

**MAXIMA CO-OPERATIVE HOUSING SOCIETY LIMITED**

(Regd. No. TNA(DOM)/HSG/(TC)/27196-2015 dated 13-04-2015)

Gr. Floor, C-Wing, Casa Bella Gold, Palava, Kalyan-Shil Road, Dombivali (E), Dist.: Thane – 421 204,

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**NOTICE / HOUSE RULES**

1. It is notified to all Members / Owners who have not become Member of the CHS that “Maxima Co. Op. Hsg. Soc. Ltd”, (CHS) is a registered body under the Maharashtra co-operative societies act 1960, and is governed by the approved Bye-laws, known as “CHS Bye-laws”.
2. As per the CHS bye-laws, it is incumbent upon any / all Member / Owner that for any deal / agreement for sale / purchase / renting of flats on leave & license or caretaker ship basis or parting possession of flats or part of, the concerned person(s) must obtain CHS no objection certificate (NOC). This NOC is expected to be issued within 21 days from the date of submission of application along with requisite documents as required, as per the CHS bye-laws. In addition, the concerned member / owner shall have to furnish an undertaking for payment of legal expenses which the CHS may incur and also any other charges levied by the CHS, as per its bye-laws.
3. For NOC of any other type, a request in writing has to be made at the society office along with all the supporting documents. This NOC is expected to be issued within 7 days from the date of receipt of complete documents.
4. All the tenants are required to submit a copy of your valid registered Leave & License agreement along with a copy of the police verification certificate. Post this shifting inside the flat will be permitted. Specific written permission shall have to be obtained from the CHS for shifting IN / OUT the house hold baggage / luggage from the rented / leased flats. Permission is expected to be issued within 7 days from the date of application along with the applicable fees and documents. The shifting IN / OUT non refundable fees is Rs. 1,000/-. Besides, a refundable security deposit of Rs. 5,000/- is to be deposited which will be returned back should there be no damage to the society property during shifting.
5. Owners to intimate in writing to the society of the change in tenancy if any and obtain acknowledgment. Else you will be liable for Non occupancy charges as applicable.
6. Parking:
  - Car parking inside the CHS premises is restricted for members / associate members / their family members OR tenants (if the flat is let-out) residing in the building owning a stilt parking space or allotted open parking space.
  - Two wheelers do not have reserved parking. They are to be parked in the markings provided on first cum first available basis. This space cannot be used / blocked to park your unused / rarely used / out of use vehicle. Any such vehicle found will be subject to penalty.
  - There are no visitors parking in our premises. PCMA has allotted visitors parking on the main road between PCMA and Casa Bella entry. Residents may contact Security Guard for advice on parking visitor’s vehicles for very short duration; in case a parking is available free for some time, the Guard will advice.
  - Wrong and wrongly parked vehicles will be clamped and will be liable for penalty of Rs. 500/- per day.
  - Please obtain parking stickers from PCMA and have them displayed on your vehicles.
  - All parking is at owners risk & responsibility.
7. Any maintenance/ modifications/ construction within the flat including that of grill fitting needs to be informed to the society in writing and prior written approval to be taken, which involves certain under taking. The debris to be cleared by the resident on day to day basis.  
Any renovations/ refurbishing/ wood work/ shifting, etc in the house should be carried out Strictly between 9am to 7pm with a break between 2pm to 4pm.

8. Safety & Security is everyone's business. Residents/ Owners are advised to reside safely and be watchful of possible LPG leak, Electric short circuit or similar. Any resident/ owner engaging into any contract with a third party for any work to be carried out in his/ her flat will be responsible for the safety of that service provider and also of the building and its all residents. The resident/ owner will be answerable to the Society on matters pertaining to safety & security and will be liable for penalty in the event of default.
9. Throwing of cigarette buds, garbage and other from balcony/ flat window downstairs will be considered as serious offence and the offender will be subject to huge penalty as decided by the society.
10. All the Common area including the lobby and Stair case are to be kept free/ un-occupied. Lift lobby area at each floor to be free of plants, shoe racks, bicycles, etc. At all times the stair case should not be blocked as it is fire escape path. The parking area is meant only for parking purpose and not for any other activity like storage, wood work, etc. Penalty will be imposed on offenders.
11. Black & White color garbage bags issued by the society is to be used for wet and dry waste disposal purpose respectively. All the occupants should ensure that there is no littering in and around the building including the common area & stair case. Don't throw napkins, plastic bags and any other waste in the drainage pipe and toilet. This will choke the pipeline for all. Don't throw anything outside from your window/ balcony and litter the premises. Spitting around and throwing cigarette buds is not permitted. Offenders will be subject to penalty.
12. Water wastage: Any flat found with open tap leading to water wastage will be fined Rs. 1000/- for the first time. For repeat offense the penalty will increase. Likewise, any flat with leak in toilet flush leading to wastage of water will also be subject to penalty. Should the Owner/ resident need some time to fix the faulty flush then, the society plumber needs to be intimated of the same who will close your flush supply line from outside thus, avoiding water wastage and inconvenience to the other residents.
13. All the residents are requested not to feed stray dogs and pigeons in common areas which will invite trouble to the livelihood of the other residents. Further, those owning pets are to ensure that, their pet poos are never littered in the society areas including parking & garden. And should it happen, the dog owners are required to clean away the poo immediately at that time. Pet owners are advised to move their pets around with suitable poo bags and scoop in hand for immediate action.
14. All complaints/ suggestions are welcome at the society office. Please make use of the register available. The ones recorded in the register will be acted upon.
15. Every resident should ensure that every house help has the police verification / PCMA ID card before they start working in your flat.
16. Terrace and refuge area are not for use by anybody. Kindly refrain from going there. Else you will be liable for penalties.
17. Please have the intercom facility availed which is free for all residents as provided by Wow solutions. This will help the security connect with you before permitting your guests/ visitors.
18. The flat/ house in our CHS is strictly meant for residential purpose and it is to be used exclusively for the same purpose.
19. Do not place plants on the windows, balcony parapet as it will invite risk for the people staying downstairs and the water overflow will soil the building. Penalties will be applicable, including white washing of the soiled area.
20. Our building, lifts and parking area are under CCTV surveillance which may please be noted.

21. All owners/ residents are requested to enroll yourselves and your family members (above age of 10yrs) for biometric access to your wing, at the society office. It's the Owners responsibility to intimate the society in writing and obtain acknowledgement of the change in tenancy (where flat on rent). The access for the tenants will be disabled upon completion of the tenancy period based on the documents submitted.
22. Society has employed a plumber for society work. The residents can use his services which are available to you at reasonable charges. The payables to be settled directly with the plumber.
23. Should any resident encounter any issue with either the guards, housekeeping personnel or the society staff, the same to be brought to the attention of society. You are advised not to get into any direct offence.
24. There is an Owners and Residents Whatsapp group to share information pertaining to society as deemed fit. Kindly make effective use of the same by enrolling yourself. This platform is not to be used for sending forwards and any un-related to society. Defaulters will be suspended from the group.
25. The function of Society and the Services offered by the Managing Committee are Honorary. Should any residing Owner/ Co-Owner be interested to get associated with the Society functions then, He/ She are welcome to join one of the Sub-groups. Please contact the society office for details.
26. Plucking of flowers and damaging the plants in the premises is not permitted. You will be subject to penalty.
27. Brokers / Agents may please note that their visiting times along with intending licensee or purchaser is from 10:30 to 13:00hrs on Saturdays and Sundays only.

- by order of Maxima CHS