



SS Leaf

Apartment Owners Association

THE LEAF
SECTOR - 85, NEW GURUGRAM



The Leaf

Residents Handbook

Version 1.0

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Policy for Collection of Common Area Maintenance (CAM) Charges

1. Objective

The objective of this policy is to ensure timely, transparent, and equitable collection of Common Area Maintenance (CAM) charges from all residents, enabling uninterrupted operation, maintenance, and upkeep of common facilities and services of the Association.

2. Applicability

This policy shall be applicable to:

- All apartment owners
- Residents (owners or tenants)
- Any occupant availing common facilities and services of the Society

3. CAM Charges

3.1 Definition - CAM charges include, but are not limited to:

- Operation and maintenance of common areas
- Security, housekeeping, gardening
- DG operation for common areas and backup
- Lifts, STP, WTP, fire systems
- Clubhouse, gym, swimming pool maintenance
- Administrative and statutory expenses

3.2 CAM Charges:

Common Area Maintenance (CAM) charges shall continue to be levied at ₹3.50 per sq. ft. plus applicable taxes, effective 01 February 2026.

The CAM rate shall be reviewed based on actual collections versus expenditures over a period of 6–12 months. The review findings will be presented to the Association Members, and any revision (increase or reduction) in CAM charges shall be decided in consultation with and approval of the Association Members.

Note: GST applicability on CAM charges shall be updated based on confirmation from the Chartered Accountant (CA). As per prevailing Indian taxation provisions, CAM charges up to ₹7,500 per month per member are currently exempt from GST, while charges exceeding ₹7,500 per month per member attract



GST at applicable rates. Clarification & confirmation once received from the CA shall be incorporated accordingly.

4. Proposed Prepaid CAM Collection Mechanism

4.1 Prepaid CAM via Gram Power (Proposed)

The Association proposes to implement Prepaid CAM Collection through Gram Power smart meters, with the following mechanism:

CAM charges shall be deducted on a daily basis from the resident's prepaid wallet.

The daily deduction amount shall be derived from the approved monthly CAM rate, divided proportionately per day.

This system will ensure:

- Elimination of arrears
- Fair "pay-as-you-use" model
- Improved cash flow for society operations

Once implemented, CAM dues will no longer accumulate as monthly outstanding amounts.

The Association shall communicate the go-live date, operational guidelines, and transition process separately.

4.2 Interim Arrangement – Prepaid CAM via MyGate

Until the Gram Power prepaid CAM mechanism is fully implemented:

CAM charges shall be collected on a prepaid basis through Online or UPI payment towards Association Account before the 07th of every month. Once MyGate platform gets integrated with association account, payments directly can be made via MyGate.

Residents are required to:

- Ensure timely advance payment of CAM
- Maintain sufficient prepaid balance to avoid service disruption
- Any delay or non-payment shall be treated as default, attracting penalties as defined below.

5. Due Date and Default

CAM charges are payable in advance as per the mode communicated by the Association.



A resident shall be considered a defaulter if:

- CAM dues remain unpaid beyond the stipulated due date, or
- Prepaid balance becomes insufficient to cover applicable CAM charges.

6. Penalties and Restrictions for CAM Defaulters

In the event of default in payment of CAM charges, the Association shall have the right to levy interest at the rate of 18% per annum on amounts outstanding beyond the due date. The Association may impose service restrictions in a phased and proportionate manner until all outstanding dues are fully cleared. Further, the Association reserves the right to suspend or restrict permissible services and to initiate appropriate legal action for recovery of dues, as allowed under the Haryana Apartment Ownership Act, 1983, the Haryana Registration and Regulation of Societies Act, 2012, and other applicable laws of the Government.

