



APPENDIX - I

# *House Rules*

AZ @ Paya Lebar  
140 Paya Lebar Road  
Singapore (409015)

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## SECTION 1

### 1 INTRODUCTION

- 1.1 The full authority and responsibility for the enforcement of the House Rules lie with the Management<sup>1</sup>. However, the co-operation of subsidiary proprietors and occupiers<sup>2</sup> is essential for the smooth implementation and compliance of the House Rules. House Rules may be amended by the Management from time to time to reflect the requirements and wishes of the subsidiary proprietors and occupiers. In this respect the Management welcomes suggestions from all subsidiary proprietors and occupiers, preferably in writing, so that they may be given serious consideration.
- 1.2 All subsidiary proprietors and/or occupiers are bound by the House Rules. Any other personnel<sup>3</sup> in relation to the subsidiary proprietors and occupiers will be the responsibility of the subsidiary proprietors and/or occupiers concerned. All subsidiary proprietors and occupiers are expected to be on good and reasonable conduct at all times.
- 1.3 All information contained herein is not comprehensive and cannot form part of any offer or contract. The Management and its authorized agents reserve the right to impose additional work procedures or make changes to the content herein as may be required by the relevant authorities or as they deem fit. The Management has taken every reasonable care to provide all subsidiary proprietors and occupiers the correct information and the Management or its authorized agents cannot be held responsible for any inaccuracies. The Management would greatly appreciate if subsidiary proprietors and/or occupiers could furnish their emergency contact numbers for its record.
- 1.4 The purpose of these House Rules is to promote the harmonious occupancy in the Estate therein to protect all subsidiary proprietors and occupiers from annoyance and to preserve the reputation and prestige of the Estate thereof, thereby providing maximum enjoyment of the Estate and its facilities.
- 1.5 **The Management wishes all subsidiary proprietors and occupiers every success in their business ventures.**

#### Notes:

- 1 *The Management refers to the Developer Owner, its Managing Agent and Management Corporation.*

- 2 *Occupiers include subsidiary proprietors, tenants and their lawful servants and employees, agents, licensees, etc.*
- 3 *Any other personnel include contractors, delivery men, servicemen, invitees, guests, etc.*

## 2 PRELIMINARY

- 2.1 For the period from the issuance of the Temporary Occupation Permit to the First Annual General Meeting of the Management Corporation ("the Period"), the Developer shall have the authority to enforce the House Rules and to make sure amendments and additions to them as the Developer shall at its absolute discretion deem fit for the better administration and enjoyment of the Estate and its facilities. Therefore, for the Period, all references to the Management Corporation shall be replaced with "the Developer". After the First Annual General Meeting has been convened, the authority and enforcement of these House Rules shall lie with the Council of the Management Corporation.
- 2.2 The following rules and regulations which constitute the House Rules of the Estate are intended to promote harmonious communal relation for all occupiers and to protect all occupiers from annoyance and to preserve the reputation and prestige of the Estate thereof thereby providing maximum enjoyment of the Estate and its facilities.
- 2.3 All occupiers and their visitors, servants and invitees shall be bound by and conduct themselves in accordance with the House Rules.

## 3 DEFINITION

- 3.1 In these House Rules, unless the context otherwise requires:
- (a) "Management Corporation" refers to the management corporation constituted or to be constituted with respect to the Estate pursuant to the Section 24 of the Building Maintenance Strata Management Act 2005 which shall be read in relation to the Estate.
  - (b) "Owner" refers to Management Corporation – Strata Title Plan No 4136 **(MCST 4136)**.
  - (c) "Estate" shall refer to the development of the 10th-storey Multiple – User Light Industrial Factory Development (Business 1) comprising 201 units on lot MK23-6470M at 140 Paya Lebar Road.
  - (d) "Unit" refer to each of the separate factory unit comprised in the Estate which expression shall wherever the context so admits include any one or more or all such units.
  - (e) "Subsidiary proprietor" means the person or persons holding legal title to a unit.
  - (f) "Occupier" means the person or persons occupying the Unit(s) and includes tenants and other occupants, where applicable.

- (g) "Guest" means a person other than an occupier who is on the Estate at the invitation of an occupier.
- (h) "Employee" means a person employed by the subsidiary proprietor or occupier of the Unit.
- (i) "Common areas" refers to the term "Common Property" as defined in Section 2 of the Building Maintenance and Strata Management Act 2005.
- (j) Unless the context otherwise requires, words importing the singular number include the plural number and vice versa.

3.2 The Management reserves the right to change any of these rules without prior notice given to subsidiary proprietors and occupiers.

3.3 All subsidiary proprietors and occupiers shall observe and comply with the House Rules which may from time to time be amended, varied, enhanced or revoked on by the Management.

#### 4 USE OF UNITS AND COMMON AREAS

##### 4.1 Industrial Property / Tenancy

4.1.1 The units are **strictly meant for use under Master Plan 2008 zoning Business 1 (B1) i.e. these are areas used or intended to be used for industry, warehouse, utilities and telecommunication uses for which the relevant authority (i.e. NEA) does not impose a nuisance buffer greater than 50 m.** They shall not be used for illegal or other purposes such as workers' quarter incompatible with a private industrial estate. Any units found with such use would be subjected to appropriate actions to be taken against the subsidiary proprietors and/or occupiers concerned at the discretion of the Management.

4.1.2 Subsidiary proprietors must notify the Management of any tenancy/lease/sale of their units. They are required to furnish details of the tenancy/lease/sale and purchase including particulars of the new subsidiary proprietors and dates of completion.

4.1.3 The names and particulars of all occupants, contact numbers and other information required by the Management must be submitted by the subsidiary proprietors.

4.1.4 Every subsidiary proprietor who is not residing in Singapore shall appoint a local agent, provided that if the person occupying the subsidiary proprietor's unit is a member of the subsidiary proprietor's family, such a person being an adult (i.e. over 18 years of age) shall be deemed to be the local agent of the subsidiary proprietor.

4.1.5 Every subsidiary proprietor (not residing in Singapore) who appoints or has a local agent shall notify the Management in writing of the name, address and contact

telephone numbers of the local agent and confirm to the Management the nature and scope of the authority given to the local agent prior to letting the local agent act on his behalf in any matter relating to his unit. In the event that such notice not given to the Management, the Management reserves the right, at its discretion, not to recognise the authority of the local agent to act on behalf of the subsidiary proprietor concerned, without being liable for any damage whatsoever thereof.

- 4.1.6 References to the subsidiary proprietor herein shall where appropriate refer to the local agent of any subsidiary proprietor who is not residing in Singapore.

## 4.2 Building Structure

- 4.2.1 Subsidiary proprietors and/or occupiers shall not do or keep in the Estate anything which may overload or impair the floors, walls or roofs thereof or cause an increase in insurance premium rates or the cancellation, invalidation or non-renewal of existing insurance policies. Subsidiary proprietors and/or occupiers in violation of this rule shall indemnify the Management against any claims, suits, loss, damage, expense, costs or other liability caused by or arising from such violation, whether directly or otherwise.

## 4.3 Nuisance Act

- 4.3.1 Subsidiary proprietors and/or occupiers and visitors whilst within the estate must not create noise or engage in offensive conduct. Any person(s) using the common areas of the Estate especially between the hours of 7.00 a.m. and 6.00 p.m. shall do so as quietly as possible so as not to cause any disturbance or annoyance to others.

## 4.4 Refuse Disposal

- 4.4.1 The centralized bin centre provided in the Estate caters for disposal of normal office waste only. Subsidiary proprietors and occupiers must place their refuse and office waste neatly into appropriate plastic bags and tied securely before bringing down to the bin centre placing them into the wheeler bins provided. The refuse disposal company will collect all the refuse from the bin centre only and will not go to the respective units to collect the refuse. Collection time and frequency at the bin centre are subject to review. Disposal of other industrial/trade waste which are bulky and/or hazardous such as unwanted pallets, crates, boxes, furniture, oil, chemicals etc. must be arranged by the respective subsidiary proprietors and/or occupiers concerned for disposal off site at their own expenses. Waste / Rubbish trucks will be allowed at the bin centre premises only and shall not be allowed to go beyond the bin centre or drive pass or go near to any units at all times. **Debris should not be brought from outside for disposal at the Estate's bin centre, failing which, appropriate actions shall be taken against the subsidiary proprietors and/or occupiers concerned.**
- 4.4.2 Nothing may be thrown or emptied out of the windows or doors into the common areas.



