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INTRODUCTION

These Additional By-Laws serve to regulate activities as well as the use of facilities and common property and common areas of **QUEENS, and are** a means of promoting harmonious living within the Condominium.

Your co-operation in observing these Additional By-Laws set out in the following pages will help to make the Condominium a more congenial place to live in.

The Additional By-Laws have legally binding effect on all owners, residents and visitors.

SECTION ONE : CONDOMINIUM LIVING

A. PRELIMINARY

1. These Additional By-Laws may be referred to as the **ADDITIONAL BY-LAWS** of **QUEENS**, and are to read in conjunction with the Prescribed By-Laws laid out in the Second Schedule of the Building Maintenance and Strata Management Act (BMSMA).

2. In these Additional By-Laws, unless the context otherwise requires:

- (a) “Owner” means a person or persons holding legal title to a housing unit.
- (b) “Resident” means the occupier of a lot which definition shall where appropriate include an owner or any other person authorised by such owner to occupy the lot, a tenant or lessee thereof and shall include the members of the family of such occupier, provided always that this term “member of the family” shall not include guests, servants or agents of the occupier.
- (c) “Guest” means a person other than a resident who is on the premises at the invitation of a resident.
- (d) “Condominium” means the housing units and the common areas of **QUEENS**.
- (e) “Common Areas” means all areas in the Condominium and all common property (as defined in the Building Maintenance And Strata Management Act 2004) with the exception of the housing units.

- (f) “Manager” and “Management” means the person and his authorised representatives who are responsible for the management and maintenance of the Condominium and include the Council and the Managing Agent

Access

3. The Owner, Resident and Guest shall permit the Management and its Agent at all reasonable times and on reasonable notice being given (except in the case of emergencies) to enter his/her unit for the purpose of inspecting the Unit, maintaining, repairing or renewing sewers, pipes, wires, cables and ducts used or capable of being used in connection with the enjoyment of any other Units or the Common Property including maintaining, repairing or renewing the Common Property, or executing any work or doing any act necessary for the performance of its duties or any enforcement affecting the Estate.

Maintenance

4. The Owner, Resident and Guest shall maintain his/her Unit, including all sanitary fittings, water, gas, electrical, and air-conditioning pipes and apparatus in good condition so as not to cause nuisance or annoyance to others.

5. The Owner, Resident and Guest shall check that their air conditioner condenser is clean and free from rust which may pose danger or nuisance to others.

Behaviour

6. The Owner, Resident and Guest shall be responsible for the conduct of his/her family members, servants, agents and guests at all times, ensuring that their behaviours are neither offensive to other occupants of the building nor damaging to any parts of the private premises of Common Areas or Common Property.

Vandalism

7. The Owner, Resident and Guest shall take all reasonable steps to ensure that Common Property is not damaged or vandalized.

Access Card

8. A Resident is required to carry with him the Access Card to gain access into the Estate and to individual blocks.
9. Each Unit is entitled in the initial issue to five (5) Access Cards free of charge.
10. The issue of Access Cards shall be limited to not more than six (6) per apartment. Any subsequent issue will be on a case to case basis and subject to a charge at the prevailing cost.
11. Residents are to exercise care not to bend or expose the Access card to sunlight for extended periods as this may cause damage or affect the sensitivity of the card.
12. Any loss of Access Card has to be reported in writing to the Management to invalidate the card. The cost of replacement of the Access card shall be at the prevailing rate.

13. Upon the sale or lease of the apartment, it shall be the responsibility of the subsidiary proprietor to inform the Management accordingly and handover all Access cards to the Management.

Statement of Accounts

14. Any Statement of Accounts rendered by the Management Corporation to any subsidiary proprietors and or tenants shall be deemed to be correct and binding against that subsidiary proprietors or tenant if no challenges are made to the Statement of Accounts within 6 months of the date of that Statement of Accounts.

Indemnity for the Management Corporation

15. The Management Corporation shall not be liable for any loss or damages caused, directly or indirectly, by the disruption, curtailment, suspension or failure of any services or amenities, including but not limited to air-conditioning services, water, lighting, lifts services, toilet facilities, gas, electricity, telephone, radio, television, internet and communication services, sewerage, pipes blockage or chokage, inter-floor leakage or water ingress or egress through the common property.

Temporary Occupation Licence

16. The Council of the Management Corporation is duly authorized to grant Temporary Occupation License to Third parties or tenants or Subsidiary Proprietors to use the common property, on such terms and conditions as the Council deems fit, for a period not exceeding 12 months.

Prescribed Statutory By Laws

17. The Prescribed Statutory By-Laws (copy attached hereto) form part of the By-Laws of the Management Corporation.
18. No subsidiary proprietor may request for information or documents from the Management more than once every month **and for not more than 3 documents in each request. The date of the documents shall not be more than 7 years old from date of application.**
19. All owners, residents and guests are to be properly attired whilst on the common property or common area, so as not to cause embarrassment or nuisance to others.
20. All owners, residents and guests are to ensure that they comply with the “*no smoking*” law of Singapore.

B. RESIDENT PASS

1. To be eligible for the issuance of a Resident Pass, the application must be residing in **QUEENS** on a permanent basis and his/ her identification card must show the **QUEENS** address.
2. Owners who are not residing in **QUEENS** and who have not tenanted out their premises are also eligible to apply for a Resident Pass.
3. To replace a lost Resident Pass, a letter declaring the loss of the pass is required. Cost of replacement of Resident Pass is at the prevailing cost.
4. Resident Pass will be issued to residents aged 12 years and above.
5. If an owner sells or rents his unit subsequently, he must inform the Management and return all Resident Passes issued to him and members of his family in order for new passes to be issued to the new owner/ lessee.
6. A tenant is required to obtain a letter of authorisation from the owner to instruct the Management to issue to the tenant the Resident Pass. The name of the tenant must explicitly be mentioned in this letter.
7. For company-owned properties or company-tenanted premises, the letter must bear the registered company name and the names of members of the nominee who will be eligible for the Resident Pass.
8. Visitors on a temporary stay will not be issued with Resident Pass.

9. No Resident Passes will be issued to residents' employees such as domestic servants (maids) and chauffeurs.
10. Applicants must submit a copy of any legal document to prove their ownership/ tenancy of the related premises.
11. Two (2) recent Passport-sized photographs must be submitted with each application.
12. The Resident Pass is not transferable.
13. Only a valid Resident Pass will be entitled to the use and booking of the facilities. Owners who have leased their apartments are not entitled to use their facilities as their rights have been transferred to the lessee.
14. The Resident Pass will automatically be deemed null and void when the holder is no longer residing in Queens. All such passes are to be returned to the Management for cancellation.

C. OCCUPANCY

1. The housing units are private residential dwellings and shall not be used for commercial or any other purposes.
2.
 - a) Owners must notify the Manager of any leases on their housing units, providing such personal particulars of the tenants as are required by completing the prescribed **FORM** (available at the Management Office) and returning the completed **FORM** to the Manager as soon as possible.
 - b) Owners who are residents must provide the Manager with the personal particulars of his household as are required by completing the prescribed **FORM** and returning the completed **FORM** to the Manager as soon as possible.
3. Nothing shall be allowed, done or kept in the Condominium which may overload or impair the floors, walls or roofs thereof or cause any increase in insurance premium rate or the cancellation, invalidation or non-renewal of existing insurance policies.
4. Residents shall be responsible for the conduct of his/ her family members and invitees at all times, ensuring that their behaviour is neither offensive to other occupants of the building nor damaging to any portion of the private/ common property.
5. Residents shall not permit their children or visitors to play in the stairways, roads, car park areas and entrance of guardhouse. Residents and their children are not to use the common walls or floors for ball-playing, skateboarding or cycling or to deface the walls or common areas.
6. Owners who are not residing in Singapore shall appoint a local agent to represent their interest. Such owners shall file the

names, addresses and contact numbers of their agent with the Management prior to allowing them access to the property.