6.1 Revocation of Common Facility Access

Defaulters may face suspension of access to the following facilities:

- DG Backup for individual flats (where applicable)
- Clubhouse access
- Party hall / multipurpose hall bookings
- Gym access
- Swimming pool access
- Indoor games and recreational facilities

6.2 Operational & Convenience Restrictions

Additionally, the following services may be restricted:

- Vehicle entry tags / RFID access
- Guest entry management (MyGate guest approvals)
- Visitor parking access
- Housekeeping and society-managed domestic services
- Society-provided on-call maintenance support
- Event participation organized by the Association

6.3 Administrative Actions

Defaulters' names and dues may be:

- Reflected in internal defaulter lists on physical notice boards/digital channels



- Communicated individually through official channels
- No NOC, approvals, or recommendations shall be issued by the Association until dues are cleared.

7. Restoration of Services

- All suspended services and access shall be restored within a reasonable time after full payment of outstanding CAM dues.
- Partial payments may not qualify for immediate restoration unless approved by the Association.

8. Governance and Amendments

This policy is issued by the apartment owners association, and approved by the Managing Committee.

The Association reserves the right to:

- Amend, modify, or update this policy
- Introduce additional digital or prepaid collection mechanisms
- Any changes shall be communicated to residents in advance.

9. Effective Date

This policy shall come into force from 1st Feb2026 and shall remain valid until superseded or amended.

Note: The policy draft was published to association members on 11th Jan2026 via WhatsApp group and inputs received until 16th Jan incorporated wherever applicable.



Move-In and Move-Out Policy

1. Objective

This policy is framed to ensure a smooth, secure, and well-documented process for residents during Move-In and Move-Out, while protecting common areas, maintaining safety, and ensuring statutory and association-level compliance.

2. Applicability

This policy shall apply to:

- All Apartment Owners
- Tenants / Lessees
- Licensees
- Residents moving in or out (self-occupied or rented)
- Movers, packers, and transport agencies engaged by residents

3. Definitions

- Association / AOA: SS Leaf Apartment Owners Association
- Owner: Person whose name is recorded as apartment owner
- Resident: Owner or lawful occupant (tenant/licensee)
- Move-In: Physical shifting of household goods into an apartment
- Move-Out: Physical shifting of household goods out of an apartment
- Common Areas: Areas defined as common under the Act and DoD

4. General Conditions (Applicable to Both Move-In & Move-Out)

- All movements shall be pre-approved by the Association.
- Shifting shall be allowed only on permitted days and time slots.
- Residents are responsible for the conduct of movers and packers.
- Common areas, lifts, corridors, lobbies, and basement areas must not be damaged.
- Any damage caused shall be recovered from the resident/owner.



5. Move-In Policy

5.1 Prior Intimation & Approval

- A Move-In Request Form must be submitted at least 3 working days in advance.
- Details to be provided:
 - Owner name and apartment number
 - Owner Association Membership Certificate no.
 - Occupant details (self / tenant)
 - Tenant KYC (if applicable)
 - Proposed date and time of move-in
 - Vehicle details of movers

5.2 Documentation (For Tenanted Units)

- Registered / valid Lease or Leave & License Agreement
- Tenant Police Verification (as applicable)
- Government-issued ID of tenant
- Contact details of tenant and owner

5.3 Financial Clearance

- All outstanding maintenance dues, penalties, or charges must be cleared prior to move-in.
- Security deposit (if prescribed by the Association) must be paid.
- For tenanted apartments, a mandatory Move-In / Move-Out Deposit of ₹10,000 (Rupees Ten Thousand only) shall be payable by the Owner / Tenant prior to move-in, structured as under(existing charges):
 - ₹3,000 towards move-in facilitation and administrative charges (non-refundable)
 - ₹3,000 towards move-out facilitation charges (to be adjusted at the time of move-out)
 - ₹4,000 as a refundable security deposit against damage to common areas, lifts, or facilities
- The refundable portion of ₹4,000 shall be returned within 15 to 30 days from the date of move-out, subject to:
 - Completion of post move-out inspection
 - Clearance of all maintenance dues and charges
 - No pending damage or recovery claims raised by the Association.
- Security deposit (if prescribed by the Association) must be paid.

