

WELCOME RESIDENT
To
SKYLARK ENCLAVE



Letter to the New Resident

Dear Resident,

Welcome to Skylark Enclave!

Do visit our official website, www.skylarkenclave.com to get to know more about this vibrant apartment complex.

You may also check out the office bearers of the owners association which manages the apartment complex, its bye laws etc. from the Association and Downloads option in the Home Page of the website.

We have tried to make every resident's life secure, easy and comfortable here. We expect full cooperation and support from you in following the rules and guidelines laid down by the SEAOA.

Please go through the following documents for you to get to know the general administered rules and guidelines followed by all the residents.

- *SEAOA ADMINISTRATION RULES (Available on the Main Notice Board Also)*
- [SEAOA Byelaws](#) *(Available on the official website)*

You can always contact us through our official email ID, seoa2012@gmail.com for any issues, concerns and clarifications.

Please fill in the details of the Residents occupying the flat and this can be handed over to our Internal Security or to any Executive Members of the SEAOA.

If you are the new owner of the flat, please fill the SEAOA membership form also.

Regards,

Secretary

Skylark Enclave Apartment Owners Association (SEAOA)



SEAOA MEMBERSHIP FORM

<p>· APPLICATION FOR MEMBERSHIP OF SKYLARK ENCALVE APARTMENT OWNERS ASSOCIATION (REGNO : DRB S/SOR/73/2012-13)</p>			
<p>· OWNERS OF APARTMENTS AT SKYLARK ENCLAVE APARTMENT COMPLEX CAN USE THIS FORM TO APPLY FOR THE MEMBERSHIP OF SKYLARK ENCALVE APARTMENT OWNERS ASSOCIATION</p>			
Name:			
Apartment No:		Phone No & Email ID:	
Current Address:			
City:	State:	ZIP Code:	
· PROXY INFORMATION (IF PROXY EXISTS)			
Name:			
Current Address:		Duration:	
Phone:	E-mail:	Fax:	
City:	State:	ZIP Code:	
· NOMINEE INFORMATION			
Name:			
Date of Birth:		Phone:	
· DECLARATION			
<p>I hereby declare that the above information is true. I agree to follow the rules and regulations of the association as per the bye-laws published. I am submitting the copy of my sale deed herewith along with the other below mentioned documents.</p>			
Sign			
· APPROVAL (FOR OFFICE USE ONLY)			
Name	Designation	APPROVED/REJECTED	SIGNATURE
Renu Menon	Secretary		
Membership No			

Membership fees Rs 100, Byelaws are published in association website.

Documents required Sale deed copy, 1 Passport size photo, and One Id proof of the member and the proxy

ADMINISTRATIVE RULES & REGULATIONS

*For **STRICT** compliance by all Residents (Owners and Tenants) of Skylark Enclave Apartment, 5th Main Jagadish Nagar, Bangalore-560075.*



Garbage Disposal



- Keep the common area and the surrounding area of the apartment complex clean.
- Dispose the waste / garbage in the correct manner. As per the government directives, please segregate the house waste into **Dry-Wet-Sanitary** waste. Please follow this for your own benefit for when the rule is made mandatory, it becomes easy for all of us to adhere to.
- Do not leave the garbage in the common area or on the staircase. If found guilty by SEAOA you will be penalized for the act.
- Educate your maids/cooks also about the right way of garbage disposal.
- Garbage will be collected by the housekeeping staff after 10 a.m. on a daily basis.
- Cooperate with the cleaning staff by placing the garbage covers properly tied in front of your door step.
- Avoid keeping garbage bags outside the house at night to avoid any unhygienic scene being created by the stray dogs or cats that may enter through any unmanned entrance at night.

Water Consumption & Conservation



- Use water judiciously.
- Report any leakage in the complaint register so that the plumber can fix it. Once issue is fixed, please make an entry of the same in the register.
- Educate your family members on water conservation methods to avoid the wastage / excess consumption of water.

