

HIGH PARK

RESIDENCES



Resident's

Handbook



Dear Owners

HIGH PARK RESIDENCES - MANAGEMENT AND MAINTENANCE

Welcome to High Park Residences – You are now the proud Owner of this prestigious development. This is where you belong; residing in total luxury within a glorious condominium in Singapore.

We will endeavour to make your stay at High Park Residences a pleasant and fulfilling one.

In compliance with the Building Maintenance and Strata Management Act 2004, the Developer is entrusted with the duties to manage the Common Property of the estate until the formation of the 1st Management Council. To enable Owners and Residents of High Park Residences to settle in comfortably and within the shortest duration especially during this “initial” move-in period, Owners and Residents are kindly requested to take note of the House Rules and Regulations which are highlighted in this handbook.

These rules are introduced to promote the general interest of all Owners and Residents by regulating the use of the common facilities and preventing any inconvenience. It will also help to maintain a high standard of aesthetical upkeep and harmony within the estate.

We hope you will benefit from this handbook and that your stay at High Park Residences will definitely be an enjoyable experience.

Yours faithfully

Fernvale Development Pte Ltd

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INTRODUCTION AND SETTING UP MY NEW HOME

DEFINITIONS

1. These Rules may be referred to as the **HOUSE RULES** of **High Park Residences** and are to be read in conjunction with the Prescribed By-laws laid out in the Second Schedule of the Building Maintenance (Strata Management) Regulations.
2. All Residents shall observe and comply with these House Rules that may from time to time be amended or added on by the Management. The Management reserves the right and at its sole and absolute discretion, to change any of these rules and regulations contained within this Residents' Guide after due notice has been given to the Subsidiary Proprietors and Residents.
3. In these Rules, unless the context otherwise requires:
 - a) **"Subsidiary Proprietor(s)" or "Owner(s)"** shall mean the person or person(s) holding legal titles to a strata lot/unit in **High Park Residences** or where separate titles are not yet issued. It includes purchasers whose names appear in the Sales and Purchase Agreement.
 - b) **"Resident(s)"** shall mean the occupier of a strata lot/unit which definition shall where appropriate, include an owner or any other person authorized by such owner to occupy the lot as a tenant or lessee thereof and shall include the members of the family of such occupier, provided always that this term "member of the family" shall not include guests, servants or agents of the occupier.
 - c) **"Guest(s)"** shall mean a person other than a Resident who is in the estate at the invitation of a Resident.
 - d) **"Common Areas"** shall mean all areas in the development with the exception of the housing Units.
 - e) **"Common Property"** shall mean the land and the buildings that are not comprised in any lot and is common to all the Subsidiary Proprietors, for example, common staircase, car park, lifts and any communal facilities, plant equipment and fittings installed in the development. It shall have the same meaning as the term "Common Property" as defined in Section 2 of the Building Maintenance and Strata Management Act (Cap 30C).
 - f) **"Development" or "Estate"** shall mean the residential units and common areas in **High Park Residences**.
 - g) **"Management"** shall mean the developer, M/s Fernvale Development Pte Ltd (in the interim) and the Management Corporation (when it is constituted) and includes any person and/or agent appointed to manage the development.
 - h) **"Lot" or "Unit"** shall mean a stratum which is shown as a lot on strata title plan and includes a lot specified as an accessory on any such plan. It consists of a space of any shape below, on or above the surface of the land.
 - i) **"Relevant Authorities"** shall include but not limited to Building & Construction Authority, Energy Market Authority, National Environment Agency, Fire Safety & Shelter Department, Singapore Power Services Ltd and Singapore Telecommunication Ltd, etc.
 - j) **"Contractor"** shall mean the contractor(s) carrying out renovation works and house-moving activities in the development.

- k) **“House-Moving”** shall mean the moving and transportation of furniture, furnishing, fittings, appliances, equipment and other possessions to and from the Unit.
 - l) **“Renovation Works”** shall mean any alterations, additions, maintenance, repairs, extension or similar works as set out in the Addition & Alteration Guidelines.
 - m) **“Household Pet”** shall mean all domestic cats and dogs, rabbits, aquarium fishes and such other animals (except horses, cattle, sheep, goat, poultry, duck and domestic pigs) which do not fall within the definition of “wild animals and birds” under the Wild Animals and Birds Act (Cap 351, Singapore Statutes 1985 edition).
 - n) **“PDPA”** means the Personal Data Protection Act 2012 of Singapore and includes all modifications or re-enactments thereof, and all rules and regulations promulgated thereunder, and for the time being in force.
 - o) **“Personal Data”** has the meaning ascribed to it in the PDPA.
4. The Security Personnel have been instructed to check all persons and vehicles entering into the development. Person(s) and/or agent(s) acting on behalf of the Subsidiary Proprietor(s) must produce Authorisation Letter from the Subsidiary Proprietor(s). The Authorisation Letter must be submitted to the Management in advance for verification and record.
 5. All Subsidiary Proprietors and Residents are required to abide by the House Rules and Regulations contained herein so as to uphold the good spirit of communal living in this prestigious development.
 6. The Management reserves the right and at its sole and absolute discretion, to amend, add or delete any House Rules and Regulation contained herein without any prior notice.
 7. In the event of any breach of these House Rules and Regulations, the Residents responsible shall make good and/or compensate for the loss and/or damage caused, to the satisfaction of the Management.
 8. In the event that the Management has to engage legal counsel to enforce any of these House Rules and Regulations, or By-Laws laid out in the Second Schedule of the Building Maintenance (Strata Management) Regulations, or is to engage contractors to carry out any rectification or remedial work necessitated by the failure on the part of any Resident to rectify or remedy any default on his part in complying with any of these House Rules and Regulations within fourteen (14) days of notification by the Management, the Management is entitled to be compensated in full for all direct and indirect costs incurred, including any legal fees on a full indemnity basis.

MANAGING AGENT

The appointed Managing Agent provides professional managing agent services to ensure the smooth and efficient operation of the activities within the development. They shall be most pleased to attend to any queries that you may have.

The Office Hours of the Management Office are:-

Mondays to Fridays	9.00am – 6.00pm
Saturdays	9.00am – 1.00pm
Sundays and Public Holidays	Closed

The Address of the Management Office is:-

21, Fernvale Road #01-10 Singapore 797637

Change of Mailing Address:

To ensure correct and prompt delivery of all correspondences, Subsidiary Proprietors are to inform the Management of any change in mailing address by writing and submitting the prescribed form (Form 001 – Residents' Particulars Record Form) to the above Management Office address.

GENERAL NOTES

1. The full authority and responsibility for the enforcement of these house rules lies with the Management and it reserves the right to amend the house rules from time to time where deemed necessary.
2. All residents of High Park Residences shall be bound by the house rules in the Resident's Guide. The resident(s) shall be responsible for the behaviour / acts of their guests and any other personnel while in the premises of High Park Residences.
3. While every reasonable care is taken in preparing this Resident's Guide, the Developer and its appointed managing agent cannot be liable for any inaccuracies. All contents are believed to be correct and not to be regarded as statements or representations of fact. All information is current at times of print and is subject to changes.
4. To ensure correct and prompt delivery of all correspondences, Subsidiary Proprietors are to inform the Management of any change in mailing address by writing and submitting the prescribed form (Form 001 – Residents' Particulars Record Form) to the Management Office.

INDEMNITY OF THE MANAGEMENT

The Management shall be indemnified by the Subsidiary Proprietor and/or Resident against all costs, charges, losses, expenses and liabilities suffered or incurred by the Management in connection with and/or arising out of the breach of any Rules & Regulation and/or the Prescribed By-laws of the Supplement of Building Maintenance and Strata Management Act 2004 by the Subsidiary Proprietor, Resident and/or their invitees, including without limitation such costs, charges losses, expenses and liabilities (including legal costs on an indemnity basis) suffered or incurred by the Management in defending or prosecuting and proceedings, civil or criminal, against any part (including the Subsidiary Proprietor and/or Resident that relate to anything done or omitted or alleged to have been done or omitted by the Subsidiary Proprietor, Resident and/or their invitees.

INDIVIDUAL STRATA LOT/UNIT

A Strata Lot/Unit is any part of land consisting space of any shape below, on or above the surface of the land. Therefore the Subsidiary Proprietor shall be responsible for the proper care and upkeep of his/her own Unit. However, Subsidiary Proprietor is advised to abide by the terms and conditions as laid down in the Sale and Purchase Agreement, Building Maintenance and Strata Management Act (Chapter 30C), and the by-laws, House Rules and Regulations.

MAINTENANCE CONTRIBUTION

The purpose of the maintenance contribution is to pay for the day-to-day expenses of the administration, repair and maintenance of the Common Property.

Each Subsidiary Proprietor shall be required to contribute an amount proportional to the share value of the respective Lot.

ADDITION & ALTERATION RENOVATION (A&A) GUIDELINES

Introduction

The purpose of the Addition & Alteration (A & A) guidelines is to preserve the distinctive architectural design and the prestige of the development, thereby enhancing the value and image of the development.

These guidelines are drawn up to assist Subsidiary Proprietor(s) in their A & A Works. The coverage is not intended to be exhaustive, but serves as guidelines to provide the necessary information on the nature and extent of the A & A Works within the development.

A & A Works can be carried out in the unit subject to prior **written** consent from the Management and/or obtain written approval from the Building & Construction Authority (BCA) and/or other relevant authorities (where applicable) and such approvals shall be submitted to the Management for record before commencement of any works.

The A & A Works shall comply with the following guidelines:

- i) shall not affect any of the warranties of the Unit and Common Property and do not jeopardize the issuance of Certificate of Statutory Completion (CSC) for **High Park Residences**.
- ii) shall not affect the aesthetic appearance and/or uniformity of the facade of **High Park Residences**. Facade shall include windows/sliding doors/fixed glass panels in the living/dining room, bedrooms, yard areas, balcony areas, private enclosed space, Air-con and/or Reinforced Concrete Ledge areas, common areas, open areas and all other visible parts of the building which constitute or form part of the external appearance of **High Park Residences**.
- iii) shall not result in any damage to or risk of damage to the property of others or injury to person.

General Requirements for Addition & Alteration (A & A) Works

Administration

1. The Subsidiary Proprietor(s) intending to carry out any A & A Works to a Unit shall submit the following documents to the Management for approval at least ten (10) working days before the commencement of A & A Works:-
 - i) **FORM F006 - Application For Addition & Alteration Works** (giving full details of works to be carried out);
 - ii) **FORM F008 - Application For Hot Work Permit** (if necessary);
 - iii) **FORM F006B – Letter of Indemnity for Subsidiary Proprietor and Contractor for Addition & Alteration Works;**
 - iv) Two (2) sets of relevant documents such as renovation plans, sketches, relevant insurance coverage, copies of certifications by licenced LEW/Plumber/Gas Worker etc. and/or approvals from the relevant authorities (if necessary)
 - v) A refundable security deposit of S\$1,000/- made payable to Management or the Management Corporation (upon constitution).

2. The submission by Subsidiary Proprietor(s) to the Management for the Application for Addition & Alteration Works shall not be considered as exemption from compliance with the building regulations / laws or exemption from obtaining approval from the relevant authorities.
3. The Subsidiary Proprietor(s) shall commence work upon receipt of the "Acknowledgement Letter" from the Management. The "Acknowledgement Letter" shall not be considered as exemption from compliance with the building regulations / laws or exemption from obtaining approval from the relevant authorities. The Subsidiary Proprietor(s) shall bear full responsibility to ensure compliance with the building regulations / laws as may be introduced and applicable from time to time. All unauthorized works have to be rectified by the Subsidiary Proprietor(s) at their own costs.
4. The Subsidiary Proprietor(s) who wish to carry out A & A works to their Unit(s) before and / or after issuance of Certificate of Statutory Completion (CSC) shall seek the advice of their own Qualified Person (QP) and / or Professional Engineer (PE), the relevant authorities and the Management prior to commencement of any A & A works. Where statutory submissions to the authorities are required for Unit's A & A works, the Subsidiary Proprietor's own QP and / or PE shall obtain the approvals from the relevant authorities and provide documentary proof of these approvals to the Management.
5. The Subsidiary Proprietor(s) shall be responsible for
 - i. the conduct and behaviour of the renovation contractor or his listed sub-contractors.
 - ii. ensuring that the renovation contractor or his listed sub-contractors comply with the terms and conditions governing the A & A Works.
6. 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.
7. Only the Subsidiary Proprietor(s) renovation contractor or his listed sub-contractors are allowed to carry out the types of A & A Works specified in the Acknowledgement Letter issued by the Management.
8. For any Hot Works to be carried out within the Unit, the renovation contractor shall apply for the Hot Work Permit. Hot Work Permit is issued at the absolute discretion of the Management and shall be withdrawn at any time by the Management without assigning any reason thereto.
9. On expiry of the validity period or upon completion of the Hot Works within the Unit, the renovation contractor shall surrender the Hot Work Permit to the Management.
10. The renovation contractor who is issued the Hot Work Permit shall maintain a continuous fire watch in the area of work and to provide extra fire extinguishers.
11. The onus is for the Subsidiary Proprietor(s) or his renovation contractor to take up an adequate Public Liability Insurance Policy prior to commencement of any A & A Works.
12. The Subsidiary Proprietor(s) hereby indemnify and hold harmless the Developer, M/s Morganite Pte Ltd, the appointed managing agent and Management Corporation (upon its constitution), for and against all actions, claims, damages, costs and expenses that may arise from any loss, damage, death, injury from any causes whatsoever to the property or persons caused by or resulting from the Subsidiary Proprietor(s)' A & A works caused by any act, omission, neglect, default of the Subsidiary Proprietor(s), their servants, agents, contractors, sub-contractors, employees, invitees or any other persons whether or not the loss, damage, death or injury due to the negligence of the Developer, the appointed managing agent and the Management Corporation (upon its constitution).
13. The Management in its absolute discretion reserves the right to reject any A & A works application and / or revoke any approval granted. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection of the application or revocation of the A & A approval.

