



NDR Estates, B –Block FLAT OWNERS WELFARE ASSOCIATION

(REGISTERED UNDER THE A.P. SOCIETIES REGISTRATION ACT, 2001(ACT) No. 35 OF 2001)

Registration No: 702 / 2008

BYE LAWS

Address:

NDR Estates, Block – B, H.No: 1-33/3/6/B,
Kailash Nagar,
Chandanagar,



NDR ESTATES 'B' BLOCK FLAT OWNERS ASSOCIATION

BYE - LAWS

Hyderabad – 500 050.

Section – 1 (About Association)

- 1) These Bye Laws shall be called the Bye-Laws of NDR Estates B-Block FLAT OWNERS WELFARE ASSOCIATION.
- 2) **Registration:** The Flat Owners Welfare Association is registered under the hand and seal of Registrar of Societies Andhra Pradesh, Hyderabad on 19th May 2008 under Registration No: 702 of 2008.
- 3) **Location:** The office of Welfare Association shall be at NDR Estates, B-Block, Kailash Nagar, Chandanagar, Hyderabad – 500 050.
- 4) **Application:** All the present or future Flat Owners, their tenants or future tenants, their servants or any other persons who use the facilities of the building in any manner, are subject to the regulations set forth in these Bye-Laws.
- 5) **Eligibility to become a member:** All owners of the flats in the building by virtue of their being Owners of the common properties shall automatically be the members of the Association and such members shall constitute the General Body of the Association.
- 6) **Associate members:** The tenants of the flats in the building are admitted as “Associate Members” and are allowed to participate in the General Body meetings of the Association but without any right to vote on any resolution.
- 7) **Membership termination/Attainment:** Upon any Flat Owner selling his/her Flat through Registered Sale Deed and the purchaser upon taking over the possession of the same shall automatically become a member of the Association replacing the Vendor, whose membership shall cease upon selling his/her flat. The purchaser shall pay a sum of Rs.1000/- or an amount as prescribed by the general Body towards the expenses for changing the records of the Association.
- 8) **Bye-Laws acceptance:** The mere acquisition or occupation on rent of any of the Flats/parking area of the building or mere act of occupancy will signify that these bye-laws are accepted and are to be complied with.

Section – 2 (Definitions)

- 1) **“Association”:** Association means the association of all the Flat Owners of the building, constituted as “NDR Estate B-Block Welfare Association” acting as a group in accordance with the provisions made by it in the Bye-Laws.
- 2) **“Building”:** Building means the Multi-Storied Building Complex located at NDR Estate B-Block, Kailash Nagar, Chandanagar, Hyderabad – 500 050, known as NDR Estates B-Block Flat Owners Welfare Association includes the common area and Passages.
- 3) **“Clause”:** Clause means the rules framed under the Bye-laws here under.
- 4) **“Owner”:** Owner means the persons owning a flat in the building as per the Registered Document (in case of Joint Owners, the first Owner or Co-Owner as nominated shall be the owner).
- 5) **“Nominee”:** Nominee means the spouse of an Owner, or the parent/guardian of the minor Owner as in the sale deed, or the person holding the General Power of Attorney representing the owner. He/She can act as an authorized representative of the owner in all matters of the Association, meeting, voting or association etc., in the capacity of a Owner member.



NDR ESTATES 'B' BLOCK FLAT OWNERS ASSOCIATION

BYE - LAWS

- 6) **"Executive"**: Executive Committee/Managing Committee/General Body means such body constituted by person all of whom shall be owners/nominee of flats.
- 7) **"Common Area and Facilities"**: Common Area and Facilities mean such areas and facilities which are not exclusively owned by Flat Owners but common to all.
- 8) **"Office Establishment"**: Office Establishment means Watchman, maid/man Servant, Mazdoor, Electrician, Plumber, Mason, and Lift Etc.
- 9) **"Tenant"**: Tenant means a person in occupation of a flat by rent to the owner. He/She shall not have any voting right in any of the Meetings.

