

Appendix 1

BY-LAWS AND HOUSE RULES
Management Corporation Strata Title Plan No. 2864

CONTENTS

BY LAWS

Part One	Introduction and Definitions	2
Part Two	Housing Units and Common Areas	3
Part Three	Car Park	7
Part Four	Motor Cycle/Bicycle Parking	9
Part Five	Renovation	9
Part Six	Bulk Delivery & House Removal	11
Part Seven	Security and Safety	12
Part Eight	Pets	13
Part Nine	Use of Sites for Funeral Wakes	14
Part Ten	Guests	14
Part Eleven	General	14

HOUSE RULES

A.	Tennis Court	15
B.	Basketball Court	17
C.	Sauna and Steam Bath	18
D.	Swimming Pool & Jacuzzi	19
E.	Children's Playground	21
F.	Barbeque Pit	21
G.	Function Room	23
H.	Gymnasium	24
I.	Billiard Room	25
J.	Karaoke Room	26
K.	Lounge	27

USEFUL NUMBER	28
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PART ONE

INTRODUCTION

In order to have a properly maintained and managed condominium, rules and regulations are necessary. We seek the co-operation of all residents to comply with all rules and regulations in order to achieve this objective which would be beneficial to all residents.

TITLE

These Rules may be referred to as the “House Rules” and would, where applicable, include the rules, by-laws and regulations provided for in the Building maintenance and Strata management Act (2004)

DEFINITIONS

1. In these Rules, unless the context otherwise requires:
2. The “Act” means the Building Maintenance and Strata Management Act (2004)
3. “Condominium” means the flats and the common area of Goldenhill Park Condominium
4. “House Rules” means the house rules in the First Schedule of the Land Titles (Strata) Act (Cap 158) and the house rules herein which shall supplement the house rules set out in the First Schedule of the Act.
5. “Common Property” – definition in accordance to the Act.
6. “Flat” – definition in accordance with the Act, and also means Flat in GoldenHill Park Condominium.
7. “Management Corporation” – definition in accordance with the Act.
8. “Council” – definition in accordance with the Act.
9. “Managing Agent” – definition in accordance with the Act.
10. “Subsidiary Proprietor” – definition in accordance to the Act.
11. “Occupier” means a person residing in a Flat but excluding maids and domestic employees of the occupier.
12. “Lessee” means a person occupying a flat pursuant to a lease agreement between the subsidiary proprietor and him.
13. “Resident” means a person living in the flat whether as a subsidiary proprietor or lessee and shall also mean a subsidiary proprietor who is not living in the flat provided that the flat is vacant and not occupied. Maids and domestic helpers are not included in the definition of “resident”.

14. "Guest" means a person other than an Occupier and is on the premises at the invitation of the Occupier, but does not include maids or other domestic employees of the Occupier.
15. Words in singular include the plural and masculine gender includes the feminine gender and vice-versa.
16. Words referring to an individual include company or non-profit organisation and vice-versa.
17. The final interpretation of the House Rules will be done by the Council for the collective benefit of the Subsidiary Proprietors. Their word is final and binding.

PART TWO

HOUSING UNITS AND COMMON AREAS

1. **Use of housing units and common areas**

Housing areas are private residential dwellings and shall not be used for commercial or other purposes. Housing units and common areas shall not be used for any illegal, immoral or offensive purpose and for any activities which may be injurious to the reputation of the Condominium and the safety and well-being of the residents, owners and lessees.
2. **Rental Property**

All unit owners who rent to a tenant shall: (1) provide the tenant with a updated copy of the By-laws and Rules and Regulations, (2) include in the lease agreement a provision that the tenant has been given said copies, has read and understood, and agrees to abide by these documents, (3) notify the Management office in writing that the unit is tenant-occupied, giving the Management Agent the name of any agent retained by the unit owner to manage the unit for him/her. The unit owner is responsible at all times for the enforcement of the established guidelines.
3. **Sale of housing units**

Owners who sell their housing units and are required to provide in writing, the name and address of the new owners and the date of completion of sale/purchase.
4. **General restrictions on activities**

Nothing shall be allowed, done or kept in any housing unit or common areas which may overload or impair the floors, walls or roofs thereof or cause an increase insurance premium rates or the cancellation, invalidation or non-renewal of insurance premiums.
5. **Noise and offensive conduct**

Persons in the condominium shall not engage in any loud or offensive conduct and owners of vehicles should not sound their vehicle horns in the estate in a manner which may disturb or annoy the residents and their guests.

6. Children playing on the common property in the building

A Subsidiary Proprietor or occupier of a unit shall take all reasonable steps to ensure that any child or ward under his/her care when playing upon the common property, shall :

- a. not cause any damage to the common property; and
- b. create any noise likely to interfere with the peaceful enjoyment of the Subsidiary Proprietor occupier of another unit.
- c. be responsible for the well being and care of his/her ward and their action.

7. Radio, hi-fi, TV's etc. to be at reasonable volume

Radio, high-fidelity equipment, televisions, musical instruments and other like equipment shall be kept at reasonable volumes at all times.

8. Radio and TV antennae

No radio, television or other antennae shall be attached to or hung from the exterior of walls or be allowed to protrude through walls, windows, corridors or roofs.

9. Game

No ball games e.g. football, baseball, basketball etc will be allowed in the common areas. Residents are to ensure that their children do not use the walls, turfed areas or any other fixtures or common areas of the condominium for games.

10. Elevators

No person shall smoke, drink or eat in any elevator. Motorised forms of transport (other than wheelchairs) are not to be placed in any elevator. Bicycles, tricycles etc may be transported in elevators provided they do not cause inconvenience to other users or any damage to common areas.

11. Furniture in common areas

Furniture, furnishings and other common property located in the common areas shall not be misused, damaged, altered or removed from their location by residents without permission from the Council.

12. Fire-fighting equipment

Fire-fighting equipment must not be used for other than its intended purposes.

13. Dusting and sweeping

Nothing shall be thrown or emptied by any person out of windows, doors or balconies into or onto the common areas. Garments, rugs, mops or other objects shall not be dusted, shaken or cleaned from windows, balconies, stairways, corridors, fire escape areas or in the common areas.