Working Hours

14. The Subsidiary Proprietor(s) shall exercise due care and caution to ensure that minimal disturbance, nuisance or annoyance is caused to other occupiers of the development. All A & A Works, including related deliveries of materials and equipment, shall only be carried out during the following hours:
- | | | |
|---------------------------------------|---|--|
| Mondays to Fridays | : | 9.00 am - 5.00 pm |
| Saturdays and Eves of Public Holidays | : | 9.00 am - 1.00 pm |
| Sundays and Public Holidays (PH) | : | Strictly no work is allowed to be carried out. |
15. Any A & A Works or "Restricted Works" involving heavy drilling, knocking, spray painting, use of adhesives or varnishing that are likely to cause inconvenience to other Subsidiary Proprietor(s) shall be carried out during the following hours only and it should be completed within (7) days:
- | | | |
|--------------------|---|---------------------|
| Mondays to Fridays | : | 10.00 am - 12.00 pm |
| | : | 2.00 pm - 4.00 pm |
16. Written application must be submitted to the Management if an extension of the Restricted Works is required.
17. The renovation contractor is **NOT** allowed to use heavy-duty hacker or concrete breaker for the Restricted Works.
18. The Subsidiary Proprietor(s) and his renovation contractor must furnish the Management the schedule of A & A works including Restricted Works within the Unit at least ten (10) working days in advance prior to the commencement of such restricted works.
19. The maximum duration to be approved at any one time for the A & A Works shall be thirty (30) days. Any extension beyond this period shall be subjected to the approval of the Management.

Security Deposit

20. A refundable security deposit of S\$1,000 (subject to prevailing GST). made payable to Management or the Management Corporation (upon constitution) is required to be made with the Management before any A & A Works can be permitted.
21. Upon completion of the A & A works, the Subsidiary Proprietor(s) shall notify the Management by completing the prescribed form, ***Form F010 – Request for Refund of Renovation Deposit in Respect of Addition and Alteration Works*** confirming that only works that are reflected in the Application for A & A works and acknowledged by the Management are carried out and there is no violation of the stated guidelines as contained herewith.
22. The security deposit will be refunded, without interest, at least two (2) weeks to the Subsidiary Proprietor(s) after a joint inspection to the unit is carried out, subject to the following conditions:
- Completion of the A & A works approved by the Management.
 - There is no outstanding rectification work resulting from unauthorized A & A Works.
 - No unauthorized works were carried out within the Unit.
 - Compliance with all the conditions stated herein.
 - No claims by the Management for damage to the Common Property and / or properties of the Residents in the development.

23. If there are damages to the Common Property and / or properties of the Residents in the development and / or unauthorized A & A Works, the Subsidiary Proprietor(s) and his renovation contractor are to make good the damages / unauthorized works to the satisfaction of the Management within seven (7) days upon the receipt of the Management's notice, failing which, the Management reserves the right to make good the damages and deduct all costs from the security deposit.
24. In the event that the security deposit is insufficient to meet the claim of the Management, the Subsidiary Proprietor(s) and his renovation contractor shall compensate and pay to the Management the difference between the security deposit and the amount so claimed by the Management; failing which, it would be considered as a debt to the Management and legal proceedings shall be initiated to recover the monies.
25. The Management reserves the right to forfeit the full amount of the security deposit if any of the conditions stated herein are not complied with. For the avoidance of doubt, the forfeiture of the security deposit does not limit the Management's right to pursue further action and to recover such other costs arising from the Subsidiary Proprietor(s)' breach of the A & A Works.

Security

26. All workers of the renovation contractor or his listed sub-contractors shall report to the Security Personnel at the Guard House of their intention to enter the development to carry out the A & A Works and to exchange their identification passes with the development's contractor's passes before entry. Any damage or loss of the Contractor's pass is subject to a replacement cost of S\$50.00 (subject to prevailing GST) per card.
27. The Security Personnel have been given strict instructions to question all suspicious persons found in the development. Action shall be taken against unauthorized persons in the development.
28. All workers shall wear the contractor's passes at all times whilst they are in the development. Failure to do so may result in the offender being asked to leave the premises immediately.
29. The Subsidiary Proprietor(s) and his renovation contractor shall ensure that they do not engage illegal workers. Any illegal workers found shall be handed over to the police. The Management reserves the rights to deduct / retain the security deposit accordingly.
30. Illegal Workers shall mean any persons who entered Singapore in contravention of the Immigration Act or who worked in contravention of the Employment of Foreign Workers Act or any statutory modification or re-enactment thereof.

Protection on Common Property & Equipment

31. The Subsidiary Proprietor(s) and his renovation contractor shall ensure that adequate protection covers are put up inside the designated lift car, flooring, staircases, landings, lobbies' walls and floors and planting when conveying heavy or bulky materials to and from the unit under A & A Works.
32. Halting of lift by inserting stopper in between the lift doors is strictly prohibited. Spillage of any sand in the lift and the sill has to be vacuumed and cleaned thoroughly by the renovation contractor.
33. Only lifts and staircases designated by the Management are to be used.
34. The renovation contractor shall ensure that the lift is not overloaded when transporting building materials or debris.

Contractors' Conduct

35. The Subsidiary Proprietor(s) shall be responsible for the conduct and behaviour of their renovation contractor while they are in the development's compound. Any damages to the building and its equipment caused by the transporting of building materials or other effects shall be replaced or repaired at the expense of the Subsidiary Proprietor(s) concerned.
36. The renovation contractors shall only park his vehicle at designated parking lots. Loading and unloading shall only be carried out at designated areas.
37. The car park height restriction for delivery vehicle on the delivery vehicle lane is 2.2m. Any delivery vehicle exceeding the height limit of 2.2m or not more than 10 feet will not be allowed to enter into the development. It is the responsibility of each driver to observe height limits when they are manoeuvring in the development and at the car park as some locations may have lower height limits which is meant for passenger vehicles only. The Management reserves the right to ask any contractor to remove their vehicle from the development in the event of non-compliance of the house rules.
38. Trolleys / small pick-up or vans below 2.2 metres in height may be used to transport the building materials or other effects.
39. Delivery vehicles which exceed the height restriction of the car park shall carry out loading / unloading of goods outside the Development.
40. The renovation contractor's vehicle must be manned by a driver at all times when loading / unloading of goods, items or equipment is in progress so as not to cause obstruction to other users.
41. The renovation contractor's workers have to be suitably clothed, not to use languages or behaving in a manner likely to cause an offence or embarrassment to others, not to obstruct the lawful use of the Common Property by others and not permitted to use the common toilets / common areas for cleaning and washing of tools and mixing of cement.
42. Appropriate measures must also be taken to ensure safety of the A & A works.
43. No worker shall be allowed to loiter in any places other than the work areas of the unit concerned.
44. Any worker found misbehaving or refusing to comply with the security procedures or conditions stated herein will be removed immediately from the development and barred from future entry.
45. The renovation contractors shall at all times observe and comply with all prevailing laws and regulations (including the Workplace Safety and Health Act and all its subsidiary legislations) relating to the health and safety now and hereafter in force and shall bear all costs and expenses for and associated with complying with the provisions of or conforming with any standard or requirement imposed by such laws and regulations.
46. The renovation contractor shall be responsible to take all safety measures to eliminate danger to their workmen, the general public, Subsidiary Proprietor(s), staff and property of the development and others arising in the course of or by reason of carrying out the A & A Works.
47. The Management reserves the right to refuse admittance of any workmen employed by the Subsidiary Proprietor(s), the contractors or the sub-contractors at its sole discretion.

Cleanliness of Common Areas & Disposal of Renovation Debris

48. The Subsidiary Proprietor(s) shall maintain the general cleanliness of the common areas used by his workers and sub-contractors. He shall ensure that any Common Property soiled by his workers and that of his sub-contractors, is cleaned up immediately to the satisfaction of the Management.
49. All A & A Works should be confined to the boundaries of the Subsidiary Proprietor(s)'s unit. No renovation debris is allowed to be placed in the common areas.
50. 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 escape routes, etc., shall be cleared away by the Management and all costs incurred thereof, shall be charged to the Subsidiary Proprietor(s) concerned.
51. The Management shall not be held liable for any losses or damages caused to the Unit and of any tools / materials brought into the Unit for the whole duration of the A & A Works.
52. No debris / unwanted renovation materials shall be thrown down the refuse chute or left in the common areas. The Subsidiary Proprietor(s) shall be held responsible and liable for all costs incurred to clear any choked refuse chute due to his renovation contractors' indiscriminate disposal of debris / unwanted renovation materials into the refuse chute.
53. The Subsidiary Proprietor(s) is required to remove their own debris (eg. renovation materials, packing and crating materials) daily or at any such interval so directed by the Management. If the debris is not removed at such interval as stated above, the Management will proceed to engage other workmen for the task and the cost arising thereof will be charged to Subsidiary Proprietor(s) by way of deduction from the security deposit at a rate of S\$500 (subject to GST) per lorry load calculated to the nearest whole lorry load per occasion. The labour cost shall be calculated at the rate of S\$150 (subject to GST) per workman per day. The Management or the workmen it employs shall not be responsible for any loss of stocks, goods, parts etc whilst carrying out such clearance work.

Inspection by the Management

54. The Management shall have the right to gain free access into the premises at any time during office hours to inspect the A & A Works being carried out in the Unit.
55. The Management reserves the right to demand the demolition or regularization of any unauthorized work which is carried out in contravention to the approval, the conditions stated herein or the by-laws and to recover from the Subsidiary Proprietor(s) all costs and expenses incurred in this connection if such rectification works were to be executed by the Management. In the event of such occurrence, the security deposit will only be returned after the unauthorized works are removed / rectified.
56. Upon completion of the A & A Works, the Subsidiary Proprietor(s) shall notify the Management for a joint inspection to ensure that only approved works are carried out and no violation of the conditions stated herein. The security deposit would be refunded thereafter.

Injury to Person(s) and Damage to Common Property

57. Subsidiary Proprietor(s) and his renovation contractor shall be liable for any losses and / or damages arising in the course of or by reason of carrying out the A & A Works.

Water and Electricity Supply

58. Subsidiary Proprietor(s) is to ensure that the water and electricity supply to their Unit(s) are activated before the commencement of the A & A Works.
59. The Subsidiary Proprietor(s) and his renovation contractor are not allowed to tap water / electricity supply from the Common Property. Any illegal use of common utilities is subject to a deduction fee of S\$100 per day (subject to prevailing GST) or any other amount imposed by the Management.

Words of Precaution

60. The Subsidiary Proprietor(s) is advised not to carry out wet polishing of flooring which may choke the sanitation / drainage system or result in seepage. In the event of the sanitation / drainage system is choked as a result of the wet polishing of flooring, the cost of clearing the choke will be charged to the Subsidiary Proprietor(s) and/or the renovation contractor.
61. Please note that if the water service installation is left unused for some time especially if the Unit is unoccupied, it must be flushed at regular intervals to ensure that the water quality is not affected and there is no discolouration of water.
62. Subsidiary Proprietor(s) is reminded that there is concealed gas piping in the Units and Subsidiary Proprietor(s) must inform their renovation contractors of such concealed gas piping and to ensure that due care and precaution shall be exercised during the A & A Works.
63. In the event if any of the House Rules are breached, the Management has the right and authority to stop or prevent anyone from undertaking or continuing with any A & A Works. The Management has the authority to remove all finished unapproved works that encroach into the Common Property. The Subsidiary Proprietor(s) shall bear all ensuing costs.
64. In cases of unsolved disputes, the Management shall reserve the rights to undertake legal proceedings to have them resolved.

List of Additions & Alterations (A & A) Works that can be carried out in the Unit after obtaining Temporary Occupation Permit (TOP) and are subjected to prior written consent from the Management:

- a. Install built-in wardrobes.
- b. Repainting of internal walls.
(Note: No painting of external roof garden walls, balcony / terrace walls, balustrades and railings)
- c. Replace existing built-in kitchen cabinets.
- d. Replace existing interior doors excluding the main entrance door and secondary entrance door.
- e. Install ceiling / wall paper.
- f. Replace existing walls and floor finishes.
(Note: Warranty given by the warranty contractor on the waterproofing system will be **void** with any replacement of floor finishes.)

The Subsidiary Proprietor(s) must ensure that their contractors carry out re-waterproofing works at all wet areas, namely, bathrooms, kitchen, yard, powder room, balcony, private enclosed space, terrace, planters, WC, courtyard, etc. when replacing the floor and / or wall finishes.

A copy of the waterproofing warranty shall be submitted to the Management for record purposes before any refund of security deposit will be made.

- g. Lay carpet flooring.
- h. Install light fittings.
- i. Install cornices and false ceilings. (Note: Care must be taken to ensure that the concealed piping is not damaged when installing cornices and false ceilings.)
- j. Install window grilles and invisible grilles for windows, yard and balcony. The colour code of the window grilles shall conform to that specified Guidelines (Grilles) or equivalent to match the existing window frame. (Note: All grilles must be installed **within** the Unit and the boundary line of the doorways). Please check with The Management Office for more information.
- k. Install split unit air conditioners. (Note: Air-con drain-out pipes have to be properly connected to waste trap **within** the apartment. **NO** window unit air-conditioning is allowed.)

List of Additions & Alterations (A & A) works including but not limited to the following are NOT allowed before and after issuance of Certificate of Statutory Completion (CSC):

- A. Before and after the issuance of CSC:
 - A1. Install windows at balconies, open terraces, yard and uncovered balconies;
 - A2. Removal of railings at the balconies;
 - A3. Replace glazing of windows with colours that are different from original;
 - A4. Hacking of structural slabs, columns and beams;
 - A5. Replace existing windows;
 - A6. Seal up existing windows / door openings;
 - A7. Raise existing floor levels (e.g. to split level of any portion of existing floor by adding concrete or steel platforms);
 - A8. Drill holes through the beams, columns and other structure members;
 - A9. Hacking and alterations of columns, beams or any reinforced concrete structures;
 - A10. Modify the common service pipes inside or outside the unit;
 - A11. Install trellis, blinds, grilles, exhaust fans or any structure at the roof garden at any other part of the building, balcony, planter, terrace, and / or any part of the unit outside the apartment. This includes contraptions of any kind for hanging clothes and T.V. aerials;
 - A12. Provide opening in existing external walls;
 - A13. Anything that affects the external look of the façade;
 - A14. Works affecting the Development's Gross Floor Area;
 - A15. Timber Decking across planter box or carrying out works to level up planter box into an extended area that may be converted to usable floor space e.g. balcony.