Section – 3

(Aims & Objectives of the Association)

- 1) **The Aims and Objectives of the Association shall be:**
 - a) To be and to act as the association by the Flat owners of the building called NDR Estates B Block at Chandanagar, Hyderabad – 500 050.
 - b) To up-keep and to provide for the maintenance, cleanliness, repairs and replacements of the Common areas, Electric and Sanitary Installations, drainage and Sewerage pipes, pump sets for water, water pipes, Water Tanks, Lift, FRP Sheeting on Terrace etc.
 - c) To keep the appearance of the flats including white washing, painting etc., of the exterior and common area of the building.
 - d) To provide necessary and adequate security measures against theft, fire and encroachment.
 - e) To do everything in general for the convenience and welfare of the members of the Association and for Social and recreational activities for the benefit of the members.
 - f) To collect monthly maintenance amounts from owners/tenants of the flats and any other amount with due notification and authority.
 - g) To safeguard/protect the property by representing the matter in any Civil/Criminal Courts and Government/Local bodies for the disputes if any arising out of any disputes.
- 2) The above aims and objectives are also in accordance with the memorandum of the Association filed with the Registrar of Societies, Andhra Pradesh.
- 3) The Association shall not act beyond the scope of its objects without duly amending the provisions of these Bye Laws by its own General Body and without any infringement of the Act or rules framed by the Government of Andhra Pradesh from time to time.

Section – 4

(Administration & Management Powers and Duties of the Association)

- 1) The association will have the responsibility of administering, managing the Welfare Association through the specified and periodical general Body Meetings and Executive Committee Meetings.
- 2) Approving the Annual Income and Expenditure Statement.
- 3) Framing the rules of amending the Bye-Laws when necessary.
- 4) Doing of such acts and things directed to be exercised in accordance with the Act, Rules and regulations framed by the Government of A.P. from time to time.



NDR ESTATES 'B' BLOCK FLAT OWNERS ASSOCIATION

BYE - LAWS

Section – 5 (Executive Committee)

1) Election Duration & terms of the Executive Committee & it's members composition:

- a) The management and the affairs of the Association shall be governed by the Executive Committee of the Association consisting of a "PRESIDENT", "VICE-PRESIDENT", "GENERAL SECRETARY", "JOINT_SECRETARY" & "TREASURER".
- b) Duration: All the members of the Executive Committee shall be elected by the General body and shall hold office for one year or till such time a new Executive Committee is elected by the General Body.
- c) One tenant member, who is co-opted / invited by the Executive committee may attend the committee meetings without any voting right.
- d) Any vacancy of an elected member caused by resignation, death, or otherwise is to be filled up by electing a new member in the next general Body Meeting. Till such time the balance members shall act in required post.

2) Powers and Duties of the Executive Committee:

The Executive committee shall be responsible for the day to day administration of the Association – the Powers and duties shall be: --

- a) To take care, to up-kep and surveillance of the building with the common areas and facilities and fittings and installations.
- b) Collection of funds from the members such as Maintenance fees, Special fee / contribution agreed upon by the General Body, to cover periodical repairs, replacements, reconstruction works etc., and payments towards salaries, water supplier, water and Electricity Bills, maintenance and miscellaneous expenditure etc.,
- c) To finalize and approve any maintenance agreements with other agencies for various works for better maintenance of the building up to a limit of Rs.5000/- and for other activities, to take approval for General Body Meeting.
- d) Preparation of the Agenda/Resolutions to be placed before General Body for consideration, discussion and approval.
- e) Placing the Annual Report on the activities of the Association and the Annual Statement of Accounts before the General body for deliberation and adoption.
- f) To prepare and present the Monthly Income & Expenditure statement and circulate the same to all flats.
- g) To arrange and to maintain such accounts books, inventories, registers that are necessary for proper accounting of moneys received and of articles and materials purchased.
- h) To sanction working expenses by the Treasurer, President and General Secretary and to authorize the President and Treasurer to operate the Bank accounts. The account shall be in the name of 3 members of executive committee and opera table by any two members.



