

# BADAN PENGURUSAN KONDOMINIUM SINARAN UKAY

## BOOK OF HOUSE RULES

### HOUSE RULES

#### SECTION 1

##### 1.0 Introduction

##### 1.1 **General**

- 1.1.1 The purpose of these rules and regulations which constitute the House Rules of Sinaran Ukay Resident is to promote the harmonious occupancy of the condominium therein, to protect occupant from annoyance and nuisance caused by any improper use of the condominium thereof, thereby providing maximum enjoyment of the premises and its facilities
- 1.1.2 The House Rules are formulated to serve as a guideline which governs the occupation and usage of the condominium. Occupant and guest in the condominium shall be bound by these rules. It is the managements desire to create awareness among occupant in order to achieve the common goal of comfortable life in a peaceful environment of condominium living. The cooperation of all occupants in complying with all the rules and regulations are required.
- 1.1.3 The full authority and responsibility of these rules lie with the Management. House Rules may be amended by the Management from time to time. Any suggestion is welcomed from all occupants but must be put in writing to the Management who reserves the right to accept or reject it.

##### 1.2 **Definitions**

- 1.2.1 Unless the content requires otherwise the following definitions shall apply:
- a. "Occupant" includes owner, lessee, lawful servant, agent, permitted and licensee.
  - b. "Owner" refers to a person who own a unit of the condominium and who has title to the same.
  - c. "guest" refers to any person who is not an owner-resident and whose presence in the condominium is at the invitation of either an owner-resident or a lessee-resident
  - d. "lessee" refers to a person who is the time being leasing one of the condominium unit and who is also residing them
  - e. "Resident" refers to a person who is either or an owner of one of the condominium unit and who is also presently residing in this condominium.
  - f. "Management" refers to the Developer or Management Corporation (when formed) or any appointed Managing Agent authorized by the Developer or management Corporation (when formed) to enforce these rules.
  - g. "Condominium" includes the building or building comprising the individual premises, the common property and the car park which are collectively known as Sinaran Ukay Resident.

- h. "Common property" means so much of the land as is not comprised any parcel and including lift, drain, sewerage, pipe, wire, cable, duct and all other facilities and installation used or cable of being used or enjoyed in common by all purchasers.
- i. "Parcel" means one of the individual units comprised in the subdivided building which is to be held under separate strata title.

## **SECTION 2**

### **2.0 Occupancy**

#### **2.1. Use of the condominium unit**

- 2.1.1 The condominium unit in Sinaran Ukay is a private residential dwelling and shall not be used for commercial and other purpose.

#### **2.2 Notification to Management on occupant of condominium unit**

- 2.2.1 The registered lawful owner shall furnish the Management with details of the occupant as may be required from time to time. Any change of occupancy to the condominium must be notified to the Management within two (2) weeks of such changes.
- 2.2.2 If the premise is to be leased, the unit owner is required to submit a copy of the tenancy agreement which includes tenant details i.e. NRIC number or passport number to the management prior moving in.
- 2.2.3 Unit owner is required to notify SUKJMB at least 2 weeks before his/her tenant intends to move out. The Tenant is required to surrender the access card, and settles the water and /or other bills due to Badan Pengurusan Kondominium Sinaran Ukay. The subsequent tenant shall be required to register with the management office before any access card can be purchased for his/ her use.

#### **2.3 Occupant's Guest**

- 2.3.1 Guests or visitors of occupant shall only be permitted into the condominium after the security guard has confirmed with the occupant and would be required to provide his particulars to the security guard before being permitted entry into the condominium.
- 2.3.2 Occupant may inform the security guard in advance on his likely guest by furnishing relevant details. However, a special Written permission must be obtained from the Management office in case the number of guests is more than 5 at any time to avoid any problem related to parking, facilities and etc.
- 2.3.3 The occupant shall be responsible for ensuring that his guests comply with the House Rules at all times and that their behavior is not offensive to other occupants / guests of the condominium. Occupant shall be liable for any damage or injury caused by this guest.
- 2.3.4 Guest shall not be allowed to use the facilities such as swimming pool, gym hall, squash court and or other facilities available at Sinaran Ukay Condominium without the presence of the occupant. The number of such guests shall be limited to only 1 (one) at any time.
- 2.3.5 The management reserves the right to give priority to residents of Sinaran Ukay should the need arise.

