

Audio & Video Intercom System



Side Pedestrian Gate

The visitor intercom panel is located at the left side of the boundary wall.

The visitors will intercom the resident using the visitor intercom call panel by entering the unit number via the numeric keypad. The resident can view the visitor via the audio / video intercom and if the visitor can be allowed access, the resident will press the "key" button on the intercom unit to un-lock the pedestrian gate and ask the visitor to proceed to the lift lobby. Once the gate is unlocked, visitor should push open the gate and enter. The gate will then automatically close by a door closer.

To exit, simply press the exit button next to the gate. The gate will un-lock. Pull open the gate and exit.

Lift Lobbies

The visitor call panels, located at all first storey & basement lift lobbies, are for visitors to call the apartment units. Visitors need to use the keypad to depress the unit number and wait for the response.

Residents shall use the proximity card to flash against the card reader located inside the lift car and press the designated floor button at the lift car-operating panel.

In the Apartment Unit

The audio & video intercom with push buttons is used to receive calls from the visitor call panel at the lift lobbies. When there is a call from the visitor call panel in the lift lobby, the audio intercom will sound. Communication is possible when the resident lifts up the handset. If the visitor can be allowed access, press the "bulb" button on the intercom set to send the lift to the waiting visitor. When the visitor enters, he/she must press the lift floor button of the floor he/she is visiting.

Owners may refer to the operational manual for further instruction on the use of the intercom system.



Home (Contents) Insurance & Home Security

Home (Contents) Insurance

It is the duty of the homeowner, after receiving the keys to his house, to ensure that the property is sufficiently insured.

There are several house insurance packages available in the market, which typically provide coverage for the loss or damage to the insured property caused by fire, lightning, explosion, aircraft damage, riots, strikes, malicious damage, impact damage, earthquakes, storms, typhoons, floods and theft/robbery and third party personal liability.

Home Security

For a more secure home, we recommend the following:

- Alarms
Install a house alarm system, and make sure there is visible beacon in order to deter any intruders.
- Windows and Doors
Lock all windows and external doors each time you go out.
- Grilles
Install strong window and door grilles to prevent break-ins.



H O U S E RULES

- Renovation Works
- Moving In / Out
- Car Parking
- Refuse Disposal
- Pets
- Customary Rites
- Other House Rules





Renovation Works

Rules & Regulations Governing Renovation Works

Application

A subsidiary proprietor or an occupier of a lot who wishes to carry out renovation, alteration or addition works shall seek the approval of the Management. Application is to be made on prescribed forms available from the Management Office.

The completed forms should be submitted together with the stipulated deposit and two (2) sets of scaled drawings of the unit layout, proposed Builders' and / or M&E works to the Management Office. Rules governing renovation should be read in conjunction with the Sale & Purchase Agreement where appropriate.

Deposit

A subsidiary proprietor or an occupier of a lot shall place a deposit (by cheque) of \$500.00 or such amount as may be determined by the Management, with the Management prior to commencement of the renovation works. The deposit shall be refunded free of interest on completion of works and satisfactory compliance with the Management's guidelines in relation to common property.

All cheques shall be drawn in favour of "The Linc Maintenance Fund".

Duration of Works

A subsidiary proprietor or an occupier of a lot shall ensure that the renovation works are kept within a maximum duration of sixty (60) days and within the following stipulated periods:-

| Day | Hours |
|---------------------------|--------------------|
| Mondays to Fridays | 9.00am - 5.00pm |
| Saturdays | 9.00am - 12.30 pm |
| Sundays & Public Holidays | No work is allowed |

Within the above permitted working hours, noisy works such as drilling or hacking shall only be carried out from 10am onwards.

All residents/ contractors are not allowed to tap water/ electricity supply from the common areas.

Renovation Works



Installation of Grilles

To maintain the aesthetics of the building facade, a Subsidiary Proprietor or Occupier who wishes to install grilles for windows, door, balcony, or yard should seek the approval of the Management first.

- (i) Main gate shall be of wrought iron or equivalent, and grilles shall be of wrought iron or equivalent and based on the recommended designs. (See Appendix).
- (ii) All grilles should be installed on the internal side of the windows/sliding doors and within the strata boundary line for the main door and yard areas so that no common areas will be encroached.

Building Materials / Debris

A subsidiary proprietor or an occupier of a lot shall ensure that the engaged contractor takes reasonable steps to :-

- (i) store or deposit all building material / debris within the strata lot or at the designated temporary storage area;
- (ii) remove all renovation debris daily from the designated temporary storage;
- (iii) do not store renovation debris indiscriminately and discharging such debris into the common chute, toilet bowls, basins or wash area.

Transportation of Materials

A subsidiary proprietor or an occupier of a lot shall ensure that his/her renovation contractor:-

- (i) erects protective covers for the lift before transporting of materials and remove them upon completion of work;
- (ii) does not overload or damage the lift during transportation;
- (iii) cleans up the lift lobby and common corridor daily or when instructed;
- (iv) should note that the height limit of basement car park is 2.1 metres.



Renovation Works

Approval of Relevant Authorities

A subsidiary proprietor or an occupier of a lot shall obtain the prior necessary approval of all relevant authorities for any proposed alterations or additions. Copies of the approval from the relevant authorities must be forwarded to the Management for record.

Structural Members

A subsidiary proprietor or an occupier of a lot shall ensure that no structural members such as columns and beams within the unit are tampered with in the course of the renovation.

