



Kendriya Vihar-II Apartment Owners' Association
Community Centre-1, Kendriya Vihar-II, Plot No.3, Sector-82, Noida-201304, U.P.
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No.KV-II/Admin/2022-23

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Standard Operating Procedure (SOP)

It is observed that some of the apartment owners/ residents are in practice of occupying the common area in an unauthorized manner such as Green Beds, Stairs, Roof Tops, Terraces, common area adjacent to stilts, extra civil construction work in the respective apartments, Lobbies, construction of exist/ entry gate from the Balcony in respect of apartment situated at ground floor etc. in the KV-II. This kind of practices are not expected from the educated apartment owners/ residents in any manner as they are law abiding persons. Such an act is not only deteriorating the shape of society but also reflects the unethical manners of the apartment owners/ residents at large. It is obviously felt necessary that such illegal occupation should not be made by the apartment owners/ residents.

2. Therefore, in order to stall such practices, there is an immediate need to restrain the common area of the society as stated above from the possession of the vitiating persons

3. Accordingly all /such apartment owners/ residents indulged in such above acts are hereby advised by the BOM to adhere to the following guidelines strictly:

- 1) All the apartment owners/ residents are advised not to occupy the Green Bed in Common area in campus of KV-II in an unauthorized manner as the same maintained and developed by the Society itself.
- 2) All the apartment owners/ residents are advised to not to use common area of Stairs for keeping their flower pots/ Gamlas as the same is used by the all other residents.
- 3) All the apartment owners/ residents are advised not to use common area of Roof Tops/ terrace of the block for keeping their flower pots/ Gamlas or for any personal use as the same is used by the all other residents which is maintained by the society
- 4) All the apartment owners/ residents are advised not to use common area of adjacent to stilts for keeping their personal articles/ goods or for any personal use as the same is used by the working staff of society deployed for maintenance of drains/ seepage etc.
- 5) All the apartment owners/ residents are advised not to carry out extra civil construction work in the respective apartments as the same is treated against the Drawing of CGEWHO.
- 6) All the apartment owners/ residents are advised not to occupy the lobbies made in the common area of blocks as the same is meant for common use.
- 7) All the apartment owners/ residents are advised not to construct exist/ entry gate from the Balcony of the respective apartment situated at ground floor as the same is treated against the Drawing of CGEWHO.

Mohd Azeem Khan
10/11/22
(Dr. Mohd Azeem Khan)
Secretary, BOM