



APARNA AURA



Ignorance is not an excuse.

Please make sure everybody in the family reads this Blue Book and understand the rules. The Blue Book also has important phone numbers that you may need to call from time to time or in an emergency. You can also reach the online help desk at <https://apnacomplex.com/complex/aparnaaura>, for speedy redressal of maintenance requests and complaints. So please keep it handy. Preferably next to your intercom and let everyone know where it is kept. Thank you.

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Intercom Numbers @ Aparna AURA

S.No	Area/Location	Number
1	Reception / Help Desk	*1111
2	APMS Office	*1112
3	BMS Office	*1113
4	Security In Gate	*1114
5	Security Out Gate	*1115
6	Power Control Centre (DG Room)	*1116
7	Association Office	*1117
8	Indoor Games	*1119
9	Library	*1120
10	Salon	*1122
11	Massage / Jacuzzi	*1123
12	Gym	*1124
13	Creche	*1125
14	Provision Store	*1126
15	Laundry	*1127
16	Car Wash Area	*1128



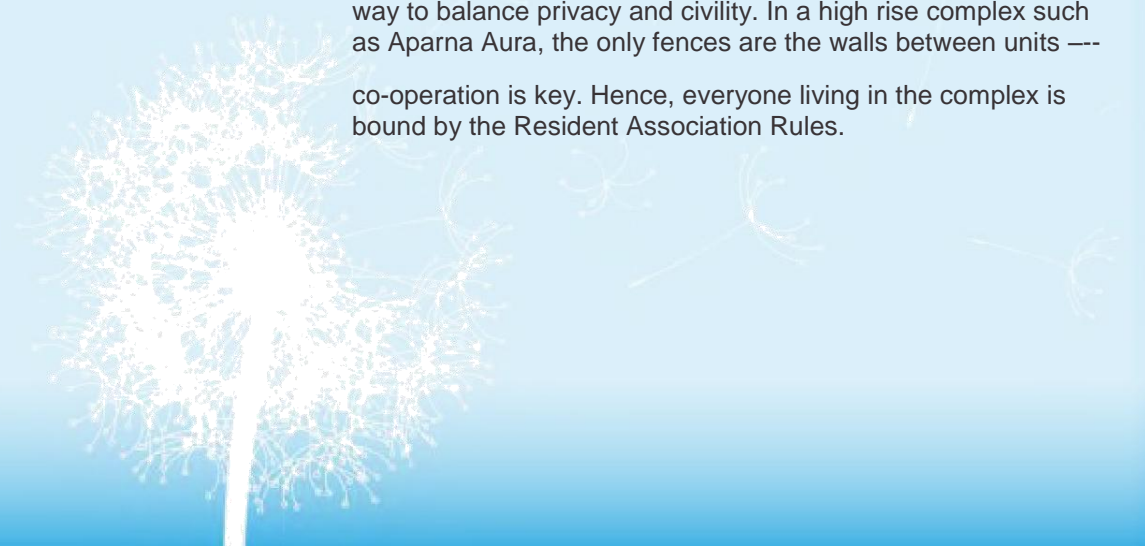
SENSE & CIVILITY

Ask different residents living in a high-rise apartment complex what they think about residents' association rules and you can expect different answers.

Some enjoy the fact that everyone in the complex has to do things in a uniform fashion. Others may find it a bit overbearing. Whatever the case may be, living in a community entails both rights and responsibilities, a curtailing of personal freedoms for the greater comfort of all.

As an Aparna Aura apartment owner/resident it will be nice to know that certain things that need to be done by everyone in the complex to help maintain the decorum of the property will get done at Aparna Aura.

Good fences make for good neighbours; besides there is also a way to balance privacy and civility. In a high rise complex such as Aparna Aura, the only fences are the walls between units --- co-operation is key. Hence, everyone living in the complex is bound by the Resident Association Rules.



