

LA CORDEE Internal Rules

These internal rules do not replace the co-ownership regulations, but provide additional details and informs the residents of their rights, duties and obligations, as well as informing them of the common facilities available to them.

In order for the co-ownership to run smoothly, the harmony between the residents as well as the respect of the persons and the goods, these internal rules (in addition to the Residence Regulations, Reglement de Copropriete in French) is applicable under the authority of the Syndic.

The caretaker is responsible for ensuring that these rules are being enforced and must inform the Syndic in the event of any infringement.

These Internal Rules will be given to each existing resident and to every new co-owner. Those rules apply to all the co-owners, their tenants, their families and their guests. A copy of this document is also available at the caretaker's office.

Co-owners who are renting their properties must append this document to their tenants' agreement lease and the tenants will have to accept these regulations.

A caretaker is present year-round in the residence. His days and working hours are displayed on his office door.

His office is located on the ground floor of building 2.

1. Noise disturbance

Everybody must make sure that the residence remains calm and must not disturb their neighbours with noises of any origin (sound equipment, music instruments, appliances, tools, sound from doors, chairs, heels, ski boots etc...) in the common and private areas.

Any objects emitting vibrations must be insulated.

Noisy work, including gardening, with or without electric tools, can only be done between 8 am and 6 pm Monday to Friday and Saturdays from 9 am to 12 pm and 4 pm to 6 pm.

This type of work is strictly forbidden on Sundays and public holidays. Any disturbance, day or night, is formally prohibited and punishable by law especially between 22h and 8h: articles 472 and 482 of the Penal Code.

2. Facades (balconies, roller shutters, blinds, windows, handrails)

Any modification of the exterior appearance of the facades is forbidden.

It is forbidden to hang clothes/laundry; store objects, furniture, bicycles and **ski gears** on the balconies or terraces.

Installation of any object that blocks the view is forbidden.

The use of barbecues or other appliances that produce smoke is prohibited, except for electric barbecues.

It is forbidden to shake carpets, mats, tablecloths, and to throw dust, objects or debris from the balconies or the windows.

An approval request must be made to the Syndic before installing any satellite dish. The latter will make sure this installation meets the regulations and conditions required.

3. Elevators

Instructions and safety rules must be respected. Children under 10 years old must be accompanied by an adult. Doors must not be forced. It is forbidden to smoke or leave rubbish in the elevators. In the event of a thunderstorm the use of the elevators is not recommended.

4. Underground parking and exterior carparks

Each private parking place is reserved for its owner. It is forbidden to park, even temporarily, in any other traffic areas.

The carparks are equipped with:

- Parking spots for electric vehicles
- Parking spots for disabled people
- Visitors' parking spots

Car parks may only be used to park vehicles.

Vehicles may only be parked on the exterior parking spots for a maximum of 15 days.

Storage of any flammable or non-flammable object, as well as car washing, oil draining, and car work are strictly forbidden in any parking area.

Each owner is responsible for ensuring that his vehicle and parking spots are properly maintained.

Drivers must drive at a walking pace in the car parks and to be particularly vigilant during rainy days when the floor is slippery.

It is strictly forbidden to smoke in the underground car parks.

No vehicle exceeding 10 tons can access any of parking areas (inside or outside).

For the safety and security of everybody, it is recommended to make sure that unknown vehicles or persons do not take advantage of the opening of the garage door to enter the car parks.

You should never leave your magnetic cards or any remote control in your vehicle. Please notify the caretaker immediately if you lose a magnetic card so that it can be deactivated.

5. Cellars

The access doors to the cellars must be kept closed and the corridors left free of any object (as a fire safety prevention). It is forbidden to store toxic, explosive and flammable products in the cellars. Cellar doors must be kept closed at all times.

It is allowed to replace the doors by reinforced doors provided that the exterior colour is identical. The cellar number must always be visible.

6. Ski Rooms

Every co-owner has at their disposal a ski locker with a capacity of 4 pairs of shoes and 4 pairs of skis.

Each ski locker has a hot-air drying system for shoes and boots.

Each co-owner will be given a set of keys corresponding to their ski locker.

Skis and ski boots are not allowed in common areas beyond the ski locker areas.

In case of loss of keys, please inform the caretaker who has a general pass enabling him to open your ski locker (co-owners should make copies of their keys at a locksmith).

