

Rules of procedure

PREAMBLE

These rules of procedure create an obligation on all co-owners, tenants, service people, as well as all visitors.

It supplements the provisions appearing in the authentic act "Règlement de copropriété" (co-ownership regulations) without, however, replacing them. The co-owners must give their tenants before entering the premises, for unreserved acceptance of its provisions and signature, a copy of these rules of procedure. They must, at the trustee's request, provide proof of compliance with this provision.

USE OF COMMON AND PRIVATE AREAS

Art. 1: Any modification of the common or private areas, leading to modifications of:

- burden sharing,
- exterior aspect of the residence,

must be subject to the approval of the General Assembly and the architect.

Art. 2: All passages, corridors, entrance halls, stairs, access road in general, must remain free at all times. No bulky object can be placed there.

A room is reserved for bicycles, strollers, mopeds: it is prohibited to deposit any other private object and litter there.

Entrance doors to buildings must remain closed day and night. The entrance doors to the halls must be closed during the day and locked at night.

The doors of the rooms reserved for bicycles must be permanently locked.

Art. 3: In order not to harm the good harmony of the residence, any deposit of objects or spread of linen visible from the outside on balconies, loggias and windows, may not be authorized on the main facade.

It is forbidden for occupants to throw or let throw by their family, their guests, the people in their service, through windows, balconies, loggias, objects or litter (cigarette butts,

papers ...) in any way so as not to injure or inconvenience passers-by or occupants of other premises.

Household linen must be shaken out or brushed between 8 a.m. and 10 a.m. in the morning and in such a way that the other occupants are in no way bothered by the operation. Sheets and blankets can be ventilated under the same conditions. The carpets have to be shaken out before 9 a.m.

In order not to soil the exterior walls or inconvenience the other occupants, everyone must ensure that in no case can water or any other liquid flow out of their windows, balconies, loggias. Washing balconies or loggias with water is prohibited.

It is the same for the inhabitants who decorate their balconies with plants or flowers. They are required to take all useful measures not to inconvenience their neighbors and not to damage the facades of the building. Residents are responsible for any accident caused by falls.

VEHICLE PARKING CIRCULATION

Art. 4: Parking is only authorized on the spaces provided for this purpose. In no case should it be a nuisance to others. It is forbidden to park along the access ramp of garages and in all access routes to garages as well as in front of entrances and buildings.

The parking of motorcycles, mopeds is prohibited on the sidewalks.

Access to the residence of trucks, vans, is limited to the time strictly necessary for deliveries or various interventions.

Extended parking of any wreck is prohibited.

No washing, emptying or repair operations, resulting in dirt or prolonged immobilization of the vehicle, may be carried out on the parking spaces, nor on the common areas, as well as the circulation areas.

The use of horns is prohibited. It is only tolerated in case of danger. Vehicle users will take care not to disturb the other occupants of the residence by the noise of their engine.

The speed is limited inside the residence to 20 km/h (12 mph).

NOISES AND NUISANCES

Art. 5: The occupants will have to take care that the peace of the buildings is not disturbed by their fact, that of the members of their family, their guests and the people in their service.

Consequently, they will not be able to make or let make any abnormal noise. The fight against noise concerns us all.

They will in particular ensure:

- Do not disturb neighbors or other occupants by noisy conversations or meetings both inside and outside the buildings.
- In the apartment, take off your shoes and wear slippers. Equip the objects (chairs, furniture) to be moved, with rubber washers.
- Between 10 p.m. and 7 a.m. decrease the intensity of radio and television sets. During the day use them in moderation.
- The installation, repair and DIY work must only be carried out between 8 a.m. and 6 p.m.

Art. 6: The occupants must supervise their children or those of their guests and prevent:

- noisy games, annoying for others, dangerous, in common areas, in the stairwells and entrance hall,
- deteriorate green spaces and plantations as well as all common or private facilities of other occupants, throw stones and others, especially on the roofs of garages, play with water taps and timers on stairs, halls and other common areas.

Art. 7: Animals of a noisy, unpleasant, dangerous or harmful nature are prohibited in the residence.

Only pets will be tolerated, provided that they are accompanied and under the supervision of their owners or a responsible, and kept on a leash.

