

PRESTIGE
ELYSIAN
PARADISE FEELS LIKE HOME



RULES OF RESIDENCY

Policies & Guidelines

**PRESTIGE ELYSIAN APARTMENT OWNERS'
ASSOCIATION**

September 2024

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Document Version History

Version No	Date of Chang	Brief description of changes
V1	02/10/2024	Version 1
V2	28/11/2024	Updated the sports section on new multipurpose room usage and amended the party hall usage
V3	11/12/2024	<ul style="list-style-type: none"> • Corrected a few typos and removed "Draft" from the heading. • Updated the fine amount for wrong-way driving from ₹5000 to ₹500
V4	11/02/2025	<ul style="list-style-type: none"> • added fine for feeding peigeon as common area cleanliness violation
V5	16/02/2025	<ul style="list-style-type: none"> • The rules regarding Party Hall charges for community events have been updated and clarified to eliminate ambiguity and ensure easier monitoring.
V6	26/06/2025	<ul style="list-style-type: none"> • updated the guest parking charges.

Purpose of this document

This “Rules of Residency” (ROR) document of Prestige Elysian (PELY) Apartments is supplemental to the bye-laws of PELYAOA and other rules/circulars/restrictions/notices published from time to time by PELYAOA and shall also form an integral part of the bye-laws of PELYAOA. These rules of residency shall be both complementary and supplementary to and in addition to “Obligations of Purchasers' ' given in Schedule I of the Sale Deed. In the context of these rules of residency, the term “individual” or “individuals” mentioned herein shall mean and include members of PELYAOA, owners at PELY, tenants and residents at PELY, their representatives, relatives, employees, and visitors.

Guiding Principle

1. The Rules of Residency (ROR) document has been constituted pursuant to section 16(i) of The Karnataka Apartment Ownership Act, 1972 and is deemed to be an Addendum to the Bye Laws and is incorporated into the same by reference as per chapter IV Administration 1. Authority of the Bye Laws. All National, State , Corporation laws are applicable and they will supercede the RoR. Any legal amendments will automatically amend respective applicable ROR Section/s.
2. ROR is a living document and some of its provisions may be subject to change from time to time following a change in management process defined by PELYAOA Executive Committee members.
3. Welfare of residents is at the heart of the ROR. It endeavors to promote a harmonious way of life within the Prestige Elysian.
4. The ROR encourages and enables residents to resolve their community related issues or incidents of disciplinary committee references mutually, without having to go out of the community to be heard or to get recourse and encourages good living.
5. The ROR does not promote revenue maximization. However, it provides a guiding framework and administrative rules and regulations on the usage of community assets and ensures equitable use.
6. It also provides details of penalties payable on violation of its provisions for civil and harmonious community living. These penalties are applied only as remedial measures so that undue misuse or advantage are not taken by erring residents; and not for revenue.
7. The ROR is an inclusive document to the extent that it has been created using constructive suggestions from residents as per provisions of bye-laws. The following illustration explains the process of release and publish of the policies to all residents.

Residents are informed that policies and guidelines in this document are first versions only. The first version will become effective on the day that they are published. In the meantime, feedback will be sought from all stakeholders for a period time, which will then be incorporated into this

document after due reviews, (including legal, where applicable) within the boundaries of the law of the land. The first versions will be effective and in force until subsequent, revised versions are released. However, residents must also note that any penalties rolled out earlier through Adda or Mygate shall be applicable from the respective effective date mentioned.

#	Version	Sequence of Events
1	Elysian Residency Rules Draft	To be Released to Owners of PELY
2		

Process of Policy & Guidelines publish

Contact Information

PELYAOA OFFICIAL COMMUNICATION & COMPLAINTS & QUERIES- LOGGING CHANNELS

1. MyGate: Property Management Helpdesk ticketing and communication of notices
2. PPMS Elysian Admin elysian.admin@prestigeconstructions.co.in
3. PELYAOA Executive Committee pel.elysian.association@gmail.com

In case of escalations

1. Level 1:

Property Management (PPMS) Helpdesk. Tickets to be raised via MyGate app

2. Level 2:

Property Management (PPMS) Point of Contact Mark Corneille
mark.corneille@prestigeconstructions.co.in

3. Level 3:

Executive Committee, via EC Email ID
pel.elysian.association@gmail.com
prestige-elysian-association@googlegroups.com

In case of a change in Email IDs and/or Phone numbers, the same will be communicated by EC through MyGate notifications.

Amendment and Review

This policy may be subject to periodic review and amendments as deemed necessary by the apartment society management. Residents will be notified of any updates or changes to the policy via official communication channels.

Rights & Obligation

Rights and Obligations document shall not replace or amend the code of conduct/obligations mentioned in the Bye-Laws as per BNG(U)SHR 2231 /22-23 BK

RIGHTS OF RESIDENTS can be

- **Individual Rights:** Applicable to each individual staying in PELY. For e.g. Right to Privacy
- **Collective Rights:** Applicable not to each individual staying in PELY but to the collective. For e.g. Right to decide a CAM (Common area maintenance) Rate, which is a collective right of all PELYAOA members

Rights	For	Type of Right	Exceptions
Right to Peaceful living and co-Existence	Residents	Individual	
Right to access to campus (ID Cards to be produced on request or for secondary authentication)	Residents	Individual	CAM DEFAULTERS
Right to usage of common facilities in PELY (For e.g. Vendor stores)	Residents	Individual	CAM DEFAULTERS
Right to usage of clubhouse	Residents	Individual	CAM DEFAULTERS
Right to Garbage Collection, DG Power, Apartment Maintenance, and other services rendered by the Property management office through CAM funds.	Residents	Individual	CAM DEFAULTERS
Right to Helpdesk	Residents	Individual	CAM DEFAULTERS (Except in case of Emergency)
Right to choose tenant	Owners	Individual	CAM DEFAULTERS
Right to privacy	Residents	Individual	
Right to obtain copy of ROR or Policy documents (Soft Copy)	Residents	Individual	

Right to obtain copy of Bye Laws/DOD (Soft copies)	Owners	Individuals	
Right to a common forum where all residents can air and view their concerns (Currently MyGate)	Residents	Individual	
Right to attend and vote at General Body Meetings	Owners	Individuals	CAM DEFAULTERS with arrears > 90 days and owners who have not paid membership fee as prescribed in DOD.
Right to receive Audited Financial statements of community – Balance Sheet, Profit & Loss, Incomes and	Owners	Individuals	CAM DEFAULTERS
Expenditures within 21 days of request.	Owners	Individuals	
Right to information on legal matters where the association is involved (including where cases are sub-judice)	Owners	Individuals	CAM DEFAULTERS
Right to get minutes of EC meetings, GB meetings within 14 working days	Owners	Individuals	CAM DEFAULTERS
Right to inspect documents, books, records (housekeeping docs, SLA's, other reports, policies)	Owners	Individual	CAM DEFAULTERS
Right to equitable treatment	Residents	Individual	
Right against discrimination of privileges of residents	Residents	Individual	CAM DEFAULTERS
Right against discrimination of privileges of members	Owners	Individual	

Access to Apartment management portal. (Currently MyGate App)	Residents	Individual	CAM DEFAULTERS
Right to respect and give respect	Residents	Individual	

OBLIGATIONS OF RESIDENTS

Residents of PELY have obligations towards other fellow residents, EC, PELYAOA as a welfare association, Property Management Office staff, 3rd party contractual vendor staff and PELY property. These obligations could be in capacity as owners, tenants, PELYAOA staff and 3rd party contractual vendor staff. However, there are some exceptional cases where these don't apply. The table below captures the obligations in various capacities, towards various groups.

GLOSSARY

- Residents: Owners (members, including EC members) and Tenants collectively
- ALL: Owners (EC), Tenants, PELYAOA as an association, Property Management Office staff and 3rd party contractual vendor staff collectively
- PELY Property: PELY common areas, undivided and, towers, common areas inside towers, basements, CA sites, common facilities across the campus (such as club house as well as other commercial facilities) etc.

Obligation as defined	Obligation in which capacity	Obligated To	Exceptions
Peaceful living and coexistence, adhering to bye-laws, DOD and policies published by PELYAOA	ALL	ALL	
Obligation to produce ID cards on request or wait for secondary authentication (MyGate ID , Security verification, and Clubhouse Cards) once introduced.	ALL	Security	
Obligation to safe and proper use of PELY facilities and equipment	ALL	PELY Property management	
Obligation to pay CAM before due date (Directly or through tenant)	Owners	PELYAOA	

Obligation to do waste segregation as per defined policy and BBMP regulations	Residents	PELYAOA	
Obligation to furnish copy of executed agreement within PELY of tenants to PELYAOA for record of residents	Owners	PELYAOA	

Obligation to care, upkeep and surveillance of the complex, including the common areas and facilities,	ALL	PELY Property Management	
Obligation to assess and collect of all charges for maintenance and supply of goods and services for the general upkeep of the complex	EC	PELYAOA	
Obligation to enter contracts with vendors through defined technical and commercial evaluation following defined procedures	EC and PELYAOA	PELYAOA	As defined in the Vendor Empanelment Policy
Obligation to follow proper procedure for carrying out the audit and maintaining of accounts of the Association.	EC	PELYAOA	
Obligation to hear and deal with complaints received from residents in respect of PELY Staff	EC and PELYAOA Staff	ALL	
Obligations to respond to notifications from regulatory authorities as appropriate	EC	PELYAOA	Individual cases against residents/owners
Obligation to ensure compliance with regulatory guidelines in force (Government, semi- Government and other statutory authority and Regulators)	EC and PELYAOA	ALL	Individual cases against residents/owners

Obligation to finalise and present the Annual Budget at the AGM in a time bound manner as prescribed under Bye-Laws	EC	PELYAOA	
Obligation to present the duly audited annual accounts at the AGM in a time bound manner as prescribed under Bye-Laws	EC	PELYAOA	
Obligation to prepare and circulate the notices, agenda and minutes of the AGMs and EGMs within 7 days of event (Check 7 or 14)	EC	PELYAOA	
Obligation to hold GBM as per DOD/Bye-laws	EC	PELYAOA	
Obligation to follow the ROR and various policies in it	ALL	PELYAOA	
Obligation of residents not to utilize the service of Association's security and other personnel for unauthorized or personal work	ALL	PELYAOA	
Obligation of residents, family members, guests, children or full- time staff to use only designated common areas/facilities	Residents	PELYAOA	
Obligation to ensure that children's play areas are used only by children below 12 /3 (kids/toddler area) years	Residents	PELYAOA, Residents	
Obligation to maintain kids play area, seating area, lawns and common areas litter free and clean	Residents	PELYAOA, Residents	
Obligation to park own vehicles in allotted Parking area and guide visitors to use designated parking areas for visitors	Residents	PELYAOA	

Obligation to keep tickets on MyGate open till signed-off as closed or resolved by Resident	Property Management Office /Helpdesk	Residents	
Obligation to maintain common facilities and incase of any damage owing to resident mishandling would be subject to applicable penalty.	PELYAOA	Residents	
Obligation to maintain conducive behavior and livability environment within community	Residents	Residents	

Common Area Usage

The **Common area usage policy** is intended to provide clarity and guidance regarding the usage of the common areas of PELY.

1. No owners or residents shall hang garments, rugs etc from windows, balcony grills or from any of the facades of the development (Ref Bye-Law Chapter VII 1. Obligations y)
2. No owners or residents shall install wirings for electrical (Including EV charging units), telephone, TV antennae or machines on the exterior of the development. (Ref Bye-Law Chapter VII 1. Obligations z)
3. No owners or residents shall use the common areas, including limited areas for any purpose which may hurt the sentiments or feelings of any of the residents. (Ref By-Law Chapter VII 1. Obligations ac)
4. Every owner/resident shall ensure that the common area is kept clean and tidy in all respects. (Ref Bye-Law Chapter VII 1. Obligations l); residents should ensure the dry wastes like chocolate wrappers, waste papers, paper cups etc are disposed of only in the waste bins kept in the common area.
5. Every resident/owner shall exercise due care about making noise or any kind of usage of musical instruments, radios, TV, amplifiers etc that may disturb others (Ref Bye-Law Chapter VII 1. Obligations o)
6. Bio-waste (Red color bins) bins are kept for the purpose of pet poop wastes or any other biowastes. Residents to avoid disposing of dry/food wastes in the by-waste bins.
7. Residents must take care that kids avoid urination or poop or vomit in common areas of PELY. In case of accidental urinating or pooping or vomiting in the common areas, it is the parent's / residents' responsibility to clean up.
8. Residents are prohibited from walking, running, playing and cycling on lawns or plantations across PELY (*Except in designated Children's play area lawns*). Walking on the lawns is strictly prohibited unless there are unavoidable circumstances such as bringing back the ball that fell into the lawn area etc.
9. It is the responsibility of parents to convey and guide children not to use lawns for cycling, playing, walking etc.
10. Cycling and Skating are prohibited inside towers common areas such as corridors, parking areas, the immediate periphery surrounding the swimming pool area and inside the clubhouse. Parents should inform the kids not to drive cycles or use skating boards in and around the clubhouse.
11. Residents are prohibited from encroaching the common areas outside of their respective apartments by installing permanent or temporary structures, keeping footwear, shoe racks,

plants/flower pots, installation of any kind of woodwork, storing bicycles, cartons/boxes, etc. in adherence to bye-laws, National Building Code mandates & fire safety regulations. Garbage bins/bags can be kept according to timings mentioned in the Waste & Garbage collection guidelines/policy.

