

Standard Operating Procedure (SOP) for Four-Wheeler Vehicle Parking & Visitor Parking in Amaze by Urban Tree Apartment

1. Purpose

To establish a **structured vehicle parking system** that ensures **efficient allocation, security enforcement, and orderly management** of **resident and visitor parking slots**.

2. Scope

This SOP applies to **all apartment owners, tenants, visitors, and security personnel** managing **designated four-wheeler parking spaces**, including **reserved visitor parking slots**.

3. Parking Allocation & Management

3.1 Resident Parking Slots

- **Each apartment unit is assigned one dedicated parking slot** (if applicable).
- Additional parking slots, if available, will be allocated **based on availability and society approval**.
- Residents must **register their vehicle details** with the Society Office.

3.2 Visitor Parking Slots

- **11 visitor parking slots** are allocated near the main entrance or designated zones.
 - Visitor parking operates on a **first-come, first-served basis**.
 - Maximum visitor parking duration is **[X] hours** *(or subject to society policy)*.
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4. Parking Rules & Regulations

4.1 Resident Parking Guidelines

- Only **registered vehicles** are permitted in residential slots.
- Vehicles must be parked **within marked lines to avoid obstruction**.
- Parking slot **cannot be sub-let or exchanged** without prior society approval.
- No vehicle **repairs or prolonged cleaning activities** are permitted in parking areas.

4.2 Visitor Parking Guidelines

- Visitors must **register their vehicle at the security gate** upon arrival.
- Security assigns an available **visitor parking slot**.
- No overnight visitor parking is allowed **without prior permission** from the Society Office.
- **Improperly parked vehicles may be towed at the owner's expense.**

4.3 Unauthorized Parking & Violations

- Any vehicle parked in a **non-designated space** will be issued a **warning notice**.
 - Repeated violations **may result in fines or access restrictions**.
 - Security reserves the right to **restrict entry for non-compliant vehicles**.
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5. Security & Access Control Measures

- **CCTV surveillance** installed at parking zones for monitoring.
 - Security guards to patrol **visitor parking areas regularly**.
 - **Resident vehicle stickers or RFID tags** may be issued for easy identification.
 - Emergency towing provisions exist for **abandoned or illegally parked vehicles**.
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6. Parking Disputes & Complaint Handling

- Parking-related complaints should be submitted to the **Facility Manager or Society Office**.
 - Disputes over **parking allocations or violations** will be reviewed by the **Managing Committee**.
 - **Decisions will be made based on fairness, availability, and society rules.**
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7. Annual Review & Amendments

- Parking policies are **subject to review annually** in the **General Body Meeting (GBM)**.
 - Adjustments may be made based on **resident feedback and operational requirements**.
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8. Contact Information

For parking-related assistance, contact the **Facility Manager / Security Desk** at [Phone / Email].

General Guidelines

- Vehicle stickers are issued to the residents at the time of Move-In. No additional charges are to be paid for this (part of Move-In fees).
- AMAZE will issue the stickers as per parking allotment letter given by the builder in following numbers (per parking slot)
1 x Car and 1 x Bike sticker OR
2 x Cars and 1 x Bike sticker OR
2 x Cars and 2 x Bike stickers maximum

Vehicles must be parked in the respective allocated Car / Bike parking only.

- If additional stickers are required, to park an additional car in the AMAZE premises, a letter of authority from the owner to the Association on whose vacant parking will be used and then an additional sticker will be issued after payment of Rs 100/= (and providing car details as specified in this form).
- Parking Stickers are nontransferable and are associated with the registration number of a vehicle.

To Obtain Vehicle Sticker (First Time)

- Residents need to visit the Association office and hand over the following documents to receive the stickers for 2 and 4 wheelers.
 - RC book Photocopy of the Vehicle for which the stickers must be issued.
 - If the vehicle is not in the resident's name, a signed letter from the Owner authorizing the resident to use the vehicle must be submitted.
 - In case of tenant, lease agreement photocopy to be submitted.
- On verification of the document the Association issues the sticker and puts the sticker in the vehicle. Stickers are not handed over to the residents.
- Vehicle details are entered into **xxxxxxx** Database by the Association for future reference.

Loss / Damage of Vehicle Stickers

- If one/two stickers as per your parking/s have already been issued and an additional sticker is required (in case - lost old sticker, damaged old sticker or purchased new car) a minimal amount of Rs 100/= will be charged for issuance of the sticker)