

House rules
for
Haugenstua Community Association

Passed at the general assembly 23.05.2018

Introduction

Haugenstua Community Association is a co-op. Residents are responsible for the property and that it is kept in a good condition. All expenses are covered by the shared expenses (rent) and other income. The house rules are a part of the by-laws for the community association. Breach of the by-laws or house rules is a breach of the agreement between the shareholder and the community association, and after three written warnings it can lead to the forced sale of the shareholder's apartment. The shareholder is responsible for all the members of its household and guests following the house rule.

1. Use of the apartment

1.1 Noise

- a) No noise in the apartment between 22:00 and 07:00
- b) Renovation and other noisy activities shall only be performed between 07:00 and 20:00 Monday-Saturday.
- c) There shall be peace and quiet on Sundays and other holidays.
- d) The resident is obliged to notify the other residents in the same staircase in good time when the resident wants to have some sort of festive social gathering that can lead to noise and/or can reach beyond the time of day when it normal should be quiet.
- e) Singing and music lessons shall only be performed with the board's approval and with the consent of the other residents that might be bothered by it.
- f) All residents are encouraged to show consideration to each other.

1.2 Technical equipment

- a) Installation of extractor fan to the air ducts in the kitchen and bathroom/toilet is not allowed.
- b) It is not allowed to air out of apartments entrance door.
- c) All rooms must be held at a temperature that ensure the water pipes and radiators does not get frost damages.
- d) The fire extinguisher in the apartment shall be checked and turned upside down so that the powder can be hear, 4 times a year. Errors and missing parts are reported to the daily manager.
- e) Battery for the smoke detector shall be controlled on a yearly basis.
- f) It is not allowed with gas ovens I the apartment, only electric oven allowed.

1.3 Radio, television and satellite antennas

- a) Error on your end is reported to: CANAL DIGITAL's customer service
- b) Shareholder must not do any intervention/repairs in the community association's antenna plugs without the board's approval.
- c) Satellite antennas can with the approval of the board be installed on the balcony.
- d) It is not allowed to install a satellite antenna outside of the balcony or the bedroom's window.
- e) Satellite antennas must not block the escape paths on the balcony.
- f) It is not allowed to drill and/or install the antenna on the balcony floor.

1.4 Balconies, windows and awnings

- a) Building related changes of balconies, window frames and similar that is included as a part of the façade and approved by the board.
- b) Flower boxes can only be hung on the inside of the balcony. The flower boxes or other items (f. ex. furniture) must NEVER be a hinderance for escape paths.
- c) Shareholder is responsible for the awning, and is responsible for the maintenance of it, and will also

pay for any repairs when damaged. Dangerous awnings shall be dismantled.

d) Bedroom windows and railing on balconies must not be used for airing of cloth, duvets, carpets and similar. Airing must be done on the inside of the balcony.

e) Shaking of cloth in the staircases or outside of the balcony is not allowed.

f) Barbequing on the balcony can only be done on an electrical grill.

g) The balcony's concrete walls and roof shall be painted with: outside matt concrete paint, white 5 S 1002 Y

h) Window frames and woodwork on the balcony should be painted with: light blue Nordsjø Tintorama 14-2 window paint color NCS S 2020-R90B

i) Railing in steel can be painted with: white bengalacquer

j) Balcony floor is painted with epoxy paint – light grey.

k) New awnings should have a white/blue stripes with the approved color code 5173/75.

1.5 Animals

a) It is allowed to keep pets if it is registered with the board/daily manager.

b) You have to keep a leash on your dog all year around on the community association's outside area.

c) It is not allowed to keep illegal animals.

d) Otherwise the rules for animals and pets are as according to the law of community associations paragraph 5-11 (4).

2. Use of common areas

2.1 Use of internal common areas

a) Entrance door to the staircase shall remain locked.

b) Door mats shall be taken inside the day there is washing in the hallway and staircase.

c) Basement door shall remain locked.

d) It is not allowed for children to be alone in the basement or the laundry room.

e) It is not allowed to put items (shoes, child carriage, bike, etc.) in the hallway, staircase, under the stairs, outside the store rooms, in the laundry room or the basement hallway.

f) It is not allowed to use candles in any common areas.

g) Unnecessary stay or noisy play is not allowed in the common areas. Festivity in the common room (play room) shall be given notice of at least 3 days ahead with a poster on the billboard in the hallway. The notice shall contain information about which share (apartment) that is arranging the festivities.

2.2 Use of the common laundry room

a) It is not allowed with more than 1 lock with the apartment number on the reservation board.

b) If needed, contact the janitor for locks with apartment numbers.

c) It is not allowed with animals in the laundry room.

d) Laundry and drying time: Monday-Saturday 07:00-22:00

e) Power to the machines is directed automatically. When the power is disconnected, the door will NOT open, and force must NOT be used to open the door.

f) Laundry time per reservation is 3 hours.

g) Washing of mops and carpets is not allowed as loose fibers might destroy the machine

h) After use the machines are wiped down with a damp cloth and the soap basin rinsed with water.

i) After use the lint filter is emptied in the drier and drying cupboard.

j) Washing basin, counter tops and floors are cleaned after work.

- k) Windows and door into the laundry room shall remain closed.
- l) It is not allowed to launder or dry clothes for anyone other those who live in the apartment.
- m) Errors with machines and equipment is reported to the daily manager.

