

RULES FOR RESIDENTS

General

1. All Residents shall abide with Law and these Rules of the Residential complex shall be subject to Law.
2. Rules of the Residential complex shall be strictly abided by all Residents.
3. Rules of the Residential complex may be amended by the Association at such times and in such manner as deemed fit as per by-laws. Any amendment in Rules shall be duly intimated to Residents before its implementation.
4. Notwithstanding the Rules of Residential complex, safeguards, processes, procedures and other measures that Association may put in place or fail to put in place, Residents shall be solely responsible for their conduct or misconduct, act or omission and consequences thereof.
5. Association or any of its Office bearers shall not be responsible for any act of commission or omission, misconduct or negligent behavior by Residents. Any damage or loss caused to any property of Residents, Facilities, Common areas or any property situated therein or any part thereof shall be made good by the Resident(s) causing such damage or loss.
6. Members, Residents are expected to communicate about the Rules of Residential complex to their Tenants, visitors, guest, employees and other person who may be entering the Residential complex at behest of Members, Residents and to make them abide with Rules of Residential complex.
7. Office of Association shall be the registered office which shall work during Office hours.
8. Residents are not allowed to operate any Commercial activities from Dwelling units, unless prior written consent from the Association is obtained. Association may also prescribe rules regarding such operations on case to case basis.
9. IFM vendor staff shall not run personal errands of the Residents.
10. Residents are expected not to cause any nuisance or inconvenience to fellow Residents.
11. Use of loudspeakers or playing loud music or making loud noises especially from interior work is not allowed after 10pm.
12. No activity which is considered illegal and against the interest of general public and Residents shall be allowed in the Residential complex.
13. Residents should not interfere in the day-to-day workings of the IFM vendor staff. If Residents have any questions, suggestions, complaints regarding the working of IFM vendor staff, they may communicate the same in writing at the register maintained at Association office. The written question or complaint will be acknowledged in 3 working days failing which the complaint can be directly addressed to the core committee members



- in the official CGMOWA communication groups. Resolution of the complaints or questions will be answered within 7 working days.
14. Payments in respect of the Dwelling units including in respect of electricity, property tax, telephone bills etc. shall be responsibility of the respective Residents. Association shall play no role in facilitating payment of such expenses. Authorities may disconnect connections on failure to pay dues on time and Association shall have no role to play in reinstatement of such connections without full settlement of pending dues.
 15. In case of emergencies, personnel authorized by the Association shall have a right to enter into any Dwelling units after intimating to the Resident. Resident shall allow such entry for the purpose notified by the Association.
 16. Use of roof top terrace by Residents for personal use is strictly prohibited as per the CGMOWA By-law.
 17. Residents will be informed of working hours, important contact information, escalation matrix and complaint procedures for facilities and maintenance services. Any change therein will be intimated to the Residents from time-to-time.
 18. Residents are expected to settle any differences and disputed that they may have with fellow Residents amicably among themselves. Association shall not generally be involved in disputes or differences between the Residents unless so requested in writing by one of the parties to the dispute. In such a case, Association may only play role of a facilitator to try and settle the dispute.
 19. Association with not get involved in disputes or differences that individual Residents may have with the Builder unless the matter of dispute is of a nature which impacts or may impact Residents at large.
 20. Association with not get involved in disputes or differences that individual Resident may have with another Resident unless the matter of dispute is of a nature which impacts or may impact Residents at large (more than 50% of the users/residents/owners/IFM staffs directly or indirectly to the issue)
 21. Members should provide details of their address of communication, email address, phone numbers, details of Tenants to the Association and should endeavor to keep such details updated at all times so that communicate may be made by the Association to Members and their Tenants. Membership forms must be submitted by all owners to the CGMOWA with necessary proofs. Tenants must submit the membership form with required proofs of dwelling as tenants.
 22. **Breach of Rules of Residential complex shall invite such action including levy of fines as decided by the Association. The fines will be not less than Rs.1000.**



