

# PURBA ABASAN (FA BLOCK) RESIDENT'S WELFARE ASSOCIATION

## SUPPLEMENTARY BYE-LAWS FOR UPKEEP OF THE COMPLEX

Wherever a clause of this Supplementary Byelaws is deviating from the Byelaws as laid down under West Bengal Apartment Ownership Act 1972, the later will prevail

These Supplementary Byelaws are subject to amendment by General Body

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### 1. GENERAL

- (a) **CLEANLINESS** : Residents of the complex are requested to help in its upkeep and cleanliness by not bringing, or causing to be brought within it, any dirt, refuse, soil, clay or waste of any kind or spitting. They should not damage the complex or cause it to be damaged in any manner whatsoever.
- (b) **MAINTENANCE** : Maintenance services for common areas / outside area of the apartments are provided by the Association. But the repair and maintenance of individual apartments or the replacement of plumbing etc and other equipment is the responsibility of the individual flat owners themselves or of their tenants, as per any lease agreements concluded between them. However, and subject always to availability, the maintenance staff of the Association may be called upon to render such services as may be required, at the cost of the said flat owners or tenants. A register shall be maintained in the Maintenance Office, in which residents can report faults or defects relating to their apartments, which may need the Association's attention.
- (c) **ALTERATIONS** : Alteration(s), especially structural & external ones are not permissible in the building / Complex, as this would attract penalties from the concerned authorities besides spoiling the attractive façade of the buildings. Nor should the outer walls be damaged. Internal non-structural alterations / additions to toilets, baths etc need to harmonize with existing facilities. Any alterations should not affect the strength and safety of load-bearing walls or pillars.
- (d) **TENANTS** : Flats in the complex can be rented to persons only for residential purpose who meet following criterion :

# PURBA ABASAN (FA BLOCK) RESIDENT'S WELFARE ASSOCIATION

## SUPPLEMENTARY BYE-LAWS FOR UPKEEP OF THE COMPLEX

- Apartment Owner has to ensure that his / her tenant follow the Byelaws & Supplementary Byelaws of the Association.
- The flat shall not be converted in to a Hostel / Guesthouse / Mess etc.
- He / she shall not create nuisances or any other act so that his /her neighbor or other residents feel any problem.

### **(e) COMMERCIAL USE OF FLAT**

- No member is allowed to use his premises for any commercial use.
- RWA committee may allow after discussion in the executive committee for providing any services for the charity purpose. For this application may be given to RWA giving details of services provided, persons availing of that services, and other necessary details. After written permission from RWA only, the services can be initiated.

## **2. RESTRICTION ON THE USE OF COMMON AREAS:**

**(a) PRIVATE FUNCTIONS:** The common areas only at the Parking and at the terrace may be allowed to use for private receptions or any other such functions, subject to compliance of local municipal & other statutory regulations & availability and on payment of Security deposit & fees as decided by the Governing Body from time to time and on first come first serve basis. Owner who wish to organize the function shall have to ensure that

- No inconvenience is caused to the residents of the complex
- No damage is made to the structure / façade / green areas etc
- Proper cleaning is done after the function.

The Security deposit shall be refunded only after the function and on compliance of the above requirements.

**(b) COMMERCIAL AND OTHER GOODS :** Storage of household and/or commercial goods, even for short durations, is not

# PURBA ABASAN (FA BLOCK) RESIDENT'S WELFARE ASSOCIATION

## SUPPLEMENTARY BYE-LAWS FOR UPKEEP OF THE COMPLEX

permissible in the common areas such as stilts, corridors and other such places.

(c) **DOMESTIC HELP** : Residents may not ask or permit their domestic help to use the common areas as sitting or sleeping accommodation, or for the storage of their belongings or to commit nuisance. Offending individuals would not be permitted entry into the complex.

(d) **MISCELLANEOUS ACTIVITIES** : Residents may not use corridors and areas in front of lifts for use by carpenters or other artisans

(e) **FITTINGS AND FIXTURES** : Electrical switches and meters and all other fittings and fixtures located in the common areas shall not be tampered with in any manner. Any faults and defects noticed by the residents should be reported to the maintenance staff for rectification.

