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# *House Rules*

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## **OBJECTIVE OF HOUSE RULES**

- a. The purpose of these rules and regulations which constitute the House Rules of Puchong Prima – DESA IMPIANA CONDOMINIUMS is to promote the harmonious occupancy of the condominium therein, to protect all occupants from annoyance and nuisance caused by any improper use of the condominium and to preserve the reputation and prestige of the condominium thereof, thereby providing maximum enjoyment of the premises and its facilities.
- b. The House Rules are formulated to serve as a guide which govern the occupation and usage of the condominium. All occupants and guests in the condominium shall be bound by these rules, it is the Management's desire to create awareness among all occupants that to achieve the common goal of a comfortable life in a peaceful environment of condominium living. The co-operation of all occupants in complying with all the rules and regulations are required.
- c. The full authority and responsibility for the enforcement of these rules lie with the Management. House Rules may be amended by the Management from time to time. Suggestions are welcomed from all occupants but must be put in writing to the Management who reserves the right to accept or reject any suggestions.

## **DEFINITIONS**

Unless the context otherwise requires, the following definitions shall apply:-

- a. "Occupants" includes owners, lessees, lawful servants, agents and licensees.
- b. "Owner" refers to person(s) who owns a unit of the condominium and who has title to the same.
- c. "Guest" refers to any person(s) who is not an owner-resident or lessee-resident and whose presence in the condominium is at the invitation of either a owner-resident or lessee-resident.
- d. "Lessee" refers to person(s) who is for the time being leasing one of the condominium units and who is also residing therein.
- e. "Resident" refers to person(s) who is either a lessee or an owner of one of the condominium units and who is also presently residing in the condominium.
- f. "Management" refers to the Developer or Management Corporation (when formed) or any appointed Managing Agent authorized by the Developer or Management Corporation (when formed) to enforce these rules.
- g. "Condominium" includes the building or building comprising the individual premises, the common property and the car parks which are collectively known as condominium.



## **AT A GLANCE – SOME DOS AND DON'TS**

### DOS

- a. Help the Management keep the neighbourhood clean.
- b. Take care of common facilities. They are for your enjoyment. Please report any damage to the Management.
- c. Limit your guests to common amenities and please look after them for as long as they are with you.
- d. Always supervise young children when they play in the common areas so that they may not injure themselves, or be a nuisance to the other occupants.
- e. Before disposing of your garbage, wrap them securely in plastic bags and put them in the refuse chamber.
- f. Please notify the Management if your condominium is being leased out.
- g. Inform the Management at least 24 hours in advance if you are moving heavy furniture.

### DON'Ts

- a. Don't obstruct common passage ways with furniture, packages, bicycles and the like.
- b. Residents should not construct awnings as they would alter the façade of the buildings.
- c. It is not necessary to erect a T.V. antenna because a central antenna has been provided.
- d. Avoid unnecessary loud talking, singing, music and other noises that might disturb your neighbours.
- e. No pets are allowed.

## **1. GENERAL RULES**

### **1.1 Use of condominium units**

The condominium units in Puchong Prima – Desa Impiana Condominiums are private dwellings and shall not be used for commercial or any other purpose.

### **1.2 Notification to Management of occupation of condominium units**

The registered lawful owner shall furnish the Management with details of the occupants as may be required from time to time. Any change of occupancy of the condominium units must be notified to the Management within two (2) weeks of such change.

### **1.3 Occupants' Guests**

- a. All guests of occupants would be required to provide their particulars to the security guards before being permitted entry into the condominium.
- b. Occupants may inform the security guards in advance their likely guests by furnishing relevant details.
- c. The occupants shall be responsible for ensuring that their guests comply with the House Rules at all times and that their behaviour is not offensive to other occupants/guests of the condominium. Occupants shall be liable for any damage/injury caused by their guests.