7. Laundry

A laundry area is at your disposal.

The operating instructions for the machines are displayed in the laundry room.

Rules of use:

- Animals are prohibited.
- Usage is restricted to adults.
- Users must comply with the safety and operating instructions of the machines displayed in the laundry room.
- Users must respect the cleanliness of the laundry room and the machines.
- The laundry facilities are free to use. The use of the laundry room is under the user's own responsibility. The co-ownership is not responsible for theft, damage

caused by misuse, deterioration of linen, or damage of any kind.

- In case of emergency contact the caretaker.

8. Bicycle storage room

Bicycle racks are at your disposal.

Abandoned bicycles should not be left in it.

Under no circumstances should bicycles be stored in common areas, corridors or balconies.

It is recommended to put an anti-theft lock on your bike.

9. Garbage rooms

Selective waste sorting bin facilities are at your disposal in front of building 2 on Liarets Road. Instructions are displayed on each bin.

All bulky items must be taken by yourself to the waste and recycling centre.

10. Pipelines

Never throw away solid, liquid, bulky or expandable products that may cause deterioration or clogging of the pipes.

11. Key Access / Automated Access

Common sense contributes to the safety and security of everybody.

Permanent authorisation has been granted to the police and to the Gendarmerie Nationale to have access to our common areas. This was granted during the general assembly of May 26th 2018 in accordance with article 13 of the Law of 21st January 1995 related to the security in buildings.

You must notify the caretaker of any suspicious activity or item in the common areas as well as any faulty equipment.

You must carefully close all doors behind you when entering or leaving any common area.

12. Post / Mail

The mail is distributed daily by the caretaker.

In order to facilitate the distribution of the mail, please include the number of your apartment when giving out your address.

13. Animals

Dogs, cats and other domestic animals are tolerated in the residence provided they are not dangerous and do not cause any disturbance to neighbours.

Animals must be kept on a leash in all common areas. Animals are not allowed on the lawns. Any excrement must be immediately cleaned up by the owner.

14. Common areas

Landings, halls, basement corridors, car parks, traffic areas and common green areas must be free of any object, with the exception of door mats placed on the landing on the front of doors. Their maintenance remains the responsibility of the owner.

Any abandoned item in the common areas must be reported to the caretaker.

People who use the common areas, whether inside or outside, must make sure they leave them clean and tidy after use.

The maintenance of the common areas is the responsibility of the caretaker.

15. Common areas within the private areas (technical ducts, pipes, facades, etc.)

In case repair work needs to be done out in common areas on facades at the level of your accommodation, or inside of your apartment, in your cellar, your parking box or car park, you must allow access to this area to the chosen company by the Syndic so the works can be carried out by:

- Being present at the time of the appointment notified to you.
- Or
- Giving your keys to the person of your choice who will represent you.

Reminder of the co-ownership agreement (third part, chapter 2 Article 8H – ‘Free Access’): In the event of prolonged absence, all occupants must leave their apartment keys with another person living in the same township of the building. The Syndic must be given the identity and address of this person. This key holder will be allowed to enter the apartment in case of emergency.

Ventilation ducts (mechanical ventilation) are part of the common areas. The outlets of the ventilation ducts within your apartment are private. You must make sure they are working properly. You must clean them regularly or replace them if they are defective.

The hot and cold water shut-off valves, in the technical ducts of the apartments, are "private" and must be maintained or replaced at your own expense.

Occupants are not permitted to do any work which is likely to harm the structure of the building. No supporting structure can be modified without detailed specifications

drawn up by an approved architect. These specifications must be given to the Syndic who will in turn bring it to the attention of the Co-Ownership Syndicate during the next General Assembly.

16. Damages in communal areas

As a co-owner, you bear sole responsibility for all damages and as a general rule, any incident or accident caused by you, your family, your tenants, your guests, your pets or any company working for you, in all the common areas inside or outside the residence.

All related repairs will be invoiced to you.

In order to avoid as much as possible this kind of inconvenience, if you are moving in or moving out, having work done, or during large deliveries, please notify the caretaker in advance so he can install protective covers in the elevators.

17. Communal green areas and privately-owned gardens

The care of the common green areas is done by the caretaker, (this includes mowing, cutting and trimming, treatment, watering...).

The hedges of privately-owned gardens are considered "common areas".

