

- vi. The Management Council is empowered to purchase equipment or material or enter into service contract without following Article 17(xii), only up to a limit of Rs. 20,000/- per instance.
- vii. Every such instance of purchase of equipment or material or service contract on emergency basis as per Article 17(v) shall be recorded, along with reasons for bypassing Article 17(ii), for adopting in the Annual General Body Meeting.
- viii. The Secretary/Treasurer shall submit a Quarterly report to Management Council in its meeting based on a review of the performance of the agencies and service providers appointed to deliver the services in APARNA SYNERGY.

Conflict of Interest

- ix. A member of the Management Council shall not participate in any matter under consideration by the Management Council regarding purchase of equipment or material or provision of any services or entering into any contract by the Society with any entity being a partnership firm, company, trust, organization or Society with whom the member of the Management Council or his relative is associated and has a direct or indirect financial interest and the interested member of the Management Council shall not be entitled to vote in such meetings in such interested agenda.
- x. Any interested member of the Management Council must disclose the fact in writing to the President as soon as the potential conflict is discovered and to the extent possible, before the agenda for the meeting involving the matter at issue is prepared. If conflict of interest is discovered during the meeting, the committee member must verbally declare such conflict of interest immediately. Such declaration must be clearly noted in the minutes of meeting and the member shall abstain from voting.
- xi. In the event a conflict of interest is not disclosed, notwithstanding anything to the contrary, the non-disclosing Member(s) shall be liable for all losses incurred by the Society on account of such non-disclosure and the Management Council shall in it's discretion have the right to terminate any such contract awarded wherein the disclosure of conflict of interest has not been made.

General

- xii. The Members shall not appoint or hire the services of any electrician or plumber other than those nominated by the Society, except with the prior permission of the Management Council.
- xiii. The Society shall be entitled to appoint and regulate the hawkers/ vendors for vegetables, newspapers, milk, drinking water, car wash, clothes ironing and the like.

Article 18 - Vacancies

- i. Any vacancy in the Management Council or Executive Committee or Block Representative caused by resignation or disqualification or otherwise of a Member, may be filled-in by the Management Council by passing a resolution by majority in the General Body Meeting by way of co-option of any other eligible Member of the Society. The period of office of the co-opted Member shall be co-terminus with the residual tenure of office of the Management Council.

- ii. The President, if desires to vacate the post, may submit his resignation to the Management Council. On acceptance of resignation by Management Council, the Vice President shall assume the responsibilities of the President till a new President is elected.
- iii. Other Executive Committee Members desirous of vacating their respective posts, may submit their individual resignations to the President. On acceptance of the resignation, the President shall forward the same to Management Council for acceptance and relieve the member from the responsibilities.
- iv. Management Council shall fill the vacancies so arisen in Executive Committee, from amongst the Management Council Members through nomination followed by ratification by General Body within three months.
- v. Once any Executive Committee or Management Council member's resignation is accepted, he/she becomes ineligible to contest in the bye-election for any post.
- vi. More than 50% of the Members of the elected Executive Committee or Management Council cannot resign collectively or en-masse during their tenure without prior approval of the General Body
- vii. If any member of the Executive Committee or Management Council is convicted for any Civil or Criminal Offence, declared insolvent and found to be of unsound mind, he/she will be automatically removed from the committee after verification of facts by remaining Members of the Management Council.

Article 19 – Election Process

- i. Only Resident who is a Member is eligible to contest for Executive Committee or Block Representative Member post. Wherein, only the Member who is a Resident in a particular block shall be entitled to stand for election as Block Representative for their respective block.
- ii. Election must be held on or before 30th June in the year in which election is due. If under exceptional circumstances the election has to be postponed, the Management Council must convene a Special Meeting to explain the reasons for such postponement, a date which shall not exceed sixty (60) days from 30th June must be decided for conducting election and the same must be approved by majority of the Members attending such Special Meeting. Under no circumstances can election be postponed beyond 60 days from 30th June in the year in which it is due.
- iii. The Executive Committee shall appoint an election officer, ideally a lawyer well versed with election procedure, for the purpose of conducting the election for the next Management Council.
- iv. In relation to the election process, the decision of the election officer shall be final and binding on all the Members.
- v. The election officer shall send the election notification at least 21 days in advance of the date of election via email on the email addresses registered in the member register and posting the election notification on the Society website, other approved online gated community management system (like apnabuildings/blocks.com) used to circulate notices to Society Members and pasting the election notification on the notice board of each block.
- vi. The election officer who may seek the help of other Members shall conduct the voting for the Executive Committee and Management council Members in an orderly manner.