5.4 Shifting Timings



- Shifting shall be permitted only during notified hours, typically:
 - 09:00 AM to 06:00 PM
- No move-in shall be allowed on:
 - National holidays
 - Major festivals
 - Days restricted by the Association

5.5 Use of Lifts & Common Areas

- Service lift (where available) must be used.
- Protective padding of lift interiors is mandatory.
- No goods shall be dragged across floors or corridors.

6. Move-Out Policy

6.1 Prior Intimation & Approval

- A Move-Out Request Form must be submitted at least 3 working days in advance.
- Details to be provided:
 - Apartment number
 - Owner / tenant details
 - Proposed date and time of move-out
 - Vehicle details

6.2 Clearance of Dues

- Move-out shall be permitted only after:
 - Full clearance of maintenance and other dues
 - Settlement of utility charges, if any
 - Resolution of penalties or damage charges

6.3 Handover Inspection

- The Association / Facility Team may conduct a pre-move-out inspection of:
 - Common area interfaces
 - Lifts, corridors, and parking areas
- Post move-out inspection may also be conducted to assess damages.

6.4 Tenant Move-Out

- Owners shall inform the Association of tenant exit.



- Access cards, stickers, and passes must be returned.

7. Damage & Recovery

1. Any damage to common areas shall be:
 - Assessed by the Facility / Association team
 - Recovered from the resident / owner
2. The Association reserves the right to:
 - Deduct charges from security deposit
 - Raise a demand notice

8. Security & Access Control

- Entry of movers shall be allowed only after security verification.
- ID proof of movers may be recorded at the gate.
- Movement shall be monitored by security and facility teams.

9. Restrictions

- No illegal, hazardous, or prohibited items are allowed.
- Structural modifications during shifting are strictly prohibited.
- Blocking of driveways, fire exits, or emergency access routes is not permitted.

10. Penalties & Non-Compliance

- Unauthorized move-in or move-out may attract:
 - Monetary penalty
 - Suspension of shifting activity
 - Recovery of damages
- Repeated violations may be escalated to the Managing Committee.

11. Effective Date

- This policy shall come into force from 1st Mar2026 and shall remain valid until superseded or amended.
- Note: The policy draft was published to association members on 04th Feb2026 via WhatsApp group and inputs received until 10th Feb incorporated wherever applicable.



Society Fit-Out / Interior Work Policy

(Applicable to all civil, interior, renovation, and fit-out works within the Society)

1. Objective

This policy is framed to regulate all fit-out, interior, and civil works within apartments to safeguard structural integrity, protect common areas, ensure safety, and define responsibilities of owners and contractors.

2. Applicability

Applicable to all apartment owners, tenants (where permitted), interior contractors, vendors, and workers.

3. Prior Approval

No fit-out or civil work shall commence without prior written approval of the Association. A fit-out application must be submitted at least 5 working days in advance.

4. Fit-Out Security Deposit

A mandatory security deposit of Rs. 50,000 shall be deposited for any civil or interior work by contractor. The deposit shall be valid for three (3) months.

If work continues, the same deposit may be carried forward for another three (3) months with written intimation. Refund shall be processed within 15–30 days after completion and clearance.

5. Damage and Recovery

Any damage to common areas shall be recovered from the security deposit.

If damages exceed the deposit, the balance shall be recoverable through payment by the owner/contractor.

6. Structural and Facade Restrictions

No structural changes are permitted, including columns, beams, slabs, or load-bearing walls. No facade or exterior changes are allowed except as permitted under the Haryana Apartment Ownership Act, Deed of Declaration, and written Association approval.



7. Timings

Work permitted only between 9:00 AM to 6:00 PM on working days, with no or low noise work between 1430-1530. No work on Sundays or national holidays.

8. Safety and Conduct

- Contractors must carry valid ID.
- No overnight stay of workers allowed.
- Owner is responsible for contractor & Labour conduct.

9. Waste Disposal

Construction debris must be removed daily. No dumping in common areas.

10. Penalties

Violations may lead to work stoppage, penalties, or forfeiture of deposit.