Note: The usage of the planter box shall be in accordance to Urban Redevelopment Authority's (URA) definition where planter boxes are used solely for planting purposes.

A16. Please also refer to the Technical Guidelines.

B. Before the Issuance of CSC:

B1. Demolition of existing internal lightweight partition walls that forms safety barrier to staircase void

B2. Alteration works to existing staircases;

B3. Remove existing water closets, basins, long baths and shower stalls.

Note:

1. Warranty given by the warranty contractor on the waterproofing system will be **void** if there is any hacking to the floor or any replacement of floor and / or wall finishes during the removal of any sanitary items.
2. Notwithstanding the above, it is the sole responsibility of the Subsidiary Proprietor(s) to consult, liaise directly with, and / or obtain the necessary approval(s) from relevant authorities and / or the Subsidiary Proprietor(s)' own Qualified Person (QP), before submitting the application for A & A Works to the Management. The Subsidiary Proprietor(s) shall not commence works of any nature unless the Subsidiary Proprietor(s) has received the Acknowledgement Letter from the Management.

1. TECHNICAL GUIDELINES

Architectural and Interior Works

i) Submission of Drawing

The proposal plans shall be drawn to scale, showing the layout, section, elevation and material used. All changes are to be shown in color with appropriate legend. Demolition works are to be shown in dotted red lines.

ii) Addition of Structure Work

Subsidiary Proprietor(s) shall not erect any additional structures or make any alteration without prior acknowledgement from the Management. The Management shall have the authority to demolish or remove any such unauthorized addition or alteration work, after giving seven (7) days written notice. All costs and expenses incurred in respect of such works shall be borne by the Subsidiary Proprietor(s).

iii) Demolition of Partition Work

Subsidiary Proprietor(s) are reminded that any partitioning, demolition of walls, drilling of holes on walls or any other A & A Works to the existing Unit shall be endorsed by a Qualified Person (QP) and approved by the relevant authorities. Method statement on demolition of internal brick partition wall showing how the wall is to be demolished and the protection of the existing structure shall be submitted together with the written application.

iv) External Work

Subsidiary Proprietor(s) shall not carry out any work which will affect the external facade of the building without prior written approval from the Management. Facade shall include windows, balconies, terraces, roof gardens, and compartments for condensing units, Common Property, open areas and all other visible parts of the building, which constitute or form part of the external appearance of the building. Any sun-shade film to be installed on the window panes and glass doors shall be non-reflective.

Subsidiary Proprietor(s) shall not be allowed to install any television or radio antenna on the roof top or any external part of the sub-divided building.

Electrical Works

i) Submission of Drawing

The electrical proposal plan shall be drawn to scale, showing its location of the distribution board, lighting point, power point and single-line diagram. All final sub-circuit shall be labeled and reflected in the layout plan and single-line diagram.

Subsidiary Proprietor(s) shall submit two (2) copies of the proposed plans endorsed by the relevant parties to the Management Office.

Note: Hacking of the soffit of the slab shall be endorsed by the Subsidiary Proprietor's Qualified Person (QP).

ii) Endorsement

All drawings shall be endorsed by an EMA Licensed Electrical Engineer (LEE) engaged by the owner of the Unit. Two (2) copies are to be forwarded to the Management Office.

Gas Works

i) Submission of drawing

The gas proposal plan shall be drawn to scale showing its new location of the kitchen hood, hob and layout, section and elevation of the gas pipe. The new routing of gas pipe must be clearly indicated.

Subsidiary Proprietor(s) is to engage an EMA Licensed Gas Service Worker (LGSW) to submit two (2) sets of the proposed plan to City Gas for approval.

ii) Endorsement

All drawings shall be endorsed by a LGSW engaged by the Subsidiary Proprietor(s). Two (2) copies are to be forwarded to the Management Office.

iii) Safety Measures for Resident(s) who wish to alter gas pipe connections:

- a. Call City Gas at 1800 752 1800 to carry out any alteration to gas piping or engage a LGSW. These LGSWs are licensed under the Public Utilities Act by the Regulation Department – Public Utilities Board (PUB) to carry out gas installation works. The Regulation Department (PUB) maintains a register of all LGSW in Singapore.
- b. Before any alteration works, the LGSW will have to make an application to City Gas on behalf of the Resident(s). Power Gas will then isolate the piped gas supply to the Unit.
- c. LGSW should commence pipe works only upon receipt of notification from City Gas.
- d. Upon completion of the works, the LGSW will conduct a final pressure test, in the presence of City Gas Officers, to confirm the soundness of the pipe,
- e. City Gas Officers will then turn-on the gas supply upon successful completion of the test.

It is an offence under the Public Utilities Act for any person:

To carry out gas services work without a proper license from the Board.

It is also an offence under the Public Utilities Act for any person:

To engage any person who is not a licensed gas service worker to perform any gas service work.

- f. In case of a Gas Leak / Suspected Gas Leak:
 1. Turn off the gas valve.
 2. Open all windows and doors to ventilate the place.
 3. Notify gas service & operators (Gas Services & Operations Centre) of situation.
 4. Do not try to detect / search for the gas leak, (Do not use any naked light).
 5. Refrain from switching on / off switches and electrical equipment.
 6. Leave the house should the smell becomes intoxicating
 7. Wait for service crew technicians to arrive.
 8. Investigations will be carried out.

- g. Important Telephone numbers:
 1. City Gas 24-hour Gas Services & Operations Centre (GSOC) at 1800-752-1800.
(Report of supply interruption, low pressure and gas leakage)

 2. City Gas Supply Application and Enquiries at 1800-555-1661

 3. Enquiries on appointment time for gas installation 1800-555-1661

Air-Conditioners

i) Submission of drawing

The air conditioning proposal plan shall be drawn to scale showing the new location of fan coil units, condensing units, and layout, section and elevation. The routing of refrigerant pipe and condensate drain pipe must be clearly indicated.

ii) Endorsement

All drawings shall be endorsed by the Subsidiary Proprietor's Qualified Person engaged by the Subsidiary Proprietor(s). Two (2) copies are to be forwarded to the Management Office.

DELIVERY AND HOUSE-MOVING (MOVING-IN AND MOVING-OUT)

1. Approval from the Management shall be obtained seven (7) days in advance of any delivery and house-moving activity. The Management reserves the right to refuse entry of any unknown personnel for purpose which cannot be verified. Application shall be made on the prescribed forms, namely, **FORM F002 Moving Delivery Application Form and FORM F007 - Application For Use of Lift.**

2. Resident and/or Contractor shall jointly sign the prescribed form, **FORM F002B – Indemnity Form for Delivery / House-Moving for the works.**

3. Delivery and house-removal activity should be carried out during the following hours:

Mondays to Fridays	:	9.00 am - 5.00 pm
Saturdays and Eves of Public Holidays	:	9.00 am – 1.00 pm
Sundays and Public Holidays (PH)	:	Strictly no moving activity allowed

4. The Management in its absolute discretion reserves the right to reject any application and revoke any approval granted. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection of the application for delivery or house-moving.

5. A refundable security deposit of S\$1,000 made payable to Management or the Management Corporation (upon constitution) is required to be made to the Management before any delivery or house-moving activity can be permitted.
6. In the event of any damage caused to the Common Property or unwanted items / packaging materials / refuse found discarded at the Common Property resulting from the delivery or house moving activities, the Management reserves the right to make good those damages and / or remove the unwanted items, or refuse, and the cost thereof shall be deducted from the security deposit.
7. If the security deposit is insufficient to meet the claim of the Management, the Resident and / or contractor shall compensate and pay to the Management the difference between the security deposit and the amount so claimed by the Management; failing which, it would be considered as a debt to the Management and legal proceedings shall be initiated to recover the monies.
8. All contractors shall report to the Security Personnel at the Guard House to exchange their identification passes with the development's contractor's passes before entry. Any damage or loss of the Contractor's pass is subject to a replacement cost of S\$50.00 (subject to prevailing GST) per card.
9. All contractors shall wear their passes at all times whilst in the development. Failure to do so may result in the offender being asked to leave the premises immediately.
10. The contractor shall ensure that they do not engage illegal workers. Any illegal workers found shall be handed over to the police. The Management reserves the rights to deduct / retain the security deposit accordingly.
11. Resident shall be responsible for the good conduct and behaviour of their engaged contractor while they are in the development's compound. Any damages to the building and equipment caused by delivery or house moving activity shall be replaced or repaired at the expense of the Resident's concerned.
12. Before and upon completion of the delivery or house moving activity, the Resident shall inform the Management to conduct a joint inspection on the Common Property and the prescribed route for the contractors.
13. All delivery or house moving activities shall be restricted to the designated parking lots as directed by the Security Personnel during the duration of the operation. It shall not, in any way, cause nuisance to other Residents.
14. Where the Resident requires the use of the designated lift for transportation, they shall carry out protection to the lift interior and any other areas along the transportation route.
15. All contractors are to strictly observe the maximum allowable load which will be indicated on the lift panel when using the lift.
16. No contractor shall not be allowed to loiter in any places other than the route to the unit concerned. Any contractor found misbehaving or refusing to comply with the security procedures will be asked to leave the development immediately and be barred from future entry.
17. The car park height restriction for delivery vehicle on the delivery vehicle lane is 2.0m. Any delivery vehicle exceeding the height limit of 2.0m or not more than 10 feet will not be allowed to enter into the development. It is the responsibility of each driver to observe height limits when they are maneuvering in the development and at the car park as some locations may have lower height limits which is meant for passenger vehicles only. The Management reserves the right to ask any contractor to remove their vehicle from the development in the event of non-compliance of the house rules.
18. Delivery vehicles which exceed the height restriction of the car park shall carry out loading / unloading of goods outside the development.

19. The contractors' vehicle must be manned by a driver at all times when loading / unloading of goods, items or equipment is in progress so as not to cause obstruction to other users.
20. Vehicle transporting Liquefied Petroleum Gas (LPG) shall not be allowed into the car park.
21. All refuse and packaging materials must be removed from the development upon completion of work and at the end of each day.
22. The Management shall not be liable for any mishap, injury or loss sustained by the Residents and their contractors, however caused, arising from the delivery and house moving activities, whether or not the mishap, injury or loss is also caused by the negligence of the Management.
23. Resident shall maintain the general cleanliness of the Common Property used by his / her workers and sub-contractors. He / She shall ensure that any Common Property soiled by his / her workers and that of his sub-contractors, is cleaned up immediately to the satisfaction of the Management.
24. All carton boxes, packaging materials, bulky items and debris should not be left in the common areas in the development. Otherwise, a sum of not less than \$100 and/or any amount as determined by the Management is to be paid to the Management to have the debris removed.
25. Upon completion of the delivery or house moving activity, the Resident and / or Contractor shall notify the Management for a joint inspection by completing the prescribed form, **FORM F011 Request for Refund of House Moving / Delivery Deposit** confirming that the site is in satisfactory condition and no violation of the stated Rules & Regulations as contained herewith.
26. The security deposit will be refunded, without interest and subject to:
 - i. compliance with all the Rules & Regulations stated herein for delivery and house moving activity;
 - ii. no damage has been caused to the Common Property during the delivery or house moving activity;
 - iii. all unwanted items, packaging materials or refuse have been disposed of appropriately from the Common Property.

USAGE OF LIFT FOR DELIVERY / TRANSPORTATION OF BULKY EQUIPMENT / ITEMS

1. Usage of Lift for the respective block for the delivery / transportation of equipment / items is restricted to the following hours:

Mondays to Fridays	:	9.00 am - 5.00 pm
Saturdays and Eves Public Holidays,	:	9.00 am – 1.00 pm
Sundays and Public Holidays (PH)	:	Strictly no delivery / transportation activity
2. Booking of lift for exclusive use is **NOT** allowed.
3. Any request for the purpose of delivery / transportation of equipment / Items shall be made in the Application shall be made on the prescribed forms, namely, **FORM F002 Moving Delivery Application Form and FORM F007 - Application For Use of Lift** and submitted to the Management for approval at least seven (7) working days in advance by the Contractors.
4. The maximum time allowed for request to use the lift for purpose of delivery / transportation of equipment / items shall be two (2) hours per day per unit. The extension of usage for lift is subject to the Management's approval.

5. All requests shall be on first-come-first-served basis.
6. The contractor shall ensure that there is no obstruction to the staircases, walkway, lift lobby and / or any other areas while delivering / loading / unloading.
7. The contractor shall ensure that the lift padding is not damaged during the course of the delivery.
8. The contractor shall reinstate all damages caused to the building and / or Common Property during the course of delivery / loading / unloading.
9. The contractors shall only use designated lift (lift with Perspex, canvas or plywood protection) to transport their bulky equipment / items.
10. In the event if the protection is dismantled, the contractor shall provide his own material to protect the lift components adequately and to the satisfactory of the Management.
11. The contractor shall **NOT** halt the lift by inserting a stopper between the lift doors.
12. The contractors shall ensure that the lift is not overloaded when transporting their bulky equipment / items.

STAYING AT MY NEW HOME

OCCUPANCY

All Subsidiary Proprietors / Residents And / Or Their Invited Guest(s) Shall:

1. permit the Management and its Agents at all reasonable times and on reasonable notice being given (except in case of emergency when no notice is required) to enter their Units for the purpose of:
 - a. inspecting the Units,
 - b. maintaining, repairing or renewing sewers, pipes, wires, cables and ducts used or capable of being used in connection with the enjoyment of any other Units or the Common Property,
 - c. maintaining, repairing or renewing the Common Property including but not limited to the trellises; and
 - d. executing any work or doing any act necessary for the performance of its duties or any enforcement affecting the building.
2. submit the names and particulars of all occupants, contact numbers and other information required by the Management by filling up the prescribed form, **Form 001 – Residents' Particulars Record Form**.
3. repair and maintain their Units including all sanitary fittings, water, electrical and air-conditioning pipes and apparatus in a good condition so as not to cause annoyance to others.
4. use and enjoy their Units and the Common Property in such a manner as not to interfere unreasonably with the use and enjoyment thereof by other Residents, their families, permitted tenants or visitors.
5. ensure that, if they are pet owners, the pets' droppings are hygienically and suitably disposed off.
6. ensure that their plants are maintained in a manner that shall not deface the facade of the building and/or overhanging into neighbours' Units.