## 2.4 Resident cards

- 2.4.1 To ensure proper control of security and smooth flow of access, all residents will be issued with resident cards for identification purpose. Each card is issued FOC for 1<sup>st</sup> card **(IF OWNER RETURNED THE OLD CARD)** or at RM50.00 per card.
- 2.4.2 All occupants of the condominium above 12 years old may be issued with identification card. The card is produced for entry into Sinaran Ukay Resident and for the use of the facilities of the condominium. Only registered residents and their immediate family members (owners and tenants currently residing shall be entitled and issued with resident's card.
- 2.4.3 Loss of the card is to be reported immediately to the Management office. A penalty fee for RM50.00 per card shall be charged for replacement.
- 2.4.4 In the event when there is change of occupant, the owner or his authorized representative is responsible to make sure that the card is returned to the Management. A new card will be issued to the new occupant at a fee of RM50.00 per card.

## 2.5 Moving in / out

- 2.5.1 The Management office shall be informed at least seven (7) days ahead of planned date to move out / move in. The occupants shall ensure that common areas are not damaged in the course of the removal/shifting or it shall be made good at occupant cost.
- 2.5.2 The management shall be informed at least 7 days in writing of any shifting out by the unit occupant. This is to ensure sufficient time for checking and updating of the account.
- 2.5.3 The occupant shall ensure all utilities bill and or any other amount due are settled prior to shifting in/out (if applicable).
- 2.5.4 A deposit **RM 300.00** shall be required before each moving out / in is allowed.

## 2.6 Employee of occupant

- 2.6.1 All employers of domestic cook and maid and the like are to provide particulars of such employee to the Management office. Special identity card will be issued to the employee at the same fee. Rule 2.8 and 2.9 shall apply.

## 2.7 Household pet and livestock

- 2.7.1 No livestock or pets with the exception of fish in tank whatsoever shall be allowed or kept in any part in the condominium including at the common areas. The Management reserves the right to remove any pet / livestock found within the condominium at owner's expense.
- 2.7.2 The management reserves the right to report to the local authority on animals or pets found to be lost or mistreated.

## 2.8 Offensive conduct

- 2.8.1 All residents should at all times conduct themselves in a manner which is not offensive or cause annoyance to other residents. This shall include loitering, spitting and smoking in the lifts.

**2.9 Noise**

2.9.1 Noise must be kept down to a minimum. Radio, high fidelity equipment, television and musical instrument should be played at a reduced volume at all times so as not to disturb other residents.

2.9.2 All occupants are requested not to sound their car horn unnecessarily so as to cause disturbance and annoyance to other residents in the neighborhood.

**2.10 Restriction on Garbage Dumping, Dusting and sweeping**

2.10.1 No items shall be thrown out of the balcony, windows and/openings for whatever reason. This is considered a serious offence and the management reserves the right to impose monetary penalty on units proved to be involved in this act.

2.10.2 Garment, rug, mop or other object shall not be dusted, shaken or cleaned from window, stairway, corridor, fire escape or in the common area to avoid discomfort to other residents.

**2.11 Restriction on hanging of cloth, linens, etc**

2.11.1 Occupants of the condominium shall ensure that textile items such as cloth, towel and Linen shall not be hung or placed in any area so as items can be viewed from outside of the condominium or common area. Textile shall not be hung from pole protruding through the window, balcony or roof of the condominium.

**2.12 Party and functions**

2.12.1 Private party or function is limited to the designated barbecue (if reserved) or within a private condominium. Such function or gathering shall only be held after a written approval has been granted by the management office. The management reserves the right to impose fee, deposit and conditions for such use.

2.12.2 The Management reserves the right to close the pool whenever it deems fit.

2.12.3 All private parties and functions held should not exceed 2400 hours whether in the condominium or by the pool.

**2.13 Owner's agent**

2.13.1 Owners who is not residing at Sinaran Ukay Condominium can appoint a local agent to represent his interest. Such owner is required to provide in writing the name, address and telephone number of his agent to the Management seven (7) days in advance before such agent is allowed access into the condominium.

2.13.2 Owner shall be responsible for the conduct of his appointed agent, lessee or guest and shall, upon notice given by the Management, immediately remove, at his expense, any unauthorized structure / equipment / property placed in the common area. The absent owner should at his own expense instruct his authorized agent or representative to be registered with the Management office and to conduct periodic inspection of his unit and assume responsibility for the contents therein and making payment for all charges due for the respective units.

