

The Atrium Owners Association

(Registered with the Registrar of Societies, Chennai, Registration # 144/1999)

December 27, 2008

To: All Residents of TAOA

Re: Security Procedures

Season's greetings.

The Managing Committee has received several suggestions with respect to the security procedures in the building. After due consideration of the suggestions, a detailed set of Standard Operating Procedures for the security staff to follow have been evolved. These are posted on the website of the Association. These procedures will be rolled out from January 1, 2009 and is expected to be fully implemented by January 15 or so.

This circular is to apprise you of the procedures being implemented and seeking your co-operation in adhering to them. We request you to read them carefully and make appropriate note of them as they may apply to you. The procedures are:

1. Only vehicles belonging to residents or their employees (if allowed by the resident) are permitted to be parked in the basement. All vehicles in the basement will require displaying a sticker as follows:
 - a. Yellow for apartment residents
 - b. Blue for employees of residents
 - c. Red for residents who have rented garage space from other residents
2. Stickers should be displayed as below:
 - a. Cars on the front windscreen
 - b. Motorcycles on the petrol tank
 - c. Scooters on the front panel
 - d. Bicycles on the rod connecting the handlebar to the front tyre
3. As a general principle entry is barred for non-resident vehicles into the basement. All visitor vehicles are to be parked on the outer driveway of the building. The exceptions to this are:
 - a. Residents of L block if they are in the vehicle, since L block does not have entry from the driveway.
 - b. Visitors and residents who are senior citizens or are travelling with heavy baggage
 - c. Medical or hazard emergencies
4. Security staff have been issued the following instructions:
 - a. Allow visitors only after verification with residents
 - b. Confirm likely departure timings of visitors whose vehicles are parked in the building after 9:00 pm with the residents
 - c. Seek written instructions for permitting parking of visitors vehicles beyond 12:00 midnight and, if overnight stay is required, approval of such permission duly counter-signed by a member of the Managing Committee is required
 - d. Not to allow any workmen, excepting those responsible for managing the facility, for work in the common spaces of the building between 9:00 pm and 8:00 am

Please co-operate with the Managing Committee in allowing the security staff to follow these instructions.

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5. Residents' co-operation is specifically solicited in the following areas:
 - a. Please park your vehicle only in the bay allotted to you or rented by you.
 - b. Please do not park your vehicles in the outer driveway even if you are entitled to park your car in the basement. Only residents of E102, G201, G202, L104, L204 are allowed to park their vehicle on the outer driveway.
 - c. Please instruct your employees also not to park their vehicles at random in the outer driveway. In case you do not desire your employees to use your parking bay, ask them to park their vehicles on the eastern side of the sports complex where parking space has been created for two-wheelers.
 - d. Direct your employees to moderate their behaviour and not indulge in spitting, littering, gambling, abusing, etc.
 - e. Do not (or allow your employees to) engage in altercation with the security staff. If there has been any infraction by the security staff, report it to the Managing Committee and the Managing Committee will address the issue.
6. Please observe (and ensure that it is observed) speed limits in the basement and the outer driveway. These are not test tracks for qualifying for F1!
7. A register has been created with the names of employees of residents. Residents are requested to keep the TAOA staff (Mr Vijayan) informed of any changes. As a matter of abundant precaution, residents are also advised to verify antecedents of employees they hire.
8. Last, but not the least, these regulations have been formulated at the behest of, and, in concurrence with the opinions of residents and members. Some of these may not suit individual tastes or opinions. Nonetheless, we are sure that residents would observe these in the interests of harmonious community living.

Thank you for your time.

Our good wishes to you and your families for a prosperous and healthy 2009,
for The Atrium Owners Association



Karthik Kumar
Hon Secretary