7. ensure that the part of the floor within their unit on which activity is carried out, is covered to an extent sufficient to prevent the transmission of noise at a level likely to disturb others, such as pounding of chillies or other substances for cooking purposes.
8. take measures to prevent stagnant water in pots, pans, etc., resulting in breeding of mosquitoes.
9. inform the Management when they are expecting visitors for a function held within the development and provide a name list of the visitors and their vehicle numbers to the Management at least three (3) days in advance of the date of the function.
10. inform the Management if they have appointed housing marketing agents to lease out / sell their unit. Subsidiary Proprietors must submit the prescribed form, **FORM F012 - Letter of Authorization to Act as Marketing Agent** and the marketing agents must register with the Management as well as to submit the prescribed form, **FORM F013 - Letter of Undertaking by Marketing Agent**. The marketing agents must also comply with the rules set out by the Management with regard to open house for viewing purposes.
11. be responsible for any loss, damage or costs incurred by the Management for the purpose of reinstating the affected Common Property to a good condition.

All Resident(s) and / or Their Invited Guest(s) Shall Not:

1. install any additional television, radio or other antenna, air-conditioner compressor or fixtures / fittings and other equipment on the roof top, the common corridor, at any other part of the development or Common Property, balcony, planter, open terrace, private enclosed space and / or any external part of the Units.
2. affix or erect any shade, blind, aerial, awning, grill, exhaust fan or the like to the windows, balconies or the exterior areas of the Unit without prior written approval of the Management or which is not in accordance with the design and specifications of the Management or which will obstruct or hinder any of the maintenance purposes of the Common Property from the Unit by the Management.
3. store or use as fuel in the Unit any inflammable chemical, liquid, etc. that will become a fire or health hazard or which may give rise to smoke, fume obnoxious odour.
4. overload or impair the floors, walls or roofs thereof or cause any increase in insurance premium rate or the cancellation, invalidation or non-renewal of existing insurance policies.
5. in any way store, leave or discard any personal belongings in any part of the staircase or any other area of the Common Property or permit the placing or parking of bicycles and other wheeled vehicles which may obstruct the Common Property in the development.
6. obstruct or permit the obstruction of any walkway, pavement, entrance, corridor, lobby, stairway, fire escape, road or any other area of the Common Property.
7. cause and / or allow sinks, baths, lavatories, cisterns, water pipes and / or pipes in the Units and / or in the building to be clogged.
8. throw or to allow to fall any refuse or rubbish of any description on the Common Property or any part thereof except in refuse bins or in refuse chutes provided in the development.
9. dispose rubbish and waste food without placing and securing them in suitable plastic bags, bulky object and / or smouldering items into the refuse chute.

10. deface, cause damage to the playground, lifts, lift lobbies, common corridors, staircases, walls, pedestrian-ways and / or any other Common Property in the development.
11. damage the turf area, flower beds, trees, foot paths, drains or any part of the building by vehicles, machines, tools or object of any description.
12. cook or engage in any food preparation activities in the Common Property of the development unless otherwise stated in its own set of rules at the specific facility.
13. use the lobby or any other Common Property of the building for any private or public functions without prior written approval from the Management.
14. hang or dry or permit the hanging or drying of clothes, linen, washing and such like articles beyond the strata Unit area, thereby affecting the aesthetics of the building.
15. keep any animal / pet in the Unit which may cause annoyance to any other Residents of the family, permitted tenants or visitors of such other Residents.
16. allow or keep any animals / pets within the Common Property including lifts, passages, lobbies, front and back gardens, swimming pools, etc. which may cause nuisance or annoyance to others. Residents must be responsible for any inconvenience or harm caused to others including clearing of the pets' dropping in the Common Property. Pets shall be on leash at all time when in Common Property.
17. make undue noise which will interfere with the peaceful enjoyment of others in any Units or on the Common Property.
18. use languages or behave in a manner likely to cause offence or embarrassment to others using the Common Property.
19. mark, paint, drive nails or screws or the like into, or otherwise damage or deface any structure that forms part of the Common Property.
20. enter upon or cause or allow any persons to enter any reinforced concrete flat roof, except for the purpose of maintenance by the Management or in times of emergency.
21. put any signboards, advertisements, notices and / or lettering on any part of the development.
22. insert or deliver any junk mails to letter boxes.
23. use or permit their Units to be used for any purpose (illegal or otherwise) which may be injurious to the reputation of the development.
24. use or permit their Units to be used for any purpose other than for Residential dwellings unless otherwise approved by the relevant competent authority.
25. use their Units or permit their Units to be used in such a manner or for such a purpose as to cause a nuisance or danger to any other purchaser or the family permitted tenants or visitors.
26. plant or place or caused to be placed potted plant(s) or any other objects on any common area or balcony / window ledge(s) in a manner likely to cause injury to others or damage to others' properties, including Common Property.
27. forcefully open or obstruct lift doors or in any way that shall interfere with the normal functioning of the lifts. **IN THE EVENT OF A FIRE OUTBREAK, NO LIFTS SHOULD BE USED.** All Residents shall leave the development by escape stairways.

28. erect shrine for any purpose in any part of the Common Property.
29. hold a barbeque at the communal landscape areas and/or balcony areas at all times; barbeques shall be held at the designated barbeque area.
30. permit their children or visitors to play in the stairways, roads, car park areas, entrance of guardhouse and exit of the development. Residents and their children are not to use the common walls or floors for ball-playing, skateboarding or cycling or to deface the walls of the common areas.
31. sound car horns in a manner likely to cause disturbance or annoyance to others.
32. hold customary or traditional rites (e.g. any funeral service and / or wake) within the Common Property.
33. burn incense paper, joss sticks and candle at common area, except at designated and approved areas. Residents shall be liable to pay for the damages to the Common Property caused by such actions.
34. Smoking in accordance to the NEA's regulation, is prohibited within the common areas of the development. For more details, please refer to <https://app2.nea.gov.sg/public-health/smoking>. Should there be any fines imposed by the authority on the Management, the compounded fines of which shall be borne by the offender and / or the Resident.

PNUEMATIC WASTE / REFUSE DISPOSAL

1. Loose or wet kitchen waste must be sealed in plastic bags before disposal into the refuse chutes.
2. No refuse is allowed to be disposed at the common area under any circumstances.
3. Upon failure to comply, the Management reserves the right to remove it and charge the disposal cost to the Subsidiary Proprietors / Residents concerned.
4. To prevent choking of the refuse chutes and for safety reasons, any bulky waste, old newspapers / magazines, used paper cartons, unwanted clothing and breakable items such as glass bottles etc., shall **NOT** be disposed into the refuse chutes but to be brought down to the bins or recyclables and to be placed neatly into the recycling bins provided.
5. Residents shall arrange for unwanted furniture or bulky items to be disposed from the development at their own cost. They may, however, engage the services of the development's cleaning contractor at a fee.
6. All flammable items, wet cement and other adhesive materials are **NOT** permitted to be disposed into the refuse chutes. Offenders of such acts shall be liable for the cost of repair or replacement to the refuse chutes / bins.
7. Residents shall not throw rubbish, rags, or other refuse into sinks, lavatory cisterns, water pipes or soil pipes in the building or residence. They shall be liable for the cost of repair or replacement to the Common Property or other Residents' property if they cause choke or blockage to common or other Residents' pipes.

RECYCLING BINS

Residents are advise to recycle the following items in the recycle bins provided :-

Paper products:	Newspaper, computer printouts, writing paper, envelopes, car park coupons, brochures or pamphlets, magazines, books, cardboard and paper packaging (such as cereal boxes and drink cartons) and other paper products but excluding tissue paper and paper food wrappers
Metal products:	Cans or containers made of metal such as soft drink cans, beer cans, milk powder tins and food cans
Plastic products:	Bottles or containers made of plastic such as detergent containers, milk containers, mineral water bottles, soft drink bottles, juice bottles, plastic bags and plastic
Glass products:	Jars, wine bottles and beer bottles

These items **CANNOT** be Recycled: Ceramic mugs, biscuit box liners, Styrofoam, light bulbs, cardboard contaminated with food stuff like pizza boxes and other junk foods.

PEST CONTROL

1. Termites may enter the premises through importation, usually inadvertently done when Residents bring infested materials into the Unit.
2. It is strongly advised that Residents engage professional pest control agents to regularly service / check their premises to prevent such infestation.
3. Residents may engage the services of the development's pest control maintenance contractor at a fee.

KEEPING PETS

1. Livestock or other animals shall not be allowed or kept in any part of the development, except that of dogs, cats and other household pets, not exceeding a reasonable number, may be kept by the occupants in their respective Units. Any such pets causing a nuisance or unreasonable disturbances to any other occupants of the development shall upon notice given by the Management be immediately and permanently removed from the premises.
2. Only dogs of small breed as defined by the relevant authorities (AVA) are allowed in the development. For details about AVA approved list, please refer to <http://www.ava.gov.sg/>.
3. Pets on Common Property must be kept hand carried or on leashes and under control of their owners at all times. Residents are to ensure that their dogs are licensed with AVA.
4. Residents with household pets shall observe the following rules :-
 - a) To fill in the particulars of the pets by completing the prescribed form, **Form F017 - Pet's Record Form** and returning it to the Management Office.
 - b) Pets shall not be allowed to roam freely in common areas without being leashed / caged. When in transit, they shall be carried or held on a leash.
 - c) Residents shall clean up the waste of the pets left in the common areas.
 - d) Residents shall be responsible for the cost of repairing and cleaning of areas being damaged or littered by their pets.

5. A dog of a breed classified as dangerous or potentially dangerous or fierce (Category A and B dogs by AVA) are not allowed in the development.
6. For hygiene purposes, pets are not allowed into the swimming pools or water feature pools or to drink water from the swimming pools or water feature pools.

CAR PARKING

1. Residents are required to register their vehicles with the Management for the Electronic Parking System [EPS]. Car park labels will be issued for authorized access and parking in the development.
2. Each apartment is entitled to only one (1) car park lot. Car park label will be issued upon successful application and is non-transferable for use on another vehicle.
3. The applicant is required to submit the prescribed form, **Form F003 – Application for Vehicle IU Registration / Activation and Car Park Label** and to produce the necessary documents as requested by the Management such as Identification Card / Passport, Vehicle Registration Card, Company Certificate Letter (for company car), Stamped Tenancy Agreement (if applicant is a tenant) and any other document as required by the Management, as proof of ownership and residence.
4. The initial issuance of car park label is free of charge. Subsequent replacement will be subjected to a fee of S\$10.00 (subject to prevailing GST). All car park labels issued are non-transferable.
5. Subsequent car park lot application shall be based on availability of car park lots and acceptance of the terms and conditions to be stipulated by the Management at the time of application and subject to the approval by the Management Corporation upon constitution.
6. Loss of car park labels must be reported to the Management Office immediately.
7. Upon the sale and / or commencement of new lease or termination of the lease of the apartment, Residents have to surrender their car park label to the Management.
8. Residents are to notify the Management should there be a change of vehicle or vehicle registration particulars so as to update the data stored in the EPS.
9. Subsidiary Proprietors who have tenanted their Units would be deemed to have relinquished their entitlement of the parking facility over to their tenants; therefore these Subsidiary Proprietors shall park at the designated visitors car park lots, subject to availability.
10. The car park label shall be displayed prominently on the front windscreen of the vehicle for easy identification by Security Personnel.
11. Heavy vehicles, equipment and machinery such as forklift, generator, welding machine, air-compressor, lifting equipment, container, cranes, road tanker, trailer etc. will not be allowed to park in the development without prior written approval from the Management, and in such an event that written approval is granted, such vehicles, equipment and machinery are to be parked only in the designated area directed by the Management.
12. No vehicles shall be parked indiscriminately along the driveways or at any non-designated areas such as, in front of switch room or lift lobby etc. or across two parking lots.
13. Every vehicle must be parked within the confines of a parking lot and not in a manner that pose danger or obstruction or inconvenient to other users.

14. The parking areas are not to be used for washing of cars, recreation, storage (with the exception of storage installed by the Management) or repair works by the Residents or their visitors.
15. Washing of vehicles should be carried out only at designated washing bays provided. Vehicles shall be removed immediately after the washing is completed.
16. Undertaking of repairs or overhauls to vehicles is not allowed in the Common Property except in the case of a breakdown of the vehicle. Vehicles in the development must not cause stain or damage to the carpark areas or driveways.
17. Open-hose car washing is strictly prohibited in the car park.
18. Residents are to inform their guests driving into the development to give their particulars and the unit number they wish to visit to the Security Personnel. All guests are only allowed to park at the car park lots (subject to availability). In the event that all lots are occupied, guests shall be informed and not allowed to drive into the development (except to pick up or drop passengers and goods).
19. The car park height restriction for delivery vehicle on the delivery vehicle lane is 2.2m. Any delivery vehicle exceeding the height limit of 2.2m or not more than 10 feet will not be allowed to enter into the development. It is the responsibility of each driver to observe height limits when they are manoeuvring in the development and at the car park as some locations may
20. Handicapped parking lots are strictly to be used by vehicles displaying a valid National Council of Social Services Car park label.
21. Motorcycles are to be parked at the designated motorcycle lots only.
22. For safety reason, the speed limit of 15 km/h within the development must be strictly followed.
23. All traffic directional arrows are to be followed strictly.
24. The Management shall not be liable for any damage, loss, theft, Act of God, action proceeding claims, suits or any other misdemeanor caused in any way to any vehicle, equipment or the contents or fittings of any vehicle whilst the vehicles are entering, exiting, within or parked in the development. All vehicles are parked entirely at the owner's risk. All persons and vehicles within the development enter entirely at the risk of such person and/or the motorist. Persons entering the development shall be responsible for any damage or loss to the car park or the car park equipment caused by such persons.