Rules for Common Area

1. Residents shall make best endeavors to keep and maintain Common areas clean and tidy.
2. Excessive plucking of flowers, usage of plants or its bearings in the garden areas or damaging plants or trees is prohibited.
3. Residents shall not install their personal equipment like AC, dish antenna, other devices for communication or internet connect in the common area.
4. Usage of OTS area for equipment fixing to be done in such a way that communication shafts, common electrical connections and space of maintenance service are not hindered.
5. Common areas shall not be used for any kind of gathering, functions, video shoots, promotional activity, private parties without prior written consent from the Association. Association may prescribe such restrictions and fee to be paid before such activities are allowed.
6. Scribbling or scratching on common area walls or in lifts is strictly prohibited. Writing of slogans or putting posters on walls in common areas in the Residential complex is not allowed.
7. Residents shall not consume alcoholic beverages in the Common areas.
8. Spitting is prohibited within the Residential complex except at places earmarked or in spitting bins.
9. Eating paan or tobacco/ drinking alcohol / smoking or littering in Common areas is prohibited.
10. No household items are allowed to be kept/stored in the common lobbies on each floor (for eg., Dustbins, Cycles, kids toys of significant size, etc.)
11. Fire escape areas to be kept clean and clear at all times. In case blockage (including by way of litter, waste objects, cartons, boxes etc.) is found in fire escape areas, it shall be deemed that all Dwelling units on the concerned floor have contributed to the blockage and fine shall be imposed on all Dwelling units of the concerned floor.
12. No Resident shall block Common areas in any manner whatsoever, temporarily or permanently or put locks etc. to block Resident's access to Common areas.

Rules For Dwelling Area

1. Residents shall not paint the outside walls in a color different from existing color.
2. External modification, alterations, putting window air conditioners, personal generators or any fixations that changes or destroys the approved elevation plan of MIRO are not permitted.
3. No modifications in Dwelling units are allowed without prior sanctions. Any structural change or any change in facade is not permitted.



4. Balcony areas shall not be enclosed with permanent structures; however, transparent sheets or grills can be put in a manner agreeable manner.
5. Utility balcony can only be enclosed with the grill in the manner prescribed.
6. Activities such as cooking, vessel cleaning etc. is not allowed outside the Dwelling units, in Common areas or in the park.
7. Residents getting interior work done in their Dwelling units must ensure that no debris / unused material is left anywhere on the Common areas, pathways, staircases, lifts, or dumped outside the gate.
8. Residents should ensure that work is completed within working hours without causing disturbance to fellow Residents.
9. Normal working hours for contractors and interior workers in individual Dwelling units are 8.00 am to 6.00 pm on working days. Interior work is allowed in Dwelling units on Sundays and public holidays to be avoided. If not, at least, a notification to be given to the neighbors who are immediately affected by the activity.
10. Workers, carpenters should be out of Residential complex by 7 pm. Workers are not permitted to stay in the Dwelling units over night.
11. If the work needs more than 2 days, then the Dwelling unit resident has to inform the IFM vendor staff in writing, using work notification and a security deposit has to be kept with the association as prescribed.
12. Any outsider, sub-contractor working in the Dwelling unit will be required to obtain temporary Private Employee ID cards before commencement of work after submitting proof of address and photograph.
13. It is advised that the Members seek transfer of TANGEDCO meter allotted to their Dwelling units in their name as end users.
14. It is desirable that Members take general insurance policy for their Dwelling units against instances of fire, theft etc. Association shall not be liable for loss caused to any Resident due to any untoward incident.
15. Residents should follow rules of waste segregation as prescribed. Household garbage should be segregated into wet and dry. Kitchen and wet waste should be collected in plastics garbage bags and disposed off in the garbage chute only.
16. Glass items and items which are too large for the chute, for eg. pizza boxes and cartons, should be disposed off along with the dry garbage. The dry garbage (newspapers, books, plastic/glass bottles etc) should be kept at the designated collection points in each block and not in common space.



17. No garbage / waste material or any other items / articles should be thrown from the balconies / windows. In order to maintain the decor and cleanliness, Residents should not use the balcony railings for dusting rugs, carpets or for drying clothes etc.
18. Garbage MUST not be littered in the common areas. Facility management will issue warning to any member violating this rule. Further notice will be given by association.
19. Flower pots should not be kept on the parapets to avoid accidents or water seepage to the balcony below.
20. In case of any seepage emanating from any of the Dwelling units, it shall be the responsibility of the owner of the concerned Dwelling unit to get it repaired immediately. In case the seepage reaches other Dwelling units, owner of the Dwelling unit from where the seepage emanated shall be responsible for restoring the condition of the other affected Dwelling units. Seek ICare support immediately. CGMOWA association will support in connecting to ICare team. The duration of completion of the snag work is still decided by the ICare team.
21. In case of any seepage, breakage or leakages source of which cannot be ascertained, all Dwelling units near to the point of such seepage, breakage or leakage shall share the cost of restoration.
22. Residents should make best endeavor to ensure that water pipes are not blocked. Residents should also advise their carpenters, maids not to throw waste objects in the water pipes. In case water pipes are found blocked, all Dwelling units to which the affected pipe is directly connected to shall be fined.
23. In case of any attempt or act of theft, break-in in the Dwelling units, Residents should inform the Association in writing immediately with as much details as possible. Association shall make efforts to seek police help for the affected Resident.