DO's and DON'T's for APARNA AURA Owners/Residents

I. Safety:

- Please follow the Fire Safety instructions and participate in the Mock Drill operations whenever conducted.
- Please report immediately any leakage of Gas inside the flat. Keep the windows open until the leak is arrested.
- Please prevent children from entering the ducts space inside the apartments and common areas. Always keep the duct doors locked.
- Children running around in corridors, pressing all the elevator buttons or leaving footprints/handprints on walls do not endear themselves to their parents or their neighbours. Worse, children left alone or unsupervised around pools, saunas, balconies or exercise machinery may get injured accidentally. Whether they're your kids or they are in your temporary care, keep a watchful eye. Please.
- Children below 12 years of age should not be allowed to operate the lifts when they are alone.
- Management may break open locked apartments in case of Fire Emergency, Water Leakage, Cooking Gas Leakage, Emergency Maintenance and other similar situations.
- Use of gas reticulation system for other than cooking purpose is strictly prohibited.



- Please inform the security and Aparna Aura Maintenance Staff (APMS) when going on a vacation or leaving the apartments locked for long periods. If possible leave a spare key with your friends/relatives and do not forget to inform the APMS of your absence.
- When you're going away for an extended period of time, shut off water supplies to appliances and toilets. Burst washing machine hoses, overflowing toilets and dishwasher disasters can all wreak havoc for residents several floors below you. Remember to turn off the gas supply to your cooking range and stoves.
- Please ensure that children do not meddle with Fire Safety and Alarm systems installed in the common areas.
- Owners/Residents shall assume responsibility for orderly conduct, behaviour and Omissions & Commissions of drivers, servants and maids engaged by them.
- Please ensure that the intercom telephone is in working condition at all times. Guests and visitors will not be allowed into the premises without your explicit permission.
- Access to terrace is not permitted keeping in view the safety of the residents.
- A Parent should accompany kids below 6 years to play areas.



II. Maintaining Building Security

While adequate surveillance and security arrangements have been already made, it becomes everyone's job to ensure the security of the premises.

Please be alert and keep the following in mind:

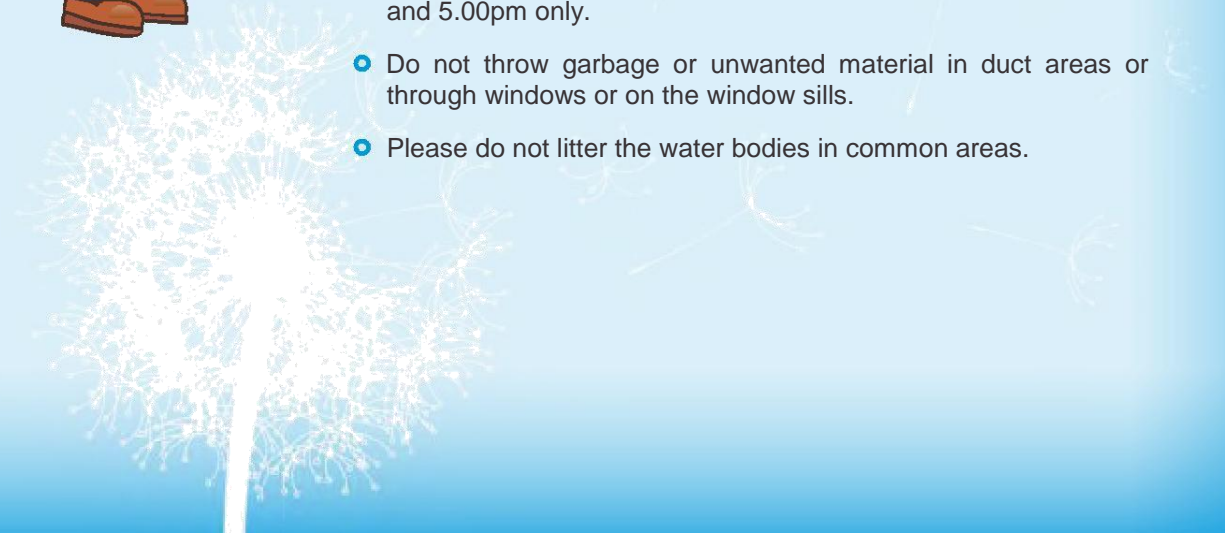
- Be mindful of who you let in behind you. Although we're all tempted to hold the door open to strangers, think of it as holding the front door of your home open. If someone who you don't know follows you in, politely ask if they live here. This is a great way to get to know your neighbours, while also helping building security.
- Likewise, please enter the parking area slowly and watch for anyone in another vehicle or on foot following you in to the parking area.
- If you notice a suspicious individual on the premises, please notify the security.