2.13.3 Management or its representatives shall be given access into units and is authorized to break in during emergency case such as fire, pipe burst etc. for the purpose of addressing and controlling the situation.

#### 2.14 Storage of **Combustible material & Controlled Items**

- 2.14.1 No explosive of any nature, including firework may be kept, stored or used in the condominium. Petroleum products and other controlled items which may be kept or stored in the condominium shall be limited to the usual quantities for the normal household usage. Permit from the authority for storage of any controlled items must be produce relevant to the Management office before taking such materials into the premise.
- 2.14.2 Occupant is not allowed to burn waste / refuse or use as fuel any substance or do anything which may caused the premises to catch fire, damages, impaired or give rise to smoke or fumes or obnoxious smell or which may stain or discolor any part of premises.
- 2.14.3 No open burning shall be allowed in any part of the building within the premise for whatever reason. The Management reserves the right to stop any act by any person involve from doing so.

#### 2.15 **Maintenance**

- 2.15.1 Occupants should keep his condominium unit at a reasonable level of maintenance, cleanliness and appearance at all times. Occupant should not do anything that may interfere with or impair the common utilities services which run through his condominium.
- 2.15.2 Occupant should allow the Management or his agent, at all reasonable hours of the day, to inspect, maintain and repair pipes, wire cables and other common utility services which run through his condominium.
- 2.15.3 For easy reference scope of maintenance for utilities, common connections such as water and gas pipes are considered up to the meter. Any connection pipes after the water meter to individual units shall be under the responsibility of the unit owner respectively.

#### 2.16 **Cleaning of areas adjoining to external wall**

- 2.16.1 Care should be taken at all times when cleaning areas adjoining the external wall or balcony so as to prevent water from running down the building or into other condominium units.

### **SECTION 3**

#### 3.0 **Common Area**

##### 3.1 **No Obstruction at common area**

- 3.1.1 The side walk, passage, lobby, stairway and common corridor must not be obstructed at any time or use for any purpose other than its designated use. The Management reserves the right to remove such obstruction and the cost of such removal shall be borne by the respective occupant.
- 3.1.2 Motorcycle, bicycle, tricycle, children's riding toy, roller skate, skateboard and other likes (with the exception of wheel chair) or any other personal property may not be ridden in, used, placed, stored or left in any common area (except in area designated for such purpose) of the condominium. The Management reserves the right to remove and dispose it as it deems fit without warning or notice. The cost of such removal shall be borne by the respective occupants.

**3.2 Common area not to be used for storage purpose**

3.2.1 No person shall place, store or maintain in any common corridor, hall, lobby stairway, walkway, ground or other common area, any furniture, package or object of any kind which may otherwise obstruct transit through such common element. The Management reserves the right to remove and dispose it as it deems fit without any notice or warning and the cost of such removal shall be borne by the respective occupant.

**3.3 Thing of worship, altar, etc**

3.3.1 No altar or other thing of worships should be placed or hung up in the common property, corridor, stairway, and lobby for the purpose of worship. The Management reserves the right to remove same without any notice or warning.

**3.4 Potted plant**

3.4.1 All potted plant should be placed in container so as to prevent the dripping of water or soil onto condominium or common area. Occupants shall not place anything dangerously on or near the perimeter of the premises or balcony whereby it may fall and cause bodily harm to any person or damage to the property below.

**3.5 Exterior façade of the condominium**

3.5.1 For the purpose of maintaining the image of the condominium, the exterior façade of the condominium shall represent a uniform appearance. As such, occupant should not allow any projection to extend through any door or window opening. No shade, awning or grille shall be used except for design approved by the Management and it should fix within the interior of the premises only.

3.5.2 No change or improvement is to be done to the exterior of the building. This includes:

- a. painting or decoration
- b. changing the appearance of any part of the building
- c. installing of sign, screen or cloth lines
- d. installation of notice, advertisement, poster, illumination of other means of visual communication
- e. radio or television antenna shall not be attached to or hung from the exterior of the wall or be allowed to protrude through a wall, window or roof

3.5.3 Air conditioning units can only be installed at approved positions

3.5.4 The management reserves the right to remove or dismantle any extension, protruding parts, signage or obstruction, at the wale or in any common area. The cost of such removal shall be borne by the unit owner.