Rules for Clubhouse

I. SWIMMING POOL:

1. Residents shall make best endeavors to keep the swimming pool clean and hygienic.
2. Residents shall use the swimming pool only during the pool timings as displayed near the swimming pool.
3. Residents intending to use the swimming pool should keep their Resident ID cards / access cards in handy to display it in case so asked by the IFM vendor staff. In case of non-availability of ID cards the entry will be restricted.
4. Residents may bring their guests to use the swimming pool but the usage are limited to one session in a day only. Guests are not allowed to use not more than 2 sessions per week. All guest members must adhere to the dress codes and other described norms of using the

- swimming pool. Any misuse of swimming pool by guests will by default become the responsibility of the hosts. Any fines levied will have to be paid by the hosts only.
5. Users of the swimming pool facility should sign on the register placed near the swimming pool by quoting their name and Dwelling unit number.
 6. Appropriate swim wear is mandatory while using the swimming pool (eg., cotton shorts, t-shirts, salwar – kameez, shirt – pants, jeans etc. should not be worn inside the swimming pool). Users sporting long hair are advised to wear a swimming cap.
 7. Footwear should not be used in swimming pool and should be kept in locker.
 8. Users should use locker room to keep their belongings. Maintenance staff is not responsible for security of users' belongings.
 9. Clothes MUST be changed in the cloak / change rooms only.
 10. It is mandatory for users to take shower before using the pool.
 11. Residents, who do not know swimming or are learners, should use the swimming pool strictly under the supervision of professional trainers.
 12. Children below 10 years are allowed in the pool only if accompanied by their parents and the kid's safety is their parent's responsibility
 13. Toddlers below 3 years are not permitted near the swimming pool area.
 14. Users with any skin ailments or contagious diseases, including eye infections should not use the swimming pool.
 15. Playing and running around the swimming pool area is not allowed. Spitting, spouting of water or blowing the nose in the swimming pool is not allowed.
 16. Eating/drinking/smoking in and around the swimming pool is strictly prohibited. Alcoholic beverages are not permitted inside or near the swimming pool.
 17. Personal chairs/other furniture are not permitted in the swimming pool area.
 18. Photo or video shooting should be prohibited. Any kind of celebration near the pool is prohibited like cake cutting.

IMPORTANT: Swimming pool is intended for the use of only such Residents and their guests who know swimming well or who use swimming pool under supervision of professional trainers. Users shall be responsible for their own safety in the swimming pool. In case of minors, the parents/guardians are responsible for safety and supervision of their children in/near the swimming pool. Association and or any of its Office bearers, IFM vendor staff shall not responsible for any untoward incident in/near the swimming pool.

If any of the pool users are not following the rules and/or causing disturbances to other users, The security personnel will be authorized to remove the specific party with MC approval and such parties would be restricted to use the pool for a specific timeframe 15 days.

II. GYM:

1. Only residents may utilize the facilities. Guests are not allowed. (ID Cards are Must)
2. Any resident who knowingly assists unauthorized individuals in using the facilities will be suspended from the facility and a penalty would be imposed by CGMOWA.
3. T-Shirts as well as proper workout clothes and athletic shoes are advised to be worn inside the fitness room at all times.
4. No shoes or bare feet are allowed on the exercise floor.
5. During peak hours please be considerate of other residents and limit use of cardiovascular machines to 30 minutes.
6. As work out etiquette suggests residents should bring a towel to the gym.
7. Residents should clean the equipment after each use. Bring towels and disinfectant.
8. No equipment is to be removed from the gym.
9. No food with the exception of water is permitted in the gym.
10. In consideration of other residents, please do not converse on cell phones on the exercise floor.
11. Residents under the age of 12 are not allowed to use the equipment's in the gym.
12. GYM will be open only in the Specified Timings separately for Gents & Ladies, Timings will be strictly followed. (Ref Notice boards)
13. Two guests are allowed if accompanied by the residents for one session in a day and not more than 2 sessions in a week.

III PARTYHALL:

1. Use of Party hall facility is allowed only to residents of the MIRO apartment complexes as stated above.
2. Applications for reservation of any of the party halls for any party shall be made to the Association Office, at least ten days in advance.
3. Booking of the Multi-Purpose Halls is on a first come first serve basis.
4. Applications for reservation must state the nature of the proposed family function, approximate number of guests invited and the likely duration of the party, etc.
5. All arrangements required to be made with the party and charges shall be agreed to by the applicant, at the time of making the reservation.
6. Residents using the Party Hall will pay in advance the charges levied by CGMOWA at the Association office and receive appropriate receipt for the same.
7. Smoking and consumption of alcohol in any form within the premises of the Party hall is strictly not allowed.