RESIDENT ACCESS CARD

1. The Resident Access Card (Proximity Card) allows access through the lift lobbies, side gates, gymnasium and facilities that requires Resident Access Card entry.
2. The allocation of the Proximity Cards (at no charge) for the first application. *(First application shall mean initial issuance for each Unit, it does not include subsequent issuance of Proximity Card (s) after the Unit has been transferred to another Subsidiary Proprietor or Resident.)*
3. When the Unit is sold, it is the responsibility of the Subsidiary Proprietor(s) of the Unit to hand over all issued Proximity Cards to the new Subsidiary Proprietor(s).
4. For Units that are leased out, the Subsidiary Proprietor(s) shall be responsible to ensure that the Proximity Cards are retrieved from their tenants upon the expiration of the lease.

5. Additional Proximity Cards issued above the allocated number will be charged at S\$20.00 per card (subject to prevailing GST) and amount paid is non-refundable and subject to availability. Full details and the reason(s) will have to be provided before the application is eligible for consideration. Approval shall be on a case by case basis and the Management reserves the right to reject the application for additional cards. Documentary proofs are required to prove that the applicants are residing in the development with address registered in High Park Residences. The applicant is required to submit the prescribed form, **FORM F004 - Proximity Card Application Form**.
6. Loss of Proximity Card(s) must be reported to the Management immediately for security reasons so that it could be deactivated from the system. Replacement cost for each Proximity Card is S\$10.00 (subject to prevailing GST). The prescribed form, **FORM F004 - Proximity Card Application Form** is to be submitted.
7. Due care is to be exercised to maintain the working condition of the Proximity Cards. Keep all cards away from the magnetic device / fields and place them in a cool dry place when not in use.
8. Duplication of Proximity Card is strictly **NOT** allowed.
9. The Management in its absolute discretion reserves the right to reject any application and revoke approval granted. The Management shall not be liable for any losses, damages or expenses incurred and / or arising there from.

PARKING OF BICYCLES

1. All applicants are required to register for a bicycle tag using the prescribed form, **FORM F005 – Registration for Bicycle Tag** before parking their bicycles at the bicycle stands.
2. The Management reserves the right to reject any application at its discretion. Approved applications may be subject to cancellation at the Management's discretion. The Management's decision is final.
3. Bicycle tags shall only be issued to an owner or tenant residing at the High Park Residences and are **NON-TRANSFERABLE**.
4. The registration for bicycles parking at the bicycle stands is on a first-come-first-serve basis and subject to availability.
5. Once the bicycle stands are fully designated and allocated, bicycles not allocated are to be kept within the Residents' Units.
6. Bicycle tags must be tagged and displayed on the bicycles for easy identification by Security Personnel.
7. All bicycles are to be kept in good working condition. If they are in a condition which is beyond economical repair and in a terrible condition, the Management reserves the right to remove them and discard them accordingly from the stands without further notice.
8. Toddler bicycles are **NOT** allowed to be parked at the bicycle stands and they are to be kept within Residents' Units.
9. The bicycle tags are the property of High Park Residences and shall return to the Management when owners / tenants leave High Park Residences.
10. Registered Residents is required to notify the Management when he has replaced / changed his bicycle(s).

11. All registered Residents are requested to update the Management when they have disposed of their bicycles and no longer require the bicycles stands and return the bicycle tags to the Management.
12. Unauthorized bicycles parking in High Park Residences will be removed without any further notice. The Management shall not be responsible for any damage(s) caused to the bicycle(s) / loss of the bicycle(s) howsoever caused.
13. Residents shall ensure that no damage is caused to the fittings / fixtures / Common Property in the car park whilst parking their bicycles in High Park Residences and shall be responsible for all costs incurred by the Management for making good the fittings / fixtures / Common Property.
14. All bicycles parked within High Park Residences are parked at the Residents' own risk. The Management shall not be responsible / liable for any theft, loss, damage and action proceedings to claims, suits or other misdemeanour caused to/by the bicycles and/or their contents.

MAIN DOOR GRILLE, BALCONY SCREENING DESIGN

Please approach the Management Office for more details on the design and colour.

LIST OF RECREATIONAL FACILITIES BOOKING REQUIRED

Recreational Facilities	Booking Fee	Security Deposit	Session and Time Slot
Function Room 1	S\$25.00	S\$200.00	Session 1 – 9.00am to 3.00pm Session 2 – 4.00pm to 10.00pm
Function Room 2	S\$25.00	S\$200.00	Session 1 – 9.00am to 3.00pm Session 2 – 4.00pm to 10.00pm

Party BBQ	S\$10.00	S\$100.00	Session 1 – 9.00am to 3.00pm Session 2 – 4.00pm to 10.00pm
Hilltop BBQ	S\$10.00	S\$100.00	Session 1 – 9.00am to 3.00pm Session 2 – 4.00pm to 10.00pm
Garden BBQ	S\$10.00	S\$100.00	Session 1 – 9.00am to 3.00pm Session 2 – 4.00pm to 10.00pm
Italian Dining & Bar Pavilion	S\$10.00	S\$100.00	Session 1 – 9.00am to 3.00pm Session 2 – 4.00pm to 10.00pm
Japanese Pavilion / Dining 1	S\$10.00 / Table	S\$100.00	Session 1 – 9.00am to 3.00pm Session 2 – 4.00pm to 10.00pm
Japanese Pavilion / Dining 2	S\$10.00 / Table	S\$100.00	Session 1 – 9.00am to 3.00pm Session 2 – 4.00pm to 10.00pm
Banquet Grill	S\$10.00	S\$100.00	Session 1 – 9.00am to 3.00pm Session 2 – 4.00pm to 10.00pm
Island Banquet	S\$10.00	S\$100.00	Session 1 – 9.00am to 3.00pm Session 2 – 4.00pm to 10.00pm
Island Dining	S\$10.00	S\$100.00	Session 1 – 9.00am to 3.00pm Session 2 – 4.00pm to 10.00pm
Chinese Tea Pavilion 1	-	S\$100.00	Session 1 – 9.00am to 3.00pm Session 2 – 4.00pm to 10.00pm
Chinese Tea Pavilion 2		S\$100.00	Session 1 – 9.00am to 3.00pm Session 2 – 4.00pm to 10.00pm
Jamming Room	-	S\$100.00	2 hours per session Daily from 9.00am and closed at 10.00pm
Recreational Facilities	Booking Fee	Security Deposit	Session and Time Slot
Indoor Movie Theatre 1	-	S\$100.00	3 hours per session Daily from 8.00am and closed at 10.00pm
Indoor Movie Theatre 2	-	S\$100.00	3 hours per session Daily from 8.00am and closed at 10.00pm
Indoor Movie Theatre 3	-	S\$100.00	3 hours per session Daily from 8.00am and closed at 10.00pm

Outdoor Theatrette	-	S\$100.00	1 session daily 7.00pm to 10.00pm
Recreational Lounge	-	-	2 hours per session Daily from 7.00am and closed at 10.00pm
Hilltop Spa Villa	-	-	2 hours per session Daily from 7.00am and closed at 10.00pm
Forest Spa	-	-	2 hours per session Daily from 7.00am and closed at 10.00pm
Wellness Pavilion	-	-	2 hours per session Daily from 7.00am and closed at 10.00pm
Boxing Ring	-	-	2 hours per session Daily from 7.00am and closed at 10.00pm
Sunken Tennis Court	-	-	1 hour per session Daily from 7.00am and closed at 10.00pm

RULES AND REGULATIONS GOVERNING THE USE OF RECREATIONAL FACILITIES

1. The recreational facilities are for the exclusive use of Residents and their guests. Non owner-occupied Subsidiary Proprietor(s) who has tenanted out their Unit(s) is deemed to have assigned their rights to their tenants to use the facilities and may not use the facilities except as invited guests of High Park Residences.
2. Guests of Residents must sign in at the Guardhouse and shall be accompanied by the Residents throughout the use of any recreational facilities. Guests are not allowed to use the recreational facilities by themselves.
3. Residents are responsible for the behaviour of their guests and shall ensure that their guests comply with the Rules and Regulations of the development.
4. Children under the age of twelve (12) shall be accompanied by their parents or supervising adults for use of any of the recreational, who shall be responsible for their safety and proper behaviour.
5. To be entitled to the use of recreational facilities (i.e swimming pool, fitness station, putting green, children's playground and etc), prior bookings by Residents are necessary.
6. Advance booking can be made by the Resident for up to a maximum of four (4) weeks on a first-come-first-served basis.
7. Each unit is entitled to book one (1) session per calendar month subject to availability of the Facilities.
8. Bookings are non-transferable and can only be made by Residents for a particular Unit. Residents are not permitted to place bookings on behalf of other Residents from other Units.
9. Due care must be exercised when using the equipment(s) / furniture provided in the recreational facilities. They are the property of the development and not to be shifted from their designated positions and / or removed from the recreational facilities area. All equipment(s) / furniture must be returned to their original place after use.
10. Residents shall be responsible for any damage caused to the recreational facilities by them or their guests. Residents must inform the Management / Security Personnel of any existing damages to the facilities or equipment(s) 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.
11. Radios, hi-fi, television sets, musical instruments and other similar audio-visual equipment(s) may not be played in or around the recreational facilities except when operated with headphones. It must be kept at a reasonable level so as not to disturb the peaceful enjoyment of other Residents.
12. Except for those games and activities for which the facilities were specifically intended for, no other games or activities shall be allowed in or around the recreational facilities.
13. All recreational facilities and its surrounding should be kept clean and tidy during and after usage.
14. Pets are not allowed in the recreational facilities.
15. The Management reserves the right to use the recreational facilities for official matters.
16. The Management reserves the right and at its sole discretion to close the recreational facilities for maintenance, repair or any other reasons as it may deem fit.

17. Only coaches accredited / sanctioned by the Management are permitted to conduct lessons. All coaches are to register with the Management for approval with original certificates / licenses prior to conduct lessons. No coaching classes shall be conducted during the peak hours in the development.
18. The Management and their appointed representatives or the Security Personnel may require checking the identities of any person in the recreational areas from time to time. This is to prevent any unauthorised personnel from using the recreational facilities.
19. The Management reserves the right to add new clauses or amend existing ones as and when necessary.
20. The Management reserves the right to refuse any Residents from using the facilities if the Residents fail to abide and comply with the House Rules on the usage of recreational facilities. Each facility has its own set of rules.
21. Any Residents and their guests who breaches any of the rules herein, or endangers themselves or others, shall be required to leave the area.
22. Smoking in accordance to the NEA's regulation, is prohibited within the common areas of the development. For more details, please refer to <http://app2.nea.gov.sg/public-health/smoking>. Should there be any fines imposed by the authority on the Management, the compounded fines of which shall be borne by the offender and / or the Residents.
23. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by the Residents and their guests when using the recreational facilities. Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.

FUNCTION ROOM

1. There are two (02) Function Rooms which are open for daily booking for the following two sessions:

Sessions	Hours
Session 1	9.00am – 3.00pm
Session 2	4.00pm – 10.00pm

2. Advance booking can be made by the Resident for up to a maximum of four (4) weeks on a first-come-first-served basis.
3. Each unit is entitled to book one (1) session per calendar month subject to availability of the Function Room.
4. A non-refundable booking fee of S\$25.00 (subject to prevailing GST) per session and a refundable deposit of S\$200.00 (no GST) must be made together with the application.
5. Any cancellation of booking shall be made known to the Management Office at least one (1) week before the date of the function, failing which, the Management reserves the right and at its sole discretion to forfeit the Facility Usage Fee.
6. All bookings are non-transferable.
7. Resident(s) shall ensure that their Guests observe the House Rules contained herein.

8. Residents are advisable to provide guest list(s) to the Management to facilitate security control and guests' easy access into the development
9. The Function Room is to be used sole for its intended purpose(s), such as meetings, birthday parties or any social gatherings. Political, religious, racial and any forms of gambling activities are strictly prohibited.
10. Prior written approval from the Management is required if you wish to bring in live band, mobile disco, or any other form of audio/video equipment into the Function Room. The approval shall be at the absolute discretion of the Management and if approved, may be subject to such conditions as the Management deems appropriate. You shall ensure that noise level emanating from the Function Room is maintained at a reasonable level.
11. Simple decorations (such as hanging of balloons, banners, ribbons, etc.) are allowed but care must be exercised not to damage the furniture and furnishings, walls and ceiling of the Function Rooms. All decorations must be removed immediately after the session.
12. All equipment, furniture and /or approved items brought into the Function Room by the Residents must be removed immediately after the sessions or within 24 hours thereof provided that no bookings has been made on the next session / day. The Management reserves the right to remove any or all such items after the period stipulated hereof, and the Management shall be entitled to charge the costs, if any, of such removal to the Residents. The Management shall not be liable for any such removal.
13. No cooking of any kind is allowed.
14. Smoking is strictly prohibited in the Function Room
15. No pets are allowed in the Function Room.
16. Due care must be exercised when using the furniture provided in the Function Rooms. Residents and their guests are not allowed to remove all furniture, which are the property of the development, from the premises. Any furniture that was shifted shall be returned to their original places after use.
17. Residents shall ensure that their guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other Residents.
18. The Function Rooms shall be handed over in a clean and satisfactory condition as determined by the Management. Residents must inform the Management / Security Personnel of any existing damage to the facilities which they or their guests are about to use, failing which, they may be held responsible for such damage and be liable for the repair / replacement costs. The Management reserves the right to claim an equivalent sum of monies from the Residents for damage caused and / or any additional cleaning services required and / or for any additional expenses incurred in rectifying any such damage caused to the Common Property and such costs will be recovered from the Residents.
19. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
20. The Management reserves the right to close the Function Rooms for maintenance, repair or any other reasons as it may deem fit.
21. The Management, in its absolute discretion, reserves the right to reject any application and revoke any approval granted. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection of the application or revocation of the approval.
22. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by the Residents and / or their guests when using the facilities specified herein.

Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.

23. The Resident who placed the reservation shall be held responsible for the cleanliness of the Function Room and its surroundings. All waste or other refuse must be disposed into the bins provided in the Common Area.
24. The Management reserves the right to use the above facility for official matters.
25. The Management, in its absolute discretion, reserves the right to reject any application and revoke any approval granted. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection of the application or revocation of the approval.
26. The Management shall not be liable for any mishap, injury or loss sustained by the Residents and their Guests, however caused, arising from the use of this facility.