The trimming (for the 3 sides) and treatment of these hedges are the exclusive responsibility of the caretaker in order to maintain a visual unity.

To preserve and respect the private areas it is forbidden to walk in the private gardens without the approval of the owner.

The caretaker is responsible for clearing the snow from the car parks and access areas to the residence.

It is also the duty of the caretaker to put salt on all common paths around the residence.

18. Children's outdoor playground area

The Syndic can change the opening hours of the outdoor playground area and to momentarily close it in case of bad weather, for maintenance purposes or in case of special circumstances.

The outdoor playground can only be used by the co-owners or their beneficiaries.

Only children between the age of 1 to 12 can use the playground. They must remain at all time under the supervision and responsibility of an adult.

The equipment provided must not be degraded and must be used in an adequate manner.

The users must respect the cleanliness and the hygiene of the playground. Any garbage must be put in the garbage baskets.

Entrance to the playground is forbidden to:

- Motor-driven vehicles
- Pets

It is forbidden to:

- Smoke in the premises of the playground
- Enter the playground with alcohol bottles
- Damage the trees, bushes, flowers and plants

19. Children's indoor playground area

The Syndic can change the opening hours of the indoor playground area and to momentarily close it for maintenance purposes or in case of special circumstances.

The indoor playground can only be used by the co-owners or their beneficiaries.

Only children between the age of 1 to 12 can use the playground. They must remain at all time under the supervision and responsibility of an adult.

The equipment provided must not be degraded and must be used in an adequate manner.

Television screen: managed by the caretaker. The TV can be used to broadcast children's programs. The sound volume must be of a level so as not to cause inconvenience to other people using the play area.

20. Reception area

The lounge is open every day.

The Syndic can change the opening hours of this area and to momentarily close it in case of incidents, accidents or for maintenance purposes.

The Co-Ownership Syndicate shall have sole authority to amend those rules and regulations after a vote taken during its general assembly.

This friendly area can only be used by the co-owners or their beneficiaries. The usage of this area is governed by this document and must be followed by everybody. Courtesy and respect towards others must be applied at all times.

Appropriate attire must be worn.

Games in this area must never cause noise disturbances that could bother the other users in this area.

The equipment provided must not be degraded and must be used as intended in an adequate manner.

The reception area is divided into several zones:

- Games: billiard, baby-foot etc.
- Video: film, TV
- Rest, reading, library
- Water dispensers
- Fireplace

21. *Swimming pool and Spa*

The swimming pool and the spa are open every day from 10am to 21pm as decided during the general assembly of March 9th 2019.

The Syndic can change the opening hours of this area and to momentarily close it in case of incidents, accidents or for maintenance purposes.

The Co-Ownership Syndicate shall have sole authority to amend those rules and regulations after a vote taken during its general assembly.

The pool and spa areas can only be used by the co-owners or their beneficiaries.

The Co-Ownership Syndicate may sign contracts with sports instructors for them to lease facilities for the purpose of providing individual or group lessons.

21a. *Swimming pool and spa -- - general rules:*

The maximum capacity of the swimming pool at one time is 20 people.

The maximum capacity of the spa at one time is **6 people** for a period of 15 minutes.

Use of the spa is under the responsibility of the user.

Damage to the equipment or damage caused by the use of soap in the spa will be charged to the user.

Sun and oil lotion are strictly prohibited in the spa.

Beware of drowning: heat increases the effects of medication and alcohol, which could lead to loss of consciousness. Get out immediately if you feel tired or sleepy.

Spa use is not without consequences to one's health depending on individuals. We invite all users to exercise caution and understand all the risks involved by talking to a physician prior to using the spa.

The use of a spa during pregnancy can be detrimental to the foetus.

If you have any health problems (cardiovascular problems, diabetes, obesity, etc.) we strongly recommend you ask your physician for advice before using the spa.

Quality control readings of the water in the swimming pool and spa (temperature, pH of the water, active free chlorine and combined chlorine) will be taken weekly and displayed at the entrance to the pools.

The caretaker is responsible for the maintenance and the quality control of the water.

In the interest of safety and public health, the caretaker can decide to limit the number of users. In case of temporary exceedance of its capacity, a temporary closure may be decided.

It is imperative that all users know the rules and regulations before gaining access to those facilities.