4.4.3 Should the Management have to arrange for any clearing, remedial or rectification works arising from any subsidiary proprietors' and/or occupiers' failure to comply with or violation of Rules 4.4.1 and 4.4.2 above, such works shall be charged at cost to the subsidiary proprietors and/or occupiers concerned plus an administration fee of \$200.00 per violation plus 7% GST).

4.5 Gatherings/Funerals/Wakes

4.5.1 Religious activities, funerals and wakes shall not be held in the Estate premises, unless organised or approved by the Management. No political and illegal gatherings will be allowed to be held in the Estate premises.

4.6 Pets at Common Areas

4.6.1 Subsidiary proprietors and/or occupiers are not allowed to keep animals or birds which may cause annoyance to any subsidiary proprietors, occupants or visitors.

4.6.2 No livestock, poultry and other non-household pets shall be allowed in the Estate.

4.7 Advertisement/ Notices

4.7.1 No advertisements, circulars or notices may be posted at the lift lobbies or in other parts of the common areas by any person(s) except with the prior approval of the Management and upon such term as the Management deems fit.

4.8 Auctions/Garage Sales

4.8.1 No sale by auction may be conducted within the Estate common areas. The Management may in its discretion permit garage sales on prior written application subject to such term as the Management deemed fit, having regard to the well-being and security of the Estate and the subsidiary proprietors and/or occupiers.

4.9 Storage of Items

4.9.1 No explosives of any nature and hazardous chemicals may be kept, stored or used in the Estate or any units. Petroleum products which may be kept / stored shall be limited to the usual quantities incidental to the occupancy of a private factory unit.

4.9.2 No goods or other items may be stored in the common areas. No personal belongings such as furniture, boxes, wooden pallets, fork lifts, bicycles and other such articles may be placed or left on the common areas in such manner as to be an eyesore or pose an obstruction or hazard.

4.9.3 If upon reasonable notice being given, subsidiary proprietors and/or occupiers who refuse, fail or neglect to remove such articles as, in the opinion of the Management, are in violation of the rules above, the Management may arrange for the removal of such offending articles at the cost of the subsidiary proprietors and/or occupiers concerned without being responsible for any damage caused and losses suffered by them.

4.10 Sports

4.10.1 No sports are allowed in the common areas.

4.11 Transportation of Building Materials and Furniture

4.11.1 No person shall vandalize or dirty the passenger lifts in the Estate. No smoking, drinking or eating is permitted in all the lifts. Unless otherwise approved, passenger lifts shall be solely for passengers' use.

4.11.2 Subsidiary proprietors and/or occupiers shall **not** transport building materials, furniture or furnishings, equipment or machinery or any other bulky goods in any of the passenger lifts in the Estate.

4.12 Liability

4.12.1 Subsidiary proprietors and/or occupiers shall be liable for all costs and expenses incurred in replacing or restoring any damage to the common property if such damage is caused by them or their family members, guests, visitors, agents, licensees or invitees or contractors.

4.12.2 All subsidiary proprietors and/or occupiers and their family members, visitors, guests, agents, licensees or invitees shall observe and comply with all restrictions, rules and regulations which may from time to time be varied or amended by the Management.

4.13 Radio & TV Antennae

4.13.1 No radio, television or other antennae may be attached to or hung from the exterior façade and walls or be allowed to protrude through walls, windows, corridors or roofs of any units.

4.14 Restrictions on Awnings, Shades, Grilles, etc.

4.14.1 Subsidiary proprietors and/or occupiers shall not erect any air-conditioning units' condensers, extractor fans, awnings, shades screens, venetian blinds, bamboo chicks, window grilles, door grilles and other such items without prior written approval of the Management.

- 4.15     Restrictions on Hanging of Clothes, Linen, etc.
- 4.15.1   Textile items such as clothes, towels and linen may not be hung or placed in any area so as to be in view from the outside of the units. In particular, such textile items should not be hung from poles which protrude through the windows of the units or placed at the air-conditioning ledges, driveway, strata parking lots, etc.
- 4.16     Lifts
- 4.16.1   There are six passenger lifts (20 person capacity each) and two Goods /Service lift each in the Estate.
- 4.16.2   Users are not allowed to pry open, obstruct lift doors or in any way interfere with the normal functioning of any lifts.
- 4.16.3   No lifts shall be used in the event of a fire outbreak. All subsidiary proprietors and/or occupiers shall leave their units by the fire escape staircases nearest to their units and proceed to the assembly area to be designated by the Management.
- 4.16.4   Children below the age of 7 years old should be accompanied by an adult when using the lifts.
- 4.17     Burning of Incense Paper
- 4.17.1   The Management may, upon request, permit the burning of joss sticks and incense paper at specific area designated for this purpose. Proper containers and/or containers provided by the Management must be used for the burning of incense paper.
- 4.17.2   No shrine for any purpose whatsoever shall be erected or placed on any part of the common areas within the Estate.
- 4.18     Directory Boards
- 4.18.1   The Management will provide main Directory Board in the 1<sup>st</sup> storey Main Lobby and sub-directory boards in the lift lobbies on the other storeys. Subsidiary proprietors and/or occupiers must notify the Management of the official names of their companies at least 2 weeks in advance to enable the signage to be made by completing the application form available from the Management office. The first listing will be provided without charges. Administrative charge of \$107.00 inclusive of GST would be payable by each applicant to the Management for subsequent listing. Administrative charge of \$107.00 inclusive of GST would be payable for each amendment to the listing at the main Directory Boards and sub-directory boards on their floors. The rates are subject to revisions from time to time as deemed fit by the Management.

4.18.2 The design, sizes, typeface and materials used for the lettering must be of that approved and accepted by the Management.

4.19 Interest on Late Payments

4.19.1 The interest payable in respect of any contributions not paid within the period when they become due and payable shall be at the rate as specified in the Sales and Purchase Agreement or such other rate as determined by the Management whichever applicable, calculated on a daily basis, be levied on all overdue contributions payable under the **Building Maintenance and Strata Management Act (Cap 30C)** and such interest shall accrue from the expiry of the due date when the contributions become due and payable.

4.20 Recovery of Legal Fees and Arrears

4.20.1 All legal fees including those on an indemnity basis, disbursements and incidental costs, incurred in the recovery of arrears of any contributions and such other sums owing to the Management by the subsidiary proprietors and/or occupiers shall be recovered from the subsidiary proprietors and/or occupiers concerned.

4.21 Breach of House Rules

4.21.1 Where a subsidiary proprietor and/or occupier of a unit has breached any House Rules or by-laws of the **Building Maintenance and Strata Management Act (Cap 30C)** or the **Building Maintenance (Strata Management) Regulations 2005** and/or breached any by-laws passed by the Management Corporation at its general meetings and where the Management incurs any cost, fees or expenses whatsoever in enforcing the said by-laws, the Management shall recover as a debt all such cost, fees and expenses from the subsidiary proprietor and/or occupier concerned on full indemnity basis.

**5 RULES AND REGULATIONS GOVERNING THE USE OF PARKING FACILITY**

5.1 The height limit for vehicles entering the multi-storey car park is **2.10 metres**.

5.2 All vehicles must be parked properly and considerately, without causing obstruction or affecting the smooth flow of traffic and/or inconvenience to other users.

5.3 Subsidiary proprietors and/or occupiers and vehicle owners shall obey all traffic signs in the Estate and keep the speed of their vehicles to not more than 15km/h while driving in the Estate.

- 5.4 Servicing and maintenance of vehicles are strictly prohibited within the Estate. Minor repair may be allowed in cases of breakdown but only to the extent necessary to get the affected motor vehicle started and removed from the Estate.
- 5.5 Visitors should park their vehicles only on the common parking lots. Hearses will not be allowed to enter and/or park on any common parking lots in the Estate.
- 5.6 All subsidiary proprietors and/or occupiers and any other personnel shall observe all the rules governing the use of the parking facility in the Estate. Any infringement or non-compliance to the parking rules may lead to their parking privileges being withdrawn or cancelled. Any vehicle that is not parked on an authorized or designated parking lot or parked in an indiscriminate or inconsiderate manner within the Estate premises or a vehicle that is parked on more than one lot may at the absolute discretion of the Management be immobilized by the use of wheel clamps. The wheel clamps will be removed upon payment to the Management of an administration fee of \$200.00 plus 7% GST which payment is to be made during office hours. The Management shall under no circumstances be responsible for any loss or damage howsoever caused to any vehicle or any part or contents therein which has been wheel-clamped.
- 5.7 Washing of vehicles is strictly prohibited in the Estate.

