



Dear Residents

It is indeed our pleasure to welcome you to NV Residences that you and your family would be proud to call home.

This Resident's Handbook serves as a general guide for residents of NV Residences. It provides guidelines and useful information on condominium living, fitting-out, care and maintenance of fixtures and finishes, use of recreational facilities, contact numbers of consultants and contractors.

To further assist you, we have appointed a professional Managing Agent to provide on-site estate management services. You may visit the Managing Agent at the Management Office located at Blk 97 #01-43. Alternatively, you may contact the Managing Agent at Tel: 6543 6025 or Fax: 6543 6026 for assistance.

The Management Council
For and on behalf of MCST 3995

While every care has been taken in preparing this Resident's Handbook, the management council and managing agents have not made any representation or warranty, express or implied, as to the accuracy and completeness of this Handbook or its contents, and no legal commitment or obligation shall arise by reason of this Handbook or its contents. The management corporation reserves the right to add, amend or delete any part of the Resident's Handbook from time to time as it may deem fit and necessary.

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GENERAL

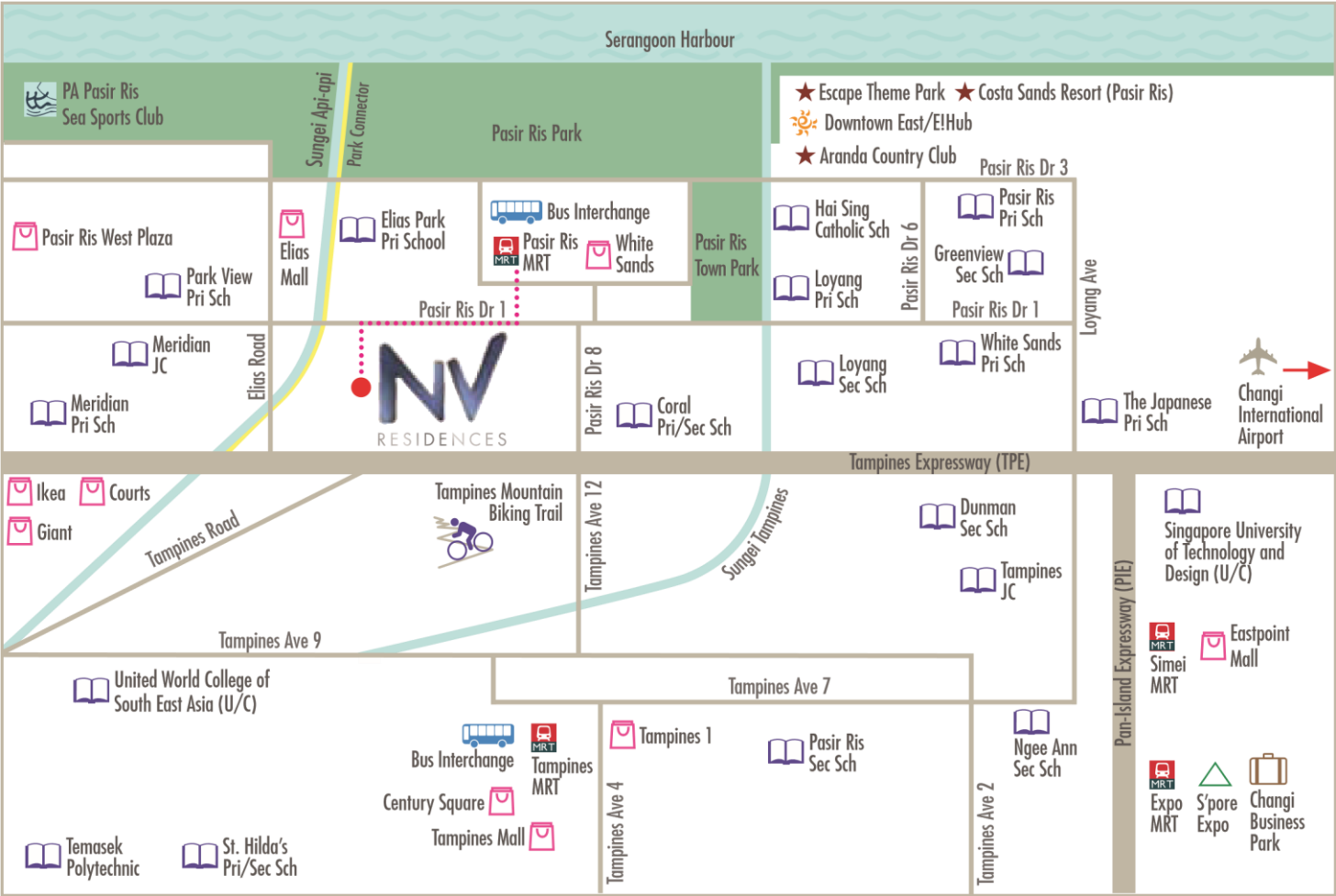
Brief on NV Residences

NV Residences is a condominium comprising 8 blocks of 642 units with a mix of 1 to 4 bedroom apartments and penthouses.

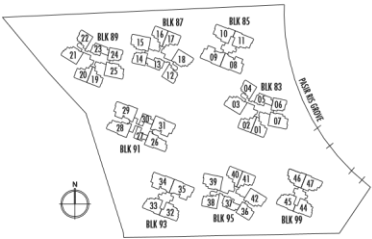
Located just off Pasir Ris Drive 1, NV Residences is a short stroll to Pasir Ris MRT Station and White Sands Shopping Mall. It is also situated near prestigious schools, Changi International Airport, Singapore Expo, Changi Business Park as well as hypermarts like Ikea, Courts and Giant. Satisfy your taste for fun and adventure at the nearby Escape Theme Park and Pasir Ris Park.

The condominium comes complete with recreational facilities such as lap pools, jacuzzi pools, children's pool, shadow playhouse, lighted tents, barbeque corners, children's playground and aqua gym.

Location Map



Site Plan



Legend

- | | | |
|----------------------|--|-----------------------------|
| A – Guard House | J – Club House | N – BBQ Corners |
| B – Drop-off Porch | • Multi-purpose function room | O – Amphitheatre |
| C – Geometric Garden | • Outdoor function pavilion | P – Shadow Playhouse |
| D – Pool Deck | • Audio-visual room | Q – Lighted Tents |
| E – Lap Pools | • Management office | R – Children's Playground |
| F – Jacuzzi Pools | • Male/female changing rooms with saunas | S – Timber Boardway |
| G – Children's Pool | K – Aqua Gym | T – Tennis Courts |
| H – Cabanas | L – Earth Pods | U – Bio Pond |
| I – Gym Club | M – Leisure Track | V – Outdoor Fitness Station |

Definition

Common Property:	Consists of all the areas of the land and buildings which are not comprised in any lot shown in a strata title plan and is used or capable of being used or enjoyed by occupiers of 2 or more lots or proposed lots.
Subsidiary Proprietor:	Any person or company who has purchased an apartment unit in the development.
Occupier/Resident:	Any person in lawful occupation of an apartment unit in the development. This would include the Subsidiary Proprietor; family members of the Subsidiary Proprietor, any person authorized to occupy a housing unit as a lessee or tenant and shall include their family members.
Guest:	Any non-resident who is in the estate at the invitation of a resident.
Management:	The Developer, Hong Realty (Private) Limited and the Management Corporation (when it is formed) and includes any person or agent appointed to manage the estate.
Managing Agent:	An agent appointed to see to the administrative and management functions of the estate.

CONDOMINIUM LIVING GUIDELINES

Change of Mailing Address

The official mailing address of all Subsidiary Proprietors in our records is based on information indicated in the Strata Roll of the Management Corporation. To ensure correct and prompt delivery of all correspondence in future, Subsidiary Proprietors are to inform the management office of any change in mailing address by writing to:

Condominium Manager

The Management Corporation Strata Title Plan No. 3995

97 Pasir Ris Grove, #01-43 Management Office Singapore 518193

Tel: 65436025 Fax: 65436026

Email: ma@nvresidences.sg

Car Parking

1. Residents are required to produce the vehicle information and register their vehicle In-vehicle unit (IU) with the management before their vehicle is allowed to park in NV Residences.
2. Each unit is entitled to submit one (1) vehicle IU per unit to the Management to program into the system.
3. Residents may register their vehicle IU by using **Form A1** (see Application Forms) and submit it to the Condominium Manager at the Management Office during office hours.
4. Resident's vehicle IU will be deactivated by the Management Office upon vacating the estate.
5. Designated washing areas have been provided for the convenience of residents. As such, any car washing must be done strictly at the designated areas only. Any cleaning of cars beyond these designated areas are limited to only wiping as excessive splashing of water will soil the area and cause stagnation of water within the car park. Any refuse to be discarded from the car during washing and vacuuming must be properly packed in refuse bags and disposed off at the nearest dust bins. As the designated washing areas are not to be used for parking, the Management reserves the right to bar any motorists from entering the car park for misuse of the designated lots.
6. All vehicles parked in the car park will be at the owners' risk. The Management disclaims all liabilities of theft, vandalism, misdemeanor or any damage caused to the vehicles and/or their contents.
7. Where an apartment is tenanted, the entitlement to have the car registered passes on to the tenant.
8. Where the apartment is sold, it is the responsibility of the Subsidiary Proprietor of the apartment to notify the Management to have the car deregistered.
9. Residents who have changed their cars should submit details of the new vehicle to the Management for registration.
10. For Basement 1, the car park main driveway has a height limit of 2.9 metres and that of the car park lots is 2.4 metres (and 2.2 metres at localized area).

For Basement 2, the car park main driveway has a height limit of 2.4 metres and that of the car park lots is 2.4 metres (and 2.2 metres at localized area).
11. Heavy vehicles are not allowed in the car park.
12. Repair or servicing of cars, recreation, storage or repair works by the residents or their visitors is not permitted in the car park or anywhere in the common area.
13. No vehicles should be parked indiscriminately along the driveways or at any non-designated areas (e.g. in front of switch room and lift lobby, etc.) or across two lots.
14. A resolution in carparking in the estate was passed in the Extra-Ordinary General Meeting on 15 March 2015. Please seek further clarification at the management office.

Access to Lift Lobby

1. Each unit is allowed to have access cards programmed for use at the first storey and carpark lift lobbies. The number of access cards allocated per apartment is as follows:

<u>Apartment Type</u>	<u>No. of Access Cards</u>
Penthouse	6
4-Bedroom Apartment	5
3-Bedroom + Study Apartment	4
3-Bedroom Apartment	4
2-Bedroom + Study Apartment	4
2-Bedroom Apartment	4
1-Bedroom Apartment	3

2. Residents must surrender the access cards to the Management Office upon vacating the estate.
3. The initial issue of access cards is free of charge. Subsequent replacements or additional proximity cards will be subject to a levy of **\$32.10** per card (exclusive of GST) by using **Form A2** (see Application Forms). The levy is subject to revision at the discretion of the Management as and when deemed necessary.
4. All lost access cards must be reported immediately to the Management. To replace a lost access card, a letter declaring the loss of the access card is required.

Installation of Grille at Door, Window and Yard Area

1. To maintain the aesthetics of the building façade, all residents who wish to install grilles for door, window and yard are to comply with the following:
 - a. Design and colour of grilles are as shown in the appended drawings.
(see **Grille Design**);
 - b. Grilles should be fixed on the internal side of the windows and doors, and within the strata boundary line for the main door and yard grilles so that no common area will be encroached.