Do not try to confront an intruder yourself.



III. Water and Sanitation

- Water is a precious commodity. Please use it sparingly.
- Please dispose of garbage appropriately at prescribed timings. Not in hallways, Not in Corridors, not unbagged or untied and, if it's too big (such as a box from a large appliance), take it to the appropriate place for disposal. It's your garbage, and it's your responsibility. Preventing the infestation of pests is everybody's concern.
- Please do not dispose any unwanted material inside the WC in bathrooms to prevent clogging of drains.
- Please ensure to keep the premises clean and tidy after functions like Gruhapravesham, Birthday parties, Engagement ceremonies etc.
- Do not dump the interior works debris late in the evening. It may cause fire accidents. Ensure to dispose debris between 9.00am and 5.00pm only.
- Do not throw garbage or unwanted material in duct areas or through windows or on the window sills.
- Please do not litter the water bodies in common areas.



IV. Vehicles and Parking

- Please display prominently the vehicle pass sticker. Paste on the inside of the car windshield. This will facilitate easy and smooth entry & exit at the security gate.
- Vehicles are parked at owners' risk. Parking of vehicles should be done strictly in the allotted marked space only. Please ensure not to damage other parked vehicles while maneuvering your vehicle to park it. Management will not be responsible for any loss/damage / theft of the vehicles parked.
- Visitors' vehicles are not permitted to park in visitors' parking for long duration. Similarly, owners should not park their vehicles in visitors parking for convenience sake even for short duration.
- Unidentified vehicles parked inside will be towed out of the premises.
- Parking space allotted is meant for parking of vehicles only. No storage of any other material is permitted.
- Please follow Traffic rule and signs strictly while driving inside the premises. Strictly adhere to entry and exit signs inside the premises.
- Washing of cars should be done at designated place on first come first serve basis.



- Speeding around corners or racing within the premises is prohibited. So also in the cellar area. This can seriously injure someone exiting their parked car, walking with a baby in a stroller, or moving slowly because of age or infirmity.
- A minute's thoughtlessness could lead to a lifetime of tragedy. Think about it.
- Instruct Drivers not to play loud music in the Car while kept in parking.
- Do not idle run the Car in the parking lot. The exhaust fumes are dangerous.

V. Pets

If you have a pet, you should be in control of it at all times: in a crowded elevator, where inappropriate sniffing, licking or jumping occurs; in the hallways, where it is not suitable to let the animal out for a walk.

- Pet dogs should be kept on a leash while moving in the common areas.
- The owner shall assume responsibility for cleaning and proper disposal of the poop if done inside the premises. When taking your pet outside for daily walks, remember your commitment: Stoop and scoop. Housekeeping is not expected to attend to these.



- The Pet Owners will be responsible for any damage/loss/injury to any Person / Property.
- People who are scared of Dogs or allergic to Cats will appreciate your sensitivity and good manners.
- Please do not bathe pets at car wash locations or water bodies point in common areas.

VI. Renting Your Apartment

You may rent out your unit according to certain restrictions: Aparna Aura Gated Community is meant for residential living only. Any kind of Commercial / Business activity, like running of Beauty Parlors, Guest Houses / Service apartments / Creche/ Clinics/Consultancy etc., inside the Premises/Apartments is strictly prohibited and will not be allowed.

Tenant Obligations

Please inform in writing to APMS Office in advance about the tenant details enclosing a copy of the agreement.

The tenant must sign-off to indicate that they have received a copy of this handbook before they may be permitted to move in. The tenant is bound by all rules, by-laws of the Residents Association.



Landlord Obligations

The landlord must provide a signed Tenant Information Form before the tenant will be permitted to move in. This provides key information to ensure that the unit owner (landlord) still receives all key communications for unit owners, and is also vital in the case of an emergency. The landlord must also provide a copy of the signed lease deed to the APMS.