### **1.4 Resident Card**

- a. To ensure proper control of security and access without inconvenience, all residents would be issued resident cards for identification purposes.
- b. Loss of cards is to be reported immediately to the Management to make sure that the card is returned to the Management. A new card would be issued to the occupant at a fee of RM10.00 per card.

### **1.5 Shifting In/Out**

The Management office shall be informed at least 24 hours in advance of any moving involving a professional mover or large household items. Occupants shall ensure that common areas and common property are not damaged in the course of such move. Any such damage shall be made good at occupant's costs.

### **1.6 Household pets and livestock**

No livestock or other animals with the exception of fish in tanks whatsoever shall be allowed or kept in any part of the condominium. The Management reserves the right to remove any pet/ livestock found within the condominium at the owner's expense.

### **1.7 Offensive conduct**

All residents shall at all times conduct themselves in a manner which will not cause offense or annoyance to other residents.

### **1.8 Noise**

- a. Noise must be kept down to a minimum. Radios, high fidelity equipments, televisions and musical instrument should be played at reduced volume at all times so as not to disturb other residents.

- b. All occupants are requested not to sound their car horns unnecessarily so as to cause disturbance or annoyance to other residents in the neighbourhood.

#### 1.9 Dusting and Sweeping

Nothing shall be thrown or emptied out of windows and balconies into or onto the common property, garments, rugs, mops or other objects shall not be dusted, shaken or cleaned from windows, stairways, corridors, fire escape area or in the common areas.

#### 1.10 Restriction on hanging of clothes, linen, etc

Occupants of condominiums shall ensure that textile items such as clothes, towels and linen shall not be hung or placed in any area so as to be in view from the outside of the condominiums or common areas. Textile items shall not be hung from poles protruding through the window, balcony or roof of the condominium.

#### 1.11 Parties and functions

- a. Private parties or functions are limited to the designated area or within a private condominium.

All private parties and functions should not exceed 2200 hours whether in one's unit or at the designated area.

The Management must be informed at least seven (7) days in advance of any function or gathering to be held by residents at the multipurpose hall, swimming pool and other common open area. The Management has the discretion to impose a payment for cleaning and maintenance, if necessary.

#### 1.12 Owner's entitlement to the use of common facilities

- a. When the condominium unit is leased, the entitlement to the use of the common areas and the facilities is automatically transferred to the lessee and the owner is no longer entitled to use these facilities for the duration of the lease.

- b. Only occupants have absolute rights to usage of facilities.

#### 1.13 Combustible materials

- a. No explosive of any nature, including fireworks may be kept, stored or used in the condominiums. Petroleum products which may be kept or stored in the condominium shall be limited to the usual quantities for normal household usage.
- b. Occupants are not to burn waste/refuse or use as fuel any substance or do anything which may cause the premises to catch fire, damaged, impaired or give rise to smoke or fumes or obnoxious smell or which may dirty or discolour any part of the premises.

#### 1.14 Maintenance

- a. Occupants should keep their condominiums at a reasonable level of maintenance, cleanliness and appearance at all times. Occupants should not do anything that may interfere with or impair the common utility services which runs through his condominium.
- b. Occupants should allow the Management or his agents, at all reasonable hours of the day, to inspect, maintain and repair pipes, wire cables which runs through the condominium.

1.15 Cleaning of areas adjoining to external walls

Care should be taken when cleaning areas adjoining the external walls so as to prevent water from running down the exterior of the building or into other condominiums.

1.16 Common Areas

- a. No obstruction at common areas.
- b. The sidewalks, passages, lobbies, stairways and common corridors must not be obstructed at any time, or used for any purpose other than their designated use.
- c. Motorcycles, bicycles, tricycles, children's riding toys, roller skates, skateboards and the like (with the exception of wheel chairs) or any other personal property may not be ridden in, used, placed, stored or left in any common areas (except for areas designated for such purpose) of the condominium. The Management reserves the right to remove it and dispose of it as it deems fit without warning or notice.