NDR ESTATES 'B' BLOCK FLAT OWNERS ASSOCIATION

BYE - LAWS

- i) To ensure that the Cash book is written up promptly and kept up to date.
- j) To examine and inspect the accounts of records kept by the General Secretary and treasurer and to initiate steps for the recovery of all sums due to the Association.
- k) To prescribe from time to time the strength and composition of the Establishment viz., Watchman, Maid servant, Lift, Electrician, Plumber, Mazdoors and to fix the wages/emoluments amenities of such Establishment only after due approval in the general body meeting.
- l) To appoint suspend, remove and dismiss or otherwise deal with the office establishment only after approval in the General Body meeting except in case of nuisance.
- m) To hear and deal with complaints/suggestions from the owner members and tenants and to take remedial measures thereof.
- n) To institute, conduct, defend, compound compromise or abandon legal proceedings by or against the Association such proceedings/decisions are to be ratified by the General body.
- o) To suggest the amount of maintenance fee, special fee or contribution sought for as in (2) above for approval by the General Body.
- p) To oversee and ensure that cordiality, peaceful coexistence and good neighborliness overall among all the flat occupants.
- q) To take suitable action such as cutoff/withhold or curtail/reduce any essential supply or service against (1) any defaulters in respect of payment of monthly maintenance fee and other contributions (2) those who are not complying with the provisions of these Bye-laws after serving due notice.
- r) To deal with any other matter considered to be necessary for the administration of the property.

3) Meetings of the Executive Committee:

- a) The meetings of the Executive Committee shall be convened by the General Secretary, Preferably once in a month for the conduct of the business of the Association.
- b) The President/General Secretary may convene a meeting of the Executive Committee in special circumstances or within 10 days on receipt of a requisition in writing signed by at least three members of the Committee.
- c) The quorum for the committee meeting shall be half (1/2) of the total Executive Committee members.
- d) All questions or issues or requests before the Committee shall be decided by the majority vote of the members present. In case of tie, the President or Acting President shall have the casting vote.
- e) The deliberations and the conclusions / decisions thereon shall be recorded in the Minutes Book.
- f) Preferably an Executive Committee meeting shall precede the General Body Meeting for drafting the Agenda / Resolutions to be discussed at the General Body Meeting.

Section – 6 (General Body)

1. General Body – Duties and Powers:

- a) The ultimate authority in all matters relating to the administration of the Society shall vest in the General body.



NDR ESTATES 'B' BLOCK FLAT OWNERS ASSOCIATION

BYE - LAWS

- b) The Annual General Body shall meet once in a year, preferably in the last week of April, on a day suitable for owner/nominee members and tenants etc.
- c) An Extra – Ordinary General Body meeting may be convened at a short notice (Period of seven days).
 - i. Either by a resolution of the Executive Committee to discuss / decide any matter of importance that has arisen and come up before the Committee.
 - ii. Or upon a written requisition specifying the purpose at least five owner/nominee members of the General Body presented to the President/General Secretary.
- d) No other business shall be transacted at such special meetings except as stated in the resolution / requisition.
- e) A notice of the Annual Meeting of the general Body shall be issued by the General Secretary, specifying the agenda, time and date of the meeting at least 7 days in advance.
- f) Such notice shall be either be placed on the Notice Board or circulated among the members / tenants.
- g) A copy of such notice of the meeting may be sent to the Registrar of Societies.
- h) The Owner / nominee members present on the day shall form the quorum. Such meeting can deal with any item of the Agenda.
- i) For discussion on Annual Statement of Income and Expenditure, amendment of Bye-Laws, and election of members of the Executive Committee at least half of the total membership of the General Body shall be present to form the quorum.
- j) All decisions shall be by simple majority, with the chair having a casting vote in case of tie.
- k) There shall be an agenda communicated for every meeting and the General Secretary shall maintain the Minutes of the Meetings.

2. The Order of business at the General Body and the functions shall be as follows:

- a) Reading of Minutes of the preceding General Body Meeting.
- b) Reading of the Annual Report detailing the activities conclusions reached during the preceding year.
- c) Consideration of the Annual Review / Audit report on the financial position of the Association.
- d) Adoption of the Budget for the ensuing year and approval of Income & Expenditure statement of the previous year.
- e) Election of the Members of executive Committee.
- f) Amendment of Bye – Laws.
- g) Fixing / altering the impressed to be held by the Secretary and the wages/emoluments of the Establishment.
- h) To approve the scale of the monthly maintenance fee and the extent of any contribution / special fee to be levied to cover recurring expenses.
- i) To appoint an Auditor from among the Owner / Nominee members (who is not a member in the Executive Committee), to examine and report on the annual financial statement given to him.
- j) To deal with the method of removal from the office of all or any member of the Executive Committee.
- k) Unfinished business / New Business.