5.8 Liability

- 5.8.1 Subsidiary proprietors and/or occupiers and their visitors, agents, licensees and invitees shall ensure that no damage is caused to any fittings and fixtures in the Estate and they shall be liable for the cost of making good any damaged caused by them.
- 5.8.2 All vehicles entering and/or parked within the Estate are at the vehicle owners' sole risk. Under no circumstances shall the Management be liable for any theft, loss, damage or other misdemeanour howsoever caused to any vehicles, its equipment and/or contents therein.

5.9 Use of Common Parking Lots

- 5.9.1 The common parking lots are open round the clock. Only subsidiary proprietors and bona fide visitors to the Estate may park their vehicles on the common lots on a short term and first come first served basis comprising:

Type of Common Parking Lots	Total No. Available
Car/Light Commercial Vehicles	280 + (2 handicap lots)
Lorries	9

- 5.9.2 Common parking lots shall not be used for any recreation, storage or repair works.

5.9.3 Common parking lots are non-designated. No reservation of any common parking lots will be allowed.

5.9.4 No hearses will be allowed to enter the Estate or park on any common parking lots.

5.9.5 Subsidiary proprietors and/or occupiers may apply for season parking at the common parking facility subject to availability of the lots. Due to limited common parking facility available, each subsidiary proprietor/occupier can apply for only one lot. Staff of subsidiary proprietors and occupiers is required to apply for the season parking through their employers. Only 1<sup>st</sup> time applicants must each submit the Application Form of Season Parking Lot together with their crossed cheque in favor of "MCST 4136" before the 28<sup>th</sup> of the preceding month in which the lots are applied for. The application forms are obtainable from the Management's office during office hours. Occupiers who are not subsidiary proprietors are required to submit copies of their tenancy agreements together with their application forms. For renewals, applicants only need to make their payments at the Management's office also before the 28<sup>th</sup> of the preceding month. The season parking lots allotted are not transferable and will be forfeited if they have been found to be used by others and/or the Management does not receive the payments by the last day of the preceding month.

5.9.6 Season Parking charges inclusive of GST for the common parking lots are as follows:

Type of Vehicle	Season Parking Charge
1 <sup>st</sup> Car	\$96.30 per lot per month
2 <sup>nd</sup> Car (subject for approval)	\$160.50 per lot per month
Exclusive Reserved Parking Lot (subject for approval)	\$192.60 per lot per month

5.9.7 Applicants may apply for season car parking lots for 1 month to 1 year, the minimum being 1 month. Validity period should be aligned to complete at the end of a calendar month. Full rate will be charged even if the application is for less than a month's duration. The Management's decision on the allotment of season parking sales to subsidiary proprietors or its tenants is final. The Management also reserves the right to withdraw season parking sales to any occupier. NOTE: no refund and prorate related to season parking charges.

5.10 Commercial Vehicles

5.10.1 Vehicles and machinery like skid/IOS tanks, forklift, generator, welding machine, air-compressor, lifting equipment, etc. will NOT be allowed entry into the Estate unless prior written approval from the Management is obtained.

5.10.2 For parking of heavy vehicles, subsidiary proprietors and/or occupiers must make application to the Management to obtain the Vehicle Parking Certificate ("VPC") issued by the Land Transport Authority (LTA). A one-time administration charge of **\$225.00 per VPC** would be payable by the applicant to the Management. The rates are subject to revisions from time to time as deemed fit by the Management.

5.11 Enforcement

5.11.1 The Management may tow away and/or use wheel clamps or other devices to immobilise any motor vehicles parked within the Estate which is not registered with the Management or are found to have parked indiscriminately or illegally or in such manner that violated the House Rules herein. Where applicable, towing charges and/or an administrative fee of \$200.00 plus 7% GST shall be paid by the owner or driver of the defaulting vehicles before the wheel clamps or immobilising device may be removed. Late payment charges of \$53.50 per day inclusive of GST or part thereof shall be payable for any period beyond the first 24 hours. Payment may be made at the Management's office during office hours or at the Security Guardhouse at other times.

5.11.2 The Management shall not be liable for any damage caused to any vehicles or losses to its content therein when the vehicles are being immobilised whilst in the Estate.

5.11.3 In this House Rule, "immobilisation device" means any device or appliance designed or adapted to be fixed to any part of a vehicle for the purpose of preventing the vehicle from being driven or otherwise put in motion, being a device or appliance of such type approved by the Management or their servants or agents.

5.12 Notice of Changes of Particulars

5.12.1 Subsidiary proprietors and/or occupiers and season parking motorists must keep the Management informed of any changes to their vehicles' registration and IU numbers.

5.13 Power to Detain and Remove Vehicles

5.13.1 Where any vehicle is parked on any common property, along the driveway or in any open space within the Estate in contravention of any rules, by-laws, or appears to have been abandoned on any common property or in any open space within the Estate the Management shall at its sole discretion:-

- (a) remove the vehicle to a place of safety or any other place and detain it; or
- (b) prevent the removal without its consent by fixing an immobilisation device to the vehicle; or
- (c) dispose off or sell the abandoned vehicle by auction, after giving one month's notice to the relevant authority of the intention of the Management, when the

immobilisation device fixed in accordance with the house rule or by-Law is not claimed by the vehicle owner or subsidiary proprietor or occupier after one month of its detention or immobilisation.

5.13.2 Where the Management has fixed an immobilisation device to the vehicle or removed any vehicle to a place of safety or any other place pursuant to this paragraph:

- (a) they shall, with reasonable despatch, give notice in writing to the owner of the vehicle as to the procedure by which he may secure the release of the vehicle, and such notice shall be served on the owner of the vehicle;
- (b) in the case where the vehicle has been removed to a place of safety or any other place, by post; or
- (c) in the case where an immobilisation device has been fixed to the vehicle, by affixing the notice onto the windscreen or any conspicuous part of the vehicle.

5.13.3 No vehicle which has been removed or detained by the Management or its servants or agents to which an immobilisation device has been fixed in accordance with this house rule or by-law shall be released to the vehicle owner of the vehicle except :-

- (a) By or under the direction of the Management; and
- (b) Upon the owner of the vehicle having paid all expenses incurred by the Management and such other charges as may be imposed under these house rule or by-laws.

5.13.4 Where an abandoned vehicle has been sold or otherwise disposed of under subparagraph 5.14.1 (c) above, the proceeds of the sale of disposed vehicle shall use to defray the payments of any expenses incurred in carrying out the provisions of this house rule or by-law and thereafter shall be applied in payment of all charges and fines payable under these house rules or by-laws, costs on an indemnity basis, and the surplus, if any, shall be returned to the registered owner of the vehicle, free of interest.

## **6 UNIT MOVING IN/OUT**

### **6.1 Prior Notice**

6.1.1 Subsidiary proprietors and/or occupiers shall submit to the Management an application in the prescribed form accompanied with a refundable security deposit of \$2,000.00 by cheque payable to "MCST 4136" at least 7 days prior to any unit moving in/out.



6.1.2 Particulars of all workers, the moving work contractors and their workmen must be furnished to the Management. It shall be the duty of the subsidiary proprietors and/or occupiers to inform their workers and contractors of the House Rules herein stipulated.

6.1.3 Moving Work by each unit may be carried out between **9.00 a.m.** and **6.00 p.m.** on Monday to Sunday and Public Holiday. On special written request, the Management may at its discretion and on such terms as it deemed fit, grant approval for moving work outside the specified hours.

## 6.2 Security

6.2.1 All moving work contractors and their workmen must report to the Management Office for verification of their identities. The Management reserves the right to refuse entry to any person whose identity cannot be verified or ask such person to leave the Estate.

6.2.2 All contractors and their workmen shall obtain from the Management Office, identification passes and shall wear the passes issued to them at all times whilst in the estate. Security personnel is authorised to question any person found in the Estate without a valid pass.

6.2.3 Subsidiary proprietors and/or occupiers concerned shall be responsible for the good conduct and behaviour of all their removal contractors and their workmen while they are within the Estate.

6.2.4 No workers, contractors or workmen shall loiter in any part of the common areas. All contractors and their workmen shall confine themselves to the units concerned and to the area's leading from the units to the removal vehicles.