1.17 Common areas not to be used for storage purposes

No person shall place, store or maintain in any common corridor, hall, lobby, stairway, walkway, ground or other common areas, any furniture, packages or objects of any kind or otherwise obstruct transit through such common elements. The Management reserves the right to remove and dispose of it as it deems fit without any notice or warning.

1.18 Things of worship, altars etc

No altar is to be placed or hung up in the common property, corridor, stairway or lobby for the purpose of worship. The Management reserves the right to remove them without any warning or notice.

1.19 Potted plants

All potted plants shall be placed in containers so as to prevent the dripping of water or soil onto other condominiums or common areas. All occupants are to ensure that no potted plants or any other objects are placed dangerously on or near the perimeter of the premises or whereby they may fall and cause bodily harm to person(s) or damage to the property below.

1.20 Exterior façade of the condominium

For the purpose of maintaining the image of the condominium, the exterior façade of the condominium shall represent a uniform appearance. As such, occupants shall not allow any projections to extend through any door or window openings. No shade, awning or grille shall be used excepts those designs approved by the Management and these should be fixed within the internal faces of the premises only.

No changes or improvements are to be done to the exterior of the building. This includes:-

- a. Painting or decorations;
- b. Changing the appearance of any part of the building;
- c. Installing of signs, screens, or clothes lines;
- d. Installation of notices, advertisement, poster illumination or other means of visual communication, should not be placed on corridors, doors or passages so as to be in view from the outside of the condominium;
- e. No radio or television antenna shall be attached to or hung from the exterior of wall or be allowed to protrude through walls, windows or roofs.



### 1.21 Furniture and equipment in common areas

All furniture, furnishings and equipment placed and/or installed in the common areas have been provided for the safety, comfort and convenience of all occupants and therefore, shall not be damaged, removed or altered.

### 1.22 Fire fighting equipment

Fire fighting equipment i.e. hoses and extinguishers shall not be tampered with or used other than for fire fighting.

### 1.23 Car Parking Bays

- a. Occupants shall strictly park their cars in parking bays allotted specially to them and not in bays allotted for other residents. Residents shall ensure that their guests do not park their cars at random or in other residents car park bays. Guests shall only park in the visitor car park.
- b. No cars shall be parked in areas designated as a no parking zone irrespective of whether in good order or otherwise. Occupants/Guests found doing so and cars found to be parked in areas other than those allotted to them shall be towed away at the car owner's expense or have his car clamped without any prior notice or warning.
- c. No cars shall be parked, in such a way as to obstruct free access of other residents cars to their car park bays. Car which require repairs shall be attended to immediately and not be left unattended in any drive-way, under the porch or any in-roads.

Any cars found causing obstruction whose owner could not be contacted or refuse to remove his car, shall be towed away at the car owner's expense or have his car clamped without any prior notice or warning.

- d. Only vehicles displaying the authorized car windscreen labels will be permitted into the car parking area.
- e. Vehicles and goods are left in the parking area at the risk of the vehicle owner. The Management will not be liable for any claims, damage, theft or loss of such vehicles or goods from whatever or howsoever caused.

### 1.24 Car windscreen labels/stickers

- a. Car windscreen labels/stickers for vehicles of occupants shall be made available and all vehicles must display them at all time. Loss of car windscreen labels/stickers must be immediately reported to the building supervisor and a fresh sticker would be issued for a penalty fee of RM100.00 per label.
- b. An occupant who wishes to obtain or renew a car sticker must apply to the Management, supplying his name and condominium unit together with his vehicle number. The car sticker shall be renewed once a year and a new car sticker will be issued after receipt of the required remittance and the surrender of the expired sticker.
- c. Car without approved car sticker will not be allowed to enter the condominium area.
- d. The owner is responsible to collect the old car sticker from his former tenant and surrender it to the Management before a new sticker is issued to a new tenant.
- e. Any car sticker found to be abused in any manner will be **confiscated by the Management** immediately.