Section – 7

(Powers & Duties of the members of the Executive Committee)



NDR ESTATES 'B' BLOCK FLAT OWNERS ASSOCIATION

BYE - LAWS

1. President:

- a) The President shall be the Chief executive Head of the Association. He shall preside at all Executive committee meetings and General Body Meetings and is responsible to conduct such meetings in orderly manner. He shall exercise general control and supervision over the affairs of the Association and he shall see that good neighborliness prevails in the premises.
- b) He / She shall exercise the powers and duties conferred on him by the General Body.
- c) He / She shall have the power of exercising his casting vote in case of equality of votes in the Executive Committee and in the General Bdy Meeting.
- d) He / She shall have the power to nominate any owner / nominee member or committee member to do / perform the duties of the General Secretary, Treasurer and Committee members in their absence.
- e) In the EMERGENCY he / she along with the available Executive Committee Members shall have the power to take decisions which could be later ratified by the Executive Committee.
- f) In the absence of the President (illness, leaving for outstation), the Vice President may preside and conduct the meetings.

2. General Secretary:

- a) He / She shall be responsible for carrying on the day to day administration of the Association.
- b) He / She is the Executive Officer of the Association, Custodian and correspondent on behalf of the Association.
- c) He / She shall arrange for holding of the Executive Committee meetings and general Body Meetings, by issuing notices under his / her signature along with the agenda.
- d) He / She shall record and keep the minutes of all meetings of the Association.
- e) He / She shall draft the Annual Report on the activities of the Association and shall guide the Treasurer in finalizing the Annual Statement of Income and Expenditure for adoption in the Executive & general Body Meetings.
- f) He / She shall operate the bank account opened at Chandanagar jointly with the Treasurer / President.
- g) He / She is empowered to retain in his personal custody an amount not exceeding Rs.200/- (Rupees Two Hundred only) at a time for incurring the day-to-day expenses. The amount can be recouped by rendering the accounts with receipts and vouchers to the Treasurer for incorporation in the cash Book.
- h) He / She is to control, supervise and specify the duties of office Establishment.
- i) He / She shall examine the Cash Book at the end of every month and vouchers and the receipts and payments entered therein by affixing his / her signature.
- j) He / She has power for and on behalf of the Association to sue or to be sued, to initiate / negotiate any legal proceedings, to buy, sell, pledge, endorse and transfer negotiate instruments and to sign all receipts and other documents connected with the business of the Association.

3. Treasurer:

- a) He / She shall be responsible for Association Funds and Securities.
- b) He / She shall collect monthly maintenance fees and special fees / contribution made by owner / tenant members and issue receipts thereof.



NDR ESTATES 'B' BLOCK FLAT OWNERS ASSOCIATION

BYE - LAWS

- c) He / She shall be responsible for keeping full and accurate account of all receipts and payments in the books.
- d) He / She shall keep the cash book promptly written and up to date and file the counterfoils and vouchers properly.
- e) He / She shall incur expenditure on contingencies / items approved by the Executive Committee and shall obtain the pay order from the Secretary for each item of expenditure.
- f) He has to prepare the Annual Income and Expenditure Statement of the Association with the guidance of the General Secretary.
- g) He / She has to operate the Bank Account jointly with the General Secretary / President.
- h) In case of his absence on account of illness or otherwise, the Owner / Nominee member or Committee member nominated by the President shall do the duties of the Treasurer.

4. Executive Committee members:

- a) They are responsible persons to assist in the activities of the Association and to perform the duties entrusted to them by the President / Executive Committee.

5. Auditor:

- a) The Owner / nominee member appointed as the Auditor by the general Body shall examine the Annual Statement of Income and Expenditure and verify the same with the accounts and relevant records thereto, shall sign the same as found by him to be correct and shall report to the general Body upon any matter connected with the accounts which appears to him needing corrective and remedial measures.

