

# Jesperud Housing Association

## HOUSE REGULATIONS

### **A. GENERAL INFORMATION**

1. These house regulations are guidelines in "good neighbour practice", and also contain rules and information on conditions to be observed for the operation of the housing association and prevention of unnecessary loss / damage and expenses.
2. Residents are obliged to abide by the house regulations at all times and are responsible for the rules being observed by all household members and their visitors.
3. The members of the board are obliged to ensure that these house regulations are complied with. Furthermore a caretaker is empowered by the board to ensure that the rules are complied with.
4. Any breach of the house regulations must be rectified by direct contact between the parties concerned. If this does not occur, the case shall be taken up in writing with the board of the housing association. Only written applications will be processed.

### **B. THE APARTMENTS**

1. Residents are obliged to ensure peace and order in and outside their own apartment, which must not be used so that the neighbours are harassed. Music and singing lessons are only permitted after written consent from the neighbours and board approval. Between 22.00 and 07.00, special consideration must be shown.
2. Using a drill and hammering between 20:00 and 08:00 is prohibited. Care must be taken when using any noisy equipment. Primarily, such activity should be performed at the time of day when there is the least nuisance to the other residents. On Sundays, holidays and public holidays special consideration must be given, and the aforementioned activities must never take place over extended periods of time.
3. Washing machines, centrifuges, dryers and some older dishwashers which make a noise disturbing other residents should not be used between 22:00 and 07:00.
4. When renovating / rehabilitating exterior walls, the board or caretaker must be contacted for information and guidance.  
Changes that affect the appearance of the building, such as the size and position of the windows, paint in colours other than those used by the housing association, radio and TV antennas / satellite dishes, signs or other fixed devices are not permitted. In the event of major internal refurbishment, it is requested that the board be contacted, as this may be useful with regard to information on e.g. current location of pipes, or other structural aspects.

In the event of a breach of this provision, the board may require the conditions to be restored to the original state.

Internal alterations to the apartments which entail interference with the building's supporting structures must not be made. Likewise, changes must not be made that may be detrimental for neighbours.

5. Limitations on insurance compensation and safety regulations in the statutes.

*safety regulations*

- Stopcocks shall be fitted in the apartment that can be completely closed.
- Washing machines and dishwashers must be permanently connected, (Both water supply and drain), hoses must be changed at least every 5 years.
- The water trap in kitchen sink shall be well secured.
- The floor drain must be cleaned and sediment removed at least once a year.
- Residents undertake to keep the accommodation adequately heated (including in their absence).
- Pipes and wet-room work in the residence shall be carried out according to plan and the Planning and Building Act, by a qualified person.
- Modernisation of bathrooms and changes of pipes must be reported to the board / caretaker.

Limitations on insurance compensation / self-insurance

- In the event of a breach of the safety regulations, compensation may be wholly or partly void.
- Damage to taps, washbasins, toilets and other connected equipment alone is not covered by the property's insurance and must be replaced by the owner / user of the apartment.
- Damage to wet rooms / sanitary rooms and adjoining rooms / exterior walls, when the damage is due to the fact that the wet rooms / sanitary rooms are not waterproof, regardless of the cause of the leakage, - spillage, showering or condensation.
- Deductions for any loss or damage is NOK 10,000.

*All claims must be reported to the board / caretaker who will process the case further.*

**C. AERATION AND HEATING**

1. Open windows fully, preferably with a draught through them, for a short period each time, but otherwise use the fresh air vents. Air vents should always be open. All rooms must be kept sufficiently heated. Condensation is particularly prevalent in bedrooms, so the air vents should be open all night. If the room is not used during the day, the valve can be closed, but in any case the room should be kept well heated during the day. A quick airing out through the windows in the evening is a good idea.
2. The apartment must be kept heated in such a way that water and drains do not freeze. Heating cables in the bathroom / shower room should be switched off if the apartment is empty for more than a week. This is because the water in the water trap in the floor drain evaporates, allowing the sewage odour to permeate the apartment.

**D. BALCONIES / TERRACES**

1. The terrace boxes are the responsibility of each resident. One should avoid shrubs and flowers excessively overhanging the terrace edges with leaves / pine needles falling onto the neighbouring areas. It is important to keep the balcony / terrace floor clear of snow.
2. When drying clothes and airing clothes on the terraces, hang the clothes so that they are not visible from ground level.
3. Those who have a terrace on the ground floor are, for the time being, exempt from Rule D.2, but in return they are not allowed to hang clothes out to dry on Sundays and holidays. You are not permitted to hang clothes higher than 1.2 m above the ground.
4. Grilling on the terraces is permitted as long as it uses gas or electric grill and without causing a nuisance to the neighbours.
5. Use of hose on the terrace for watering flowers and cleaning the floor is not permitted. Gutters and drain pipes must always be kept clean, so that clogging is avoided.
6. Each resident is responsible for water, compost or similar not falling down to underlying terraces. Parents are responsible for ensuring that their children do not throw toys or other objects from the veranda or terrace. Refuse must not be stored on the terraces. Balconies and terraces must not be used as storage places.
7. Feeding birds on balconies / terraces is not permitted.