For installation of grille gate (at main entrance) and windows at the yard area, Residents are advised to obtain prior approvals from the relevant authorities as it affects fire escape and ventilation. A copy of such approval must be submitted to the Management Office before commencement of works.

Audio Telephony System

1. The Audio Telephony System has been installed to all apartments units for communication at the 1st storey/carpark lift lobbies visitor call panels and guard house.
2. All residents are to refer to the Operational Manual for further instruction on the use of the Audio Telephony System.

3. The intercom is strictly for identification and communication with the security officers or visitors only. Kindly keep the conversation short and brief.

Cable TV

1. Signal Cable has been installed for the whole development and residents can contact the cable TV service provider directly for subscription of cable channels. Residents who do not wish to subscribe to cable television would still be able to receive all local channels.
2. All residents are strongly advised not to shift their TV points as poor workmanship and/or lack of knowledge of the system by their selected electrical contractor may result in poor television reception.

Internet Access

Residents who wish to have internet access may make direct arrangement with the internet service provider for subscription of their preferred plans.

Dimmable Switches

1. The Living, Dining and Master bedroom of the unit will be provided with dimming switches for selected lighting points, which are suitable only for incandescent and halogen bulbs. The total allowable power for the bulbs is as follow:
 - a) Living & Dining (all unit types) – Up to maximum of 500 watts;
 - b) Master Bedroom (1 & 2 Bedroom unit types) – Up to a maximum of 500 watts; and
 - c) Master Bedroom (3 & above Bedroom unit types) – Up to a maximum of 2 X 300 watts.
2. The Occupiers/Residents will have to make their own arrangements for modifications to conventional on/off switches if other types of lights, such as fluorescent or energy-saving lights, are preferred.

Motion Sensors at Common Staircase

1. Motion sensors are installed at common staircases as part of the energy-saving feature for the Residents.

Keeping Pets

1. Household pets may be kept provided they do not cause disturbance or nuisance to other residents. Pets are not allowed to roam freely in the common area without being leashed/caged.
2. Pet owners are fully responsible for the cost of cleaning/repairing common area littered/ damaged by their pets.

3. Only household pets may be kept by residents. Livestock, poultry, and other non-household pets shall not be allowed in the apartments and the estate.
4. Household pets that cause nuisance or unreasonable disturbance to the other residents shall be promptly removed from the estate by the pet owners upon notice given by the Management.
5. All pet owners shall observe the following rules, failing which they shall be obliged to remove their pets from the estate upon notice given by the Management.
 - (a) Pets shall not be allowed in the Common Areas except when kept in restraint.
 - (b) Pets shall not be allowed in or about the recreation facilities.
 - (c) Residents are to comply with the licensing requirement of the Agri-food & Veterinary Authority of Singapore.
6. It is the responsibility of the pet owners to ensure that pet droppings are promptly, hygienically and suitably disposed off.
7. A resolution on responsibility of pet owner(s) was passed in an Extra-Ordinary General Meeting on 15 March 2016. Please see further clarification at the Management Office.

Renovation Works

1. To carry out any renovation works, all Subsidiary Proprietors are required to engage their own qualified person for advice on the requirement for submission of plans to the relevant authorities (if applicable), and to obtain the necessary approval for the proposed works. A set of the proposed renovation plan is to be submitted to the Developer or Management for advice and comments before commencement of any such work.
2. Upon submission, a copy of the approved plans or letters and the subsequent Completion Certificate or Certificate of Statutory Completion must be submitted to the Developer or Management for retention in due course.
3. The respective Subsidiary Proprietor will be held liable for any unauthorized works.
4. All renovation works must not affect the façade of the building. No structural part of the premises is to be tampered with under any circumstances.
5. The Subsidiary Proprietors/residents shall not affix or erect any shade, blind, aerial, awning, grille, exhaust fan or the like to the windows, balconies, or the exterior areas of the unit without the prior written approval of the Developer/Management or which is not in accordance with the design and specifications of the Developer/Management.
6. Where the unit has a roof terrace, the Subsidiary Proprietor/resident shall not erect or cause or suffer to be erected any structure on the roof terrace of the unit.
7. Before carrying out any renovation, alterations or additions to an apartment, the respective Subsidiary Proprietor is required to apply for approval from Management Office (**see Forms B1 & B2**) and place a minimum renovation deposit of **\$1000.00**. Cheques shall be crossed and made payable to "THE MCST PLAN NO. 3995" (NB: Amount of deposit is subjected to revision without prior notice to Subsidiary Proprietor).

8. Such deposit will be refunded to the Subsidiary Proprietor free of interest, when the affected areas are handed over in a clean and satisfactory condition and the Management is satisfied that the completed renovation has not caused any damages to the common property including proper disposal of all rubbish. In the event that any damage is done, the owner shall be fully liable to rectify them to the satisfaction of the Management within seven (7) days from the notice served by the Management. Failing which, the Management reserves the right to make good the damages, deduct the rectification costs from the deposit, and recover any remaining costs from the owner.
9. No work is to be carried out unless the necessary submission has been made and endorsed by the Developer or Management. Such endorsement does not constitute an approval of the Building Authorities. The Subsidiary Proprietor must bear full responsibility to ensure compliance of all building by law and other regulations as may be introduced and applicable from time to time.
10. All Subsidiary Proprietors/Residents are to inform the office before such works can commence.

Project contractors/sub-contractors are also to keep the management office informed of any defects rectification works.

The Managing Agent will place a list of units undergoing owners' renovation project contractor's rectification works, with commencement dates and duration, on the notice board and update it on a daily or weekly basis.

Specific notice pertaining to the work of individual unit will be pasted on the main door of that unit for the duration of the work.

Permitted hours of works are -

<u>Day</u>	<u>Hours</u>
Mondays to Fridays	9 am to 5 pm
Saturdays	9 am to 12 noon
Sundays & Public Holidays	No work allowed

Noisy works (like continuous drilling, continuous hacking, heavy knocking or machine cutting) can only be carried out between 10 am to 4 pm during weekdays only. Such noisy works cannot be allowed beyond a total of 5 days.

Overall renovation/rectification work cannot exceed one month. Extension can be allowed on further application with the management office, but only on a week by week basis. The renovation deposit will be with-held to cover the further extension of time.

No further extension of time will be allowed beyond a maximum of two months of works.

Should serious complaints be received from residents who are studying, resting or recuperating, the Management reserves the right to stop such noisy work on an intermittent basis.

11. Renovation works must be carried out within the Subsidiary Proprietor's premises, and no work is to be carried out at the common areas under any circumstances.
12. The Subsidiary Proprietor shall not make any alteration to the doors and windows installed on the external wall without the consent in writing of the Management.

13. The Subsidiary Proprietor shall be responsible for the behaviour and conduct of his/her appointed contractors. Appropriate measures must also be taken to ensure safety of the renovation works.
14. The Subsidiary Proprietor must ensure that his/her renovation contractor does not dump any renovation debris in the common areas. All debris should be removed from the development at the end of each day. Upon failure to comply, the Management reserves the right to remove them and charge the disposal cost to the Subsidiary Proprietor.
15. No debris/unwanted renovation materials shall be thrown down the refuse chute or left in the common areas. The Subsidiary Proprietor shall be held responsible and liable for all costs incurred to clear any choked refuse chute due to his/her renovation contractors' indiscriminate disposal of debris/unwanted renovation materials into the refuse chute.
16. Workers are not allowed to use the public toilets for cleaning and washing of tools, and the mixing of cement.
17. The Subsidiary Proprietors are to ensure that their contractors take every care and precaution by providing protective covers on the common areas during the transportation of building materials/debris and furniture, etc. Floor mats are to be provided by contractors at the door entrance of the apartment to prevent workers from dirtying the common areas.
18. No storage space will be provided. All renovation materials must be stored within the Subsidiary Proprietor's premises. Any obstruction to the common corridors and fire escapes routes, etc. shall be cleared away by the Subsidiary Proprietor.
19. The Management shall not be held liable for any losses or damages caused to the unit/premises and of any tools/materials brought into the unit/premises for the whole duration of the renovation works.
20. Upon completion of the renovation works, the Subsidiary Proprietor shall notify the Management for a joint inspection to ensure that the site is in satisfactory condition before any renovation deposit can be appropriated or refunded.
21. The Subsidiary Proprietor is advised to take up the necessary insurance policies with adequate coverage for the duration of works.
22. All Subsidiary Proprietors/renovation contractors are not allowed to tap water/electricity supply from the common areas.
23. A resolution on illegal dumping was passed at the Extra-Ordinary General Meeting on 15 March 2015. Please seek further clarification at the management office.

Mover Services

1. Before carrying out any mover services to an apartment, the respective Subsidiary Proprietor or Occupier is required to apply for approval from the Developer or Management (**see Forms C1 and C2**) and place a minimum deposit of **\$500.00**. Cheques shall be crossed and made payable to "THE MCST PLAN NO. 3995". (Note: Amount of deposit is subject to revision without prior notice)
2. Such deposit will be refunded to the Subsidiary Proprietor or Resident/Occupier free of interest, when the affected areas are handed over in a clean and satisfactory condition and the Management

is satisfied that it has not caused any damages to the common property including proper disposal of all rubbish. In the event that any damage is done, the Subsidiary Proprietor or Resident/Occupier shall be fully liable to rectify them to the satisfaction of the Management within seven (7) days from the notice served by the Management. Failing which, the Management reserves the right to make good the damages, deduct the rectification costs from the deposit, and recover any remaining costs from the Subsidiary Proprietor or Resident/Occupier.

3. The Subsidiary Proprietor or Resident/Occupier shall ensure that moving in/out are kept within the following periods: -

<u>Day</u>	<u>Hours</u>
Mondays to Saturdays	9.00 am to 5.00 pm
Sundays & Public Holidays	No Moving In / Out Allowed

4. All movers are to report to the security officers at the Guard House before commencement of any work. All personnel from the removal company are required to exchange their identification for a Pass before entry. Any damage or replacement of the Pass is subject to a replacement cost of **\$21.40 (inclusive GST)**.
5. Movers are to carry out prior survey to assess the site constraints.
6. Mover's vehicle must not obstruct other vehicles when stationed temporarily within the premises to carry out loading/unloading.
7. Due care and caution must be exercised to ensure that minimal disturbance, nuisance or annoyance is caused to other occupiers of the building.
8. The Subsidiary Proprietor or Resident/Occupier shall be responsible for the behaviour and conduct of his/her appointed movers. Appropriate measures must also be taken to ensure safety of the mover works.
9. The Subsidiary Proprietor or Resident/Occupier must ensure that his/her mover does not dump any carton/packaging/unwanted materials in the common areas. All carton/packaging/ unwanted materials should be removed from the development promptly. Upon failure to comply, the Management reserves the right to remove it and charge the disposal cost to the Subsidiary Proprietor or Resident/Occupier.
10. No carton/packaging/unwanted materials shall be thrown down the refuse chute or left in the common areas. The Subsidiary Proprietor or Resident/Occupier shall be held responsible and liable for all costs incurred to clear any choked refuse chute due to his/her movers' indiscriminate disposal of carton/packaging/unwanted materials into the refuse chute.
11. The Subsidiary Proprietor or Resident/Occupier is to ensure that their movers take every care and precaution by providing protective covers on the common areas during the transportation of furniture, etc. Floor mats are to be provided by movers at the entrance of the apartment to prevent movers from dirtying the common areas.
12. No storage space will be provided. All materials/furniture, etc. must be stored within the Subsidiary Proprietor or Resident/Occupier's premises. Any obstruction to the common corridors and fire escapes routes, etc. shall be cleared away by the Management and all costs incurred shall be charged to the Subsidiary Proprietor or Resident/Occupier concerned.