Attention to Pet Owners



- Pet Owners are requested not to take your pets by the Elevators as we have had lot of requests from residents in this regard. Please cooperate. Thus, **NO PETS in LIFTS.**
- Pet Owners are also requested to ensure that their pets do not attend to the nature calls anywhere in the common area of the complex or in the basement and in the near vicinity of the apartment complex.
- Avoid leaving your pets in the balconies facing the other flats or to the common veranda as loud barking of the dogs at any time is a disturbance for your neighbours.
- Please ensure that the pets are not let loose, this would scare the small kids and children playing in the common areas.

Tracking Mechanisms in Place

- Please ensure that you get the SEAOA Vehicle Sticker for all your vehicles parked inside the Skylark Enclave parking area. For stickers contact the internal security and enter the details in the Vehicle Details register.
- Cooperate with the security personnel in tracking the visitors / guests coming to your flat. Please see to it that the respective register has the related entry.
- Please inform SEAOA about the number of guests for the time period residing in your flat as these details need to be captured for security purposes.



Party Hall Usage



- The Party Hall Usage fee should be paid in advance while booking the hall for any event to be conducted. The charges are as decided by the association executive members. The hall is restricted for any religious ceremonies to be conducted.
- Please ensure that the party hall floor is covered with carpet to avoid any damage to the wooden floor.
- The booking of party hall is based on first come first serve basis.

Maintenance & Other Dues Collection

Process

- Residents are expected to pay the MAINTENANCE FEE on or before 10th of every month. Defaulters, who pay after 10th, will be fined for Rs. 500/-.
- The delayed maintenance charges along with penalty should be paid before the end of the month to avoid any disconnection of common amenities like Water, Gym usage, Lift usage etc.
- All the maintenance cheques should be drawn in the favour of, **SKYLARK ENCLAVE APARTMENT OWNERS ASSOCIATION** only.
- We encourage **Cheque** mode of payment of the Maintenance or any dues to the SEAOA.
- Please follow the timings as mentioned by the Treasurer while paying your monthly maintenance in order to not invade the privacy of the member's quality time with their family and while being engaged in other personal works.
- Prior permission needs to be taken from the SEAOA for conducting any commercial activity where people from outside use our amenities.



Lift/ Elevator Usage

- Ensure that the elevators are not misused by anybody by carrying heavy things or by overloading the elevator.
- Use Lifts whenever required. Please educate your maids, cooks and family members to use the lift when really required. Machinery as it ages has more wear and tear which increases the maintenance cost of it.
- Ensure that the amenities provided for the residents at Skylark Enclave are used efficiently.



Moving In & Moving Out Process

- The security has been instructed to not allow any movement of household goods from or into the apartment until the No Objection letter duly signed by the SEAOA Treasurer or any other Official is produced to the Security.
- The No Objection Letter format/ copy will be available with the security. Please use this whenever required.



General Guidelines

- Avoid loud music which tends to disturb your neighbours. Your interest should not become a nuisance to others.
- Please be active on the Google groups for discussing any issue or concerns. Do let us know if you are not a member in the Skylark Enclave's groups.
- For any information or request to/from the SEAOA, please e-mail to seoa2012@gmail.com.
- Any official communication to the residents will be routed through seoa2012@gmail.com and a Notice only.
- Please check your Post Box and the SEAOA Main Notice Board for any important communication from the SEAOA.
- Please follow our official website, www.skylarkenclave.com for more information.
- Please remember to pay the BESCO Bill on time to avoid any disconnection of Electricity by the BESCO. The Fuse will not be put back until the Bill Payment Receipt is produced to one of the SEAOA office bearers.
- Please **KEEP LEFT** while driving in the parking area and follow the **ONE-WAY TRAFFIC** rule to avoid any accidents.
- No encroachment of any common area will be allowed by the SEAOA. No resident is allowed to affix any grill gates occupying the common area of the complex. Such acts will be dealt with very strictly.



Buy & Sell and Rent in Skylark Enclave

- Request all the owners and tenants to keep SEAOA informed of any buy/sell and flats for rent.
- Please contact the SEAOA Treasurer to check about the pending dues for any flat on Sale / Rent.



**Maintain Peace, Harmony & Hygiene
in the apartment complex.**



**SEAOA (Skylark Enclave Apartment
Owners Association)**