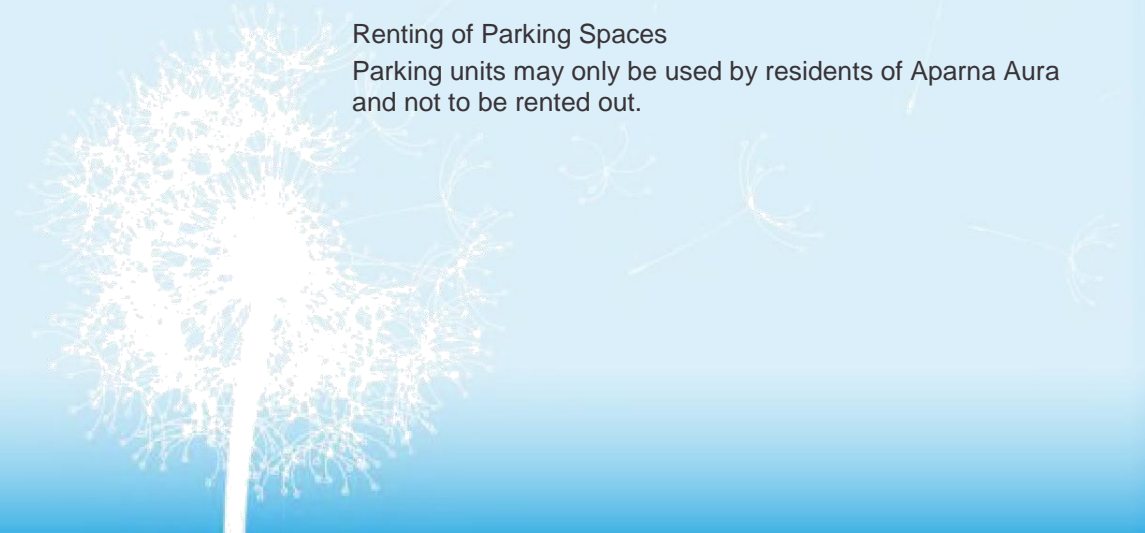
The landlord should get a background check of the Tenant before letting out the apartment keeping in view the security and safety aspects of the community

Landlord use of Facilities

An owner who has rented out the apartment may not access the property, including parking areas or amenities such as the gym, for the duration that the apartment is rented. The tenant will have full access to these facilities instead.

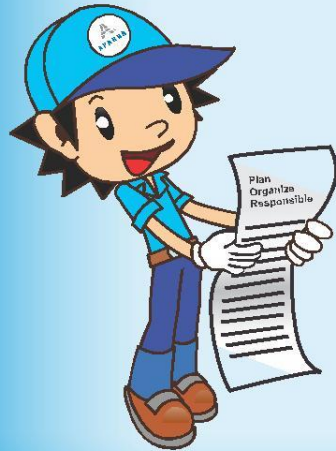
Renting of Parking Spaces

Parking units may only be used by residents of Aparna Aura and not to be rented out.



VII. Interior Works

- Interior Works are permitted only from 8am to 7pm.
- Interior works are not permitted on Sundays and Holidays.
- Workers are not allowed to remain inside the premises after 7pm.
- The Owners have to assume responsibility for the conduct, behaviour and omissions & commissions of the labour engaged by them for Interior Works.
- Please appoint a Supervisor/Responsible person to oversee the interior works appropriately. The name and contact number of the person should be intimated to Aparna Aura Maintenance Staff (APMS).
- Hired labour should be specifically instructed by the owners not to spit or litter anywhere inside the premises, not to dump or dispose debris inside the premises and not to clog drains and pipes inside the apartments.
- Management will not be responsible for any loss, theft or damage inside the apartments while doing Interior Works.
- Any damage or loss to the common area property will be recovered from the caution deposit amount. The decision of the Management will be final for assessing the amount to be recovered.