13. The Management shall not be held liable for any losses or damages caused to the unit/premises and of any tools/materials / furniture brought into the unit/premises for the whole duration of the movers' works.
14. Upon completion of the movers' works, the Subsidiary Proprietor or Resident/Occupier shall notify the Management for a joint inspection to ensure that the site is in satisfactory condition, before any deposit can be appropriated or refunded.
15. The Subsidiary Proprietor or Resident/Occupier is advised to take up the necessary insurance policies with adequate coverage for the duration of works.
16. Subsidiary Proprietor or Resident/Occupier and their movers must note that the car park main driveway has a height limit of 2.9 metres and 2.4 metres for Basement 1 and 2 respectively and that of the car park lots is 2.4 metres (and 2.2 metres at localized area) for both Basements.

Permitted and Not Permitted Works for Household Shelters (HS)

Applicable to unit types C1a and C2a

General

Your dwelling unit has a civil defence shelter. It is designed to protect you during a war emergency. It has strengthened walls, floor, ceiling and a specially designed door. They must not be hacked or drilled. Certain finishes and fixtures are not permitted as they are not easily removable and may become hazards to shelter occupants during an emergency. Lighting, power point, telephone point and CATV outlet points are also provided in the shelter so that you can stay inside and communicate with the outside.

Any repair or alteration or renovation works, which are likely to weaken or damage any structural elements of the household shelter or non-shelter space within shelter tower, are not permitted.

1. Permitted Works in HS
 - a. Laying of floor tiles bonded to wet cement mortar. The total thickness of floor finishes and screed is not to exceed 50mm.
 - b. Laying of vinyl or linoleum flooring.
 - c. Laying of floor skirting tiles (up to a maximum of 100mm high) by bonding them with wet cement mortar to HS wall.
 - d. Applying splatter dash or equivalent to the external face of HS walls only to provide rough surface for feature wall panels or wall tiles installation.
 - e. Painting of walls, ceiling or door. In the case of HS door, the Occupier/Resident shall not cover or paint over the HS door notice, locking bolts or door seal. The old paint coat on door and door frame is to be removed prior to repainting to avoid increase paint thickness resulting in difficulty in closing and opening of the door. The new paint coat must be dried up completely before closing the door as wet or damp paint will cause the door/rubber gasket to stick onto the door frame resulting in difficulty in opening the door.

- f. Painting on only the exterior face of the 6mm fragmentation stainless steel plate of the ventilation sleeves.
- g. Fixing of removable screws with non-metallic inserts not exceeding 50mm deep for fixtures and equipment e.g. pictures, posters, cabinets or shelves etc. Such fixtures that are installed inside the HS will have to be removed by the Occupier/Resident within 48 hours upon notification. There is no restriction to the diameter of the non-metallic insert as long as it does not exceed 50mm in length. It is the Occupier/Resident's responsibility to ensure that the strength of the insert is adequately provided for the intended purpose.
- h. Removal of the fragmentation plates covering the ventilation openings shall be carried out subject to the following conditions:
 - The plates (after removal) shall be securely mounted with removable screws on non-metallic inserts not exceeding 50mm deep on one of the internal face of HS walls.
 - After the removal of plates, the bolts and nuts shall be installed back to their original positions on the ventilation sleeves.
 - Closing or covering up of ventilation openings by removable aesthetic or architectural finishes is allowed, provided that at least 25% of the total area of the two openings shall be left uncovered for ventilation purposes during peacetime.
- i. Power driven nails are allowed only on external face of the HS walls to facilitate flexibility in mounting of features fixtures by the Occupier/Resident.

2. Not Permitted Works in HS

- a. Laying of wall tiles or spray of rock stone finish, cement sand finish and gypsum plastering on the internal faces of HS walls.
- b. Laying of floor tiles using adhesive materials.
- c. Laying of 2nd layer of tiles on floor or skirting tiles.
- d. Installation of cornices within the HS.
- e. Installation works with fixings using power driven nails into the internal HS walls.
- f. Tampering with, removing or covering up of the HS door notice. The HS door notice provides important information to the occupants on the use of the HS.
- g. Indiscriminate hacking and drilling of the HS walls, floor slab and ceiling slab, other than drilling into HS walls and ceiling slab to affix removable screws on inserts, provided the depth of the insert shall not exceed 50mm.
- h. Hacking to both internal and external face of the household shelter walls to form key for tiling.
- i. Hacking or indiscriminate drilling on external face of HS wall for mounting of feature wall panels or wall tiles installation.

- j. Modifying, changing, removing or tampering of HS door.
- k. Modifying, altering or tampering with any part of the ventilation openings, plates and the mounting devices such as bolts and nuts.
- l. Painting to the interior face of the 6mm fragmentation stainless steel plate of the ventilation sleeves, the ventilation sleeves, "O" ring rubber gaskets and the four or eight numbers of stainless steel bolts which hold the steel plate to the sleeves.

Bay Windows

Bay windows shall be made of transparent glass window panes. As such, adding frost film and/or other alternatives to the bay window which would render the glass pane not opaque is not allowed.

Planters

- 1. The planters of the apartment units are designed and approved by the relevant authorities for planting only.
- 2. Subsidiary Proprietors and Occupiers/Residents are advised to carry out regular maintenance to prevent chokage.

Air-Condition Ledges

The air-condition ledges of the apartment units are designed and approved for condenser units for air-conditioning only. Use of the air-condition ledges for any other purpose is not allowed.

Any electrical accessories on and abutting the walls near or within the air-con ledges area must not be stepped on to use for climbing the wall, etc.; proper equipment (such as ladder) must be used.

Pneumatic Waste Conveyance System/Disposal of Refuse

- 1. The Pneumatic Waste Conveyance System with separate general and recyclable waste chutes is provided at the lobby of each block.
- 2. Occupiers/Residents are responsible for the daily disposal of their refuse to the refuse chute.
- 3. No refuse is allowed to be disposed at the common area under any circumstances.
- 4. The Pneumatic Waste Conveyance System is intended for domestic refuse only. To avoid blockage or system malfunction caused by improper use, kindly follow the instructions below:
 - a. Do remember to separate the waste and dispose off into the correct hoppers.
 - b. The general waste comprises all organic waste, such as waste vegetable, waste bread, waste fruit, coffee filters, coffee grounds, tea bags, potted plants, wet paper and disposable napkins.
 - c. The recyclable fraction comprises material such as the newspapers, steel cans, aluminium cans and plastic pet bottles.

- d. Use only suitably-sized (maximum size approximately 250mm) refuse bags. The refuse bags should easily pass through the chute.
 - e. Do not force anything into the refuse chute.
 - f. The following waste (not an exhaustive list) should not be thrown into the refuse chute:
 - i. heavy items or appliances such as toasters, irons and other bulky items;
 - ii. highly expandable items such as pillows and foam, crushed plastic wraps,
 - iii. crushed or folded carton boxes/folded PVC conduit as it will expand inside the refuse chute and cause blockage;
 - iv. large quantities of books, magazines or newspapers;
 - v. long objects (longer than 250mm);
 - vi. burning hot items as they are fire hazards;
 - vii. renovation debris such as timber, bricks, tiles, cement, and concrete, sand, plastic, or renovation waste.
 - g. Always close the refuse chute after use. Do not leave it open.
 - h. Recyclable items such as paper, metal, glasses and plastic should be disposed into recycling chute or bins provided at the designated location at the 1st storey level.
 - i. Bulky items should be disposed by separate arrangement, if in doubt, please contact the Management Office.
5. Upon failure to comply, the Developer or Management reserves the right to remove it and charge the disposal cost to the Occupiers/Residents concerned.
 6. Occupiers/Residents should arrange for unwanted furniture or bulky items to be disposed out of the estate at Occupiers/Residents' own cost. They may, however, engage the services of the building's cleaning contractor for a fee.
 7. Fire hazardous materials, renovations and/or construction wastes and other adhesive materials are not permitted to be thrown into the refuse chutes. Offenders of such act shall be liable for the cost of replacement or repair to the damages caused to the refuse chute.

Customary Rites

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

Advertisements

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

Home Insurance

The insurance taken by the Management covers the building and common property against fire damage. The Occupiers/Residents are to insure their internal building works, renovations and contents separately at their own cost. It is the duty of the Subsidiary Proprietor, after taking possession of the apartment unit, to ensure that the apartment is sufficiently insured.

There are several home insurance packages available in the market. Occupiers/Residents are advised to check with their insurers or insurance brokers for more information.

Prevention of Aedes mosquito breeding

To prevent the spread of dengue fever, you must first prevent the breeding of its vector, the Aedes mosquito. The Aedes mosquito is easily identifiable by its distinctive black and white stripes on their body. You can get rid of the Aedes mosquito by frequently checking and removing stagnant water in your premises.

For more information, please refer to National Environment Agency (NEA) guideline at <http://www.dengue.gov.sg>

Pest Control – Termites

While the building substructure is treated to prevent potential routes for termites' entry (subterranean termites), there are other possible means by which termites may enter the premises. One of these is the importation of termites, usually inadvertently done when Occupiers/Residents bring infested materials to their premises.

It is strongly advised that Occupiers/Residents engage professional pest control agents to regularly service/check their premises to prevent such infestation.

RECOMMENDED MAINTENANCE OF FINISHES

Marble & Granite

Marble and granite are natural stone material containing veins with tonality differences. There will be colour and markings caused by their complex mineral composition and incorporated impurities. While such materials can be pre-selected before installation, this non-conformity in the marble or granite hence cannot be totally avoided. Granite tiles are pre-polished before laying and care has been taken for their installation. However, granite being a much harder material than marble cannot be repolished after installation. Hence some differences may be felt at the joints. The tonality and pattern of marble and granite selected and installed shall be subject to availability.

The Resident is advised to conduct proper and regular maintenance to keep the floor free of abrasive elements such as sand and dust and avoid the use of heavy alkali and alkaline detergent to avoid corroding the polished surface.

- a. Marble & granite should be maintained regularly by mopping (with a damp mop). When mild detergent is used, the detergent should be the type recommended by Manufacturers for natural stone, marble or granite flooring. Do not use highly alkaline detergent as it will deteriorate the sheen of such flooring materials. When such recommended detergent are used, it should be well rinsed, wiped clean and dry with a well-rinsed mop or soft cloth such as 'chamois' or 100% cotton fibre fabric.
- b. Care should be taken to ensure that coffee, oil, ink or acid is not spilt on the marble floor as it will stain the natural marble. If spillage occurs, clean it immediately and do not leave it for more than 2 hours as the stain may become permanent.
- c. When mopping, the wet mop should be kept away from the door frame in contact with marble. Otherwise, the floor around the door frame would be stained due to weed sap leaching out with the moisture.
- d. Marble should be polished as deemed necessary by the Resident.

Ceramics Tiles or Homogeneous Tiles

- a. For maintenance, clean tiles with normal floor cleaners or detergent and rinse with water.
- b. Avoid using strong alkaline detergents, as it will leave deposits on the tiles, especially the tile joints.

Laminated Flooring

Laminated flooring is a manufactured material which contains tonality differences to match natural wood finish. Hence it is not possible to achieve total consistency of colour and grain in its selection and installation.

A major benefit of wood laminate is that it is very easy to maintain, but please ensure that whoever does the cleaning, know and understands what to do, and NEVER to use an excess of water when cleaning.