#### ***E. ENTRANCES***

1. The outer doors to the stairways must always be locked. With calls on the external phone, the individual resident should only allow individuals to enter whom they intend to let exclusively into their own residence. Postmen, etc. have their own key.
2. Items must not be left in the stairways. Those who are interested in having flowers/plants in the hallway, must make sure they are looked after. There shall be no unnecessary loitering and playing in the stairways. Smoking in stairways and communal storerooms is prohibited.
3. Prams, etc. must be parked in the communal storerooms. The communal storerooms are intended for bicycles and prams in daily use.
4. Each resident is obliged to ensure that the mailbox and intercom is provided with an approved sign. Signs shall be ordered through the board.

#### ***F. BASEMENT PASSAGES AND STOREROOMS.***

Leaving items in the basement corridors is prohibited. It is strictly prohibited to store flammable or odorous substances / chemicals in basement storerooms.

#### ***G. REFUSE FACILITY AND REFUSE ROOM***

The refuse facility may only be used for ordinary household waste packed in interconnected carrier bags or packed properly in other ways. It must not be used to

dispose of packages or objects that may get stuck. Refuse must not be put next to the refuse drops.

#### ***H. GARAGE FACILITY***

1. The housing association endeavours to ensure that all residential units will have garage space. If a garage space, or any extra garage space is needed, the board must be contacted. The board manages the garage spaces and the board or caretaker assigns them.
2. The garage door and all doors leading into the garage shall be kept closed and locked at all times.
3. Do not leave transmitters for opening the garage door in the car as they are valuable for car thieves. Theft of forgotten transmitters must be notified immediately to the caretaker or board, so that the system can be re-encoded immediately.
4. Children and adolescents are not allowed to use the garage facility as a playground or reside in it.
5. Separated vehicles and trailers shall not be parked in the guest parking spaces. Company cars and cars belonging to the housing association owners shall not be parked in the places designated for visitors.
6. Vehicles that occupy significantly more space than regular passenger cars are not permitted to be parked in the housing association's property. The Board is authorised to arrange tow-away for infringement.
7. The building committee has decided that all cars used by the residents shall be parked in the garage. Those who use a car are therefore obliged to rent a garage space. It is recommended that those who have a car use the garage space, and also for short-term parking. This also applies to those who rent apartments in the housing association.
8. Only tyres and roof boxes may be kept in the garage facility. Storage of other items may be removed without further notice. Cars without registration plates are not allowed to be parked in the parking space, unless the board has agreed to this.

#### ***I. GREEN AREAS, WALKWAYS, PARKING, ETC.***

1. Every spring, well in advance of 17 May, an organised day of volunteer cleanup of communal areas, flower beds and lawns takes place. Residents are encouraged to participate and to keep the area litter free.
2. Driving by car and the shortest possible parking period on the walkways of the housing association is only allowed for pickup and drop-off of the elderly or disabled, and for the transport of heavy or multiple packages. Driving must be at low speed and with the utmost care, as this is the children's playground. Idling is strictly prohibited.
3. The guest parking area should only be used by guests. Violation will result in removal at the owner's responsibility and expense. The unit owner / resident will not have cause to use the guest parking places.

4. Moped and motorcycle driving on pedestrian walkways is prohibited.
5. Unlawful cycling, and cycling and parking of cars on the lawns is prohibited.

**J. *KEEPING OF ANIMALS***

1. Keeping of animals is permitted if it does not entail unreasonable nuisance to neighbours. Keep in mind that there is bandwidth all year at the housing association area.
2. Residents responsible for animals must remove their excrement from the communal areas of the housing association immediately. The lawns are for everybody to enjoy, they are not dog toilets. If defecation does occur, a dog bag must be used to remove the waste.
4. Dog and cat owners are responsible for ensuring that the dog or cat does not walk in the children's sandboxes.
4. The board may deny the individual resident the right to keep animals if one or more of these rules is violated.

**K. *CHANGE OF OWNERSHIP / LETTING***

Residents who sell or let their apartments are obliged to report this to the housing association's business manager and the board.

Application forms for letting are available by contacting the board, business manager or caretaker.

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In addition to these house regulations, reference is also made to the articles of association of Jesperud Housing Association.