- Workers working inside the apartment should be instructed by the Owner not to tamper or meddle with Electrical fixtures and Connections. They should be instructed not to change the load distribution inside the apartments. Management will not be responsible for any loss/damage to Owners property on account of this, either during the course of Interior Works or later. Prior clearance is to be taken from APMS Electrician before and also after completion of the electrical works.
- The Main door of the apartments should always be kept closed while doing the interior works to minimize noise and dust.
- No drilling and hacking near the power points, switch points, electrical wiring, water and sanitary piping systems is permitted.
- Passenger lifts will not be allowed to be used to carry Interior Workers or material.
- In the name/guise of renovation/change, no changes in elevation, alteration to external walls of the apartment is permitted. All such renovation/changes shall be limited to internal space only. Even in Internal changes no structural changes shall be attempted.
- Take prior permission before shifting of plumbing points, sanitary fixtures and fittings and electrical switches and sockets.



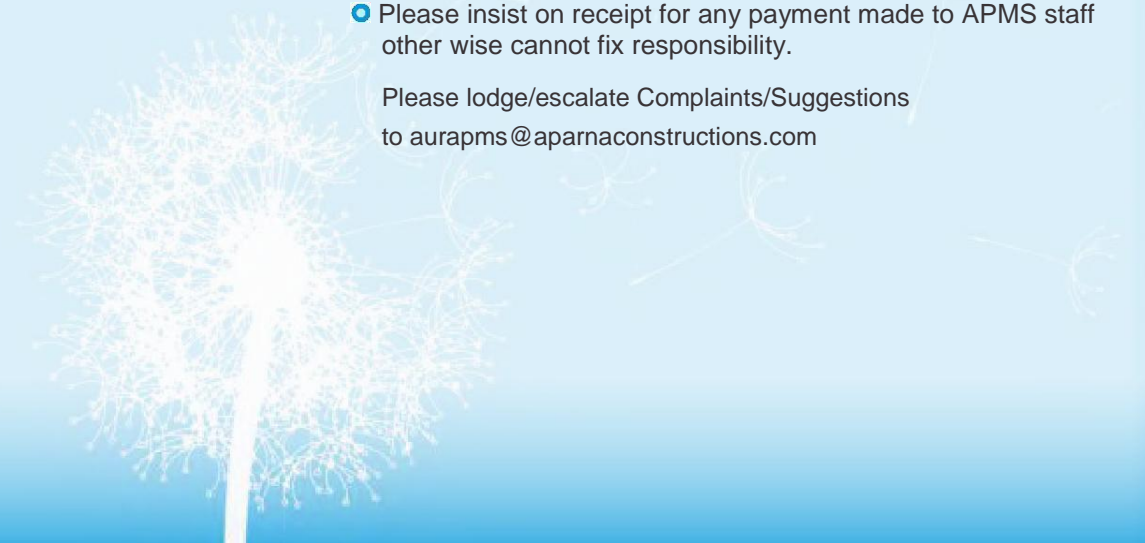
VIII. Others

- Fixing of Dish antennas protruding out of the balconies or on the Facade Walls is not permitted. Similarly, laying of cables externally/hanging of loose cables/wires is also not permitted. This is to protect the ambience of the building.
- A/C outdoor units should be installed only in the allotted space and not elsewhere.
- Do not dry clothes on the balcony railing or place flower pots. Your neighbour below has a right to enjoy the fresh air without having to hold an umbrella. So be careful when watering plants. Above all, don't barbecue on your balcony.
- Do not place flowerpots or any other material in the corridors/common areas.
- Management is not responsible for theft or missing of items kept or left in common areas and corridors, like shoes, milk packets, tricycles etc.
- Please fill up and hand over the personal data sheet to APMS after occupying the apartment. Please update changes promptly from time to time under intimation to APMS.
- The residents are liable to pay the cost of damages to any common areas or to other's property caused by them, their visitors, guests, servants, drivers, agents or pets.



- Movement of household goods on account of occupation/vacation of apartment is not permitted after 7.00pm. Please inform before 24 hrs regarding your occupation /vacation of your apartment to the APMS office.
- No dues certificate should be obtained from the APMS by the Owner/Tenant before occupation/vacation of the apartment without which the transport vehicle will not be either allowed inside or leave the premises.
- Do not step on the lawns or pluck flowers in the common areas.
- Management is not responsible for loss of vehicles including tricycles, bicycles kept in parking area.
- Don't put up notices / bills any where in the premises other than the prescribed notice boards.
- Please insist on receipt for any payment made to APMS staff other wise cannot fix responsibility.