8. Cooking at the Party Hall is not allowed.
9. Guests shall, however confine themselves to the party venue only. CGMOWA may refuse permission for a party to be held, at their discretion.
10. Guests attending the family functions are not allowed to use any of the clubhouse facilities like the swimming pool, GYM, Indoor Games, Movie Theatres etc.
11. Any damage to the Party hall premises will be borne by the resident who has booked the party hall.
12. Residents or their guests cannot use multi-purpose halls for lodging purpose.
13. The multi-purpose halls should be handed over to CGMOWA after the use with due minimal cleaning.
14. The Party hall usage is strictly restricted to family functions of the residents. Any other activity other than this is strictly prohibited. The party hall will be open for use from 8 AM to 9 PM only (with two slots of 8 AM to 2 PM and 3 PM to 9 PM) For functions that requires opening of party hall before 8 AM, it must be informed in the booking form and prior approval of MC members is required.
15. No residents / guests shall install any machinery or equipment like generators, decorative lights, speakers that make noise beyond tolerable limits or cause disturbance to other residents in any way.
16. No resident / guest shall put any hoarding / advertisement or poster of any kind in the Party hall except as authorized by CGMOWA.
17. All residents and their guests should maintain decency and decorum within & outside the Party hall.
18. CGMOWA has the right to refuse entry to such residents and their guests who are found not abiding by the rules and regulations of the CGMOWA.
19. All residents shall be bound by the rules & regulations framed by the CGMOWA in respect of entry and usage of the Party hall. Prescribed charges for usage of the Party hall shall be borne by users. Failure to pay the same by residents / users will result in denial of using Party hall.
20. Usage of the Party hall is strictly restricted to the owners/tenants family only. Usage for bachelors is not allowed.

IV INDOOR PLAY AREA

1. All indoor playing equipment to be used as per the rules of the games intended.
2. Wrong use or misuse of the sports equipment like carom board, chess, Table tennis, table soccer, snooker table, air hockey must be avoided. Anyone found misusing or causing any damages to the properties will be liable to pay the penalties decided by the committee.



3. Kids less than 10 years must be accompanied by parents to the indoor play area. Any kid under 10 years if found alone will be sent out of the indoor play area.
4. Video game area is restricted to kids below 8 years.
5. Play timing must be respected and no arguments will be entertained. Any specific concerns must be immediately brought to the attention of core committee members.

Rules for Play area

1. Smoking and drinking alcohol inside the Play area is strictly prohibited.
2. Motor vehicles, Bi-cycles, Skates & Skate boards strictly prohibited inside the play area walking path.
3. Play Equipment provided in the Kid's play area is meant for children below the age of 12 and be accompanied by an adult. Person above the age of 12 is strictly prohibited from using the same.
4. Please keep the Park & Jogging Track neat and tidy.
5. Pets are strictly not allowed inside the Play area.
6. No Food & Beverages allowed inside the Play area, chewing gum is also strictly prohibited.
7. Don't throw litters inside the play area, Dispose of your trash in the nearby bins.
8. Offenders are liable to be penalized with appropriate fine and they will also be barred entry to the Play area.
9. No sharp objects may be taken into the play area
10. Balls or other objects must not be thrown at each other and the Ball games are Strictly Prohibited inside the Play area.
11. Don't obstruct the walking / jogging in the track.
12. **Fighting, bullying, abusive, aggressive, or any type of behavior deemed to be unsuitable towards CGMOWA Staff, management, or other members of the public, from either children or adults, will not be tolerated under any circumstances. Management reserve the right to enforce total bans.**
13. Please scrupulously follow the rules and regulations framed for the benefit of all the residents of MIRO
14. In case of Emergency, Please Contact Security .
15. To Report Damage or other Concerns, contact **mowa.miro@gmail.com**. The concern will be addressed in less than 7 working days depending on the seriousness of the issue.

Disclaimer: Children using the Equipment in this park and play area must be supervised at all times. The CGMOWA will not assume any liability for death or injury caused to anyone while using this equipment.



Rules for Parking lots and Traffic

The allotment of Parking Space shall be made by the Committee on the basis of "First Come First Served", for available parking slots However the Member shall have no right to sell or transfer the Parking Slot allotted by the Society.