DO's:

- a. Daily - Sweep the floor with a soft brush or vacuum cleaner. Use a micro fiber mop and spray water (with a touch of vinegar if you like to stop streaking) and do this by spraying directly onto the mop head till the mop head is moist, and then wipe the area to be cleaned with mop.
- b. Instead of water you can use a suitable Laminate Floor Cleaner where there is heavier traffic.

As the mop head dries, apply more water or cleaner to maintain light moisture on the mop head but do not soak. The damp mop head will attract dirt and dust whilst cleaning the laminate.

DON'Ts:

- a. NEVER use a conventional mop with water.
- b. NEVER polish the floor with a machine or wax.
- c. NEVER use the same mop to clean tiles as you use for the laminate.

WHAT TO AVOID:

Few pointers in avoiding damage to the floor as follow:

- a. Never leave doors or windows open when it is raining outside as water may land on the floor and damage it.
- b. Always put a good quality wipe off mat at door entry from outside areas as this will eliminate unnecessary abrasion on the floor.
- c. Always clean and sweep floors regularly to avoid unnecessary abrasion – Dust and dirt damages all floor surfaces.

Timber

Timber strips are natural material containing veins and tonal differences. Thus it is not possible to achieve total consistency of colour and grain in its selection and installation.

In addition, timber, as it is a natural material, will adapt to the temperature and the relative humidity in the areas where it has been installed. For areas with air-conditioning turned on for 24 hours, the relative humidity will be lower and may cause natural contraction of the timber. For areas without air-conditioning, please open the windows to ventilate. Also, as the wood ages, it will change in colour.

- a. Simply vacuum clean or dry mop the floor to remove surface dust and grit. Occasionally, the floor should be cleaned using mild soap based cleaner or parquet/timber floor cleaner with a

well-wrung cloth. When mopping the floor or cleaning up spills, do not wet the floor as it will damage the wood. Always keep the floor dry and any puddles of water on the surface should be removed immediately.

- b. Avoid using “oil soap” type cleaners, ammonia, pine soap, chloride bleach or any abrasive cleaners.
- c. Avoid waxing the floor as it may make the floor slippery, dull the finishes and cause re-coating failures later.

General Care For Timber, Marble and Tiles Flooring

- a. Lay dirt-absorbing mats in areas of high dirt incidence (such as entrance halls and hallways).
- b. Fit felt tips to the feet of your furniture and fit soft rubber casters to mobile furniture.
- c. Plastic casters will damage Stone/Timber flooring, so to ensure a longer flooring life span, avoid using such casters.

Air-conditioning

Please ensure that your air-conditioners are regularly serviced by qualified servicemen so that it does not drip or cause any excessive noise to the annoyance of your neighbours. Regular servicing should include the cleaning of the filters of the fan coil units for effective performance. Each fan-coil unit has a drain-pipe. These pipes should also be free from obstruction to avoid blockage. Gel/algae can build up over time. It is recommended that the drain-pipe be pressure blown at least once every six months to dislodge any obstruction or built-up of dirt/gel/algae. The refrigerant gas pressure should also be checked every 6 months and topped-up when necessary.

To avoid unnecessary surface condensation, do not open doors/windows immediately after shutting down. If temperature has been set very low, increase temperature setting gradually before shutting down and allow room to gradually warm up.

Mechanical Ventilation System – Applicable to unit type B1a

To ensure good working condition of the mechanical ventilation system provided for the common bathroom, the system has to be maintained on a regular basis.

Hot Water Heater

Hot water supply from gas water heater is provided to all bathrooms and kitchen except for WC.

Ironmongery (Proper Maintenance of Lockset)

The door lockset especially the stainless steel acrylic plate entrance lockset should be wiped with a clean cloth. Please follow the following recommendation on the maintenance and usage of the lockset.

Surface Counter Top

- a. Surface counter tops in the Kitchen are constantly exposed to moisture and water. They should be cleaned with water and dried with a soft cloth to prevent built up from soap. The recommended cloth to use is cotton or chamois.
- b. Avoid exposing solid surface to strong chemicals, such as paint removers, oven cleaners, etc. If contact occurs, quickly flush the surface with water.
- c. Remove nail polish with a non-acetone based nail polish remover and flush with water.
- d. Do not cut directly on the counter top.
- e. Counter top should be wiped down regularly. To prevent cracks, heavy objects should not be placed on the counter top.
- f. Similarly, the counter top should not be used as standing platform or as a place to keep heavy tools.
- g. The use of hot pods or trivets for placing of hot objects on the counter top is recommended.

Bathrooms

- a. All accessories, tiles and fittings can be cleaned with normal household detergents. Avoid using any strong acids or undiluted solvents.
- b. If water does not drain well from the basin, unscrew the bottle trap or P-trap under the basin to remove the debris.
- c. The mirror should be cleaned with a dry or well rinsed cloth. Water should not be splashed on the mirror particularly the edges. Water will cause the timber backing of the mirror to rot. It will also damage the reflective coating at the back of the mirror resulting in black spots appearing in the mirror.
- d. To prevent the growth of mould on the applied sealant of the bathroom, it is advisable to keep the sealant strip dry whenever possible, especially after shower.

Areas with Waterproofing

1. Any hacking, removal of finishes or tampering of wet areas (i.e. areas with waterproofing) e.g. bathrooms, kitchen, yard, WC, balcony, planters roof slabs, etc. may either damage the waterproofing or render the waterproofing warranty void.
2. The Subsidiary Proprietor is advised to seek the advice of a waterproofing specialist before works are carried out to these areas.

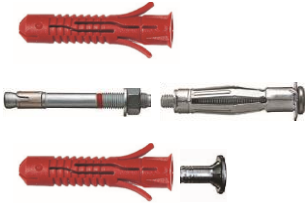


The Subsidiary Proprietor is advised to obtain individual warranties from his/her own contractor.

Fixings to Walls

The internal walls are constructed with the following material:

- a. Precast Concrete Wall
- b. Lightweight concrete block wall (non load bearing)
- c. Dry Wall Partition
- d. Concrete Wall Cast In-Sit

Please refer to the floor plan indicating the types of walls. Care is required when providing wall fixings for pictures, etc. Tabulated below are the fastener types recommended for each type of walls.

Wall Type	Fastener Type	
Reinforced Wall (Internal/External Walls)	<ol style="list-style-type: none"> 1. Plastic Wall Plug 2. Concrete Anchors 3. Impact Anchors 	
Lightweight Concrete Block (Internal Wall for Wet Areas)	<ol style="list-style-type: none"> 1. Plastic Wall Plug 2. Chemical Anchors 3. Impact Anchors 	
Drywall Partition (Internal Wall for Dry Areas)	<ol style="list-style-type: none"> 1. Drywall screws 2. Drywall Plug 	

Important Note:

1. For all drillings, set the drill mode to “Drill” and NOT “Hammer”
2. No drilling within a radius of 100mm around the power sockets and light switches.

RECREATIONAL FACILITIES

General Rules & Regulations on the Use of Facilities

1. The recreational facilities are for the exclusive use of residents and their guests. Non-resident Subsidiary Proprietors who have tenanted out their units are deemed to have assigned their exclusive rights and enjoyment to use the facilities to their tenants.
2. All guests may only use the recreational facilities when accompanied by their host(s), who will ensure that their guests comply with the rules and regulations of the recreational facilities.
3. Residents must produce valid access cards for verification in order to use the facilities or to make bookings.
4. Prior bookings by residents are necessary to use certain facilities.
5. Bookings are non-transferable and can only be made by a resident for a particular unit. Residents are not permitted to place bookings on behalf of other residents from other units.
6. Each apartment unit is entitled to the booking of **only one (1) facility at any one time**. Bookings of different facilities for the same time slot shall not be permitted.
7. Residents must inform the Management of any existing damages to the facility or equipment which they or their guests are about to use, failing which they may be held responsible for such damages and be liable for the repair/replacement costs.
8. No food or beverages is allowed in the recreational area other than the Multi-Purpose Function Room, Outdoor Function Pavilion and BBQ Corners.
9. Any resident and/or his guests who breaches any of the rules herein, or endangers themselves or others, shall be required to vacate the area.
10. Residents and guests must be appropriately attired when using the facilities.
11. Children under the age of twelve (12) years must be accompanied by an adult who shall be responsible for their safety and behaviour.
12. Noise levels should be kept to the minimum while using or in the vicinity of the recreational facilities.
13. Playing of football, roller-skating, roller-blading and skateboarding are not allowed on the landscaped deck and common areas.
14. Pets are not allowed in the recreational facilities.
15. All recreational facilities should be kept clean and tidy during and after usage.
16. All recreational facilities are open daily except during maintenance and repair works.
17. The Management reserves the right to close the recreational facilities for maintenance or for any other reasons it deems necessary.

18. The Management will not be held responsible for any loss or damage to any personal property, injury or death arising from the use of the recreational facilities.
19. All rules and regulations are subject to revision by the Management as and when necessary.

Multi – Purpose Function Room

1. The opening hours are divided into 2 sessions daily:

Day session	-	9.00 am to 3.00 pm
Evening session	-	4.00 pm to 10.00 pm
2. The maximum number of persons who may use the Multi-Purpose Function Room shall not exceed 50 persons during each session.
3. Subject to demand, each apartment unit may only reserve the Multi-Purpose Function Room for one session per month.
4. When booking the Multi-Purpose Function Room, residents shall deposit a sum of **\$150.00 and a \$16.05 non-refundable utility charge** with the Management. Crossed cheque is preferred. The deposit shall be refunded, free of interest, after the event if the Multi-Purpose Function Room and its surrounding area used are handed over in a clean and satisfactory condition as determined by the Management and without damage to any part of it including proper disposal of all rubbish. Should the Management incur any costs for repair or additional charges, such costs will be deducted from the deposit and the balance refunded free of interest. However, if such costs and additional charges exceed the amount deposited, the resident will have to pay the difference. When claiming the refund, the receipt issued at the time of booking must be returned to the Management (**see Form D**).
5. Bookings for the Multi-Purpose Function Room shall be made in person on a first-come-first served basis up to one (1) month in advance upon payment of the deposit. Bookings are subject to the Management's approval on the purpose of use.
6. Cancellation of bookings must be made at least seven (7) days before the date booked and should be made personally to the Management. Failure to cancel the booking in time would result in forfeiture of the deposit and the non-refundable utility charge.
7. Bookings are not transferable.
8. The Multi-Purpose Function Room can only be used for birthday parties or any other social functions approved by the Management. It cannot be used for meeting, gambling, religious, political, commercial, illegal or immoral activities. Private classes, sales talks or company gatherings are not permitted in the Multi-Purpose Function Room. Any breaching of this clause shall result in forfeiting of the refundable deposit and bar from booking the facility for 6 months from the date of activity.
9. The Management reserves the right to use the Multi-Purpose Function for official matters.
10. Live bands or mobile discos are not permitted.
11. No rowdy behaviour is allowed and noise level should be kept to a minimum.

12. No smoking, skating, skateboarding, cycling or any ball games are permitted.
13. No pets and persons in swimming attire are permitted at the Multi-Purpose Function Room.
14. Residents shall be responsible for the good conduct of their guests during the period of use.
15. The area must be kept in a clean and tidy condition during and after use.
16. Permission must be obtained from the Management prior to hiring of additional tables and chairs to be used.
17. These rules and regulations are subject to revision at the discretion of the Management as and when necessary.