Bathroom/Wet Area Waterproofing Membrane

A subsidiary proprietor or an occupier of a lot shall avoid carrying out any works to the wet areas such as bathrooms, kitchen, yard area, planter box, roof terrace areas that may either result in the waterproofing membranes being damaged or rendering the waterproofing warranty void.

Owners/Occupiers who intend to renovate these areas must seek the advice of a waterproofing specialist before they carry out the works.

If any renovation works are carried out in the above areas, owners are advised to obtain individual warranties from their own contractors.

Indemnity

To indemnify the Management against any claim, injury or damage to property resulted in the course of the renovation works.

Moving In / Out



Rules & Regulations Governing Moving IN / OUT

1. A subsidiary proprietor or an occupier of a lot moving in/out of The Linc must apply for approval from the Management Office in a prescribed form.
2. A subsidiary proprietor or an occupier of a lot shall pay a deposit (by cheque) of \$500.00 or such amount as may be determined by the Management. The cheque shall be made in favour of "The Linc Maintenance Fund" before approval is granted for moving in/out.
3. Upon approval the subsidiary proprietor or occupier of a lot shall ensure that moving in/out are kept within the following stipulated periods:-

| Day | Hours |
|---------------------------|-----------------------------|
| Mondays to Fridays | 9.00am - 5.00pm |
| Saturdays | 9.00am - 12.30 pm |
| Sundays & Public Holidays | No moving in/out is allowed |

4. All movers are to report to the Security Post before commencement of any work. All personnel are to exchange for Pass before entry. Any damage or misplacement of the Pass is subject to replacement cost of \$5.00.
5. Movers are to carry out prior survey to assess the site constraints.
6. Where the subsidiary proprietor or occupier of a lot requires the use of lifts for transportation, he shall ensure that the lift interior and other areas along the transportation route are adequately protected and that the works to be carried out will not in anyway cause any nuisance to any other occupier.
7. Mover's vehicles must not obstruct other vehicles when stationed temporarily within the premises to carry out loading / unloading.
5. Upon completion of the moving in/out, the subsidiary proprietor or occupier of a lot shall inform the Management.



Moving In / Out

9. The Management will refund the deposit of \$500.00 free of interest if:
 - a. rules and regulations are fully complied with during the moving process.
 - b. no damage has been caused to the common property by the Subsidiary Proprietor or Occupier of a lot.
 - c. all unwanted items or carton boxes have been disposed off.
10. In the event of damage caused to the common property or unwanted items or carton boxes are found on the common property, which is the result of moving activities by the Subsidiary Proprietor or Occupier of a lot, the Management reserves the right to make good those damage and/or remove the unwanted items or carton boxes and such cost shall be deducted from the deposit.
11. If the deposit is insufficient to cover the full cost of making good damage caused or removal of unwanted items or carton boxes, the Management reserves the right to recover any such deficit from the Subsidiary Proprietor or Occupier of a lot.
12. Only ONE lift may be used during the moving process.
13. Subsidiary proprietor or occupier and their movers must note that the height limit of the basement car park is 2.1 metres.

Car Parking



Car Parking

Car Park lots are located at the basement of the development.

Rules & Regulations on Car Park Usage:

- Residents must register their vehicle with the Management.
- A copy of the document issued by the authority certifying ownership should be submitted to the Management.
- One (1) handheld remote control transmitter will be issued free of charge to each apartment unit with resident's vehicle upon application.
- The handheld remote control transmitter is not transferable except for the following cases: –
 - (a) When the apartment is tenanted out, the handheld remote control transmitter should be passed on to the tenant if the tenant owns a car.
 - (b) When the apartment is sold, it is the responsibility of the Subsidiary Proprietor of the apartment unit to hand over the handheld remote control transmitter to the new Subsidiary Proprietor.
- A fee of the S\$70.00 per remote control transmitter will be charged for the replacement of the damaged or lost remote control transmitter.
- Residents who change cars should submit details of new vehicle to the Management.
- Vehicles parked within the car park are at the sole risk of the owners or Residents, and the Management will not be responsible for any loss or damages howsoever caused.
- The car park has a height limit of 2.1 metres.
- Heavy vehicles are not allowed in the car park.
- Repair or servicing of cars, recreation, storage or repair works by the residents or their visitors is not permitted in the car park or anywhere in the common area.
- Due to limited carpark lots, only vehicles with relevant permits / labels can use the carpark.
- No vehicles should be parked indiscriminately along the driveways or at any non-designated areas (e.g. in front of switch room and lift lobby etc.) or across two lots.



Refuse Disposal & Pets

Refuse Disposal

1. Loose or wet kitchen waste should be sealed in plastic bags before disposing into refuse chutes.
2. To prevent choking of the refuse chutes and for safety reasons, any bulky refuse, old newspapers, used paper cartons, unwanted clothing and breakable items such as glass bottles, etc., should be properly tied up and placed near to the bin centre on the ground floor for the cleaners to clear in the morning.
3. Residents should arrange for unwanted furniture or bulky items to be disposed out of the estate at residents' are cost. They, may however, engage the services of the building's cleaning contractor for a fee.
4. Flammable items, wet cement and other adhesive materials are not permitted to be thrown into the refuse chutes. Offenders of such act shall be liable for the cost of replacement or repair to the damages caused to the refuse chute.
5. Residents shall not throw rubbish, rags or other refuse or permit the same to be thrown into sinks, lavatory cisterns or water or soil pipes in the building or apartment.