14. Brooms, cartons, posters etc not to be seen from outside housing units

Brooms, mops, cartons, notices, advertisements, posters, illuminations or other means of visual communications shall not be placed on balconies, windows, doors, walls or passages other than area intended for its intended purposes such that they can be seen from the outside of the housing units. Residents are not to place any items in the utilities and fire-hose risers.

15. Refuse disposal

Residents shall dispose of refuse through the refuse chutes. Refuse chute and waste food must be secured in plastic bags before being disposed of in refuse chutes. Refuse bin doors must be latched at all times.

No lighted/smothering material must be thrown into the chute at all times. (eg cigarrate/matches/papers)

16. Littering

Littering is strictly prohibited in the areas in/around the recreational facilities, block lobbies and in the lifts. Residents must not throw litter out of their units.

17. Combustible substances

No explosives of any nature or highly inflammable material may be stored or used in the housing units. Petroleum products which may be kept or stored in the housing units shall be limited to the usual quantities incidental to the occupancy of a private residential dwelling.

18. Plants

Residents who keep plants shall ensure that their plants are maintained in a manner that will not create a nuisance to other residents and they should not be placed where they may cause obstruction to pedestrian traffic or be a danger to others. Owner must ensure that plant holders are not breeding mosquitoes.

19. Restrictions on hanging of clothes, linen etc

Residents shall ensure that textile items such as clothes, towels and linen shall not be hung or placed in common areas. In particular, such textile items shall not be hung from poles or any other devices which protrude through the windows, balconies, roofs or external walls of the housing units.

Towel, bedding, clothing or any laundry and other articles may be hung or placed within the strata units inclusive PES and yard / air conditioner ledge.

20. Common areas not to be used for storage purposes

No resident shall place, store or maintain in any common corridor, hall, lobby, stairway, walkway, riser, ground or other common areas any furniture (including shoe rack), packages, clothes or objects of any kind or otherwise obstruct transit through such common areas.

The Management may serve a written notice to the resident informing him of such a violation. In the same notice the Management will provide him 3 calendar days' advance notice to remove the said item[s]. Should these items are not disposed/removed within the deadline specified, the Management has the right to dispose of these articles and charge the resident a fee of \$50 or cost of removal of these articles whichever is higher to recover expenses for the effort.

21. Bicycles, toys etc not to be used or left in common areas

Children's ridding toys, roller skates, inline skates, skateboards and the like may not be ridden in, used or left in any part of the common area, corridor, stairway or lobby. The Management has the right to dispose of these articles.

22. Advertising

There shall be no posting of advertisements, circulars or notices at the common areas without the prior approval of the Management. Residents are not permitted to affix or paint on any doors and windows of the housing units or on external parts of the building or any part of the common entrances, passages, staircase landings, any trade, professional or business advertisements or notices whatsoever.

23. Notices

Residents who wish to put up any notices at notice boards in the common areas shall first obtain the approval of the Management.

24. Overdue Maintenance Fee

Subsidiary proprietors and or their tenants/lessees with outstanding maintenance fee of more than 90 days shall lose their booking privileges for the use of common facilities.

25. Changing Rooms

Children above the age of 6yrs shall not be permitted in changing rooms of the opposite gender.

26. No Show

Residents who failed to show up for their reservations (of common facilities) without providing valid reasons within 24 hr shall lose their deposit and booking privileges for the following one (1) calendar month. The Council shall be the final decision maker to ascertain if the grounds for no show are valid.

27. Loss/ Damage to Common Property

Residents and their Guests shall not damage the grass, footpaths, or any part of the subdivided building or property, whether by the use of vehicles, machines, tools, objects of any description, or otherwise. The Resident who is or whose servant, agent, licensee or Guest is responsible for such damage shall make good any such damage to the satisfaction of the Management.

Any damage caused to the common property shall be assessed by the Management and all cost of repair, rectification works and/or replacement of broken or damaged parts shall be borne by the person(s) responsible

28. Fund-Raising/ Canvassing & Solicitation

To protect the privacy of residents, solicitations, sales canvassing, fundraising, and contributions are strictly prohibited. Except with written permission of the Management

29. ENFORCEMENT/PENALTIES

The Management believes that the enforcement Procedure will result in greater community awareness of reasonable conduct that all unit owners have the right to expect from each other. If the violator is not a unit owner, the owner will be provided with copies of all correspondences pertaining to the violation and any ensuing penalties. The unit owner is ultimately obliged for all fines and removal of the violations.

Fines may be imposed for violation of any of the rules, according to the following schedule:

First violation--written warning,
Second violation of the same offence—S\$50.00,
Repeated violation of the same offence---S\$100.00.

(All amount collected would be channeled back to the management fund.)

PART THREE

CAR PARK

1. Each housing unit shall be entitled to one parking transponder/label for a vehicle used by a resident.
2. The parking transponder/label shall be issued only after an application has been approved by the Management.
3. The parking transponder/label is not transferable and shall be returned to the Management if the resident ceases to reside in the housing unit in the Condominium or own a vehicle.
4. The resident owner must inform the Management office in writing once he/she has replaced his/her vehicle with another.
5. The initial issue of the parking transponder is free of charge. Subsequent replacements will be subject to a levy of \$60.00 per transponder.
6. The owner may apply for a second car park label (for 2nd vehicle) owned by him or someone residing in his unit subject to ballot and availability of parking lots.

The second car park label will be issued on a quarterly basis. Parking fee is free. Each renewal is valid for 3 months. Refundable deposit of \$30 is required for label.

The car park label should be displayed prominently on the front windscreen of the vehicle for easy identification by security personnel.

The Meeting agreed that the Management be empowered to assign designated lots for second cars.

7. Residents are to ensure that no damage is caused to the fittings and fixtures in the car park and shall be liable for any damage caused.
8. Guests' vehicles are permitted to be parked on the designated visitors' car park lots only.
9. All vehicles are parked at residents' own risks. The Management shall not be responsible for any damage and loss suffered while the vehicle is parked at a parking lot or otherwise.