7. Once an apartment is leased out, the entitlement to the use of all facilities is automatically transferred to the lessee and the lessor is no longer entitled to use these facilities as the lawful registered owner. Subsidiary Proprietor who visits his/her tenant or Queens shall sign-in at the Security Guard House like any other visitors
8. Soliciting of goods and services, or religious or political activities shall not be permitted in the premises.
9. Private parties are limited to the Function Room or designated areas only and within the housing unit.
10. No funeral wakes or religious rites shall be held at common areas.
11. Nothing shall be thrown out or emptied into the common areas. There shall be no dusting or cleaning of household effects out of the windows, doors or balconies or in the common areas.
12. Radios, hi-fi equipment, television sets, musical instruments and other similar audio-visual equipment shall be kept at a reasonable volume at all times.

13. Brooms, mops, cartons, notices, advertisements, posters, illuminations or other means of visual communications shall not be placed on windows, doors, passage visible from common areas.
14. Care shall 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 units.
15. Residents shall ensure that no potted plants or any other objects are placed dangerously on or near the perimeter of the premises whereby they can fall and cause bodily harm to person(s) below.
16. No goods or any other items shall be stored in the common areas.
17. Bicycles, tricycles, children's riding toys, roller-skate and the like shall not be ridden, used or left in any corridor, stairway, car park or common areas.
18. No games shall be allowed in the common areas except in designated areas.
19. The Condominium's furniture, furnishings, fire-fighting equipment or other common property shall not be damaged, misused or removed from their location.
20. Residents with Queens Car Park Label can park their vehicles in numbered lots except those marked with "**NO PARKING**" signs.
21. No major repair may be made to any vehicle parked within the Condominium. A "Major Repair" includes a repair that involves

excessive noise or oil spillage or dismantling of the engine parts.

22. Residents shall arrange for unwanted furniture or other bulky items to be disposed of at their own costs.
23. In the event of fire or other emergencies, occupants must not use the lifts but shall use the stairways to evacuate from the building.
24. The Management shall **not** be held responsible for any injury, accident or loss occurring in any part of the Condominium.

D. RENOVATIONS, ADDITIONS AND ALTERATION WORKS

- 1) The subsidiary proprietor shall seek prior written approval at least one (1) week in advance from the Management before carrying out any Renovation, or Addition & Alteration Works.
- 2) The subsidiary proprietor and his/her Contractor shall jointly sign the requisite application forms and give such required undertaking, which shall be taken as sufficient notice of the By-Laws and House Rules stated therein.
- 3) Notwithstanding the approval granted by the Management, the subsidiary proprietor must ensure that the relevant authorities must approve (where necessary) all proposed plan for renovations, additions and alteration works. The burden of proof is on the subsidiary proprietor to show that such approval is not required by the relevant authorities. All such approvals shall be kept by the subsidiary proprietor for records. Failure to produce such records when requested for by the Management may deem any such renovations or additions or alteration works as unauthorized. Qualified and competent person in compliance with the relevant building codes and regulations shall perform the works.
- 4) In the context of the renovation works, the list of internal fitting out works that are permitted within the Unit is as follows :
 - Repainting of internal walls
 - Remove and / or install wallpaper
 - Replace existing built-in wardrobes
 - Replace existing built-in kitchen cabinets
 - Replace existing wall tiles and floor tiles (care to be taken to ensure that the bathroom / kitchen / yard waterproofing and concrete floor slab are not damaged while replacing existing floor titles), or would be re-waterproofed thereafter

- Replace existing interior doors (not permitted to replace Main Door and Service Door)
- Install carpet flooring
- Install cornices (care to be taken to ensure that the concealed air con piping and other services are not damaged during installation)
- Install false ceilings
- Install light fittings
- Install window and door grilles (comply with standard design and same boundary grille colour)
- Install additional air conditioning unit (no window unit)

5) **Deposit**

- (a) The subsidiary proprietor shall be required to submit an application in prescribed forms and to tender a cheque deposit of \$500 (or any larger sum as may be determined by the Management depending on the scale and scope of the proposed Renovation or Addition or Alteration Works) at the Management office at least one (1) week in advance of the date of renovation.
- (b) The deposit will be refunded without interest after the completion of the renovation works and making good of all defects and subject to compliance of the By-laws stated therein.
- (c) Cheques payment are to be made payable to “The Management Corporation Strata Title Plan No 2748”.
- (d) The Deposit is to be used to offset any damages or penalties for non compliance to the House Rules, terms and conditions and By-laws pertaining to the application. The Subsidiary Proprietor and the contractor(s) shall be fully responsible for any damage to the Common Property caused by themselves and / or their sub contractors or workers. Such damage shall be made good to the satisfaction of the Management within 7 days, failing which the Management shall, without prejudice to the Management rights, recover the remaining costs from the subsidiary proprietor / contractors.

- (e) The deposit will be refunded, free of interest, upon successful reinstatement of the completed works being carried out to the satisfaction of the Management.
- (f) In the event of the deposit being insufficient to meet the Management Corporation's claim, the subsidiary proprietor and / or his/her contractors shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management Corporation.
- (g) The \$500.00 deposit is not to be taken as a limit of the subsidiary proprietor's and contractors' liability. The refund of the \$500.00 (or part thereof) does not prevent the Management from making any claim against the subsidiary proprietor and contractors for any breaches discovered subsequently.

6) The Subsidiary Proprietor shall ensure that the detailed plan for any addition or alteration works must be approved by competent authority where applicable. The approved detailed plan, schedule of works and list of contractor and workers are to be submitted together with the application forms. Such information shall include a schedule of work to be carried out, accompanying plans, diagrams and work schedule including delivery of materials and a list of the worker's particulars attending to the work and commencement and completion dates. If the plans submitted are without sufficient details or differ from the actual work done, the Management reserves the absolute discretion to demand the removal or alteration of the works done, at the subsidiary proprietor's costs.

7) All renovation works are to be completed within one (1) month from the commencement date of renovation.

8) The subsidiary proprietor shall display the approved Renovation Permit prominently at the main entrance to the Unit.

9) On a case to case basis, the Management may consider extension beyond the stipulated period of one (1) month. If granted, the period

of extension shall be subject to a maximum of another one (1) month.

10) **Working Hours**

(a) Renovation works are permitted during office hours (9.00 am to 5.00 pm) on Monday to Friday.

(b) No renovation work shall be permitted during Saturdays, Sundays or Public Holidays.

11) It is strictly prohibited to hack any structural slabs, walls, columns and beams within the apartment or to load the floor slab beyond its designed limit.

12) The Subsidiary Proprietor shall not erect any additional structure or make any alteration without the written approval by the competent authorities.

13) The Management shall have the discretion and authority (but shall not be obliged to) to demolish or remove any unauthorized additions or alterations works after giving due notice to the subsidiary proprietor concerned requesting him/her to remove the same. All costs and expenses incurred in respect of such demolition or removal shall be borne by the Subsidiary proprietor who shall fully indemnify the Management Corporation against all such costs and expenses, and against all loss or damage in respect of such demolition or removal, including legal cost incurred by the Management Corporation on a solicitor and client basis.