12. Failure to carry out obligations as mentioned in this section will attract a penalty for each instance of violation (**Refer to penalty section Sl. No.2**) In case of common area encroachment is not cleared, a penalty will be levied (**Refer to penalty section Sl. No.2**). Expenses towards clearance of such encroachment will be billed on actuals to the apartment along with reporting to regulatory authorities.

13. Do not drink intoxicants in the common area or cause disturbance to other residents with unruly behavior. Smoking is strictly prohibited inside PELY in the common areas of PELY.

14. Throwing food particles / waste in the common area is prohibited.

15. Damage to the Common Area property will be penalized. Cost of repair + penalty section Sl. No.2

16. Residents cannot organize any function at personal level resulting in encroachment of common area

Common Area Rules and Responsibility:

Below are the key terms which are agreed by all owners in the deed of declaration and the sale deed executed by them with Prestige Estates. These will form part of the Rules of Residency. These are applicable for all successors and tenants of the purchasers. Non compliance of below rules will attract penalty.

Obligations for Residents and Owners:

1. Not to use the space in the open land for parking any vehicles or to use the same in any manner which might cause hindrances to or obstruct the movement of vehicles parked in the parking spaces or for users of adjoining properties.

2. Not to default in payment of any taxes or government levies to be shared by all the owners of the property

3. Not to make any arrangements for maintenance of the building and for ensuring common amenities herein for the benefit of all concerned other than that agreed to by two third majority of all apartment

4. No resident is exempted from payment of common area maintenance expenses by waiver of the use or enjoyment of all or any common areas and facilities or by non-occupation of the apartment.

5. The use of the common amenities, swimming pool and other facilities by the resident during

tenure of membership shall be without causing any disturbance or annoyance to the other users and without committing any act of waste or nuisance which will affect the peace of the place and shall not default/refuse/avoid paying the subscription and other charges for the use of the facilities therein.

6. The Resident shall not throw garbage/used articles/rubbish in the common areas, parks and open spaces, roads and open spaces left open in the Property. The Resident shall strictly follow rules and regulations for garbage disposal as may be prescribed by the Builder or Agency maintaining the common areas and facilities in the Project or by the Owners Association.
7. The Resident shall keep not more than two pets confined within the Apartment and shall ensure that the pets do not create any nuisance/disturbance to the other owners/occupants in the building and while taking the pets out, the resident shall ensure that they are with some attendant and shall not cause any harm to other occupants of apartments and damage common areas.
8. The Resident shall use all sewers, drains and water lines erected and installed in the Property and in the Apartment Building in common with the other Apartment Owners and to permit free passage of water, sanitary, electricity and electrical lines, through and along the same or any of them and to share with the other Apartment Owners the cost of maintaining and repairing all common amenities such as common accesses, staircases, lifts, generator, etc., and to use the same as aforesaid and/or in accordance with the Rules, Regulations, Bye-Laws and terms of the Association to be formed by or among the Apartment Owners in the Building.
9. The Resident shall permit the Builder and/or Maintenance Company and/or Owners' Association and/or their agents with or without workmen at all reasonable times to enter into and upon the Apartment/Parking Space or any part thereof for the purpose of repairing, maintaining, re-building, cleaning and keeping in order and condition all services, drains, structures or other conveniences belonging to or servicing or used for the said apartment and also for the purpose of laying, maintaining, repairing and testing drainage, water pipes and electric wires and for similar purposes and also for the purpose of cutting off the supply of water and electricity etc., to the Apartment/Parking space or other common areas of the building or to the occupiers of such Apartment/Parking space as the case may be who have defaulted in paying the share of the water, electricity and other charges.
10. All common areas and facilities shall be used commonly and none of the owners shall bring any action for partition or division of any part thereof.
11. The Resident in the event of leasing the Apartment shall keep informed the Maintenance Company/Owners Association about the tenancy of the Apartment and give all the details of the tenants. Upon leasing, only the tenant/lessee shall be entitled to make use of the common facilities and the owner shall not be entitled to make use of the common facilities. Notwithstanding the leasing, the primary responsibility to adhere to all the rights and obligations of the owner contained herein shall be that of the owner and it shall be the responsibility of the owner to ensure that the tenant/lessee follows all the rules and regulations that may be prescribed for the occupants of 'the Project',

12. All expenses incurred for maintenance of all the landscaping, gardens, and open spaces, white-washing and painting the exteriors and the common areas, the repair and maintenance of lifts, pumps, generators and other machinery, water, sanitary and electrical lines, electricity and water charges of the common areas,, including the cost of AMC's for these equipment, replacement of fittings and provision of consumables of all common areas and places; shall be proportionately shared by all residents.

13. all taxes payable, service charges and all other incidental expenses in general shall also be proportionately shared by all residents.

14. salaries, wages paid/payable to property manager, security, lift operators, plumbers, electricians, gardeners and other technicians etc.; shall be proportionately shared by all residents

15. all other expenses incurred for proper upkeep and maintenance of common areas and facilities within the development including expenses/costs incurred for replacement of worn out equipment, machinery such as generators, elevators, pumps, motors etc. shall also be proportionately shared by all residents

16. The small balcony, often referred to as the "AC ledge," is specifically designed for housing AC units. It is not an individual's private area to store garbage, flower pots, or other household items. Its sole purpose is to provide a convenient and designated space for placing and maintaining AC units.

Rights

Residents shall be entitled to use in common with other residents in the facilities like

1. driveways, roads, passages, entry and exits;
2. entrance lobby, staircase and corridors in apartment towers;
3. elevators, pumps, generators;
4. open spaces, common gardens, parks;
5. common facilities including the swimming pool;
6. any/all other common facilities and amenities in the Project as per the guidelines of usage ;

Other Obligations of Residents and Owners

The below are obligations agreed by owners while purchasing the property and in deed of declaration. These have to be followed and non-compliance will attract penalty

1. Not to raise any construction within the apartment.
2. Not to use or permit the use of the Apartment in such a manner which would diminish the value of the utility in the property.
3. Not to decorate the exterior part of the Apartment otherwise than in the manner agreed to by at least two third majority of the owners of Apartments
4. The Owner shall use the apartment only for residential purposes and the car-parking space for parking a light motor vehicle/s and no other purposes.
5. The Owner shall not use the Apartment as serviced apartment or transit accommodation or let it out on temporary
6. The Resident shall not alter the elevations of the apartment building.
7. The Resident shall from the date of possession, maintain the apartment at his cost in a good and habitable condition and shall not do or suffer to be done anything in or to the said apartment and/or common passages, or the compound which may be against the rules and bye-laws of the Bangalore Development Authority or any other Authority. The Owner shall keep the apartment, walls, floor, roof, drains, pipes and appurtenances thereto belonging in good condition so as to support, shelter and protect the parts of the entire development and shall not do any work which jeopardizes the soundness or safety of the building or the property or reduce the value thereof or impair any assessment and shall not add any structure or excavate any basement or cellar. The Resident shall promptly report to the Builder/Maintenance Company/Association of Apartment Owners, as the case may be, of any leakage/seepage of water/sewerage and the like through the roof/floor/wall of the said apartment and especially with regard to the external and common walls shared by the owners.
8. The name of the owner and/or apartment number shall be put in standardized letters and coloring only at the spaces designated by the Builder in the entrance lobby and at the entrance door of the particular apartment but at no other place in the building and the number allotted to any apartment shall not be altered.
9. No sign board, hoarding or any other logo or sign shall be put up by the Resident on the exterior of the building or on the other wall/s of the apartment.
10. The Resident shall not alter the color scheme of the exterior of the building or of the exterior lobby wall of the said apartment though the Resident shall be entitled to select and carry out any decoration/painting of the interior of the said apartment.
11. the Resident shall not do anything that may adversely affect the aesthetic appearance/beauty of the building, nor do anything within the compound of the Project which may cause any nuisance or obstruction or hindrance to the other owners.

Other Obligations

The Resident shall not at any time cause any annoyance, inconvenience or disturbance or injury to the occupiers of other apartments in the Society by:

1. closing the lobbies, stairways, passages and parking spaces and other common areas;
2. making any alterations in the elevation or both faces of external doors and windows of the apartment/parking space to be acquired by Owner which in the opinion of the Builder or the Owners Association differ from the scheme of the building
3. making any structural alterations inside the apartment or making any fresh openings;
4. defaulting in payment of any taxes or levies to be shared commonly by all the owners or common expenses for maintenance of the development;
5. creating nuisance or annoyance or damages to other occupants and owners by allowing pounding, running machinery and causing similar disturbances and noises;
6. installing machinery, store/keep explosives, inflammable/prohibited articles which are hazardous, dangerous or combustible in nature;
7. using the common corridors, stair cases, lift lobbies and other common areas either for storage or for use by servants at any time;
8. bringing inside or park in the Property any lorry or any heavy vehicles
9. using the apartment or portion thereof for purpose other than for residential purposes and not to use for any illegal or immoral purposes;
10. draping clothes in the balconies and other places of building;
11. entering or trespassing into the parking areas, garden areas and terrace not earmarked for general common use;
12. throwing any rubbish or garbage other than in the dustbin/s provided in the property;
13. undertaking any interior decoration work or additions, alterations inside the apartment involving structural changes without prior consent in writing of the Builder/Maintenance Company/Owners' Association;
14. creating any nuisance or disturbance or misbehave in the matter of enjoying the common facilities provided to all the owners in the Project'.
15. refusing to pay the common maintenance expenses or user charges or such sums as are demanded for use and enjoyment of common facilities in the Project'.
16. trespass into other residential apartments in the Project' or misuse the facilities provided for common use;

17. misuse or damage the facilities provided for common use in the Project;
18. use the Apartment for commercial purposes or as serviced apartment or for conducting any training or classes;
19. let out the Apartment or permit usage for temporary purposes on daily/weekly/ fortnightly basis without the prior written permission of the Maintenance Company or the Owners' Association;
20. do any act or suffer any omission which is likely to endanger the safety of the building or its walls, floors or roofs, etc., and/or give room for any fire hazards;
21. do any act or thing that may adversely affect the aesthetic appearance/beauty of the buildings;
22. alter or subscribe to the alteration of the name of the project which is/shall be throughout known and called as "PRESTIGE ELYSIAN" (including the names of the buildings/Towers built therein)

Commercial Activities

The **Commercial activities policy** is intended to provide clarity regarding prohibition of usage of apartments at PELY for commercial purposes, except in case of certain exceptions.

Commercial usage of apartments

1. No owner /Resident shall use any part of the apartment for any commercial purpose whatsoever
2. Every owner/resident shall ensure that the apartment is not used for any purpose other than residential, except with the express, written permission of the “Board” and that other spaces allotted to him/her/the, are utilized for the specified purpose for which allotments are made. The apartments shall not be used as “Service Apartments” (Ref Bye-Law Chapter VII 1. Obligations j)
3. It is not legal for any commercial activity to be carried out inside a residential apartment including but not limited to Service apartment, rental of apartments without proper rental agreements between owner and tenant, commercial kitchen, food and goods manufacturing & selling from residential apartments within Prestige Elysian.
4. Exceptions are allowed as per law and court judgements, however PELYAOA, NOC would be required for such professional services. (Example Reference: As per Supreme court had categorically stated in the case of Pant Nagar Anandlok CHS Ltd., at Ghatkopar, Mumbai, Appeal No. 550 of 1985 was decided by the MSC Appellate Court) it was decided that carrying out activities like conducting tuition & yoga classes in a residential apartment does not constitute breach of the bye-laws of a Co-op Housing Society. Supreme court had also categorically stated that professionals like Doctors, Lawyers, Chartered Accountants are permitted to carry out their profession from a residential apartment and that their activity is not to be construed as Business when operated from a residential apartment)
5. BBMP/Government of Karnataka zoning rules and type of BESCOM connections needs to be adhered to as prescribed by the government from time to time. In case of any violations or/and receiving complaints against any apartments, PELYAOA will inform authorities to take action against the apartment owner.
6. Commercial activities such as installing stalls or selling goods/foods in the common area are prohibited by residents. However, PELYAOA can engage verified empanelled vendors to set up stalls and flea markets as part of revenue generation for PELYAOA as defined in the Non-CAM Income Vendor management policy. Residents can participate in such events in discussion with the EC at an agreed commercial.
7. Penalties will be levied by PELYAOA for conducting any commercial activity without a specific NOC from the Board.