Audio – Visual Room

1. Opening hours are from 8.00 am to 10.00 pm daily.
2. The security guards are authorized to stop any use of the Audio-Visual Room that extends beyond 10.00 pm.
3. No more than 9 persons may be in the Audio -Visual Room at any time.
4. Advance booking can be made on a first-come-first served basis up to a maximum of 7 days.
5. Each apartment unit may book a maximum of two (2) hours per session in any one day.
6. Residents can make a maximum of two booking within the same week, but only one of these sessions may be made between the peak hours of 6.00 pm to 10.00 pm.
7. Residents must be punctual for their bookings. Bookings shall be treated as cancelled if not claimed within 15 minutes and the Audio Visual Room will be allocated to another resident on a first-come-first-serve basis.
8. Reservations are not transferable. If the person who has made reservation is unable to use the facilities on the date reserved, he or she is to inform the Management Office no less than 3 days in advance. Residents who fail to cancel booking will be barred from booking the room for the next 1 calendar month.
9. Residents must sign in for the use of the Audio-Visual Room
10. When booking the Audio-Visual Room, resident shall place a refundable deposit of **\$100** and a non-refundable booking charge at \$5.00 per hour with the Management. Crossed cheque is preferred. The deposit shall be refunded free of interest only if the equipment is returned in good order and the Audio-Visual Room in a good and clean condition without damage to any part of it and all rubbish properly disposed of. Should the Management incur any costs for repair, cleaning or disposal, such costs will be recovered from the residents accordingly. When claiming the refund, the receipt issued at the time of booking must be returned to the Management.

11. Children under 12 years old must be accompanied & supervised by an adult who shall be responsible for their behaviour and safety while engaging in the activity.
12. Smoking, pets, food and drinks are not allowed in the Audio Visual Room.
13. The Management shall not be responsible for any injury caused to the persons using the Audio Visual Room.
14. Residents concerned will be responsible for any loss or damages caused to the equipment and furniture, by their guests or themselves. Replacement costs are chargeable to the resident who booked the Audio-Visual Room.
15. The Audio-Visual Room shall be used solely for its intended purpose. Illegal or immoral activities are strictly prohibited in the Audio-Visual Room. Meeting, religious, politician, commercial, illegal or immoral activities are strictly not allowed in the Audio Visual Room. Any breaching of this clause shall result in forfeiting of the refundable deposit and bar from booking the facility for 6 months from the date of activity.
16. These rules and regulations are subject to revision by the Management as and when it is deemed necessary.

Changing Rooms with Sauna Facilities

1. Opening hours: 8.00 am to 10.00 pm daily.
2. The maximum number of guests per apartment unit who may use the sauna shall not exceed two (2) persons at any one time.
3. The number of users in the sauna shall not exceed four (4) persons at any one time.
4. Residents may use the sauna for up to one (1) hour at any one time, with extension of usage subject to any reservation by other residents on the waiting list.
5. Smoking and spitting are prohibited in the sauna. No eating, drinking and pets are allowed in the sauna.
6. No foot wear is allowed in the sauna.
7. Any person who is ill, tired, suffering from high blood pressure, heart diseases, under drug prescriptions or expectant mothers are advised not to use the sauna.
8. Children (please consult with the child's pediatrician before using) are to be accompanied by an adult when using the sauna.
9. The Management shall not be responsible for any mishaps, injuries or loss of life or property sustained by the residents or their guests howsoever caused when using the sauna.
10. All rules and regulations are subject to revision at the discretion of the Management as and when it is deemed necessary.

Gym Club

1. Opening hours: 6.00 am to 12.00 midnight daily
2. Appropriate attire, footwear and towel are required in the gym club. No wet swimsuits shall be worn in the gym club.
3. The gym club is exclusively for residents' use only.
4. Coaching is not permitted in the gym club.
5. No equipment shall be shifted or removed from their designated positions or from the gym club after use.
6. Before using any equipment for the first time, users must familiarize themselves with the equipment by reading the instructions provided to avoid any misuse or damage to the equipment or cause injury to other users.
7. Children under the age of twelve (12) years are not allowed in the gym club at all times.
8. Children between the age of 12 and 16, using the gym equipment must be supervised by their parent/guardian who shall be responsible for their safety.
9. Food, drinks, smoking and pets are not allowed in the gym club.
10. Persons unfit/unwell or with infectious/communicable disease shall not use the gym club.
11. Reservation or exclusive use of the gym club and its equipment is not permitted.
12. To allow more residents to use the equipment, each user shall not exceed 30 minutes on each type of equipment.
13. For hygiene purpose, users of the gym club shall bring their own towels and ensure that all equipment is kept clean and dry.
14. The Management shall not be responsible for any mishaps, injuries or loss of life, limb or property sustained by the residents or their guests when using the gym club.
15. These rules and regulations are subject to revision at the discretion of the Management as and when necessary.

Booking of BBQ Pits at BBQ Corners

1. Opening hours are divided into 2 sessions daily: -

Day session	-	9.00 am to 3.00 pm
Evening session	-	4.00 pm to 10.00 pm
2. The maximum number of guests per apartment unit who may use the BBQ pit shall not exceed 15 persons during each session and residents shall ensure that their guests observe the house rules contained herein.

3. Bookings for the BBQ pits shall be made in person on a first-come-first-served basis up to one (1) month in advance upon payment of the deposit.
4. Subject to residents' demand, the Management reserves the right to allow only one booking per apartment unit per month.
5. When booking the BBQ pit, resident shall deposit a sum of **\$100.00** per pit with the Management. Crossed cheque is preferred. The deposit shall be refunded, free of interest, after the event if the BBQ pit and its surrounding area used are handed over in a clean and satisfactory condition as determined by the Management and without damage to any part of it including proper disposal of all rubbish. Should the Management incur any costs for repair or additional charges, such costs will be deducted from the deposit and the balance refunded free of interest. However, if such costs and additional charges exceed the amount deposited, the resident will have to pay the difference. When claiming the refund, the receipt issued at the time of booking must be returned to the Management **(see Form E)**.
6. In addition to the refundable deposit stated above, residents shall also pay a non-refundable charge of **\$16.05 per pit** (inclusive GST) for the use of cylinder gas supplied by the Management when booking the BBQ pit. The charge for use of cylinder gas is subject to revision without prior notification to residents.
7. Cancellation of bookings must be made at least seven (7) days before the date booked and should be made personally to the Management. Failure to cancel the booking in time would result in forfeiture of the deposit and the non-refundable gas charge.
8. Bookings are not transferable.
9. Light refuse such as litter, food waste and disposable cups/plates/cutlery, etc. must be contained in plastic bags properly tied and disposed off in the refuse containers provided. Bulky refuse like crates, boxes of materials and articles, etc. must be disposed of at the user's own arrangement. Any loose furniture and utensils brought by the user must be removed from the site after use. Should the Management incur any cost in cleaning or repairing damages caused by misuse, the resident will be charged accordingly.
10. Washing of utensils shall only be done in the resident's apartment. Taps and wash basins in the changing rooms are not to be used for this purpose.
11. Residents using the BBQ pit must restrict their activities to the area. Consumption of food and drinks by the pool is not allowed. Residents and their guests are not permitted to use the pool facilities at the same time.
12. Simple decorations (such as hanging of balloons, banners, ribbons, etc.) are allowed but due care must be exercised to prevent damage the furniture and fittings. All decorations must be removed immediately after the session.
13. The activity is strictly for recreation purpose. Meeting, gambling, religious, political, commercial, illegal or immoral activities strictly not allowed. Any breaching of this clause shall result in forfeiting of the refundable deposit and bar from booking the facility for 6 months from the date of activity.

14. The Management shall not be responsible for any mishaps, injuries or loss of life or property sustained by the residents or their guests when using the BBQ Pavilion and its facilities.
15. No rowdy behaviour is allowed and noise level should be kept to a minimum.
16. Live bands or mobile discos are not permitted.
17. Permission must be obtained from the Management prior to hiring of additional tables and chairs to be used at the BBQ Corners.
18. These rules and regulations are subject to revision at the discretion of the Management as and when necessary.

Leisure Pool/Lap Pool/Children's Pool/Jacuzzi Pool

1. Opening hours: 7.00 am to 10.00 pm daily, except when the pools are being cleaned or serviced.
2. The maximum number of guests from an apartment unit who may use the pools shall not exceed two (2) persons at any one time. All guests are to be accompanied by the residents.
3. Children under 12 years of age must be accompanied & supervised by an adult.
4. All pool users must be in proper swimming attire. No diapers are allowed in the pools.
5. All pool users must shower before entering the pools. No spitting, nose blowing and the like are permitted in the pools.
6. Persons unfit/unwell or with infectious/communicable diseases shall not use the pools.
7. No eating, drinking and pets are allowed in the swimming area.
8. No ball sports, frisbee playing, roller-skating or blading, skate boarding, cycling, rowdy behaviour, diving, water balloons, light raft, inflated boat, boat pedalling or any other activities which are likely to cause disturbance or danger to other pool users are permitted in the pool area.
9. There shall be no reservation of the pool areas by residents for private functions.
10. Glass receptacles and/or other breakables or sharp objects are not allowed in the pools and the surrounding areas.
11. Smoking is not permitted in the pools and the surrounding areas and other areas banned under NEA.
12. Life buoys are strictly for life saving use only.
13. All pool users are advised to leave the pools during thunderstorms.
14. Professional coaches may only use the pools for lessons with the Management's written approval. Coaching lesson (If any) is allowed only for residents.
15. The pools are not supervised by lifeguard. All pool users should exercise due diligence and take precautions when using the pools.

16. The Management shall not be responsible for any mishaps, injuries or loss of life or property sustained by the residents or their guests when using the pools and its facilities.
17. These rules and regulations are subject to revision at the discretion of the Management as and when necessary.

Aqua Gym

1. Opening hours: 7.00 am to 10.00 pm daily, except when the pools are being cleaned or serviced.
2. The maximum number of guests from an apartment unit who may use the pools shall not exceed two (2) persons at any one time. All guests are to be accompanied by the residents.
3. Children under 12 years of age must be accompanied & supervised by an adult.
4. All pool users must be in proper swimming attire. No diapers are allowed in the pools.
5. All pool users must shower before entering the pools. No spitting, nose blowing and the like are permitted in the pools.
6. Persons unfit/unwell or with infectious/communicable diseases shall not use the pools.
7. Before using any equipment for the first time, users must familiarize themselves with the equipment by reading the instructions provided to avoid any misuse or damage to the equipment or cause injury to other users.
8. To allow more residents to use the equipment, each user shall not exceed 30 minutes on each type of equipment.
9. No eating, drinking and pets are allowed in the swimming area.
10. No ball sports, frisbee playing, roller-skating or blading, skate boarding, cycling, rowdy behaviour, diving, water balloons, light raft, inflated boat, boat pedalling or any other activities which are likely to cause disturbance or danger to other pool users are permitted in the pool area.
11. There shall be no reservation of the pool areas by residents for private functions.
12. Glass receptacles and/or other breakables or sharp objects are not allowed in the pools and the surrounding areas.
13. Smoking is not permitted in the pools and the surrounding areas and other areas banned under NEA.
14. Life buoys are strictly for life saving use only.
15. All pool users are advised to leave the pools during thunderstorms.
16. Professional coaches may only use the pools for lessons with the Management's written approval. Coaching lesson (If any) is allowed only for residents.
17. The pools are not supervised by lifeguard. All pool users should exercise due diligence and take precautions when using the pools.