Section – 8 (Funds & Their Investments)

1. The Association will obtain funds from the following sources:

- a)
 - i. By a Monthly contribution of maintenance fee by all flat owners and Tenants (in lieu of owners when agreed upon) towards the payment for maintenance of passage and common areas, water supply, lighting of common areas, sanitation, security measures and towards the payment of wages to Office Establishment, miscellaneous expenditures approved by the Executive Committee.
 - ii. By separate contributions by the owners towards the expenses for the permanent works and expenses incurred for the appearance of the building viz., white washing, painting etc., of exterior and common areas and towards the expenses for replacements of Electric and Sanitary installations and for major repairs of any fixtures and fitting or for provision of any new services/amenities of common nature.
 - iii. By separate contributions by the Owners towards “RESERVE FUND” / “EMERGENCY FUND”.
- b) The Association may invest or deposit its funds separately in any of the Nationalized Banks situated in and around Chandanagar Area.
- c) The Funds of the Association shall be spend/deposited only to the attainment of the objects of the Association.



NDR ESTATES 'B' BLOCK FLAT OWNERS ASSOCIATION

BYE - LAWS

- d) Maintenance Fee shall be paid in Cash by 10th of every month to the authorized Executive Committee member viz., Treasurer by all the Residents (Owners/Tenants). Penalty is levied in case of defaulters as decided by the Executive Committee.
- e) Any surplus funds of the Association shall be invested in accordance with Sub section 5 of section 11 of Income Tax Act., 1961.

Section – 9 (Accounts)

1. The Association shall maintain all money through any of the Nationalized Banks. Except such sums as fixed by the Executive Committee for maintaining urgent and petty expenses of contingent nature to be retained by the General Secretary, President and Treasurer.
2. All money receipts/payments shall be transacted through the numbered Receipt Book/payment voucher respectively.
3. The Accounting Year shall be 1st April to 31st March.
4. The Association shall on or before 10th of April in each year prepare the Income and Expenditure statement of the previous year and make available to the Auditor for necessary examination and certification thereof.
5. The Audited Financial statements viz., Income and Exp. Statement shall be got ready by the third week of April every year for submission to the General Body Meeting.
6. The Association shall prepare a Summary fo the Assets and Liabilities of the Common areas and facilities, fixtures and fittings giving such Particulars as will disclose the general nature of these Assets and liabilities.

Section – 10 (Obligations and Responsibilities of the flat Owners/Tenants)

1. Any owner upon re-sale of his/her flat to any other party at any time shall invariably mention in the agreement/sale deed all clauses contained in the original sale deed executed by the vendor/developers at the time of first purchase regarding the undivided share in the land to be held jointly with all the co-owners in the building and responsibilities towards the common facilities available in the building and also regarding the association membership and compliance with the provisions of its Bye-laws.
2. All the Owners/Tenants(Residents) are obliged to pay the Monthly:
 - a) Maintenance fee as per the rate prescribed from time to time to meet the monthly recurring expenses.
 - b) All owners are required to pay any Special Fee/contribution as decided by the General body to meet huge/non-recurring expenditure on account of (a) Periodical white wash/painting of exterior and common areas fo the building (b) Major repairs and reconstruction work in case of Fire, hurricane or other hazard or calamity (c) Replacement of Electrical and Sanitary fittings (d) Any