- vii. The election officer may at any time during the election process request the contesting Member a copy of the Member's registered sale deed for ownership verification, if necessary.
- viii. A time of seven days will be given for Members to file their nominations on prescribed format. Each nomination has to be supported by at least two Members. A member can support only one contestant.
- ix. A Member can contest for only one post in the Management Council. An Eligible Member may propose and/or second any number of candidates. Defaulter Member may not propose or second any candidate.
- x. Members can contest and nominations for the same can only be filed only for one post. For the sake of clarity, a candidate cannot file nominations for different positions simultaneously.
- xi. A further time of two days will be given for nominations to be withdrawn.
- xii. All Members contesting the elections can canvass for their candidature by way of emails, notices on approved online gated community management system (like apanabuildings/blocks.com) and block notice boards. Door to door canvassing is prohibited. No loudspeakers or public address systems can be used for canvassing. De facing of walls is strictly prohibited.
- xiii. The Executive Committee will facilitate Resident meetings where the candidates will have an opportunity to present their profile and ideas.
- xiv. Only Members are allowed to cast their votes in the election and the Members shall furnish an identification proof for verification.
- xv. A member who cannot be present for the election but desirous of exercising her /his voting rights can appoint a proxy to vote on their behalf. The proxy form to be circulated by the election officer has to be deposited with the election officer at least two days before the date of election. A Member shall not be allowed, to exercise the proxy for more than five members at once.
- xvi. All proxy forms shall be signed by the Owner and be filled and registered with the Society. In case of joint Ownership, all the Owners shall sign the proxy form.
- xvii. A proxy form once submitted cannot be changed or withdrawn unless one week notice is duly given to the election officer and the same is accepted by the election officer.
- xviii. The counting of votes shall be done under the supervision of the election officer. Candidates and / or their nominees and other Members are allowed to witness the counting of votes.
- xix. The results of the election shall be announced by the election officer by way of notice on each block notice board, notice on approved online gated community management system (apanabuildings/blocks.com, etc.).
- xx. In case any contestant/contestants withdraw from contest during the course of election process, the election process will continue and the vacant positions due to withdrawal of contestants shall be nominated by the remaining new council Members which should be ratified by General Body within three months.
- xxi. Any Management Council member having ceased to be a member of Society automatically ceases to be a member of the Management Council. The Management Council can elect/nominate an alternate member as per bye laws.

- xxii. The elected Members shall take office upon the completion of the term of the previous committee.
- xxiii. **Handing over of charge:** The office-bearers of the outgoing Executive Committee will be responsible for handing over the charge to the newly elected office-bearers before the expiration of their term. It shall be the responsibility of the outgoing President to ensure that Handing/Taking over by his/her team is completed smoothly and expeditiously.

Term

- xxiv. The term of office will commence from the date of election and shall be 2 (Two) years or until the new Management Council takes charge. The Outgoing Management Council shall handover the charge and administration of the Society to the newly elected body within Seven (7) working days from the date of declaration of elected body.
- xxv. No Member shall be entitled to vote or eligible to be elected or remain as a Member of the Management Council or co-opted on it if, he/she is disqualified. The reasons for disqualification shall be as follows:
- He/She is a Defaulter Member.
 - Abstains consecutively for three (3) meetings of the Management Council unless leave of absence is granted by the President.
 - He/She is of unsound mind and stands so declared by a competent court.
 - He/She has been convicted of any offence, involving moral turpitude to a fine of not less than rupees one thousand or to imprisonment for a period of not less than six months unless a period of six years has elapsed since his/her conviction.
 - He/She is disqualified for such appointment by an order of a court.
- xxvi. In the event of their vacating from the community they cease to be the Members of the Executive Committee / Management Council
- xxvii. All the Management Council Members shall hold their posts on honorary basis.