- 14) In order to maintain a uniform and harmonious façade, all subsidiary proprietors shall ensure that the external façade of their apartment unit (including but not limited to the balcony walls, window grilles etc) shall conform to the colour scheme and designs existing from time to time. The subsidiary proprietor shall not be permitted to carry out any works which may affect the external façade of the building without prior approval of the Management. The facade includes but shall not be limited to windows, and balconies which are visible from the Common Property. The Management Corporation's decision on this interpretation shall be final.
- 15) The subsidiary proprietor shall not be permitted to install any television or radio antenna on the rooftop or on any external part of the sub-divided building.
- 16) The Contractor(s) and their workers shall report to the Guard House on a daily basis during the period of renovation. They must wear the issued Contractors Passes upon entering the Estate and in the course of their works.
- 17) In the course of the renovation works, the subsidiary proprietor shall ensure compliance by the Contractor and workers, as follows :
- (a) No storage space will be provided on site. All tools / materials must be stored within the owner's premises.
 - (b) The Management shall not be liable for any loss or damages caused to the premises for the whole duration of the fitting out works.
 - (c) All the renovations, additions and alterations works shall be confined within the Unit.
 - (d) Only firemen lifts and staircases are allowed to be used for the transportation of the building materials / debris. The contractor(s) shall ensure that adequate protection is given to the lift wall and flooring when conveying the materials and debris.

Any damages caused shall be repaired / replaced at the expense of the ~~contractor(s)~~ Subsidiary Proprietor concerned.

- (e) All repairs / renovations are carried out within the confines of the apartment under renovation.
- (f) Take all necessary precautions to protect all existing and Common Property including lifts, lobby areas, driveways, etc throughout the period of renovations.
- (g) Shall use designated lift to transport all renovation items and materials and obtain the padded canvas from the Management and install them to protect the interiors of the lift. The padded canvas must be returned (in good and condition) to the Management.
- (h) Store all materials and / or tools within the apartment's premise. Building materials, debris, etc should not be left in the Common Property, such as common corridor, lift lobby, staircase, etc.
- (i) Common Property affected by the renovation work shall be left in a clean and tidy condition at the end of each working day.
- (j) Renovation debris is to be cleared and swept away at the end of working day by the renovation contractor. The subsidiary proprietor shall ensure that there is no dumping of debris on the Common Property by the contractor(s) and / or by their workers. Such debris shall be removed daily out of the Estate to the satisfaction of the Management, failing which the Management reserves the right to remove the debris, and deduct the cost from the deposit without prejudice to the Management's right to recover the remaining costs from Subsidiary Proprietor / contractor(s).
- (k) Building materials, wet cement and / or debris shall not be thrown into the refuse chute, toilets or from the balcony. Any expenses incurred in clearing any choke caused by the building materials and / or debris shall be borne by the subsidiary proprietor / lessee / occupier. Debris from renovation works should not be left in the Common Property. It is the responsibility of the subsidiary proprietor to arrange for the debris to be carted away from the Estate daily.

- (l) All unwanted heavy or bulky objects or debris are not to be left or discarded at any part of the building or in the Estate. Such items are to be disposed off by the Contractor and taken out from the Estate on a daily basis.
- (m) Subsidiary Proprietor and / or their contractor(s) are not allowed to tap water and electricity supply from the Common Property without the prior written consent of the management. Any unauthorized use of common utilities is subject to payment at the current rate imposed by the Management Corporation.

18) The subsidiary proprietor shall ensure that the Contractor installs protective padding at designated lift before delivery of construction or building materials, renovation debris, and etc.

19) The additions and alterations that are **strictly prohibited** are listed below:

- Hacking of beams and columns.
- Rising of existing floor level (i.e. split the level of any portion of existing floor either by adding concrete platform and / or timber platform).
- Installation of grilles or windows in any forms at balconies and wash areas or outside the windows and sliding doors that is visible externally.
- Alterations and / or relocation to the existing windows and external door.
- Painting of external parts of the building i.e. common corridor walls and ceilings, external surfaces of windows and doors.
- Fixing of air conditioner condensing units on the external wall.
- Tinting of windows, glass panes and sliding aluminium door panes with reflective sheeting and / or other coating.
- Fixing of awnings or shades at the external windows or balconies.

20) The Management reserves the right to stop any renovations / additions or alterations works which are in the contravention of the

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

- 21) The subsidiary proprietor shall keep the Management fully indemnified against any claims, losses, liability or damages suffered or incurred by him, as a result of a breach by the contractor, its sub contractors, employees or agents, of any of the terms and conditions mentioned in the Additional By-Laws, or as a result of any of the works undertaken by the contractor for and during the said renovations, additions and alterations.
- 22) The subsidiary proprietor must ensure that his/her contractor(s) and / or sub contractor(s) are adequately covered for public liability (not less than \$2 million) and workmen's compensation before commencement of the renovations, additions and alterations works
- 23) All workers of the contractor(s) and that of its listed sub contractor(s) shall report to security staff at the Guard House of their intention to enter the Estate's Unit to carry out the work, and to exchange for the Security Pass with their identity card, work permit or any other relevant passes.
- 24) The contractor(s) shall be responsible for the good conduct and behaviour of all workers of his/her company and that of its listed sub contractors. The workers and contractors shall be suitably clothed and shall not use language or behave in a manner likely to cause offence or embarrassment to the residents or occupiers or to any person in the Estate.
- 25) The subsidiary proprietors shall ensure that the contractor does not employ or permit or cause the employment of any illegal foreign worker to carry out any part of the renovation works at the premise. The subsidiary proprietor shall indemnify the Management in respect of claims, actions, proceedings, damage or costs brought

against, incurred or suffered by the Management by reason of any breach whether by the or the contractor(s) subsidiary proprietor or its sub contractors.

26) The Management / Security Personnel reserve the right to inspect the renovating apartment unit at anytime during the working hours.

Declaration

I/ We declare that I/ we have read and understood all the above terms and conditions of renovation and agree to abide by them.

I/ We undertake to ensure that my/ our renovations shall not in any way jeopardise the C.S.C. approval (Certificate of Statutory Completion) for the whole estate and if it does I/ we shall be fully responsible for the consequences.

I/ We shall be fully responsible to reimburse the Management if the security deposit is inadequate to defray all costs of making good of damage to common properties and removal of debris.

Signature of Owner

Signature of Contractor

Name (In Block)

Name & Designation

Date

Date

E. HOUSE MOVING/BULK DELIVERY ACTION

1) House removal refers to any **bulk** delivery of any household items or equipments by Moving In / Out. Subsidiary proprietor, Resident or Tenant who either delivers such items either by themselves or by engaging the services of a house removal contractor.

2) Bulk deliveries and house removal must only be carried out during the following hours:

Mondays – Saturdays : 9.00 am – 5.00 pm

Sundays and Public Holidays : 10.00 am – 5.00 pm

Owners/ Tenants and their contractors are reminded to inform the Management Office of their schedules, particularly on Sundays and Public Holidays.

- 3) All deliveries and removals must be reported at the security check-point prior to the work being carried out. Otherwise the Management reserves the right to refuse entry of any unknown personnel for purpose which cannot be verified.
- 4) All contractors must report at the security check-point to obtain identification passes and must wear their passes at all times whilst in the Condominium. Security personnel have the right to question any person in the Condominium found without an identification pass.
- 5) All deliveries/ removals and workmen should use only designated areas so as not to inconvenience other residents. Packing and crating materials must be removed and disposed of by the occupants on the same day as they are being brought in.