Vehicle , Parking & Traffic Management

The **Vehicles & Parking & Traffic Movement Policy** is intended to guide residents, visitors, and guests on the traffic movement of vehicles and parking within PELY. All the residents should inform their visitors and guests to follow the same.

General Signboards in Society

	The Speed Limit is 15 Km/h both on podium level roads and in basements.
	Visitor Parking areas. Residents should not park here. All Podium parking is for Visitor Parking. Resident Parking is only in basement
	Drive only Clockwise on the concrete road. Look at the signs for Entry and exit. Do not overtake.
	This place is only for emergency parking/Ambulances residents taking patients in their vehicles.
	This place is only for differently-abled guests or visitors.

1. Vehicle Stickers

- 1.1. PEL Car stickers/RFID will be issued based on the actual number of slots allocated to the owner.
- 1.2. Those who have availed link parking will get a maximum of two car parking stickers. 2W Parking will be 1 per parking. If No 4W is present, resident can opt for 1 additional 2W Sticker
- 1.3. Owners and tenants need to submit their copy of the parking allotment letter, registration copy of their vehicle along with their identity proof to the Property Management Office to issue the stickers for their two and four-wheelers.
- 1.4. Residents' vehicles (Two/Four-wheelers) need to be brought near the Upper Basement Vehicle entry near the CCTV area . Stickers/RFID will be pasted on the vehicle by the Security Staff staff and not handed over to residents.
- 1.5. All resident vehicles must have a parking sticker/pass. Any resident vehicle without a parking sticker/pass will be considered a guest vehicle and appropriate rules will be applied.
- 1.6. Visitors, guests, and the delivery vehicle will be allowed inside only after approval by respective residents through the MyGate app.
- 1.7. In case of loss of parking sticker/pass, inform the property management office immediately. A new parking/sticker/pass will be issued based on the verification of RC and payment of replacement fee of **Refer Penalty Section Sl.No. 3**.
- 1.8. If additional stickers are needed (replacement / new vehicle), it will be issued at an additional cost of Rs.100 for 2W and 200 for 4W basis the parking allotment.
- 1.9. Any resident while moving out or selling his vehicle, has to surrender the Sticker to Security. In Moving out form, Security has to sign off on this before EC can give clearance
- 1.10. If a resident has allotted parking space and would like to park a vehicle temporarily in his/her parking space, he/she should apply for a temporary pass which should be kept in the vehicle dashboard while parking. They can get the pass by sharing the details with association and main gate security
- 1.11. All resident vehicles parked in the basement must have Authorized PEL 4W/2W Stickers / Temporary Pass . If any vehicle is found in basement without stickers, penalty will be charged - **Refer Penalty Section Sl.No.9** per day for four-wheelers and two- wheelers charges per day

2. Traffic Movement

- 2.1. Residents having parking under Tower 1, Tower 2 or Central Plaza need to enter the basement through the ramp on the south side of Central plaza. Residents having parking under Tower 3, Tower 4 to enter the basement through the ramp on the West side of the campus. Residents are requested to follow the signs for going to next levels.
- 2.2. School vans and buses are not allowed inside the campus. Minivan for toddlers

- and specially abled are allowed with maximum seating capacity of 10.
- 2.3. Speed Limit shall be not more than 15 kmph within PELY premise.
- 2.4. Any person violating speed limit rule inside PELY will be levied a penalty of **Refer Penalty Section Sl.No. 4** per instance.
- 2.5. Vehicles violating the one-way rule/found driving in the wrong direction will have a penalty of **Refer Penalty Section Sl.No.5** per instance for two-wheelers and Refer **Penalty Section Sl.No.5** per instance for four- wheelers.
- 2.6. Residents are urged to always keep left while driving inside PELY.
- 2.7. Overtaking is strictly prohibited.
- 2.8. Usage of high beams is prohibited.
- 2.9. PELY is a honk-free zone. Keep honking to a minimum and only in emergency situations.
- 2.10. Pedestrians/walkers will always have the right of way. If a person is seen walking across/in front of the car, motorists must stop and let them pass.
- 2.11. No cycling or skateboards are allowed in the club house and swimming pool area. This area is strictly for pedestrian movement and for users of the club house and swimming pool.
- 2.12. Driving lessons for motorists inside the campus is strictly prohibited. Violation will attract a penalty of **Refer Penalty Section Sl.No.7** for the first instance. Repeated violations will be reported to relevant government authorities for causing endangerment to others.
- 2.13. For the safety of the residents, all vehicles may be subjected to checks by the security staff, both at the time of entry or exit, if felt necessary.

3. **Parking**

- 3.1. All vehicles parked in PELY are at the owner's risk.
- 3.2. No vehicle will be allowed to the basement parking area without a valid sticker / vehicle pass.
- 3.3. Residents must park their personal vehicle (Four-wheelers, two-wheelers, and bicycles) only at their allotted/designated parking space in basement. A penalty of **Refer Penalty Section Sl.No.9** per day for four- wheelers and **Refer Penalty Section Sl.No.9** per day for two- wheelers will be imposed for wrong/unauthorized parking. In case of a medical emergency or due to civil works/circumstances, if a resident is not able to park in their allocated parking place, the owner shall inform tower security and the property management office of the same immediately. The property management office will then allot a temporary spot for parking to the resident.
- 3.4. Residents must not park their vehicles in unmarked areas in the basement parking lots. These areas are designed to enable evacuations/shelter during emergencies.
- 3.5. In continuation of 3.3, Residents must not park in the visitor parking lots on the podium and outside in PELY premises. Any Resident vehicle parked in visitor parking will be charged penalty - **Refer Penalty Section Sl.No.9** per day for four- wheelers and two- wheelers charges per day
- 3.6. Visitors' vehicles must be parked only in designated visitors' parking spots and must abide by rules drawn up from time to time by PELYAOA.
- 3.7. No general parking is allowed in places marked "**Emergency Vehicles Only**". Violation will attract a penalty of **Refer Penalty Section Sl.No. 9** per instance.

- 3.8. Parking of heavy-duty or light carriage vehicles is not allowed in any parking spots within PELY. Such vehicles can be parked temporarily outside towers for move-in/move-out purposes, after the resident has informed the security in advance.
- 3.9. Vehicle drivers must not block other parked vehicles or parking spaces belonging to other owners or driveways.
- 3.10. Guest parking is allowed for a maximum of One day without any charge. If a visitor/guest is planning to park their vehicle for more than 1 day, the resident must inform the property management office 3 days in advance and obtain a Overnight visitor pass which must be always displayed on the vehicle. Post 1 day, guest parking will be charged at **Refer Penalty Section Sl.No.8** per day for four-wheelers and two-wheelers per day
- 3.11. Free visitor parking as per 3.10 can be availed only once in a month. If a visitor vehicle is parked in visitor parking more than once in a month, it will be charged at **Refer Penalty Section Sl.No.8** per day for four-wheelers and two-wheelers.
- 3.12. Security staff are authorized to lock any vehicles which are in violation of guidelines 3.2 to 3.11. Vehicle will be unlocked by security only after payment of applicable penalty for each day of unauthorized parking, up to a maximum of 5 days.
- 3.13. EC will inform the local police station about any unauthorized vehicles that may be parked within PELY for more than 5 days

Car Parking Guidelines

The Resident shall at all times be bound by the terms and conditions of use of the Car Parks as listed under:

1. The Resident will not object to the car parks allotted
2. The Resident shall be entitled to exclusively use the parking space specifically allotted to the resident either in the basement or at the surface level only for the purpose of parking cars and light motor vehicles. The Resident shall not have any right to object for allotment of parking spaces to the other apartment owners, nor shall they have the right to encroach or use other car parking spaces allotted or otherwise.
3. The parking space earmarked to Resident is for exclusive use and enjoyment by resident and the resident shall not have the right to put up any construction in the parking space or enclose the same or use/convert it for any purpose other than as car parking space.
4. The Resident shall not allow the use of the car parking allotted for use and enjoyment of the same by any person who does not own or occupy an apartment in the Tower in which his apartment is situated
5. It is agreed that the Residents Car Parks shall be used only for parking cars and the Residents Car Parks shall not be used for storage, disposal of old tyres, or as any accommodation for helpers, drivers etc.

6. The Resident shall not be permitted to use the service areas and the basements which are part of the Common Areas in any manner whatsoever, other than those earmarked as parking spaces, and the same shall be reserved for use by the Association formed by the owners for rendering maintenance services.
7. The Resident shall not claim any title, right or interest whatsoever in respect of the remaining parking spaces in the Property

4. Penalties

S. No.	Cause	Penalty / Fee
1	Loss of Parking Sticker / RFID/ Issue of Additional Stickers	Refer Penalty Section Sl.No. 3
2	Speed Limit Violation	Refer Penalty Section Sl.No. 4
3	Wrong Direction Driving including ramps.	Refer Penalty Section Sl.No. 5
4	Driving in No-Vehicle Zone	Refer Penalty Section Sl.No.6
5	Driving Lesson Inside Society	Refer Penalty Section Sl.No. 7
6	Parking in Emergency Vehicle or Disable Only places	Refer Penalty Section Sl.No. 9
7	Guest Parking (Temporary Guest pass will be issued for more than 2 days)	Refer Penalty Section Sl.No. 8
8	Unauthorized Parking (Not following the guidelines)	Refer Penalty Section Sl.No. 9

5. Process for payment of penalties

5.1. For Unlocking of Locked Vehicles

- 5.1.1. For locked vehicles, approach the nearest tower guard.
- 5.1.2. S/He will check with the property management office and confirm the applicable penalty amount.
- 5.1.3. Make payment of the penalty through the MyGate app. No cash payments can be made.
- 5.1.4. Show payment completion acknowledgement to guard. S/He will take a photo of it for records.
- 5.1.5. Guard will unlock the vehicle.

5.2. For Other Violations

- 5.2.1. Guards will click pictures of vehicles in violation of guidelines and share with the property manager.
- 5.2.2. Accountant will generate a challan, including details of cause and penalty amount.
- 5.2.3. The same will be reflected in the Dues section of the apartment in the MyGate app from where the resident can settle the payment.
- 5.2.4. All dues need to be cleared within 30 days, after which they will incur late fee/interest.

Garbage Segregation & Waste Management

Waste/Garbage Segregation is mandatory. For Prestige Elysian to manage waste responsibly as per BBMP requirements, this policy intends to provide instructions to residents on waste segregation and disposal. PELY has a process in place where waste is collected every day from apartments by the Property Management Office.