Article 20 - Meetings

- Place of Meetings:** All meetings of the Society shall ordinarily be held at the office of the Society; but, if the Executive Committee or Management Council so desires, it can be held at any other place or virtually as may be decided after duly taking into consideration the convenience of majority of the Members within the premises of the Society.
- Special Meetings:** It shall be the duty of the President to call a Special Meeting of the Society, when so directed by a Resolution of the Management Council or upon presenting of a requisition to the Secretary signed by at least 25% of the total eligible Members of the Society. It is the responsibility of the Members presenting the requisition to ensure that none among them is a Defaulter Member as on the date of presenting the requisition. If a Defaulter Member is a signatory to the requisition for Special Meeting, then the requisition will be rejected.
- The requisition for Special General Body meeting received from the Members of the Society shall within 7 days of its receipt be placed before the Management Council by the Secretary

for fixing the date, time and place for the Special Meeting. However, the Management Council shall call for such Special General Body meeting within 14 days from the date of requisition placed before the Management Council and such meeting shall be preferably held on public holidays.

- iv. It shall be the duty of the Secretary to mail or send a notice of Special Meeting stating the agenda thereof, as well as the date, time and place where it is to be held to each Member at least seven (7) days prior to the date of such meeting to all eligible Members. The mailing or sending of a notice in the manner provided in these bye-laws shall be considered as notice served.
- v. A Special Meeting of the Society so convened shall not transact any business other than that mentioned in the notice of the meeting without the consent of the majority of the Members present in person.
- vi. On the day of issuing of the notice of the Special Meeting, the Members Register will be recorded and closed for the purpose of sending notices. Notices will be sent only to all the eligible Members. Defaulting Members will be excluded and they will not be eligible to attend the Special Meeting.
- vii. Annual General Body Meetings: The Annual General Body Meeting of the Society shall be held on or before 30th June of each year and first such meeting shall be held after handing over of the maintenance to the Society.
- viii. The Management Council shall decide the date, time and place for all Annual General Body Meetings.
- ix. It shall be the duty of the Secretary to mail or send a notice of Annual General Body Meeting stating the agenda thereof, as well as the date, time and place where it is to be held at least twenty one (21) days prior to the date of such meeting to all eligible Members. For this purpose, the date of Notice and date of Meeting are excluded while counting the number of days. The mailing or sending of a notice in the manner provided in these bye-laws shall be considered as notice served.
- x. Along with the notice of each Annual General Body Meeting a soft copy of the audited financial statements in respect of the immediately preceding Accounting Year shall also be sent.
- xi. On the day of issuing of the notice of the Annual General Body Meeting, the Members Register will be recorded and closed for the purpose of sending notices. Notices will be sent only to all the eligible Members. Defaulting Members will be excluded and they will not be eligible to attend the Annual General Body Meeting.
- xii. Such member as per Bye—Laws, should be eligible to be Member and be eligible to cast vote on the day of the meeting of General Body. If the Member is disqualified as per the Bye—Laws of the Society after issuing of the Notice of General Body Meeting, then such member is not eligible to attend the General Body Meeting. This eligibility criterion is also applicable for any decision to be taken by General Body without any exceptions.

Quorum

- xiii. **Annual General Body Meeting:** The quorum for the general body meetings, including the Annual General Body Meeting and extraordinary general meetings shall be one half of the total membership of the society. There shall be no minimum quorum requirement if the meeting is held for the second time after the adjournment of the original meeting for want of quorum.

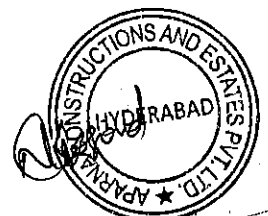
- xiv. **Executive Committee Meetings:** The quorum for Executive Committee meetings shall be five.
- xv. **Management Council Meetings:** Minimum quorum is twenty six, provided there is at least one Block Representative from each respective block.
- xvi. **Grievance Committee Meetings:** The quorum for grievance committee meetings shall be three.