10. No cars may be left unattended in any driveway, washbays or any other common areas within the estate that are designated as no parking zone.
11. There shall be no parking elsewhere in the Condominium except at the designated parking lots.
12. The Management may without notice cause any vehicle without a valid label or found parked in a lot other than designated or in areas not drawn as parking lots to be towed away or clamped down. The costs of removal of \$150 shall be borne by the owner of the vehicle removed or clamped.
13. Washing of any vehicle is permitted only in designated car park/wash bay. Residents are responsible for keeping such space clean, grease-free and mud-free after washing their vehicles.
14. No major vehicle repairs which involve excessive noise or spillage of oil may be made within the Condominium. No professional car washers or groomers shall operate in the Condominium without the approval of the Management.
15. The parking lots shall be used only for the purpose intended and for which it has been designed. For the purpose of this section, the storage of household items, goods, carton boxes, boats, power-generators, de-registered vehicles, containers is prohibited.
16. Where permission has been granted by the Management for a container (normally used for the shipment of goods) to be parked in the Condominium, the operator/owner of such container or hirer shall place a deposit with the Management and comply with all directions issued by the Management. Upon payment of a deposit a temporary parking permit will be issued. The deposit will be forfeited in the event of a breach by the operator/owner of any of the rules herein, otherwise such deposit will be refunded to the operator/owner after the removal of such container from the Condominium. The amount of deposit shall be decided by the Management.
17. No vehicle, except those with approved and valid transponder /car park label shall park overnight in the Condominium unless with the prior written permission of the Management. "Overnight" means the hours between 2.00 a.m. and 7.00 a.m. The Management may without notice cause any vehicle found parked beyond 2 am without prior written permission to be towed away or clamped down. The costs of removal of \$150 shall be borne by the owner of the vehicle removed or clamped. A charge of \$50 per day shall be levied on vehicles clamped if the said vehicle is not removed after 3 days.
18. Designated washing bays with coin-operated water supply have been provided for the convenience of residents. As such, any car washing must be done strictly at the designated bays only. Any cleaning of cars beyond these designated bays are limited to only wiping and mopping as excessive splashing of water soil the area and cause stagnation of water within the car park. Any refuse to be discarded from the car during the washing and vacuuming must be properly packed in plastic bags and disposed off at the nearest litter bins. As the designated washing bays are not to be used for parking, the car must be moved once washing is completed. The Management may without notice cause any vehicle parked beyond the time

required for washing to be towed away or clamped down. The costs of removal of \$150 shall be borne by the owner of the vehicle removed or clamped

19. These rules and regulations are subject to revision by the Management as and when it is deemed necessary.

PART FOUR

MOTOR-CYCLE/BICYCLE PARKING

1. Residents must register their Motor-cycles and their Adult bicycles with the Management. Only motor-cycles and adult bicycles of registered Owners /tenants residing in GoldenHill Park Condo are allowed to park in the carpark. Documentary proof of motor-cycle ownership must be submitted to Management upon registration.
2. The Management reserves the right to refuse entry of any unregistered motor-cycles. Any unregistered Motor-cycle parked in car park will be towed away or clamped down. The costs of removal of \$100 shall be borne by the owner of the vehicle removed or clamped. A charge of \$50 per day shall be levied on vehicles clamped if the said vehicle is not removed after 3 days.
3. Only registered bicycles are allowed to be parked in the bicycle lots provided in the basement car park. Unregistered bicycles will be towed away or clamped down. The costs of removal of \$100 shall be borne by the owner of the vehicle removed or clamped. A charge of \$50 per day shall be levied on vehicles clamped if the said vehicle is not removed after 3 days.
4. Chaining / locking of bicycles in any of the railings/ bins/ staircase/ common areas will be removed without any further notice. The Residents whose bicycles defaced, or damaged any common property will be charged an administrative fee of \$500.00 or the cost of rectifying the damages, whichever is higher.

PART FIVE

RENOVATION

1. Owners who intend to carry out renovation works to their apartments must first notify the Management of their intentions. Owners who intend to carry out any alterations or additions to the windows or balconies are required to obtain prior written approval from the Management. Applications for approval must be accompanied by plans and details of the work to be carried out. Any such renovation work (which shall include but not be limited to partitioning, demolition of walls, drilling of holes, additions / alterations to the structure or fitments, windows, doors, fencing and railings of existing housing units) shall comply with the following guidelines:

No alterations shall be made that may, in the opinion of the Management:-

- a. spoil the aesthetic appearance and/or uniformity of the exterior of the building; or
- b. involve or encroach upon common property; or

- c. result in any damage to or risk of damage to the property of others or of injury to persons; or
- d. result in any diminished value of the property of others; or
- e. tamper with any Structural part of the premises.

Professional Engineering endorsement is required for hacking of walls.

2. The Owner must bear full responsibility to ensure compliance of all building by-laws and other regulations as may be introduced and applicable from time to time.
3. No renovation work shall be done by owners, residents or their contractors before 9 a.m., after 5 p.m. from Mondays to Friday, and after 12pm on Saturdays. Strictly no renovation work is allowed on Sundays, Eve of Public Holidays and Public Holidays.
4. Upon notification being given to the Management for renovation work to commence or upon a permit being issued by the Management for any alterations or additions to the housing unit, the owner is required to place a deposit with the Management. All applications must reach the office 2 working days before the commencement of any works. A *deposit of \$1,000.00* is required.
5. Fitting-out works must be carried out within the Owner's premises, and no work is to be carried out at the common areas under any circumstances.
6. Upon completion of the fitting-out works, the Owner shall notify the Management for a joint inspection to ensure that the site is in satisfactory condition, before any renovation deposit can be appropriated or refunded.
7. In the event, that any part of the lift or common property is damaged by the renovation contractor, the Management office will send a notification to inform the owner. The owner is given seven (7) days to rectify the damage to the satisfaction of the Management. Failing which, the Management reserves the right to make good the damage, deduct the rectification costs from the deposit and recover any remaining costs from the Owner.
8. The Owner must ensure that his/her renovation contractor does not dump any renovation debris in the common areas. All debris should be removed from GoldenHill Park Condominium at the end of each day. Upon failure to comply, the Management reserves the right to remove it and charge the removal cost to the Owner.
9. Only one lift will be designated for use by the owner's renovation contractor. The designated lift must be adequately protected. The Management will hold the owner responsible for any damage caused to the lift.
10. There shall not be any erection of external awnings, shades, screens, Venetian blinds, grilles, radio/television antenna or any other external structure including grilles without the prior written approval of the Management.
11. The Owner shall not make alteration to the doors and windows installed on the external walls without consent in writing from the Management.