## **2. RENOVATION**

- a. Renovation plan is to be submitted to the Management who will grant or refuse the renovation works. Such renovation shall not be unreasonably withheld provided renovation works do not in any way affect the structure of the building.
- b. A sum of RM1,500.00 is to be deposited with the Management to ensure the works are carried out in a proper manner, the renovation works waste be disposed in an orderly manner and the common areas to be kept clean at all times.
- c. Such deposit is to ensure that all unwanted materials, debris, etc. are not left in the corridors, fire escape staircases or any other common areas and that no common property in the condominium is damaged. The costs of cleaning and/or repairing damages, if any, will be deducted from the deposit and the balance will be refunded to the occupant concerned. In the event that the clean-up costs and damages exceed the deposit, the occupant shall be responsible for the additional amount. This deposit shall be refunded subject to an inspection on site by our supervisor that all necessary requirements are complied with after the completion of the renovation works.
- d. All renovation works should be confined to the limits of your condominium. Hacking of structural slabs, columns and beams are strictly prohibited. Knocking down of walls and wet construction works are not encouraged. The occupants concerned are to ensure that renovation works are carried out according to existing rules and regulations of the relevant authorities.
- e. All occupants/contractors are not allowed to tap water/electricity supply from the common areas.
- f. All delivery, removal and renovation works must be reported at the security check-point prior to the work being carried out. The Management reserves the right to refuse entry to any unknown persons for whatever purposes.
- g. To ensure that all construction materials and debris are kept within your unit and away from outlets pipes to avoid clogging and blockage of the outlet pipes. Please also take precaution when doing grinding and polishing of the floor to avoid clogging the floor outlet pipes.
- h. Debris should not be flushed down toilet bowls or any toilet outlets and drains to avoid clogging or blockage of the outlet pipes and drains.
- i. Any alteration or additional on the existing electrical installation should comply with the local authority (TNB) requirements such as cable sizes, sirim approved fittings and methods of installation.
- j. All renovation debris/materials must be placed at a specific area allocated by the Management and later to be disposed off to the authority dumping ground by their respective contractors.
- k. Any owner/resident who carries out any illegal renovation without prior approval will risk having their renovations demolished and face a heavy fine.
- l. In order to provide security measures and to closely monitor the renovation activities on site, you are requested to inform us officially in writing complete with the following details :-
  - (i) purchaser's name and contact telephone number;
  - (ii) postal address of the property and parcel no;
  - (iii) type of renovation;
  - (iv) list of contractors appointed and their trade (if more than one); and
  - (v) duration of renovation period (preferable with date).

- m. In addition, this serve to notify you that should there be any fines or penalty imposed on you with regards to the said renovations, it shall be your sole responsibility for the consequences. We shall also no longer be responsible to rectify any defects to your unit thereon.
- n. All contractors must report at the security check point to obtain identification passes and must wear their passes at all times whilst in the building.

### **3. REFUSE DISPOSAL**

#### **3.1 General**

- a. No rubbish, rags, or any other refuse shall be permitted to be thrown through the doors or windows or balconies of the premises unto the common areas.
- b. Sanitary towels should not be thrown into the water closet.

#### **3.2 Plastic bags**

All domestic waste should be placed in non-porous polythene bags (plastic bags) which shall be fastened before being placed in the refuse chamber/collection point which is located outside the condominium block. These will be collected daily by the cleaning contractor.

#### **3.3 Heavy and bulky objects**

Combustible substance such paint and petroleum products and/or heavy or bulky objects or glass must be placed in the leach bins located at the main refuse chamber/collection point.

#### **3.4 Refuse collection point**

Occupants must ensure that the covers of the leach bins/doors to the refuse collection point are closed after use to prevent smell and control of pests.

### **4. MISCELLANEOUS**

#### **4.1 Responsibility of Owners to Comply with Rules**

It is the responsibility of owners that they as well as their tenants and guests comply with the House Rules. In the event of damage caused to common properties by their guest'/lessees' non-compliance of the house rules, the owner shall be liable for such damages and be responsible for the cost of repairs.