Order of Business

- xvii. Order of business at all the meetings of the Society shall be as follows:
 - a. At any meeting of the Society: (a) the President or, in the President's absence, Vice-President is to preside. (b) In the absence of President and Vice-President, or if they are unwilling to act, such one of the remaining Members of the Management Council as may be chosen by the Members present at the meeting is to preside.
 - b. Roll call of the Members.
 - c. Proof of notice of meeting or waiver of the same.
 - d. Confirmation of the minutes of the previous Meeting.
 - e. Consider and approve Reports, if any, of committees.
 - f. Moving of the Resolutions, if any and voting on the same, if necessary.
 - g. Consider and approve the Annual Report of the Management Council. (AGM only).
 - h. Unfinished business, if any; and any other business with the permission of the Chair.
 - i. At every Meeting, the minutes of the Meeting must be recorded and such minutes shall be communicated to all the Members present at the Meeting within thirty days of the conclusion of the Meeting. The minutes shall be signed by the Chairman of the Meeting.

Conduct of Members

- xviii. Every Member attending the meeting must behave in a cordial manner and respect the rights of every other Member.
- xix. The permission of the Chairman of the Meeting must be taken before speaking. Members must not raise voices or get into argumentative mode to stress their points of view or become vexatious. Every Member must ensure that every other Member gets an adequate opportunity and time to express his/her opinions and points.
- xx. No Member shall interrupt, interfere and stifle the voice of any other Member when such Member is speaking. No Member shall stall or disrupt the meeting in any manner whatsoever. Any such act shall be treated seriously and the Chairman is empowered to take action as warranted, including evicting the Member from the Meeting.
- xxi. Every Member must understand that everyone is entitled to his/her opinion and has a right to differ. Every Member must recognize that in a democratic process the opinion of the majority shall prevail and must abide by the decisions taken by the majority.



- xxii. Members must not seek answers to questions or action on issues, then and there in the meeting as the Management Council would need time to gather information necessary to answer such questions and to work on a solution to solve issues.
- xxiii. Every Member must endeavor to ensure that the Agenda of the Meeting is successfully dealt with and the purpose of conducting the Meeting is fulfilled.

Voting in Meetings & Decisions

- xxiv. Questions arising, resolutions to be passed in any meeting of the Society, Management Council or any sub-committee appointed by the Management Council are to be determined by a majority of the votes of Members present at the meeting.
- xxv. Each member present at any meeting of the Society, Management Council or any sub-committee appointed by the Management Council (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- xxvi. Voting in Meetings could be either by: (a) a show of hands, or (b) if on the motion of the Chairman or if 5 or more Members present at the meeting decide that voting should be by a written ballot—a written ballot.
- xxvii. If voting is by a show of hands, a declaration must be made by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minutes Book of the Society is to be made whether the votes were recorded in favour of or against that resolution.
- xxviii. If voting is to be by a written ballot, the ballot is to be conducted in accordance with the directions of the President.

Proxy Voting

- xxix. All proxy forms shall be signed by the Member and be filed and registered with the Society, either generally or before the commencement of any meeting. In case of joint ownership, it shall be signed by all the Owners. Wherein, the Owner or Member shall not be allowed, to exercise the proxy for more than five members at once.

Registers

- xxx. The following registers and papers shall be maintained and shall be open to the inspection by any Member only during the office hours after obtaining the permission of the Management Council.
- xxxi. A register of Members, showing the name, address and occupation of every Member, the date of admission as Member, date of termination of Membership and signatures.
- xxxii. Books of Accounts maintained by the Society, Agreements & Contracts with Vendors, service providers etc.

Minutes of Meeting Register

- xxxiii. All the records including Books of Accounts, Minutes of Meeting Register, Agreements, Contracts, Approvals, Licenses, permissions and other official documents etc., will always be kept securely in the registered office of the Society.

- xxxiv. The Management Council is collectively the custodian of the Registers and other documents pertaining to the Society and responsible for their safe upkeep. No Member of the Management Council can take or keep any of the above Registers and/or official documents in their personal homes or elsewhere. Such an act is considered serious violation of Bye—Laws of the Society and the Society reserves right to proceed against the Member as per Laws of the land.