12. The Owner shall be responsible for the behaviour and conduct of his/her renovation contractors'. Appropriate measures must be taken to ensure the safety of the renovation works.
13.
 - a. The air-conditioning unit should not be placed/installed in a position that may spoil the aesthetic appearance and/or uniformity of the façade or encroach upon the common property.
 - b. The installation should not pose a safety hazard to third parties or their properties and if required by the Management, such installations are to be certified by a suitably qualified engineer.
 - c. All air-conditioning condenser units should be installed at the air-conditioning ledge originally provided by the developer.
 - d. All other air-conditioning apparatus should be installed at the locations originally placed by the developer.
 - e. Proper condensation drainage pipe shall be provided and installed to prevent water dripping and in a manner that does not detract from the general appearance of the estate.
14. The Owner is advised to take up the necessary insurance policies with adequate coverage for the duration of the works.
15. These rules and regulations are subject to revision by the Management as and when it is deemed necessary.

PART SIX

BULK DELIVERY AND HOUSE REMOVAL

1. Bulk deliveries and house removal shall be carried out during the following hours:

Monday - Saturday: 9.00 am - 6.00 pm
Sunday & Public Holiday: 10.00 am - 5.00 pm

Residents and their contractors are reminded to inform the Management office through application of their schedules, particularly when they fall on Sundays and Public Holidays. All applications must reach the office 2 working days before/moving/delivery. A *deposit of \$1000.00* is required. . If any area of the common property is damaged by you or the contractor in the process of the moving/delivery, the deposit will be forfeited and if the, cost of repairs/replacement is more than the deposit, Owner will be liable to pay the difference.
2. All deliveries and removals must be reported at the security check-point prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry of any unknown personnel for purposes which cannot be verified.
3. All contractors and their workmen must report at the security check-point to obtain identification cards, and must wear their cards at all times.

4. Workmen carrying out deliveries/removals should use only the fireman lifts and staircases so as not to inconvenience Residents. Packing and crating materials must be disposed of and removed from the Condominium by the Residents on the same day that they are brought in.
5. Residents are not allowed to tap water/electricity supply from the common areas.
6. Unwanted materials, debris, etc., should not be left in the corridors, lift lobbies, fire escape staircases or any other common areas in the building. Otherwise, they will be removed and the *cost of \$500.00* will be charged to the Resident concerned. This cost will be deducted from the deposit.
7. Residents must ensure that adequate measures are taken to protect the common property during any bulk deliveries or house removal work.
8. Residents shall be responsible for the conduct and behavior of their appointed contractors. Any damages to the building and equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the residents concerned.

PART SEVEN

SECURITY AND SAFETY

1. Policy on issue of access card: Each apartment unit is entitled to the following number of access cards

Apartment Type	Number of Access Cards
A, A1, A2, A3, A4, A5, A6, A7	3
B, B1, B2, B3, B4, B5, B6, B7 C, C1, C2, C3	4

2. Residents must surrender the access cards to the Management Office when they vacate the estate.
3. Charge for subsequent replacement/issue. The first issue of passes will be free of charge. Subsequent replacement of any pass or the issue of a fresh set to a new owner or lessee will be subject to a levy of \$20.00 per access card. The levy is subject to revision at the discretion of the Management as and when it is deemed necessary.
4. Residents to carry passes with them: Resident should always carry their passes with them and produce them whenever requested to do so by the Management or the security guards or when they use or book the recreational facilities.
5. Return of passes: If the owner sells or rents his unit subsequently, he must inform the Management and return all the passes issued to him and members of his family for new passes to be issued to the new owner/lessee.

6. Loss of passes: Management must be informed if any access card is lost so that appropriate action can be taken to safeguard any possible breach of security.
7. Driving with caution: Residents are requested to drive carefully within the speed limit within the Condominium. No speeding, learning or testing of vehicles is allowed in the Condominium.
8. Moving: The Management shall be informed at least forty-eight (48) hours in advance of any house moving. Residents moving large items of furniture themselves shall take appropriate care. Residents are responsible for any damage to common property arising from such moving. Special rules governing moving laid down by the Management must be observed failing which removal companies may be denied access to the Condominium.
9. Side Entrance: Unless authorised by the Management, only residents with passes shall be entitled to access the side entrance.
10. Residents are reminded to report to the Management and or security officer on-duty of any strangers found loitering within the Condominium.
11. Residents are not to allow entry to strangers into the Condominium or his unit block.

PART EIGHT

PETS

1. Permitted household pets: Residents may only keep household pets. Big dogs like Alsatians, Labradors, Boxers, Bulldogs, Pitbulls and Mongrels are not permitted. Only small dogs are allowed.
2. Pets causing nuisance shall be removed. Where household pets are kept, they must not cause a nuisance or disturbance to other occupants, failing which they shall be promptly and permanently removed from the Condominium upon notice given by the Management.
3. Residents shall observe rules. Residents with household pets shall observe the following rules:
 - a. Pets shall not be allowed loose in common areas. Pets must be kept on leash while in common areas.
 - b. Pets shall not be allowed near the swimming pool or any recreational areas under any circumstances.
 - c. Residents shall ensure that their pets do not leave their waste in common areas and where pets are not permitted.
 - d. Residents shall be responsible for the cost of cleaning up areas littered by their pets as well as any damage caused to the common areas by their pets.
 - e. Pet owners shall not bathe their pets in the toilets situated in common areas and BBQ pits.

4. The Resident who is or whose servant, agent, licensee or guest is responsible for breaching any of the rules will be charge a fee of \$50, or the total cost of repair and rectification works, whichever is the higher.