- 6) Unwanted materials, debris, etc. should not be left in the common areas in the Condominium. Otherwise, they will be removed and costs charged to the occupants concerned.
- 7) Residents must ensure that adequate measures are taken to protect the common property during any bulk deliveries or house removal work.
- 8) Residents shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the residents concern.
- 9) Residents are required to place a cheque deposit of **S\$500.00** payable to “**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2748**” with the Management before any bulk deliveries or house removal works.
- 10) An non-refundable administrative charge of S\$50.00(Inclusive of GST) per occasion payable by residents for every moving-in or moving-out activity.
- 11) The deposit of **S\$500.00** shall be refundable free of interest subject to any deductions by the Management for any costs incurred for the disposal of unwanted materials, debris, etc, and/ or to remedy any damage caused to the common property by the resident or their movers.

F. USAGE OF PARKING FACILITIES

SECTION 1 – BASIC PRINCIPLES

- 1) All subsidiary proprietors, tenants or visitors are not allowed to park or leave any vehicle on designated car park lots, except with approval of the Management. An application has to be submitted for approval by the Management. On approval the Management will issue a car park label for the Resident's vehicle.
- 2) Every car park label is specific to the vehicle being registered with the Management and is therefore NON transferable.
- 3) Resident who owns a motor cycle is also required to apply for a car park label. Motor cycles are not permitted to be parked on car park lots.
- 4) Each apartment unit will qualify for ONE car parking lot and shall be issued with a Yellow Parking Label.
- 5) For Additional Vehicles (i.e. second or subsequent vehicle), Blue Parking Label(s) will be issued subject to availability of parking lots.
- 6) Only the subsidiary proprietor shall make application for himself or on behalf of his/her Tenant, in a prescribed form obtainable from the Management Office. A letter of authorization from the subsidiary proprietor is required if the Tenant is making the application directly to the Management.
- 7) All applicants for Car Park Labels are required to submit documentary proof of ownership, tenancy agreement, driver's residency and titles to ownership of vehicle.
- 8) The Management reserves the right to reject an application if it is not satisfied with the information or documentary evidence provided in support of an application for car park label.

SECTION 2 – TYPES OF VEHICLES

FIRST PERSONAL VEHICLE

- 1) The Personal Vehicle of each apartment unit shall be issued with a Yellow Park Label.
- 2) The Parking Label issued is NON TRANSFERABLE. A new label will be issued upon subsequent application by the Resident when he changes or purchase a new Personal Vehicle.

ADDITIONAL VEHICLE

- 1) Resident who owns more than one personal vehicle is required to apply for Blue Car Park Label for second or subsequent vehicle from the Management. Vehicles with Blue Labels are allowed to park at the white lots from level #3 and above. The approval for car labels for Additional Vehicles shall be processed by the Management on a case to case basis and subject to availability of car park lots.
- 2) An application for car label for additional vehicles is based on first come first served basis. It is also subject to availability of car park lots after all the first personal vehicles are issued with the Yellow Park Labels.
- 3) The Blue Car Park Labels for Additional Vehicles shall be valid for up to one (1) year or otherwise, as determined by the Management.

COMPANY VEHICLE

- 1) A Resident who does not own a Personal Vehicle and only drives a Company Vehicle as first and only vehicle for his/her apartment unit shall apply for a Yellow Car Park Label.

- 2) The rules for application procedure, as stated above (First Personal Vehicle) shall apply similarly for Company Vehicle which is used as only one vehicle for such apartment unit.
- 3) A Resident who owns a Personal Vehicle and also drives a Company Vehicle, the later shall be deemed as Additional Vehicle. Being classified as Additional Vehicle, such company or rented car will be issued with Blue Car Park Labels.
- 4) The rules for application procedure, as stated in above (Additional Vehicle) shall apply similarly for such company or rented car being used as Additional Vehicle by the Resident.
- 5) Application by the Resident for any company or rented vehicle must be supported by :
 - (a) A Letter of Authorization from the Company stating the Resident / Occupier's name and address in Queens; or
 - (b) A rental agreement showing that the person hiring the car is a bona fide resident of Queens; or
 - (c) Other documents that are deemed acceptable to the Management.

SECTION 3 – LOSS & REPLACEMENT OF CAR PARK LABEL

- 1) Residents who have lost the car park labels may obtain a replacement

- 2) In a change of ownership of the apartment unit, it will be the responsibility of the new subsidiary proprietor to ensure that the old car label of the previous subsidiary proprietor is surrendered to the Management Office before the new subsidiary proprietor applies for a car label. An administrative charge will be levied on the new subsidiary proprietor if the previous car label belonging to the ex-subsubsidiary proprietor is not surrendered to the Management.
- 3) In a change of Tenant, it will be the responsibility of the subsidiary proprietor to ensure that the car label of the previous Tenant is surrendered before the new Tenant applies for a new car label. An administrative charge will be levied on the subsidiary proprietor if the car label held by previous Tenant is not surrendered to the Management.
- 4) A new car park label is issued only upon application and subject to Resident returning the old car label. No administrative charge will be levied for replacing expired car park label.

SECTION 4 – VISITORS' PARKING

- 1) Visitors who drive to the Estate are allowed to park their vehicles between 7.00 am and 12 midnights.
- 2) Visitors are permitted to use only Class 2 or 3 vehicles for parking in designated Visitors' Lot.
- 3) Visitors' vehicles are to be parked at white lots from level #3 upwards.
- 4) No visitors are permitted to park their cars in any Residents' Car park with red lots at levels 1 & 2 car park.
- 5) The visitor is required to display Parking Chit, issued at the Guard House, prominently on the dashboard.

- 6) Overnight parking is allowed subject to discretion of the Security or Guard Supervisor and depending on availability of Visitors' Car Park Lots.
- 7) Approval for overnight parking is valid for only one (1) night.
- 8) The Resident and his/her Visitor who request for overnight parking are to apply in person at the Management Office for an Overnight Parking Chit.
- 9) No term or long period parking (i.e. exceeding 96 hours) will be granted to any visitors' vehicles.
- 10) Residents whose cars are in the workshop and who rented a temporary car may apply for a Visitor Parking Chit with approval for overnight parking, on condition that his/her Car Park Label is surrendered to the Management during that duration.

SECTION 5 – UNAUTHORIZED VEHICLES & ILLEGAL PARKING

- 1) Any vehicles belonging to the Residents shall be deemed as unauthorized vehicles under anyone of the following conditions :
 - (a) Vehicle that has no Car Park Label on its front windscreen or not displaying a valid and current Car Park Label issued by the Management.
 - (b) Vehicle that displays an invalid or expired Car Park Label.
 - (c) Vehicle whose Registration Number does not tally with the existing Car Park Label being displayed.
 - (d) Vehicle that has a Car Park Label which has been altered or tampered.

- 2) Any vehicle shall be deemed to have breached the By-Law by **illegal parking** under anyone of the following conditions :
 - (a) Visitor's vehicle, which does not display any Parking or Overnight Parking Chit on the dashboard of the vehicle.
 - (b) Visitor's vehicle found parking in any Residents' Car Park Lots.
 - (c) Vehicle found parking, at any unauthorized or prohibited places, such as fire engine access ways, main driveways, turf areas, drop-off point or over the pavement, handicapped car park lots.
 - (d) Vehicles with Blue Labels found parking in the red lots at levels #1 & #2

SECTION 6 – PENALTIES FOR UNAUTHORIZED VEHICLES & ILLEGAL PARKING

- 1) The Management shall be empowered to use a wheel-clamping device to immobilize any unauthorized or illegally parked vehicle. Security Officers are designated to carry out wheel clamping for any offending vehicle.