Pets

1. Only household pets may be kept by residents. Livestock, poultry, and other non-household pets shall not be allowed in the apartments and the estate.
2. Household pets that cause nuisance or unreasonable disturbance to the other residents shall be promptly removed from the estate upon notice given by the Management.
3. All pet owners shall observe the following rules, failing which they shall be obliged to remove their pets from the estate upon notice given by the Manager.
 - (a) Pets shall not be allowed in the Common Areas except when kept in restraint.
 - (b) Pets shall not be allowed in or about the recreation facilities.

It is the responsibility of the pet owners to ensure that pet droppings are promptly, hygienically and suitably disposed off.

Customary Rites & Other House Rules



Customary Rites

Holding of customary or traditional rites (eg. Funeral wakes) are not allowed within the estate compound.

Other House Rules

Advertisements

Advertisements of any form are not permitted to be displayed from balconies or windows of apartments units or anywhere in the common areas. Residents or their guests should not distribute any flyer to any apartment unit or through letter boxes.



GUIDELINES ON COMMUNAL LIVING

- Extracts of the Building Maintenance & Strata Management Act & Regulations
- Repair and Maintenance Responsibilities
- Insurance
- By-Laws



Building Maintenance & Strata Management Act & Regulations



Extracts of the building maintenance and strata management act & regulations

When you buy an apartment in a strata titled development, you are automatically bound by the Building Maintenance and Strata Management Act & Regulations ("the Act"). The Regulations made under the Act and the By-laws are enforced when the Management Corporation is constituted. The Management Corporation comes into existence upon the registration of the Strata Title Plan with the Registrar of Titles. Because ignorance is rarely an excuse, it is important that you know exactly where you stand. This part of the handbook will therefore tell you about your rights and duties as the Subsidiary Proprietor of a strata title home unit.

First of all, you may like to obtain a copy of the Act so that you can refer to it when necessary. Copies can be purchased from SNP Corporation Ltd, 1 Kim Seng Promenade #18-01/06, Great World City East Tower, Singapore 237994.

The following paragraphs will list your main rights and duties as a Subsidiary Proprietor.

As a Subsidiary Proprietor, your rights include:-

- to sell, lease or mortgage your unit without restraint by the Management Corporation unless you are in arrears of maintenance or other contributions;
- to receive notices of general meetings at the appropriate time provided you have informed the Management Corporation of your ownership and address. You can submit items for consideration (ample notice to be given) and have your say and vote, subject to the limits imposed by a mortgagee's voting rights;
- to appoint a proxy representative to speak and vote on your behalf at general meetings, provided you have paid up your maintenance contributions in full and served the requisite notices on the Management Corporation;
- to join with other Subsidiary Proprietors and request for the 1st general meeting upon formation of the Management Corporation;
- to stand for elections into the Council unless in arrears;
- to attend council meetings as an observer if not elected as a Council Member;
- to access all records and documents of the Management Corporation upon payment of a prescribed fee;
- to apply to the Strata Titles Board to adjudicate over certain disputes or other matters involving the Management Corporation or other Subsidiary Proprietors.



Building Maintenance & Strata Management Act & Regulations

Your duties as a Subsidiary Proprietor include the following:-

- to comply, among other things, with the By-laws set out in the Regulations, and any other By-laws passed by the Management Corporation at a general meeting from time to time;
- not to interfere with the support, shelter and services to other units and to maintain the services within your own unit in good repair;
- not to interfere with the passage or provision of water, sewerage, drainage, gas, electricity, refuse and other services serving other units through or by means of any pipes, wires, cables or ducts laid through your unit;
- not to use or enjoy your unit in such a manner or for such a purpose as to interfere unreasonably with the use or enjoyment of the common property by the occupier of another unit or any other person entitled to the use and enjoyment of the common property;
- to allow the Management Corporation to enter your unit upon reasonable notice (or without notice in an emergency) to carry out work required of it; any person who obstructs or hinders a management corporation in the exercise of any power shall be guilty of an offence;
- to pay your maintenance contributions, otherwise you may be sued and, in any event, you will have to pay interest after 14 days from the due date (for the period prior to the formation of the Management Corporation), or after 30 days from the due date (for the period after the formation of the Management Corporation);
- to give written notice of change of address within Singapore for the service of notices on him to the Management Corporation so that its records will be updated;
- not to make any alterations to the windows installed in the external walls;
- not to make any alterations or additions to any balcony without the written approval of the Management Corporation and obtain the approval of the relevant building authority;
- not to use your unit for any purpose which may be injurious to the reputation of the strata titled development;
- not to alter the structure of your unit without prior approval of the Management Corporation and relevant building authority.

Building Maintenance & Strata Management Act & Regulations



You should also know a little about share value allotment. They represent your "shareholding" in the Management Corporation and they are listed on the Strata Title Plan. They are also listed in the Strata Roll kept by the Management Corporation. They are important because they determine the following in relation to your apartment:-

- your quantum of undivided share in the common property;
- your voting right at general meetings when a poll is demanded; and
- your liability for maintenance contributions.

Management of the strata titled development

Prior to the formation of the Management Corporation and within 12 months starting from the date the Management Corporation is constituted, the Developer is assisted in the administration, management and upkeep of the common property of The Linc by an appointed Managing Agent.