Article 21 - Amendment of Bye-Laws

- xxxv. These bye-laws may be amended by the Society at any meeting duly constituted for this purpose.
- xxxvi. No amendment shall take effect unless approved by 2/3rd majority of the Members attending the meeting and should be in accordance with the Telangana Societies Registration Act, 2001 and its amendments thereof or any other applicable laws of the land.

Article 22 - Grievances & Arbitration

- i. No Member shall be entitled to resort to any legal proceedings in respect of any dispute or difference or other modifications in respect of the enjoyment of the Common Areas and Amenities, club house or for any other grievance for any service or in respect of any dispute between the Member or Members and Society or among the Members or against any service provider unless and until he exhausts all remedies available under the Bye—Laws of the Society.
- ii. The Management Council may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious.
- iii. In the event of a dispute getting referred for redressal by the arbitrator, then award of the arbitrator shall be final and binding. The arbitration proceedings shall be initiated, carried out and concluded as per the provisions of the Arbitration and Conciliation act, 1996.

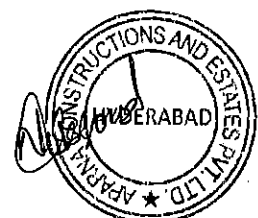
Article 23 - Official Seal

- i. The Society shall have a common "seal" which shall be in the custody of the Secretary and shall be used only under the authority of the resolution of the Management Council and every deed of instrument to which this seal is affixed shall be attested for and on behalf of the Society by the Secretary or President or any other person authorized by the Management Council.

Article 24 - Waivers

- i. The failure by the Management Council to enforce any term or any period or any one or more of the terms of conditions of the Bye—Laws of the Society will not be construed as waiver of them or of the right at any time subsequently to enforce all the terms and conditions of these Bye—Laws.

Article 25 - Declaration



- i. We, the undersigned, have formed into a Society and hereby declare that we will be responsible to run the affairs of the Society and are desirous of getting the Society registered under Telangana State Societies Registration Act 2001.

S. No.	Name & Address	Age	Designation	Occupation	Signature
1.					

WITNESSES:-

S. No.	Name & Address	Age	Designation	Occupation	Signature
1.					
2.					

ANNEXURE – (Schedule-G)

Guidelines for Interior Works and Dos & Don'ts (Draft only, subject to change)

A. Timings/Holidays/Duration of Interiors:

1. Interior Works are permitted only during the day time between 08:00 AM to 19:00 AM.
2. No works of any kind are permitted on Sundays, National and Public Holidays or any other days as may be decided by APMS/MC subject to Society's requirement under advance intimation to the Owner(s), decision of which shall be binding upon the Apartment Owner(s) for compliance.
3. Workers are neither allowed to remain in premises nor reside in the Apartments after 19:00 AM.
4. All Owner(s) who are opting to execute the interior works shall complete such works within 90 consecutive days from the date of commencement of interiors including Sundays/Holidays as mentioned herein under written intimation to APMS/Society Office along with a copy of Apartment handing over letter.

B. Debris Disposal:

5. Instruct your interior workers not to dump any debris in balconies as it can catch fire.
6. Interior debris especially combustible material such as saw dust, wooden chippings, cardboard etc. to be disposed of on daily basis and dumped in the designated location without spilling into common areas (drive ways, corridors, parking lots, lifts, stair cases etc.) to prevent fire hazard.

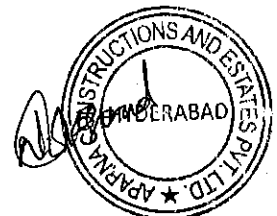
C. Use of Lifts:

7. Prior intimation is to be given to APMS/Society for accessing service lifts before moving interior materials to the Apartment.
8. Passenger lifts will not be allowed to be used to ferry Interior Workers or material. All material to be conveyed through the Service Lift only. Interior vendor to contact APMS office in case the Service Lift is not available.
9. **Goods are permitted only in Service lifts. Weight should not exceed the designed carrying capacity of the lift. If any damage occurs due to overloading of the lift or improper handling of material while using the lift it will be the responsibility of the particular Apartment Owner(s) to compensate the damages caused.**
10. **Owner(s) are to note that the lifts are highly sensitive and expensive equipment and are generally not designed to handle debris, similar waste if not conveyed properly. Therefore, extreme care is to be taken while using the lifts for disposing of debris or such other waste generated during interior works which may result in untimely/ frequent breakdowns severely impacting their availability. APMS/Society reserves the right to 'STOP USE' of the Service lifts by such reckless workers/contractors engaged by the Owner(s) and Passenger lifts will not be allowed in lieu during such an outage of the Service lifts. Neither Aparna/APMS nor the Society shall bear any responsibility whatsoever of any direct or collateral damages/losses caused to the individual Owner(s) or other Owner(s)/occupants of the building on such occasions of stoppage or breakdown of the lifts. The individual Owner(s) (if proven) or all Apartment Owner(s) in whose Apartments, interiors are in progress in the building at that point in time shall be collectively held accountable to equally share the expenses incurred for making good (repair and restoration) of the lifts on all such events due to improper or/and reckless use of the lifts while conveying the interior debris or such other waste.**

D. Supervision/Discipline:

10. Owner(s) are to consider appointing a reasonably qualified/experienced supervisor or a person responsible and capable enough to oversee the interior works. The name and contact number of such person (Owner(s)'s SPOC) must be intimated to APMS/Society at the start of interiors.
11. The Owner(s) are to bear absolute responsibility for the conduct, behavior of the labor engaged by them for Interior Works. Any omissions & commissions by the workers against the Society's Rules & Regulations in force will be penalized as may be decided by APMS/MC.
12. Owner(s) are to specifically instruct the interior worker not to spit, urinate, defecate, litter, dump or dispose of any debris/garbage inside the premises and not to choke drains and pipelines inside the apartments. Owner(s) should take care to assign one toilet within their Apartments (preferably common toilet) in the absence of public toilets for the workers to use to avoid such uncivilized acts within the community. The interior vendor / contractors are to be sensitized by the Owner(s) that such acts of public nuisance are subject to the imposition of penalties by APMS/Society befitting any violation of the guidelines as mentioned herein.
13. Cost of any damage or loss to the common area property caused by the actions of the labor engaged by the Owner(s) for interior works will be recovered from the caution deposit amount. The decision of the Management will be final for assessing the amount to be recovered.
14. Owner(s) shall ensure that the interior designer/contractor and his/her workmen engaged are not to indulge in any un-lawful activities of any nature and shall refrain them from going to neighboring Apartments; and shall be responsible for their behavior, acts, omissions and commissions done by the workmen engaged.

E. Security/Safety/Pollution:



15. Fire Sprinklers are not be concealed above the false ceiling. Clearance to be obtained from APMS Fire Safety Team for any modification of the sprinkler system inside the Apartment.
16. APMS/Society will not be responsible for any loss due to fire, theft or damage caused inside the Apartment/apartment building while doing Interior Works.
17. The Main door of the apartments should always be kept closed while doing the interior works to minimize noise and flight of dust to neighboring Apartments.
18. **Do not keep any material like granite, grills, plywood etc. in common areas. APMS/Society bears no responsibility for the loss of any material.**
19. Work permit to be obtained for hot works/hazardous works is any. Owner(s) is solely responsible for any collateral damages caused in the neighboring Apartments and common areas due to such acts of neglect and irresponsibility by the interior vendor/contractor engaged by them.
20. Marble / Granite cutting and any other outdoor works to be done at designated location only with prior intimation to APMS/Society office.
21. Heavy equipment such as core cutting & drilling machines etc., are strictly prohibited to be carried through the Main Gate for any type of works inside the Apartments/community. Owner(s) are advised not to ferry prohibited equipment and workers in their personal vehicles which if found will be viewed seriously and heavily penalized for such deliberate violations. On such instances APMS/Society reserve the right to stop work immediately to ensure compliance by the errant Owner(s) and bears no responsibility whatsoever of any consequential damages, delays or losses caused due to the work interruption.
22. **Vehicle Parking is always at Owner(s)' Risk. Parking of all owners' vehicles is in the basements only. No vehicle is allowed to be parked in the podium driveway areas. Speed Limits and Traffic signage are to be strictly followed.**
23. **Potted plants on the balcony walls and hanging flower pots are not allowed in the corridors and balconies due to imminent safety and fall hazard that may prove fatal.**