PART NINE

USE OF SITES FOR FUNERAL WAKES

1. No funeral wakes shall be held within the condominium.

PART TEN

GUESTS

1. These House Rules shall, to the extent applicable, apply to Guests and Residents shall ensure that their Guests comply with the House Rules. Without prejudice to the generality of the foregoing, the Residents shall be fully liable for any and all breach of these House Rules by their Guests and shall remedy such breach to the satisfaction of the Management, failing which the Management shall be entitled to carry out such remedy work and the relevant Resident shall fully reimburse the Management for any and all costs and expenses incurred by the Management in remedying such breaches.

PART ELEVEN

GENERAL

1. These House Rules shall be governed by and construed and enforced in accordance with the laws of the Republic of Singapore.

House Rules

1. General

1.1 Notice of damage

If the Management discovers any damage caused to the Facilities following the date of usage of such Facilities by the Resident, the Management will provide written notice of any damage discovered by the Management and its primary or final assessment of the costs required to make good the damage (whichever the case may be) no later than three (3) days following the date of usage of such Facilities by the Resident.

If following the first notice setting out its primary assessment of the costs required to make good the damage, the Management, in its sole opinion, determines that more time is required for it to determine the extent of such damage, then the Management will provide a second written notice to the Resident setting out its final assessment of the costs.

The Resident shall be entitled to respond to the Management's final assessment within three (3) days of the date of notice of such final assessment, failing which, the Resident shall be deemed to have accepted such final assessment and shall forthwith make payment to the Management of such costs as set out in the final assessment, failing which the Management shall be entitled to set-off such costs against the Cash Deposit.

1.2 Breach of House Rules

Without prejudice to paragraph 1.1 herein above, in the event of any breach of the House Rules and/ or Bye-Laws by the Resident, its Guests or other invitees when using any of the Facilities, which shall include but not be limited to misbehaving of guests, littering, going beyond booking hours and refuse to disperse in spite of being asked by the security, the Resident shall not be allowed to book and/ or use any of the Facilities for a period up-to six (6) continuous months. The Management will notify the Resident of such suspension of its right to book and/ or use the Facilities no later than three (3) days after the date of such breach. The Resident may make representations to the Management within seven (7) days, but shall not be obliged to, hear representations from the relevant Resident.

2. Facilities

A. TENNIS COURTS

1. The courts shall be opened for use from:
8.00 a.m. to 10.00 p.m.
2. Only Residents and their guests may use the courts. A maximum number of three (3) guests is allowed. Owners who have tenanted their units are considered to have transferred their rights of use of facilities to their tenants.

3. Residents must accompany their guests at all times (ie throughout the full playing session) and they must ensure that their guests comply with the rules and regulations.
4. Players shall be properly attired when playing. Only non-marking rubber shoes shall be worn and shall be free from sand/mud before entering the courts. Street/outdoor shoes, boots, high-heeled shoes, leather shoes etc are not permitted. Only non-marking shoes are permitted.
5. The tennis courts can only be used for playing tennis. No other games or other forms of activities are allowed.
6. Bookings are non transferable. If the person who has booked fail to turn up 15 minutes after the scheduled time of play, the court will be allocated to another party on a first come first served basis.
7. No food and beverage (except plain water) are allowed in the courts.
8. No pets are allowed in the courts.
9. Smoking is strictly not permitted in the courts.
10. All litter must be disposed off in the receptacles provided by the Management.
11. Children under 10 years of age are not permitted in the courts unless accompanied by their parents or supervising adults who shall be responsible for their behaviour.
12. The Management, Security Guards or any representative of the Managing Agent may require any person in the tennis courts to identify himself or herself.
13. While the Management will take every precaution to ensure the safety of person/s using the tennis courts, it cannot assume responsibility for any loss or damage to any personal property, injury or death.
14. A person who breaches any of the rules shall be required to leave the tennis courts. The Security Guards have the authority to ask the person to leave the courts.
15. Booking is done personally on a weekly basis from Monday to Saturday during office hours at the Clubhouse on a first come first served basis.
16. Each apartment unit is entitled to 4 hours booking per week.
17. Lights at tennis courts will be switched off at 10.05 p.m.
18. Residents who have booked courts without utilising them on 3 occasions without any valid reasons shall be suspended from making use of the tennis courts for a period of 4 weeks.
19. All damages to the courts or surrounding area must be reported to the Management or Security Guards immediately.

20. Residents are required to produce their owner's pass if requested for.
21. The Management reserves the right to change any rules and regulations without prior notice.

B. Basketball Court

1. The courts shall be opened for use from: 8.00 a.m. to 10.00 p.m.
2. Only Residents and their guests may use the courts. A maximum number of three (3) guests is allowed. Owners who have tenanted their units are considered to have transferred their rights of use of facilities to their tenants.
3. Residents must accompany their guests at all times (ie throughout the full playing session) and they must ensure that their guests comply with the rules and regulations.
4. Players shall be properly attired when playing. Only non-marking rubber shoes shall be worn and shall be free from sand/mud before entering the courts. Street/outdoor shoes, boots, high-heeled shoes, leather shoes etc are not permitted. Only non-marking shoes are permitted.
5. The basketball courts can only be used for playing basket. No other games or other forms of activities are allowed.
6. No food and beverage (except plain water) are allowed in the courts.
7. No pets are allowed in the courts.
8. Smoking is strictly not permitted in the courts
9. All litter must be disposed off in the receptacles provided by the Management
10. Children under 10 years of age are not permitted in the courts unless accompanied by their parents or supervising adults who shall be responsible for their behaviour.
11. The Management, Security Guards or any representative of the Managing Agent may require any person in the basketball courts to identify himself or herself.
12. While the Management will take every precaution to ensure the safety of person/s using the basketball courts, it cannot assume responsibility for any loss or damage to any personal property, injury or death.
13. A person who breaches any of the rules shall be required to leave the basketball courts. The Security Guards have the authority to ask the person to leave the courts.
14. All damages to the courts or surrounding area must be reported to the Management or Security Guards immediately.

15. Residents are required to produce their owner's pass if requested for.

The Management reserves the right to change any rules and regulations without prior notice.