**3.6 Furniture and equipment in common area**

3.6.1 All furniture's, furnishing and equipment placed and / or installed in the common area have been provided for the safety, comfort and convenience of all occupant and therefore, shall not be damaged, removed or altered. The Management reserves the right to charge respective unit owners/occupants found to have caused damage / or acted maliciously on such common properties for restoration/ replacement cost.

**3.7 Elevator**

3.7.1 No person is to tamper with any elevator controls in a manner so as to prevent or spoil the proper functioning of the elevator.

- 3.7.2 No person shall wear wet bathing suit, drinks or eat in the elevator as the water may cause short-circuit to lift component. Bicycle or any motorized form of transport (other than wheel chairs) is not allowed in the elevator.
- 3.7.3 Smoking in the elevator is strictly prohibited.
- 3.7.4 In the event of power failure or emergency, occupant shall not use the elevator. Use only the stairways to vacate.
- 3.7.5 Occupant must inform the Management of any heavy or bulky items using the elevator at least seven (7) days in advance so that proper arrangement can be made to avoid causing any inconvenience to other occupants. The Management reserves the right to refuse the use of the elevator for such purpose.

### **3.8 Fire fighting equipment**

- 3.8.1 Fire fighting equipment i.e. hoses and extinguisher shall not be tampered with or used other than for fire fighting. The Management reserves the right to stop such act or use by any person within the premise.

## **SECTION 4**

### **4.0 Car park**

#### **4.1 Parking Bay**

- 4.1.1 Occupant shall park his vehicles in parking bay assigned to him subject to the following terms and conditions:
  - a. Parking bay is allocated on the basis of one (1) bay for each condominium unit.
  - b. Vehicle is to be parked at the designated bay. The occupant's designated car park lot found wrongfully occupied by another car shall be referred to the security guard on duty.
  - c. Any vehicles parked in the areas other than designated car park lot will be towed away / clamped at the vehicle owner's expense without prior warning. The Management and/or its representatives shall not be responsible for any damage caused during /after towing and/or wheel clamping.
  - d. Only vehicle displaying the authorized car sticker will be permitted into the parking areas reserves for resident
  - e. To use the said parking bay only for the purpose of parking vehicle. No repair of vehicle shall be allowed within the premise except for minor or emergency case in which the security is able to monitor the activity.
  - f. Not to erect on the said parking bay or any part there of any building or structure.
  - g. No junk vehicles shall be parked within the premise. The Management reserves the right to remove such junk vehicle and removal cost of such vehicle shall be borne by the respective vehicle owner/ unit owners.
  - h. No removal / re-painting of parking bay numbers /identifications as provided by the Management without prior approval.

## **4.2 Car sticker**

- 4.2.1 A car sticker will be issued at a reasonable rate to be determined by the Management for each parking bay. The car sticker is to be displayed prominently on the front windscreen at all times for identification and to avoid any embarrassment.
- 4.2.2 An occupant who wishes to obtain or renew a car sticker must apply to the Management, supplying his name and condominium unit together with a copy of the registration card of the motor car. The car sticker should be renewed once a year and a new car sticker will be issued after receipt of required remittance and the surrender of the expired sticker.
- 4.2.3 The Management must be immediately informed in writing of loss a car sticker and a fresh sicker will be issued at a fee of Ringgit Malaysia : Fifty (RM50.00) per sticker. Subsequent loss will result in a fee of Ringgit Malaysia : One hundred (RM100.00). Or withhold the issuance of the car sticker.
- 4.2.4 Car without approved car sticker according to the year issued will not be allowed to enter the car park.
- 4.2.5 The owner is responsible to collect the old car sticker from his former tenant and surrender it to the Management before a new sticker is issued to the new tenant.

## **4.3 Access card**

- 4.3.1 Each parking bay used by unit owner is required to have an access card. Rate for the access card will be RMFOC (1<sup>st</sup> card) – IF OWNER RETURNED THE OLD CARD , RM 50.00 (2<sup>nd</sup> Card), RM 50.00 (3<sup>rd</sup> card onward) , RM 50.00 (Replacement due to damage/malfunction) and RM 50.00 for lost card.
- 4.3.2 Only the unit owner will be issued with the access card. Supplementary access card will be issued upon verification with the unit owner.
- 4.3.3 Tenant is required to get authorization letter from the owner before access card is issued.
- 4.3.4 Car without access card will not be allowed to enter the condominium compound.
- 4.3.5 The owner is responsible to collect the access card from his / her tenant and surrender it to the Management before the new access card is issued to the new tenant.
- 4.3.6 Access card need to be renewed yearly, failing which the car will not be allowed to enter the condominium compound.

