

The Verandas Apartment Owners Association

Apartment Renovation Rules and Guidelines

General Overview

These Renovation Rules and Guidelines apply to all apartment owners/ tenants who are planning to conduct renovations, remodelling, or alterations within their units. The purpose of these guidelines is to ensure renovations are conducted in a manner that:

- Protects the structural integrity of the building.
- Minimizes disturbance to other residents.
- Complies with safety regulations and local building codes.

A. The Renovation Rules

1. A detailed drawing of the proposed renovation needs to be submitted by the Applicant along with a form for approval. In case of dispute with respect to the proposed plan, the matter will be referred to TVAOA approved Structural Engineer. The costs for seeking the Engineer's inspection and the report will be borne by the Applicant.
2. Structural elements cannot be chipped, damaged or tinkered with in any manner during renovation. Similarly, all columns, beams, and load-bearing walls/sections will not be tampered with. This rule is sacrosanct, and no requests or Intervention will be entertained in this regard.
3. The Estate Management team will be at liberty to Inspect the apartment under renovation at any time when workmen are present to monitor the renovation work. Any deviation from the approved plan will result in suspension of work till such time the restorative work to remove the deviation is carried out to the satisfaction of JLL team or revised plans are submitted for approval and approved. Strict action shall be taken including debarring the renovation team from entering the complex in case of continued non-compliance with the rules.
4. Use of powered mechanical cutters like Hilti Machines is prohibited.
5. Widespread/deep chipping of the wall and ceiling will not be permitted (except removal/replacement of false ceiling). This activity is noisy and causes damage to the neighbouring areas besides creating stress on the building structure.
6. The use of Laminated flooring material like Pergo is encouraged since it does not require uprooting the current flooring. However, if a hard flooring material is to replace the current floor, the height of the renovated floor should not exceed the current one.
7. In case balconies/toilets/kitchen are being re-floored:
 - While dismantling, due care has to be taken to ensure that water does not seep into the flooring.

- After dismantling, proper treatment and waterproofing should be done before refixing the tiles. Any damages/seepage caused to the apartment below or the exterior walls must be made good on a priority basis by the Applicant at their own cost and within a time specified by TVAOA.
 - All marble cutting activities will be carried out in the area designated for this purpose. Marble cutting, sizing and related jobs will not be permitted inside the apartments or in the basement.
8. No relocation of waste egress points of water closets, washbasin, shower area, bathtub will be permitted as part of the renovation as that results in seepage. Water ingress points can be shifted except that they cannot be shifted on any external wall. None of the water supply and sewerage pipelines inside the flat, in common shafts, and on the floor should be changed in any manner; Use of GI water pipes are mandatory, and PVC pipes are completely prohibited.
 9. During renovation the internal wiring should be Inspected. TVAOA encourages change in wiring. The new wires should be of fire-retardant - low smoke (FRLS) type and the make should be ISI approved. Use of copper electric wires is mandatory.
 10. Internal redistribution of electric load is permitted as per the design of the internal layouts but the maximum demand load and incoming ELCB capacity should not exceed the allotted provision. (see point 13 below). The civil work for internal redistribution should not require cutting of the floor or any other structural element of the apartment. No work is permitted to be done on the main incoming line delivering power to the apartment.
 11. Facade of the apartment cannot be tinkered with including painting. The apartment glass panel framework external colour, shape, design and size cannot be changed in any manner. Framework can, however, be replaced if the new framework follows the current specifications strictly. Railings and grills are not permitted and similarly the lift lobby face of the apartment main door cannot be changed including the polish colour.
 12. Kitchen utility balconies can be covered as per TVAOA-approved design, specifications, and colour standards. A detailed drawing should be submitted along with the application and installation should be taken up only after approval from TVAOA. Balconies at front of apartment cannot be enclosed/covered under any circumstances Balcony at rear side of apartment can be covered to a maximum length of 20 feet or 50% of open balcony length, whichever is less. Open balcony length will be measured by excluding length taken up by the AC outdoor unit.
 13. Care should be taken when installing Air Conditioning units (splits, VRV's). The condensate water from the Air-conditioning units must be directed into the water exit lines within the flat.
 14. Based on a review of electrical load, the maximum additional allowance will only be 2 Tonnes. Also, the VRV replacement will be of same capacity (4 B/R: 14 Tonnes, 5 B/R: 16 Tonnes and 6 Bedroom: 18 Tonnes). Thus, the additional 2 Tonne capacity will be separate

unit wherein the additional unit should be placed in a manner so as to not be visible from outside.