6.2.5 Any persons found misbehaving or behaving suspiciously may be asked to leave the Estate immediately.

## 6.3 Use of Lifts

6.3.1 All passenger lifts in the Estate shall **not** be used for moving work purpose.

6.3.2 No heavy and bulky items and/or equipment may be transported in any of the passenger lifts in the Estate which has maximum capacity of 20 persons each.

## 7 **RENOVATION WORKS**

### 7.1 **Guidelines**

#### 7.1.1 General

- 7.1.1.1 All subsidiary proprietors and/or occupiers and their contractors must exercise their utmost care during the course of their renovation works by taking appropriate measures to ensure that they or their workmen do not litter, deface or damage any parts of the Estate's finishes and M&E services.
- 7.1.1.2 Subsidiary proprietors and/or occupiers shall ensure that there are no obstruction to fire escape routes, hose-reels and other fire-fighting equipment during their renovation works.
- 7.1.1.3 Subsidiary proprietors and/or occupiers shall ensure that their contractors take all necessary safety precautions during the course of their renovation works.
- 7.1.1.4 Subsidiary proprietors and/or occupiers are advised to instruct their contractors to co-operate fully with the managing agent and maintenance and security staff, failing which their contractors will be barred from working in the Estate.
- 7.1.2 Contractors' Workmen
- 7.1.2.1 The contractors of all subsidiary proprietors and occupiers must register all their workmen using the Registration Form obtainable from the Management Office at least 5 working days before any works commence.
- 7.1.2.2 The contractors of all subsidiary proprietors and/or occupiers must apply for contractors' passes for all their workmen involved in the renovation works. They must ensure that all their workmen wear their passes whilst in the Estate as any of their workmen found not wearing their passes shall be treated as trespassers and will be asked to leave the Estate.
- 7.1.2.3 For better control and security, all contractors' workmen should be properly attired in identifiable uniform with their companies' names printed on their uniform.
- 7.1.2.4 Subsidiary proprietors and/or occupiers shall ensure that their contractors' workmen behave well while in the Estate and they do not cause any nuisance, smell, noise, vibrations or inconvenience to other occupants in the Estate. A supervisor should be appointed to take charge of the workmen.
- 7.1.2.5 Subsidiary proprietors and/or occupiers shall ensure that their contractors' workmen confine themselves to the units in which they are working. All contractors' workmen are not allowed to loiter on any parts of the common areas. Any workmen found misbehaving or behaving suspiciously will be asked to leave the Estate immediately.
- 7.1.3 Hours of Renovation Works
- 7.1.3.1 The Management shall avail the contractors and his workmen access into the Estate between 9.00 a.m. and 10 p.m. daily.

- 7.1.3.2 **All hacking, drilling, demolition and noisy works** must be carried out after 6.00 p.m. on Monday to Friday; after 2.00 p.m. on Saturday; and from 9.00 a.m. on Sundays and Public Holidays. In the case where the noisy works will affect the neighbouring units, the business hours of the affected units will have to be observed.
- 7.1.3.3 On special written request, the Management may at its discretion and on such terms as it deemed fit, grant approval for renovation works to be carried out outside the specified hours.
- 7.1.4 Usage of Water and Electricity During Renovation
- 7.1.4.1 No water will be provided by the Management in favour of renovation works in any units. Subsidiary proprietors and/or occupiers shall open their utility accounts with SP Services and PUB for supply of utilities to their units before any works commences.
- 7.1.4.2 Any unauthorised tapping of electrical and water supply from the common areas is illegal and offenders will be reported to Police and relevant Authority.
- 7.1.5 Removal of Debris
- 7.1.5.1 All subsidiary proprietors and/or occupiers shall ensure that the debris generated by their renovation works is removed from site daily or at such interval so directed by the Management or its representatives.
- 7.1.5.2 If the debris is not removed as required, the Management will proceed to engage other contractors or workmen for the task and the cost arising thereof will be charged to the subsidiary proprietors and/or occupiers by deducting from their security deposits at the rate of \$856.00 inclusive of GST per lorry load calculated to the nearest whole lorry load per occasion.
- 7.1.5.3 The labour cost for the removal of debris shall be calculated at the rate of \$100.00 per workman per day. The Management and its representatives shall not be responsible for any such loss of stocks, goods, parts etc. whilst carrying out such clearance.
- 7.1.6 Storage of Materials and Obstruction to Common Passage, Fire Escape, etc.
- 7.1.6.1 Subsidiary proprietors and/or occupiers shall ensure that their contractors keep their materials, goods and equipment within their units as any obstruction caused to the common corridors, fire escape routes, etc., shall be immediately cleared away by the

Management without notice and all cost incurred shall be charged to the subsidiary proprietors and/or occupiers concerned.

7.1.7 Illegal Use of Units

7.1.7.1 Subsidiary proprietors and/or occupiers shall ensure that their contractors do not use their units or any part of the Estate as temporary accommodation for their workmen or for any illegal purpose.

7.1.8 Painting & Varnishing Works

7.1.8.1 Subsidiary proprietors and/or occupiers shall ensure that all works which generate foul and irritable smells should be carried out off site or outside office hours or on weekends and public holidays.

7.1.9 Toilet Facility

7.1.9.1 Workmen of the subsidiary proprietors' and/or occupiers' contractors shall use the toilets within their units. Any contractors or their workmen caught urinating and/or defecating in any common areas will be expelled and barred from the Estate immediately and the subsidiary proprietors and/or occupiers concerned will bear the cost of cleaning the affected areas.

7.1.10 Parking for Contractors

7.1.10.1 All contractors should park their vehicles at the common lorry parking lots. No parking on driveways will be allowed at all times.

7.1.11 Protection to Existing Finishes

7.1.11.1 Subsidiary proprietors and/or occupiers shall ensure there is sufficient protection to the pathway and wall areas where their contractors' workmen will use.

7.1.11.2 Subsidiary proprietors and/or occupiers shall be liable for the full cost of making good any damage caused to other units and/or any parts of the common areas by their contractors and indemnify the Management for any claims arising therefrom.

7.1.12 Hot Work

7.1.12.1 Hot work should be kept to the minimum to reduce the risk of fire and activation of the fire alarm system.

7.1.12.2 Subsidiary proprietors and/or occupiers must ensure that their contractors inform the Management in writing if any hot work (e.g. cutting and welding using oxy-fuel gas flames or electric arc welding equipment, etc.) has to be carried out in their units by

submitting the duly completed Hot Work Permit form which can be obtained from the Management's office.

7.1.12.3 Hot work may commence only after the Management has given its prior consent on the Hot Work Permit form. Before the commencement and during the progress of any hot work, Subsidiary proprietors and/or occupiers must ensure that their contractors take all necessary precautionary and fire safety measures including the provision of suitable and sufficient portable fire extinguishers.

7.1.12.4 No hot work shall be carried out within close proximity of any sprinkler points, heat and smoke detectors and electrical wirings. Duly completed Hot Work Permit form must be posted at the hot work area at all times while the hot work is in progress. Contractors who fail to comply with the hot work policy will be barred from entering the Estate permanently.

7.1.13 False Alarm Due to Renovation Works

7.1.13.1 If any false fire alarm is activated by the renovation works, the subsidiary proprietors and/or occupiers concerned shall pay all costs imposed by the Singapore Civil Defence Force and/or Decentralized Alarm Monitoring Company as a result of the false alarm. Such cost may be deducted from the security deposits.

7.1.14 Security Deposits

7.1.14.1 Subsidiary proprietors and/or occupiers will be required to place security deposits of \$2,000.00 each by cheque made payable to "MCST 4136". Security deposits will be refunded free of interest upon completion of the renovation works if the Management is satisfied that no damage has been caused to any common areas and that all debris and unused, unwanted or waste materials have been cleared and removed from the Estate and that the Fire Certificate for their units have been submitted to the Management.

7.1.14.2 The Management shall be entitled to recover from the subsidiary proprietors and/or occupiers any sum due to the Management for the removal of any debris or for the repair of any damaged caused to the common properties from the deposits. The Management shall refund the balance of security deposits to the subsidiary proprietors and/or occupiers concerned free of interest if the Management is satisfied that all the repairs/replacement works are completed. If the security deposits are not sufficient to offset the total cost to be deducted by the Management, the difference shall be paid by the subsidiary proprietors and/or occupiers concerned within seven days of the Management's written notification failing which interest at the rate of 10% per annum, calculated on daily basis, shall be levied until full payment is received by the Management.

