

TOWARDS HARMONIUS LIVING IN WESTEND HEIGHTS.

Article I.

Article II. Living in multi-storied flats requires a high degree of mutual respect, civic-sense, co-operation and behavior to ensure tension-free existence; particularly in the use of Common Areas and neighborhood behavior. As a part of ongoing exercise to make one of the best addresses to be living in, the Condominium Association has worked out the following guidelines for all residents to follow.

Article III.

Article IV. **MODIFICATION / ALTERATIONS**

- All modifications / alterations should be lawful / authorized & before commencement of the interior work, please get approval by Condominium Association office.
- Keep in mind the convenience of your neighbors / other residents;
- The rule that no labour is in the complex before 8:30 a.m. and after 6:30 p.m (except Sunday & public holidays are fully restricted)
- Do not damage / change the structure of the complex & not infringing the external façade and uniform look of the building and without disturbing the external elevation;
- Before execution of welding job or any other hot work job, please get approval from condominium office in advance in writing (format enclosed as F-5)

i)

ii) **COMMON AREAS**

- Keep all passages and staircases and lobbies free from any obstructions. Keep only limited number of plants and pots. Over crowding can be disastrous during an emergency.
- Minimum flowerpots may be kept which should not hinder movement of other residents or prove dangerous in case of an emergency.

iii)

iv) **CLEANLINESS**

- Keep your surroundings viz balconies & lobby clean and aesthetically in good shape.
- Do not throw any rubbish around. Prevent others from doing so as well.
- Keep garbage properly tied in disposable bags outside your main door (between 8.00 to 9.30 a.m. daily).

VEHICLE PARKING

- Park your vehicle (having parking sticker only) in your respective parking slot(s). No vehicle to be parked on surface parking for long period or overnight.
- Visitor's / Transit parking spaces provided designated area in the complex are for use of guests only.
- Do not use inner courtyard for parking of vehicles and please do not hold the vehicles waiting unnecessarily, for you in front of tower entrance.
- Restrict the speed limit of vehicles only upto 20 kmph when driving in the complex.
- Entry should be only from "IN" gate and Exit should be made only from "OUT" gate to avoid any mishap in the complex.
- Please wash the vehicles only in the designated area.
- Use headlights while driving at night in the complex or in the basement.
- Follow the signage's while driving in the in the complex for one-way traffic.

Article V.

i) **DRYING OF CLOTHES**

- Organize drying process within the limits of your own apartment only. Use of common areas for this purpose is prohibited.
- Prevent ugly sights. Make suitable innovative arrangements within your apartment which are not an eyesore to other residents / visitors. Let us maintain looks of our complex nice and pleasing all the time

Article VI.

Article VII. **BALCONY**

- Please do not keep stand-alone flower pots on to balcony railings. If wish to do so, please arrange four piece steel frame joined together for keeping the flower pots in the balcony.
- Do not try to cover the balcony with any type of accessories / ownings.
- Clean balconies only with wet cloth and not by washing.

Article VIII. SEEPAGE

- As is normal in multi-storied environment, seepage repair needs immediate attention by affected apartment owners & full co-operation is requested.

i) DOMESTIC HELP / DRIVERS

- Get your servant(s) / driver(s) identity verified from Local Police before employing them & submit relevant document with the security.
- Instruct your servant(s) / driver(s) to display identity card during the entry in the complex and at the time of going out of the complex.
- Also instruct your servant(s) / driver(s) to use of service elevators only.
- You should be fully responsible for their good conduct and behavior towards other residents / visitors / security.

SHIFTING CHARGES

- ❖ Residents shifting IN/OUT of the complex have to deposit shifting charges if Rs.10000/- (Non-refundable) in favour of “Westend Heights Condominium Association” prior to shifting IN/OUT alongwith clearance form (as enclosed Format F – 1)
- ❖ Transportation of household Luggage/Packed Baggages for moving IN/OUT must be restricted between 8.00AM to 8.00PM preferably through service lift only.