## **4.4 Car wash and repair**

- 4.4.1 Only car polishing is permitted on the owner parking bay.
- 4.4.2 No major repair may be made to any vehicle parked within the building. A “motor repair” includes a repair that involved excessive or spillage of oil.

## **4.5 No parking area**

- 4.5.1 No vehicle may be left unattended in any driveway, under the building or in any area designated as a “No Parking” zone. Vehicles will be clamped with a penalty fee to be determined by the Management.



4.5.2 Car clamping to owner / residents who park their cars at the visitor's car park and visitors who park their cars at the owner / resident parking lot. A charge of RM000.00 will be levied to unload the clamped cars.

4.5.3 If the vehicle left more than 2 days it will be towed away at owner's cost.

#### **4.6 Owner's risk**

4.6.1 The Management will not be responsible or liable in any way whatsoever for any damage, lost or injury suffered as a result of any way related to the use of the parking bay.

### **SECTION 5**

#### **5.0 Refuse disposal**

##### **5.1 General**

5.1.1 No rubbish, rag or any other refuses shall be permitted to be thrown out of the window or door or balcony of the premises into the common area.

5.1.2 Sanitary should not be disposed into the water closet as this may cause the system to be clogged / blocked. Where such case is proven, occupant should have to bear the cost of repair.

##### **5.2 Plastic bag**

5.2.1 All domestic waste should be placed in non-porous polythene bag (plastic bag) which shall be fastened before being placed in the Refuse Collection Point (RCP) which is located in the ground floor.

##### **5.3 Heavy and bulky object**

5.3.1 Combustible substance such as paint and petroleum product / or heavy or bulky object or glass must be disposed in the leach bin located at the Main Refuse Chamber.

##### **5.4 Refuse collection point**

5.4.1 All occupants must ensure that the door to the Refuse Collection Point (RCP) is closed after use to prevent smell and control of pest.

### **SECTION 6**

#### **6.0 Renovation, delivery and removal**

##### **6.1 Working hours**

6.1.1 Renovation, delivery and removal work is restricted to the following hours :

- Monday : 9.00am to 5.00pm
- Saturday : 9.00am to 1.00pm
- Sunday & Public Holiday : not allowed

##### **6.2 Permission before commencement of work**

6.2.1 Application for renovation is to be submitted to the Management one (1) month in advance, who reserves the right to grant or refuse the renovation work. Such renovation shall not be commence without prior approval.

6.2.2 Major renovation shall require approval & permit from local authority. It is the duty of the unit owner to obtain such approval. Unreasonably withheld, provided renovation work do not in any way affect the appearance or structure of the condominium.

**6.3 Work schedule**

6.3.1 Owner / tenant and his contractor are required to submit the Management Office the schedule of work and a list of workers involved.

**6.4 Installation of air conditioner**

6.4.1 Air conditioner compressor should be placed at the dry yard or other designated area and pipe has to be painted as per the color of the exterior wall.

**6.5 Renovation Reports**

6.5.1 A sum of RM1, 000.00 is to be deposit with the Management Office to ensure the work is carried out in a proper manner. The renovation work waste shall be disposed in an orderly manner and the common area to be kept clean at all times.

6.5.2 Such deposit is to ensure that all unwanted materials, debris, etc, are not left in the corridor, lift, lobby, fire escape staircase or any common area and that no common property in condominium is damaged. The cost of cleaning and / for repairing such damage, if any, will be deducted from the deposit and the balance will be refunded to the occupant concerned. In the event that the clean-up cost and repair exceed the deposit an additional amount shall be recoverable from the occupant.

**6.6 Security Check**

6.6.1 All delivery, removal and renovation work must be reported at the security check-point prior to the work being carried out. The Management reserves the right to refuse entry to any unknown person for whatsoever purposes.

**6.7 Identification pass**

6.7.1 All contractors must report at the security check-point to obtain identification pass and must wear this pass at all times whilst in the condominium.

**6.8 Use of Elevator**

6.8.1 All delivery and removal of material must use only designated elevator and staircase as not to cause any inconvenience to other occupant.