Please lodge/escalate Complaints/Suggestions to aurapms@aparnaconstructions.com



Fire is a Good Servant, But a Bad Master

IN CASE OF FIRE

- Raise an alarm and inform the Security and APMS on intercom IMMEDIATELY.
- Attack the fire with available equipment, if you can do so without undue risk.

IF YOU HEAR THE FIRE ALARM

- Leave the premises by the nearest available exit.
- Close all doors and windows behind you.

IN THE INTEREST OF YOUR OWN SAFETY

- You must know the escape routes, how to operate fire alarm and how to use first aid fire fighting equipments.
- DO NOT USE LIFTS AS A MEANS OF ESCAPE.
- Do not shout or run. This causes/spreads panic among other residents.



Fire Precautions in High Rise Buildings

The threat of fire in High Rise Buildings is constant and if adequate precautionary measures are not taken, it may lead to severe consequences. Therefore, observe the following basic precautions.

Do's

- Good Housekeeping must be ensured.
- Always use ashtrays while smoking and extinguish smoked butts in them.
- All receptacles for waste should be emptied at regular intervals.
- Faulty electrical appliances should be repaired / replaced immediately.
- Switches and fuses should conform to correct rating of circuit.
- Welding/Cutting jobs should be carried out under strict supervision.
- Keep means of escape clear of obstructions.
- Attend and understand Fire Rescue drills carried out at regular intervals.
- Be part of elementary fire fighting training to occupants.



Don'ts

- Don't dispose off lighted cigarette ends carelessly.
 - Don't plug too many electrical appliances in one socket.
 - Don't paint fire detector/sprinkler heads.
- Do not litter.



Precautions in Residential Area

Do's

- Keep your house neat and clean.
- Keep match boxes, lighters and fire crackers away from children. Handle fire crackers with care.
- Use metal ashtrays while smoking to dispose off matches, used cigarettes and bidis.
- Papers, clothes and flammable liquids should be kept away from heaters/stoves/cooking range.
- Keep the escape routes/staircases free of any obstructions.
- Use only one electrical appliance in one socket.
- Keep LPG stoves on raised platform Never on the floor.
- Turn off the gas supply and burner knob of the gas stove after cooking.
- Keep a bucket of water handy while using fireworks. In case of Burn Injuries Due to Fire, Pour Water over Burn Till Pain Subsides.

Don'ts

- Don't meddle with electrical fixtures like plugs, wires, switches and sockets.
- Don't leave spray cans on or near heaters or in direct sunlight they could explode.
- Don't throw matches, cigarette ends or pipe ash into waste paper baskets.
- Don't place oil lamps, agarbattis or candles on the floor or near combustible material.
- Don't wear loose, flowing clothes while cooking specially avoid synthetic clothing.
- Don't keep fire crackers in your pocket or use fireworks inside the house.
- Never light fireworks under confinement in a metal container.
- Never light flowerpot (anar) while holding it.
- Never reach for any article over a fire.
- Never leave open fire unattended.
- Never use balcony space for cooking purpose or barbecue.



Fire Safety Precautions against Short Circuits

About 60% of all fires are of electric origin and usually due to an electrical short circuit, overheating, overloading, use of non-standard appliances, illegal tapping of electrical wires, improper electrical wiring, carelessness and ignorance.

This can lead to serious fire and perhaps even to fatal accidents, if proper instructions are not followed. Such incidents can be minimized to a great extent if adequate fire precautions are observed.

Electrical fires spread rapidly especially in buildings and cause loss of lives and property. It is, therefore, necessary to act fast.

Raise an alarm for help. Switch off the mains power supply to de-energise the equipment. Use dry sand, CO2, dry powder or Halon extinguishers.

Do's

- Use ISI certified appliances.
- Use good quality fuses of correct rating, miniature circuit breakers and earth leakage circuit breakers.
- Use one socket for one appliance.
- Switch off the electric supply of the fire affected areas.
- Fuses and switches should be mounted on metallic cubicles for greater safety against fire.
- Replace broken plugs and switches.