18. The Management shall not be responsible for any mishaps, injuries or loss of life or property sustained by the residents or their guests when using the pools and its facilities.
19. These rules and regulations are subject to revision at the discretion of the Management as and when necessary.

Children's Play Area

1. Only residents and their guests are permitted to use the play area.
2. Each resident is only allowed to bring in maximum of two (2) guests at any one time.
3. The equipment at the children's play area is for children under 12 years of age. Children must be accompanied by parents or supervising adults who shall be responsible for their safety and proper behaviour.
4. Persons unfit/unwell or with infectious/communicable disease shall not use the play area.
5. No food and beverage is allowed at the play area.
6. No pets are allowed at the play area.
7. Smoking is strictly prohibited at the play area.
8. Cycling, roller skating and skate boarding are strictly prohibited at the play area.
9. There shall be no reservation of the play area by residents for private functions.
10. Residents using the facilities either early in the morning or late at night shall refrain from causing disturbance to other residents.
11. The Management shall not be responsible or liable for any mishaps, injuries or loss of life or property sustained by the residents or their guests when using the play area and its facilities.
12. These rules and regulations are subject to revision at the discretion of the Management as and when necessary.

Tennis Courts

1. Opening hours are 8.00 am to 10.00 pm daily.
2. The security officers are authorized to stop any games that extend beyond 10.00 pm and switch off all lightings to the courts.
3. The maximum number of guests per apartment unit who may use the tennis court shall not exceed four (4) persons at any one time.
4. All players must be properly attired for the games.
5. Advance booking can be made on a first-come-first-served basis up to a maximum of 7 days.
6. Each apartment unit may book a maximum of two (2) hours per session in any one day.

7. Residents can make a maximum of two bookings within the same week, but only one of these sessions will be allowed for the peak hours between 6.00 pm and 10.00 pm.
8. All bookings are not transferable.
9. Residents must be punctual for any game. Bookings shall be treated as cancelled if not claimed within ten minutes of the time booked and thereafter the court will be allocated to another resident on a first-come-first-served basis.
10. Residents are to vacate and keep clear of the court during showers, rain or thunderstorm.
11. Residents shall be responsible for any damages caused by their guests or themselves. Any existing damages shall be reported to the management office or guardhouse immediately prior to the commencement of the game.
12. The court shall be solely for its respective purpose. No bicycle, roller blade and the like shall be permitted in the court.
13. No pets are allowed in the court.
14. The Management shall not be responsible for any mishaps, injuries or loss of life or property sustained by the residents or their guests when using the court and its facilities.
15. These rules and regulations are subject to revision at the discretion of the Management as and when necessary.

USEFUL CONTACT NUMBERS

Name	Contact No.
Managing Agent	65436025
Security Guard	65436027
PUB	1800-2255-782, SMS 70400, Fax 6725 8015, Email PUB_One@pub.gov.sg
Police	999
Lift (Kone)	1800-258-5388
Ambulance	995
Non-Emergency Ambulance	1777
LTA	1800-2255-582 (Local)
	(65) 62255 582 (Oversea)
NPark	1800-471-7300 Fax: 6472 3033 Email: nparks_public_affairs@nparks.gov.sg NEA: 800-2255 632) or (65) 62255632 (from overseas)
Telecommunication	
Singtel	1688
M1	1622 / 6655-5577
Starhub	1637 / 1633 / 1630
General Enquiries on: -	
- Application/ termination of utilities account - Billing - Meter Reading	1800-2222 333 6304 8229 (Fax) Email: spservices@singaporepower.com.sg
Enquiries on Gas Installation Appointment	1800-555 1661 (City Gas) www.citygas.com.sg
Electricity Supply Interruption	1800-778 8888 (24 hours) (SP PowerGrid)
Water Supply Interruption	1800-225 5782 (24 hours) (PUB)
Gas Supply Interruption Suspected Gas Leak	1800-752 1800 (24 hours) (City Gas)
Cab Services	
Dial-A-Cab	6342 5222
Comfort Taxi	6552 1111
CityCab	6552 1111
SMRT Taxis	6555 8888
TransCab	6555 3333
Premier Taxis	6363 6888
Prime Taxi	6778 0808
Taxi Singapore	6600 2800

****Information accurate as at 12 May 2016**

APPLICATION FORMS

FORM A1 REGISTRATION OF VEHICLE IU NUMBER

To : Condominium Manager
97 Pasir Ris Grove, #01-43
Management Office
Singapore 518193

Dear Sir / Madam

RE: REGISTRATION OF VEHICLE IU NUMBER

I am the Subsidiary Proprietor of Block _____ Pasir Ris Grove, # _____. Please program *my/my tenant's vehicle IU number _____ for vehicle number _____ into the system to allow access into NV Residences.

I understand that *I am/my tenant is bound by the rules governing the registration of the vehicle IU and use of car park and *my/my tenant's vehicle IU will be deactivated when *I am/my tenant is no longer a resident at NV Residences.

Signature of Subsidiary Proprietor

Name: _____

Date: _____

* Delete whichever is inapplicable.

** I consent to provide my personal data for the above purpose.

*** A resolution on car parking was passed in the Extra-Ordinary General Meeting on 15 March 2015.
Please seek further clarification at Management Office.

FORM A2 APPLICATION FOR ACCESS CARD

To : Condominium Manager
97 Pasir Ris Grove, #01-43
Management Office
Singapore 518193

RE: APPLICATION FOR ACCESS CARD

1. I am the Subsidiary Proprietor of Blk _____, Pasir Ris Grove #_____.

2. I wish to apply for *additional/replacement access card as follows:

☐ 1 no. additional access card for the following person:

i. Name: _____

ii. NRIC / Passport No: _____

(To attach a copy of his/her NRIC or Passport)

iii. Relationship to applicant: _____

☐ 1 no. replacement access card for access card serial no: _____ which was *lost/damaged/spoilt.

3. I enclose herewith the relevant documents and the *damaged/spoilt access card together with my payment of \$32.10 (inclusive of GST) for the additional or replacement access card.

4. I can be contacted at tel no: _____ for any clarification.

5. I understand that *I am/my tenant is bound by the rules governing the issue and use of the access card and *I am/my tenant is required to return the access card when *I am/my tenant is no longer a resident at NV Residences.

Signature of Subsidiary Proprietor

Name: _____ Date: _____

- I consent to provide my personal data for the above purpose.

* Please tick the relevant box and delete whichever is inapplicable.

FORM B1 RENOVATION WORKS

LETTER OF AUTHORISATION AND INDEMNITY BY SUBSIDIARY PROPRIETORS (TO BE COMPLETED BY SUBSIDIARY PROPRIETORS)

To : Condominium Manager
97 Pasir Ris Grove, #01-43
Management Office
Singapore 518193

NV RESIDENCES– RENOVATION WORKS

Blk _____ Pasir Ris Grove # _____ NV RESIDENCES

We hereby authorise our Contractor, _____;
(Name of Contractor)
of _____ to undertake the renovation
(Address and Telephone Number)
works at our above premises commencing from _____ to _____.

We hereby confirm and undertake to procure that the Contractor will abide by all the terms and conditions set out in the Handbook.

In consideration of you at our request permitting the Contractor to have access to the above premises for the sole purpose of carrying out the renovation works, we hereby agree and undertake to keep the Management fully indemnified in respect of any claims, losses, liabilities or damages made against, suffered or incurred by you, 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 Handbook as a result of any of the works undertaken by the Contractor for renovating the said premises.

We further agree to indemnify the Management in respect of any claims, actions, proceedings, damage or costs brought against, incurred or suffered by you by reason of any breach whether by ourselves or the Contractor or its sub-contractors of the undertaking not to employ or permit or cause the employment of any illegal foreign workers to carry out any part of the renovation works at the above premises.

Signature of the Subsidiary Proprietor

Name of Signatory & Date

- I consent to provide my personal data for the above purpose.

FORM B2 CONTRACTOR'S CONFIRMATION AND REGISTRATION FORM

(TO BE COMPLETED BY CONTRACTORS)

Blk _____ Pasir Ris Grove # _____ NV RESIDENCES

1) Contractor's Particulars

Company: _____

Address: _____

Name of Supervisor: _____ Contact no: _____

NRIC No.: _____ Vehicle No./Type: _____

2) Confirmation

I/We hereby confirm that I am/we are appointed by the Subsidiary Proprietor of the above premises as his/her renovation contractor.

3) Deposit

I/We enclose herewith a crossed cheque no. _____ for **\$1,000.00** in favour of **"THE MCST PLAN NO. 3995"** being the deposit for the due observance and compliance of your guidelines and for renovation to the above premises.

4) Undertaking

I/We shall be fully responsible for any damages or dumping of debris to the common property caused by myself/ourselves and/or by my/our personnel. Such damages or debris shall be made good/removed out of the estate to the satisfaction of the Management within seven (7) days, failing which the Management shall have the right to make good the damages or remove the debris and deduct the cost from the deposit without prejudice to the Management's right to recover the remaining costs from me/us, otherwise the deposit is refundable to me/us, free of interest, upon completion of the renovation works.

5) Indemnification

I/We shall effect adequate Work Injury Policy and Public Liability Policy and such other policies necessary for my/our above renovation works during the entire renovation period.

I/We undertake to indemnify and keep the Management fully indemnified against any damages, actions, claims, liabilities or proceedings arising from my/our execution of these renovation works.

6) Precautions

Only designated lift, staircases and areas are allowed for the transportation of building materials and debris. We undertake not to cause any scratches/damages to any part of the lift's internal and external finishes, and all fittings and fixtures.

We further undertake not to store any materials/debris on any common areas but within the Subsidiary Proprietor's premises. I/We agree that the Management shall be under no liability in respect of any losses or damages caused to the premises for the whole duration of the renovation works.

7) Permitted Hours of Renovation Work

All Subsidiary Proprietors/Residents are required to apply for renovation/alteration permit from the management office before such works can commence.

Project contractors/sub-contractors are also to keep the Management office informed of any defects rectification works.

The Managing Agent will place a list of units undergoing owners' renovation/ project contractor's rectification works, with commencement dates and duration, on the notice board and update it on a daily or weekly basis.

Specific notice pertaining to the work of individual unit will be pasted on the main door of that unit for the duration of the work.

Permitted hours of works are -

Day	Hours
Mondays to Fridays	9 am to 5 pm
Saturdays	9 am to 12 noon
Sundays & Public Holidays	No work allowed

Noisy works (like continuous drilling, continuous hacking, heavy knocking or machine cutting) can only be carried out between 10 am to 4 pm during weekdays only. Such noisy works cannot be allowed beyond a total of 5 days.

Overall renovation/rectification work **cannot exceed one month**. Extension can be allowed on further application with the management office, but only on a week by week basis. The renovation deposit will be with-held to cover the further extension of time.

No further extension of time will be allowed beyond a maximum of two months of works.

Should serious complaints be received from residents who are studying, resting or recuperating, the Management reserves the right to stop such noisy work on an intermittent basis.

8) I/We hereby furnish the Management a list of my/our workers and their particulars:

	Names of Persons-in-charge	NRIC/Passport No.
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

	Names of Workmen/Sub-Contractors	NRIC/Passport No.
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

a) Description of Works

Commencement Date: _____ Expected Completion Date: _____

I/We also undertake that we shall not at any time during the performance of any part of the renovation works for the above premises employ or permit or cause the employment, whether by ourselves or any of our sub-contractors, of any illegal foreign workers at the above premises.

I/We hereby agree to indemnify the Management in respect of any claims, actions, proceedings, damage or costs brought against, incurred or suffered by the Management by reason of any breach on my/our part of the above undertaking.