### 3. GREEN AREAS :

The Specified Green Area is the property of the Association as a whole and not of individual members or residents. No flowers or leaves may be plucked from the garden. All requirements, whether for pujas or for filling decorative vases, should be met through private arrangements made from outside the complex

### 4. GARBAGE :

Garbage shall be collected by the Housekeeper from every door. It should not be thrown / disposed at any place in the Common area.

### 5. FIRE FIGHTING EQUIPMENT :

Residents shall not, on any account, tamper with the fire-fighting equipment, which is located on each floor. It is proposed to organize a fire fighting drill at least once a year, so that residents can be acquainted with the procedure to be followed in the event of a fire in the housing complex.

## PURBA ABASAN (FA BLOCK) RESIDENT'S WELFARE ASSOCIATION

### SUPPLEMENTARY BYE-LAWS FOR UPKEEP OF THE COMPLEX

#### 6. LIFTS :

- (a) 1 out of 2 lifts would be operational at a time. Their availability at all times would depend largely on their proper use. Children should be instructed not to misuse them by frequently running up and down, merely for fun. Children below the age of 5 years should not be allowed to ply on the lift without any adult. Domestic help should be encouraged to use the service stair.
- (b) Heavy goods should not be loaded on to the lifts. Goods of all size should be avoided from carrying through the lifts as far as practicable & possible.
- (c) Residents, even with the good intention of trying to correct a faulty operation, shall not tamper with the mechanical or electrical part of the lifts.
- (d) If, at any time, it is discovered that a lift is not functioning properly, this should be reported promptly to the guard on duty at either of the entrance gates so that the IBIJI maintenance staff can be contacted for immediate remedial action.

#### 7. MAINTENANCE STAFF / DOMESTIC HELP / DRIVER :

Residents should not threaten or manhandle the staff of the Association for any reason whatsoever. Any complaints against them should be made to the President / Secretary. Maintenance staff particularly the security guard should not be asked to do any personal work. All domestic help / driver must obtain "**Gate Passes**" from the Association's office in order to gain entry into the complex. Security guards have been instructed to strictly enforce this requirement. To obtain Gate Passes for **DOMESTIC HELP / DRIVER**, the apartment owner shall have to fill up the specified Form. Residents are also advised to follow the rules and regulations of the local administration

- 8. **RENTING OF FLATS** : Members before renting their flats shall have to inform the Association.
- 9. **PETS** : Residents who keep pets should not let them loose in the common areas or in the garden. They should be walked outside the

# PURBA ABASAN (FA BLOCK) RESIDENT'S WELFARE ASSOCIATION

## SUPPLEMENTARY BYE-LAWS FOR UPKEEP OF THE COMPLEX

housing complex. It shall be the responsibility of the residents concerned to have the necessary cleaning up done in case a pet dirties any part of the complex. They should also instruct their domestic help accordingly. In the unlikely event of biting etc, the owner of the pet and the affected person or his family should bilaterally settle the matter.

10. **SALESMEN AND HAWKERS** : In the interest of security, salesmen and hawkers shall not be allowed entry into the complex. Only those who provide services to the residents, such as regular maids, milkmen and newspaper delivery boys shall be allowed in.

11. **AIR CONDITIONERS AND AIR COOLERS** :

No air conditioners and air coolers shall be installed in the flats in the complex in a manner that would project into, or open out on, any passage. Residents should ensure that no water drips from their cooling equipment into another resident's flat or into a common area.

12. **CAR PARKING** :

Residents should drive slowly and with caution within the complex. The use of horns should be avoided. While entering the complex at night, the headlights should be in dipped mode. Visitor's car may be allowed to park in the Common Area for limited duration subject to availability and after confirmation from the respective Apartment owner.

The Apartment owner shall not let out the Car Parking on stand-alone basis to outsiders.