C. SAUNA AND STEAM BATH

1. The sauna and steam bath will be opened daily between 8.00 a.m. to 10.00 p.m.
2. Residents and their guests are advised to read the Sauna/Steam bath notice prior to its use.
3. Users are advised to shower before using the sauna or steam bath.
4. Children under 10 years old are not permitted in the sauna or steam bath unless accompanied by parents or supervising adults who shall be responsible for their safety.
5. Users must not tamper with the heating elements.
6. No food and beverage are allowed. Except plain water
7. Smoking is strictly not permitted.
8. The door of the sauna or steam bath must be closed at all times but not locked.
9. Users are advised not to remain in the sauna or steam bath for more than 10 minutes.
10. While the Management will take every precaution to ensure the safety of persons using the sauna or steam bath, it cannot assume responsibility for any loss or damage to any personal property, injury or death.
11. The Management, Security Guards or any representative of the Managing Agent may require any person in the sauna or steam bath to identify himself or herself.
12. A person who breaches any of the rules shall be required to leave the sauna or steam bath immediately.
13. Residents are required to produce their owner's pass if requested for.

The Management reserves the rights to change any rules and regulations without prior notice

D. SWIMMING POOL & JACUZZI

1. Swimming hours daily between 7.00am and 10.00 pm.
[except when it is being cleaned and serviced]
 - a) Strictly no swimming is allowed outside these stated hours.
 - b) Security Guards on duty are empowered to request users
2. Only residents and their guests may use the pool. Owners who have tenanted their units are considered to have transferred their rights of use of facilities to their tenants.
3. Footwear, food and drinks are STRICTLY NOT permitted within two [2] meters from the edge of the pool.
4. Only swimming coaches accredited/sanctioned by the Management are permitted to use the pools for coaching lessons
5. Guests will have to be accompanied by residents at all times. The hosts will ensure that their guests comply with the rules and regulations.
6. All person must shower before entering the pool. Security Guards on duty are empowered to request anyone who has not showered to leave the pool.
7. A person with bandage shall not use the pool. Spitting, spouting, nose blowing and the like shall not be permitted in the pool
8. Parents with children are to ensure that their children do not urinate into the pool or the drain next to the pool.
9. All persons are required to wear proper swimming attire. Wet suits, bikinis, and board shorts are allowed. Bermudas, cotton shorts and running shorts are not allowed.
10. All persons are required to dry themselves before leaving the pool and changing room. No persons wearing a dripping wet bathing suit shall go beyond the pool and changing room area.
11. All persons are required to leave the pool when dark clouds form or during rain and thunderstorm. No alerts will be given and any person who decides to stay in the pool do so at their own risk.
12. Children under 12 years of age shall not be allowed in the pool or the pool area unless accompanied and supervised by a person 16 years and above who shall be responsible for the children's behaviour and safety.
13. Children under 12 years of age shall not be allowed to make use of the Jacuzzi unless accompanied and supervised by a person 16 years and above.
14. No person shall wear hair-pins, curlers, safety pins, bobby pins and other similar objects in the pool.

15. Airbeds, surfboard, snorkling and scuba diving gear (i.e. masks, flippers, fins, diving suits etc), glass mask or glass goggles, bulky inflatable toys and suntan object shall not be permitted in the main pool. However, plastic goggles and swimming board are permitted and children may play with small water toys in the wading pool.
16. The pool area may not be reserved by residents for private functions.
17. No pets shall be allowed in the pools or their vicinity.
18. Ball sports, Frisbee playing, roller/inline skating, skateboarding, "horse-playing" or any other similar activities which will pose danger to residents/guests will not be permitted in the pool area.
19. Swimmers are advised to leave the pool when cleaning is in progress.
20. The safety equipment provided around the pools shall not be used for any other purpose. No pool furniture shall be removed from the pool area. Standing, walking on pool furniture or misuse in any way is not allowed.
21. Radio, tape-recorders or other electrical/electronic/mechanical equipment may be used in the pool area provided they are tuned down low and do not cause a nuisance.
22. No organised activities, including swimming lessons shall be conducted at the pool. Unless approved in writing by the Management Council
23. The Management, Security Guards or any representative of the Managing Agent may require any persons in the swimming pools to identify himself or herself.
24. While the Management will take every precaution to ensure safety of the person using the pool facilities, it cannot assume responsibility for any loss or damage to any personal property, injury or death.
25. A person who breaches any of the rules shall be required to leave the swimming pool. The Security Guards have the authority to ask such person to leave the pool.
26. Violation of rules may result in Resident loss of pool use. Any Resident who is incapable of swimming, or who has impaired judgement or use of their physical abilities due to medication, drugs, alcohol, or other medical, mental, or physical conditions, shall at no time enter the pool or pool areas. At no time shall the Resident engage in dangerous behavior in or around the pools, or dive into the pools. Resident understands and acknowledges that the depths of both pools are very shallow and are not suitable for diving.
27. All damages to the pool and its surrounding area, equipment, installation etc must be reported to the Management or Security Guards immediately.
28. The Management does not provide lifeguards. Residents, their children and their guests use the pool at their own risk.

29. Residents are required to produce their owner's pass if requested for.
30. The Management reserves the right to change any rules and regulations without prior notice.
31. The maximum number of guests per housing unit who may use the pool shall not exceed 8 persons at any one time.
32. The number of guests allow into the pool shall be subjected to revision by the Management Council when it is deem necessary.

E. CHILDREN'S PLAYGROUND

1. The playground shall be opened for use from 8.00 a.m. to 10.00 pm.
2. Except for the parallel and monkey bars, only children under 12 years old are allowed to make use of the play equipment. Children using the playground are to be supervised by an adult who shall be responsible for the child's proper behaviour and safety.
3. Any resident who see a child misusing the play equipment should stop the child from doing so/or report the child to the Management or to any of the Security Guards immediately.
4. No dogs or pets are allowed in the playground.
5. Any damage to the play equipment shall be reported to the Management immediately.
6. The Management is not liable for any damage, injury or death arising from the use of the play equipment by any person.