7.1.14.3 The relevant “as-built” unit layout and services plans and copies of authorities’ approvals shall be submitted to the Management upon the completion of the renovation work before the security deposit less any deductions can be refunded.

7.1.15 Indemnity

7.1.15.1 In any case where the Management is subjected to loss, damage and expense or cost is exposed to any penalty under any prevailing law or regulation as a result of or arising out of any act or omission on the part of any subsidiary proprietors and/or occupiers, or any family members of any subsidiary proprietors and/or occupiers, the Management shall be indemnified by the subsidiary proprietors and/or occupiers concerned in respect of all and any part of such loss, damage, expense, cost or penalty. Should the subsidiary proprietors and/or occupiers concerned refuse, fail or neglect to indemnify the Management against such loss, damage, cost or penalty, the same shall be recoverable from the subsidiary proprietors and/or occupiers concerned by way of a civil suit, in which the Management shall further be entitled to costs on an full indemnity basis.

7.1.16 Signage

Subsidiary proprietors and/or occupiers may install their company signs at the prescribed location determine by Management (A copy of the location is enclosed with the Welcome Kit). No other signage is allowed to be installed at any other parts of the common areas without the Management’s approval.

7.1.16.1 All subsidiary proprietors and/or occupiers must submit elevation drawings and details showing their proposed company signs with specification of the material used and method of fixing.

7.1.16.2 Subsidiary proprietors and/or occupiers must submit their proposals and drawings in both reduced and full-size to the Management for consideration and approval at least one month before actual construction. They will be responsible for making good any damage caused to the common areas resulting from the fixing of their company signs.

7.1.16.3 For company signs to be installed at any other location other than above the main entrances of the units, the design and method of fixing must be approved by Management before installation work can proceed. The Management may impose additional licence fees for signs installed outside the permitted space.

7.1.16.4 Subsidiary proprietors and/or occupiers shall obtain a licence from Building and Construction Authority for all outdoor signage installed before they can be erected unless they fall within the scope of the Outdoor Advertisement Exemption List.

7.1.17 Metal Grilles

7.1.17.1 Installation of metal grilles, roller shutters and grilles, retractable grilles etc. at their main entrances of the units in front of the timber/glass doors are **not permitted**. Metal grilles, roller shutters and grilles, retractable grilles etc. are also not permitted to be installed within or outside the facade glass panels.

7.1.17.2 The above regulation is to maintain the overall aesthetics of the building and its façade.

7.1.18 External Cladding / Glass Facade / Windows

7.1.18.1 Subsidiary proprietors and/or occupiers shall not make any alteration to the cladding / glass / windows installed at the external walls of the subdivided building.

7.1.19 Electrical Works

7.1.19.1 Meter Board is provided for each factory unit in the common riser. Power supplies to all units are as follows:

Type	Maximum Power Supply
1 <sup>st</sup> to 3 <sup>rd</sup> storey Factory units	60A, 3-phase
5 <sup>th</sup> to 10 <sup>th</sup> storey Factory units	40A, 3-phase

7.1.19.2 All electrical installations within the units shall be carried out by the subsidiary proprietors and/or occupiers at their own expenses. No such installation may commence until written approval has been obtained from the Power Supply Ltd.

7.1.19.3 Subsidiary proprietors and/or occupiers may engage their own Licensed Electrical Workers (LEW) to submit the application forms to Power Supply and for carrying out the electrical works within their units.

7.1.19.4 No upgrading of electrical supply is allowed unless detailed drawings have been submitted by the subsidiary proprietors and/or occupiers and approved by the Management's Licensed Electrical Worker. Subject to availability of electrical supply, a non-refundable electrical upgrading levy (**the exact amount to be advised at the time of application**) must be submitted together with the application. This electrical upgrading levy is subjected to revisions from time to time as deemed fit by the Management.

- 7.1.19.5 All electrical works must be carried out by competent contractor and testing to be approved by the Singapore Power Pte Ltd.
- 7.1.19.6 Subsidiary proprietors and/or occupiers must connect the exit lights, emergency light and MV fans to their electrical supplies.
- 7.1.19.7 No light fittings and any CCTV cameras shall be installed in the common passageway.
- 7.1.19.8 Subsidiary proprietors and/or occupiers shall submit and obtain necessary approvals from Singapore Power for opening of electrical supply account. They shall submit to the Management a copy of the relevant information submitted to the Singapore Power and the single-line drawing for the Management's reference and retention.
- 7.1.20 Fire Sprinkler System
- 7.1.20.1 A single layer of sprinkler system has been provided at standard height. Any additional installation of sprinkler pipes and points within the units must be approved by the Fire Safety & Shelter Department (FSSD) and carried out by the licensed contractor appointed by the Management at the expenses of the subsidiary proprietors and/or occupiers concerned.
- 7.1.20.2 If isolation of sprinkler system is required, the subsidiary proprietors and/or occupiers concerned must inform the Management at least one week in advance.
- 7.1.20.3 Should it be found necessary to drain the sprinkler network, the subsidiary proprietors and/or occupiers must liaise with and obtain permission from the Management for the discharging and recharging of the sprinkler system and shall comply with the rules and regulations governing the use and modification of the Sprinkler System in force at that time.
- 7.1.20.4 A fee of \$428.00 (Incl-GST) being the cost of water and administration charge will be payable by the subsidiary proprietors and/or occupiers concerned for each draining of the sprinkler system to facilitate their renovation works. Appointment must be made at least one (1) week in advance with the Management. This rate is subjected to revisions from time to time as deemed fit by the Management. **Additional charges by the Management's contractor, if any, to carry out the draining shall be solely borne by the subsidiary proprietors and/or occupiers concerned.**
- 7.1.20.5 Should the subsidiary proprietors and/or occupiers wish to isolate the Fire Protection System in the areas/zones where the workmen would be carrying out works, they must notify the Management in writing stating the zone(s), time and duration of the isolation at least one week in advance.
- 7.1.20.6 During the period of isolation or water being discharged from the Sprinkler System, the subsidiary proprietors and/or occupiers concerned shall ensure that adequate fire



precautions are taken and appropriate numbers of 9 kg dry chemical fire extinguishers have been placed prominently inside their units. The subsidiary proprietors and/or occupiers must ensure that their contractors do not damage any of the Fire Protection System thereby activating a false fire alarm in the Estate. The subsidiary proprietors and/or occupiers must also ensure that the Sprinkler System is charged back within the same day and before their contractors leave the site.

- 7.1.20.7 Fire Safety Certificate (FSC) provides for the safety of the building's occupants. Therefore, owners and their Qualified Persons (QP) whom they have engaged for their fire safety works are required to apply and obtain the FSC before using or occupying the premises. The FSC is only issued after full completion of all fire safety works in the project. Failure to comply with this is an offence under the Fire Safety Act and the owner is liable to court action. A copy of the Notice of Approval (NOA) (with submitted drawing) and FSC must be submitted to the Management before occupying the unit.
- 7.1.20.8 Subsidiary proprietors and/or occupiers' contractors shall ensure that the Fire Protection System is in good working condition after the completion of their fitting-out works.
- 7.1.21 Sanitary and Plumbing
- 7.1.21.1 Installation of sanitary and plumbing facilities within the units must be approved by the Ministry of the Environment & Water Resources (MEWR) and the installation works including water meter must be carried out by a licensed plumbing contractor approved by the Management.
- 7.1.21.2 Where the installation and modification works involve the construction of wash area, the subsidiary proprietors and/or occupiers concerned must ensure that waterproofing membrane/material is laid below the cement screed so as to prevent possible water leakage or seepage to the units below. Where necessary, the subsidiary proprietors and/or occupiers should ensure that the original waterproofing element remains intact and must engage the original installer to make good the affected areas so as not to nullify the existing waterproofing warranty.
- 7.1.21.3 Subsidiary proprietors and/or occupiers shall not create new floor traps or bring in new water supply to their units.
- 7.1.22 Air –Conditioning Units
- 7.1.22.1 The subsidiary proprietors and/or occupiers may install and shall maintain the air-conditioning units within their units at their own expenses.
- 7.1.22.2 The condensers of the air-conditioning units should be installed on the designated air-conditioning ledges (which have been designed to take up to 1.5 kN/m<sup>2</sup>) and must

