KRISHNA TOWER OWNERS WELFARE SOCIETY

House Rules

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1. Purpose and principles

- Krishna Tower is a shared home for 81 families. These rules protect safety, cleanliness, peace and fairness for all of them.
- Every owner is responsible for making sure their family, tenants, guests and staff follow these rules.
- Rules are applied equally to every flat. No member, office-bearer or tenant is exempt.
- Requests, complaints and suggestions should be made through the Participation Centre so that there is a record and a response.

2. Occupancy, tenants and moving

- An owner who lets a flat must share the tenant's name, contact details and move-in date with the Society before the tenant moves in.
- Police verification of tenants is mandatory. A copy is kept by the owner and shown to the Committee on request.
- The owner remains responsible for dues, damage and conduct during the tenancy.
- Moving in or out is allowed between 8:00 AM and 8:00 PM. Inform the Committee at least 24 hours in advance so the lift can be protected.
- The lift must not be used beyond its rated load while moving furniture. Any damage to lifts, walls or floors is repaired at the flat's cost.

3. Visitors, domestic staff and vendors

- All visitors, delivery staff and vendors are recorded at the gate.
- Domestic staff, drivers and regular vendors should carry a Society-issued identity card once the scheme is started.
- Residents are responsible for the conduct of their own visitors and staff inside the premises.
- Delivery staff should hand over at the flat door or the gate and must not wait in lobbies or staircases.

4. Security, gate and CCTV

- Gate timings and after-hours entry arrangements are notified by the Committee on the Notices page.
- Security staff follow instructions from the Committee, not from individual residents.
- CCTV footage is kept for the period fixed by the Committee. A resident may request a review of footage for a specific incident in writing. Footage is not shared on social media.
- Report any security concern immediately to the guard and then on the website so it is recorded.

5. Parking and vehicles

- Park only in the bay recorded against your flat. Confirm your bay on the Parking plan.
- Do not use another flat's recorded bay, even if it is empty, without that owner's written permission.
- Visitor vehicles use visitor parking only, as directed by the guard.
- Drive at walking pace inside the premises (maximum 10 km/h) and do not use the horn unnecessarily.
- Never block driveways, ramps, entry gates, fire lanes or another vehicle.
- Vehicle washing with a running hose in common areas is not allowed. Use a bucket and keep drains clear.
- Electric-vehicle charging is allowed only from a point approved by the Committee.
- Abandoned or unregistered vehicles may be removed after written notice.

6. Noise and conduct

- Quiet hours are 10:00 PM to 7:00 AM. Keep music, television and gatherings at a level that does not disturb neighbours.
- Loudspeakers in common areas need prior Committee permission and must stop by 10:00 PM.
- Smoking, spitting and consumption of alcohol are not allowed in lifts, lobbies, staircases or other common areas.
- Treat staff, guards and fellow residents with courtesy. Disputes should be raised with the Committee, not settled in common areas.

7. Renovation and interior work

- Inform the Committee in writing before starting any interior work, giving the scope and expected duration.
- Work is allowed Monday to Saturday, 9:00 AM to 6:00 PM. No noisy work on Sundays or public holidays.
- Structural changes — to columns, beams, load-bearing walls, slabs or the building's external appearance — are not allowed.
- Debris must be bagged and removed within 24 hours. It must not be left in corridors, staircases or common areas.
- The owner is responsible for any damage, leakage or seepage caused to neighbouring flats or common areas.

8. Cleanliness and waste

- Segregate waste into wet and dry, and hand it over at the notified collection time.
- Keep corridors and landings passable. A footwear rack, plant pots or an AC unit close to your own door are fine if a clear walking path is kept. Never leave garbage bags or loose items there, and keep staircases completely clear — they are fire escape routes.
- Do not throw anything from balconies or windows.
- Keep drains and ducts clear. Do not pour oil, cement or debris into drains.

9. Pets

- Pets must be on a leash in all common areas and lifts.
- Owners must clean up after their pets immediately.
- Pets must be vaccinated. A copy of the vaccination record should be available on request.
- Owners are responsible for any nuisance, injury or damage caused by their pets.