- 2) Any offending vehicle shall be wheel-clamped sixty (60) minutes after a Warning Notice has been issued and placed on the vehicle's front side windscreen. However, if parked on any unauthorized or prohibited places, such as fire engine access ways, driveways, turf areas, drop-off points or pavements, handicapped car park lots or any place other than a car park lot, it shall be wheel-clamped without any warning notice.
- 3) Any vehicle (Resident or Visitor) found using Car Park Labels that have been reported lost, forged or altered will be wheel-clamped. In addition the Management reserves the right to refer such cases to the Police for action.
- 4) For removal of wheel-clamping device, Vehicle Owner / Driver and / or Resident of such offending vehicle shall be required to pay \$200.00 and GST charges for removal fee in cash to the Management before Security Officers are permitted to remove the wheel-clamping device.
- 5) The removal fee shall be payable by the offending Vehicle Owner or Driver in **cash payment** (Singapore Dollars) at the Management Office during office hours (or at the guard room after working hours) before the wheel-clamp is removed from the vehicle. No cheque payment will be accepted.
- 6) Any immobilized vehicle not claimed by its owner within seven (7) days shall be reported to the relevant authorities and / or to be towed away at the owners' costs.
- 7) The Management reserves the right to immediately tow away any illegally parked vehicles at any prohibited places or where such parking has caused obstructions, inconveniences or posed safety hazard to other vehicles or residents.

- 8) All charges incurred by the management, including legal costs, any towing charges and incidental costs and expenses and further parking charges or fines shall be borne by the Vehicle Owner / Driver Resident involved in such offending vehicle, on an indemnity basis.
- 9) The Management shall not be liable for any damages, howsoever caused to any vehicle being immobilized by wheel clamping or being towed.
- 10) The Management reserves the right to sell any vehicles deemed abandoned (for more than 3 months) by anyone in the Common Property, and the Management may secure all its costs and fees from the sale and / or from the Subsidiary Proprietor.

GENERAL PARKING RULES

- 1) All vehicles are to observe the speed limit of up to 15 km per hour when driving within the Estate.
- 2) The Car Park Labels are to be prominently displayed on top right-hand side of the vehicles' front windscreen to facilitate identification and ease of entry at main entrance to the estate.
- 3) The Car Park Labels are not specific to any particular car park lot, and therefore, no resident is permitted to claim or reserve any preferred car park lot for exclusive use.
- 4) Car park lots are not to be used by residents for storage purpose, vehicle repair, car washing or polishing.
- 5) Car washing is permitted at designated car washing Area. Hosing of water for car wash is not permitted. Only cars with valid car park labels may be washed at Queens.

- 6) Use of water from fire hose or service tap is strictly prohibited. Any unauthorized user shall be fully liable for the cost of water and repair to damages caused to the fire fighting equipment and all administrative costs involved. Offender may be referred to the relevant authority for prosecution.
- 7) The Subsidiary Proprietor or Car Label holder of the vehicle shall be responsible for the action and conduct of his/her servant(s) or person(s) authorized to wash his/her vehicle. Any consequential liability or action for breach of the car parking rules by the latter shall be deemed to have been caused by the SP.
- 8) Acts of vandalism or persons caught vandalizing any property, equipment or vehicle shall be referred or handed over to the police for action. The costs of engaging or displaying surveillance equipment shall be borne by the offender.
- 9) All vehicles parked in Queens will be at Vehicle Owners' risk. The Management shall not be liable for any theft, damage or other misdemeanour caused to any vehicles, and / or their contents.
- 10) All Residents shall be required to observe and comply with the By-laws on car parking which the Management may review, if necessary, from time to time.

G. PETS

1. Livestock or other animals shall not be allowed or kept in any part of the Condominium, except that of dogs, cats and other household pets, not exceeding a reasonable number may be kept by the occupants in their respective units. Any such pets causing a nuisance or unreasonable disturbances to any other occupants of the Condominium shall upon notice given by the Management be immediately and permanently removed from the premises.
2. Only dogs of small breed as defined by the relevant authorities (AVA) are allowed in the Condominium.
3. All dogs must be kept on leashes and under control of their owners at all times.
4. Residents with household pets shall observe the following rules:-
 - a) Pets shall not be allowed in common areas. When in transit, they shall be carried or held on a leash;
 - b) Pets shall not be allowed in the recreational areas under any circumstances;
 - c) Residents shall clean up the waste of the pets left in the common areas; and
 - d) Residents shall be responsible for the cost of repairing and cleaning of areas being damaged or littered by their pets.
5. All dogs 3 months or older must be licensed by AVA.
6. The licence badge must be securely attached by means of a collar to the neck of the dog.

7. A dog of a breed classified as dangerous or potentially dangerous or fierce (Category A and B dogs by AVA) are not allowed in the Condominium.

Category A	Category B
<ul style="list-style-type: none"> × Pit Bull (includes American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier, the American Bulldog); × Akita; × Neapolitan Mastiff; × Tosa; × Crosses of Pit Bull, Akita, Neapolitan Mastiff or Tosa. 	<ul style="list-style-type: none"> × Bull Mastiff; × Bull Terrier; × Doberman Pinscher; × German Shepherd Dog or related Shepherd Dog breeds; × Rottweiler; × Perro de Presa Canario.

8. Residents are to check with AVA (Agri-food and Veterinary Authority of Singapore) on the number of pets allowed to be kept in each household.
9. The Management reserves the right to make additions or alternations to the existing clauses as and when necessary.

H. BICYCLE PARKING RACKS

1. An owner or lessee who occupies an apartment in **QUEENS** and owns a bicycle shall be eligible to book a Bicycle Parking Rack located in the Multi-Storey Carpark (MSCP) on a first-come-first served basis subject to availability. A maximum of 2 (two) bicycles is allowed per household.
2. The **BOOKING BLOCK PERIODS** are 01 January to 31 December.
3. Each household is entitled to book only one (1) Bicycle Parking Rack.
4. Residents are required to renew their bookings one (1) week before the expiry of each **BOOKING BLOCK PERIOD** (as stated in clause no. 2). Failing which, the Management will regard their booked rack as open for other residents to book
5. Any bicycle or ancillary items will be **REMOVED** from the Bicycle Parking Racks that have no valid bookings. The Management will not be held liable for damages, claim and liabilities resulting from the removal and disposal of the same.
6. The Management reserves the exclusive right to reject any application at its discretion. Applications, even if approved, shall be subject to cancellation at the Management's discretion. The Management's decision is final.
7. Bicycles parked in Multi-Storey Carpark (MSCP) must not cause obstruction and/ or nuisance to other bicycle owners or car owners as well as people walking by.

8. All bicycles parked in the Condominium are parked at the owners' risk. The Management shall not be responsible for any theft, damage or misdemeanour caused to the bicycles.
9. Residents shall ensure that their bicycles do not cause damage to other cars / bicycles parked in the Multi-Storey Carpark (MSCP) and shall be liable to pay for any damage caused.
10. All rules and regulations governing the Bicycle Parking in Multi-Storey Carpark (MSCP) shall be observed at all times.
11. The Management reserves the right to make additions and/or alterations to the existing clauses as and when necessary.

I. Others

1. The Management has the sole authority to assess and determine the amount payable for the cost of making good any damage, breakage or loss of equipment caused by the user. Such amount will be deducted from any available deposits in the first instance. If the deposit is inadequate or unavailable, the Management shall collect the amount from the user responsible for the damage, breakage or loss.
2. The Management shall not be held responsible for any injuries, damages, inconvenience or loss sustained by residents and their guests arising from the enforcement of the House Rules.