Users must abide by these regulations prior to entering the swimming pool or spa, (shower or boot bath including strollers/wheeled objects) and to be barefoot throughout the entire facilities.

Users must have at all times an adequate behaviour and respect other users or staff members in order to create a pleasant and peaceful environment for all. Any person making sexist, incorrect, racist or religious remarks will be excluded from the facilities.

Users should avoid any waste of water.

As a last resort, the caretaker will take all necessary decisions in order to restore order.

21b. Swimming pool and spa prohibited things:

- To stay in the pool and spa area outside of the opening hours
- To use the pool if you do not know how to swim
- To smoke in the pool and spa area
- To spit, urinate, throw paper, chew gum, eat or drink
- To push, run, play violent games, or play with balls
- To somersault jump in the water
- To use inflatable boats or objects
- To use any objects and/or equipment that may affect the safety and tranquillity of other users
- To possess or consume alcohol and other substances prohibited by law
- To possess sharp objects of any form
- For children under the age of 12 unless they are accompanied by an adult
- For persons with skin disease without a medical certificate
- For persons under the influence of alcohol or drugs
- For animals

21c. Swimming pool and spa – dress code:

Persons dressed other than for swimming are not permitted near the pool.

Bathing suits are required in the pool area.

One-piece or two-- - piece swimsuit for ladies is compulsory; women are not

permitted to go topless.

Diving equipment (wet suits, masks, flippers, snorkels, oxygen tanks, etc.) is prohibited.

Swimming goggles are allowed.

Nudity is prohibited and will be sanctioned by filing a complaint to the competent authorities.

21d. Swimming pool and spa responsibilities:

The Syndic, the Co-Ownership Syndicate, the co-owner council and their employees cannot be held civilly nor criminally liable for any incidents or accidents which occurred as a result of non-compliance with these rules and regulations.

Damage to the equipment or damage caused by the use of soap in the spa will be charged to the user.

21e. Swimming pool and spa -- - Important information:

In the event of an incident staff are entitled to immediately initiate the following intervention process:

Reporting of the incident, accident or dispute to the designated officials namely the co-owner council's President and the Syndic.

- Review the facts
- Temporarily exclude a person, under the authority of the caretaker.
- Definitively exclude a person with the consent of the Syndic.
- Temporarily closure the pool with the consent of the Syndic.
- Report the facts to the competent authorities (Police, Gendarmerie Nationale) under the authority of the Syndic. The Co-Ownership Syndicate of the residence LA CORDÉE has in a general assembly given authorisation to the Police and the Gendarmerie Nationale to have access to the common areas of the residence. If an individual's behaviour creates a danger to other users, staff, or to themselves, the staff and the Syndic have the ability to involve law enforcement agencies.

Note: A register of complaints is available to users in the office of the caretaker. Anonymous or abusive comments will not be accepted.

22. Hammam and sauna (Wellness area)

The hammam and sauna areas are open every day from 10am to 21pm as decided during the general assembly of March 9th 2019.

The Syndic can change temporarily the opening hours of this area and to momentarily close it in case of incidents, accidents or for maintenance purposes.

The Co-Ownership Syndicate shall have sole authority to amend those rules and regulations after a vote taken during its general assembly.

22a. Wellness area -- - general rules

The wellness area can only be used by the co-owners or their beneficiaries.

Children under 16 years of age are not allowed. Children between 16 to 18 years old must be accompanied by an adult.

The wellness area is a relaxation area. We therefore ask you to respect the calm and discretion required.

It is forbidden:

- To eat, drink, and smoke in the wellness area
- To enter the wellness area in outdoor shoes.
- To use radios, mobile phones, cameras and video/camcorders
- To be naked

Hygiene rules in the hammam and spa:

- Shower prior to going into the hammam or sauna
- Decent bathing suits must be worn at all times
- Good behaviour and attitude is mandatory
- Sun and oil lotion are not allowed
- Access is forbidden to persons with skin disease unless they provide a medical certificate stating that their injury does not present a risk of contagion.

The caretaker is responsible for the maintenance of the hammam and the sauna.

The caretaker and the Syndic have the right to ban entry to the wellness area to any person whose behaviour violates those rules.

22b. Rules for use of the sauna and hammam

The sauna and hammam are limited to a maximum of 6 people at one time.

For hygiene reasons you must always sit on your personal towel.

It is forbidden to modify or adjust the settings of the premises.