NDR ESTATES 'B' BLOCK FLAT OWNERS ASSOCIATION

BYE - LAWS

- new services amenities and on account of (e) Insurance, Social and recreational activities (f) Lift and Pump Motors etc.,
3. Every Owner must carry out promptly all maintenance and repairs works within his/her own flat/Parking area which if disregarded would affect the building in entirety or in a part belonging to other owners, being expressly responsible for the damage and liabilities that his/her failure to do so may endanger.
 4. All the repairs replacements of internal installations fittings for the Flat/Parking area and all other accessories belonging to the flat/parking area shall be at the expenses of the owner concerned.
 5. An Owner shall reimburse the association for any expenditure – incurred in repairing or replacing any common area and facility damaged through his/her tenant's Fault.
 6. All Flat owners shall use their flats or permit the same to be used for Family Residential purposes only and shall not use the premises for any of the Commercial usage/illegal activities.
 - a) All or any of the residents shall not indulge in any unsocial and illegal activities within the building and shall not create an hindrance to the peaceful living of the co-residents.
 - b) All the residents shall restrain from storing any inflammable, hazardous materials and any items banned by the Government/any authorities within the building.
 - c) Parking Spaces shall not be used for any purpose other than for parking of vehicles belonging to the owner/tenant residing in the Flats. Under any circumstances the parking space shall not be given for lease/rent to outsiders.
 - d) If the Flat is to be utilized for other purposes, the special permission of the Association is to be obtained, subject to the condition that such permission does not infringe the privacy, comforts and security of other flats occupants and building on the whole.
 - e) The Owners shall forewarn their tenants against any other use of the flat other than family residence and he/she shall inspect the same periodically and in case of misuse by tenant, the owner shall take steps for remedial measures immediately or within a month in case of notice from the Executive Committee.
 - f) On their absence whoever occupant having continues leakage in their water taps will be panelize an amount of Rs. 500/- and the same will be deposited in the General fund.
 - g) If any death occurs in the "B" Block of NDR estates the dead body has to be kept in cellar and as soon as Cremation is over the area may be thoroughly cleaned with the water. Remaining the rest of the functions is to be performed in their respective flats.
 - h) For Functions(Eg. Marriage, Cradle ceremony, Birthday) information has to be given to the association before commencement by the concerned.
 - i) Parents are advised not to allow their children to play on the terrace and other sensitive areas as these areas are prone for falling down,
 - j) Parents have to carry out repair of the broken window glass/door glass in the building, if it is found that same has been done by their wards during playing.
 7. An Owner shall not make any structural modification or alteration within his/her Flat or Parking area or premises and installations located thereon without previously notifying the Association in writing through the General Secretary and without obtaining written permission from the Association / Concerned authorities, otherwise he/she shall be responsible for the same and shall be liable for the consequences thereon.
 8. Use of common areas and Facilities:
 - a) An owner/Tenant shall not place or cause to be placed in the lobby air ducts, staircases, terrace or other areas of the building and facilities of a similar nature both common and restricted any furniture packages or objects and articles of any kind causing obstruction to others.
 - b) The owners of the flat without parking space shall park their vehicles in the common parking space in an orderly manner facilitating smooth passage to the staircase/Flats.



NDR ESTATES 'B' BLOCK FLAT OWNERS ASSOCIATION

BYE - LAWS

- c) No vehicle shall be parked in front of the entrance gate, front of staircase leading to upstairs of the building or in the cemented pavement/passageway opposite the parking space and no vehicle shall be kept/parked over the sump storing drinking water.
- d) An owner/tenant shall not tie rope/wire for drying clothes in lobby, air ducts, staircases, terrace or other areas of the building and facilities of a similar nature both common and restricted. The tying of rope is permitted only in the designated areas on the terrace.
- e) Lift timings are to be maintained strictly to save on power consumption and avoid unnecessary use of lift. Similarly timing for water pumping and bore well as well as Manjira water will be announced from time to time as per the convenience of the Owner/Tenants.
- f) An Owner/Tenant vacating or joining in the NDR Estate "B" Block and using the lift for shifting of materials (Household Articles) will have to pay Rs. 500/- towards unplanned usage of the lift. This amount can vary based on the committee discretion and electricity rates prevailing at that time. The same amount has to be paid in advance before movements of household articles to Secretary / Treasurer.

9. Right of Entry:

- a) An owner/tenant shall grant the right of entry to any person authorized by the Committee in case of any emergency origination in or threatening his/her flat, whether the occupant is present at the time or not.
- b) An Owner/tenant shall permit other owners or their representatives, when so required, to enter his/her flat for the purpose of performing installation, alteration of repairs to the Building / Flat (Civil/Mechanical or Electrical services) provided that requests for entry are made in advance and that such entry is at a time convenient to the occupant. In case of emergency such right of entry shall be immediate.

10. Repair of Leakage:

- a) In case of complaint from the resident of flat in the lower floor regarding leakage of any water from the upper flat into the lower flat, the owner/resident of the upper flat shall get it repaired within two days of complaint, failing which the repair will be got done by the Committee and the owner of the flat in the upper floor shall reimburse such expenditure.