**not** be placed at the common areas and external façade. The air-con ledges shall not be converted to other use.

- 7.1.22.3 All condensers should be seated on the air-conditioning ledges with approved brackets and must not be suspended from the ceiling or walls for aesthetic reason.
- 7.1.22.4 Sufficient sets of single-line drawing for the air-conditioning ducting and drainage pipe layout plan prepared by licensed contractor must be submitted to the Management for approval.
- 7.1.22.5 All drainage pipes from the air-conditioner units shall be connected to the nearest floor trap(s) within the units. No drainage pipes are allowed to be installed at the external walls and common areas.
- 7.1.22.6 Illegal opening of main entrance door for suction of air-conditioning from the common corridor for wastage of air-conditioning is subject to an administrative fee of S\$200.00 plus 7% GST apart from legal fees, damages and any other related compensation shall be paid to the MCST 4136

## **7.2 Technical Requirements**

### **7.2.1 General**

- 7.2.1.1 After Temporary Occupation Permit (TOP) has been obtained, there shall not be any unauthorised changes before the issuance of Certificate of Statutory Completion (CSC). Subsidiary proprietors and/or occupiers must engage the Project Consultants to regularise their addition and alteration works so as not to affect the issuance of the CSC for the project.
- 7.2.1.2 All proposed renovation plans before CSC must be vetted and endorsed by the Project Consultants if CSC is affected before submission to the Building and Construction Authority and other relevant authorities.

### **7.2.2 Drilling and Penetration Works**

- 7.2.2.1 No penetrations and drilling through floor slabs, party walls and window fittings are allowed.

### **7.2.3 Structural & Builder's Works**

- 7.2.3.1 The building has cast in-situ concrete structure with post-tensioned beams and slabs. Cutting and/or forming of channels/grooves in the structural floor slabs (for cable trunking, etc.) are strictly prohibited. Subsidiary proprietors and/or occupiers and their consultants must ensure that this prohibition is strictly enforced upon their contractors. However, drilling for installation of light fittings should not exceed 25

mm depth. Any drilling deeper than this depth requires the approval of the Project Structural Engineer or Professional Structural Engineer appointed for the renovation works. Tendon markers (in red) are provided for reference.

7.2.3.2 Tendon markers located on the ceiling are not permitted to be removed or covered over. Drilling for installation of light fittings should not exceed 25 mm depth. Drilling shall maintain at least 100mm clearance from the direction of the tendon marker. Any drilling deeper than this depth requires the approval of the Project Structural Engineer or Professional Structural Engineer appointed for the renovation works. Tendon markers are provided for reference

7.2.3.2 The Management will not permit any major structural alterations to the building. Application for minor alterations may be considered where special circumstances warrant. But the merit of each case will be evaluated and decided at the absolute discretion of the Management and its Project Structural Engineer.

7.2.3.3 It will be the subsidiary proprietors' and/or occupiers' sole responsibility to highlight areas within their units where heavy loading may occur resulting from particular equipment or works by providing full information of the equipment or works concerned so that the structural implications could be properly assessed. In any case, the loading must not exceed the designed load capacity.

1 <sup>st</sup> storey units:	12.5 Kn/Sq.m
2 <sup>nd</sup> to 3 <sup>rd</sup> storey units:	10.0 Kn/Sq.m
4 <sup>th</sup> Storey (Car Park)	5.0 Kn/Sq.m
5 <sup>th</sup> – 10 <sup>th</sup> storey units:	5.0 Kn/Sq.m
Ramp & Driveway	5.0 Kn/Sq.m

7.2.3.4 Any demolition or erection of brick walls within the units must be supervised and certified by a Professional Engineer to the effect that the existing floor slabs can withstand the additional load of the brick walls.

7.2.3.5 No structural part of the building in the Estate shall be tampered with under any circumstances. The Project Structural Engineer shall advise on the structural implications and if strengthening of the floor slab is required, the subsidiary proprietors and/or occupiers concerned shall be advised to appoint the Project Structural Engineer to design and construct at the cost of subsidiary proprietors and/or occupiers concerned.

7.2.3.6 All proposals by the subsidiary proprietors and/or occupiers affecting the structure shall be forwarded to the Management for their onward submission to the appointed Structural Engineer to quote for the professional fees for the services rendered. Once the subsidiary proprietors and/or occupiers concerned are agreeable to the fees payable, the checking/design will commence. BCA submission requirements will be subjected to the extent of the proposals.

- 7.2.3.7 No strengthening of the walls in any units will be allowed.
- 7.2.3.8 Addition of brick walls which affect the structural loadings would require the submission of plans to BCA by a Professional Engineer.
- 7.2.3.9 All equipment must be checked for the loading. For any object such as heavy machinery, safes, the subsidiary proprietors and occupiers should consult their own Professional Engineers so that they do not exceed the design live loads and pose structural risk to the building. Equipment loading within the design live loads does not require submission. Equipment exceeding the design live loads must be highlighted to the Management.
- 7.2.4 Utility Accounts
- 7.2.4.1 All subsidiary proprietors and occupiers must apply to the relevant authorities for the various utility accounts for supply of utilities to their units.
- 7.2.4.2 For electricity accounts, consultants of subsidiary proprietors and/or occupiers must submit electrical single-line diagram and the appropriate forms duly completed for endorsement by the Estate's Licensed Electrical Worker ("LEW") and clearance by the Management.
- 7.2.4.3 Subsidiary proprietors and/or occupiers concerned shall bear the cost of the LEW's Endorsement fee on CS3 form.
- 7.2.4.4 For the opening of water supply accounts, subsidiary proprietors' and/or occupier's licensed plumber / qualified person must submit schematic diagrams and other necessary documents for the Management's comment and endorsement. Upon endorsement by the Management, these documents will be returned to the subsidiary proprietors' and occupiers' consultants for their submissions to the relevant authorities.
- 7.2.5 Appointment Of Architect, Engineer, Interior Designer And Contractors Prior To The Issue Of The Certificate Of Statutory Completion
- 7.2.5.1 Prior to the issue of the Certificate of Statutory Completion (CSC) for the Estate, the responsibility of compliance with the Building Regulations rests on the Project Architect, Structural and M&E Engineers. All subsidiary proprietors and/or occupiers and their Interior Designers are required to fully co-operate and comply with the advices and recommendations of the Project's consultants (viz. architect's, structural engineer and M&E Engineers).
- 7.2.5.2 In order not to invalidate the various warranties and performance criteria, all additions and/or alterations to the units that affect the warranties of the existing

services and finishes must be undertaken by the Project's contractors responsible for the initial installations.

7.2.5.3 Subsidiary proprietors and/or occupiers may engage other consultants other than the Project's consultants for the planning and design of their units **but submissions of the renovation plans to the relevant authorities must be done through the Project's consultants where applicable. Subsidiary proprietors and/or occupiers shall bear all fees for vetting of their plans by Project's consultants (viz. architect, M&E engineers and/or Structural engineer).**

7.2.5.4 Where the subsidiary proprietors' and/or occupiers' own consultants are engaged, a release letter should be obtained from the Project's consultants where applicable.

7.2.6 Payment of Fees

7.2.6.1 Subsidiary proprietors and/or occupiers shall pay directly to the respective Project's consultants and Licensed Electrical Worker ("LEW") for any endorsement of plans and/or full consultancy service for their units.

7.2.7 Responsibilities of Subsidiary Proprietors And/or Occupiers

7.2.7.1 Subsidiary proprietors and/or occupiers shall be responsible for their applications of all Statutory Authorities' approvals in respect of their renovation works prior to the commencement of the renovation works through the Management.

7.2.8 Responsibilities of Subsidiary Proprietors' and/or Occupiers' Architects/Interior Designers

7.2.8.1 Subsidiary proprietors' and/or occupiers' architects and or interior designers shall be responsible for the full compliance with all Statutory Regulations, requirements and proper supervision of the renovation works within their units and shall obtain the final approvals from the relevant authorities for the completed works.

7.2.9 Assistance from Management's Representatives

7.2.9.1 The Management or its representatives will render whatever assistance the subsidiary proprietors and/or occupiers may need on technical matters and guidelines relating to the proposed renovation works in their units.