The recommended use of the sauna and / or hammam consists of two or three sessions of 8 to 12 minutes interspersed with a shower and rest period, to relax and freshen up.

At the end of every session it is recommended to drink lots of water. Alcohol consumption strongly discouraged.

CAUTION: Vasodilatation of vessels due to heat triggers rapid acceleration of the heart rate and poses a danger for people with cardiovascular diseases (leave the sauna or the hammam immediately in case of discomfort).

23. Fitness centre

The fitness area is open every day from 10am to 21pm as decided during the general assembly of March 9th 2019.

The co-owner council can change temporarily the opening hours of this area and to momentarily close it in case of incidents, accidents or for maintenance purposes.

The Co-Ownership Syndicate shall have sole authority to amend those rules and regulations after a vote taken during its general assembly.

The Co-Ownership Syndicate may sign contracts with sports instructors for them to lease facilities for the purpose of providing individual or group lessons.

23a. General rules

Access to this area and to its equipments is strictly forbidden to people under 18 years old unless accompanied by an adult.

The fitness area can only be used by the co-owners or their beneficiaries.

The use of this room is governed by those rules and regulations, which must be followed at all times. Courtesy and respect towards others must be applied at all times.

Every user in this area must be dressed decently in sportswear. Every outfit must be suitable for the use of each equipment. Ties, belts or scarves and generally any garment or article which could get caught in an equipment are prohibited. Sports shoes must be suitable, non-slippery and clean.

Before using any of the equipment, each user must, under their own responsibility:

- Consult a sports specialist to verify that their physical condition allows them to use the equipment.
- Read and understand the operating instructions of every equipment that they intend to use and to comply with it.

23b. Rules for use of the fitness centre

Use of every equipment is under the sole responsibility of the user, with no specific supervision in the area.

Every equipment must be dried and cleaned by its user so as to allow a normal use to the next person using it. Dirt or any damage, even minor, will be charged to the perpetrator. Each user must bring and use a clean towel so as to avoid leaving sweat or marks on the equipment.

Users are requested to leave their belongings either in their own apartment or in the changing rooms. The personal effects of each user will remain at all times under their own responsibility, wherever they decide to leave them.

The bars of the "free weights" must be removed and stored after use, with the weights, on the racks.

In order to satisfy all the users and to avoid long waiting times, it is recommended that users take turns and rotate while using the different equipments.

During peak periods, the use of cardio-training equipment is limited to 15 minutes. The use of poles and the practice of gymnastics on the floor are forbidden in the fitness area.

Smoking is prohibited.

24. Climbing room

The climbing room is open every day from 10am to 21pm as decided during the general assembly of March 9th 2019.

The co-owner council can change temporarily the opening hours of this area and to momentarily close it in case of incidents, accidents or for maintenance purposes.

The Co-Ownership Syndicate shall have sole authority to amend those rules and regulations after a vote taken during its general assembly.

The Co-Ownership Syndicate may sign contracts with sports instructors for them to lease facilities for the purpose of providing individual or group lessons.

24a. Climbing room - General rules

Access to this area and to its equipments is strictly forbidden to people under 18 years old unless accompanied by an adult.

The climbing room can only be used by the co-owners or their beneficiaries.

The use of this room is governed by those rules and regulations, which must be followed at all times. Courtesy and respect towards others must be applied at all times.

Every user in this area must be dressed decently in sportswear.

The climbing wall is used for climbing, as well as physical or educational activities directly related to the practice of climbing.

Climbing on a climbing wall leads to risks of falling on to safety mats. Every climber must be aware of the risks taken.

Only climbing shoes or sports shoes are permitted beyond the entrance door of the room.

24b. Climbing room - Rules of use

Use of every equipment is under the sole responsibility of the user, with no supervision in the area.

It is strongly recommended not to use the climbing wall alone so that in the event of an accident the rescue services can be contacted as soon as possible.

It is forbidden to:

- Stay on the safety mats under the climbing wall
- Modify or move safety equipment and climbing holds during the climbing sessions
- Climb barefoot
- Use powdered chalk. Only chalk balls, rosin and liquid chalk are permitted

25. Suggestions / Complaints

Your suggestions and complaints concerning the common areas of the residence can be noted in a notebook, which is at your disposal at the caretaker's office.

This notebook is regularly consulted by the Syndic and co-owner council.