SECTION TWO : RECREATIONAL FACILITIES

A. GENERAL

1. Each facility has its own set of house rules including operating hours and fees chargeable that are legally binding. Residents and their guests must therefore abide to all the rules when they use and enjoy the recreational facilities. The Management Council is authorised to vary or change these house rules from time to time as they deem fit.
2. Reservation for use of Function Room Reading Room, Barbeque Pits, Tennis & Badminton Courts, Mini Golf, and Gymnasium shall be made in accordance with the procedures and time limits set in the House Rules for each facility.
3. Any person, resident or guest found to be in breach of the House Rules shall be required to leave the recreational facilities immediately, and the Unit concerned shall be barred from making any reservations for a period of one (1) month.
4. Residents are responsible for the behaviour of their guests and their compliance of the House Rule of each recreational facility.
5. Proper attires are to be worn when using the facilities. Appropriate tennis or badminton non-marking shoes must be worn when playing to avoid damage to the court's surface.
6. Unauthorized training or coaching classes shall not be allowed. Only trained or certified coaches or instructors are permitted to conduct coaching with prior registration with the Management. All coaches/instructors conducting instructional lessons/classes (authorized by the Management Council) shall be required to pay such non-refundable administrative fee and refundable deposit of

such amounts as may be determined by the Management Council from time to time.

7. All forms of ball games are strictly prohibited within the compounds of Queens Condominium other than those areas designated for such use.
8. The recreational facilities are for the exclusive use by residents and their guests. Non-residents are deemed to have assigned their rights to their tenants to use the facilities.
9. Only residents with valid resident passes may use or book the recreational facilities. If an online booking system is available, bookings may be done online with a login account assigned to each unit.
10. Guests of residents must be signed in and accompanied by the resident throughout the use of the specified facility.
11. A maximum of four guests per household units shall be allowed to use the recreational facilities at any one time.
12. Children under the age of 12 years shall not be allowed to use any of the recreational facilities unless unaccompanied by their parents or supervising adults who shall be responsible for the safety and proper behaviour.
13. Radios, hi-fi equipment, television sets, musical instruments and other similar audio – visual equipment may not be played in or about the recreational facilities except when operated with headphones.
14. Except for those games and activities for which the facilities were specifically intended, no other games or activities (such as soccer, roller-skating, skateboarding and “horse play” of any sort) shall be allowed in or about the recreational facilities.

15. Residents shall be responsible for any damage caused to the recreational facilities by them or their guests. Residents must be inform the Management of any existing damages to the facilities or equipment they or their guests are about to use, failing which they may be held responsible for such damage.
16. Residents are required to produce their resident passes at the facilities counter while claiming the keys to the recreational facilities. Failure to do so may result in refusal of use of the facilities.
17. Only coaches accredited/ sanctioned by the Management are permitted to conduct lessons. All coaches are to register with the Management for approval to conduct lessons.
18. The Management shall not be held responsible for any injuries, damages or loss sustained by residents and their guests during the use of the recreational facilities.
19. The Management reserves the right to refuse any resident from using the facilities if the resident fails to abide and comply with the House Rules on the usage of the facilities.

B. SWIMMING/CHILDREN'S POOL/FUN POOL

1. The swimming/ children's pool/ fun pool are opened from 6.30am to 10.00pm daily.
2. Residents using the pools must produce their resident passes to the facilities' guard in-charge.
3. Only residents and their guests are permitted to use the pools. Guests must be accompanied and signed in by a resident who shall ensure their guests comply with the rules and regulations contained herein. The maximum number of guests per housing unit shall not exceed four (4) at any one time.
4. Children under twelve (12) years old must be accompanied by their parents or supervising adults when using the pools.
5. Strictly no diving is permitted.
6. The deep end of the pool is for good swimmers only.
7. There will be no life-guard in attendance. Therefore, all residents and their guests use the swimming pool/ children's pool/ fun pool at their own risk. All swimmers are to refer to the pool rules displayed by the poolside and observe the necessary precautions while using the pools.
8. Swimmers are allowed to use only plastic goggles, floats and kick boards in the pools.
9. The life buoys are strictly for emergency use only and must not be removed from the racks except for saving lives.

10. As a precautionary measure, all persons must leave the swimming pool/ children's pool/ fun pool during heavy rain or thunderstorm.
11. Showers must be taken at footbath and suntan lotion/ oil must be removed from the body before entering the pools.
12. Persons suffering from any infectious or communicable disease or with bandages or open wounds or blisters of any type are not permitted to use the pools.
13. Noisy, rough or dangerous play is not permitted in the pools.
14. The following activities are not allowed on the pool decks:
 - a) cycling
 - b) roller-skating
 - c) throwing of Frisbees
 - d) skate-boarding
15. Eating, drinking and smoking in the swimming pool/ children's pool/ fun pool and at the pool deck area and its immediate vicinity are prohibited.
16. No pet is allowed at the pool deck and its surrounding.
17. The safety equipment provided around the pools shall be used for their intended purposes only.
18. All persons using the swimming pool/ children's pool/ fun pool must be in proper swimming attire. Persons in tee-shirt or shorts will not be allowed in the swimming pool/ children's pool/ fun pool. No person shall wear hair-pins, curlers, safety pin, bobby pins and similar objects in the pools.
19. Air-beds, surfboards, snorkelling and scuba-diving gear (such as flippers/ fins, diving suits, glass mask/ goggles), bulky inflatable toys, balls, Frisbees and similar objects shall not be

permitted in the swimming pool/ children's pool/ fun pool. Plastic goggles may be worn and children may play with their water toys in the wading pool.

20. Swimming coaches lessons shall be allowed during the following hours:-

Mondays – Fridays : 9.00a.m. – 7.00p.m.

Saturdays : 9.00a.m. – 5.00p.m.

Sundays and Public Holidays : No coaching allowed except with prior written approval from the Management.

21. Only qualified swimming coaches are allowed to conduct coaching lessons and must be registered with the Management before commencement of lessons. In addition, swimming coaches must be on the NROC (National Registry of Coaches).

22. All registered swimming coaches are to pay a half-yearly non-refundable and non-transferable administrative fee to the Management.

22. Guests are not allowed to take swimming lessons.

23. Spitting, spouting water, blowing the nose or discharging bodily waste in the pools is strictly prohibited.

24. Running, boisterous, rough play or excessive noise is forbidden in the pools, showers or changing rooms.

C. GYMNASIUM

1. The gymnasium is open from 5.30 a.m. to 10.00 p.m. daily.
2. The gymnasium is for exclusive use by the residents only. No guest is allowed to use the facility.
3. Residents must surrender their valid resident passes and sign in and out for the use of the facility at the facility booking counter.
4. Residents should read the instructions provided before using the equipment. Due care must be exercised when using the equipment to avoid accidents and damages.
5. Residents are advised to consult a medical practitioner before using the facilities. The Management will not be responsible for any mishap arising from the use of the equipment.
6. Children under twelve (12) years of age are not permitted in the gymnasium. Children between twelve (12) and eighteen (18) years of age must be accompanied by adults when using the equipment in the gymnasium.
7. Eating, drinking and smoking are strictly prohibited.
8. Residents using the facility must be properly attired. Bathing suits and street shoes are strictly prohibited.
9. Audio and video equipment is strictly prohibited.
10. Due care must be exercised when using the equipment in the gymnasium and such equipment must not be moved from its location. No equipment is to be removed from the gymnasium without the Management's permission.

