



Well-living in the residence

Dear Resident,

We wish to inform you of any questions you may have. This document brings together practical information about your residence.

We aim to maintain a pleasant environment so that everyone lives in harmony.

You find below useful advice and information for your life rights and obligations allowing a friendly neighborhood.

The Council of the co-owners will be happy to answer to your questions and proposals.

Mailbox is available near the digital code at the vehicle entry.

PRACTICAL INFORMATION

Our residence is secured by badges and digital code access located at each entrance. The entry codes are regularly changed after each co-owner prior information.

The hall entrance doors are connected to private intercoms. In order to avoid direct sellers of all kinds circulating freely in the buildings, it is strongly advised not to trigger the opening of the door without ensuring the identity of the visitor.

Badges and remote controls

They control all accesses (vehicle entry, access to underground garages and entrance halls). You can order these devices by sending a letter or an email to the caretaker of the residence.

Mailbox and intercom label

For the sake of harmony, the identification labels are uniform. When you move in or set up a tenant, we invite you to contact the caretaker who will install the required label.

You move in or out of the residence

In practice, the caretaker will give you the necessary information for the moving company and for you, especially the possibility of approaching the truck as close as possible to the building (the ground load is limited). The elevators can only be used by the residents of the building and their guests. The handling of heavy and/or bulky objects in the elevator is accepted after having taken all measures to protect the elevator walls. The caretaker can install protective panels, in addition to those that your mover must professionally implement. He must ensure the availability of the elevator when residents request it. At the end of the operations, he is required to clean the common areas and remove all unused boxes.

Use of common areas

Entrances to buildings, landings, stairs, technical rooms and other common areas must not be cluttered up. The risers (technical ducts) are common areas which must be kept in perfect condition and free from any object. If these provisions were not respected, the objects will be thrown away to the public dump without prior notice.

Any work in the risers (technical ducts) or other common areas, must first be authorized by the trustee or the caretaker, on pain of restoration without notice with invoicing to the owner.

It is reminded that bulky items can be removed free of charge by the municipal services (phone number: 0033 810 003 110).

Cold and hot water

Any water leak located after the individual water meters of your flat is your responsibility and does not hold the co-ownership accountable. Water meters are located in each flat. The used water volume is recorded once a year (January) by an authorized company. You will be notified by mail. The proper functioning of the water meters and their possible replacement are the co-owner responsibility.

Heater

The electric radiators are equipped with "Dual power supply connection". They (except those in the bathroom and the kitchen) are fitted with two heating resistances. One is supplied by the collective network of the residence ; the other is supplied by your personal electric meter. If the collective resistance is out of service, you must notify the trustee or caretaker. Its replacement remains the responsibility of the co-ownership. A company will be mandated to carry out this operation (at no cost). If, however, you wish to have it changed by yourself, the caretaker will provide it to you (free of charge).

The collective heating period generally runs from October 15 to April 15. Heating is interrupted from December 1st to the last day of February (except Sunday) from 9:00 a.m. to 11:00 a.m. (peak hours). The basic ambient temperature of the apartments provided by the co-ownership is at most 19 °C (66° F).

Television - Internet - Telephone

Each flat is equipped with a television, radio and satellite connection socket.

These sockets are linked to a collective TV antenna located on the roof of building C and to a satellite dish located on the roof of each building allowing you to receive numerous free and paying french and foreign channels (for more details, see the TV section of the residence's website).

The residence is wired with optical fiber in FTTH mode (Fiber To The Home : one individual fiber per apartment) allowing optimal performance. The connection boxes are located, in each building, in the risers (technical ducts) on the landings (floors #2 and #5 in buildings A and B, floors #1, #3 and #6 in building C, and #1 and 4# in building D). The connecting of the optical fiber between the collective connection box and your flat must imperatively set up through the existing telephone cable sheath.

The signed agreement with the internet service providers specifies that connections are authorized on condition that the cables pass through existing ducts or sleeves. Visible installation is strictly prohibited.

Any installation in the risers (technical ducts) is subject to the prior authorization of the trustee and information of the caretaker before intervention of the technical staff (information of the date and time of completion).

Bike room

A bicycle storage room is located in each building basement. These premises are not intended for the storage of furniture, out of order household appliances or miscellaneous waste. The two non-motorized wheelers which will be parked there must be in working order and duly insured. Any storage of objects other than two wheelers will be sent to a recycling center at the owner's expense without prior notice. You are reminded that you can have your bulky items removed free of charge by the municipal services by calling phone number 0033 810 003 110.

Users have to ensure that the two wheelers premises are systematically locked.

