

E-mail : avrwanoidea37@yahoo.com  
E-mail : office@avrwanoidea.com  
Website : www.avrwanoidea.com

Chairman : 0120- 4313322  
Vice Chairman : 0120- 4567966  
GM (Adm) : 0120- 4567965  
Maintenance Complaint : 0120- 4313031, 2432307  
Maint Complaint Whatsapp : 7703970537  
Account Clerk Whatsapp No : 7011352940



Regn No. 2433  
(Sector-28, 29 & 37)  
AVRWA/1-25/All Wards/SOP

## ARUN VIHAR RESIDENTS' WELFARE ASSOCIATION

Kalyan Kendra, Sector-37  
Noida - 201 303, Distt. G. B. Nagar (U.P.)

09 Feb 2023

### All Ward Directors

### SOME IMPORTANT GUIDE LINES FOR THE RESIDENTS OF AVRWA

1. It has been observed that there has been Violation of Guide Lines issued by AWHO, AVRWA & Noida Authority from time to time. A few of them are listed below for the information & Compliance of the Residents.
2. **Security.** It is imperative that all Wards undertake stringent security measures to obviate recurrence of any such incident. Following measures need immediate attention:-
  - (a) Beefing up of Security Manpower in the Wards and installation of CCTV and servers as appropriate which is norm in all RWAs.
  - (b) Besides the Static Guards at Entrance/ Exit points, there is a need to undertake day and night patrolling of the area within the Ward.
  - (c) It is advisable to restrict Entrance & Exit points in Wards to the minimum, preferably one.
  - (d) It is mandatory that all Tenants and Servants, Drivers etc get their Verifications done by the Police Authorities.
  - (e) A regulated entry of Vendors and Service providers be strictly enforced.
  - (f) It may be useful to nominate Block I/C for the purpose of necessary help/coordinations, when required.
  - (g) It is equally important to get the antecedents of Security Guards Verified by the Police.
  - (h) The Mob & Tel No. of Emergency Services be prominently displayed in each Ward, for use as & when required. These are also available on avrwanoidea.com website and app.
  - (j) All Flats Owners/Tenants are advised to have an Alarm System/ Alert with their neighbours which could be activated in Emergency.

3. **COMMERCIALISATION/ ENCROACHMENT ACTIVITIES.** Encroachment by a large number of Residents is on the increase, with total disregard to the existing orders on the subject. Numbers of Residents moving in our sectors are also on increase, resulting in extra strain on existing limited administrative resources available in Wards. Some of them are involved in Commercial Activities by giving Garages on rent for living purpose to boys /girls, which is a gross violation of Supreme Court Orders. Noida Authority has also viewed seriously the issue of renting out Garages for living purpose. Noida Authority is coming down heavily on such Residents, who are resorting to Commercial/Encroachment activities, particularly in Garages. Following activities are also not permitted.

- (a) To remove covers on the Rain Water Drains.
- (b) No Cementing or Covering of Sewer Man holes.
- (c) Not to encroach and cover Walk Paths and create impediments for Pedestrians.
- (d) Not to cover the areas in front/rear of their premises by planting greenery upto the road berms.
- (e) Car Parking to be done in a manner so as NOT to obstruct the movement of pedestrians.

4. **Malba on Road.** It is observed that Residents have made it a practice to dump the Malba on the roads and take no pains to dispose of the same. Over a period of time, the Malba turns into Garbage & gives a filthy unclean appearance. This practice should be curbed.

5. **Encroachment of Common Area.**

(a) It has come to the notice of AVRWA, that there is blatant Encroachment of Common Areas in the Wards. It is brought to the notice of all concerned, that the open spaces provided in between the Blocks are meant for providing light & air to the houses and do not form part of any house. These are Common Areas and all Residents have Equal Rights over the Common Area including the Roof Top of the Block. All Common Areas encroachments by individual Residents must be removed to facilitate the parking of additional vehicles /Guest vehicles of the Block Residents.

(b) The use and maintenance is the joint responsibility of all Residents of the block, including Roof Top.

(c) Approach to the window/shafts cannot be blocked. No construction/plantation is to be done which blocks the light to walls/windows.

(d) Balcony extensions are illegal and hazardous. Recent case of balcony collapse be noted for information.

6. **Flower Pots - On Parapets.**

(a) It has been reported to AVRWA, that a number of Residents are putting their flower pots on the parapets. It is a dangerous to keep the flower pots in such places, because these are likely to fall during storms or even accidentally and thus causing avoidable Injury/Damage to Individuals/Property. At times it may prove to be fatal.

(b) Ward Directors are requested to advise all Residents of the Ward during Wards meeting, not to keep flowers pots on the parapets and in Common Areas.

7. **Right of Possession of Roof Terrace.** The matter has been examined in detail and it has been observed that as per the lay out Plans approved for the Housing Schemes in Sector 37, 29 and 28, no further additions/alterations are allowed, as the density achieved in the area has already been Approved by the Authority. Since the Ownership of flats on various floors rests with different people, the Roof Top is meant for common facilities like location of water tank, TV antenna etc. Hence no allottee has exclusive right to use Roof Top for their individual use, if the terraces are locked the keys can be kept with the top floor Resident and duplicate key be given to the areas which are directly connected at the floor level. The Terraces which are connected at floor level are also not allowed to be covered as per the Building Bye Laws of the Authority and shall be treated as unauthorized construction, if covered at any time. Maintenance of Roof top is the Responsibility of all Dwelling Units since they are using Roof Tops for keeping water tanks.

8. **Pruning of Trees.**

(a) **The Guidelines on "Pruning of Trees"** .All Ward Directors are requested to adhere to the same.

**How Much to Prune**

**" When deciding how much to prune a tree, "as little as possible" is often the best rule of thumb. All pruned places are a stress on a tree and increase its vulnerability to disease and insets. On no account, prune more than 25% of the crown and ensure that living branches compose at least 2/3 of the height of the tree. Pruning more, risks fatally damaging your tree.**

(b) The pruning of trees, as & when required, will be undertaken by AVRWA through the dedicated 'Malis' under the Guidance/ Supervision of Ward Directors. Under no circumstances, the trees will be cut on the pretext of 'pruning'. AVRWA staff has also been instructed accordingly. Limited pruning facility will be provided by AVRWA.

(c) You are all requested not to engage labour to undertake this job. Personnel from Electricity Deptt of Noida will also be discouraged from **"ruthless cutting of branches of trees"**.

9. **Car Parking**

(a) Parking of cars in Common Areas should be done with sensibly and obstructions avoided.

(b) Construction of Cages and mesh enclosures adjacent to Main Garage should be avoided.

(c) Oblique parking / Reverse Parking should be done in Common Areas outside the Block wherever feasible.

  
Lt Col PK Bali  
General Manager, Adm