11. Residents must bring along a towel when using the equipment in the gymnasium, for personal hygiene.

D. CHILDREN'S PLAYGROUND/PLAY AREA (BLOCK 12 BUCKINGHAM)

1. The children's playground/ play area (Block 12 Buckingham) is open from 7.00 am to 8.00 pm daily.
2. Children less than eight (8) years of age must be accompanied by their parents or supervising adults who shall be responsible for the children's behaviour in the playground.

The play area is open for children 5 years and below. Children must be accompanied by their parents or supervising adults who are responsible for the children's behaviour in the play area.

3. All persons are advised to leave the playground during heavy rain and thunderstorms.
4. No food and drinks are allowed in the playground/ play area (Block 12 Buckingham).
5. Noisy, rough and dangerous play will not be permitted at the playground/ play area (Block 12 Buckingham).
6. Whilst the Management will take every precaution to ensure the safety of the play equipment, it cannot assume responsibility for any loss or damage to any personal property, injury or death arising from carelessness or negligence on the part of the person(s) concerned, or arising from failure to abide by the rules and regulations.

E. FUNCTION ROOM

1. Opening time:

Mondays – Sundays & Public Holidays

Session A : 9.00 a.m. to 3.00 p.m.

Session B : 4.00 p.m. to 10.00 p.m.

2. Booking:

- a) Strictly only residents above the age of sixteen (16) years with valid resident passes are permitted to book the Function Room.
- b) Bookings must be made in person up to one (1) month in advance at the Facilities Counter during the office hours. All reservations will be on first come-first-served basis and only be confirmed after the completed application form is submitted and accepted.
- c) To discourage frivolous bookings, residents who fail to turn up after two (2) bookings and without making proper cancellation, will be barred from the use of the facility during the next two (2) months commencing from the last booking.
- d) Resident is required to undertake to comply with the Rules and Regulations as stated in the application form before any approval maybe granted.
- e) Cancellation of bookings shall be made at least one (1) week before the date booked.
- f) All bookings are not transferable.
- g) Each household is entitled to book only one (1) session at any point of time.

- h) Residents are not allowed to book the Function Room and Barbecue Pit on the same day.
3. The number of guests is limited to thirty (30). It is advisable that a guest list has been given to the Management to facilitate security control and guests' easy access into the Condominium.
 4. Residents who made the booking will be held responsible for the cleanliness of the above facilities and its surroundings. All waste or other refuse must be disposed into watertight plastic bags and deposited into litter bins provided. Bulk refuse must be removed out of the Condominium by the resident concern at his own cost.
 5. The Function Room shall be used for the specific purpose as stated in the application form. Commercial, religious or political, company gathering or illegal activities are not permitted unless with the prior written consent of the Management. Residents must obtain proper licence/ permit from the relevant authorities for holding the function where necessary. Conducting instructional classes such as dancing, tutoring, yoga, crafts and others that have no commercial gain is permitted from Monday to Thursday, except on the eve of Public Holidays and Public Holidays and, is limited to Session A between 9.00am to 3.00pm
 6. Live band, mobile disco or hi-fi system is not permitted. Only portable component of approved type can be used provided there is no complaint from other user and resident. The Management reserve the right to authorise the removal of these equipment should it deem fit.
 7. Resident host shall ensure that his guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other residents.

8. Cooking of food in the Function Room and the common areas is strictly prohibited.
9. Due care must be taken while decorating the Function Room. All chairs, tables, equipment or decoration brought into the room must be removed on the same day. Banners, posters, notices, stickers, signages or advertisement are not allowed to be placed or displayed in the room or the passageway leading to the room.
10. Resident host shall be responsible for any damages and shall pay for all costs and expenses incurred by the Management for making good such damage.
11. The Management reserves the right to disallow further use of the facility for residents who have infringed any of the rules and regulations stipulated for a period of two (2) months commencing from the last use.

F. BARBECUE PITS

1. Opening time:

Mondays – Sundays & Public Holidays

Session A : 9.00 a.m. to 3.00 p.m.

Session B : 4.00 p.m. to 10.00 p.m.

2. Booking:

- a) Strictly only residents above the age of sixteen (16) years with valid resident passes are permitted to book the Barbecue Pits.
- b) Bookings must be made in person up to one (1) month in advance at the Facilities Counter during the office hours. All reservations will be on first come-first-served basis and only be confirmed after the completed application form is submitted and accepted.
- c) To discourage frivolous bookings, residents who fail to turn up after two (2) bookings and without making proper cancellation will be barred from the use of the facility during the next two (2) months commencing from the last booking. All bookings made must be accompanied with a refundable deposit of S\$50.00 for confirmation of booking. The deposit, free of interest, will be refunded on the condition that the Barbeque Pit is handed over in a clean and satisfactory condition as determined by the Management. In the event that the cost of cleaning or repair exceeds the deposit, the Resident will have to pay the additional costs.
- d) Resident is required to undertake to comply with the Rules and Regulations as stated in the application form before any approval maybe granted.
- e) Cancellation of bookings shall be made at least one (1) week before the date booked.

- f) All bookings are not transferable.
- g) Each household is entitled to book only one (1) pit per session per week.
- h) Residents are not allowed to book the Barbecue Pit and Function Room on the same day.
3. The number of guests is limited to ten (10).
 4. Setting up of tents or camping overnight is not permitted.
 5. Highly flammable equipment and portable barbecue burners are not permitted at the Barbecue Pit.
 6. Live bands or mobile discos are not permitted.
 7. Portable radios and cassette players are permitted at the barbecue area provided there are no complaints from other users and residents and the Management reserves the right to authorise the removal of any of these equipment should it deem fit.
 8. The resident host shall ensure that there would not be excessive noise or nuisance caused to other residents.
 9. Residents and their guests must ensure that the barbecue pits and its surroundings are left in a clean and tidy condition after use.

10. The resident shall be held responsible for the compliance with these Rules and Regulations in respect of the Barbecue Pits and its facilities to the satisfaction of the Management. Inspection of the Barbecue area shall be carried out by the Management to determine whether there has been such compliance. The Management reserves the right to refuse further bookings for a period of two (2) months for non-compliance of any of the above. All cost incurred in cleaning the area or to rectify any damage done shall be borne by the resident concerned on an indemnity basis.
11. All unwanted leftover food, litter, etc. must be disposed into trash bins provided. Washing of barbecue utensils, equipment, cutlery or crockery is not allowed at the changing rooms or on pool deck. In the event that the trash bins are full, resident shall provide their own refuse container into which all litter, waste food, etc, are disposed of.
12. Permission must be obtained from the Management prior to hiring of additional tables and chairs to be used at the barbecue area.

G. FITNESS STATION

1. The fitness station is open from 7.00 am to 10.00 pm daily.
2. It is for the use of residents who should exercise due care when using the facility.
3. Residents using the facilities station early in the morning or late at night should refrain from loud talk or creating any nuisance.
4. Due care must be exercised when using the fitness corner to avoid accidents and damages.
5. Residents are advised to consult a medical practitioner before using the facility. The Management will not be held responsible for any mishap, injury or death arising from carelessness or negligence on the part of the user or arising from failure to abide by the rules and regulations when using the facility.

H. TENNIS COURT

1. Playing Time:
Mondays – Sundays : 7.00 a.m. to 10.00 p.m.

2. Prime Time:
Mondays – Fridays : 5.00 p.m. to 10.00 p.m.
Saturdays, Sundays and Public Holidays: 7.00 a.m. to 10.00 p.m.