15. Shifting of smoke detectors and sprinkler systems from their existing location within the flat, is prohibited as that Impacts fire safety system installed in the building as also fire safety in the apartment
16. Addition of any temporary or permanent structures whatsoever in the basement parking areas is not permitted.
17. Pigeon nets can be installed only on balconies and not on windows. Pigeon nets of only off-white colour are permitted.
18. The decision Of TVAOA will be final on all matters relating to renovation.
19. TVAOA's No Objection does not take away the need for any statutory Government approvals to be obtained by the Applicant as may be mandated by the Government/ Authorities from time to time. Any such statutory approval will remain the sole responsibility of the Applicant. The statutory approval needs to be submitted to TVAOA by the Applicant before seeking TVAOA's no objection.
20. The Applicant shall indemnify TVAOA against any legal proceedings arising from the renovation work regardless of whether it arises from contractors /agents or their servant's negligence.

B. Steps for Carrying out Renovation

- File an application with the TVAOA Estate Management Office (EMO) in the format given at Annex 1, with all details of work to be carried out.
- Sign a copy of the Renovation Rules and Guidelines.
- Pay the fees as applicable.
- Obtain the 'No Objection' clearance from EMO (within 7 days of application filing)
- Proceed with Renovation and complete within the approved period.

C. While taking up Renovation

1. Ensure that the structural safety of the apartment and the building is not compromised - any shifting of walls or columns will require a structural consultant's certificate to be provided.
2. Ensure that inconvenience to other residents in the building is minimized and security of the community is not compromised.
3. Ensure that the time approved, and the daily work times as specified in these guidelines and accepted by the applicant are strictly followed.

4. Take full accountability for damage that the renovation may cause to neighbouring apartments and common areas/facilities. The applicant will be required to make good all such damage caused at their own cost. In case of a dispute, the Governing Body of TVAOA will have the final say in this matter.

5. Ensure that guidelines and rules given in this note are followed.

D. Renovation Contractors Duties

1. Only the Applicant's listed primary contractor and related listed subcontractors can carry out the work specified in the No Objection letter issued by TVAOA.
2. The contractor shall be responsible for the safe execution of the renovation work and the overall housekeeping of the impacted area including corridors and service lifts. The impacted area must be cleaned everyday post work.
3. The contractor shall not dump renovation debris down the chutes or in any common property. No debris must find its way into the drains. All the debris must be gunny packed, sealed, and removed from the complex at least twice a week.
4. The workforce deployed by the contractor must have a police verification and vaccination certificate if required.
5. The entire workforce including supervisors/ engineers should adhere to safety norms prescribed under the National Building Code including wearing of helmets and safety shoes while at work. The use of a safety harness is necessary when working at a height. Similarly, eye protection equipment must be worn when performing specific duties.
6. Electrical tapping/connections for tools/machines should be through plug and socket of appropriate rating.
7. The service lift may be used from 9 AM to 2 PM and 3.30 PM to 6 PM for transporting goods and material. The applicant shall ensure that adequate protection is given to the lift walls (lift cover provided by TVAOA to be used) and flooring, staircases, and individual lobbies when conveying building materials to and from the apartment under renovation.
8. Machinery/furniture of the appropriate size and weight may be carried in the service lift; however, dimensions will be limited by the lift car and door.
9. Size and weight up to 500 kg inclusive of personnel. No heavy machinery or furniture that exceeds the prescribed limits will be allowed to be transported in the service lift. In case of any doubt clarification may be sought from JLL prior to using the service lift.
10. Loose construction materials will not be allowed to be carried in the service lift except in trolleys or sacks etc.
11. Any damage caused due to negligence of the workers while using the lift and staircases shall be made good by the applicant at their own cost or shall be recovered at cost.