BBQ PAVILION - PARTY BBQ / HILLTOP BBQ / GARDEN BBQ

1. There are Three (03) BBQ Pavilions which are open for daily bookings for the following sessions:

Sessions	Hours
Session 1	9.00am – 3.00pm
Session 2	4.00pm – 10.00pm

2. Each Unit is entitled to book one (1) session per calendar month, subject to availability.
3. Advance booking can be made by Residents for up to a maximum of four (4) weeks on a first-come-first served basis.
4. A non-refundable booking fee of S\$10.00 (subject to prevailing GST) per session and a refundable deposit of S\$100.00 (no GST) must be made together with the application.
5. Any cancellation of booking shall be made at the Management Office at least one (1) week before the booking date. Failing which, the Management reserves the right to forfeit the Booking Fee at its sole discretion.
6. All bookings are non-transferable.
7. Residents are responsible for the behaviour of their guests and shall ensure that their guests comply with the Rules and Regulations of the development. Guests shall be accompanied by Residents at all times.
8. Residents are to confine their guests to the Barbeque Pits' area only.
9. Residents is advisable to provide guest list(s) to the Management to facilitate security control and guests' easy access into the development.
10. The Barbeque Pits shall be used for the specific purpose(s). Commercial, religious or political, company gathering and any illegal activities including any forms of gambling, are strictly prohibited.
11. Children under the age of twelve (12) are to be accompanied by a supervising adult who shall be responsible for their safety and proper behaviour.

12. Pets are not allowed in and around the Barbeque Pit area.
13. Smoking is strictly prohibited in and around the Barbeque Pits' area.
14. Washing of all barbeque utensils, equipment(s), cutlery or crockery is not allowed at the changing rooms or on pool deck. It shall be done at the wash basin provided.
15. Highly flammable objects and materials such as gas cylinder, liquefied fuel and portable barbeque burners are not permitted at the Barbeque Pits' area.
16. Residents shall ensure that their guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other Residents.
17. Residents shall submit written requests for live bands, mobile discos or any other forms of audio / video equipment(s) into the Barbeque Pits' area. Approval shall be at the absolute discretion of the Management and if approved, may be subjected to conditions as the Management deems appropriate. Residents shall ensure that the noise level emanating from the Barbeque Pits is maintained at a reasonable level.
18. Residents who made the booking will be held responsible for the cleanliness of the facilities and its surroundings. Residents shall remove all personal effects and clean and dispose of all litters, rubbish, left-overs, unwanted items etc. in the litter bins provided. Bulk refuse must be removed from the development by Residents concerned at their own cost.
19. The Barbeque Pits shall be handed over in a clean and satisfactory condition as determined by the Management. Residents must inform the Management / Security Personnel of any existing damage to the facilities or equipment(s) which they or their guests are about to use, failing which, they may be held responsible for such damage and be liable for the repair / replacement costs. The Management reserves the right to claim an equivalent sum of monies from the Residents for damage caused and / or any additional cleaning services required and / or for any additional expenses incurred in rectifying any such damage caused to the Common Property and such costs will be recovered from the Residents.
20. All equipment(s), furniture and / or approved items brought to the Barbeque Pits' area must be removed immediately after the session. The Management reserves the right to remove any such items after the period stipulated hereof, and the Management shall be entitled to charge the costs, if any, of such removal to the Residents. The Management shall not be liable for any losses, damages or expenses incurred during such removal.
21. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
22. The Management reserves the right to use the above facilities for official matters.
23. The Management reserves the right to close the Barbeque Pits for maintenance, repair or any other reasons as it may deem fit.
24. The Management, in its absolute discretion, reserves the right to reject any application and revoke any approval granted. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection of the application or revocation of the approval.
25. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by the Residents and / or their guests when using the facilities specified herein. Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.

ITALIAN DINING & BAR PAVILION / JAPANESE PAVILION / BANQUET GRILLS / ISLAND BANQUET / ISLAND DINING

1. There are five (05) such facilities which consists of, Italian Dining & Bar Pavilion, Japanese Pavilion, Banquet Grills, Island Banquet and Island Dining.

There facilities are open for daily bookings for the following sessions:

Sessions	Hours
Session 1	9.00am – 3.00pm
Session 2	4.00pm – 10.00pm

2. Each Unit is entitled to book one (1) session per calendar month, subject to availability.
3. Advance booking can be made by Residents for up to a maximum of four (4) weeks on a first-come-first served basis.
4. A non-refundable booking fee of S\$10.00 (subject to prevailing GST) per session and a refundable deposit of S\$100.00 (no GST) must be made together with the application.
5. Any cancellation of booking shall be made at the Management Office at least one (1) week before the booking date. Failing which, the Management reserves the right to forfeit the Booking Fee at its sole discretion.
6. All bookings are non-transferable.
7. Residents are responsible for the behaviour of their guests and shall ensure that their guests comply with the Rules and Regulations of the development. Guests shall be accompanied by Residents at all times.
8. Residents are to confine their guests to the Dinings / Bars / Pavilions' area only.
9. Residents is advisable to provide guest list(s) to the Management to facilitate security control and guests' easy access into the development.
10. The Dining's / Bars / Pavilions shall be used for the specific purpose(s). Commercial, religious or political, company gathering and any illegal activities including any forms of gamblings, are strictly prohibited.
11. Children under the age of twelve (12) are to be accompanied by a supervising adult who shall be responsible for their safety and proper behaviour.
12. Pets are not allowed in and around the Dining's / Bars / Pavilions area.
13. Smoking is strictly prohibited in and around the Dining's / Bars / Pavilions area.
14. Washing of all utensils, equipment(s), cutlery or crockery is not allowed at the changing rooms or on pool deck. It shall be done at the wash basin provided.
15. Highly flammable objects and materials such as gas cylinder, liquefied fuel and portable barbeque burners are not permitted at the Dining's / Bars / Pavilions area.

16. Residents shall ensure that their guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other Residents.
17. Residents shall submit written requests for live bands, mobile discos or any other forms of audio / video equipment(s) into the Barbeque Pits' area. Approval shall be at the absolute discretion of the Management and if approved, may be subjected to conditions as the Management deems appropriate. Residents shall ensure that the noise level emanating from the Dining's / Bars / Pavilions is maintained at a reasonable level.
18. Residents who made the booking will be held responsible for the cleanliness of the facilities and its surroundings. Residents shall remove all personal effects and clean and dispose of all litters, rubbish, left-overs, unwanted items etc. in the litter bins provided. Bulk refuse must be removed from the development by Residents concerned at their own cost.
19. The Dining's / Bars / Pavilions shall be handed over in a clean and satisfactory condition as determined by the Management. Residents must inform the Management / Security Personnel of any existing damage to the facilities or equipment(s) which they or their guests are about to use, failing which, they may be held responsible for such damage and be liable for the repair / replacement costs.
20. The Management reserves the right to claim an equivalent sum of monies from the Residents for damage caused and / or any additional cleaning services required and / or for any additional expenses incurred in rectifying any such damage caused to the Common Property and such costs will be recovered from the Residents.
21. All equipment(s), furniture and / or approved items brought to the Dining's / Bars / Pavilions area must be removed immediately after the session. The Management reserves the right to remove any such items after the period stipulated hereof, and the Management shall be entitled to charge the costs, if any, of such removal to the Residents. The Management shall not be liable for any losses, damages or expenses incurred during such removal.
22. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
23. The Management reserves the right to use the above facilities for official matters.
24. The Management reserves the right to close the Dining's / Bars / Pavilions for maintenance, repair or any other reasons as it may deem fit.
25. The Management, in its absolute discretion, reserves the right to reject any application and revoke any approval granted. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection of the application or revocation of the approval.
26. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by the Residents and / or their guests when using the facilities specified herein. Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.

SUNKEN TENNIS COURT

1. Opening hours: Mondays to Sundays & Public Holidays.

1 hour per session

7.00am to 10.00pm

2. Resident(s) shall ensure that their Guests observe the House Rules contained herein.
3. Residents are advisable to provide guest list(s) to the Management to facilitate security control and guests' easy access into the development.
4. The Sunken Tennis Court is to be used solely for its intended purpose(s).
5. You shall ensure that noise level emanating from the Sunken Tennis Court is maintained at a reasonable level.
6. Reservation to use the facility must be done at the Management Office.
7. Smoking is strictly prohibited in the Sunken Tennis Court.
8. Due care must be exercised when using the Sunken Tennis Court.
9. Residents shall ensure that their guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other Residents.
10. The Sunken Tennis Court shall be handed over in a clean and satisfactory condition as determined by the Management. Residents must inform the Management / Security Personnel of any existing damage to the facilities which they or their guests are about to use, failing which, they may be held responsible for such damage and be liable for the repair / replacement costs.
11. The Management reserves the right to claim an equivalent sum of monies from the Residents for damage caused and / or any additional cleaning services required and / or for any additional expenses incurred in rectifying any such damage caused to the Common Property and such costs will be recovered from the Residents.
12. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
13. The Management reserves the right to close the Sunken Tennis Court for maintenance, repair or any other reasons as it may deem fit.
14. The Management, in its absolute discretion, reserves the right to reject and revoke any use of the Sunken Tennis Court. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection and revocation of the use.
15. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by the Residents and / or their guests when using the facilities specified herein. Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.
16. The Resident who uses the facilities shall be held responsible for the cleanliness of the Sunken Tennis Court and its surroundings. All waste or other refuse must be disposed into the bins provided in the Common Area.

17. The Management reserves the right to use the above facility for official matters.

MULTI-PURPOSE COURT

1. There is only one (01) Multi-Purpose Court.

Opening hours : Mondays to Sundays & Public Holidays

7.00am to 10.00pm

2. Resident(s) shall ensure that their Guests observe the House Rules contained herein.
3. Residents are advisable to provide guest list(s) to the Management to facilitate security control and guests' easy access into the development.
4. The Multi-Purpose Court is to be used sole for its intended purpose(s).
5. You shall ensure that noise level emanating from the Multi-Purpose Court is maintained at a reasonable level.
6. Reservation to use the facility must be done at the Management Office.
7. Smoking is strictly prohibited in the Multi-Purpose Court.
8. Due care must be exercised when using the Multi-Purpose Court.
9. Residents shall ensure that their guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other Residents.
10. The Multi-Purpose Court shall be handed over in a clean and satisfactory condition as determined by the Management. Residents must inform the Management / Security Personnel of any existing damage to the facilities which they or their guests are about to use, failing which, they may be held responsible for such damage and be liable for the repair / replacement costs.
11. The Management reserves the right to claim an equivalent sum of monies from the Residents for damage caused and / or any additional cleaning services required and / or for any additional expenses incurred in rectifying any such damage caused to the Common Property and such costs will be recovered from the Residents.
12. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
13. The Management reserves the right to close the Multi-Purpose Court for maintenance, repair or any other reasons as it may deem fit.
14. The Management, in its absolute discretion, reserves the right to reject and revoke any used of the Multi-Purpose Court. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection and revocation of the use.
15. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by the Residents and / or their guests when using the facilities specified herein. Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.
16. The Resident who uses the facilities shall be held responsible for the cleanliness of the Multi-Purpose Court and its surroundings. All waste or other refuse must be disposed into the bins provided in the Common Area.

17. The Management reserves the right to use the above facility for official matters.

RECREATIONAL LOUNGE

1. There is only one (01) Recreational Lounge.

Opening hours : Mondays to Sundays & Public Holidays.

2 hours per session

7.00am to 10.00pm

2. Resident(s) shall ensure that their Guests observe the House Rules contained herein.
3. Residents are advisable to provide guest list(s) to the Management to facilitate security control and guests' easy access into the development.
4. The Recreational Lounge is to be used sole for its intended purpose(s).
5. You shall ensure that noise level emanating from the Recreational Lounge is maintained at a reasonable level.
6. Reservation to use the facility must be done at the Management Office and amenities for both Table Soccer and Table Hockey can be obtained from the Security Office / Management Office.
7. Smoking is strictly prohibited in the Recreational Lounge and its surrounding.
8. Due care must be exercised when using the Recreational Lounge and its facilities.
9. Residents shall ensure that their guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other Residents.
10. The Recreational Lounge shall be handed over in a clean and satisfactory condition as determined by the Management. Residents must inform the Management / Security Personnel of any existing damage to the facilities which they or their guests are about to use, failing which, they may be held responsible for such damage and be liable for the repair / replacement costs.
11. The Management reserves the right to claim an equivalent sum of monies from the Residents for damage caused and / or any additional cleaning services required and / or for any additional expenses incurred in rectifying any such damage caused to the Common Property and such costs will be recovered from the Residents.
12. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
13. The Management reserves the right to close the Recreational Lounge for maintenance, repair or any other reasons as it may deem fit.
14. The Management, in its absolute discretion, reserves the right to reject and revoke any used of the Recreational Lounge. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection and revocation of the use.
15. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by the Residents and / or their guests when using the facilities specified herein.

Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.

16. The Resident who uses the facilities shall be held responsible for the cleanliness of the Recreational Lounge and its surroundings. All waste or other refuse must be disposed into the bins provided in the Common Area.
17. The Management reserves the right to use the above facility for official matters.

SPA AND WELLNESS – HILLTOP SPA / FOREST SPA / WELLNESS PAVILIONS

1. There are Three (03) Spa and Wellness Pavilions.
2. Opening hours : Mondays to Sundays & Public Holidays.

2 hours per session

7.00am to 10.00pm

3. Resident(s) shall ensure that their Guests observe the House Rules contained herein.
4. Residents are advisable to provide guest list(s) to the Management to facilitate security control and guests' easy access into the development.
5. The Spa and Wellness areas are to be used sole for its intended purpose(s).
6. You shall ensure that noise level emanating from the Spa and Wellness is maintained at a reasonable level.
7. Reservation to use the facility must be done at the Management Office.
8. Smoking is strictly prohibited in the Spa and Wellness and its surrounding.
9. Due care must be exercised when using the Spa and Wellness and its facilities.
10. Residents shall ensure that their guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other Residents.
11. The Spa and Wellness areas shall be handed over in a clean and satisfactory condition as determined by the Management. Residents must inform the Management / Security Personnel of any existing damage to the facilities which they or their guests are about to use, failing which, they may be held responsible for such damage and be liable for the repair / replacement costs.
12. The Management reserves the right to claim an equivalent sum of monies from the Residents for damage caused and / or any additional cleaning services required and / or for any additional expenses incurred in rectifying any such damage caused to the Common Property and such costs will be recovered from the Residents.
13. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
14. The Management reserves the right to close the Spa and Wellness areas for maintenance, repair or any other reasons as it may deem fit.