#### **4.2 Disclaimer of liability**

The Management or its agents and its employee shall not be liable in any manner whatsoever for loss of or damage to any personal property of or injury to or death of any person in the building unless such loss, damage, injury or death have been due to the sole fault or negligence of the Management or its agent.

#### **4.3 Liability for damage**

An owner shall be liable for all costs and expense incurred by or on behalf of the Management to repair, replace or restore any damage to or destruction of the building, furnishes, fabrics etc, if such damage or destruction is caused by or contributed to by the occupants, guests, servants or agents.

4.4 Solicitation

No soliciting of goods and services or political activities shall be permitted in the premises.

4.5 Strata Titles Act, 1985

Attention is drawn to the by law in the Second and Third Schedule of the Strata Titles Act, 1985.

4.6 Terms and conditions in the Sale and Purchase Agreement

The rules and regulations set out herein shall be in addition to but not in diminution of the terms and conditions, stipulations or specifications set out in the Sale and Purchase Agreement signed between the owner and the vendor.

4.7 Funerals and other Religious Services

No funerals or other religious services of whatever faith or religion shall be permitted to be performed at any time within the compound of the Complex nor within the respective individual condominium units except with the written approval of the Management so as to observe the privacy of other occupants.

4.8 Landscape

The landscape garden is aesthetically designed to compliment the natural greenery surroundings. Residents are strictly reminded not to remove or cause damage to any plants in the vicinity.

4.9 Amendments and alterations

The Management reserves the right to amend, vary or change any or all the above house rules from time to time as it deems necessary.


**OFFICE HOURS FOR THE MANAGEMENT OFFICE**

Monday to Friday	-	9.00 a.m. to 5.00 p.m.
Saturdays	-	9.00 a.m. to 1.00 p.m.
Lunch hour	-	12.00 p.m. to 1.00 p.m.
Sunday & Public Holiday	-	Closed

**GUIDELINES GOVERNING THE USE OF SWIMMING POOL**

(NB: PRIVATE POOL. NO LIFE-GUARD. THE SWIMMING POOL IS USED AT SWIMMERS' OWN RISKS)

1. The swimming pool is open for use from 8.00 a.m. – 10.00 p.m. daily, except when the pool is closed for maintenance.
2. All persons must shower immediately before entering the pool. Body applications such as suntan oil, skin lotions are to be removed before entering the pool.
3. Those with an infection or suffering from any contagious disease shall not be allowed into the pool.
4. While in the pool, no spitting, spouting, nose-blowing, urinating and the like shall be permitted.
5. No hair-pins, rollers, safety-pins and other like objects shall be worn by any persons while in the swimming or wading pools.
6. No food or beverage shall be permitted in and in the immediate vicinity of the swimming or wading pools.
7. No sports such as ball throwing, "horse-playing", frisbie playing and other similar activities shall be permitted in the swimming and wading pool areas.
8. No household pets shall be allowed in the swimming pool areas
9. No rafts, floats, snorkeling and scuba gear, inflated tubes and similar objects shall be permitted to be used in the swimming or wading pools, except if worn or used by children for safety reasons.
10. The swimming pool shall not be reserved by residents for their private use, unless with the Management's approval.
11. Children aged 12 and below shall not be allowed in the swimming pool unless accompanied and supervised by an adult.
12. Proper swimming attire must be worn at all times.
13. For safety reasons, sharp pointed objects and glass wares are not permitted in and in the immediate vicinity of the swimming or wading pools.
14. Do not swim when it is raining.
15. Guests of residents must be accompanied by their hosts when using the swimming pool who shall ensure that their guests comply with the rules and regulations in force.
16. The maximum number of guests per condominium to use the swimming pool shall not exceed two (2) persons at any one time.
17. Please produce your resident identification card upon request by the security or authorized personnel when using the facilities. Persons unable to produce resident identification will not be allowed to use the facilities.
18. Any persons found in breach of any rules and regulations shall be asked to leave the swimming or wading pools.


