

NOTICE TO OWNER / CONTRACTORS

1. NOISE

The contractor shall not create any noise likely to interfere with the peaceful enjoyment of the subsidiary proprietors and residents.

2. VEHICLES

The contractor shall not park or leave any motor vehicle or other vehicle upon the common property except with approval from the Management.

3. OBSTRUCTION OF COMMON PROPERTY

The contractor shall not obstruct the lawful use of the common property by any subsidiary proprietor and resident.

4. DAMAGE TO LAWNS. ETC. ON COMMON PROPERTY

The contractor shall not damage any lawn, garden, tree, shrub, plant or flowers being part of or situated upon, the common property.

5. DAMAGE TO COMMON PROPERTY

The contractor shall not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property without approval in writing from the Management.

6. PERMISSION TO CARRY OUT ALTERATIONS

The contractor shall not make any alteration to the windows installed in the external walls of the subdivided building without having obtained Management's approval in writing.

7. BEHAVIOUR OF WORKERS

When upon the common property, the workers/contractors shall be suitably clothed and shall not use language or behave in a manner likely to cause offence or embarrassment to the residents or occupants or to any person in the development.

9. APPROVAL

You must obtain from the relevant government and/or statutory bodies for permission/licence to carry out works which require their consent.

A period of 6 weeks would be granted for the renovation work and a sum of S\$100.00 per day shall be deducted from the deposit if works carried out exceed the permitted time of 6 weeks. Requests for extension of renovation periods would be considered case-by-case and it is solely the Management's discretion to approve the extension.

10. REFUNDABLE RENOVATION DEPOSIT

The contractor shall pay a sum of S\$1000.00 or such amount as charged by the Management, being the renovation deposit, prior to any renovation and alteration work. The renovation deposit will be refunded to the contractor after the completion of the repairs/renovations subject to compliance with the conditions stated herein and to all claims by the Management arising out of or in the course of the execution of the works.

In the event of the renovation deposit being insufficient to meet the Management's claim, the contractor shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management.

11. LETTER OF UNDERTAKING

The Subsidiary proprietor and his contractor shall jointly sign the Letter of Indemnity/ Undertaking enclosed in these documents prior to any renovation and alteration work and such undertaking shall be taken as sufficient notice of such Terms and Conditions.

12. SUBMISSION OF DETAILS

The owner and/or his contractor shall furnish the Management with details of the renovation and alteration works.

Such information may include a schedule of work to be carried out, accompanying plans, diagrams, the work schedule including delivery of materials and a list of the particulars of employees attending to the works.

13. REPORTING TO MANAGEMENT OFFICE/GUARD HOUSE

All contractors or their authorised personnel must report to the supervisor of the management office or the security desk before and after work each day.

The security personnel have been given strict instructions to question all persons found in the condominium. Action will be taken against unauthorised persons within the condominium.

14. LIMIT OF WORK SPACE

The contractor must ensure that all renovation and alteration works are carried out within the confines of the premises being worked on.

15. EXTERNAL FAÇADE OF BUILDING

Renovation works which will affect the external façade of the building are strictly not allowed. Works already carried out in the estate are not to be used as precedence. The external common walls and grilles are not to be painted. External windows and doors cannot be relocated, windows and balcony doors with wooden frames not allowed to be installed. Approved material for external window frames are aluminium in black or dark brown. Any other works not mentioned, please check with the estate manager whether they are allowed to be done.

15. ALTERATION OF M&E INSTALLATIONS

The Management must be informed of any alteration/rewiring of electrical supply in the unit. All electrical and air-con wiring must be installed within the unit. One set of wiring and position of new air-conditioning drawing must be submitted. Upgrading of electricity power supply must be applied through the Management. Unauthorised alterations by contractors are strictly prohibited. Any modification pertaining to the structure of the building (relocating/demolition of partition walls) MUST be accompanied with a Professional Engineer's certification.