**6.9 Water and Electricity**

6.9.1 Occupant / contractors are NOT allowed to tap water / electricity supply from the common area.

**6.10 Packing and crating material**

6.10.1 Packing and crating materials must be removed by the occupant and his contractor to the dumping ground approved by the authority and not outside or within the compound of the Main Refuse Chamber. The owner shall ensure to bring in a temporary row –row big at his own cost to do up the waste material during the renovation period.

**6.11 Renovation limit**

6.11.1 All renovation work should be confined top areas within the owner's condominium. Hacking of structural slab, column and beam is strictly prohibited. Knocking down of wall and wet construction work is not encouraged. The occupant concerned is to ensure that renovation work is carried out according to existing rule and regulation of the relevant authority.

#### 6.12 **Conduct and behavior of contractor**

6.12.1 Owner / resident shall be responsible for the conduct and behavior of this appointed contractor. Any damage to the building and equipment caused by the moving of furniture or other personal effect shall be replaced to repair at the expenses of the owner / resident.

6.12.2 Leaking from ceiling due to pipes or water proving problem unit below it shall be repaired immediately. The scope of responsibility shall be o unit. The unit owner of the upper unit shall be required to cooperate fully so as not to delay repair that will affect neighbor occupying unit below.

### **SECTION 7**

#### 7.0 **Facilities**

##### 7.1 **Swimming pool**

7.1.1 Residents must observe the rules and regulations concerning the use of the swimming pool that is posted at the pool area. The swimming pool can only be used between the specified hours as shown below in respect of privacy to others resident. The pool and the surrounding areas are for the exclusive use of residents. Pool operating hour's area as follows:

- Monday to Friday : 9.00am to 10.00pm
- Saturday, Sunday and Public Holidays : 9.00am to 11.00pm

##### 7.1.2 Pool rules and regulations

- Other than proper swimming attire is not allowed entering the pool including diapers.
- All suntan oil, bobby pins, hairpins and other such material shall be removed and all persons shall shower before entering the pool.
- Eating, drinking and smoking is not allowed in the pool.
- Children under the age 12 should not be allowed in the pool area unless accompanied by an adult who responsible for such child. Parents or guardians are completely responsible for their children or wards and should permit them to enter the pool area, regardless of age, if they are not competent swimmers.
- No residents under the age of 12 should be permitted to have guests in the pool area unless such guests are the owners / occupants of the upper age to supervise the children..
- All personal belongings such as towels, sunglasses, books, etc, shall be removed upon leaving the pool area.
- Radios in the pool area shall be operated at a volume level so as not to crate a nuisance to other residents and users.

- Residents and their guests shall use the swimming pool at their own risk. No lifeguard on duty.
- Scuba equipment, inner tubes, swimming fins, toys or other inappropriate equipment shall not be allowed in the pool. However, children may use small tubes, water wings or similar devices for safety purposes, if accompanied in the pool by an adult.
- The resident who known to be or suspected of being afflicted with an infectious disease, suffering from a cough or wearing bands or bandages shall not be allowed in the pool.
- Spitting, spouting of water or blowing the nose in the swimming pool shall be prohibited.

## 7.2 Booking of facilities

The implementation of registration or booking system is to avoid potential conflicts between residents if left unregulated. Below are the facilities which need for reservation:

- Sauna
- Gym
- Multi-purpose hall
- Squash court
- Café & barbecue area

## 7.3 Café and barbecue area

The Cafe area is provided with barbecue equipment which can be booked for use through the Management Company.

- 7.3.1 The booking should be made by the resident seven (7) days before the event.
- 7.3.2 Upon reservation, the resident should pay the deposit of RM200.00 ( Refundable) and RM50.00 for utilities (non-refundable) to the Management Company. The purpose of these charges is strictly non-profit orientated but to strive for a higher level of quality of service and maintenance.
- 7.3.3 A non-refundable deposit will be collected to cover the cost of damage and cleaning up after each usage. Residents must ensure that this area is kept clean and tidy after usage by disposing all rubbish into the bins provided.

## 7.4 Gymnasium

- 7.4.1 Residents must adhere to the instructions, rules and regulations. Proper attire must be observed at all times especially with regards to gymnasium or sports shoes which must not stain or scratch the timber floor. Users must bring their own towels and wipe all sweat off on any equipment used.
- 7.4.2 No food allowed to be consumed inside the gymnasium except for water or isotonic drinks.
- 7.4.3 Young children under age of 16 must be accompanied by adults at all times inside gymnasium but should be generally discouraged because of the risk of possible injury to themselves due to potential accidents with heavy equipment.
- 7.4.4 Residents are not allowed to bring outside guests to use the equipment in the gymnasium except for those guests who are staying in the condominium as live-in guests.