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19. The Management reserves the right to change the opening and closing hours without prior notice.
  20. The swimming and wading pools are used at every user's own risks and while the Management will take every precaution to look after the safety of persons using the pools, it cannot assume responsibility for any loss or damage to any person's property, injury or death caused by and due to whatever cause or reasons.

### **RESERVATION FOR USE OF SWIMMING POOL AREA AND BBQ PIT**

1. Reservation should be made at least two (2) weeks prior to the function date at the Management Office.
2. Reservations are accepted on a first come first serve basis.
3. Reservation will be confirmed one (1) week prior to the function date if no objections are raised by other residents.
4. A deposit of RM100.00 will be imposed if food and drinks are served.
5. A guest list and their car registration numbers are to be submitted to the Management Office at least a day before the function date.
6. The host resident must undertake to clean and tidy up the swimming pool area immediately after the function failing which the Management Office will do the same and deduct the expenses incurred from the deposit.
7. No food and drinks are allowed on the swimming pool deck. Glass wares are strictly prohibited.
8. Other residents are to be allowed to use the swimming pool.

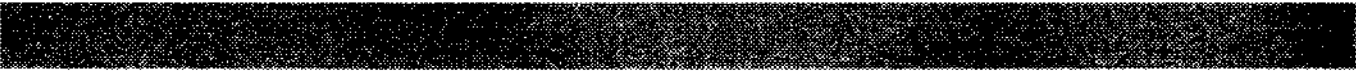
### **GUIDELINES GOVERNING THE USE OF THE GYMNASIUM**

1. The gymnasium is open daily from 7.00 a.m. – 10.00 p.m.
2. For safety reasons, proper sports attire should be worn by users at all times. Only rubber soled shoes are permitted in the gymnasium.
3. All equipment provided in the gymnasium are to be carefully handled and extra precautions must be taken so as not to cause any damage to the equipment. After use, all movable equipment must be returned to their respective places.
4. Smoking is not permitted in the gymnasium.
5. No food or beverages are allowed in the gymnasium.
6. No radios, tape recorders, television sets or other electronic or mechanical sound products or equipment are allowed to be brought into the gymnasium without the consent of the Management.
7. Do not use the gymnasium while in wet swimming attire.
8. Children aged 16 and below are not allowed in the gymnasium unless accompanied and supervised by an adult.
9. Guests of residents must be accompanied by their host when using the gymnasium who shall ensure that their guests comply with the rules and regulations in force.

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10. The maximum number of guests per condominium unit to use the gymnasium shall not exceed two (2) persons at any one time.
  11. While in the gymnasium, residents may be required to identify themselves to the Maintenance Manager, security guards or any persons authorized by him.
  12. Any person found in breach of any rules and regulations shall be asked to leave the gymnasium.
  13. The Management reserves the right to change the opening and closing hours without prior notice.
  14. The gymnasium are used at every user's own risk and while the Management will take every precaution to look after the safety of the users, it cannot assume responsibility for any loss or damage to any person's property, injury or death caused by and due to whatever cause or reasons.

### **GUIDELINES GOVERNING THE USE OF THE SQUASH COURTS**

1. The squash courts are opened for use from 7.00 a.m. – 10.00 p.m. daily.
2. All players shall be properly attired when playing.
3. No food or beverage allowed in the squash courts.
4. No smoking is permitted in the squash courts.
5. Only white rubber-soled sports shoes are permitted in the courts and no street/outdoor shoes such as leather shoes, boots or high-heeled shoes are allowed to be worn during play. Shoes worn for play are to be clean and free from mud or sand.
6. Guests of residents must be accompanied by their host when using the squash courts who shall ensure that their guests comply with the rules and regulations in force.
7. The maximum number of guests per condominium unit to use the squash courts shall not exceed two (2) persons at any one time.
8. While in the squash courts area, residents may be required to identify themselves to the Maintenance Manager, security guards or any persons authorized by him.
9. Any person found in breach of any rules and regulations shall be asked to leave the squash courts.
10. The Management reserves the right to change the opening and closing hours without prior notice.
11. The squash courts are used at every user's own risk and while the Management will take every precaution to look after the safety of the users, it cannot assume responsibility for any loss or damage to any person's property, injury or death caused by and due to whatever cause or reasons.
12. Advance and current bookings of the squash courts may be made in person or by telephone at the Management Office any time during office hours from Mondays to Saturdays. Only current bookings may be made at the Guard House after office hours.