The Managing Agent is remunerated under a contractual arrangement. A list of qualified managing agents can be obtained from Singapore Institute of Surveyors and Valuers.

The security, cleaning and maintenance contractors are engaged on behalf of the Management Corporation. The Agent is responsible for the performance of these contractors. The Agent shall also advise the Management Corporation on the provisions of the Building Maintenance and Strata Management Act & Regulations where necessary.



Repair & Maintenance Responsibilities

Repair and maintenance responsibilities

This section defines the scope of repair and maintenance responsibilities of the Subsidiary Proprietors and the Management Corporation.

After the one year Defects Liability Period, responsibility for repairs and maintenance of the building comes under the Subsidiary Proprietors and the Management Corporation.

As a Subsidiary Proprietor, you own the 'airspace' enclosed within the perimeter walls, floors and ceilings of your apartment. The common boundary of your unit with another unit or with the common property shall be the centre of the floor, wall, ceiling, as the case may be.

You are required to refrain from undermining the support, shelter and services to other units and have a duty to maintain the services within your unit in good repair. Should it be necessary, the Management Corporation may carry out repair or renewal works in a unit and any person who obstructs or hinders the Management Corporation in the exercise of its power may be guilty of an offence.

All parts of the land and building that do not fall within the boundaries of any of the individually owned strata lots are the 'Common Property'. It includes most of the structure of the building, staircases, lifts, lift lobbies, landscape areas and any communal facilities. Individual owners own the common property as tenants-in-common, and as such are liable for its upkeep and good condition.



Insurance

The insurance requirements of a subdivided building are different from the general insurance requirements of private homes. This is because of a division of insurance responsibilities between the Developer and subsequently the Management Corporation when formed and the Subsidiary Proprietor. It is important that Subsidiary Proprietors are aware of the nature of this division so that they may effect necessary coverage. This section explains the coverage held by the Developer and Management Corporation and will highlight special insurance requirements for the Subsidiary Proprietors and Occupiers.

The Developer and Management Corporation is required to effect the following policies:-

- a damage policy (building insurance);
- a public liability policy;
- a workmen's compensation policy

The damage policy insures "the subdivided building", means a contract of insurance providing, in the event of the subdivided building being destroyed or damaged by fire, lightning, explosion or any other occurrence specified in the policy. There is a definition in Section 69 of the Act which enables you to determine what is comprised in the building. In essence, the "subdivided building" includes:

- Subsidiary proprietors' improvements and subsidiary proprietors' fixtures forming part of the subdivided building other than paint, wallpaper and temporary wall, floor and ceiling coverings.
- A building consisting entirely of Common Property; and
- Anything prescribed as forming part of a building for the purposes of this definition,

but does not include:-

- fixtures removable by a lessee at the expiration of a tenancy; or
- anything prescribed as not forming part of a subdivided building for the purposes of this definition.



Insurance

It follows that the contents of the apartment are not covered. Using the information from the preceding paragraph, it is clear that a Subsidiary Proprietors or Occupiers will have to effect their own "contents" insurance in respect of their units.

The Act also specifies that the Management Corporation obtains cover against damage to property, death or bodily injury occurring upon the common property. The insurance effected shall be for a cover of such amount that is not less than an amount prescribed by the regulations. The workmen's compensation cover is the usual cover against work related injuries caused to workers employed by the Management Corporation (eg. tradesmen, cleaners, etc.). Such are effected by reason of the provisions of the Workmen's Compensation Act.

Subsidiary Proprietors who take up loan schemes for their purchase would also be required in some cases to obtain an insurance policy to protect the mortgagee, or the amount of the mortgage outstanding, in the event that the apartment is damaged or destroyed. Section 73 of the Act provides further details in this matter.

By- Laws



By-Laws

Extracts of the By-Laws of Building Maintenance (Strata Management) Regulations Governing the Use and Enjoyment of the Development

Noise

1. A subsidiary proprietor or an occupier of a lot shall not create any noise on a lot or the common property likely to interfere with the peaceful enjoyment of the subsidiary proprietor or an occupier of another lot or of any person lawfully using the common property.

Vehicles

2. (1) A subsidiary proprietor or an occupier of a lot shall not
 - (a) park or leave; or
 - (b) permit any invitees of the subsidiary proprietor or occupier to park or leave, any motor vehicle or other vehicle on the common property except with the prior written approval of the management corporation.
- (2) The management corporation shall not unreasonably withhold its approval to the parking or leaving of a motor vehicle or vehicle on the common property.

Obstruction of common property

3. (1) A subsidiary proprietor or an occupier of a lot shall not obstruct the lawful use of the common property by any person, except on a temporary and non-recurring basis.
- (2) If the management corporation has specified, by resolution, the manner in which furniture or large objects are to be transported through or on common property, a subsidiary proprietor shall not transport any furniture or large object through or on common property except in accordance with that resolution.

Damage to lawns, etc., on common property

4. A subsidiary proprietor or an occupier of a lot shall not, except with the prior written approval of the management corporation or as permitted by an exclusive use by-law made under section 33 of the Act for his benefit –
 - (a) damage any lawn, garden, tree, shrub, plant or flower being part of, or situated on, the common property; or
 - (b) use for his own purposes as a garden any portion of the common property.