Signature of Contractor

Company's Stamp

Name of Contractor

NRIC No.

- I / We consent to provide my personal data for the above purpose.

FORM C1 MOVER SERVICES

LETTER OF AUTHORISATION AND INDEMNITY (TO BE COMPLETED BY RESIDENTS)

To : Condominium Manager
 97 Pasir Ris Grove, #01-43
 Management Office
 Singapore 518193

NV RESIDENCES – MOVER SERVICES

Blk _____ Pasir Ris Grove # _____

We hereby authorise our Mover, _____
(Name of Mover)

of _____ to undertake the mover
(Address and Telephone Number)
services at our above premises commencing from _____ to _____.

I / We hereby confirm and undertake to procure that the Mover will abide by all the terms and conditions set out in the Handbook.

In consideration of you at our request permitting the Mover to have access to the above premises for the sole purpose of carrying out the mover services/works, we hereby agree and undertake to keep the Management fully indemnified in respect of any claims, losses, liabilities or damages made against, suffered or incurred by you, as a result of a breach by the Mover, its sub-contractors, employees or agents, of any of the terms and conditions mentioned in the Handbook as a result of any of the services/works undertaken by the Mover for the said premises.

I / We further agree to indemnify the Management in respect of any claims, actions, proceedings, damage or costs brought against, incurred or suffered by you by reason of any breach whether by ourselves or the Mover or its sub-contractors of the undertaking not to employ or permit or cause the employment of any illegal foreign workers to carry out any part of the mover services / works at the above premises.

Signature of the Subsidiary Proprietor

Name of Signatory & Date

- I / We consent to provide my personal data for the above purpose.

FORM C2 MOVER'S CONFIRMATION AND REGISTRATION FORM

(TO BE COMPLETED BY MOVERS)

Blk _____ Pasir Ris Grove # _____ NV RESIDENCES

1) Mover's Particulars

Company : _____
Address : _____
Name of Supervisor : _____ Contact no: _____
NRIC No. : _____ Vehicle No./Type: _____

2) Confirmation

I/We hereby confirm that I am/we are appointed by the Subsidiary Proprietor of the above premises as his/her mover.

3) Deposit

I/We enclose herewith a crossed cheque no. _____ for **\$500.00** in favour of **"THE MCST PLAN NO. 3995"** being the deposit for the due observance and compliance of your guidelines and for mover services/works to the above premises.

4) Undertaking

I/We shall be fully responsible for any damages or dumping of carton/packaging/unwanted materials to the common property caused by myself/ourselves and/or by my/our personnel. Such damages or unwanted materials shall be made good/removed out of the estate to the satisfaction of the Management within two (2) days, failing which the Developer/ Management shall have the right to make good the damages or remove the unwanted materials and deduct the cost from the deposit without prejudice to the Management's right to recover the remaining costs from me/us, otherwise the deposit is refundable to me/us, free of interest, upon completion of the services/works.

5) Indemnification

I/We shall effect adequate Work Injury Policy and Public Liability Policy and such other policies necessary for my/our above mover services/works during the entire period.

I/We undertake to indemnify and keep the Developer/Management fully indemnified against any damages, actions, claims, liabilities or proceedings arising from my/our execution of these services/works.

6) Precautions

Only designated lift, staircases and areas are allowed for the transportation of furniture etc. We undertake not to cause any scratches/damages to any part of the lift's internal and external finishes, and all fittings and fixtures.

We further undertake not to store any furniture etc. on any common areas but within the Subsidiary Proprietor's premises. I/We agree that the Management shall be under no liability in respect of any losses or damages caused to the premises for the whole duration of the services / works.

7) I/We hereby furnish the Management a list of my/our workers and their particulars:

a)	<u>Names of Persons-in-charge</u>	<u>NRIC/Passport No.</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

Commencement Date: _____ Expected Completion Date: _____

I/We also undertake that we shall not at any time during the performance of any part of the services/ works for the above premises employ or permit or cause the employment, whether by ourselves or any of our sub-contractors, of any illegal foreign workers at the above premises.

I/We hereby agree to indemnify the Management in respect of any claims, actions, proceedings, damage or costs brought against, incurred or suffered by the Developer/Management by reason of any breach on my/our part of the above undertaking.

Signature of Mover

Company's Stamp

Name of Mover

NRIC No.

- I / We consent to provide my personal data for the above purpose.

FORM D APPLICATION FOR THE USE OF MULTI-PURPOSE FUNCTION ROOM

APPLICATION FOR BOOKING OF FUNCTION ROOM

Name of Applicant : _____
Block & Unit No. : _____
Contact Number: : (H/O): _____ HP : _____
Date of Function : _____
Booking time slot (please circle) : 9 AM TO 3 PM / 4 PM TO 10 PM

Refundable deposit of **\$150.00** paid by Cash/Cheque No. < _____ > made payable to **"THE MCST PLAN NO. 3995"** will be required to accompany this booking.

Non-refundable utility charge of **\$16.05** (inclusive of GST) by Cash/Cheque No. < _____ > made payable to **"THE MCST PLAN NO. 3995"** will be required to accompany this booking.

- Payment of \$100.00 deposit and \$16.05 non-refundable utility charge (i.e. air-con, water & electricity) must be made no less than 3 days before the event.

Terms & Conditions

I agree to abide and be bound by the following: -

1. The opening hours are divided into 2 sessions daily:
Day session : 9.00 am to 3.00 pm
Evening session : 4.00 pm to 10.00 pm
2. The maximum number of guests per apartment unit who may use the Function Room shall not exceed 50 persons during each session and residents shall ensure that their guests observe the house rules contained herein.
3. Reservation can be made up to a maximum of thirty (30) days in advance of the intended session and allocation will be made on a first-come-first-serve basis. Reservation is not transferable. Each apartment is entitled to **1 session per month**. No accumulation of entitlement is allowed. Bookings are subject to the Management's approval on the purpose of use.
4. I /We understand that the **\$150.00 deposit** will be held by the Management as security to ensure that the Function Room area is cleared of rubbish and cleaned to a satisfactory condition or/and the facilities are not damaged in the course of use.
 - a. The cost of additional cleaning, if required, will be deducted from the deposit and the balance will be refunded to the applicant. In the event that the cost of cleaning exceeds the deposit, the applicant shall be charged the addition amount. The Management shall have the sole discretion in deciding on the standard of cleanliness.
 - b. Similarly, the management reserves the right to withhold the deposit and deduct money from the deposit if damage to the function room is found. In the event the cost of reinstatement exceeds the deposits, the applicant shall be charged the addition amount.
 - c. When claiming the refund, the receipt issued at the time of booking must be returned to the Management Office.
5. In addition to the refundable deposit stated above, residents shall also pay a non-refundable charge of **\$16.05 per session** for the utilization of utility (i.e. air-con, water & electricity).
6. Cancellation of bookings must be made at least seven (7) days before the date booked and should be made personally to the Management. Otherwise, it may result in the utility charge being forfeited.
7. The Multi-Purpose Function Room can only be used for birthday parties or any other social functions approved by the Management. It cannot be used for meeting, gambling, religious, political, commercial, illegal or immoral activities. Private classes, sales talk or company gatherings are not permitted in the Multi-Purpose Function Room.
8. The Management reserves the right to use the Multi-Purpose Function Room for official matters.
9. Live bands or mobile discos are not permitted.
10. No smoking, skating, skateboarding, cycling or any ball games are permitted.
11. No pets and persons in swimming attire are permitted at the Multi-Purpose Function Room.

12. Permission must be obtained from the Management prior to hiring of additional tables and chairs to be used.
13. These rules and regulations are subject to revision at the discretion of the Management as and when necessary.
14. I / We understand that the S\$150.00 deposit may be forfeited if I / We found to violate item 7 and shall also be barred from booking the multi-purpose function room for a duration of 6 months from the date of event.

**** I / We have read and understood the terms and conditions for booking this facility and agreed to abide all the above.**

Signature of Applicant

Date

FOR OFFICIAL USE

I / We hereby acknowledge receipt of cash / cheque (_____) for \$150.00.

Name & Signature of Management

Date

ACKNOWLEDGEMENT BY APPLICANT

I hereby acknowledge return of the balance refundable deposit of S\$_____ having the sum
\$_____ being for the non-compliance to the Terms and Conditions.

Signature of Applicant

Date

- I / We consent to provide my/our personal data for the above purpose.

FORM E APPLICATION FOR THE USE OF BARBEQUE PIT

Name of Applicant : _____

Block & Unit No. : _____

Contact Number : (H/O): _____ HP: _____

Date of Function : _____

Booking time slot (please circle) : 9 AM TO 3 PM / 4 PM TO 10 PM

BBQ Pit (please circle) : 1 / 2 / 3

Refundable deposit of **\$100.00** paid by Cash/Cheque No. < _____ > made payable to **"THE MCST PLAN NO. 3995"** will be required to accompany this booking.

Non-refundable gas charge of **\$16.05** (inclusive of GST) by Cash/Cheque No. < _____ > made payable to **"THE MCST PLAN NO. 3995"** will be required to accompany this booking.

- Payment of \$100.00 deposit and \$16.05 non-refundable gas charge must be made no less than 3 days before the event.

Terms & Conditions

I agree to abide and be bound by the following: -

- 1) Opening hours are divided into 2 sessions daily:
Day session: 9.00 am to 3.00 pm
Evening session: 4.00 pm to 10.00 pm
- 2) The maximum number of guests per apartment unit who may use the BBQ pit shall not exceed 15 persons during each session and residents shall ensure that their guests observe the house rules contained herein.
- 3) Reservation can be made up to a maximum of thirty (30) days in advance of the intended session and allocation will be made on a first-come-first-serve basis. Reservation is not transferable. Each apartment is entitled to **1 session per month**. No accumulation of entitlement is allowed.
- 4) I / We understand that the **\$100.00 deposit** will be held by the Management as security to ensure that the barbecue area is cleared of rubbish and cleaned to a satisfactory condition or/and the facilities are not damaged in the course of use.
 - a. The cost of additional cleaning, if required, will be deducted from the deposit and the balance will be refunded to the applicant. In the event that the cost of cleaning exceeds the deposit, the applicant shall be charged the additional amount. The Management shall have the sole discretion in deciding on the standard of cleanliness.
 - b. Similarly, the management reserves the right to withhold the deposit and deduct money from the deposit if damage to the barbecue area is found. In the event the cost of reinstatement exceeds the deposits, the applicant shall be charged the additional amount.
 - c. When claiming the refund, the receipt issued at the time of booking must be returned to the Management Office.
- 5) In addition to the refundable deposit stated above, residents shall also pay a non-refundable charge of **\$16.05 per pit per session** of cylinder gas supplied by the Management when booking the BBQ pit. The charge of use of cylinder gas is subject to revision without prior notification.
- 6) I / We understand that cancellation of reservation must be made at least seven (7) working days prior to the date of booking so that the facility may be re-allocated to other residents and resulting in a forfeiting of the gas charge (i.e. \$16.05)
- 7) I / We will not hold any function for meeting, gambling, religious, political, commercial, illegal or immoral activities.
- 8) I / We will not create excessive noise that is likely to cause disturbance to other residents.
- 9) Residents using the BBQ pit must restrict their activities to the area. Consumption of food and drinks by the pool is not allowed. Residents and guests are not permitted to use the pool facilities at the same time.