2.3 Rules for use of the common room (play room) in the hallways

- a) The common room (the play room) can be used by all residents in the hallway.
- b) Representatives control who has a key to the common area.
- c) The common room can be used between Monday-Sunday 07:00-20:00.
- d) If possible the hallway representative can give permission for use outside of this time.
- e) The person who uses the common room is responsible for cleaning after use.
- f) Children under 18 must have an adult resident to supervise the use of the common room.
- g) Building related changes to the common room (play room) has to be approved by the board.
- h) The board can determine that some common rooms can be used for special purposes.
- i) Damage to the common room is reported to the hallway representative, daily manager or janitor.

2.4 Use of bicycle room

- a) All bicycles must be marked with name and apartment number.
- b) Key to the bicycle room can be bought from the janitor.

2.5 Waste/Trash

- a) Well wrapped general waste and sorted waste can be thrown into outside waste wells.
- b) There are separate wells for paper/cardboard and containers for cloths, glass and metal.
- c) Large waste is placed I separate waste rooms, hallway representatives can loan out keys. In the hallway there are notices of what can NOT be placed in the large waste room.
- d) It is not allowed place waste/trash outside of the wells or in front of the door of the large waste room.

2.6 The greenery (Outside areas)

- a) Greenery, with lawns and plants is common properties, and everyone cleans up their area.
- b) Use of disposable grills is only allowed on the outside area and greenery with a fire proof foundation. The grill is put out with water and treated as general waste.
- c) Everyone shall contribute to keeping the area in good order and throw their own trash in the trash bins.
- d) Dog owners shall use bags for dog waste and pick up the dog's feces. The bag is tied securely and put into trash bins.
- e) Destruction of property and graffiti is reported to the police.

2.7 Parking and use of motor vehicles in the community association

- a) It is not allowed to drive on the pathways.
- b) It is not allowed to park in the driveways to the buildings.
- c) Driving on the driveways shall keep walking pace.
- d) Driving on the driveways is only allowed when deliveries or pick ups are made.
- e) Deliveries and pick ups for more than 30 minutes is only allowed with the approval from the board/the parking committee of the community association. The approval must be placed visible in the car.
- f) It is not allowed to let the car run on empty in front of the buildings.
- g) Parking shall only be done on the regular spaces that is rented out by the community association.

Such spaces can be rented from the parking committee.

- h) There are up to three parking spaces per apartment, 1 in the garage and up to 2 outside.
- i) There is only one spaces per car.
- j) By renting out spaces, the shareholder can keep one space for their own vehicle. The renter can in that case rent two spaces.
- k) It is not allowed to play on the parking spaces.
- l) By renting a parking space with an electrical plug, the renter is responsible for it.
- m) It is not allowed for electrical leads to hang from the plug when it isn't connected to the vehicle.
- n) Connecting anything but engine heaters to the plug is not allowed.
- o) Repairing vehicles cannot be done if it is to hinderance of others. If there is a petrol or oil spill, the vehicle's owner must pay for the repairs or clean up.
- p) It is not allowed to repair vehicles in the garage.
- r) Motorcycles and mopeds are parked in their own spaces.
- s) When losing or damaging the chip, a new one can be ordered with the daily manager or the parking committee.
- t) Guest parking can be used for up to 3 days and nights.
- u) Residents can only occupy guest parking spaces on working days 07:00-17:00. If needs outside of this is needed, then a guest parking approval must be arranged. It can be arranged with the parking committee, daily manager or on the community association's website.
- v) Handicap spaces shall only be used by vehicles with a valid certificate issued by the Norwegian government. The certificate must be placed visible in the front screen.

3. Other issues

3.1 Notices, circulars, internal newsletter and other

- a) It is the resident's responsibility to be informed on the community association's; 1. by-laws, 2. house rules, 3. information circulars and summons to the general assembly, 4. notices on the hallway's information billboard, 5. notices on the information billboard in the elevator, 6. the community association's internal newsletter "Garver'n og Brummen", 7. information on the community association's website www.haugenstua.no
- b) The resident should participate information meetings, voluntary community work and the general assembly.

3.2 Hallway representative

- a) There shall be one representative and one deputy in each section. These are chosen by the section's shareholders on the section yearly meeting in August.
- b) The hallway representative is the contact between the residents in the section and the board.
- c) The hallway representative administrates the voluntary work and the fire drill for each section.
- d) The hallway representative administrates the use of the large waste room and the common room (play room) and loans out/administrates use of keys for those rooms.
- e) The contact for the hallway representatives are the building representative the various apartment buildings.
- f) Representatives should hold at least one hallway meeting a year and more if needed. If needed the building representative from the board or the daily manager.
- g) All representative's keys shall be given to the daily manager at change of representative.

3.3 Complaint on breach of house rules

A complaint over breach of house rules by a shareholder must be sent to the community association's board in writing. Before the complaint is sent, the issue must be raised with the hallway representative and an oral solution attempted to be reached.

3.4 Damage to the community association's property

The shareholder is responsible for damage that they and members of their household inflicts upon the community association's property. Settling this should be done according to the law of community associations paragraph 5-13, as well as the law of damage compensation from 13th of June 1969.