10. Lifts, water, power and generator

- Children below 10 should use the lift with an adult.
- Do not overload the lift or keep the doors open unnecessarily. Report faults to the guard at once.
- Use water responsibly and report leaks promptly.
- Generator backup covers common services and the timings notified by the Committee. Do not connect heavy appliances during generator supply.

11. Terrace and common areas

- The terrace, lobbies, gardens and other common areas belong to all members together. No part may be used privately or occupied permanently.
- Community use of the terrace or common areas for functions requires prior booking with the Committee. The area must be cleaned afterwards.
- Nothing may be installed on the terrace or external walls — antennas, solar panels, tanks or signage — without written Committee approval.
- Any income from common areas, such as mobile towers or advertising, belongs to the Society.

12. Fire and life safety

- Staircases, fire exits, fire doors, hydrants, extinguishers and electrical panels must never be blocked or tampered with. Items kept in corridors must leave a clear path.
- If a fire-safety inspection or Fire NOC requires anything to be moved, the Committee will meet the affected floor, agree a common solution and give reasonable time to comply.
- Do not store gas cylinders, fuel or inflammable material in common areas.
- Know the nearest exit and the location of fire extinguishers on your floor.
- In an emergency, use the stairs, not the lift, and follow the guard's instructions.

13. Maintenance dues and payments

- Maintenance is billed **quarterly, in advance**, for the quarters 1 Jan-31 Mar, 1 Apr-30 Jun, 1 Jul-30 Sep and 1 Oct-31 Dec (proposed) - the same quarterly-in-advance cycle the builder has followed, so the Society always holds at least one quarter's running expenses and members are not asked to make a payment every month.
- Payment is due within **15 days** of the start of each quarter (proposed; the General Body fixes the final date and rate).
- If a flat changes hands or is first occupied partway through a quarter, the amount for that quarter is prorated for the remaining days.
- Pay into the Society's bank account or, once it is live, by UPI on this website. Every payment gets a receipt.
- Dues not paid within the quarter may attract interest or a late fee fixed by the General Body. A member more than 60 days in arrears is not eligible to vote or contest elections.
- **If the builder stops collecting maintenance before the Society is registered:** the Committee will open a dedicated interim collection account (see Bye-laws Clause 57) so maintenance is not interrupted while registration is completed. Every payment into this account is recorded and receipted, and the full balance and register move into the Society's own account the moment registration is complete.
- Members may inspect the Society's accounts in the office and, once available, in the members-only section of this website.

14. Emergency access to flats

- **Immediate danger** — fire, gas leak, serious water or electrical hazard, medical emergency: entry may be made at once by the fire service, police, or at least two Committee members with a guard. The owner is informed immediately, the entry is photographed and recorded, and the flat is secured afterwards.
- **Urgent but not life-threatening** — for example a leak damaging other flats: the Committee first tries the owner, the tenant, the emergency contact and the key holder by call and message. Only if no one can be reached within 2 hours is entry made, by two Committee members with a guard, recorded as above.
- **Planned inspection or repair:** at least 48 hours' written notice, and entry only with the owner or their representative present.
- Keep your emergency contact and spare-key holder up to date in your KYC.

15. Complaints, requests and suggestions

- Report issues with photographs through Report an issue. Every report gets a record.
- The Secretary aims to respond within 15 days. Unresolved matters are placed before the General Body.
- Suggestions on these House Rules can be sent through the Participation Centre.

16. Breaches

- A first breach normally leads to a reminder or a written warning from the Committee.
- Repeated breaches may attract a fine fixed by Committee resolution, or other action under the Bye-laws.
- The cost of repairing any damage is recovered from the flat responsible.

17. Changes to these House Rules

- The Management Committee may amend these rules by simple-majority resolution.
- Every change is published on the Notices page before it takes effect.
- Member suggestions received so far — on parking, pets, tenants, terrace use, water and generator timing, CCTV retention and vendor ID cards — are recorded in the Bye-laws appendix and are being considered for these rules.