Alteration or damage to common property

5. (1) A subsidiary proprietor or an occupier of a lot 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 except with the prior written approval of the management corporation.
- (2) An approval given by the management corporation under paragraph (1) shall not authorize any additions to the common property.
- (3) This by-law shall not prevent a subsidiary proprietor or an occupier of a lot, or a personal authorised by such subsidiary proprietor or occupier from installing –
 - (a) any locking or other safety device for the protection of the subsidiary proprietor's or occupier's lot against intruders or to improve safety within that lot; or
 - (b) any screen or other device to prevent entry of animals or insects on the lot;
 - (c) any structure or device to prevent harm to children; or
 - (d) any device used to affix decorative items to the internal surfaces of wall in the subsidiary proprietor's or occupier's lot.
- (4) Any such locking or safety device, screen, other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, in keeping with such guidelines as the management corporation may prescribe regarding such installations, and with the appearance of the rest of the building.
- (5) The Subsidiary Proprietor and Occupier of a lot shall –
 - (a) maintain and keep in a state of good and serviceable repair any installation or structure referred to in paragraph (3) notwithstanding that it forms part of the common property and services of the lot; and
 - (b) repair any damage caused to any part of the common property by the installation or removal of any locking or safety device, screen, other device or structure referred to in paragraph (3) notwithstanding it forms part of the common property and services of the lot

Behaviour of subsidiary proprietors and occupiers

6. A subsidiary proprietor or an occupier of a lot, when on a lot or the common property, shall be adequately clothed and shall not use language or behave in a manner likely to cause offence or embarrassment to the subsidiary proprietor or occupier of another lot or to any person lawfully using the common property.

By- Laws



Children playing on common property

7. A subsidiary proprietor or an occupier of a lot shall take all reasonable steps to ensure that any child, of whom he has control when playing upon the common property, shall not –
 - (a) cause any damage to the Common Property; or
 - (b) create any noise likely to interfere with the peaceful enjoyment of the subsidiary proprietor or an occupier of another lot.

Behaviour of invitees

8. A subsidiary proprietor or an occupier of a lot shall take all reasonable steps to ensure that his invitees (including customers and staff) do not behave in a manner likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot or of any person lawfully using the common property.

Depositing rubbish, etc., on common property

9. A subsidiary proprietor or an occupier of a lot shall not deposit or throw on the common property any rubbish, dirt, dust or other material or discarded item except with the prior written approval of the management corporation.

Drying of laundry

10. A subsidiary proprietor or an occupier of a lot shall not, except with the prior written approval of the management corporation, hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the subdivided building, other than at areas designated for the purpose and there only for a reasonable period.

Cleaning windows

11. A subsidiary proprietor or an occupier of a lot shall keep clean all exterior surfaces of glass in windows and doors on the boundary of the lot which are not common property, unless –
 - (a) the management corporation resolves that it will keep the glass or specified part of the glass clean; or
 - (b) that glass or part of the glass cannot be assessed by the subsidiary proprietor or occupier of the lot safely or at all.



Storage of flammable material

12. (1) A subsidiary proprietor or an occupier of a lot shall not, except with the written approval of the management corporation, use or store upon his lot or upon the common property any flammable chemical, liquid, gas or other flammable material.
- (2) This by-law shall not apply to chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.
- (3) Nothing in this by-law authorises any subsidiary proprietor or occupier of a lot to use or store upon his lot or upon the common property any flammable chemical, liquid, gas or other flammable material in a manner that would contravene any relevant written law applicable to the use or storage of such substances or materials.

Refuse Disposal

13. (1) A subsidiary proprietor or an occupier of a lot within a strata title plan that has chutes or shared receptacles for the disposal of refuse or for recyclable material or waste shall:
 - (a) ensure that before any refuse, recyclable material or waste is thrown into the chutes or receptacle it is—
 - (i) in the case of refuse, securely wrapped in plastic bags or other similar materials; or
 - (ii) the case of recyclable material or waste intended for recycling, separated and prepared in accordance with the applicable recycling guidelines; and
 - (b) not dispose of any large object into the chutes which may obstruct the free fall of refuse in the chutes.
- (2) A subsidiary proprietor or an occupier of a lot within a strata title plan that does not have any chute or shared receptacle for the disposal of refuse or for recyclable material or waste –
 - (a) shall maintain such receptacles within his lot, or on such part of the common property as may be authorised by the management corporation, in clean and dry condition and (except in the case of receptacles for recyclable material) adequately covered ;
 - (b) shall ensure that before refuse, recyclable material or waste is placed in the receptacle it is securely wrapped or, in the case of tins or other containers, completely drained or, in the case of recyclable material or waste intended for recycling, separated and prepared in accordance with the applicable recycling guidelines;
 - (c) for the purpose of having the refuse collected, shall place the receptacle within an area designated for that purpose by the management corporation and at a time not more than one hour before the time at which refuse, recyclable material or waste is normally collected ;



- (d) when the refuse has been collected shall promptly return the receptacle to his lot or other area referred to in sub-paragraph (a);
 - (e) shall not place anything in the receptacle of the subsidiary proprietor or occupier of any other lot except with the permission of that subsidiary proprietor or occupier; and
 - (f) shall promptly remove anything which he or the refuse or recycling collector may have spilled from the receptacle and shall take such action as may be necessary to clean the area within which that thing was so spilled.
- (3) Nothing in this by-law requires any subsidiary proprietor or occupier of a lot to dispose of any chemical, biological, toxic or other hazardous waste in a manner that would contravene any relevant written law applicable to the disposal of such waste.