15. The Management, in its absolute discretion, reserves the right to reject and revoke any used of the Spa and Wellness areas. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection and revocation of the use.
16. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by the Residents and / or their guests when using the facilities specified herein. Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.
17. The Resident who uses the facilities shall be held responsible for the cleanliness of the Spa and Wellness areas and its surroundings. All waste or other refuse must be disposed into the bins provided in the Common Area.
18. The Management reserves the right to use the above facility for official matters.

GYMNASIUM

1. There is only one (01) Gymnasium.

Opening hours : Mondays to Sundays & Public Holidays.

7.00am to 10.00pm

2. Residents shall comply with the Rules and Regulations of the development.
3. Residents are required to bring along their Proximity Card to gain entry into the Gymnasium.
4. For safety reasons, children under the age of twelve (12) are not permitted into the Gymnasium. Children between the ages of twelve (12) and sixteen (16) are to be accompanied by a supervising adult who shall be responsible for their safety and proper behaviour.
5. Smoking is strictly prohibited in the Gymnasium.
6. No alcoholic drinks or consumption of alcohol shall be allow in the Gymnasium. Only Bottled or canned drinks are allowed in the Gymnasium.
7. Pets are not allowed in the Gymnasium.
8. Residents using the facility shall be properly attired (T-shirts and shorts or track suits and sport shoes). Bathing suits and street shoes are strictly prohibited. The Management reserves the right to turn away users who are not properly attired.
9. Due care must be exercised when using the equipment(s) in the Gymnasium. Residents are not allowed to remove all equipment(s), which are the property of the development, from the premises. Any equipment(s) that were shifted shall be returned to their original places after use.
10. First time users should familiarize themselves with the equipment(s) by reading the instructions provided to avoid any misuse, accident or damage to the equipment(s) and users.
11. Residents must inform the Management / Security Personnel of any existing damage or fault to the facility or equipment(s) they or their guests are about to use, failing which, they may be held responsible for such damage or fault. If the damage is not resulted from normal wear and tear, the Residents may be held responsible for its repair or replacement.

12. Users are encouraged to exhibit gracious social behaviour such as not hogging any equipment or creating excessive noise when using the equipment(s) in the Gymnasium.
13. Residents are advised to consult a medical practitioner before using the facility.
14. Prior written approval shall be obtained from the Management before any private training by a private coach is conducted in the Gymnasium and is subject to approval from the Management.
15. Reservation or exclusive use of the Gymnasium and its equipment(s) is not permitted.
16. For hygiene purposes, users of the Gymnasium shall bring their own towels and ensure that all equipment(s) is/are kept clean and dry.
17. Audio and video playing is strictly prohibited except when operated with headphones.
18. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
19. The Management reserves the right to use the above facility for official matters.
18. The Management reserves the right to close the Gymnasium for maintenance, repair or any other reasons as it may deem fit.
19. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by the Residents when using the facility specified herein. Residents are reminded to exercise due care and caution in respect of their safety and well-being and use the facility at their own risk.

BOXING RING

1. There is only one (01) Boxing Ring.

Opening hours : Mondays to Sundays & Public Holidays.

7.00am to 10.00pm

2. Resident(s) shall ensure that their Guests observe the House Rules contained herein.
3. Residents are advisable to provide guest list(s) to the Management to facilitate security control and guests' easy access into the development.
4. The Boxing Ring is to be used sole for its intended purpose(s).
5. You shall ensure that noise level emanating from the Boxing Ring is maintained at a reasonable level.
6. Reservation to use the facility must be done at the Management Office.
7. Smoking is strictly prohibited in the Boxing Ring and its surrounding.
8. Due care must be exercised when using the Boxing Ring.
9. Residents shall ensure that their guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other Residents.

10. For safety reasons, children under the age of twelve (12) are not permitted into the Boxing Ring. Children between the ages of twelve (12) and sixteen (16) are to be accompanied by a supervising adult who shall be responsible for their safety and proper behaviour.
11. The Boxing Ring shall be handed over in a clean and satisfactory condition as determined by the Management. Residents must inform the Management / Security Personnel of any existing damage to the facilities which they or their guests are about to use, failing which, they may be held responsible for such damage and be liable for the repair / replacement costs.
12. The Management reserves the right to claim an equivalent sum of monies from the Residents for damage caused and / or any additional cleaning services required and / or for any additional expenses incurred in rectifying any such damage caused to the Common Property and such costs will be recovered from the Residents.
13. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
14. The Management reserves the right to close the Boxing Ring for maintenance, repair or any other reasons as it may deem fit.
15. The Management, in its absolute discretion, reserves the right to reject and revoke any use of the Boxing Ring. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection and revocation of the use.
16. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by the Residents and / or their guests when using the facilities specified herein. Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.
17. No alcoholic drinks or consumption of alcohol shall be allowed in the Boxing Ring. Only Bottled or canned drinks are allowed in the Boxing Ring.
18. The Resident who uses the facilities shall be held responsible for the cleanliness of the Boxing Ring and its surroundings. All waste or other refuse must be disposed into the bins provided in the Common Area.
19. Users are encouraged to exhibit gracious social behaviour such as not hogging any equipment or creating excessive noise when using the Boxing Ring.
20. Residents are advised to consult a medical practitioner before using the facility.
21. Prior written approval shall be obtained from the Management before any private training by a private coach is conducted in the Boxing Ring and is subject to approval from the Management.
22. Exclusive use of the Boxing Ring and its equipment(s), if any, is not permitted.
23. For hygiene purposes, users of the Boxing Ring shall bring their own towels and ensure that all equipment(s), if any, is/are kept clean and dry.
24. Audio and video playing is strictly prohibited except when operated with headphones.
24. The Management reserves the right to use the above facility for official matters.

SWIMMING POOL AND OTHER POOL FACILITIES

1. The Swimming Pools and other Pool Facilities are open daily from 7.00 am to 10.00 pm.
2. For safety reasons, no person is allowed in the Pools between 10.00 pm to 7.00 am and / or during rain, lightning and thunderstorm.
3. Each Resident is only allow to bring in a maximum of four (04) guests so that it allows others to have the chance to use. Residents are responsible for the behaviour of their guests and shall ensure that their guests comply with the Rules and Regulations of the development. Guests shall be accompanied by Residents at all times.
4. There is **NO Lifeguard** in attendance. Hence the Swimming Pools and other Pool Facilities are used by Residents and their guests entirely at their own risk. Residents shall observe the rules as displayed by the pool side and the onus is on the users to take the necessary safety precautions while using the Pools
5. The life buoys are strictly for emergency use only and **MUST NOT** be removed from its designated locations except for saving lives.
6. Residents and their guests must wear proper swimming attire. T-shirts and shorts are strictly not allowed in the Swimming Pool.
7. All children under the age of twelve (12) or under 1.2 meters of height are not permitted in the Swimming Pools and other Pool Facilities or the Pools' area unless accompanied by a supervising adult who shall be responsible for their safety and proper behavior.
8. Residents and their guests shall shower before entering the Swimming Pools and other Pool Facilities.
9. A person with a bandage, open wound or infectious disease shall not use the Swimming Pools and other Pool Facilities.
10. Residents and their guests are advised to dry themselves before leaving the Swimming Pools and other Pool Facilities area and changing rooms.
11. Elderly or Pregnant Person, and those suffering from heart disease, diabetes, high or low blood pressure should not use Jacuzzi for their own safety. It is advisable for those who are not certain of their health conditions to consult their doctors before using the Jacuzzi.
12. The following are **NOT** allowed in the Swimming Pools and other Pool Facilities or its immediate vicinity (where applicable):
 - a. Smoking;
 - b. Pets;
 - c. Surfboards, snorkelling and scuba-diving gear (i.e. masks, snorkels, flippers, diving suits, etc.), glass masks or glass goggles, bulky inflatable toys & boats and other items that may pose a hazard to other users;
 - d. Ball sports, frisbee playing, roller-skating / roller-blading / roller-scooter, cycling, skateboarding and other similar activities;
 - e. Diving, noisy activities, rough or dangerous play;
 - f. Footwear, consumption of food and drinks or any other forms of beverages are not permitted in the Pools;

13. Spitting, spouting water, blowing the nose or discharging bodily waste in the Swimming Pools and other Pool Facilities is strictly prohibited. Running, boisterous, rough play or excessive noise is forbidden in the Pools, showers or changing rooms.
14. Prior written approval shall be obtained from the Management before private coaching by personal trainer is allowed to conduct any swimming lesson.
15. No poolside furniture shall be removed and / or shifted from the Swimming Pools and other Pool Facilities area. Misuse of the poolside furniture is strictly prohibited.
16. Residents are encouraged to exhibit gracious social behavior such as not hogging the sun loungers when not in use or reservations in any way that will create unpleasant community practices. Residents vacating the Pools must remove all their belongings from the area.
17. No reservations of the Swimming Pools and other Pool Facilities for any personal event and / or in any manner shall be allowed.
18. Residents and their guests using the Swimming Pools and other Pool Facilities must not carry out any activities that may cause annoyance, disturbance or injury to other users, or cause damage to the equipment(s) and installations. Any person creating a nuisance shall be asked to leave the Swimming Pools and other Pool Facilities.
19. Residents and their guests who continue to use the Swimming Pools and other Pool Facilities after 8.00 pm are advised to lower their sound volume so as to show consideration to other Residents.
20. Portable audio equipment(s) may be used at the Swimming Pools and other Pool Facilities area provided that no disturbance or annoyance is caused to Residents and their guests. The management reserves the right to request the removal of any of the equipment(s) should it proves to be disturbance.
21. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
22. The Management reserves the right to use the above facilities for official matters.
23. The Management reserves the right to close the Swimming Pools and other Pool Facilities for cleaning, maintenance, repair or any other reasons as it may deem fit.
24. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by the Residents and / or their guests when using the facilities specified herein. Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.

PLAYGROUND

1. The Playground is open daily from 7.00 am to 10.00 pm.
2. Only Residents and their Guests are permitted to use the facility.
3. Children under the age of twelve (12) must be accompanied by parents or supervising adults who shall be responsible for their safety and proper behaviour.
4. Residents and their guests are advised to leave the Children Playground during rain, lightning and thunderstorms.

5. Roller-skating, bicycle riding, skate boarding, horse playing, rowdy behaviour or any other activities which are likely to cause disturbance or endanger the safety of other users or damage to the flooring shall not be permitted in the Children Playground.
6. Pets are not allowed at the Children Playground.
7. Eating and smoking are strictly prohibited in and around the Children Playground.
8. Residents shall ensure that their guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other Residents.
9. Residents and their guests shall wear no heels footwear.
10. Residents and their guests who use the Play Areas after 8.00 pm are advised to lower their sound volume so as to show consideration to other Residents.
11. Residents must inform the Management / Security Personnel of any existing damage to the facilities they or their guests are about to use, failing which, they may be held responsible for such damage. The Management reserves the right to claim an equivalent sum of monies from Residents for damage caused and / or for any additional expenses incurred in rectifying any such damage caused to the Children Playground.
12. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
13. The Management reserves the right to use the above facilities for official matters.
14. The Management reserves the right to close the Children Playground for maintenance, repair or any other reasons as it may deem fit.
15. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by Residents and / or their guests when using the facilities specified herein. Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.

PUTTING GREEN

1. The Putting Green is open daily from 7.00 am to 10.00 pm.
2. Only Residents and their Guests are permitted to use the facility.
3. Children under the age of twelve (12) must be accompanied by parents or supervising adults who shall be responsible for their safety and proper behaviour.
4. Residents and their guests are advised to leave the Putting Green during rain, lightning and thunderstorms.
5. Except for those games and activities for which the facilities were specifically intended for, no other games or activities (such as ball games / activities, soccer, cycling, roller-skating, roller-blading, skateboarding and "horse play" of any sort) shall be allowed in or around the facilities.
6. Pets are not allowed.
7. Eating and smoking are strictly prohibited in and around the Putting Green and Practice Range.
8. Residents shall ensure that their guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other Residents.

9. Residents and their guests shall wear no heels footwear.
10. Residents and their guests who use the facilities after 8.00 pm are advised to lower their sound volume so as to show consideration to other Residents.
11. Residents must inform the Management / Security Personnel of any existing damage to the facilities they or their guests are about to use, failing which, they may be held responsible for such damage. The Management reserves the right to claim an equivalent sum of monies from Residents for damage caused and / or for any additional expenses incurred in rectifying any such damage caused.
12. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
13. The Management reserves the right to use the above facilities for official matters.
14. The Management reserves the right to close the facilities for maintenance, repair or any other reasons as it may deem fit.
15. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by Residents and / or their guests when using the facilities specified herein. Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.

INDOOR MOVIE THEATRETTE

1. There are Three (03) Indoor Movie Theatrettes.
2. Opening hours : Mondays to Sundays & Public Holidays.

3 hours per session
8.00am to 10.00pm
3. Each Unit is entitled to book one (1) session per calendar month, subject to availability.
4. Advance booking can be made by Residents for up to a maximum of four (4) weeks on a first-come-first served basis.
5. A refundable deposit of S\$100.00 (no GST) must be made together with the application.
6. Any cancellation of booking shall be made at the Management Office at least one (1) week before the booking date. Failing which, the Management reserves the right to forfeit the Booking Fee at its sole discretion.
7. All bookings are non-transferable.
8. Resident(s) shall ensure that their Guests observe the House Rules contained herein.
9. Residents are advisable to provide guest list(s) to the Management to facilitate security control and guests' easy access into the development.
10. The Indoor Movie Theatrette is to be used sole for its intended purpose(s).
11. You shall ensure that noise level emanating from the Indoor Movie Theatrette is maintained at a reasonable level.