F. Mechanical; Electrical & Plumbing (MEP) Related:

22. Workers working inside the apartment should be instructed by the Owner(s) not to tamper or meddle with electrical wiring, connections or fixtures and fire safety sprinklers. They should be instructed not to change the load distribution inside the apartments i.e. not to exceed the sanctioned connected load of the Apartment as approved by the CEIG which if violated may lead to penal action/disconnection by the Electricity Department for example of the sanctioned connected load of the Apartment is say 8kW then it should not be enhanced to more than 8kW. Even if done the existing infra designed to cater to the load at 8kW will not support excess loads and may lead to crippling failures of the power distribution system inconveniencing other occupants unnecessarily. In such case neither APMS/Society nor the Aparna Management will be responsible for any loss/damage to Owner(s) property on account of this, either during the course of Interior Works or later. Prior clearance is to be taken from APMS Office before and also after completion of the electrical works.
23. All wiring above false ceiling to be properly color coded matching the original scheme and to ensure all circuits, power sockets and appliances are earthed and connected to neutral. APMS/Society will not be responsible for any tripping /failure and short circuits resulting in damage of appliances and internal wiring.
24. No drilling and hacking near the power points, electrical wiring, piped gas, water and sanitary piping systems is permitted.
25. **Gas pipe line should not be concealed within the floor or wall and any interior works.**
26. AC outdoor units should be installed only in the space allotted and nowhere else. Any such violation if not rectified upon notification will be corrected by APMS/Society and the expenses incurred thereof will be recovered from the Apartment Owner(s).
27. **No extra light fixtures of any type are allowed to be fixed in the corridors.**
28. **APMS/Society will not attend any complaints whatsoever arising out of electrical /plumbing modifications carried out by the Apartment Owner(s).**

29. Collect all drawings like AC, Civil, Plumbing, and Electrical at the time of taking hand over of the Apartment.

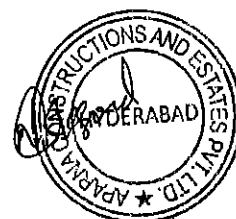
G. Additions/Modifications/Alterations:

1. Allottee/Owner has agreed to the specifications including flooring and cladding and signed in acceptance of the same. Hence, any changes to the elevation, alteration to external walls, main doors, balconies etc., of the apartment are strictly not permitted. Any renovation/customization works shall be limited to the inside of the Apartment only. Even inside the Apartments structural changes to shear walls, internal walls (including extensive stone/marble/tile cladding, etc.), floors (including replacement of tiles, laying/pasting new/custom tiles/micro topping upon the original/existing flooring, etc., or any other type of modification to the original flooring laid by the builder), tampering or modification of the ceiling and water proofing shall neither be attempted nor permitted.
2. Fixing of Dish antennas protruding out of the balconies or on the façade walls is not permitted. Similarly, laying cables externally/hanging of loose cables/wires is also not permitted. This is to protect the ambience of the building.
3. **Do not alter balcony color, walls, grill design and color on exteriors of the building.**
4. **No owner shall paint/modify the exterior walls, doors or carry out any sort of beautification works on the exterior walls in the common areas and install safety grills, UPVC frames, bird net, chicken mesh or mosquito mesh and the like at sit-out balcony and kitchen balcony, etc. All such add-ons, alterations or modifications will be considered as violations and will be subject to penalties as may be fixed and levied by the Developer/Society/Service Provider. APMS/Society reserves the right to remove such appendages/add-on fixtures and expenses incurred for removal and restoration works shall be recovered from the Apartment Owner(s)/s besides penalty imposed for violation of the Byelaws mentioned herein.**
5. **No modification/beautification of the Main Entrance Door and elevation is allowed.**
6. **No protruded grills are allowed. No enclosures allowed for sit out/kitchen utility balconies. Specified design only is allowed as per sample provided by the developer at the Ground Floor.**