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13. Bookings may be made 48 hours in advance. Failure to keep the allotted time by more than 15 minutes shall result in cancellation of the booking and the court shall then be allotted to the next applicant on the waiting list.
  14. The squash courts may be booked for one (1) hour at a time and for a maximum of two (2) hours per week by each condominium unit provided the hours booked are not consecutive.
  15. Detailed rules for the use of the squash court shall be put up on the notice board in the squash court or at the Management Office.

### **GUIDELINES GOVERNING THE USE OF BADMINTON COURT**

1. The badminton court is open daily from 7.00 a.m. – 10.00 p.m.
2. All players shall be properly attired when playing.
3. No food or beverages are allowed in the badminton court.
4. Smoking is not permitted in the badminton court.
5. Guests of residents must be accompanied by their host when using the badminton court who shall ensure that their guest comply with the rules and regulations in force.
6. Any person found in breach of any rules and regulations shall be asked to leave the badminton court.
7. The maximum number of guests per condominium unit to use the badminton court shall not exceed two (2) persons at any one time.
8. While in the badminton court, residents may be required to identify themselves to the Maintenance Manager, security guards or any persons authorized by him.
9. Advance and current bookings of the badminton court may be made in person or by telephone at the Management Office anytime during office hours from Mondays to Saturdays. Only current bookings may be made at the Guard House after office hours.
10. Bookings may be made 48 hours in advance. Failure to keep the allotted time by more than 15 minutes shall result in the cancellation of the booking and the court shall then be allotted to the next applicant on the waiting list.
11. The badminton court may be booked for two (2) hours at a time and for a maximum of four (4) hours per week by each condominium unit provided the hours booked are not consecutive.
12. The badminton court is used at every user's own risk and while the Management will take every precaution to look after the safety of the users, it cannot assume responsibility for any loss or damage to any person's property, injury or death caused by and due to whatever cause or reasons.
13. The badminton court will be closed for bookings if the multi-purpose hall are reserved for a function.
14. The Management reserves the right to change the opening and closing hours without prior notice.





## **GUIDELINES GOVERNING THE USE OF MULTI-PURPOSE HALL**

1. The multi-purpose hall are available for residents to make reservations for social functions.
2. Reservations should be made at least two (2) weeks prior to the function date at the Management Office.
3. Reservations are accepted on a first come first serve basis.
4. Reservations will be confirmed one (1) week prior to the function date if no objections are raised by other residents.
5. A deposit of RM200.00 will be imposed if food and drinks are served.
6. The host resident must undertake to clean and tidy up the multi-purpose hall immediately after the function failing which the Management Office will do the same and deduct the expenses incurred from the deposit.
7. A guest list and their car registration numbers are to be submitted to the Management Office at least a day before the function date.
8. The house rules and regulations will be in force wherever applicable.
9. The Management Office reserves the right to approve the type of functions to be held at the multi-purpose hall.
10. The Management Office reserves the right to change or amend the conditions for reservations without notice.

## **IMPORTANT NOTICE**

### **Disconnection of Water Supply**

In the event any owner/tenant shall fail to settle the maintenance fees, quit rent, insurance, water bills, etc upon expiry of the due date, the Management shall reserve the rights to disconnect water supply to the condominium unit without any notice.

A connection fee shall be charged upon reconnection of water supply to the condominium unit.