F. BARBEQUE PIT

1. Opening hours are divided into 2 sessions daily:

Day Session --- 10.00am to 3.30pm
Evening Session --- 4.30pm to 10.00pm

As the pits are situated in open space, to maintain the peace of the estate after 10 pm, residents are urged to comply to the opening hours. Allowance is given till 10.30pm for residents and their guests to clean up and to vacate the pit. If this is still not done so by 10.30 pm, the security guards are empowered to request the residents and their guests to leave the area. No mingling is allowed strictly after 10.30 pm as noise from the chatting and the smell of the BBQ foods will disturb the other neighbours.

2. Only residents with a valid pass and their guests may use the barbeque pit. Owners who have tenanted their units are considered to have transferred their rights of use of facilities to their tenants.
3. At any time, residents may not book both BBQ pit and the function room.

4. Highly flammable equipment and portable barbecue burners are not permitted at the barbecue common area.
5. Guests may use the barbecue pit only when accompanied by their hosts who shall ensure that their guests comply with the rules and regulations.
6. A maximum of 30 guests are allowed to make use of the barbecue pit at any one time.
7. Booking is done personally at the Management Office during office hours. Booking is only allowed up to 1 month in advance. A refundable deposit of \$50 has to be paid to the Management for the booking of barbecue pit.
8. Each unit is allowed to one booking per month. Except Monday to Thursday, excluding weekend, eve of Public Holidays and Public Holidays.
9. Bookings are not transferable. If the person who has booked the pit is unable to make use of the facilities on the date reserved, he or she is to inform the Management office one week in advance. Failing which the deposit will be forfeited and the resident will be barred from booking for the next 1 month unless with valid reason.
10. The host(s) shall be responsible for the good conduct and behaviour of all persons attending his or her function.
11. The host(s) will ensure that their guests do not litter the ground and any refuse, beer can etc are removed and left in proper containers or plastic bags ready for disposal. In the event that the trashcans are full, Residents shall provide their own refuse container into which all litter, waste food, etc., are disposed of.
12. The host(s) shall be fully responsible for repair/replacement of any loss or damage caused to the barbecue equipment or facilities.
13. The host(s) shall notify the Management against all claims/action demands etc in the event of any accident.
14. Chairs and tables at the swimming pool area must not be removed for use.
15. The Management or Security Guards or any representative of the Managing Agent may require any person using the barbecue to identify himself or herself.
16. Residents are required to produce their owner's pass if requested for.
17. Residents and their Guests must ensure that the barbecue pit and its surroundings are left in a clean and tidy condition after use.
18. Inspection of the barbecue area shall be carried out by the Management / Security to determine whether there has been compliance with these Rules and Regulations. All costs incurred in cleaning the area and rectifying any damage shall be borne by the resident concerned.

19. The Management reserves the right to change any rules and regulations without prior notice.

G Function Room

1. The Function room shall be opened for use from 10.00 am to 10.00 p.m.
2. Security officer are empowered to request residents and their guests to vacate the room 5 minutes after the first verbal reminder request is made and if the time is past 10.30pm. To protect the peace of the estate residents and their guest are NOT to mingle outside the function room after they vacate the function room.
3. As the exit doors of the function rooms are very close to the childrens' pool, for hygiene reasons no food and drinks will be allowed outside the function rooms.
4. Each unit is allowed to one booking per month.
5. Usage charge of \$20 is payable for each booking. Payment is acceptable by cheque only, and made payable to "MCST 2864". No refunds will be made if the cancellation is made less than one week to the date of usage.
6. Only a maximum of 50 guests and a minimum of 10 guests are allowed when using the Function room.
7. Reservations are to be done personally at the Management Office during office hours. Reservation is only allowed up to 1 month in advance. A refundable deposit of \$200 is to be paid to the Management for the booking of the Function room.
8. Bookings are non transferable. If the person who has booked failed to turn up 15 minutes after the scheduled time slot, the room will be allocated to another party on a first come first served basis. At the same time, the usage charge and the deposit will be forfeited and the resident will be barred from booking for the next 1 month.
9. The room shall only be used for functions such as weddings, birthday parties or any other social functions approval by the Management. It shall not be used for religious, political illegal or immoral activities.
10. Reservations are not transferable. If the person who has made reservation is unable to use the facilities on the date reserved, he or she is to inform the Management Office one week in advance. Residents who fail to cancel bookings will be barred from booking the room for the next 1 calendar month.
11. No music is allowed in the room without prior approval from the Management.
12. The host shall be responsible for the good conduct and behaviour of all person attending his or her function.

13. No cooking is allowed.
14. General cleanliness of the room must be maintained. The room must be cleaned, all articles and refuse removed immediately after the use of the room.
15. The resident shall ensure that no damage is caused to the fittings/fixtures of the room or the surrounding area. Chairs and tables must not be removed from the Function room.
16. The resident shall obtain proper licenses/permit from the relevant authorities for holding the function where it is necessary.
17. Residents are required to produce their owner's pass if requested for.
18. The Management reserves the right to change any of the rules and regulations without prior notice.

H. Gymnasium

1. Only residents are permitted to use the equipment in the gymnasium. NO GUESTS are allowed. Residents under 12 years old are not allowed to use the equipment unless supervised by an adult who shall be responsible for their safety.
2. Residents are required to sign in for any usage of the Gym.
3. The hours of use of the gymnasium are between 6.00 a.m. to 10.00 p.m.
4. The last person to leave the gymnasium is to switch off all the lights, fans, air-conditioners and shut the door.
5. Users of the gymnasium must be in suitable sports attire and for the convenience of other users, must bring with them a TOWEL/HAND – TOWEL to wipe dry the equipment after use.
6. Residents are to report to the Management or Security Guards any incident of vandalism or damage to the equipment or to the room, as well as the identity of the vandal.
7. Vandals will be reported to the Police.
8. Any users of the equipment and room who breach the above rules are liable to disciplinary action being taken against them by the Management such as being barred from further use of the gymnasium.
9. The Management will not be responsible for any injury caused to residents using the gymnasium and the use of the equipment is at the sole risk of the residents.
10. No equipment shall be moved or shifted from their designated position.
11. Strictly no food and drinks are allowed. Except plain water.