16. REMOVAL OF RENOVATION DEBRIS AND RUBBISH

No big rubbish containers / skip bins are allowed to be placed inside the estate. All rubbish must be removed from the worksite and out of Mountbatten Suites daily by normal lorries. Dumping of building materials or any bulky items in the Mountbatten Suites bin centre or down the rubbish chute is strictly prohibited. Also, a deduction (cost of removal + 10% administrative fee) will be made if the debris is not removed from site and common areas after every working day.

17. CLEANING FEE

A fee of S\$200.00 per incident will be deducted from the deposit if it is found that in the course of the renovation works, lobbies or the common areas are dirtied.

18. CONTRACTOR TO COMPLY WITH TERMS AND CONDITIONS

You are to supply us the names and contact numbers of the contractors whom you engaged. You must ensure that your contractors/workers know and comply with the terms and conditions stated in the application form. Please make known to your contractors and suppliers that they have to park their vehicles in authorised lots and not in places to their convenience. If every time, they are found to have parked in residents' or other unauthorised areas, S\$50.00 will be deducted from the deposit.

19. PERMISSION FROM ADJOINING UNITS

You are to obtain written consent from adjoining units, should the works disturb or involve disruption to their water or electricity supply. This written consent has to be submitted to the Management before any works with regards can be carried out. For tower blocks, you could enquire from your downstairs neighbour whether there is any leakage problem he experienced from your unit.

20. DAMAGE TO THE ADJOINING UNITS AS A RESULT OF THE RENOVATION WORKS

You would be held responsible for any leakages or damages caused to other adjoining units as a consequence of your renovation works.

21. MANNER OF OPERATION

The contractors must ensure that:

- (a) all materials and/or tools for the renovation and alteration works are to be placed inside the premises and not in the common property and escape staircases.
- (b) the common property affected by the renovation debris is left in a clean and tidy condition on the completion of work each day.

- (d) all renovation debris is cleared/swept away on the completion of work each day.
- (e) No unwanted heavy or bulky objects are disposed of via the rubbish chute or left at the bin centre for disposal.

Should the contractors fail to observe any of the above, the Management will carry out the work and charge the cost of such work to the contractors.

23. NECESSARY PRECAUTIONS/PROTECTION

The contractor must take all necessary precautions to protect all existing and common property including lifts, roads, drains, fencing during the renovation and alteration works.

Any damage to the common property during the renovation and alteration work must be made good by the contractors and is subject to acceptance by the Management.

In the event of failure to make good such damage within a specified period of time, the Management will rectify the damage and charge the cost of such work to the contractor.

24. INDEMNITY

The owners and/or their contractors will be liable and must indemnify the Management against all liability, loss, claim or proceeding arising out of or in the course of the execution of the works.

25. INSURANCE

The contractors are required to submit their insurance cover for Public Liability/ Workmen's Compensation before commencement of the renovation works.

26. WATER POWER SUPPLY

The contractors are not allowed to tap water and electricity supply from the common property without consent. Any use of common utilities is subject to the current rate imposed by the Management.

27. OPERATING TIMES

All renovation and alteration works including deliveries must be carried out only during the following hours:

Monday to Friday	:	9:00 am to 5:00 pm
Saturday, Sunday & Public Holiday	:	Strictly no work allowed

28. CONTRAVENTION OF RULES

The Management reserves the right to stop any renovation and alteration work, which is in contravention of the Terms, and Conditions lay down, if it thinks fit.

The Management shall not be responsible for any liability, loss, claim or proceeding arising out of or in the course of such action.

APPLICATION FOR RENOVATION

Terms and Conditions

1. Type of Work

- 1.1 The applicant's contractor and its listed sub-contractors can only carry out the type of work specified in the approval letter.

2. Working Hours

- 2.1 Work can only be carried out within the following times:

Monday to Friday - 9:00am to 5:00pm.

- 2.2 No work shall be carried out on Saturdays, Sundays or Public Holidays.

- 2.3 The applicant shall obtain prior written approval from the Management in the event of a need to carry out any work beyond the hours specified in Clause 2.1; provided the work does not affect the peaceful environment of other subsidiary proprietors.