## 7.5 **Sauna**

- 7.5.1 Resident must follow the instructions, rules and regulations for the sauna facility.
- 7.5.2 Sauna operating hours is from 8.00am to 10.00pm every day.
- 7.5.3 The Security Guard is keeping the key. The resident who wants to use the sauna has to register and return the key to The Security.
- 7.5.4 Young children must be accompanied by adults at all times inside the sauna. Children below the age of 16 should generally be discouraged because of the risk of possible accidents as they may not be mature enough to understand the safety precautions necessary when using this facility.
- 7.5.5 Residents are not allowed to bring outside guests to use the sauna except for those guests that are staying in the condominium as live-in guests.

## 7.6 **Squash court**

- 7.6.1 Resident must adhere to the rules and regulations governing the booking system controlled by Management Company for the use of the squash court.
- 7.6.2 Proper attire must be observed at all times especially with regards to the use of proper non marking court shoes which must not stain or scratch the timber floors.
- 7.6.3 Guests on their own are not allowed to use this facility except when they are a playing partner of a resident who has made a booking to use the court.

## 7.7 **Children's playground**

- 7.7.1 This area is equipped with children's play equipment. Running the area is dangerous and children must be supervised at all times. No consumption of drinks or food is permitted in this area.
- 7.7.2 Residents or children must ensure that this area is kept clean and tidy after usage by disposing all rubbish into the bins provided.

## 7.8 **Signboards and public announcement**

- 7.8.1 Information about Sinaran Ukay Condominium will be displayed at notice board from time to time and residents must take the opportunity to get some info or latest development that affect the residents.
- 7.8.2 Residents are strongly advised not to damage the notice board/s and also not to pull down any notices displayed on the notice board/s.

## 7.9 **Resident Database**

- 7.9.1 One of the many ways to assist the security workforce to do a good job is to create a resident database which captures the following information pertaining to each particular unit:-:
  - Number of people usually occupying the unit,
  - Name of the person or persons whom all communications from management and security staff should be addressed to,
  - Telephone or mobile number of contact person in case they need to be contacted during emergency situations,
  - Names of all other residents in the unit, if possible,

- Model and registration number of vehicles that will be parked in the allotted private car parks or motorcycle bays.

7.9.2 Such information will be treated with strict confidentiality and will be used only for the sole purpose of training the security guards to know and recognize who are the live-in residents as opposed to visitors or service personnel. This database should be kept updated at all times and the Management may attempt to enquire from residents whenever such information is suspected to have changed over the course of time.

7.9.3 In the event a purchaser decides to sell his or her unit prior the issuance of strata titles and formation of the management corporation, the new purchaser will be obliged to cooperate with the management corporation in supplying relevant information required to update the resident database.

## **SECTION 8**

### **8.0 Miscellaneous**

#### **8.1 Outstanding payment (arrears)**

8.1.1 Water clamping for 2 months outstanding water bills.

8.1.2 Water clamping for 2 months outstanding maintenance fees. bills.

8.1.3 To deny car access to condominium for both outstanding bills.

#### **8.2 Disclaimer of liability**

8.2.1 The Management or its agent and employee shall not be liable in any manner whatsoever for loss of or damage to any personal property of or injury to or death of any person in the building.

#### **8.3 Liability for damage**

8.3.1 An owner shall be liable for all cost and expense incurred by or on behalf of the Management to repair, replace or restore any damage to or destruction of the building, furnishes, fabric, etc, if such damage or destruction is caused by or contributed to the occupant, his guest, servant of agent.

#### **8.4 Solicitation**

8.4.1 No soliciting of good and service or political activity shall be permitted in the premise.

#### **8.5 Strata Title Act 1985**

8.5.1 Attention is drawn to the By Laws in the Second and Third Schedule of the Strata Title Act 1985

#### **8.6 Terms and conditions in the Sale and Purchase Agreement**

8.6.1 The House Rules set out herein shall be in addition to but not in diminution of term and condition, stipulation or specification set out in the Sale and Purchase Agreement signed between the owner and the vendor.

Prepared by

**Joint Management Body  
Sinaran Ukay Kondominium**

**Revised date:**