12. Reservation and or exclusive used of the gymnasium is not permitted. Each equipment can be used for 30 min.

I. Billiard Room

1. Opening hours are from 8am to 10pm daily.
2. The security guards are authorised to stop any use of the billiard room that extend beyond 10pm.
3. No more than 4 guests may be in the billiard room at any time.
4. Advance booking can be made on a first-come-first served basis up to a maximum of 7 days.
5. When booking the billiard room, resident shall place a refundable deposit of \$100 with the Management. The deposit shall be refunded free of interest only if the billiard equipment are returned in good order and the billiard room in a good and clean condition without damage to any part of it and all rubbish properly disposed of. Should the Management incur any costs for repair, cleaning or disposal, such costs will be recovered from the residents accordingly. When claiming the refund, the receipt issued at the time of booking must be returned to the Management.
6. Children under 12 years old must be accompanied & supervised by an adult who shall be responsible for their behaviour and safety while engaging in the activity.
7. Smoking, pets, food and drinks are not allowed in the billiard room.
8. The Management shall not be responsible for any injury caused to the persons using the billiard room.
9. Each apartment unit may book a maximum of two (2) hours per session in any one day.
10. Residents can make a maximum of two booking within the same week, but only one of these sessions may be made between the peak hours of 6pm to 10pm.
11. Residents must be punctual for any game. Booking shall be treated as cancelled if not claimed within 15 minutes of play and billiard room will be allocated to another resident on a first-come-first-serve basis.
12. Reservations are not transferable. If the person who has made reservation is unable to use the facilities on the date reserved, he or she is to inform the Management Office 48 hours in advance. Residents who fail to cancel booking will be barred from booking the room for the next 1 calendar month.
13. Residents must sign in for the use of the billiard equipment.

14. Residents concerned will be responsible for any loss or damages caused to the equipment and furniture, by their guests or themselves. Replacement costs are chargeable to the resident who booked the billiard room.
15. The billiard room shall be used solely for its respective purpose. No scooter, roller-blade and the like are permitted in the billiard room.
16. Smoking, drinking, eating, sleeping and gambling are not permitted in the billiard room. Also no pets are allowed in the billiard room.
17. Illegal or immoral are strictly prohibited in the billiard room.
18. Vandals will be reported to the Police.
19. These rules and regulations are subject to revision by the Management as and when it is deemed necessary.

J. Karaoke Room

1. Opening hours are from 8am to 10pm daily.
2. The security guard are authorised to stop the use of the room/singing after 10pm.
3. The maximum number of guest from any apartment unit may not exceed 8 at any one time.
4. Advance booking can be made on a first-come-first served basis up to a maximum of 7 days.
5. When booking the karaoke room, resident shall place a refundable deposit of \$200 with the Management. The deposit shall be refunded free of interest only if the karaoke equipment are returned in good order and the karaoke room in a good and clean condition without damage to any part of it and all rubbish properly disposed of. Should the Management incur any costs for repair, cleaning or disposal, such costs will be recovered from the residents accordingly. When claiming the refund, the receipt issued at the time of booking must be returned to the Management.
6. Each apartment unit may book a maximum of two (2) hours in any one day. It can be extended subject to availability.
7. Resident can make a maximum of two booking within the same week, but only one of these sessions may be made between the peak hours of 6pm to 10pm.
8. Resident must be punctual. Booking shall be treated as cancelled if not claimed within 15 minutes of the scheduled time slot and the karaoke room will be allocated to another resident on a first-come-first-serve basis.

9. Reservations are not transferable. If the person who has made reservation is unable to use the facilities on the date reserved, he or she is to inform the Management Office 48 hours in advance. Residents who fail to cancel bookings will be barred from booking the room for the next 1 calendar month.
10. Residents must sign in for the use of the karaoke equipment.
11. Residents are required to use their own karaoke disks and the Management shall not be responsible for any damages or loss of the residents' or their guests' property.
12. Residents shall be responsible for any damages or loss caused to the equipment and furniture, by their guests or themselves. Replacement costs are chargeable to the resident who booked the room.
13. Illegal or immoral activities are strictly prohibited in the karaoke room.
14. Smoking, drinking, eating, sleeping and gambling are not permitted in the karaoke room. Also no pets are allowed in the karaoke room.
15. Vandals will be reported to the Police.
16. These rules and regulation are subject to revision by the Management as and when it is deem necessary.

K. Lounge

1. Opening hours are from 8am to 10pm daily.
2. Each resident is permitted to bring in no more than 2 guests.
3. Booking the lounge for exclusive use is not permitted.
4. Smoking, drinking, eating, sleeping and gambling are not permitted in the lounge. Also no pets are allowed in the premises.
5. Children under 12 years old must be accompanied & supervised by an adult who shall be responsible for their behaviour and safety while engaging in the activity.
6. Illegal or immoral are strictly prohibited in the lounge.
7. No skating, roller-blading, skateboarding, cycling or any ball games are permitted in the lounge.
8. Vandals will be reported to the Police.
9. These rules and regulations are subject to revision by the Management as and when it is deem necessary.

USEFUL TELEPHONE NUMBERS

Guardhouse	6283 5206
<u>Management</u>	
Office	6283 5485
Fax	6283 5206
<u>Emergency Numbers</u>	
Civil Defence (Fire and Emergency Ambulance)	995
Non-Emergency Ambulance	1777
Police Emergency	999
Police Hotline -For Crime & Police Information	1800 225 0000
<u>Breakdown of Services</u>	
Citygas Supply	1800 752 1800
PUB Water Supply	1800 284 6600
SP Services –Electricity Supply	1800 778 6666
Singapore Cable Vision	6286 8264
<u>Hospitals</u>	
Singapore General Hospital	6222 3322
National University Hospital	6779 5555
Tan Tock Seng Hospital	6256 6011
<u>Information Numbers</u>	
Land Transport Authority	1800 225 5582
Changi Airport Flight Information	1800 542 4422
Weather Information	6542 7788
<u>Taxi Services</u>	
Comfort Cab	6552 1111
City Cab	6552 2222
Tran-Cab	6555 3333
SMRT Taxis	6743 7631