3. Deposit

- 3.1 The applicant shall ensure that the appointed contractor pay a deposit of S\$500.00 which will be refunded, free from interest and subject to direct compliance with all the conditions stated herein and to all claims by the Management for any damage to the common property and properties of the other subsidiary proprietors in the condominium. In the event of the deposit being insufficient to meet the claims of the Management, the applicant and the contractor shall compensate and pay to the Management the difference between the said deposit and the amount so claimed by the Management. The said deposit shall be forfeited if any of the conditions stated herein are not complied with.

4. Security

- 4.1 The applicant shall be responsible for the good conduct and behaviour of all workers of his contractor and that of its listed sub-contractors while they are in the condominium.
- 4.2 No worker shall be allowed to loiter in any place other than in the strata lot concerned.
- 4.3 Any worker found misbehaving or refusing to comply with the security procedures will be removed from the condominium and barred from entry.
- 4.4 All workers shall display the contractors' passes at all times within the condominium.

5. **Lift**

5.1 The applicant shall ensure that adequate protection is given to the lift walls and flooring and individual lobbies when conveying building materials to and from the strata lot under renovation. The applicant at his expense shall provide the said protection. Only lifts and staircases designated by the Management are to be used.

5.2 No heavy machinery is allowed in the lift.(maximum load – 800kg)

6. **Cleanliness**

6.1 The applicant shall maintain the general cleanliness of the common property used by his workers and sub-contractors. He shall ensure that any common property soiled by his workers or his sub-contractors, is cleaned up immediately, to the satisfaction of the Management.

6.2 No debris is allowed to be placed in the common property.

6.3 All debris must be removed from the common property upon completion of work at the end of each working day or a sum of not less than S\$200.00 must be paid to the Management to have the debris to be removed.

7. **Others**

7.1 The applicant shall allow the authorized officer of the Management access into the strata lot under renovation for the purposes of checking that only authorized work is being carried out.

7.2 The Management in its absolute discretion reserves the right to reject any application or revoke any permit granted. The Management shall not be liable for any damage arising from the rejection of the application or revocation of the permit.

7.3 Subject to the prior written consent of the Management and approval from the relevant authorities, repair, renovation, alteration or extension works may be carried out by the subsidiary proprietor at his own cost and expense, and in due compliance with the following conditions:

- (a) No hacking of any walls, beams, slabs, columns or structural members;
- (b) No re-location of the common water and sanitary system;
- (c) No re-running of the common electrical system;
- (d) No alterations to or re-location of the windows;
- (e) No alterations to or re-location of the balconies, doors or doorways;
- (f) Not to cause any rise in the floor level or increase in the total load of the floor;
- (g) Not to install sunshades or awnings of any design or shape without prior approval.
- (h) Not to install any permanent or retractable clothes hanger/awnings;

- 7.4 Precautions should be taken against damaging the concealed electrical wiring, sanitary piping and floor slabs.
- 7.5 The subsidiary proprietor shall not dump rubbish or building debris down the chutes or in any common property, and shall duly remove the rubbish/debris at the end of each working day or pay cleaning fees of not less than S\$100.00 per day to the Management.
- 7.6 The subsidiary proprietor shall ensure that the works to be carried out will not in any way affect the structure of the building or the common property, nor will it in any way cause any nuisance to any other subsidiary proprietor.

8. **Application Procedure**

- 8.1 The applicant shall submit to the Management the prescribed application form together with a deposit of S\$500.00 and plans for the renovation works.
- 8.2 Before approval is granted for any addition and alteration works, the subsidiary proprietor is to submit for the consideration of the Management, the requisite approval from the relevant authorities where such is required by law. The relevant authorities shall include but not be limited to the Development and Building Control Division, the Power Supply Ltd and the Infocomm Development Authority.
- 8.3 The subsidiary proprietor and his contractor shall also undertake to indemnify the Management against any legal proceedings or suits arising from such works regardless of whether or not they arose from the negligence of the subsidiary proprietor, contractor or any of their servants or agents.
- 8.4 Any addition and alteration work permitted by the Management shall be subject to an undertaking signed by the subsidiary proprietor who shall be fully responsible for any or all damages arising from such works.