This policy is divided into three sections:

- **Types of waste & segregation guidelines**
- **Timings for waste collection from apartments**
- **Waste disposal in common areas**

1. TYPES OF WASTE & SEGREGATION GUIDELINES

Organic / Wet Waste	Dry Waste	Sanitary/Reject/Hazardous Waste
(Preferably in a Green closed lid Bin/Green Biodegradable Bag)	(Preferably in a Blue Bin/Black Biodegradable Bag)	(Preferably in a Red closed lid Bin/Wrapped with paper)
Kitchen Waste	Plastic & Paper (Must be rinsed, if soiled)	Sharp items (Use newspaper for wrapping)
<ul style="list-style-type: none"> ● Vegetable/Fruit Peels 	<ul style="list-style-type: none"> ● Plastic or Paper covers/Bottles/B oxes/ ● Cups/Plates 	<ul style="list-style-type: none"> ● Nails, Razors, Blades
<ul style="list-style-type: none"> ● Cooked food/leftovers 	<ul style="list-style-type: none"> ● Chips or Toffee wrappers 	<ul style="list-style-type: none"> ● Broken glass
<ul style="list-style-type: none"> ● Egg shells 	<ul style="list-style-type: none"> ● Milk/Curd packets 	<ul style="list-style-type: none"> ● Used syringes, ● injection vials
<ul style="list-style-type: none"> ● Chicken/Fish bones 	<ul style="list-style-type: none"> ● Newspapers/Mag azines/Stationary 	Sanitary waste
<ul style="list-style-type: none"> ● Rotten fruits/Vegetable 	<ul style="list-style-type: none"> ● Cardboard boxes/cartons 	<ul style="list-style-type: none"> ● Face & Mouth masks
<ul style="list-style-type: none"> ● Tissue Paper soiled with food 	<ul style="list-style-type: none"> ● Tetra Packs 	<ul style="list-style-type: none"> ● Diapers, Sanitary Pads
Metal		<ul style="list-style-type: none"> ● Bandages
	<ul style="list-style-type: none"> ● Foil containers 	<ul style="list-style-type: none"> ● Medicines

Garden Waste	<ul style="list-style-type: none"> ● Fallen leaves/Twigs ● Puja flowers/Garlands ● Weeds 	<ul style="list-style-type: none"> ● Metal cans/Soft drink cans ● Nails
Other Dry Waste	<ul style="list-style-type: none"> ● Unbroken glass bottles ● Thermocol / Rubber ● Mops/Dusters/Sponges ● Hair, Coconut shells ● Ceramics, Wooden chips 	<ul style="list-style-type: none"> ● Swept Dust, Used Tissues

E-Waste (Handover separately)

- Batteries, CD/Tapes, Thermometers
- Bulbs/Tube lights/CFLs (To be handed over separately)
- Batteries, CD/Tapes, Thermometers

Note:

- Wet waste will not be picked up if not segregated properly
- **Spot fines will be issued if Wet or dry waste includes items from Sanitary/Reject/Hazardous Waste**
- Dry waste will not be picked up if it is mixed with Reject/Hazardous waste
- Reject/Sanitary/Hazardous waste will not be picked up if kept open or mixed with dry or wet waste

Civil Waste/Debris Management

For the below listed dry waste, there is a designated area near to the Lily Pond (Main Gate). Residents dispose of the waste in designated areas. If not able to find it, Residents should reach out to the Property Management Office Helpdesk for disposal.

- Rubble
- Sand residue/Cement powder
- Bricks
- Unused tiles/plywood/interior accessories and fittings
- Empty paint cans
- Large-sized cartons/boxes
- Ply and cardboards
- Any Debris due to interior works.

Residents are expected to strictly instruct their interior works team to not dispose of material such as paints, thinner etc in kitchen drains or toilets.

Residents should not dispose of any materials including cardboards, diapers, sanitary napkins, condoms etc in drains or toilets.

2. TIMINGS FOR WASTE COLLECTION FROM APARTMENTS

2.1 Segregated waste must be kept outside their respective flats, in a waste bin before **10:00 AM**. Residents should take back the empty bins immediately after garbage is cleared by Housekeeping staff.

House-keeping staff is following a timing based on floors and tower. You are requested to enquire with the respective house-keeping staff for tentative timings that they follow in each tower & floor. (Usage of closed bins is preferred for wet waste/ sanitary waste)

2.2 Residents who are going to office or going away in early morning can place the garbage after segregation in Central Pollution Control Board (CPCB) certified compostable bio-degradable bags (*tied properly by closing the bag ensuring no leakages*) in front of their apartment doors and not before **6:00AM**.

2.3 If residents keep the bags or bins beyond the above said timings (2.1 & 2.2), a penalty will be levied on the respective apartment, per instance. **Refer to penalty section Sl. No.10**

2.4 It is highly advised to keep waste in covered bins to prevent odor from waste spreading across the common floor. While keeping bio-degradable bags ensure it is properly kept and leaks in the corridor.

2.5 Housekeeping staff will not ring the doorbells of apartments to remind residents of waste collection. In case a resident misses the timing, it will be collected on the next day as per the schedule.

2.6 Residents and maids can also dispose of segregated waste **directly into designated bins near the Lotus pond**. Please ensure there is no spillage or leakage during transport.

3. Guidelines for Keeping Garbage Outside for Housekeeping Pickup

- Garbage should be placed outside before 10 AM daily, preferably between 9 AM and 10 AM, to minimize the time it stays in the corridor.
- All types of waste (dry, wet, bio, sanitary, etc.) must be placed **only in a closed garbage bin**. Ideally, all waste should be packed in self-compostable bags.
- Storing wet garbage in an open garbage bin is a violation as it creates odor and discomfort for residents. Going forward, using open bins for wet garbage will incur fines as per the rules for garbage violations.
- Items like Amazon boxes, pizza boxes, or other large items that don't fit in the bin can be placed outside, but **these boxes must not contain any food waste or liquids**.
- Wet items should **never** be placed outside the closed garbage bin.

Failure to keep garbage in a closed bin will result in a penalty of ₹200 per day. **Refer to penalty section Sl. No.10**

4. WASTE DISPOSAL IN COMMON AREAS

Dry waste must be disposed of in designated bins only. Such bins are available in different locations around the PELY community

- Blue Bins for Dry waste
- Red Bins for pet waste (Pet waste policy is covered in Pets Policy document). Residents should not dispose of any dry or food wastes in the Bio-waste bins.
- Do not leave your garbage bags at staircase areas.
- Do not litter in the common areas.
- Any one found littering / leaving garbage / packing material / spitting / throwing Cigarette butt will attract a clean-up/littering fee of ₹500 for each instance of violation.

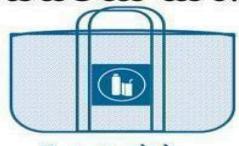
BBMP Garbage Disposal Guidelines



1. ಕಸಿ ಕಸೆ
(ಹ್ಯಾಪ್ಟಿಕ್ ಲೈನ್‌ ಬಳಸಬೇಡಿ)

ಅದಿಗೆ ಮನೆ ಕಸೆ
ತರಲಾರಿ / ಹಣ್ಣಾಗೆ ಸೆವ್ಯಾಗು
ಅಳಿದ್ದುಂಟಿದ ಅನ್ವಯದಾರಿಗಳು
ಮೊದಲ್ಯೆ ಜೆಬ್ಬೆಗಳು
ಕೆಳಸ್ ಮಾನ್ಯ, ಮಾಂತ್ರಂ ಮೂರ್ಗಾಗಳು
ಹೀಳುತ್ತಿರುವ ತ್ವರಿತರಿಗೆ
ಮಾಡುತ್ತಿರುವ ಅಂತಿದ ಚೀಕ್ಕು ಚೆಂಡು
ಕ್ರಾಂತಿಕಾ ಪ್ರದಿ / ಹೀ ಬ್ಯಾಗ್‌ಗಳನ್ನು
ಬಾಲ ಏ. ದೊನ್ ಇತ್ತಾಡಿ

ತೋಳದ ಕಸೆ
ಬಿಂದು ಲೋಗೆ / ತೋಳಾಗಳು
ಫುಳು ಹೊಗಳು / ಮಂದಾರೆ ಕಳೆ


2. ಒಣ ಕಸೆ
(ಎಲೆಕ್ಟ್ರಾಷ್ / ಪ್ರತ್ಯೇಕ ಉತ್ಪಾದನಾ ವಸ್ತುಗಳ ಬೆಲೆಗಳಲ್ಲಿ ಉಂಟಿದ್ದು)

ವಾಸ್ತಿಲ್ (ಹ್ಯಾಪ್ಟಿಕ್ ಲೈನ್‌ ಬಳಸಬೇಡಿ)
ಬಾಸ್ತಿಲ್ ಕವರ್ / ಬಾಬಲಾರಿಗಳು / ಇತರ ವಸ್ತುಗಳು
ಚೆಣ್ಣ / ಮಾರಾಡು ಹೆಡಿಲೋಗೆಸ್
ಹ್ಯಾಪ್ಟಿಕ್ ಬಳಸಬೇಡಿ
ಕಾಬ್ಲು / ಮಾರಾಡು ಬ್ಯಾಗ್‌ಗಳು

ಕಾರ್ಬರ್ (ಹ್ಯಾಪ್ಟಿಕ್ ಲೈನ್‌ ಬಳಸಬೇಡಿ)
ದಿನ ಪತ್ರಿಕೆ / ಇತರ ನೆಯತಕಾರಿಗಳು
ಕ್ರಿಷಣ ಸಾಮಾನ್ಯ / ಜಂಂ ಮೇ
ರಿಟ್ನ ಡಿರ್ಗ್ಲು
ಹಿಫ್ಲಾ ಡಿರ್ಗ್ಲು
ದಿಬಾಹ್ವಾತ್ರ
ವಿಭಾಗ ಬಳಸಬೇಡಿ ಮತ್ತು ಬ್ಯಾಗ್‌ಗಳು

ಲೋಹ
ಹೊಳೆಯ ವಾತ್ರೀಗಳು
ತಾದಿನ ರೂಪಾಗಳು

ಗಾಬ್ಲು (ಎಚ್‌ರಿಕೆಯಿಂದ ನಿಭಾಯಿಸಿರಿ)
ಬದೆಯಲ್ಲ ಗಾಬ್ಲು ಬಾಬಲಾರಿಗಳು

ಇತರ ಒಣ ಕಸೆ
ರಸ್ಪುರ್ / ಧರ್ಮಾರ್ಥ
ಹಳ್ಳಿಯ ಬಂದು ಬಳ್ಳೆ / ದಸ್ಪುರ್
ಸುಂಬಾಂತ್ರ
ಸಾರಾಯಿಲ್, ಕರ್ಪೂರ್ ತುಂಬಾಗಳು,
ತಂಗಿನ ಬ್ಯಾಗ್‌ಗಳು

ಈ - ತ್ವಾಜ್ಞ (ಎಚ್‌ರಿಕೆಯಿಂದ
ನಿಭಾಯಿಸಿರಿ)
ಬ್ಯಾಂಗರ್ಗೆಸ್
CD ಗೆಡ್ಲು / ಕೆಂಪ್ಸ್
ಧರ್ಮಾರ್ಥಾರ್ಬ್
ಬಲ್ಲು / ಬ್ಯಾಂಚ್ ದಿಲಂಗರ್ಗೆಸ್ / ಸಿ.ಎಂ.ಎಲ್
** (ಹ್ಯಾಪ್ಟಿಕ್ ಲೈನ್‌ ಬಳಸಬೇಡಿ)

3. ಬೆಂಡಾಡ ಕಸೆ
(ಹ್ಯಾಪ್ಟಿಕ್ ಲೈನ್‌ ಬಳಸಬೇಡಿ)

ನೆಮ್ಮೆಲ್ ಕಸೆ
(ಸುತ್ತುತ್ವದ್ದೆ ಒಂದು ಪ್ರಮಾಣದಲ್ಲಿ)
ದ್ಯುವೀಕ್ಷೆ / ಸಾಕ್ಷಾತ್ ಪ್ರಾಣಿಗಳು
ಬ್ಯಾಂಡೆಲ್
ಕಾರ್ಬೋಫಾಫ್ಲು
ಉತ್ಪಯೋಗಿಸಿದ ಬ್ಯಾಗ್‌ಗಳು
ಬೆಂಡಾಡು
ಸುತ್ತಿನದ ಧಳಳು

(ಮತ್ತಿ, ತನ್ ನೀಮಿತ ಪ್ರಮಾಣದಲ್ಲಿ ಅದಿಗೆ
ಅತ್ಯಂತ ಕಾಂಡಿ ಮಾಡುತ್ತಿರುತ್ತಾಗೆ ಅಧಿಕಾ.
ಮಾಡುತ್ತಿರುವ ಕಾಂಡ)

ತ್ವಾಜ್ಞ (ಸುತ್ತು ಪ್ರಮಾಣದಲ್ಲಿ ಮಾತ್ರ;
ಪತ್ತಿತ್ಯಾಯಿಲ್ ಸುತ್ತಿ ಅದನ್ನು ಪ್ರತ್ಯೇಕವಾಗಿ
ಬೆಂಡಾಡು)

Razors / ಭೈರ್ವೆ
ಉತ್ಪಯೋಗಿಸಿದ ಸೀರಿಹುಗೆ
ಇಂಟ್ರಿನ್ ಬ್ಯಾಗ್‌ಗಳು

ನಿಮ್ಮಾಂತ ಅರ್ಥಾತ್ ಕಸೆ
(ಹ್ಯಾಪ್ಟಿಕ್ ಲೈನ್‌ ಬಳಸಬೇಡಿ)

ರಬ್ಲು
ವೆಂಟ್
ತೆಲುಗ್ಗಳಲ್ಲಿನ ಹೊಳು
ಸೀಮಂತ್ ವೈಡಿ
ಇಟ್ಟಿಗ್ಗೆಸ್
ಹುವಿನ ಮದಿಕೆಗಳು

ಒದೆದ ಗಾಬ್ಲು
(ಪತ್ತಿತ್ಯಾಯಿಲ್ ಸುತ್ತಿ)