7.3 **Submission of Plans**

7.3.1 General

- 7.3.1.1 All plans must be accompanied by a covering letter with the following information:
- a) Unit no. of the premises to be renovated;
  - b) No. of sets of drawings submitted; and
  - c) The names and contact nos. of the persons responsible for the plans.
- 7.3.1.2 All proposed works must be coloured and all existing works to be demolished or dismantled shall be shown in yellow dotted lines with necessary PE endorsement
- 7.3.1.3 All plans must be stamped and signed by the subsidiary proprietors and/or occupiers. The signatories' full names and designations should also be clearly indicated on the plans.
- 7.3.1.4 The plans should also bear the names and signatures of the qualified persons preparing the plans.
- 7.3.2 Prior to Design Work
- 7.3.2.1 All Subsidiary Proprietors and/or occupiers are advised to instruct their architects and/or interior designers to consult the Management and its Project's consultants prior to commencing any design work to ensure compliance with the requirements of the Management and avoid abortive works.
- 7.3.3 Preliminary Plans
- 7.3.3.1 Subsidiary proprietors and/or occupiers are advised to instruct their architects and/or interior designers to prepare preliminary plans (2 sets) and consult the Management and the Project's Structural Engineer (where necessary) and Project's Architect and M&E Engineers to facilitate approval. Failure to do so may result in the plans being not approved by the Management.
- 7.3.4 Submission to the Management, Project's Architect and M&E Engineers
- 7.3.4.1 Subsidiary proprietors' and/or occupiers' architects must submit minimum 2 sets of drawings in A1 size for the proposed renovation works in their units to the Management for endorsement. These plans will be routed by the Management to the Project's Architect and M&E Engineers for their comments and approvals. Where the Management deems it necessary (in its sole discretion) the plans will be routed to the Project's Structural Engineer for its comments and endorsement.
- 7.3.4.2 The Project's consultants will highlight items which they consider unacceptable or not in compliance with the Building regulations.

7.3.4.3 Subsidiary proprietors' and/or occupiers' architects / interior designers will then amend their drawings to comply with the Project's consultants' comments within three weeks and resubmit them for the Project's consultants' vetting.

7.3.4.4 Subsidiary proprietors' and/or occupiers' architects / interior designers are requested to fully co-operate with the Project's consultants' advices to avoid repetitive resubmission and hence unnecessary delay to their clients' renovation works.

7.3.5 Submission to the Building Control Branch - Amendment Plans

7.3.5.1 On receipt of the Management's and its Project's consultants' endorsements, subsidiary proprietors and/or occupiers' architects or interior designers will then prepare and submit to the Management sufficient sets of the BCA submission plans duly signed by the subsidiary proprietors and/or occupiers (more sets to be provided if clearance by other Government Departments are required and/or if structural elements are involved) together with the necessary duly completed BCA forms and plan processing fees to be paid by the subsidiary proprietors and/or occupiers concerned.

7.3.5.2 The required drawings may include:

- a) Floor plans;
- b) Reflected ceiling plans indicating ceiling system, light fixtures, sprinkler points, air-conditioning ducting, fan coil units, emergency lightings and exit;
- c) Electrical drawings showing lighting and power socket outlet layouts with single-line diagram;
- d) Plumbing and sanitary drawings for private toilets/pantries, if any;
- e) Fire Protection drawings indicating the proposed alterations and additions; and
- f) Air-conditioning drawings indicating ductworks, pipe work, locations of the condenser units and fan coil units.

7.3.5.3 The Management will countersign for receiving all relevant plans after they have been endorsed by the subsidiary proprietors' and/or occupiers' architects / interior designers and the relevant Project's consultants. The drawings (more sets are to be provided if clearances by other Government Departments are required and/or if structural elements are involved) will be submitted to the relevant Building Authorities while one copy each will be retained by the Management for future reference. If the Project's consultants' endorsements are required by the authorities, the subsidiary proprietors and/or occupiers concerned shall pay fee to the respective Project's consultants.

7.3.5.4 Subsidiary proprietors and/or occupiers' architects / interior designers will then make the necessary submissions to the relevant Building Authorities. All comments, amendments and requirements of the Authorities will be notified by the Project's Architect directly to the subsidiary proprietors' and/or occupiers' architects / interior designers with copies to the rest of the Project's consultants. The subsidiary proprietors and/or occupiers' architects / interior designers will be responsible in the supply of additional plans, information etc., for submission showing the amendments required by the Authorities (distinctly marked as directed) while complying fully with their requirements.

7.3.5.5 Since the submission process to BCA has to go through the Project's Architect, it is the responsibility of the subsidiary proprietors' and/or occupiers' architects / interior designers to obtain the necessary approvals and to comply fully with the requirements of the Building Authorities.

#### 7.3.6 Bearing of Risk on Commencement of Works on Site

7.3.6.1 The Project's Consultants' or Management's endorsement on renovation drawings shall not be construed as approvals by the Building Authorities and any consequent losses incurred as a result of non-approval will be entirely at the sole risk of subsidiary proprietors and/or occupiers concerned.

7.3.6.2 Following the submission of plans and on receipt of the Building Authorities' approvals, the subsidiary proprietors and/or occupiers concerned may commence work on site. On completion of the renovation works, the subsidiary proprietors' and/or occupiers' architects / interior designers must submit two sets of the "As-Built" plans to the Management for record.

#### 7.3.7 Submission of Plans to the Management

7.3.7.1 Notwithstanding the above, no work will be allowed to commence on site unless the following are received by the Management or its appointed Managing Agent:

- a) One copy of the approved renovation plans with the Management's and Project's consultants' endorsements to be forwarded to the Management's representative on site;



- b) Security Deposits by the subsidiary proprietors and/or occupiers concerned;
- c) Letters of Authorization and Indemnity properly endorsed by subsidiary proprietors and/or occupiers concerned; and
- d) Registration Forms duly completed and signed by the contractors of the subsidiary proprietors and/or occupiers.

#### **7.4 Consultants of Subsidiary Proprietors / Occupiers**

##### **7.4.1 Drawings Formation & Convention**

7.4.1.1 All drawings submitted must be in A1 size paper. Any drawings not in compliance with this requirement will be returned not vetted to the architects / interior designers of the subsidiary proprietors and/or occupiers concerned.

7.4.1.2 The set of drawings must include a site plan showing the location of the Estate, layout plans of the unit(s) and sectional views of the various elevations as required by the Building Authorities.

7.4.1.3 The Project's consultants (viz. Architect, M&E Engineers and Structural Engineer) where necessary will review the drawings and give their comments in writing. Where it is necessary to illustrate a point on the drawing(s), the Project's consultants will attach a photocopy of the area concerned with their comments on the drawings and this will also be copied to the Management and all other Project's consultants for their information.

7.4.1.4 The following should be shown in the design drawings of the subsidiary proprietors' and/or occupiers' consultants:

- a) Partition layout clearly indicated;
- b) Escape routes clearly indicated;
- c) Door positions and fire rating clearly indicated;
- d) Finishes to walls, floors, ceilings, etc clearly indicated;
- e) Usage of areas and the contents of store rooms clearly specified;

- f) Existing and proposed positions of existing sprinkler points and smoke detectors clearly indicated;
- g) Lighting layout clearly indicated and lighting load calculations are attached;
- h) Air-conditioning layout is to be clearly marked. Air-conditioning load calculations must be attached;
- i) All plans must be produced on a scale of 1:100;
- j) All plans which will result in any alterations to or penetration of ceilings or services above ceilings must be submitted to the Management in transparency form; and
- k) Any other related items.

All variations to the Project's Architectural, Structural and M&E drawings must be distinguished distinctly in the plans and appropriately coloured, according to the colour codes stipulated by the Building Control Branch.

#### 7.4.2 Submission of As-Built Drawings

7.4.2.1 Upon completion of the renovation works, the subsidiary proprietors and/or occupiers' consultants shall submit two (2) sets each of the following as-built drawings:

- a) Certified true copies of Building Authorities' approved plan;
- b) Electrical installation plan with single-line diagram;
- c) Air-conditioning installation plan including FCU (if any);
- d) Fire Protection installation plan including Halon Gas system (if any); and
- e) Plumbing installation (if any).

#### 7.4.3 Materials Used in Renovation Works

7.4.3.1 Subsidiary proprietors and/or occupiers should use dry demountable wall partitions within their units as "wet trades" should be avoided. Only in special circumstances where security or fire rated enclosures are absolutely necessary that brick or block work partitions may be allowed and this will be subjected to the Project's Structural Engineer's review of the loading. Approval will be granted on the merit of each case.