LIFTS

- Use all lift car & landing buttons gently.
- No smoking into the lift cars to maintain the clear environment & fire hazards.
- Restrained use of main lift by domestic help / drivers. Service lifts are provided for them.
- To avoid sudden shocks to the residents, due to fear of the pets (dog etc.), restrict yourself only to Service elevators while traveling in lift car with pets.
- Switch ‘Off’ fans in lift cars, when not in use.
- Do not scratch, write anything on the stainless steel panels / doors of lift cars. Instruct your employees & children accordingly.
- Please use the alarm / intercom (keep press till responded) in case of emergency as mentioned.

AIRCONDITIONER

- ❖ Outdoor air conditioning units should be installed at recommended location in the balcony behind GRC . No other place on external faced is permitted.

DTH ENTERTAINMENT

- ❖ Common central DTH entertainment system is provided by Den Digital & Tata Sky. No separate dish antenna on external facade is permitted.

PARK / LAWNS

- Use front lawn as children’s park for playing.
- Please ensure that swings in children park are used by the children and not by the domestic helpers / servants.
- Also, advise the drivers not to use the lawns for waiting / sleeping.
- Do not pluck flowers, green plants, leaves & hedges.

DOG LOVERS

- Please do not leave them loose outside your apartment.
- Escort dogs for easing to places other than any portion of buildings, lawns / parks, pathways or such common areas which are being used by other residents / children for play, exercise, walks or recreational purpose.
- In case required, please clean up after your dog has spoiled any such common areas.
- Remember-your pet should not be a source of nuisance to other residents. Please brief the escorts firmly.
- Pet dogs not to be taken for walk in internal courtyard; periphery road can be used for exercising the dog.
- Please arrange to remove the litter immediately, if any, made by the pets to avoid inconvenience to others and to maintain cleanliness in the complex.
- Pets must only be brought by Service elevators

COMMON COURTESIES

- Be friendly and helpful neighbor.
- Polite and respectful wishing is a blessing. Let the children also display good manners.
- Offer all help to the sick and aged in your neighborhood.
- Promote our age old culture: hospitality, gentleness, modesty, patience, self control / restraint, non violence and purity of heart and mind.

SPECIAL PRECAUTIONS

- It is advisable that a duplicate set of keys is handed over to another resident of the same building to save your / others property and life in your absence in case of an emergency. Your building coordinator should be aware of your arrangements, if possible.
- Please do not stock petrol, kerosene oil, paper or any other inflammable material in your apartment.
- NRI's or other apartment owners not residing should appoint their contact party to frequently check all the safety measures within their apartments.
- Use high-pressure geysers tested for minimum 10 Kg / sqm. Or of standard quality / make, to suit multi-storied building – pressure ratings to be used.
- Get LPG connections on your own checked frequently for any leakages from authorised sales persons.
- All residents should be familiar with the following details:-
 - (a). Location of Exit Doors.
 - (b). Location of fire alarm point and their usage.
 - (c). Location of Fire Extinguishers, hose pipes, fire beaters, buckets, sand etc. and their usage.
 - (d). Location of nearest fire hydrants.

COMPLAINT

- Call on Intercom No-----for any maintenance of common area related assistance.
- Put your complaints / suggestions in the registers kept in the Engineering / Control Rooms at intercom no. - -----.
- For any administrative help / query can be contacted President (Condominium Association) at Intercom No. ----- at ----- (between 10:00am to 5:00pm)

GENERAL

- Loud music in the apartments is strictly prohibited.
- Remember-your pleasure and fun should not be other resident's misery. Be good and be merciful.
- Maintenance charges / Electricity dues: works on tight budget to provide services. Pay in time.
- Kindly read the Notice Boards at tower entrances for regular updates.
- Do not stick the bill in the lobby area, staircases, or any other place within the complex.
- If you find some one without a smile give him one of yours.
- Your last contribution towards community living is not only to follow; the guidelines drawn by residents for residents but also ensure others follow them too.
- Please ensure there is no non-residential or commercial activity or running guest house in any apartment.
- Submit yours particulars on prescribe form at Condominium with security.(as enclosed Format F-2 & F-3)

SHIFTING IN/OUT

- Prior clearance from condominium Officer on prescribes format (annexure : F-1) to be taken before transshipment of household luggage/packed baggage's for shifting in/out.
- Transshipment of household Luggage / Packed Baggage's for in/out must be restricted between 8:00AM to 8:00 PM. preferably through Basement only.