- Keep the electrical wires away from hot and wet surface.
- Switch off appliance when not in use and remove the plug from the socket.
- Switch off the 'Main' switch when leaving home for a long duration.

Don'ts

- Don't use sub-standard fixtures and appliances.
- Never have temporary or naked joints on wiring.
- Don't lay wires under carpets, mats or doorways. They get crushed, resulting in short circuiting.
- Don't allow appliances cords to dangle.
- Don't place bare wire ends in a socket.



Fire Precautions for Children

Children are among the most vulnerable to accidents and fires. The following safety measures will minimize risks and exposure to fires:

- Never leave children alone near an open fire, heater or in a kitchen.
- Keep match boxes and cigarette lighters out of reach of children.
- Convection heaters or other heating appliances should be screened off by an appropriate grill so that children cannot crawl or put their hands on hot elements or hot materials.
- Ensure plug sockets are covered with an insulation tape so that children cannot put wires, metal instruments, or their fingers into sockets.

Please note: The Do's & Don'ts enunciated above are without prejudice to the Responsibilities and Liabilities of the residents as mandated in the Bye Laws of Aparna Aura owners welfare Society



Online Help Desk

Apna Complex.com is an online secure portal which can be used by residents of Aparna Aura for communicating with other residents via notice board and forums, view their dues and payments and log their complaints in an online help desk system. The system also integrates with SMS and E-mail providing residents, alerts and notices.

Accessing ApnaComplex.com

I. Register on ApnaComplex.com

- i. Go to the url <https://www.apnacomplex.com/auth/register> to create your account.
- ii. After creating your account, you will receive an email on the email ID provided. Click on the activation link to activate your ID. You will receive your password in an email.
- iii. Login at the URL <https://www.apnacomplex.com/auth/login> using the email ID and the password sent in the email.
- iv. Change your password for additional security from the menu 'Home -> Change Password'.

II. Get access to your flat

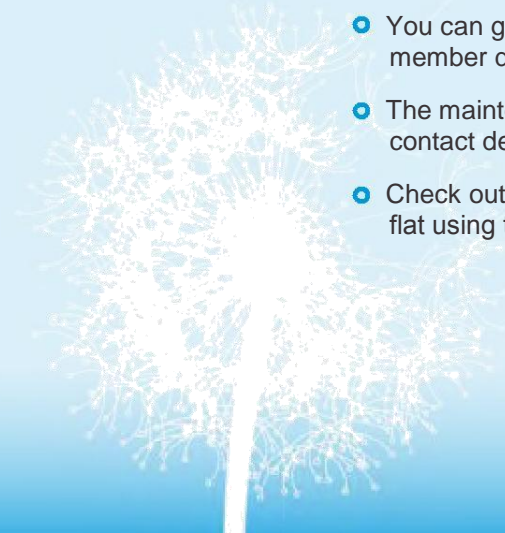
- i. Go to the URL <https://apnacomplex.com/complex/aparna-aura>
- ii. Click on the 'Join Now' button.
- iii. Login if not already logged in.



- iv. Choose your Flat, your relationship with the flat and your current residential status and click 'Join'. Your request to join will be sent to the administrator and you will be able to access the system after approval from the administrator.

What you can do on ApnaComplex.com

- You can check your financial statement of dues and payments. You will be able to download copies of invoices and receipts.
- You can file complaints related to plumbing, electrical etc. In the complaint box and they will be attended to by the help desk.
- You can share notices and post buy/sell advertisements using the notice board.
- If you want to have a discussion on a topic, head to the forum and have discussions with fellow residents.
- You can get in touch with other residents using the member directory.
- The maintenance staff directory will provide you with the contact details of the maintenance staff.
- Check out the list of visitors given permission to enter your flat using the 'My Visitors' feature.



- Check out the details of the service staff (maids, drivers, car cleaners etc.) working in your flat along with their past employment history in your complex.
- If you want to use facilities which need to be reserved, you can go online and book a slot.
- You can share documents with other residents by using document repository.
- The list of committee members of your complex would be visible under Committee Directory

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