3. Booking:
- a) Strictly only residents with valid resident passes are permitted to make bookings.
 - b) Bookings must be made in person and will be accepted on a first-come-first-serve basis.
 - c) All bookings are not transferable.
 - d) All residents' entitlement shall be one (1) hour per apartment per game per day subject to a maximum of two (2) hours of prime time per week.
 - e) Advance booking is permitted for up to seven (7) days in advance, inclusive of the day of booking, e.g. booking can be made on Sunday for day of play for next Sunday.
 - f) Residents who are unable to turn up for their session of play must inform the Facilities Counter at least one hour before the playing time.
 - g) In case of no-show, the booked hours will be forfeited after a grace of ten (10) minutes. The court may then be allocated to another resident on first-come-first-basis.

- h) Residents who fail to turn up after two (2) bookings and without making proper cancellation will be barred from making any booking for a period of one (1) week commencing from the following Monday.
 - i) In event of rain, item (g) and (h) will not apply to tennis court bookings.
4. Smoking, eating, gambling, pets or other activities, other than tennis game are not permitted in the courts.
 5. Players must be properly attired. Shoes and balls used must be of non-marking type. Any players found not complying with the rule will be barred from the court.
 6. Guests shall be accompanied by the residents throughout the use of the courts who shall ensure that they comply with the rules and regulations. The maximum number of guests should not exceed four (4) persons per Resident's Pass.
 7. Residents will be held responsible for any damages caused by themselves or their guests. Any damage caused by the previous player must be reported to the Facilities Counter immediately before the commencement of the game.

I. BADMINTON COURTS

1. Playing Time:
Mondays – Sundays : 7.00 a.m. to 10.00 p.m.

2. Prime Time:
Mondays – Fridays : 5.00 p.m. to 10.00 p.m.
Saturdays, Sundays and Public Holidays: 7.00 a.m. to 10.00 p.m.

3. Booking:
- a) Strictly only residents with valid resident passes are permitted to make bookings.
 - b) Bookings must be made in person and will be accepted on a first-come-first-serve basis.
 - c) All bookings are not transferable.
 - d) All residents' entitlement shall be one (1) hour per apartment per game per day subject to a maximum of two (2) hours of prime time per week.
 - e) Advance booking is permitted for up to seven (7) days in advance, inclusive of the day of booking, e.g. booking can be made on Sunday for day of play for next Sunday.
 - f) Residents who are unable to turn up for their session of play must inform the Facilities Counter at least one hour before the playing time.
 - g) In case of no-show, the booked hours will be forfeited after a grace of ten (10) minutes. The court may then be allocated to another resident on first-come-first-basis.

- h) Residents who fail to turn up after two (2) bookings and without making proper cancellation will be barred from making any booking for a period of one (1) week commencing from the following Monday.
4. Smoking, eating, gambling, pets or other activities, other than badminton game are not permitted in the courts.
 5. Players must be properly attired. Shoes and balls used must be of non-marking type. Any players found not complying with the rule will be barred from the court.
 6. Guests shall be accompanied by the residents throughout the use of the courts who shall ensure that they comply with the rules and regulations. The maximum number of guests should not exceed four (4) persons per Resident's Pass.
 7. Residents will be held responsible for any damages caused by themselves or their guests. Any damage caused by the previous player must be reported to the Facilities Counter immediately before the commencement of the game.

J. BASKETBALL PRACTICE AREA

1. The court is open from 8.00 am to 9.00 pm daily.
2. Residents are required to sign in at the facilities counter before use.
3. The court is opened to all residents and their guests. The number of guests is limited to four (4) guests.
4. Players must be properly attired and must wear clean and non-marking basketball shoes.
5. Eating, drinking and smoking in the basketball court is prohibited.
6. The Management shall be at liberty to add new clauses or amend existing ones as and when necessary.
7. Only basketball game is permitted in the basketball courts.

K. MINI-GOLF DRIVING RANGE/PUTTING GREEN

1. Playing Time:

Mondays – Sundays: 8.00 a.m. to 9.00 p.m.

2. Bookings:

- a) Strictly only residents with valid Resident Passes are permitted to make facility.
- b) Bookings must be made in person and will be accepted on a first-come-first-serve basis.
- c) Each booking shall be on an hourly basis.
- d) Each apartment is entitled to two (2) hours per week. Additional bookings will be subject to availability.
- e) All bookings are not transferable.
- f) Advance booking is permitted for up to seven (7) days in advance, inclusive of the day of booking, e.g. booking can be made on Sunday for day of play for next Sunday.
- g) Failure to turn up by resident who make the booking, 10 minutes after the scheduled time of play, barring raining weather, the reservation will be allocated to the next party on first-come first-serve basis.
- h) Cancellation of booking must be made at least one hour before playing time.
- i) To discourage frivolous bookings, residents who fail to turn up after two (2) bookings and without making proper cancellation

will be barred from making any booking for a period of one (1) week commencing from the following Monday.

j) In the event of rain, item (g) and (i) will not apply to the bookings.

3. Residents must produce their valid Resident's Pass and sign for the use of the facility.
4. Residents shall ensure that no one, especially children, is around them when they are swinging their clubs.
5. Beginner golfers must be accompanied/ supervised by experienced golfers when using the driving range.
6. Food and pets are not allowed in these facilities.
7. All litter must be disposed in receptacle provided.
8. Children under 16 years of age are not permitted in the driving range/ putting green unless accompanied by parents or supervising adults who will be responsible for their safety and proper behaviour.
9. All persons are advised to leave the driving range/ putting green during heavy rain and thunderstorms.
10. Residents will be held responsible for any damages caused by their guests or themselves. Any damages caused by previous players must be reported to the Facilities Counter immediately before the commencement of use.
11. Only coaches are accredited/ sanctioned by the Management are permitted to conduct lessons on this facility.

L. READING ROOM

1. The Reading Room is open from 7.00 a.m. to 10.00 p.m. daily.
2. Only residents and their guests may use the reading room. Guest using the room must be accompanied by their host/ hosts who shall ensure that their guests comply with the rules and regulations contained herein. The maximum number of guests per household shall not exceed four (4) guests at any one time.
3. Children less than 12 years of age must be accompanied by their parents or supervising adults who shall be responsible for the children's proper behaviour and safety.
4. No food is allowed in the reading room.
5. Pets are out of bound in the reading room.
6. All litter must be disposed of in the receptacles provided.
7. All persons using the reading room must be properly dressed.
8. Residents shall ensure that their guests do not create any noise or nuisance or misconduct likely to interfere with the peaceful enjoyment or cause annoyance to other residents.
9. Residents shall be responsible for any damages and shall pay for all costs and expenses incurred by the Management for making good such damages.
10. The Management reserves the right to disallow further use of the facility for residents who have infringed any of the rules and regulations stipulation herein for a period of one (1) week commencing from the following Monday.
11. Tuition is not allowed to be conducted in the Reading Room.

SECTION THREE : Prescribed By-Laws – Extract From the Second Schedule of the Building Maintenance and Strata Management Act (BMSMA)

- 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 and 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 authorized 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 7 A subsidiary proprietor or an occupier of a lot shall take

- playing on common property in building
- 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 liquid, . 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 authorized 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.

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| 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 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. |

of 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		<p>(1) A subsidiary proprietor or an occupier of a lot shall not do any thing or permit any of his invitees to do any thing on the lot or common property that is likely to affect the operation of fire safety devices in the parcel or to reduce the level of fire safety in the lots or common property.</p> <p>(2) A subsidiary proprietor or an occupier of a lot shall also not do any thing or permit any of his invitees to do any thing 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.</p> <p>(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.</p>
Control on hours of operation and use of facilities	18 .	(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

19 (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.