1. No Member shall be entitled to utilize more parking slots than that officially allotted to him by the builder.
2. Any dispute in parking place allocation, size, access and marking of parking place must be settled only with CASAGRANT only. Any changes in the marking of the parking lots is considered only upon mutual written consent from the owner of the respective block and CASAGRANT.
3. CG MIRO parking stickers is a must for all vehicles used by the members for entry into the campus. Stickers in the Bi-cycles are not required.
4. Access to the allotted parking slots if hindered by improper parking of other members to be immediately informed to the facility manager or the security in the nearest location or call the traffic committee members.
5. Cleaning of vehicles should be done in their respective parking spaces. Garbage and dirt from cleaning should be disposed in the nearest dust bins. No littering of garbage in the allotted and nearby parking slots.
6. Covering of open parking lots by any means of construction is not permitted. Association to be approached if there is any request for construction and the final decision lies with CGMOWA Association only.
7. Traffic rules as per the signs in the drive ways should be followed.
8. Kids are not allowed to play, cycle or do any playful activities in the parking areas.
9. Overtaking is strictly not permitted.
10. Honking should be used appropriately and generally to be avoided.
11. No Driving of vehicles deviating from prescribed path ways. Driving of vehicles inside other parking slots as short cuts must be avoided. In case of deviation appropriate actions will be taken by the Management / Traffic committee.
12. PEDESTRIANS ARE ALWAYS FIRST. Pathways are accessed by all residents for multiple purposes hence first priority should be given to pedestrians.
13. Any accidents or damages to the common property or to member's property must be brought to the attention of the traffic committee / IFM manager / securities immediately.
14. Guests must park their vehicles in the guest parking area only. Any inconvenience caused or wrong parking of guest's cars will become responsibility of their respective host and to be resolved on priority.

Rules for Pets

Details to be captured in a form by all the existing/new tenants and owners

- *Where they got the pet from?*
- *Breed of the pet?*
- *How long they have had the pet?*
- *How old the pet is?*
- *If the pet has ever bitten any human or animal?*
- *Details of the person who will be responsible for taking the pet for walk and nature call. (to be provided if the responsible person is a servant or service hired)*
- *Who will care for the pet when the owner is not home?*
- *Vet card copy (to be submitted every year)*

CGMOWA Pet Policies:

1. All existing/new pet owners are requested to fill the required form with details listed above and submit to association office within next 15 working days.
2. Any dangerous breed which is banned under the rules and regulations laid down by Govt. of India inside apartments are strictly prohibited. If otherwise found, the owner will need to detest himself from pet on immediate basis.
3. All pets will need to have all the required vaccinations as per norms. The Owner is required to submit the vet card from certified clinic every year.
4. All dogs will be on a leash at all times outside of the apartment. The pets are not allowed to sit on benches and the pet owners are requested to cooperate with residents in such of any such confrontations or requests.
5. Other animals, such as birds and hamsters, should be appropriately caged.
6. The pet owner is responsible for cleaning up any "accidents" their pet has left inside the apartment, inside the building or outdoors. The resident is requested to make the pet poop on a piece of paper and immediately discard it to nearby dustbins after putting in a proper packet.
7. For urination, the pet if urinates in park or drain inside campus should be immediately washed away with sufficient water. If any resident is found guilty of breaking above rules shall be charged a penalty of 500/- INR on spot.
8. Under any circumstance, any such activities in lifts will not be tolerated. An immediately penalty of 500/- will be charged to the owner of the pet if the pet is caught attending nature call in lifts.
9. The pet owner is required to pay for any damage their animal has caused to the common facilities.



10. If any person is bit by the pet, the owner will be responsible to fulfill all the following requirements on immediate basis –
 - a. Treatment for victim (cost has to be completely borne by the pet owner)
 - b. Get fresh certification from vet that dog is not carrying any disease
 - c. Put dog mask while taking it out
 - d. No permission to take the dog to public places (e.g. Playground or lift when there are other people, parking lots, near More etc.)
11. If any part of the pet agreement is violated, or the pet becomes a nuisance or a hazard to others, association can require the pet be removed.
12. Association shall issue additional guidelines to restrict the hours for the activities that cause noise and disturbance to the residents. Every Owner/Resident should exercise due care to ensure that their pet animals do not disturb others. Two (2) warnings shall be issued following which CGMOWA is liable to penalize the owner with 500/- INR on every following instance and/or put dog mask.
13. During holiday breaks and intersession periods, all pets must be taken with the resident. CGMOWA is not responsible for any pet that is left within an apartment
14. No pets are allowed in any facilities like clubhouse, association office etc. This includes the pets of friends/guests or relatives.
15. It is the responsibility of pet owners to assure the welfare of their animals during pest control services. CGMOWA holds the right to make changes to the pet agreement as long as you give proper notice, at least 30 days.



By CGMOWA