They can in no case constitute a nuisance for others. It is forbidden to let animals roam free in common areas.

Any damage they may cause will remain the responsibility of their master. Neighbors should not be disturbed by their presence, noise or odors.

If it happens that they do their business in the common areas, it is up to their master and not to the others (or to the building staff) that it is up to the cleaning.

COMMON FACILITIES

Art. 8: GARBAGE - The dimensions of garbage chutes do not allow the evacuation of bulky objects such as plastic bottles, cardboard packaging, flowers with rigid stem, newspapers, magazines, etc ... therefore, users must deposit any object likely to obstruct the garbage chute in the bins placed in the garbage bin area. They have to take care in particular to deposit the newspapers and magazines there. It is expressly forbidden to throw liquids or objects that could injure them in the trash (brittle, sharp, corrosive, hot liquids).

In the event of obstruction of the garbage chute, the costs occasioned by the return to service will be shared among the occupants who caused the damage, except in the event that a responsible party is identified who must bear the costs alone.

Drain rooms and drains must be kept clean. Users will take care not to leave dirty or smelly traces in the corridors and stairwells.

Art. 9: ELEVATORS - The maximum authorized load is 300 kg (880 lb.) or 4 people. Any user causing damage by his acts will have to bear alone the costs of returning to service.

Any unauthorized person is prohibited from accessing the elevator machinery room, except in cases of force majeure.

Art. 10: HEATING - ELECTRICITY - GAS - Any anomaly in the operation of heating, common electrical installations, in the distribution of water or gas must be reported to the trustee.

MISCELLANEOUS

Art. 11: No commercial, industrial or artisanal activity may be carried out in the residence outside the premises originally provided for by the residence regulations, and no lessons in: music, song, dance, any headquarter of political party or professional union. No sale of furniture or objects can be organized there, even by a legal authority or after death of a resident.

Art. 12: BLINDS AND CANVASES - The blinds and balcony fabrics must conform in their color and material to the model provided. These blinds must be changed as soon as their appearance is likely to harm the good harmony of the residence.

The installation, on balconies, loggias, windows, of canisses, plastic panels or of material other than the provided canvas is prohibited.

Art. 13: SIGNS AND PLATES - The name plates indicating: name, profession, quality, reception hours, must conform to the model provided. Any display or installation of a sign not authorized by the trustee is prohibited.

Art. 14: MOVING - Damage caused during a move (or move in) of an apartment will be the responsibility of the owner of this apartment.

The occupant of the room subject to this operation will ensure that the interior and exterior common areas are cleaned the same day of the operation.

The use of the elevator is prohibited.

An inventory by a member of the Co-ownership Council will attest to the damage.

Art. 15: ANTENNAS - Individual antennas are prohibited outside the premises, on windows, balconies, loggias. Residents must connect their receiver to the collective antenna.

It is strictly forbidden for any user of electrical installations to transmit or propagate disturbances falling within the range of radio waves of the neighboring receiver-transceiver center.

Art. 16: SMOKING PRODUCTS - DANGEROUS - DIRTY - The storage of dangerous products, in particular explosives is prohibited.

Fuel storage must comply with the regulations in force. The same is true for any flammable product.

Art. 17: Each co-owner remains responsible for his acts and negligence as well as those of the persons for whom he is responsible and of those of the tenants.

Rental leases must impose on tenants, under penalty of termination, the obligation to comply with these regulations and to accept them without reservation.

The copy of the contract must be given to the trustee within 15 days after conclusion or signature with indication of the number of people who will henceforth occupy the apartment.

Art. 18: The non-observance of any article of these regulations must be reported in writing to the Co-ownership Council, which will report this failure to the trustee. This one will report by a mean at its convenience, the facts to the co-owner responsible for the premises or people at fault. In the event of a repeat infringement of these regulations, the Co-ownership Council, seized of the matter, will be called upon to give its opinion to the trustee on the action to be taken in that case.

Art. 19: The trustee, with the support of the Co-ownership Council, will endeavor to enforce these rules.

Art. 20: For all that is provided for in these regulations, the law and customs will prevail.

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