Keeping of animals

14. A subsidiary proprietor or an occupier of a lot shall not keep any animal upon his lot or the common property which may cause annoyance to the subsidiary proprietors or occupiers of other lots.

Duty to maintain lot

15. A subsidiary proprietor or an occupier of a lot shall maintain his lot including all sanitary fittings, water, gas, electrical and air-conditioning pipes and apparatus thereof in a good condition so as not to cause annoyance to the subsidiary proprietors or occupiers of other lots.

Lot not to be used for purpose injurious to building reputation

16. A subsidiary proprietor or an occupier of a lot shall not use his lot for any purpose (illegal or otherwise) which may be injurious to the reputation of the subdivided building.

Change in use of lot to be notified

17. A subsidiary proprietor or an occupier of a lot shall, without delay, notify the management corporation if the subsidiary proprietor or occupier changes the existing use of the lot.

Prevention of fire and other hazards

18. (1) A subsidiary proprietor or an occupier of a lot shall not do any thing or permit any of his invitees to do any thing on the lot or common property that is likely to affect the operation of fire safety devices in the parcel or to reduce the level of fire safety in the lots or common property.



- (2) A subsidiary proprietor or an occupier of a lot shall not do any thing or permit any of his invitees to do anything on the lot or common property that is likely to create a hazard or danger to the owner or occupier of another lot or any person lawfully using the common property.
- (3) Without prejudice to the generality of paragraph (2), a subsidiary proprietor or an occupier of a lot shall not place, put up or display any article or object on or by any window or on any balcony of, or outside, the lot in a manner which is likely to cause any damage to property or injury to life to any person lawfully using the common property.

Control on hours of operation and use of facilities

19. (1) The management corporation may, by special resolution, make any of the following determinations if it considers the determination appropriate for the control, management, administration, use or enjoyment of the common property, comprised in its strata title plan:
 - (a) that commercial or business activities may be conducted on the common property only during certain times;
 - (b) that facilities situated on the common property may be used only during certain times or on certain conditions.
- (2) Every subsidiary proprietor and occupier of a lot shall comply with a determination referred to in paragraph (1).

Provision of amenities or services

20. (1) The management corporation may, by special resolution, determine to enter into arrangements for the provision of all or any of the following amenities or services to one or more of the lots, or to the subsidiary proprietors or occupiers of one or more of the lots comprised in its strata title plan:
 - (a) security services;
 - (b) garbage disposal and recycling services;
 - (c) cleaning or domestic services;
 - (d) promotional services or advertising.
- (2) If a management corporation makes a resolution referred to in paragraph (1) to provide an amenity or service to a lot or to subsidiary proprietor or occupier of a lot, the management corporation must indicate in the resolution the amount for which, or the conditions on which, it will provide the amenity or service.