11. Effective Date

- This policy shall come into force from 1st Mar2026 and shall remain valid until superseded or amended.
- Note: The policy draft was published to association members on 04th Feb2026 via WhatsApp group and inputs received until 10th Feb incorporated wherever applicable.



Parking & Vehicle Movement Policy

(Interim Arrangement)

To streamline parking management and address daily challenges, the following interim vehicle policy will be implemented once reviewed by members:

1. Policy Validity

This policy is temporary in nature and will remain valid until further notice. It will be periodically reviewed and updated based on evolving parking requirements and slot availability.

2. RF ID Allocation (Existing Residents)

A one-time RF ID, equivalent to the number of allocated parking slots, will be provided free of cost to residents who already have old tags issued by SS Group.

3. Additional Vehicles (Beyond Allocated Parking)

Residents with vehicles exceeding their allocated parking will be issued a temporary parking sticker and RF tag.

- Each temporary tag will be mapped to one specific vehicle and is non-transferable.

4. Usage of Temporary Parking (First-Come First-Serve)

Temporary parking is permitted only in designated unallocated slots in Basement 1 & 2, on a first-come, first-served basis.

- These slots are not reserved or owned by any resident.
- Temporary slots are valid only for the duration of parking and will become available for the next user once the vehicle is moved.
- No resident can claim or block a temporary slot.

5. Availability of Temporary Slots

If SS Group officially allocates any currently free slot, it will NO longer be available for temporary parking use.

6. Penalty for Unauthorized Parking



Parking additional vehicles in:

- Another resident's allocated slot, or
- Guest parking

Will attract a penalty of ₹500 (amount as per members inputs), which will be charged.

Additionally, the RF tag and sticker of such vehicle will be disabled immediately.

7. Enforcement Mechanism

- Parking violations will be monitored by Security and Maintenance Team.
- Violations may be recorded via photographic evidence/logs.
- In case of repeated violations, direct double penalty along with other measures will be imposed for every repeated violations without prior warning.

8. Entry Rules

- Vehicles without a valid RF tag/sticker will be treated as visitor vehicles.
- Such vehicles may be restricted to designated visitor parking only.

9. Loss / Damage of RF Tag

- In case of loss or damage of Tag, a replacement charge will be applicable.
- Residents are responsible for the proper use and safekeeping of issued tags/stickers.

10. Fire Safety & Compliance

- Parking in fire lanes, ramps, near hydrants, emergency access areas or any other unauthorized space is strictly prohibited.
- Violations may lead to immediate penalty and/or towing at owner's risk.

11. Applicability

- This policy applies to all residents (owners and tenants).
- The flat owner will be responsible for any violations associated with their unit (for Tenants, Guest etc.).



12. Resident Support Required for Implementation

To implement this system effectively, residents are requested to share the following details:

- Flat Number
- No. of Parking's allotted
- Parking allotment letter
- Number of vehicles

These details can be submitted via Google Form or by visiting the Maintenance Office.

13. Slot Marking

Based on the submitted information, allocated and temporary parking slots will be clearly marked in Basement 1 and Basement 2.

14. Documentation Requirement

Vehicle RC and other relevant documents will be required at the time of RF tag issuance.

15. Exception Handling

Any exception requests will be reviewed by the association. No verbal approvals will be considered valid.

Note: This is policy is interim and a temporary arrangement to manage current parking constraints. In case SS Group allocates/sells existing free slots and surplus vehicles still remain, alternative parking arrangements (within or outside the society) will be explored.

Parking Disclaimer:

All vehicle owners advised to ensure that their vehicles are properly locked and that no valuables are left unattended inside. The Association shall not be held responsible for any loss, theft, or damage to vehicles, accessories, or valuables left inside vehicles while parked within the society premises. While the Association facilitates overall security arrangements and parking management at a community level, individual vehicle safety remains the responsibility of the respective owner. However, the Association will extend reasonable administrative support and coordination assistance, wherever required, in case of any incident.

Note: The policy draft was published to association members on 21th Apr2026 via WhatsApp group and inputs received until 24th Apr2026 incorporated wherever applicable.