.3 Resident Identification

- ID cards issued to all residents
- Must be carried while using facilities
- Replacement charge: ₹200

7.4 Domestic Help

- Police verification mandatory
- Registration with security required
- Entry/exit timings to be informed
- Separate entry gate where applicable

7.5 Moving In/Out

- Prior intimation of 48 hours required
 - Timings: 9:00 AM - 6:00 PM on weekdays
 - Deposit: ₹5,000 refundable (for any damages)
 - Lift padding mandatory
 - NOC from management for moving out
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8. COMMON AREA USAGE

8.1 Corridors and Lobbies

- Keep clear at all times
- No storage of personal items
- No drying of clothes
- No shoe racks or doormats outside apartments

8.2 Lifts

- Maximum capacity to be respected
- Priority to elderly, differently-abled, children
- No spitting or littering
- Pet rules apply (see Section 10)

8.3 Terrace

- Access restricted without permission
- No drying of clothes
- No parties or gatherings without approval
- No storage of items

8.4 Gardens and Lawns

- No plucking of flowers or plants
 - No littering
 - No walking on grass
 - Morning walks encouraged
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9. NOISE AND NUISANCE POLICY

9.1 Quiet Hours

- Daily: 10:00 PM - 7:00 AM
- Afternoon: 2:00 PM - 4:00 PM (minimal noise)

9.2 Restrictions

- No loud music or TV after 10:00 PM
- Parties must end by 10:00 PM on weekdays, 11:00 PM on weekends
- Construction/renovation work: 9:00 AM - 6:00 PM only (not on Sundays)
- Vacuum cleaners, washing machines: Not during quiet hours

9.3 Penalties

- First offense: Warning
 - Second offense: ₹500 fine
 - Repeated offenses: ₹1,000 and committee hearing
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10. PET POLICY

10.1 Allowed Pets

- Dogs and cats permitted
- Maximum 2 pets per apartment
- Registration with RWA mandatory (₹500 one-time fee)

10.2 Rules

- Pets must be leashed in common areas
- Owners must clean up after pets immediately
- No pets in pool, gym, or community hall
- Vaccination certificates must be updated
- Pets must be muzzled in lifts if aggressive breeds
- No feeding of stray animals in common areas

10.3 Penalties

- Uncleaned waste: ₹500 per incident
 - Unleashed pet: ₹200
 - Pet nuisance: ₹1,000 and possible ban
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11. WASTE MANAGEMENT AND GARBAGE DISPOSAL

11.1 Segregation

- Mandatory segregation: Wet, dry, and hazardous waste
- Color-coded bins provided
- E-waste collection: Last Saturday of month

11.2 Collection Timings

- Morning: 7:00 AM - 9:00 AM
- Evening: 6:00 PM - 8:00 PM
- Place garbage only during collection times

11.3 Penalties

- Non-segregation: ₹200 per incident
- Littering in common areas: ₹500

11.4 Bulk Waste

- Furniture, appliances: Coordinate with housekeeping
 - Charges: ₹500 per item
 - Construction debris: Contractor's responsibility
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12. ALTERATIONS AND RENOVATIONS

12.1 Approval Required

- All internal/external modifications require written approval
- Submit plans to Managing Committee
- Approval time: 15 days

12.2 Guidelines

- No structural changes
- No common wall removal
- No changes to exterior facade
- Plumbing/electrical work by licensed professionals only

12.3 Renovation Rules

- Timings: 9:00 AM - 6:00 PM (Monday-Saturday)
 - Duration: Maximum 60 days
 - Deposit: ₹10,000 refundable
 - Lift usage charges: ₹5,000 one-time
 - Contractor passes mandatory
 - Clean-up daily mandatory
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13. COMPLAINTS AND GRIEVANCE REDRESSAL

13.1 Complaint Process

- Written complaint to Managing Committee
- Online complaint portal available
- Acknowledgment within 48 hours
- Resolution within 15 days

13.2 Escalation

- Unresolved complaints to President
- Major disputes: Special General Body Meeting
- Legal matters: As per society bylaws

13.3 Emergency Contacts

- Security Control Room: [Number]
 - Facility Manager: [Number]
 - Committee Secretary: [Number]
 - Emergency Services: 112
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14. PENALTY AND ENFORCEMENT

14.1 Penalty Structure

Violation	First Offense	Repeat Offense
Late maintenance payment	₹100/week	₹200/week
Wrong parking	₹200	₹500
Noise violation	Warning	₹500
Pet nuisance	₹500	₹1,000
Littering	₹200	₹500
Unauthorized alterations	₹5,000	Legal action
Violence/abuse	₹10,000	Police complaint

14.2 Payment of Penalties

- Due within 15 days of notice
- Non-payment added to maintenance bill
- Facility access may be suspended

14.3 Appeals

- Written appeal to Managing Committee within 7 days
 - Hearing within 15 days
 - Decision final
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15. MISCELLANEOUS

15.1 Amendment of Rules

- Rules may be amended by Managing Committee with General Body approval
- Notice period: 30 days for major changes

15.2 Rental Properties

- Owners must inform RWA of tenant details
- Tenants bound by all rules
- Owner responsible for tenant violations

15.3 Sale/Transfer

- NOC from RWA required (₹1,000 processing fee)
- All dues must be cleared
- Processing time: 7-10 days

15.4 Insurance

- Building insurance maintained by RWA
 - Individual apartment insurance recommended
 - Residents liable for damages caused by them
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DECLARATION

I/We, the undersigned, have read and understood the above rules and regulations and agree to abide by them.

Apartment No: _____

Owner Name: _____

Signature: _____

Date: _____

For RWA Use:

President Signature: _____

Secretary Signature: _____

Date: _____

This document is subject to periodic review and amendments. Residents will be notified of any changes with 30 days advance notice.

Contact RWA: Email: [email address] Phone: [phone number] Office Hours: Monday-Saturday, 10:00 AM - 5:00 PM