H. Prior information/ Permissions:

36. Consent letter to be taken from APMS/Society by Owner(s) and Interior vendor before commencement of interior works by submitting necessary documents like Handover letter, ID proofs of Interior workers.
37. Owner(s) are to obtain either a proper endorsement on a request letter listing out the intended modifications or an email confirmation from an authorized person of the builder / APMS or Society Office to carry out any kind of customization that involves major structural changes inside the Apartment e.g. replacement of tiles, breaking of (sheer) walls, and electrical works like rewiring works, fixing extra power sockets for kitchen and home appliances, toilet modifications such as replacing of tiles, redoing of plumbing lines, repositioning of CP/Sanitary fittings (commode, faucet points etc.) traps, redoing of waterproofing, closure of windows. Quoting of oral permissions obtained from Sales or CC Teams at the time of intervention by APMS Officials will not be considered as valid and such interventions to stop work until restored to the original designed detail as provided by the developer. Neither Aparna/APMS nor Society bears responsibility for any damages/losses/disturbances of any kind caused due to seepages or leakages by the interior works carried out in the neighboring Apartments above or below and affecting the common areas.
38. Owner(s) to obtain prior permission from APMS/Society Office (MC) before modifying the original layout of plumbing pipelines, CP-Sanitary fittings and electrical circuits, switches and sockets. APMS/Society is not responsible for any damages by interior workers.

I. General:



40. Footwear shall not be allowed to be scattered in the corridors. They should be properly placed in shoe rack size of which shall not exceed: 15 inches depth 36 inches height and not exceeding a total volume of 21 cubic feet. This is to protect the general ambience in the common corridors. The shoe rack shall be placed and furnished in a manner such as not to cause any safety hazard to children.
41. APMS/Society always reserves the right to enter the Apartment for inspection during the tenure of the interior works to observe and intervene against any violations. On such instances APMS/Society reserves the right to stop work immediately to ensure compliance and bears no responsibility of any consequential losses whatsoever due to the work interruption.
42. Neither APMS nor Society bears responsibility for any collateral damages/losses/disturbances of any kind caused due to interior works carried out in the neighboring Apartments beyond and in spite of the stipulated timings provided in the guidelines herein.
43. Hanging of 'Ash Gourd' (*Budida GummadiKaya*) to ward off evil sight in the corridor ceiling is not permitted; instead it may be affixed on the wall above the main entrance door to the Apartment.
44. **Animals of any type such as cattle are not allowed to be brought into the premises at the time of house warming ceremony.**
45. **Refund of caution deposit is subject to violations or damages caused during interiors.**
46. It is assumed that the Owner(s) has thoroughly inspected the Apartment at the time of handover to his/her/their utmost satisfaction prior to commencement of interior works. APMS/ Developer/ Society bear no responsibility to any claims of damages, missing inventory by the Owner(s) at a later date.
47. **No Aparna employee is directly or indirectly involved in contracts/ brokering for interior works with contractors. Please do not approach our employees under any circumstances.**
48. **It is the responsibility of the Owner and/or the Service Provider of the Interior works to provide and meet insurance requirements to all the workers while carrying out the interior works in the apartments.**
49. **It is the responsibility of the owner and/or the Service Provider of the Interior Works to ensure that their workers is appraised of, not to visit other apartments or any other parts of the project. It is agreed that if any such worker found to be moving around the places other than in the apartments allowed to work, such worker/s will not be allowed to enter into the premises again and cancel his gate pass to enter into the project.**
50. **No worker shall argue nor quarrel with any staff of APMS, Construction or any other Personnel including the Security Personnel, when they visit the apartment for inspection or any other purposes.**
51. **All/any issues shall be either taken up immediately with the concerned APMS or Customization Team personnel only.**

Declaration:

I have read & understood and hereby declare, confirm and agree that I/We shall adhere strictly to the guidelines suggested as above and also ensure that all our workers strictly follows the COVID Norms as per the directives given by the Government or the APMS or by the Society from time to time.

Signature:

Apartment Number: _____

Apartment Owner(s) Name(s): _____

Date