E. Working Hours

1. Renovation work can be conducted only from Monday to Saturday, between 9.00 AM to 6:00 PM with a silent period to be observed between 2:00 PM to 3:30 PM when no work will be allowed.
2. No work will be allowed on Sundays and designated public holidays; however, those days (Sundays and designated public holidays) will not be counted while calculating the renovation period.

F. Time Period for Completion

1. A maximum period of 120 working days for 4-bedroom apartments
2. A maximum of 150 working days for 5-bedroom apartments
3. A maximum of 180 working days for 6-bedroom apartments

❖ Working days excluding Sundays and Holidays.

4. No renovation work will be allowed beyond these periods except in case work could not be carried out due to force majeure event/s. Owners are advised to plan their activity schedule appropriately so that the time limit listed above is not exceeded and in case of any delays a penalty shall be payable by the Owners which needs to be paid in advance. In such an exceptional situation, requests for extension must be made 15 days in advance of the expiry of the allowed period along with the penalty for the period extension is sought.

G. Fee, Deposit and Penalties

1. A non-refundable common property upkeep charge of Rs. 5,000 + GST (Five thousand) per month will be payable.
2. In case of minor work lasting less than 7 days and not noisy in nature there will be no charges.
3. In case during renovation, unapproved work is carried out, the same will need to be reversed and the violation will attract a fine of Rs 5,000 + GST for the first attempt and Rs 10,000 + GST for any subsequent attempt.
4. A one-time charge of Rs 6,000 + GST will be levied on the house owner for funding the service lifts soft furnishing for the period of the renovation. This will be over and above the Rs 5,000 + GST per month for approval to carry out renovation.
5. A refundable interest free security deposit of Rupees 50,000 (Rs Fifty Thousand) shall be deposited by the Applicant prior to commencement of work. This refundable security deposit shall be refunded subject to the compliance with all the conditions stated herein and after making adjustment for any payments due under these rules and remaining unpaid. The deposit may be forfeited if any of the conditions stated in this policy are not complied with.

6. There is no fee or deposit required for kitchen balcony covering, pigeon net installation.
7. Failure to complete the work as per allowed period as defined above will attract penalty, which may be revised from time to time by TVAOA. Present penalty schedule is as follows:
 - a) Penalty for additional days of renovation will be Rs 3,000 + GST per day for first 6 working days,
 - b) Rs. 5,000 + GST per day for subsequent 6 working days, and Rs. 10,000 + GST per working day thereafter. The estimated penalty must be paid for the whole extended period in advance.
 - c) Non-compliance to labour safety measures will attract warning/penalty/no-entry. The amount of penalty will depend on a case-to-case basis.

Note: All the Charges will be for the specified period or part thereof and are not prorated.

The estimated penalty must be paid for the whole extended period in advance. Annexure 1 Application Form for Carrying Out Renovation

H. GRAP provisions:

1. Depending upon the pollution levels, the Government/ Authority could issue directives including discontinuation of any particular or all construction work to tackle the same.
2. In case of GRAP (Guidelines for Reduction of Air Pollution) is announced, the following activities that contribute to dust and air pollution which not be allowed:
 - *Demolitions or removal of internal walls.*
 - *Construction or extensions requiring external scaffolding.*
 - *Large-scale interior redesigns that involve breaking concrete or other dust-emitting materials.*
 - *Cutting and fixing of stones, tiles etc and other flooring material.*
 - *Grinding activities.*
 - *Piling work.*
 - *Waterproofing work.*
 - *Painting, Polishing and Varnishing work.*
 - *Use of powered construction tools that release emissions or dust, such as drills and grinders in significant quantities.*
 - *Crushing, grinding, or mixing of materials on-site.*
3. In case of violation of GRAP directives, the work will immediately be stopped and thereafter no workers shall be allowed in my apartment for any work, whatsoever, till such time the GRAP directives are not fully lifted.

Each page of these 'Renovation Rules and Guidelines' and the Application Form must be signed by the Applicant/ Owner as acceptance that they have read the rules and accepted all conditions specified and shall abide the same.

Apartment Number: _____

Name/s of Apartment Owner/ s: _____

Signatures of Apartment Owner/s: _____