ಪ್ರತ್ಯೇಕತೆ ಮೂಲವಾಗಿ ಕಡ್ಡಾಯವಾಗಿದೆ.
ವಾಲಿಸದಿದ್ದರೆ ದಂಡವನ್ನು ಹಾಕಲಾಗುತ್ತದೆ

37



WASTE SEGREGATION GUIDELINES



1. Organic Waste

(Do **NOT** use a plastic liner)

Kitchen Waste

- Vegetable/fruit peels
- Cooked food/Leftovers
- Egg shells
- Chicken/fish bones
- Rotten fruits/vegetables
- Tissue paper soiled with food
- Tea bags/Coffee grinds
- Leaf plates



Garden waste

- Fallen Leaves/twigs
- Puja flowers/garlands
- Weeds



2. Dry Waste

(Use only REUSABLE BAGS/BIN for disposal)

Plastic (Must be rinsed if soiled)

- Plastic covers/bottles/boxes/items
- Chips/toffee wrappers
- Plastic cups
- Milk/Curd packets



Paper (Must be rinsed if soiled)

- Newspaper/Magazines
- Stationery/Junk mail
- Cardboard cartons
- Pizza boxes
- Tetrapaks
- Paper cups and plates



Metal

- Foil containers
- Metal cans



Glass (handle with care)

Unbroken glass bottles



Other dry waste

- Rubber/Thermocol
- Old mops/Dusters/Sponges
- Cosmetics,
- Ceramics, Wooden Chips,
- Hair
- Coconut shells



E-waste (handle with care)

- Batteries
- CDs/Tapes
- Thermometers



Bulbs/tube lights/CFLs (hand over separately)



3. Sanitary/Reject Waste

(Do **NOT** use a plastic liner)

Sanitary waste

- (Use a newspaper for wrapping)
- Diapers/Sanitary napkins
- Bandages
- Condoms
- Nails
- Used tissues
- Medicines
- Swept dust



(Limited quantities of mixed waste is allowed, such as heavily soiled plastic or soiled paper)

Sharps (small quantities only; wrap in newspaper and hand over separately)

- Razors/Blades
- Used syringes
- Injection vials



Construction debris/Inerts

(Hand over separately with Dry Waste)

- Rubble
- Paints
- Silt from drains
- Cement powder
- Bricks
- Flower pots



Broken glass (wrap in newspaper)



Segregation at Source is MANDATORY from 1st February, 2017.
Non-compliance will be penalized.

Community & Cultural Events

The **EVENTS & FUNCTIONS POLICY** is intended to provide clarity to residents on events that will be conducted within PELY and the procedure to book the event area. Events that are arranged in the event area will follow the booking guidelines.

This policy is to ensure the events are booked in advance to avoid clashes between two events at the same time. The policy covers the general guidelines to ensure cleanliness and safety for residents who attend the events. This policy lays down information on PELYAOA's Executive Committee's role in organizing and general rules that need to be followed concerning events, functions, and festival celebrations.

Events & Function in PELY are defined as an organizer willing to conduct programs, cultural/sports events and/or deploy stalls on a special occasion by an open invitation to the residents of PELY in the premises.

EC will from time to time allocate places within PELY for celebrations such as bursting of crackers during Diwali and playing water/colors for Holi and inform the residents of specific guidelines.

1. TYPES OF EVENTS

Personal Events: Events & functions that are celebrated by residents for personal reasons, and include their circle of family and friends only, are defined as personal events. Such personal events and functions can either be organized by residents in their apartments or at the party hall in PELY premises with prior booking. Personal events held at the event areas will be governed by guidelines.

Booking of Amphitheatre is not allowed for personal events.

Community Events: Events (Refer to Section 3.2 for a list of events) such as festival celebrations, cultural gatherings functions, national and international events or day remembrances & celebrations which are organized by resident(s) of PELY and kept open to all residents of PELY are defined as community events. Such events can be organized in event areas in PELY premises with prior booking, intimation and confirmation from the EC-PELYAOA.

EC Organised events: See 2.1

2. PELYAOA, Executive Committee role

2.1. PELYAOA, Executive Committee will be organizing and conducting the following events only.

26th January - Republic Day

15th August – Independence Day

01st November - Karnataka Rajyotsava

2.2. Executive Committee (EC) will also organize camps and events like Vaccination camps, government department camps like voters ID, Aadhaar, connections with local government bodies etc.,

2.3 EC will be organizing vendor camps, vendor advertisements, food stalls, and flea markets as part of the income generation goals of PELYAOA through empanelled vendors.

2.4 For the events organized by EC as per points 2.1 & 2.2, EC may involve Property Management Office staff for managing and overseeing. EC can also use Speaker systems/PA systems only for such events.

2.5 EC disowns conducting any community event other than those mentioned in point no. 2.1, 2.2 & 2.3. However, EC will be providing guidelines to the residents/organizers as per section 3 of this document for conducting such events.

2.6 If an EC member takes part in organizing a community event, it will be in his/her personal capacity and following the policy guidelines mentioned in this document. The actions of such an EC member, while organizing a community event as defined in 1.2, does not reflect the views or functioning of the EC.

2.7 EC has formed a Cultural Sub-committee (CC) for the purpose of liaisoning with the volunteers of an event. The charter of the Cultural Sub-committee and steps for organizing the residents' volunteer event has been detailed in the document "SOP for Cultural Events in PEL".

3 Guidelines for the events at PELY

3.1. Amphitheater bookings can be used only for community events that are open to all the residents.

Following are the events allowed in Amphitheatre

3.1.1. Local, national, and international day events

3.1.2. Other regional functions and celebrations

3.1.3. New year celebrations

3.2. Booking of the amphitheater and banquet hall for community events can be done through community app and EC email ID.

3.3. For the events which involve stalls ,an intimation by email to EC should be done 15 days in advance. This will help the Property Management Office and EC to understand the details of the event and plan for arrangements from PELYAOA for cleaning, electricity etc., Property Management Office/EC will confirm through an email to conduct such events.

3.4. Events organized in PELY need to observe silent hours between **2 PM to 4 PM**. Events need to be concluded by 10 PM. However, few events can be extended with prior approval from EC and government bodies so that EC shall inform the residents in advance of such events. However in such cases, under no circumstances shall speakers and microphones be used beyond 10:00 p.m.

3.5. Organizers are allowed to use loudspeakers for music & speech but should arrange their own equipment. It is the responsibility of the organizer to ensure

that the rights and privileges of other owners are respected and that no inconvenience is caused to them in any manner such as long duration loud music, noise etc.

- 3.6. Bursting of crackers and fireworks during special occasions is allowed only on the designated areas allotted by the EC. The same should not be carried out in other common areas. Such events require prior approval from EC to ensure required arrangements are made for fire safety and security by EC.
- 3.7. Playing colors and water is strictly prohibited. However, EC can allocate a specific place in the premises during the festival day to play water and colors.
- 3.8. Organizers need to route all the vendor requests via PELYAOA. Such stalls need to pay PELYAOA as per agreed guidelines.
- 3.9. In case organizers would like to erect stage(s) in the amphitheater/central plaza area, they must get a formal approval from EC who can be reached at EC email id.
- 3.10. It is the responsibility of the organizers to ensure the amphitheater area, the banquet hall and any other area used is neat and clean after the event.
- 3.11. Organizer ensures trash, not limited to waste, papers, foils, packets, food waste, and bottles need to be cleaned and kept properly segregated in the biodegradable bags near the dustbins provided.
- 3.12. Organizers of the event can put up to one notice only on the notice boards of the towers/club house and shall remove them after the conclusion of such events. Notices/posters of events are strictly prohibited to be pasted on walls, lifts or any other area apart from the notice boards.

4. Guidelines for food stalls in the events

- 4.1 In the case of food heating counters, the organizer needs to ensure required fire safety equipment is in place. No usage of direct fire for cooking. Every such food stall has
- 4.2 a fire extinguisher handy.
- 4.3 Organizers to oversee and ensure electric wires to fix necessary lights etc., are laid properly and safely.
- 4.4 Organizers should ensure that the dustbins are placed near the stalls to collect the trash and food waste.
- 4.5 Catering or serving of food using tables and chairs are not permitted in the amphitheater or common areas.
- 4.6 The sale of tobacco, alcohol, and other prohibited products as per government regulations is not allowed.
- 4.7 The Organiser(s) is/are obliged to take necessary steps for stalls/flea markets to function according to rules and regulations prescribed in this document. In case of any damages to the event area, the same will be charged back to organizers on actuals.

5 General cleanliness and safety guidelines.

- 5.1 Event organizers must ensure residents are abiding by general fire and safety guidelines

issued by PELYAOA during the event.

- 5.2 Event organizers /residents not to use fireworks or campfires without permission from EC and Fire & Safety clearance and must ensure safety and security of residents during the events.
- 5.3 Managing overcrowding during events.
- 5.4 COVID and other government-mandated protocols are followed from time to time

A detailed Standard Operating Procedure (SOP) for conducting cultural events at Prestige Elysian has been created. If you are planning to volunteer for an event, please review this document carefully. It provides important guidelines and processes to ensure the smooth and successful execution of community events.

- [SOP for Conducting Cultural Events](#)

Sports & Recreational Amenities

1. General Rules

- 1.1. Every sports & games facility would require booking via MyGate app (This will slowly rollout to all facilities excluding kids & toddler play areas). The booking capacity, slot duration, limits etc. varies from facility to facility based on size & demand.
- 1.2. Every resident & trainers would need to sign a one-time consent form to take responsibility for themselves & their kids of inherent dangers of sports, swimming etc. & free association & its staff from any liability from any injury or drowning.
- 1.3. Personal trainers would be limited in number & monitored for all sports facilities and would be required to pay rental charges as per any unregistered guest (per amenity, per day).
- 1.4. Playing other sports in facilities designed or designated for a particular type of sports is not allowed.

2. Facilities & allowed sports & game activities

Sports & Games Facility	Allowed activities
Indoor Games Room	Chess, Carron, Table Tennis, Playing Cards (Gambling not allowed) In the sitting area owners association, subcommittee & community event meetings are allowed.
Badminton Court	Badminton
Billiards Room	Billiards
Squash Court	Squash
Yoga Room	Yoga, Dance
Amphitheatre	Karate, Community Events
Party Hall	With Paid Booking - Parties, Functions, Events Without Paid Booking (When hall is free) - Only owners association meetings are allowed.
Mini Theatre	Digital Screening of U (Unrestricted) Certified Short Films, Matches, Movies
Multipurpose Court	All types of sports & games like Football,

	Cricket, Volleyball etc. for which there is no dedicated sports or games facility. However, sports & games which already have dedicated facilities like basketball, dance, karate, badminton etc. cannot be played here.
Multipurpose Room	Rain Backup for Yoga, Dance, Karate, Playing Musical Instruments, Community Event Practice
Basketball Court	Basketball
Skating Ring	Skating
Gym	Weight & Cardio Exercises
Swimming Pool	Swimming, Aqua Fitness Exercises

3. Sport Trainer Evaluation Process

- 3.1. Residents can bring trainer leads to Sports & Amenities Subcommittee's notice for group training. However, for one particular sport or game style there will be only one group trainer.
- 3.2. The Sports Subcommittee will evaluate all available trainers to avoid monopoly, conduct demo classes in respective facilities and negotiate with them on price to bring down cost.
- 3.3. EC will conduct a voting poll with all residents to choose one of the available trainers based on cost, availability & proficiency.
- 3.4. Based on the voting results, the trainer who has got the majority of votes would be onboarded to train on that particular sport or game.
- 3.5. The timings & allocated space for that sport's training would be decided by EC based on the poll results with all residents accompanied with any data additional such as school friendly hours, office friendly hours, facility usage etc.
- 3.6. Before onboarding every trainer has to submit his police verification, identity & address proofs, signed [PDF](#) Vendor Agreement form - Revenue sharing model.pdf, and signed [PDF](#) Commercial Activity Approval Form.pdf to apartment property management.
- 3.7. Once onboarded the trainer would need to pay the rental charges of 10% + GST of his monthly fees collected to the association.

4. Sports & Games Community Event Approval Process

- 4.1. Residents can organize sports or games events within Elysian.
- 4.2. Detailed proposal plan for the event must be submitted to EC a month prior for approval.
- 4.3. Any rejections or updatations within the proposal plan should be updated in the final

- document.
- 4.4. For any activities involving kids below 18 years should have a consent form signed by their parents for participating, taking the liability of any accident or injury and not holding EC responsible.
 - 4.5. Post approval organizers should adhere to all approvals during implementation & execution of events. Any deviation from the approved plan won't be allowed at runtime.