Waste management

A garbage chute and a selective sorting space is available in the basement of each building (A, B, C and D). However, some waste, including glass bottles, should not be eliminated by the garbage chute for safety reasons, noise, and risk of damage to the waste duct. They can also injure the personnel in charge of handling the waste reception containers. Baby diapers and animal litters must, for hygienic reasons, be imperatively wrapped in perfectly closed paper or plastic bags. Likewise, you must pack your waste before you throw it into the garbage chute. This chute must not be used for liquid products which would degrade the cleanliness of the duct. Bulky items (furniture, mattresses, household and computer appliances) must not be left in these premises, but transported to a recycling center or removed by the municipal services (phone number: 0033 810 003 110).

Parking

The parking spaces are private and numbered. Respect for these locations is essential for good neighborly relations. You are asked not to park, even for a short time, in places that do not belong to you. There are three "visitor" places (place #1 for two wheelers, #2 and #72 for companies and visitors).

Cleaning and maintenance of the residence

The cleaning of the residence is carried out by the caretaker. His tasks are as follows : waste container management, technical surveillance and cleaning of common areas.

The maintenance of green areas is entrusted to an external service provider.

We enjoy many green areas. It is up to you, for everyone's pleasure, to ensure the protection, tranquility and cleanliness of these areas.

The ownership of pets (dogs and cats) is free. They must be kept on leash throughout the residence (including on green areas at the curb). Moreover, you are asked to take out your animals from the residence for their daily requirement. In the event of an unscheduled defecation (including the sidewalks and surroundings of the residence Le Gauguin), poop

bags are available from the caretaker. They will enable you to clean up what was no longer clean.

Good neighbor rules

In order to maintain good neighborly relations within our residence, certain rules must be observed. In particular, you should make no noise after 10 p.m. or before 8 a.m. (DIY, music, etc.).

Work carried out by individuals is tolerated from Monday to Saturday, from 8 a.m. to 12 p.m. and from 2 p.m. to 8 p.m. Sundays and public holidays, from 10 a.m. to 12 p.m. (art. 8 of the municipal decree Nr. 1502 of 11/15/2012 relative neighborhood noises).

Exceptionally, during a late party, do not forget to inform your neighbors.

In general terms, the following rules must be applied:

- do not smoke in elevators, corridors and other common areas,
- do not throw cigarettes from balconies or windows,
- clean up damage caused inadvertently (any incident, liquid or solid, which may leave a trace) in the common areas,
- ensure, after passage, that the access doors are closed and locked,
- encourage residents to respect the walls and floors of common areas (dirt, fingerprints on mirrors, etc.),
- take responsibility for the damage (common areas) caused by the companies you mandate (moving in or out, delivery of household appliances or furniture, various works),
- check, during late entry or exit at night, the complete closing of the doors and ensure that no one came into,
- do not hesitate to ask an unknown person who seems to be without apparent reason in the residence,
- immediately inform the trustee and/or the caretaker in the event of a water leak noted in the common areas,
- do not use the terraces and balconies as a second cellar. Do not hang clothes on windows and balconies,
- do not install blinds if the model and color do not comply with the indications given by the trustee or determined by resolutions of the Annual General Meeting of the co-owners (see website),
- put carefully closed garbage bags into the appropriate containers in the garbage room,
- do not leave them on the ground, next to the containers,
- ensure that sorting is respected and dispose of the waste in the appropriate containers,
- do not clutter the garbage chute with heavy and/or bulky objects, and take them to the recycling center.

Contact / Useful contact details

Trustee: NEXITY - Phone number: 0033 4 42 26 41 05

Email: see website

Caretaker: Building B - Phone number: 0033 6 11 72 15 89

Email: gardien.gauguin@laposte.net

Bulky items: Phone number 0033 810 003 110 (free collection)

Parade Recycling Center
Chemin du Château Lafarge
Route des Milles
13100 AIX EN PROVENCE

Days and opening hours.

Monday to Saturday 9 a.m. to 12 p.m. and 2 p.m. to 6 p.m.

Sunday and public holidays from 9 a.m. to 12 p.m.

The list of all useful phone numbers is displayed on a board in the hall of each building.

Co-ownership regulations

The co-ownership regulations are gathered together in a document prepared during the construction of the building and which was given to each co-owner when he purchased his flat.

All residents are considered to have full knowledge of the co-ownership regulations and must therefore comply with all of the provisions and obligations.

Residence website

This document, as well as the co-ownership regulations or all the information concerning the residence, can be accessed and downloaded from the residence's website (on smartphones, the requested page is displayed below the menu) :

► <http://residencegauguin.e-monsite.com>