- 10) Permission must be obtained from the Management prior to hiring of additional tables and chairs to be used at the BBQ corners.
- 11) I / We understand that the Management shall not be held responsible for any injuries, damages or loss of life or property sustained by residents and their guests, however, caused when using the facility.
- 12) I / We understand that the S\$100 deposit may be forfeited if I / We fail to comply with the any of the above clauses, including item 4 & 7 above and shall be barred from booking the BBQ Pit for a duration of 6 months from the date of event.
- 13) These rules and regulations are subject to revision at the discretion of the Management as and when necessary.

**** I / We have read and understood the terms and conditions for booking this facility and agreed to abide all the above.**

Signature of Applicant

Date

FOR OFFICIAL USE

I hereby acknowledge receipt of cash / cheque (_____) for \$100.00.

Name & Signature of Management

Date

ACKNOWLEDGEMENT BY APPLICANT

I / We hereby acknowledge return of the balance refundable deposit of S\$_____ having the sum S\$_____ being for the non-compliance to the Terms and Conditions.

Signature of Applicant

Date

- I / We consent to provide my/our personal data for the above purpose.

FORM F APPLICATION FOR BOOKING OF AV ROOM

Name of Applicant : _____
Block & Unit No. : _____
Contact Number : (H/O): _____ HP: _____
Date of Usage : _____

Refundable deposit of **\$100.00** paid by Cash/Cheque No. _____ made payable to **"THE MCST PLAN NO. 3995"** will be required to accompany this booking.

Non-refundable charge of **\$5.00/hr (inclusive of GST)** by Cash/Cheque No. _____ made payable to **"THE MCST PLAN NO. 3995"** will be required to accompany this booking.

- Payment of \$100.00 deposit and non-refundable booking charge must be made no less than 3 days before the event.

Terms & Conditions

I agree to abide and be bound by the following: -

- 1) Opening hours are from 8.00 am to 10.00 pm daily. The security guards are authorized to stop any use of the Audio Visual Room that extends beyond 10.00 pm.
- 2) Not more than 9 persons may be in the Audio Visual Room at any time.
- 3) Advance booking can be made on a first-come-first served basis up to a maximum of 7 days.
- 4) Each apartment unit may book a maximum of two (2) hours per session in any one day.
- 5) Residents can make a maximum of two (2) bookings within the same week, but only one of these sessions may be made between the peak hours of 6.00 pm to 10.00 pm.
- 6) Residents must be punctual for their bookings. Bookings shall be treated as cancelled if not claimed within 15 minutes and the Audio Visual Room will be allocated to another resident on a first-come-first served basis.
- 7) Reservations are not transferable. If the person who has made reservation is unable to use the facilities on the date reserved, he / she is to inform the Management Office 48 hours in advance. Residents who fail to cancel booking will be barred from booking the room for the next 1 calendar month.
- 8) Residents must sign in for the use of the Audio Visual Room.
- 9) When booking the Audio Visual Room, residents shall place a refundable deposit of \$100.00 with the Management no less than 3 days before the event date. Crossed cheque is preferred. The deposit shall be refunded, free of interest only if the equipment is returned in good order and the Audio Visual Room in a good and clean condition without damage to any part of it and all rubbish properly disposed of. Should the Management incur any costs for repair, cleaning or disposal, such costs will be recovered from the residents accordingly.
- 10) Children under 12 years old must be accompanied and supervised by an adult who shall be responsible for their behaviour and safety while engaging in the activity.
- 11) Smoking, pets, food and drinks are not allowed in the Audio Visual Room.
- 12) The Management shall not be responsible for any injury caused to the persons using the Audio Visual Room.
- 13) Residents concerned will be responsible for any loss or damages caused to the equipment and furniture, by their guests or themselves. Replacement costs are chargeable to the resident who booked the Audio Visual Room.
- 14) The Audio Visual Room shall be used solely for its intended purpose. Meeting, gambling, religious, political, commercial, illegal or immoral activities are strictly not allowed in the Audio Visual Room.
- 15) These rules and regulations are subject to revision at the discretion of the Management as and when necessary.
- 16) Any cancellation must be made at least 3 days before the event date. Otherwise, it will result in the non-refundable charge being forfeited.
- 17) The Management reserve the right to forfeit the \$100 deposit if applicant(s) fails to comply item 14 above.

**** I / We have read and understood the terms and conditions for booking this facility and agreed to abide all the above.**

Signature of Applicant

Date

FOR OFFICIAL USE

I / We hereby acknowledge receipt of cash / cheque (_____) for \$100.00.

Name & Signature of Management

Date

ACKNOWLEDGEMENT BY APPLICANT

I / We hereby acknowledge return of the balance refundable deposit of S\$ _____ having the sum S\$ _____ being for the non-compliance to the Terms and Conditions.

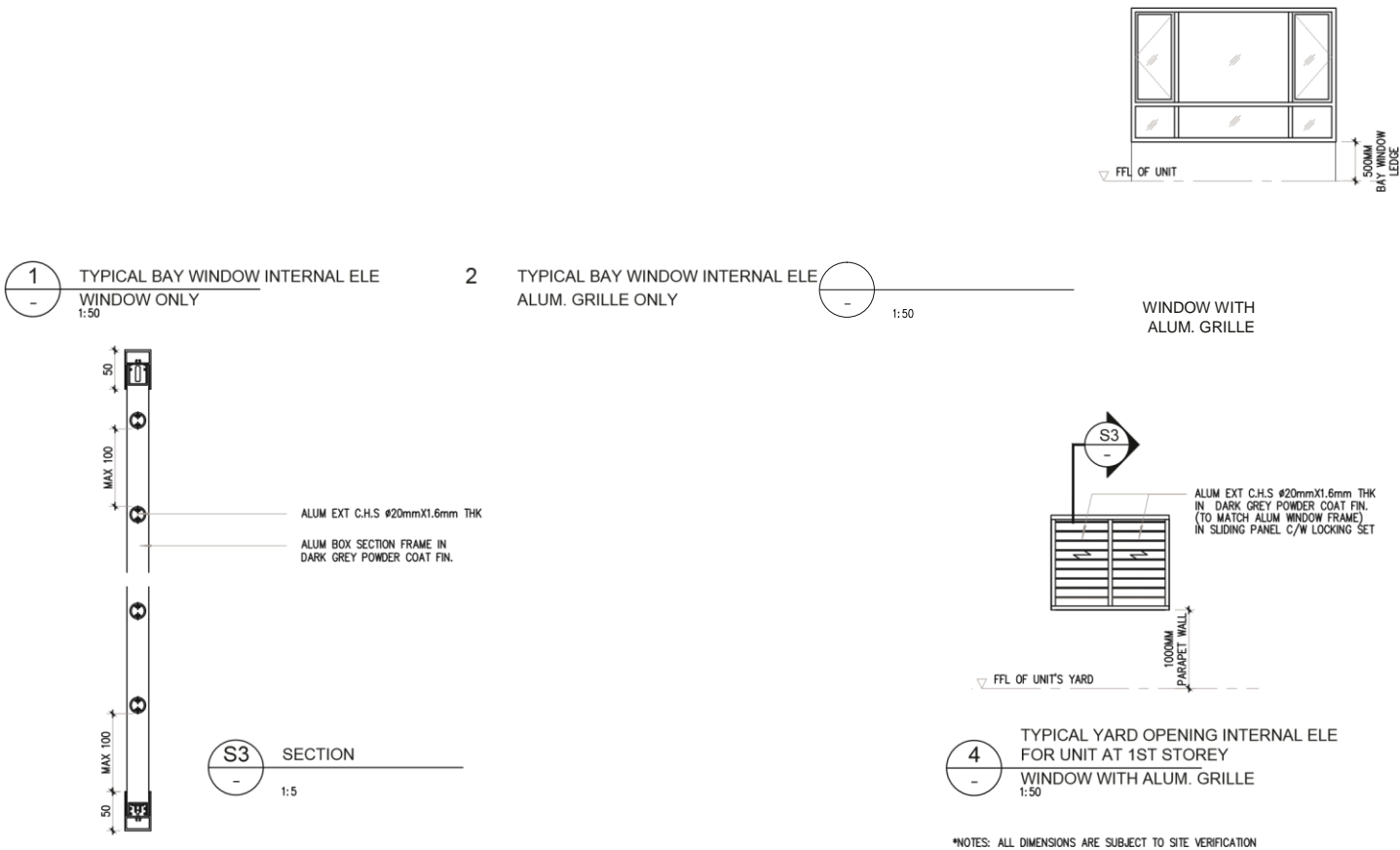
Signature of Applicant

Date

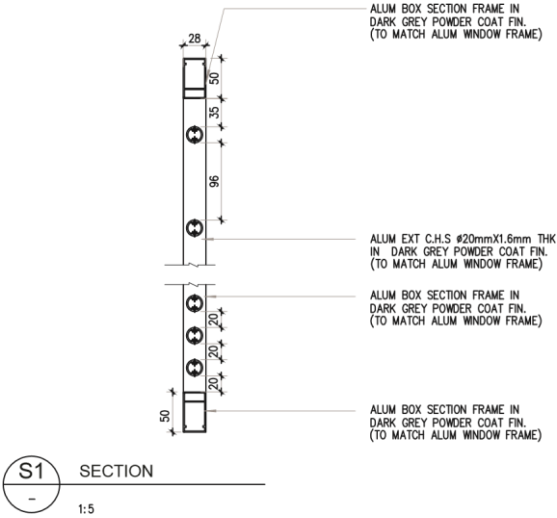
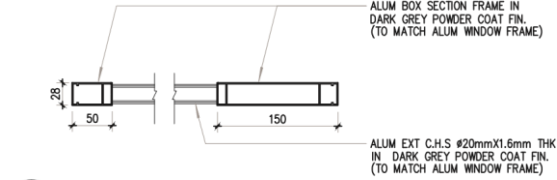
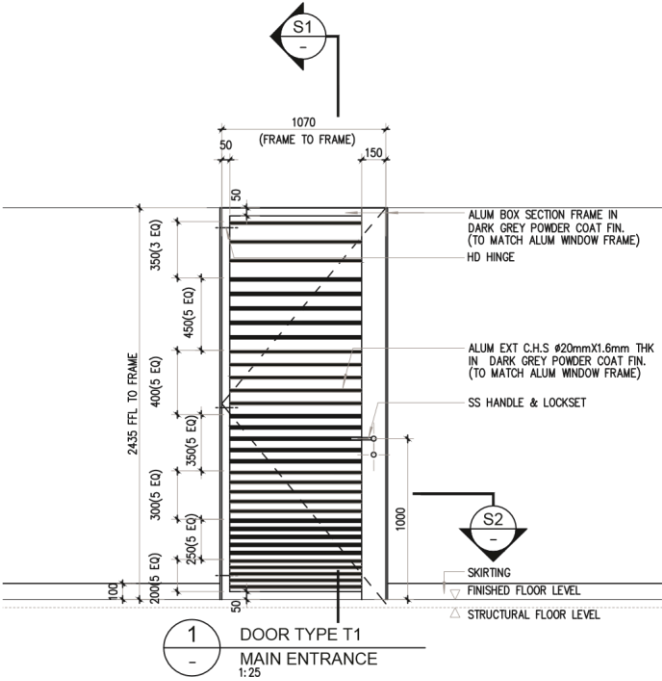
- I / We consent to provide my/our personal data for the above purpose.

GRILLE DESIGN

Bay Window Grille



Main Door Grille



*NOTES: ALL DIMENSIONS ARE SUBJECT TO SITE VERIFICATION