More detail policies around sport and amenities is document here

- [PEL Common Facility Usage for residents' training sessions and classes](#)
- [PEL Sports Facility Usage for residents](#)

Visitor Management

The **Visitor Policy** is intended to provide clarity to residents of PELY on the practices to follow while having visitors inside the society and their usage of society amenities.

Visitors can be divided in 3 categories

- Guests
- Daily Services (Milk, Newspaper, domestic workers, drivers etc.)
- Non-Daily Services (Courier, Deliveries etc.)

1. Guests

- 1.1. Guests must share details before entry into PELY or towers with security staff.
- 1.2. Security staff guards will make entry in the community app and only upon approval from the resident, will allow guests' entry into PELY or towers.
- 1.3. For all the time that guests are inside the community, they will be required to follow all the rules laid down in the ROR.
- 1.4. For safety and security reasons, guests shall cooperate with the security staff.
- 1.5. Guests shall park their vehicles only in the designated guest parking areas.
- 1.6. Guests are allowed to use common amenities like walking areas, parks, kids play areas but not allowed to use indoor, outdoor sports & recreation amenities, including Swimming Pool. Any changes to this policy will be informed to residents by EC/Property Management.
- 1.7. If any relative is staying at the residents house and would like, then they can use indoor, outdoor sports & recreation amenities, including Swimming Pool as per below
 - Resident books for amenity including guest name, Resident is accompanying the guest all the time, making a payment of Rs.100 per slot, they follow all the rules laid down in the ROR and resident takes full accountability for any damage caused by guests.
- 1.8. All guests must be accompanied by a resident or property owner at all times while on the property. Unaccompanied guests are not permitted to access common areas or other facilities
- 1.9. Any damage or misuse of property or amenities by a guest will be the responsibility of the resident who has invited the guest and costs must be borne by the resident.

2. Daily Services

- 2.1. All daily service personnel shall carry ID cards issued by the property management office and shall show them whenever asked by security.
- 2.2. All daily service personnel must make an entry in the community app at the entrance.
- 2.3. Residents shall take responsibility for registering any daily service personnel

- coming to their apartments in the MyGate app.
- 2.4.** Tower security guards shall keep a daily record of these visitors and allow them after checking and validating their ID.
- 2.5.** If a resident has any complaints against daily services personnel, inform the main gate security immediately.
- 2.6.** If any daily service staff violates any policy as per ROR or fights with security, causes any damage to the common area including lifts, the security with approval from association can take necessary action including stopping the entry of such staff, registering police complaint or appropriate action after informing the resident.

3. Non-Daily Services

- 3.1.** All non-daily services e.g., couriers, delivery personnel have to make an entry at security in the community app and will only be allowed entry upon approval from the resident.
- 3.2.** Security shall check their delivery bill and ID Card before allowing them the entry to PELY.
- 3.3.** Tower Security guards shall also check the ID card/MyGate approval before allowing them entry to the tower. Tower security shall also inform such visitors to use designated lifts.
- 3.4.** If a resident has a complaint against any non-daily services personnel, please inform the main gate security immediately
- 3.5.** If any non-daily service staff violates any policy as per ROR or fights with security, causes any damage to the common area including lifts, the security with approval from association can take necessary action including stopping the entry of such staff, registering police complaint or appropriate action after informing the resident.
- 3.6.** The service lift is designated for use by delivery personnel, maintenance staff, and other service providers to ensure the efficient and unobtrusive movement of goods and services throughout the property.

Move in & Move out

The Move-In and Move-Out policy is intended to provide clarity to residents of PEL who are moving in and moving out of PEL. This covers detailed procedures for tenants and owners on how one should move in or move out. Move-In and Move-Out will be carried out through Community App and the process will ensure PELYAOA maintains the following:

- a. Records of owners and tenants, including details of when move ins and outs occur in the community application.
- b. Providing GATE PASS to security for Packers and Movers via Community application
- c. Ensure owners and tenants get NOC (No Objection Certificate) while they move out of the apartment.
- d. Ensure all dues are collected before owners and tenants move out.
- e. Ensure No Objection Certificates (NOC), one from PELYAOA and a second from property management office, are issued to move-out owners and tenants.

1. IS THERE A MOVE-IN/MOVE-OUT CHARGE? WHY THERE IS A CHARGE FOR THE SAME?

- 1.1. Residents of PEL, including new owners and tenants, who intend to move in/out of respective apartments need to enroll in the Community application.
- 1.2. Owners who purchase an apartment in PEL must pay a non-refundable Association Membership (refer Penalty and Charges section) to become a member of PELYAOA and hence Move-in and Move-out charges will not be applicable.
- 1.3. Tenants moving in and out to another apartment within PEL also need to pay the above said charges. It is mandatory for such tenants to get NOC from the existing apartment owners before they move to a new apartment within PEL.
- 1.4. Move-ins and move-outs exert additional workload on Security, documentation, administration, providing of stickers or equivalent features, Clubhouse cards, and wear & tear that occur when home movements take place.

2. Move-In and Move-Out conditions

2.1. Owners:

- 2.1.1. It is the responsibility of the owner who buys from another owner to check with the association and take a copy of the No Objection Certificate (NOC) signed by the association and Property Management Office which ensures there is no due from the owner. (refer to penalty and charges section)
- 2.1.2. In the rarest case if there are dues pending from the previous owner and the owner has sold the apartment to a new owner without taking NOC, all the dues towards the apartment will be transferred to a new owner.
- 2.1.3. The incoming owner needs to pay the association membership fee (refer to Penalty and charges section) and get the receipt for the same.
- 2.1.4. Owners need not pay for move-In for first time of move-in

- 2.1.5. Owners need not pay association membership charges in case he/she gifts the apartment to blood relations such as father, mother, wife, husband, daughter, or son. However, if the owner sells the apartment to relatives, the membership charges will be applicable.
- 2.1.6. The owner needs to fill in the Move-In form through the MyGate app / in use Apartment complex application while moving into the apartment with relevant documents and digitally sign the terms & conditions mentioned in the Community application.
- 2.1.7. The owner also needs to fill out the Move-Out form when he/she sells the apartment and moves out after taking the NOCs and providing the relevant documents in the Community application.
- 2.1.8. Move-In and Move-Out approval by EC will take a maximum of 7 days from the date of raising in the Community application. NOCs will be issued within 7 days from the date of application physically submitted to the Property Management Office help desk.
- 2.1.9. Any damages during move-in or move-out to the common area such as lifts, tiles, glasses, etc will be assessed and billed to the owner for repair or replacement.
- 2.1.10. Please obtain the NOC for Move-Out (Single NOC) which includes clearances from the following:
- a) Admin NOC (return ID cards and stickers)
 - b) Finance NOC (All outstanding payments e.g., maintenance, charges, penalties, etc. should be cleared)

2.1. Tenants:

- 2.2.1. Tenants need to fill in the Move-In form through My GATE while moving into the apartment with relevant documents and digitally sign the terms & conditions mentioned in the Community application
- 2.2.2. Move-In and Move-Out approval by EC will take a maximum of 7 days from the date of raising in the Community application. NOCs will be issued within 7 days from the date of application physically at the Property Management Office helpdesk.
- 2.2.3. Obtain the NOC (One from PELYAOA and another from Property Management Office) for Move-Out which includes clearances from the following:
- a) Admin NOC (return ID cards and stickers)
 - b) Finance NOC (All outstanding payments e.g., maintenance, charges, penalties, etc. should be cleared)
- 2.2.4. In the rarest case if there are dues pending from the previous tenant are not cleared and the tenant has vacated without getting a NOC, then all the dues towards the apartment will be transferred to the owner.
- 2.2.5. Any damages during move-in or move-out to the common area such as lifts, tiles,

glasses, etc will be assessed and billed to the owner/Tenant for repair or replacement.

2.2.6. The apartment shall not be used as a “Service Apartment”. All the rentals should have proper rental agreements between owners and tenants in stamp paper as prescribed by the Karnataka government.

2.2.7. Apartment shall not be sublet to a third party.

2.2.8. It is the responsibility of the owner to validate/verify the tenant information in Community application. In case of any discrepancy, owners are requested to reach out to the helpdesk for necessary corrections.

3. Move-In and Move-Out Quick help

3.1. The move-in process in MyGate

3.1.1. The move-In process can be initiated only when the apartment is vacant. If the previous owner or tenant is occupying the apartment at the time of the Move-In request, then the Move-In will be approved after the Move-Out of the previous occupant.

3.1.2. Move-In and Out shall be applied only through Community application before 15 days of the actual Move in or move out date. Helpdesk may reject if the dates are beyond 15 days.

3.1.3. When you sign up on Community application (MyGate) to add a new apartment, select ‘Moving in’

3.1.4. Understand the move-in rules to avoid unpleasant experiences or last-minute surprises around the move-in date

3.1.5. Complete the move-in application, update your household details, attach the documents requested by the PELYAOA, and make the move-in charge payment all in the MyGate app

- a. Fill up the resident information with name, email ID and phone numbers, and photo.
- b. Family Information with name, phone number and photo if applicable.
- c. Details of Vehicles
- d. Details of Pets information if applicable.
- e. Attach Sale deed (Owners), Rental agreements (Tenants), and ID Proof copy
- f. Pay Move-In charges
- g. Acknowledge the Move-In rules.

3.1.6. Once the application is approved, a move-in gate pass is generated. This is a 6- digit unique passcode that must be shown at the gate when the vehicle carrying your household items are leaving.

- 3.1.7. Move-in and move-out are allowed between 9 AM to 6 PM(Excluding silent hours 2-4 PM) on all days except public holidays declared by the Property Management Office/EC from time to time.
- 3.1.8. Moving in User (Owner/Tenant) is responsible for any damages to lifts, tiles, and common area doors. Repair or replacement costs will be billed to the Moving in owner/Tenant.
- 3.1.9. Elevator policy for move-in , move-out top be followed

3.2. The Move-out process in MyGate

- 3.2.1. Approach the association manager to get the NOC well in advance at least before 10 days of Moving out. NOC will be issued after checking the dues.
- 3.2.2. Any dues as in Moving out date to be paid by Owner/Tenant well in advance for Association to issue the NOC.
- 3.2.3. PELYAOA will issue an NOC and the Property Management Office will issue another NOC.
- 3.2.4. Submit your RFID sticker, and Clubhouse ID card to the security on the day of Moving out.
- 3.2.5. The copy of NOC will be only given to the Owner/Tenant on the day of vacating the apartment after the “Move-out/delete” process is initiated in Community application (MYGATE).
- 3.2.6. Go to ‘settings’ on the top right corner of your mobile app, then to apartment settings and choose ‘move-out/delete’. Understand the move-out rules to avoid unpleasant experiences or last-minute surprises around the move-out date and select a move-out date.
- 3.2.7. Complete the move out the application, check off the digital checklist, and make the necessary payments to clear any dues along with the move-out charges – all in the Community application (My Gate app)
 - a. NOC (Property Management Office NOC)
 - b. Handover of Club ID cards/RFIDs/Stickers (Whichever is applicable)
 - c. No dues (PELYAOA NOC)
- 3.2.8. Once the application is approved, a move-out gate pass is generated.
- 3.2.9. This is a 6-digit unique passcode that must be shown at the gate when the vehicle carrying your household items is leaving.

Interior work

The Interior Work Policy is intended to provide clarity to residents of PPS on the practices to follow while carrying out the interiors in their apartment.