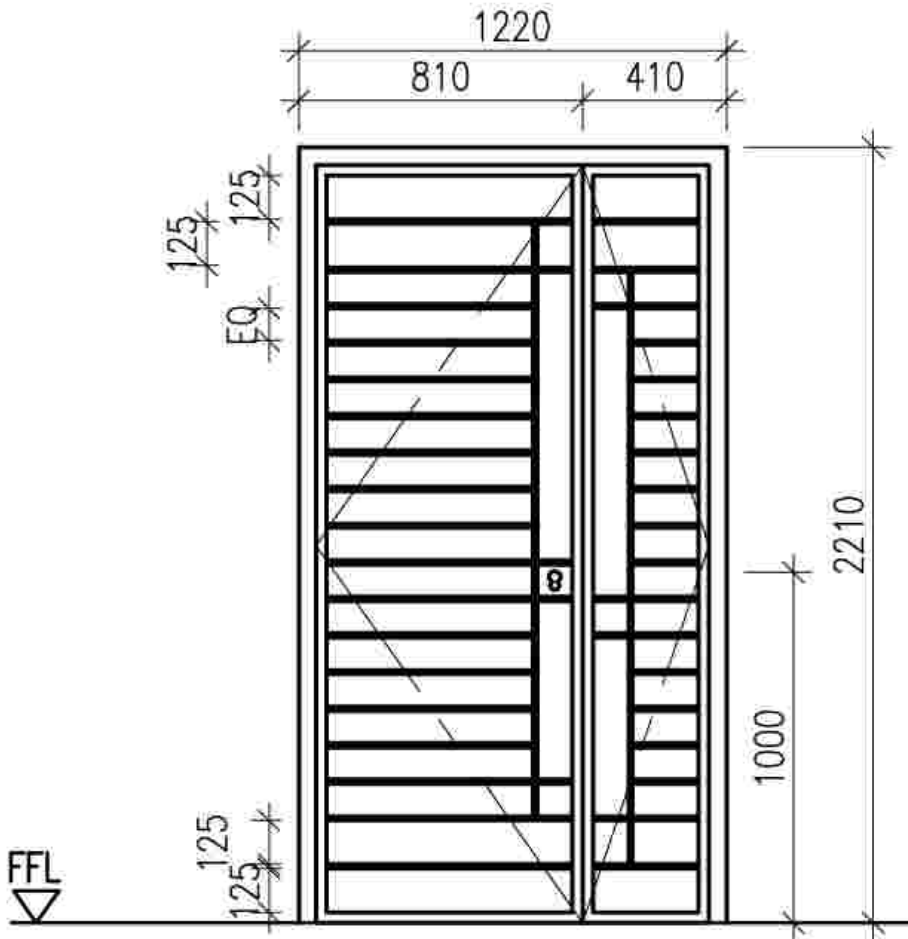
APPENDIX

- Grille Design for Windows & Doors





Grill Design for Windows & Doors

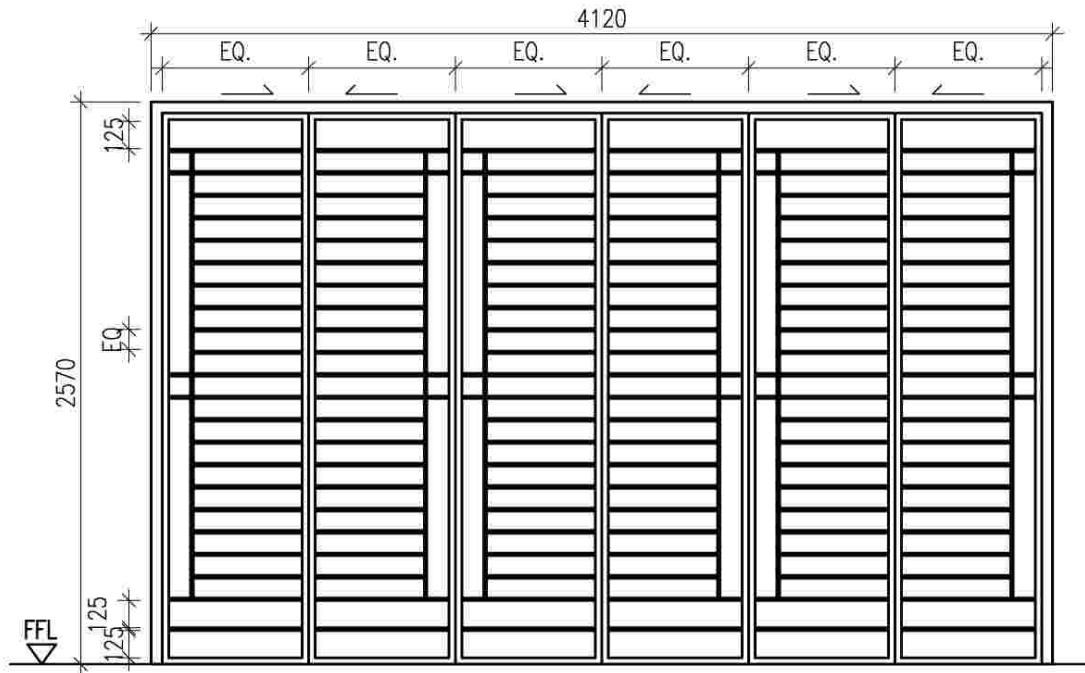


Main Entrance Gate

Notes:

1. Overall dimensions subject to actual size measurements.
2. Colour of gate to match the existing door frame.

Grille Design for Windows & Doors



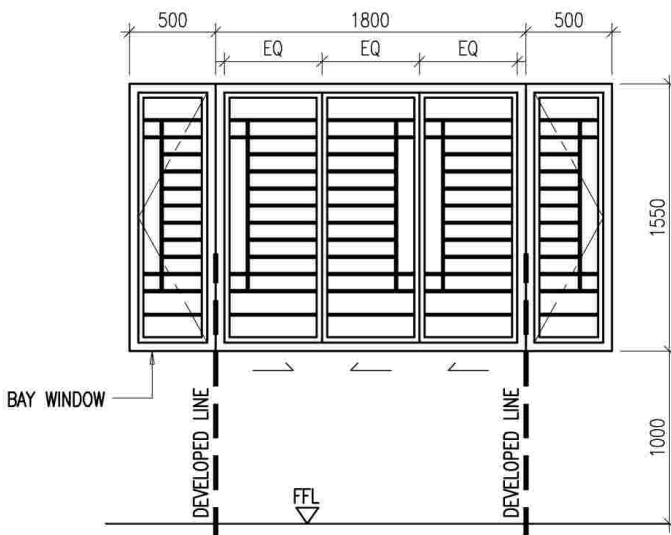
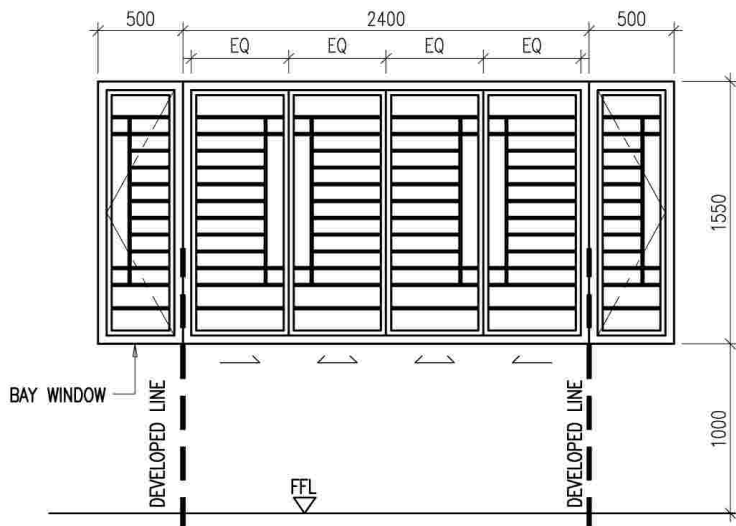
Grille For Sliding Glass Door (Living)

Notes:

1. Overall dimensions subject to actual size measurements.
2. Colour of grille to match the existing aluminium window frame.