7.4.3.2 All wall, floor and ceiling finishes must be of such quality and finishes that are in keeping with the standards set for the Estate. They must be fire resistant and in compliance with the local building regulations. Critical areas, for instance areas adjacent to facade, frontage and windows may be subjected to further design material requirements to ensure that they complement with the overall theme.

## 7.5 **Commencement of Renovation Works**

### 7.5.1 Application of Permit

7.5.1.1 Written Approval from the Management must be obtained before subsidiary proprietors and/or occupiers can apply for the Permit to commence renovation works.

7.5.1.2 Only subsidiary proprietors and/or occupiers may apply for permit to carry out the renovation works to their units. Applications of permit to carry out the renovation works may be made at the Management's office during office hours and must be accompanied by the drawings endorsed by the Management.

### 7.5.2 Letter of Undertaking

7.5.2.1 Subsidiary proprietors and/or occupiers will also be required sign the Undertaking to the Management that they shall be responsible for full compliance of the House Rules by their renovation contractors.

### 7.5.3 Renovation Schedule

7.5.3.1 Subsidiary proprietors and/or occupiers must inform the Management the schedules of their renovation works at least TWO weeks before the commencement of the works. Works may not commence until written approval to commence work has been granted.

### 7.5.4 Contractors to Report to Security Personnel Daily

7.5.4.1 Contractors of subsidiary proprietors and/or occupiers and their workmen must report to the Security Guardhouse for verification of their identities before they proceed to their units. The Management reserves the right to refuse entry to any persons whose identities cannot be verified or to ask any such person to leave the Estate.

7.5.4.2 All contractors and their workmen shall obtain from the Security, Identification Passes and shall wear their passes at all times whilst in the Estate. Security personnel is authorised to question any persons in the Estate found without displaying their passes.

### 7.5.5 Use of Common Areas

7.5.5.1 Packing and crating materials must be removed and disposed of off-site daily by the subsidiary proprietors and occupiers concerned and at their expenses. Unwanted, unused or waste materials, debris, etc. may be placed into open top container(s) to be provided by the subsidiary proprietors and/or occupiers at their expenses. The open top container(s) should be placed at the area designated by the Management. Subsidiary proprietors and/or occupiers should not bring in debris outside the Estate for disposal into the open top container(s) or bin centre.

7.5.5.2 No unwanted, unused or waste materials, debris, etc. may be left on the corridors, lift lobbies, fire escape staircases or any other common areas in the Estate. If found such material will be removed at the expenses of the subsidiary proprietors and/or occupiers concerned.

7.5.5.3 Illegal dumping of rubbish at common area is subject to an administrative fees of \$200.00 plus 7% GST apart from legal fees, damages and any other related compensation shall be paid to the MCST 4136

7.5.6 Liability of Subsidiary Proprietors and/or Occupiers

7.5.6.1 All renovation works shall be confined to the boundaries of the units concerned.

7.5.6.2 Subsidiary proprietors and/or occupiers must ensure there are adequate protections to the common property during the delivery or removal of materials, equipment and supplies. The subsidiary proprietors and/or occupiers and their contractors shall use the staircase designated (if any) for that purpose by the Management.

7.5.6.3 Subsidiary proprietors and/or occupiers shall be responsible for the conduct and behaviour of their appointed contractors. Any damage caused to the common property and equipment caused by their moving of furniture, supplies, renovation or building materials or other personal effects shall be made good or repaired at the expenses of the subsidiary proprietors and/or occupiers concerned and where any equipment is irreparably damaged, it shall be replaced at the cost of the subsidiary proprietors and/or occupiers concerned.

7.5.7 Notification and Deposits to Management

7.5.7.1 Renovation works that require submission of notification and deposits to the Management are as follows:-

- a) Changing of wall and/or floor tiles;
- b) Demolition of walls, new partitioning, installation of windows;
- c) Repositioning of internal doors and/or walls;
- d) Installation of false ceilings;
- e) Installation of built-in cabinets and wardrobes and other large fixtures;
- f) All works involve bringing in sand or cement;
- g) Installation and /or alterations of electrical, plumbing works and air-conditioning piping;
- h) Removal of any major articles; and
- i) Installation and /or alteration of Fire Protection System

7.5.8 Renovation Works That Will Not Be Approved

7.5.8.1 Approval will NOT be granted for the following:

- a) Works affecting the structural stability of buildings, such as removal of beams, columns or load bearing walls. Where there is doubt, the Management will consult qualified professionals at a fee to be borne by the subsidiary proprietors and occupiers concerned. The subsidiary proprietors and/or occupiers concerned will be informed of the fee payable before such consultations are made;
- b) Laying of multi-split air-conditioning trunking along the external walls of building;
- c) Changing of windows, door and facade glass panels and cladding;
- d) Installation of air-compressor units on external walls;
- e) Any removal of roller shutter door within the units;
- f) Erection of mezzanine floors within the units;
- g) Removal of glazing in the units;

- h) Relocation of any sanitary pipes and fittings which will affect the sewerage system of the Estate; and
  - i) Hacking of flooring within the units
- 7.5.9 Plans for partitioning, demolition of walls, drilling of holes on walls or any other renovations, additions/alterations to the existing units must first be endorsed by competent consultants appointed for the renovation works and approved by the relevant authorities and the Management.
- 7.5.10 Copies of such plans, endorsements, approvals and any other supporting documents must be submitted to the Management at least TWO weeks before the commencement of the works.
- 7.5.11 Subsidiary proprietors and/or occupiers are advised to consult the Management if in doubt of any procedures necessary in obtaining approval for any additions / alterations or any other renovation works to their units.
- 7.5.12 Subsidiary proprietors and/or occupiers shall furnish the Management with a list of all the electrical or mechanical equipment to be used for the renovation works at least one week before the commencement of the renovation works. No heavy-duty hacker or air-compressor breaker shall be used under any circumstances.
- 7.5.13 For all renovation works which require or involve clearance or/and any submissions to authorities, approval for the application of commencement of the works must be obtained before the works may commence.
- 7.5.14 Subsidiary proprietors and/or occupiers shall not alter the frontage elevation.
- 7.5.15 Subsidiary proprietors and/or occupiers shall note that hacking of floor slabs within their units is strictly prohibited.

## **8 INSURANCE**

### **8.1 General**

- 8.1.1 The Management will insure the building and its common fixtures and fittings against damage by fire and extraneous perils. Fittings and fixtures within all the units and belonging to all subsidiary proprietors and occupiers are not covered under this insurance policy.

### **8.2 Insurance Coverage By Subsidiary Proprietors' and Occupiers' Contractors**

8.2.1 Subsidiary proprietors and/or occupiers shall ensure that their renovation contractors take up the following insurance policies before the commencement of any works in their units:

- a) Workmen's Compensation;
- b) All risk including Public Liability up to minimum coverage of Singapore Dollars Two Million Only (\$2,000,000.00) for any one accident. The details of this policy should be submitted to the Management for approval prior to any works commencing on site; and
- c) Any other insurance which the subsidiary proprietors and/or occupiers may deem necessary.

8.2.2 The policies shall also cover the principal's properties not forming part of the works to be deemed as third party's property. The details of this policy should be submitted to the Management for approval prior to any works commencing on site.

8.2.3 Copies of the above insurance policies shall be lodged with the Management before commencement of any works at site.

## **9 BY-LAWS FROM THE BUILDING MAINTENANCE (STRATA MANAGEMENT) REGULATIONS 2005**

The following is the extract of the By-Laws under the Second Schedule of the Building Maintenance (Strata Management) Regulations 2005

### **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 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 authorise any additions to the common property.

(3) This by-law shall not prevent a subsidiary proprietor or an occupier of a lot, or a person authorised by such subsidiary proprietor or occupier from installing —

(a) any locking or other safety device for protection of the subsidiary proprietor's or occupier's lot against intruders or to improve safety within that lot;

(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 walls 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 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 that it forms part of the common property and services 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.

#### **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 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 accessed by the subsidiary proprietor or occupier of the lot safely or at all.

### **Storage of flammable materials**

**12.** —(1) A subsidiary proprietor or an occupier of a lot shall not, except with the prior 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 chute or receptacle it is —
  - (i) in the case of refuse, securely wrapped in plastic bags or other similar materials; or
  - (ii) in 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 anything or permit any of his invitees to do anything 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 also not do anything 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 the 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.