1. Interior Works in Apartments

- 1.1. The apartment owner is required to submit a signed request for an Interior work permit to the property management office. Debris removal charges are ₹4720(Including GST) for 3.5BHK, ₹4130(Including GST) for 3BHK and ₹2950(Including GST) for 2BHK will be charged. Apartment owner needs to pay the charges and get a confirmation from the Property Management office to start the interior works. These rates will be revisited time to time and are subjected to change with prior intimation.
- 1.2. The owner/contractor shall furnish details of the interior work by way of drawings or in the form of a letter and obtain NOC from the RWA before commencement of the work.
- 1.3. The owner/contractor is not allowed to commence any interior work unless a Work Permit is issued by the Association.
- 1.4. The owner/contractor will furnish a list of workmen (personal details) involved in the interior work and obtain security passes/work permits to all of them issued by PELYAOA.
- 1.5. Passes / Identity cards shall be produced on demand by security or authorized representative of the Association
- 1.6. All interior works are to be carried out within the occupant's premises and no work shall be permitted in the common area. In case of violation, the offender/owner is liable to be penalized.
- 1.7. No work will be permitted on Sundays and Public Holidays.
- 1.8. The working hours are limited to 9AM to 2PM and 4PM to 6PM only. No work is allowed before 9AM, between 2PM to 4PM and after 6PM.
- 1.9. No permission will be granted where:
 - 1.9.1. The interior work is in violation of the approved plan by civic authorities
 - 1.9.2. The interior work adversely affects the aesthetic elevation/façade of the building
 - 1.9.3. The interior work is likely to cause structural damage to the building
 - 1.9.4. The interior work is likely to cause damage to common area or services
 - 1.9.5. The interior work which will cause distress/damage/cracks/leakage to the neighboring units
- 1.10. Utmost care should be taken to avoid any damage to the staircase/elevator while transporting the interior materials. Only service lifts shall be used for the same.
- 1.11. No core cutting will be permitted in structural and load bearing parts of the building like columns, beams, and slabs.
- 1.12. Installation of individual dish antenna for DTH is not permitted for the apartments

2. Interior Waste Disposal

- 2.1. Leftover cement mortar, slurry, paint, POP shall not be disposed into water closets, basins, or floor traps to avoid blockage/leakage in the sanitary system. Refer Garbage Segregation & Waste Management Policy for more details.
- 2.2. All construction waste/debris shall be removed from the complex in bags/cartons.
- 2.3. Storing it in the common area, shafts, and staircases is prohibited.
- 2.4. If the apartment owner/occupant fails to do so, they will attract a fine of Refer to penalty section Sl. No.14 from the Association.

3. Seepage

- 3.1. Inform the property management office immediately about any seepage seen in the apartment.
- 3.2. The Property Management Office will recommend a solution at the apartment owners' cost. Owner is liable to pay if seepage is due to change in design or structure of plan. If no deviation in structure/plan is observed then the Prestige Project team should look into the reported issue provided it falls under warranty/maintenance period.
- 3.3. The apartment owner is responsible for the repair of any damage/seepage to any of the lower floors/adjoining apartments, caused by or originating from their apartment.
- 3.4. Residents are advised to cooperate with the Property Management Office for any seepage arising from their apartment.

4. Plumbing

- 4.1. While undertaking the plumbing work, the apartment owner/occupant is responsible for the repair of any damage caused.
- 4.2. Ensure proper grouting of floor/wall tiles.

5. Power

- 5.1. Power for interior works will be drawn from the owner's installation only
- 5.2. Utmost care shall be taken during execution of electrical work
- 5.3. The AC outdoor unit should be installed at the designated locations only
- 5.4. The AC drain out pipe should be properly terminated at the identified pipeline
- 5.5. Owner is liable to pay electricity charges from the date of power servicing to the apartment / intimation of readiness for handing over of the unit.

6. Safety

- 6.1. The interior contractor will be responsible for safety of their workers
- 6.2. A First Aid kit is available at Tower Security

- 6.3. The apartment owner/interior contractor shall ensure that a portable fire extinguisher is available in the flat.
 - 6.4. No open flame, heating of bitumen or hot insulation is allowed within the premises.
 - 6.5. Chipping/chiseling of floors or walls for embedding of conduits/casing shall be done only with electrical cutters and only after obtaining consent from Property Management Office
 - 6.6. Adequate safety during gas welding shall be undertaken by the interior contractor and overall responsibility lies with the owner of the apartment in the event of an untoward incident.
 - 6.7. All electrical tools/appliances must be connected with flexible cable with proper insulation and should be used only with proper plugs/sockets.
 - 6.8. Raw materials used for interior work which are combustible in nature if stocked in the premises should be done with utmost care. Interior material such as heavy machinery, equipment should not be carried which can exceed floor loading.
 - 6.9. While doing interior work, residents shall ensure no tampering of sprinklers inside the apartment. Any relocation of smoke detectors/ sprinklers should not be done without prior permission of the Property management office as per approved plan.
- ## 7. Security
- 7.1. The owner/assigned contractor shall cooperate in the matter of security and safety and adhere to the guidelines.
 - 7.2. Entry/Exit of personnel, vehicles, and materials are subject to security checks in the premises.
 - 7.3. All personnel issued with identity cards/security passes must exhibit them prominently.
 - 7.4. All visitors must make an entry with Security at the gate for entry to the premises.
 - 7.5. All personnel are required to prove their identity on demand. Security personnel are authorized to check the authenticity and validity of identity cards/security passes.
 - 7.6. All movement of vehicles in the premises shall be regulated by the security staff and shall be parked at the designated parking areas only.
 - 7.7. Goods vehicles will not be allowed inside the premises after 6PM.
 - 7.8. Vehicles found parked at unauthorized places will be locked/chained and suitably fined for such violations.
 - 7.9. All outgoing materials will be permitted to exit with valid documents only.
 - 7.10. Security personnel are authorized to check the interior work to ensure proper security and safety.
 - 7.11. No laborers/workers will be allowed to stay from 6PM to 9AM inside the premises.

- 7.12. Those laborers/workers found loitering at unauthorized places will be debarred entry to the premises.
- 7.13. Interior materials are not allowed to be stocked in the common areas.
- 7.14. Security and safety of the interior material will be the responsibility of the owner/assigned contractor.
- 7.15. No cooking/washing/drying of clothes is permitted within the premises by contractors/workers
- 7.16. Smoking/pan or gutka chewing/spitting is strictly prohibited inside the premises.

8. Internal Repair Work

- 8.1. Any internal repair work and maintenance, which can cause problems to other common areas must be addressed by owners promptly.
- 8.2. The owner of the apartment will be responsible for any damages or liabilities and failure to attend to the maintenance or repair work may cause. The expense of such repairs will be borne by the owner.
- 8.3. During Internal repairs/maintenance, no owner is allowed to do any changes, alterations or modifications which affect the facade or the main structure of the building
- 8.4. Cost of all repairs of internal installations such as water, light, gas, power, sewage, telephone, air conditioners, sanitary installations, doors, windows, lamps, and all other accessories belonging to the apartment must be borne by the resident.

9. Common Area

- 9.1. No temporary or permanent construction/structure shall be made by any resident outside their apartment.
- 9.2. Any such construction will be removed by the Association and the cost for the same to be borne by the resident including the penalty of Refer to Penalty section Sl.No. 15.
- 9.3. The resident shall reimburse the cost of repairing or replacing any damages to the property including the Common areas and facilities caused through their fault.

CCTV Management

The purpose of this policy is to regulate the use of CCTVs in the monitoring of PELY community premises and lay down rules for recording and subsequent use of CCTV recordings. This policy applies to residents, visitors, vendors, and Property Management Office staff in Prestige Elysian.

1. WHY CCTVs ARE USED

- 1.1. Security:** For the security of residents, staff, visitors, and for protection of buildings and facilities, prevention, and detection of crime and offenders.
- 1.2. Risk Management:** For the safety of residents, staff, and visitors and for resolution of incidents.
- 1.3. Traffic Management:** For the identification of vehicle parking and traffic management problems and in enforcement of rules and policies related to them.
- 1.4. Incident Handling:** Assist the Association in investigating incidents / grievances / actions affecting residents and visitors.
- 1.5. Tracking violations**
- 1.6.** Enable PELYAOA to respond to legitimate requests from third parties for CCTV footage of incidents e.g., law enforcement / police or insurance investigations only upon approval from Property Manager/EC as needed.

CCTV recordings will not be retained or used for any other purpose.

Once the purpose has been discharged and the storage time of 40 days has lapsed, no footage will be retained. The surveillance system is overseen by EC-PELYAOA, who are accountable for the positioning and monitoring of cameras and for any information collected.

2. RESPONSIBILITY

- 2.1.** CCTV evidence may be used against a resident / visitor / staff in disciplinary proceedings only where such evidence might reasonably show that they have been guilty of gross misconduct or a criminal offense. The resident /visitor / staff member will be given a chance to see and respond to the images in these circumstances.
- 2.2.** Images from CCTV footage will be securely stored, and only authorized personnel will have access to them. Maximum storage of CCTV footage is for 40 days.
- 2.3.** Residents can request EC-PELYAOA to show CCTV footage only when the resident wants to find the evidence of misconduct or criminal offense against himself. Persons making a request to review the CCTV recording should do so formally via a letter/email stating the purpose, time, and date of event that they would like to view. On approval, such reviews will be done in the presence of authorized security personnel, along with at least one EC member. In adherence to

privacy laws, CCTV footage cannot be handed over to residents. The same can be handed over to government authorities or police in case of FIR or complaints.

- 2.4.** Any recording of PELYAOA CCTV footage while being viewed, is prohibited. Mobile phones are not allowed in CCTV rooms. Deposit the mobile phone with security is necessary.

3. REVIEW

The procedures laid out in CCTV Management policy may be reviewed in the light of any new legislation or incidents that may occur related to this policy.

Elevator Management

The **Elevator Usage guidelines/ policy** is intended to provide clarity to residents of PELY on the practices to follow while using the elevators in the towers and common areas. Following are general guidelines to be followed while using the elevators.

1. Do not press multiple buttons or repetitively press on the buttons. Use the lift buttons gently using your hand.
2. Always follow the overload limits mentioned in elevators. In case of an overload alarm, the last person entering the elevator must step out to avoid overloading of the elevator.
3. When riding the elevator, please stand in the back of the car facing forward.
4. Kindly follow the Do's and Don'ts of Elevator usage. Passenger elevator and service elevator. Passenger elevators for all residents, staff of residents, guests. Service elevators for Delivery , Interior material, Movein - Move out luggage. Kindly cooperate and follow the rules for passenger and service elevators, these are expensive assets and rules are there so that they work till the promised service life.
5. Do not attempt to force the elevator doors open.
6. Children below 6 years of age must not be allowed to travel alone in elevators. They must be accompanied by elders.
7. Kindly advise children to not push any other buttons of the lift other than the one required for the specific floor.
8. Do not use passenger elevators to transport goods, including heavy equipment or household belongings or during move-in/out of house. Designated service elevators to be used for the same.
9. Smoking/Drinking is strictly prohibited in all common areas, including elevators.
10. No objectionable behavior that is not appropriate in a public space is allowed.
11. Do not scratch, write, vandalize, or damage in any way the walls/equipment of the elevator. Failing to do so will attract a fine (kindly refer to Penalties & Charges section no.16).
12. Do not litter inside elevators. In case of accidental vomiting or elevator being urinated by people/pets, it is the responsibility of the resident to immediately clean up the same and restore hygiene within the elevator. Do not enter the elevator in wet clothes.
13. Residents are urged not to cause any kind of annoyance or nuisance to fellow passengers inside the elevators.
14. Always give way to people coming out from the elevator.

15. Elevators can be used for movement of pets. It would be used on a first come first serve basis.

16. Important contact numbers and elevator licenses are displayed in all elevators. The information in these notices may help you during an emergency.

17. In case of emergency

- 17.1.** Do not panic. There is enough air and light inside the elevator and the shaft after stoppage.
- 17.2.** Hit the alarm bell button and inform security staff of the situation.
- 17.3.** As far as possible, seek professional help for people trapped inside an elevator. The situation might require professional help. Helping them yourself might lead to unintentional injuries.
- 17.4.** Once the doors open, do not exit the elevator without checking if the elevator is at level with floor.
- 17.5.** In case of fire please, do not use elevators. Use stairs

Pets

The Pet Policy is intended to make the lives of all Residents (those with pets and without pets) comfortable, while providing a harmonious environment for all to coexist peacefully with pets in Prestige Elysian. The policy has been formed adhering to and referencing Animal Welfare Board of India guidelines (Circular dated 26.02.2015) and Government of Karnataka notification (AHF 114 AHP 2015 (P-1) dated 13.07. 2020). This policy is subject to change based on changes in these two reference documents.

1. REGISTRATION & VACCINATION OF PETS

- 1.1.** Residents with pets must comply with registration and pet maintenance guidelines issued by government authorities from time to time.
- 1.2.** Residents with pets must register their Pets with the Property Management Office by furnishing the following details in a form. (See Annexure PP1) by emailing Property Management Office Helpdesk or adding it in myGate app.
 - 1.2.1.** Name of Resident(s)
 - 1.2.2.** Apt # and Tower #
 - 1.2.3.** Pet Breed and Age (Year & months)
 - 1.2.4.** Pet Name
 - 1.2.5.** Most recent date of vaccination & next vaccination date
 - 1.2.6.** Pet pics
- 1.3.** Residents with pets are encouraged to do periodic health check-ups of their pets. Immunization and vaccination records shall be kept with the pet resident and a copy of the same from a veterinary clinic shall be furnished to PELYAOA when requested.
- 1.4.** It shall be the responsibility of residents with pets to obtain necessary pet licenses if any, as mandated by government authorities and periodic renewals thereof.
- 1.5.** Any animals that are banned under rules and regulations laid down by the Govt. of India inside apartments are strictly prohibited within the Prestige Elysian.