11. Rules of Conduct:

- a) No resident of the complex shall post any advertisement, or poster of any kind in or on any part of the building except as authorized by the Committee.
- b) All the residents shall exercise extreme care about making noises or the use of musical instruments, radios, television, stereo, video, amplifier etc., that may disturb others. The residents shall, if required by the committee, shall not use stereo and amplifiers after 10 P.M.
- c) Residents keeping domestic animals shall abide by the Municipal sanitary BY-Laws and regulations, such animals shall not be allowed to roam the common areas.
- d) Use of stone grinders or Pounding is totally prohibited on the upper floors and terrace.
- e) It is prohibited to throw any rubbish or waste articles or water from the balcony windows, in the air ducts, staircase and in open area / passages. Also it is prohibited to place / keep any flower pots or weights on the balcony walls.
- f) It is the responsibility of the flat occupants to collect the garbage and waste articles of their households and dispose them of in the Corporation Bin provided outside the flats. The W/C's shall not be flushed with unwanted and undesirable articles resulting in the clogging of drainage pipes.
- g) The residents shall not allow their guests, servants, and drivers etc., to sleep in the common areas. The toilet meant for the sweeper and the watchman may be used by the servants of the residents.



NDR ESTATES 'B' BLOCK FLAT OWNERS ASSOCIATION

BYE - LAWS

- h) It is prohibited to dust rugs etc., from the windows or to clean rugs, carpets, etc., by beating on the exterior part of the complex.
 - i) The residents shall advise their guests to park their vehicles outside the premises of the complex or in the common parking area without causing inconvenience to the residents.
 - j) No owner or resident shall install wiring for electrical or telephone installation, T.V., Antenna, machines, air-conditioning units, etc., on the exterior of the complex or that protrude through the walls of the roof of the complex except as authorized by the committee.
 - k) Vehicles belonging to the flat owners / tenants can be cleaned with the water drawn, carried by buckets.
 - l) The residents and members of Association shall not allow outsiders to carry water from the premises.
 - m) Corporation water shall be used exclusively for cooking and drinking purposes.
12. Every Owner shall see that his / her tenant shall (i) abide by the Bye-Laws of the Association, copy available with the general secretary and shall go through the same and (ii) sign and submit the declaration in Form – II to the General Secretary to that effect before taking possessing of the flat on lease/rent. Non-compliance with the provisions of the Bye-Laws will result in the curtailment of any essential supply / service and invites suitable action against the concerned.
13. Any resident desirous of making any complaint may record the same in the Complaints book available with one of the Executive Committee members or give the same in writing to the General Secretary. Such complaints shall be placed before the Executive Committee for consideration and redressal.

RULES AND REGULATIONS

- ☞ All the residents must co-operate with association strictly.
- ☞ Maintenance should be paid by 5th of Every Month.
- ☞ Full maintenance should be paid even if the flat is vacant.
- ☞ All the tenants should give their correct address to the association in writing and must obey the rules of the association as the owners do.
- ☞ The tenants must be informing to association before occupying and vacating the flat.
- ☞ The repairs if any such as taps, electricity inside the flats should be borne by the flat owners themselves. The association is not responsible.
- ☞ The Association will bear the expenditure for common needs i.e outside flat, water bills, lift and common lighting and salary of day and night watchman.
- ☞ The watchman should not be entrusted for any personal work at any cost.



NDR ESTATES 'B' BLOCK FLAT OWNERS ASSOCIATION

BYE - LAWS

- ☞ All flat owners please inform watchman when going out of station.
- ☞ Visitor's book must be maintained for our security. Please co-operate with day/night watchman.
- ☞ Kindly stop repair works inside your flat like carpentry / plumbing or electrical work after 8.00 PM to 7.00 AM
- ☞ Park your vehicles at your allocated area. Do not park at others parking area.
- ☞ Do not park your vehicles in drive way.
- ☞ Any suggestion and complaint please inform and discuss with office bearer in friendly manner.

- ☞ Avoid throwing left over foods, shampoo sachets, blades, hairs, plastic covers any unwanted materials through balconies, windows or toilets. They may choke the drainage systems.
- ☞ Use dustbins to throw wastage and keep the apartment premises "Neat and Clean".
- ☞ Remember that corridors, cellar and terrace are common property. Do not misuse common property.
- ☞ All leakages within the flat are to be attended immediately by the occupants.
- ☞ Avoid using lift for shifting heavy loads.
- ☞ No permission is granted to have pets.
- ☞ Avoid drying clothes on parapet wall of the balcony.
- ☞ The volume of the T.V should be in control while watching and listening the music and don't disturb other residents.
- ☞ Save Power and Water and reduce the heavy payments.
- ☞ The treasurer must maintain the accounts properly and must announce correct and proper balance sheet in every month to all the residents.