Grille Design for Windows & Doors

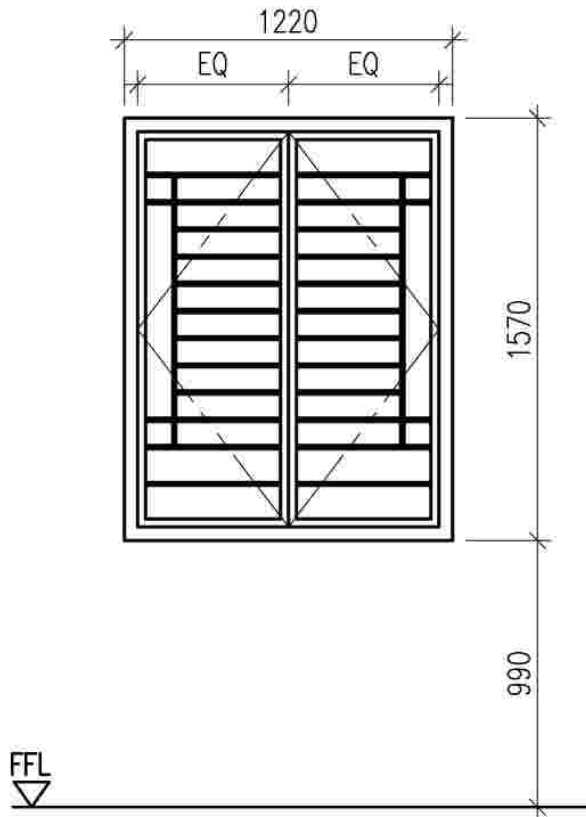


Grille For Bay Window (Bedroom)

Notes:

1. Overall dimensions subject to actual size measurements.
2. Colour of grille to match the existing aluminium window frame.

Grille Design for Windows & Doors



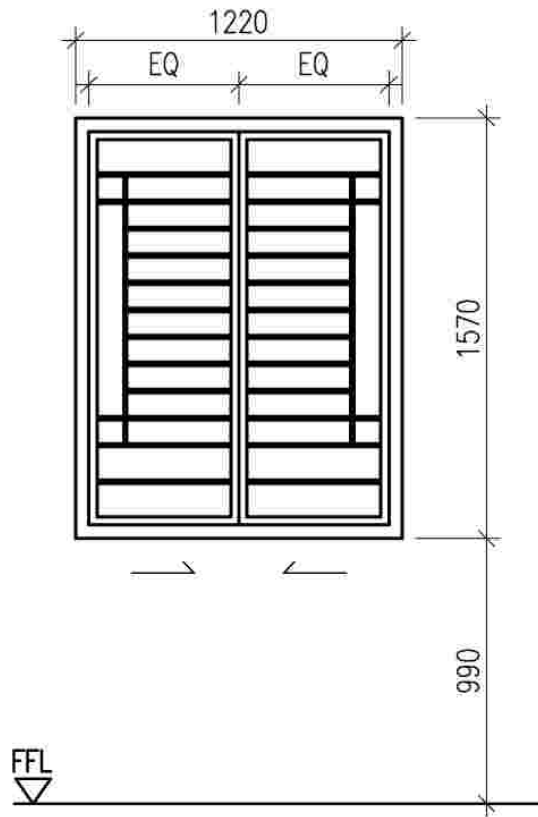
Grille For Window (Dining)

Notes:

1. Overall dimensions subject to actual size measurements.
2. Colour of grille to match the existing aluminium window frame.



Grille Design for Windows & Doors

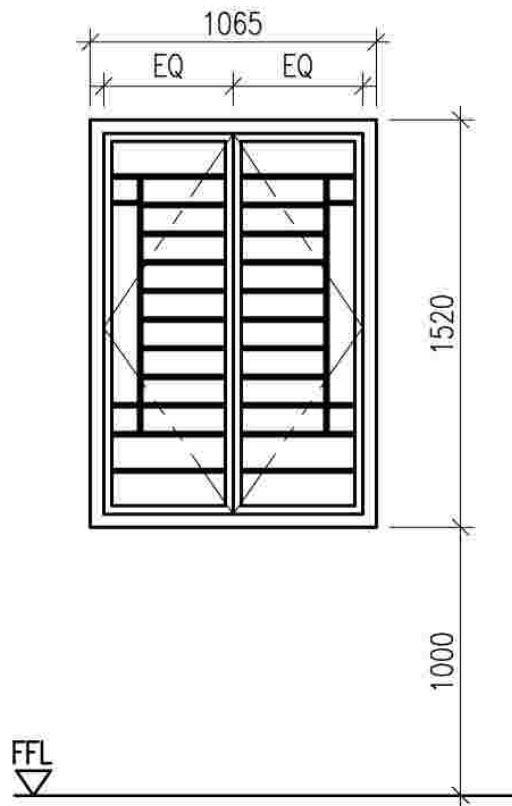


Grille For Window (Kitchen)

Notes:

1. Overall dimensions subject to actual size measurements.
2. Colour of grille to match the existing aluminium window frame.

Grille Design for Windows & Doors



Grille For Yard Opening

Notes:

1. Overall dimensions subject to actual size measurements.
2. Colour of grille to match the existing aluminium window frame.

Developed by **Keppel Homes**

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