2. CLEANLINESS

- 2.1.** Pets residents are free to move with their pets throughout PELY premises. However, pets are not allowed to be used in the following areas (No-Pet zones).
 - Inside ClubHouse
 - Swimming Pool, including immediate periphery surrounding the pool
 - Inside Supermarket
 - Designated outdoor and indoor sports & recreational areas & children's play areas as per master plan
 - Walking on the Lawns other than lawns/pee corners identified by the EC-PELYAOA, , unless there are unavoidable circumstances
- 2.2.** Keeping pets in apartments comes with responsibility. While it is understood that pets may relieve themselves in common areas (except as called out in 2.1.1, 2.1.2,

2.1.3 and 2.1.4), it is the responsibility of pet residents to clean pet poop/vomit during walks and dispose responsibly in red coloured bins.

- 2.3.** Pet waste must be disposed of only in designated bio-waste bins provided around PELY premises. It is prohibited to use dry waste bins for this purpose.
- 2.4.** In continuation of 2.2, residents with pets must take care that pets avoid urination or poop or vomit in internal tower common areas such as elevators, tower lobbies, tower staircases etc. In case pets urinate or poop or vomit in the internal tower common areas, it is the pet parents' responsibility to clean up.
- 2.5.** Failure to comply with 2.2, 2.3 and 2.4 will attract a clean-up/littering fee of ₹500 for each instance of violation.
- 2.6.** EC-PELYAOA is in the process of identifying pee spots/corners, in line with AWBI suggestions for RWAs, near towers and other common areas for use of pets. The same will be communicated to all soon. If a pet urinates in a common area such as pavements, walking paths etc., pet parents are requested to water down the pee.
- 2.7.** Residents with pets must fully ensure that apartment balconies are cleaned if pets urinate or poops, so that no inconvenience is caused to neighboring apartments.
- 2.8.** Residents may report any violations by raising a MyGate ticket.

3. COMMON AREA GUIDELINES FOR RESIDENTS WITH PETS

- 3.1.** Residents with pets are advised to always keep pets on leash. It assures passers-by that they are safe and makes them more comfortable when walking in the vicinity of a pet resident with her/his pet on leash. Leashing also ensures the safety of pets from being run over by vehicles, or worse still, being the cause of accidents.
- 3.2.** Elevators/lifts can be used for movement of pets. The usage of lifts by pet owners would be on a first come first serve basis.
- 3.3.** Residents with pets are advised to keep their pets away from elevator doors and close to themselves while traveling in an elevator or waiting for one, as it can scare incoming/exiting passengers/kids. Please be mindful of the anxiety pets might cause to other fellow residents especially while sharing an elevator ride.
- 3.4.** Pets should be taken for walks outside their apartments by adults only. Children should not be allowed or given the responsibility of handling the leash in common areas.
- 3.5.** Residents with pets must keep their pets in their apartment except while being walked or transported. Pets cannot be left alone outside apartments and cannot be chained in common areas, lobbies, or corridors without an attendant/pet resident

- 3.6.** Residents with pets are requested to be considerate to varying individual choices. Please do not allow your pets, by default, to show affection by physically interacting or close approaches to other residents, unless specifically requested for. Upon requests of interactions, it is the sole choice of a pet resident to oblige or decline. Non-pet residents should always check with the pet resident, before approaching the pet, no matter how big or small the pet is.
- 3.7.** Residents with pets should take care that their pets do not get into fights with other pets. PELYAOA will not be responsible for resolution in such instances.
- 3.8.** Residents with pets should ensure that their pet does not cause injury to fellow residents. In rare cases of an injury caused by pets to a resident, the law already provides for penalties and remedies from negligent residents with pets, which the aggrieved parties can avail of by directly approaching the respective resident with pet. PELYAOA will not be responsible for resolution in such instances.
- 3.9.** Residents with pets must ensure that they do not leave their pets on the balcony for long hours alone or confine them inside the apartment without sufficient walking and/or exercise outside the apartment. This amounts to ‘Cruelty to Pets’. This is to prevent them from getting agitated/ depressed, and may trigger barking and whining, thereby disturbing neighbors. In case of long absences, residents with pets must make alternate arrangements, such as leaving their pets at boarding facilities or arranging for a dedicated caretaker who will stay with their pet in their absence.
- 3.10.** Breeding of pets for commercial purposes (buy/sell) is prohibited within the PELY community.
- 3.11.** Barking is a natural form of expression of dogs and must be tolerated in a society, according to the Animal Welfare Board of India (Circular dated 26.02.2015). Residents cannot cite barking as a reason to restrict pets. However, incessant barking can disturb neighbors. Hence residents with pets are advised to make every effort to keep their pet quiet, particularly during night hours.

4. COMMON AREA GUIDELINES FOR RESIDENTS TOWARDS PETS

- 4.1.** Do not tease or show aggression towards pets which can, in turn, cause stress in animals.
- 4.2.** Children are to be advised not to approach pets in common areas without the consent of the pet parent.
- 4.3.** When faced with an excitable pet, remain calm and stay still, while following the directions of the resident with the pet.
- 4.4.** To cause harm, inflict physical injury and or teasing pets, strays or any animal by any residents is strictly prohibited and shall be subject to legal process defined by law.

5. Pet designated area



ANNEXURE PP1
PELYAOA PET
REGISTRATION FORM

RESIDENT DETAILS

DATE	
RESIDENT'S NAME	
APT NO. & TOWER	
OWNER or TENANT?	
IF TENANT, PLEASE FILL OWNER'S NAME & CONTACT NO.	

PET DETAILS

PET'S NAME	
BREED & GENDER	
DATE OF BIRTH	
DETAILS OF LAST VACCINATION	
COLOUR, IDENTIFICATION, PROMINENT FEATURES	

I have read Prestige Park Elysian's Pet Policy and hereby agree to abide by the Policy, rules and guidelines PELYAOA. I also understand that in case of violations, I'm liable to be penalized by PELYAOA in a manner the committee deems fit in accordance with the Pet Policy/Government regulations. I am submitting a copy of the most recent vaccination proof, with date & next vaccination date.

Resident's Name:

**Resident's
Signature**

Penalties & Charges

Penalties

SI No	Policy	Section	Head	Penalty
1	Penalty for non payment of dues to association		Penalty on dues	Rs 50 /day from the due date plus interest on outstanding amount of the payment advice in the demand notice of invoice
2	Common area usage policy	Referring specific clause in ROR/By law or DDT	Common Area Violations and Encroachment	A penalty of INR 500/- per day will be imposed for common area violations (encroachments) until the issue is resolved and the encroachments are cleared. If the violation continues and penalty payment is overdue for 30 days, access to all amenities will be blocked until both the fines / late fees are paid and the violation is resolved.
3	Common area usage policy		Common Area Violations and cleanliness	INR 2000 / - per instance if found feeding peigone
4	Vehicles, Parking & Traffic Management		Loss of Parking Sticker	INR 100/- for 2 wheeler and INR 200/- for 4 wheeler
5	Vehicles, Parking		Speed Limit	INR 500/- per

	& Traffic Management		Violation	instance
6	Vehicles, Parking & Traffic Management		Wrong Direction Driving including ramps.	INR 500/- per instance for Two-wheelers and Four wheelers.
7	Vehicles, Parking & Traffic Management		Driving in No-Vehicle Zone	INR 500/- per instance
8	Vehicles, Parking & Traffic Management		Driving Lesson Inside Society (excludes electric low speed scooter which doesn't require license)	INR 500/- for the first instance, Complain to authorities on repeat instances
9	Vehicles, Parking & Traffic Management (Non-Penalty category)		Guest Parking (Temporary Guest pass will be issued for 1 day)	First 24 hours – Free 2nd & 3rd day – ₹100 per day 4th to 6th day – ₹200 per day 7th day & beyond – ₹300 per day
10	Vehicles, Parking & Traffic Management		Unauthorized Parking (Not following the guidelines) <ul style="list-style-type: none"> ● Residents parking on surface ● Residents parking in basement without sticker 	INR 500/- per instance / per day for 4-Wheelers INR 200/- per instance / per day for 2-Wheelers
11	Garbage Segregation & Waste Management		Keeping Bags and Bin out beyond defined time in policy	INR 100/- per instance

12	Garbage Segregation & Waste Management		Placing Garbage Outside for Housekeeping Pickup in Unclosed Garbage Bins	INR 200/- per instance
13	Community & Cultural events		Littering in Amphitheatre or Banquet Hall/ Non segregation of waste	Hall to be cleaned before the next event. Rs 3000 per event to organizer
14	Sports and Recreation Amenities		Damage to any amenity	Actual cost or INR 1000/- whichever is higher
15	Sports and Recreation Amenities		Leaving of wastes and littering in theater/indoor games area, basketball/tennis /cricket court, Swimming pool area	INR 1000/- per instance
16	Sports and Recreation Amenities		Not using non-marking shoes in badminton and squash court	30-day suspension of Badminton & Squash booking privileges for the flat involved plus a fine of Rs. 1000/-.
17	Sports and Recreation Amenities		Not using clean shoes or using outside shoes for Gym & Yoga Room	INR 1000/- per instance
18	Sports and Recreation Amenities		Guest that are not registered in MyGate would be required to pay for using any sports or games amenity (Excludes kids, toddlers play	INR 500/- per unregistered guest per day per amenity

			areas and outdoor gym)	
19	Sports and Recreation Amenities		Gambling inside any of sports & games facilities for any sports or games	30-day suspension of all booking privileges for the flat involved plus fine of Rs. 5000/-
20	Sports and Recreation Amenities		Playing other sports or game in facilities not designated for that purpose	INR 100/- per instance
21	Interior / Exterior Work		Interior Waste not Disposal as per policy	INR 3000/- per instance
22	Interior / Exterior Work		Semi-permanent / Permanent Construction in Common Area	INR 5000/- per instance plus cost of cleaning and maintenance as per actuals
23	Elevator Usage		Damage to Elevator	INR 1000/- per instance plus cost of repair as per actuals
24	Pets		Poop not picked up, Pee accidents inside the wings that are not cleaned up	INR 500/- per instance
25	Pets		Allowing pets to pee/poop next to ground floor balconies, tower entrances, car parking pillars etc	INR 500/- per instance
26	Pets		Disposing pet waste in wrong bins, littering the storm water drains with pet	INR 500/- per instance

		waste	
27	Pets	Pets not on leash in common areas or pets entering No-Pet zones	INR 1000/- per instance
28	Pets	Pet not registered with PELYAOA after 2 reminders	INR 500
29	Pets	Residents harassing pet parents and vice versa	EC decision + Police complaint
30	Pets	Circulating pictures of pet parents in social media groups	EC decision + Police complaint

Charges

SL #	Items	Charges
1	Party Hall for Individual Residents	INR 3,500 + applicable taxes Morning slot 8AM-3PM Evening slot : 5PM- 10 PM Non-refundable; only one date changes allowed within 60 days, subject to availability.
2	Party Hall for community events	INR 3,500 + applicable taxes Morning slot 8AM-3PM Evening slot : 5PM- 10 PM Non-refundable; only one date changes allowed within 60 days, subject to availability.
3	Party Hall for community events Practice and rehearsals	No charges apply (Based on the availability)
4	Mini Theater	INR 2,000 + applicable taxes per show (3 Hours) Non-refundable; only one date changes allowed within 60 days, subject to availability.
5	Amphitheater for community events	No charges apply
6	Move-in Charges	INR 2,000 + applicable taxes ** The first move-in is free, whether you're an owner or a tenant. Non-refundable; only one date changes allowed within 60 days, subject to availability.
7	Move out Charges	INR 2,000 + applicable taxes Non-refundable; only one date changes allowed within 60 days, subject to availability.
8	Membership Charges	INR 2,000 + applicable taxes Non-refundable
9	NOC Charges on transfer of flat	INR 2,000 + applicable taxes Non-refundable; only one date changes allowed within 60 days, subject to availability.
For date changes after booking, or for any other assistance or clarification, please reach out to pel.elysian.association@gmail.com .		

Meet your PELYAOA EC member in person

Meet your PELYAOA EC member in person to discuss any issues or share your valuable suggestions. Your input is important to us, and this is a great opportunity to collaborate for the betterment of our community. Please use the following link to block your preferred time on the calendar.

** PELYAOA members are available every Sunday from 11:00 AM to 12:00 PM, divided into two 30-minute slots.

We look forward to hearing from you! [Click here](#)



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<https://calendar.app.google/8kYpYTmqX7VUhJUm9>