12. Reservation to use the facility must be done at the Management Office and the amenities for the Indoor Movie Theatre can be obtained from the Security Office / Management Office.
13. Smoking is strictly prohibited in the Indoor Movie Theatre and its surrounding.
14. Due care must be exercised when using the Indoor Movie Theatre and its facilities.
15. Residents shall ensure that their guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other Residents.
16. The Indoor Movie Theatre shall be handed over in a clean and satisfactory condition as determined by the Management. Residents must inform the Management / Security Personnel of any existing damage to the facilities which they or their guests are about to use, failing which, they may be held responsible for such damage and be liable for the repair / replacement costs.
17. The Management reserves the right to claim an equivalent sum of monies from the Residents for damage caused and / or any additional cleaning services required and / or for any additional expenses incurred in rectifying any such damage caused to the Common Property and such costs will be recovered from the Residents.
18. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
19. The Management reserves the right to close the Indoor Movie Theatre for maintenance, repair or any other reasons as it may deem fit.
20. The Management, in its absolute discretion, reserves the right to reject and revoke any use of the Indoor Movie Theatre. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection and revocation of the use.
21. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by the Residents and / or their guests when using the facilities specified herein. Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.
22. The Resident who uses the facilities shall be held responsible for the cleanliness of the Indoor Movie Theatre and its surroundings. All waste or other refuse must be disposed into the bins provided in the Common Area.
23. The Management reserves the right to use the above facility for official matters.

OUTDOOR MOVIE THEATRE

1. There is only One (01) Outdoor Movie Theatres.
2. Opening hours :

Sessions	Hours
Session 1	7.00pm – 10.00pm

3. Each Unit is entitled to book one (1) session per calendar month, subject to availability.
4. Advance booking can be made by Residents for up to a maximum of four (4) weeks on a first-come-first served basis.

5. A refundable deposit of S\$100.00 (no GST) must be made together with the application.
6. Any cancellation of booking shall be made at the Management Office at least one (1) week before the booking date. Failing which, the Management reserves the right to forfeit the Booking Fee at its sole discretion.
7. All bookings are non-transferable.
8. Resident(s) shall ensure that their Guests observe the House Rules contained herein.
9. Residents are advisable to provide guest list(s) to the Management to facilitate security control and guests' easy access into the development.
10. The Outdoor Movie Theatre is to be used solely for its intended purpose(s).
11. You shall ensure that noise level emanating from the Outdoor Movie Theatre is maintained at a reasonable level.
12. Reservation to use the facility must be done at the Management Office and the amenities for the Outdoor Movie Theatre, if any, can be obtained from the Security Office / Management Office.
13. Smoking is strictly prohibited in the Outdoor Movie Theatre and its surrounding.
14. Due care must be exercised when using the Outdoor Movie Theatre and its facilities.
15. Residents shall ensure that their guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other Residents.
16. The Outdoor Movie Theatre shall be handed over in a clean and satisfactory condition as determined by the Management. Residents must inform the Management / Security Personnel of any existing damage to the facilities which they or their guests are about to use, failing which, they may be held responsible for such damage and be liable for the repair / replacement costs.
17. The Management reserves the right to claim an equivalent sum of monies from the Residents for damage caused and / or any additional cleaning services required and / or for any additional expenses incurred in rectifying any such damage caused to the Common Property and such costs will be recovered from the Residents.
18. The Management and their appointed representatives or the Security Personnel may require checking the identity of any person in the common area from time to time. This is to prevent unauthorized personnel from using the common facilities.
19. The Management reserves the right to close the Outdoor Movie Theatre for maintenance, repair or any other reasons as it may deem fit.
20. The Management, in its absolute discretion, reserves the right to reject and revoke any use of the Outdoor Movie Theatre. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection and revocation of the use.
21. The Management shall not be held responsible for any injury, damage or loss howsoever sustained by the Residents and / or their guests when using the facilities specified herein. Residents and their guests are reminded to exercise due care and caution in respect of their safety and well-being and use the facilities at their own risk.
22. The Resident who uses the facilities shall be held responsible for the cleanliness of the Outdoor Movie Theatre and its surroundings. All waste or other refuse must be disposed into the bins provided in the Common Area.

23. The Management reserves the right to use the above facility for official matters.

MAINTAINING MY NEW HOME & INFORMATION

ARCHITECTURAL FINISHES

Homogenous / Ceramic / Porcelain Tiles

- Avoid dropping sharp and/or hard objects onto floor tiles and avoid knocking sharp and/or hard object on wall tiles.
- Tiled surfaces can be easily cleaned regularly. Where permissible, flush or rinse floor with clean water to remove deposits such as soap, detergent and dirt which may stain the joints permanently.
- For localised stains such as soft drinks, urine, coffee, oil and/or rust marks, specific detergents of mild alkaline product or any solvent base product can be used to remove the stains. Note that strong alkaline detergent may leave deposits on tiles and could stain the joints.
- Common types of dirt and stains can be easily cleaned using water and normal commercially available detergents. Tiled surfaces do not require waxing or polishing treatments, and do not easily retain dirt, which may lead to the growth of microorganisms and bacteria.
- For routine cleaning it is usually sufficient to pass over the tiled surface with a damp rag or mop to regain the tile's natural appearance, or with detergent for ceramic tiles, which can be purchased, from any retail outlets.

Laminated Flooring and Skirting

Laminated flooring is manufactured which contains tonality differences to match natural wood finish. Thus, it is not possible to achieve total consistency of colour and grain in its selection and installation. Laminated floors are installed in modular planks and are subjected to thermal expansion and contraction beyond the control of the builder and Vendor.

Some recommended tips for cleaning and maintaining for laminate floor:

- The laminate flooring is a final finishing product, hence it need not to be sand or wax, a thorough clean in only needed to remove all course with soft broom and dust pan.
- Clean with dry microfiber cloth.
- Clean with slightly damp microfiber cloth.
- Daily maintenance to remove dirt and dust from the floor by using a dry mop, broom or vacuum cleaner.
- Make sure the vacuum cleaner is equipped with soft wheels and parquet brush to avoid scratching.
- Do not use a steam cleaner to clean the wooden floor.
- Do not have too much water on your laminate flooring. Pay attention to corners and the edges of the floor as water may seep into the joints and cause damage.
- Do not use a wet mop or excessive water to clean the laminate flooring. Use a lightly dampened cloth or paper towel.
- Never leave any amounts of liquids (water, juices, soft drinks, alcohol, etc.) on the floor for more than the time necessary to clean the spill. Immediately wipe up wet areas from spills, foreign substances or wet shoes.
- Do not use any cleaning agents containing wax, oil or polish. Leftover residue from these agents can leave a dull film on the floor.
- Do not use steel wool or scouring powder, as this could scratch the floor.
- Prevent dirt, sand, grit and other substances from being tracked onto the floor. Use wide-bearing, non-staining floor protectors, such as hard plastic or felt pad protectors under chair, beds and table legs to prevent indentation.
- Lift furniture and do not drag over the floor to prevent scratch.

- Protect direct sunlight with curtain or blinds; long exposure to direct sunlight will cause the color to fade.
- We strongly recommend using microfiber mop to clean and maintain your laminate flooring if you wish to prolong the good quality of your laminate flooring.

Timber Doors & Frames (Laminate)

- Doors frames and panels are made from timber materials (solid or jointed) that are kiln dried to a stable state.
- Certain door panels and frames come with Veneer finishes. Veneers are thin slices of wood grain finishes laminated onto the surface of frames and panels fabricated from natural timber to enhance the aesthetics of the products.
- Wood/Timber, like all-natural materials, will be subjected to the influence of the temperature and humidity of its surrounding environment.
- In an air-conditioned room where the relative humidity is low, there could be contraction of the timber core forming up the door panel and would cause slight warpage to the door panels, resulting in a slight mis-alignment. (<4mm)
- In certain conditions where doors being exposed to direct sunlight, there would be discolouration to the veneers of the panels.
- It is important to avoid excessive contact of water to the door panels and frames as this might cause the timber to absorb the water and result in an increase in humidity and result in warpage. The ponding of water at the foot of the frames could also cause moulding and rotting of the door frames.
- In case where the water is splashed onto the door panels or frames, in wet places such as bathrooms and kitchens, wipe the water off the door panels and frames to prevent the absorption of the water.
- Avoid slamming of door panels as this would damage the door panel and door frames.
- Avoid knocking and dragging of hard objects to the door panels and frames as this would cause scratches and dents which might be in-reparable.
- Door frames and panels should be cleaned frequently with a damp cloth to remove any dirt particles, grime and other foreign substances that could have lodged itself in the grains of the veneer and leave a permanent stain.
- Timber doors should be cleaned with a mild cleaning agent or cleaning detergents that are specific to cleaning timber products.
- DO NOT clean timber doors or door ironmongeries (door handles, door hinges, etc.) with Acid based cleaning solutions as this might cause discolouration to the veneer of the door panels and lead to the rusting of the ironmongeries.

Aluminium Sliding Door and Window Panel

General Cleaning and Glass

- Do not clean the glass surface in extremely hot weather or in direct sunlight.
- Ensure the glass surface is free from corrosives, solvents or wet packing as it will permanently damage the surface.
- Improper cleaning will cause permanent damage to the glass
- Glass surface should always be cleaned with mild soapy water or mild non-abrasive window washing solution with soft cloth or sponge.
- Rinse lightly but thoroughly with clean water, dry with soft cloth to remove all moisture from glass, gasket, sealant and frames to avoid any deteriorations.
- For touch debris on the glass surface, use isopropyl alcohol and soft cloth to clean with circular motion while applying moderate pressure.

- For tough debris on frames, a non-abrasive cleaner such Soft Scrub can be tried. Always test prior to using in an inconspicuous location.
- For removing stubborn sticker, soak in water for 5 minutes before attempting of removal.
- Do not remove or damage sealant of rubber gasket as this will compromised the water-tightness of the window
- Do not use any chemicals, solvents, caustic or abrasive cleaners.
- Do not use metal scrapper, knife or abrasive pad
- Do not use high pressure spray nozzle.
- General cleaning suggested period to be every 3 months

Hardware (track and roller, frames and ironmongeries)

- Tracks should be vacuumed thoroughly to remove debris and dirt to ensure smooth operation.
- Clean with sponge, mild soap and water when necessary. Rinse and wipe dry completely to remove corrosive residue.
- Apply silicone spray to cloth and wipe onto clean and dry tracks for light lubrication on rollers, suggesting by monthly.
- Apply lubricant to the window friction stay mechanism every three (3) to six (6) months. Remove and clean up dirt with soft brush often to prevent mechanism from jamming.
- Make sure all weep holes, drain holes and tracks are unclogged.
- Do not use acetone or any thinner on aluminum painted finishes
- To maintain the aluminum finish, can apply car wax, dry anodic finishes to enhance the appearance.
- Wipe all handles and locks with damp, soft cloth. Stubborn stains can be removed by rubbing with clean cloth that has been applied with isopropyl alcohol
- Ensure all hinge and latches are completely clean with solution of water and mild soap and clean cloth. Rinse thoroughly and let dry.
- Apply silicone spray to pivot joints, sliding shoe and hinges to maintain smooth operation. Use a brush to remove dirt / dust from the movable parts
- Regular checking on loose screws on hinge and tighten if necessary
- Care to be taken when opening and closing windows and doors by motion and do not force it beyond the permeable opening.
- Avoid slamming the sliding door panel as this will damage the ironmongery, door panel and track.

Cabinetry Works

- As with all wood products, avoid excessive moisture. All cabinets are usually designed for use inside the homes and buildings and not intended for outdoor appliances.
- Wipe all exteriors regularly with slight damp soft cloth to remove dust
- Complete a small area at a time and wipe dry soft cloth in the direction of the wood grain.
- Clean the surface once a month with soft cloth dampened with a quality cleaner formulated for wooden furniture. Wipe the surface in the direction of the wood grain to remove dirt and fingerprints. Wipe dry with a clean, dry cloth.
- In twice a year, apply a good quality emulsion wax to the finish with soft cloth. Emulsion wax is clear and prevent fingerprints.
- Wood cabinetry finishes may be cleaned and protected by using any commercially available cleaning polish. A good emulsion type cleaner is usually formulated without wax, petroleum solvents or silicones.
- Use a damp cloth when cleaning normal household spills
- After wiping thoroughly, dry the surface with lint free cotton cloth
- For stubborn stains, it may be necessary to use mild detergent with warm water
- Always dry the surface immediately.
- Do not use spray type polishes containing petroleum solvents, as they are flammable and toxic if swallowed.
- Do not use abrasive cleaners, scouring pads or powdered cleansers
- Do not use dish cloth to wipe the cabinet exterior, as it might contain remains of grease and detergents.

- Do not use polishes or waxes on the veneered surface. Treat polyurethane and wax finishes in the same manner as fine wood furniture.
- Clean melamine surface finish in same way as conventional laminates, it can withstand moderate heat, but do not place very hot object (hot pans, casserole dishes) directly onto the surface.
- Do not place hot object directly on the surface of polyurethane or wax finished veneer, and do not use any abrasive and solvent cleaners.
- Avoid draping damp or wet dish towels over the door of the sink base cabinet. over time, moisture can cause permanent water damage to the door.

Hardware (track and roller, frames and ironmongeries)

- Use mild soap and warm water to clean door/drawer or pulls.
- Dry all hardware joints and surfaces and the surrounding area thoroughly with a clean soft cloth, buff hardware with a clean dry cloth.
- Lubrication to hinges are not necessary, however hinges can be cleaned or dusted using cotton tipped swabs.

Solid Surface Top

- Wipe clean with a damp cloth or sponge and mild detergents.
- Avoid placing hot items directly on worktop. Prolonged or extreme heat more than 80 degree celcius could cause damage to the solid surface.
- Trivet should always be used under heated appliances, such as crock pots, electric frying pans etc.
- Strong acids should be used cautiously on the surface, may cause whitening which can be difficult to remove.
- For dirty and stained surface, to use ammonia based cleaner and with water
- Avoid strong chemicals that can cause damages to your surface such as oven cleaners, acetone, paint removers and others. If exposed, promptly flush with water. Remember, prolonged contact with harsh chemicals can cause serious damage to your worktop.
- Always use cutting board. Cutting directly on top of solid surface will scratch the countertop.
- Solid surface that scratched can be sanded out by specialist during reparations.

Mirror (Bathrooms)

- Use a mild soap and a damp soft cloth to wipe the surface of the sheet with light pressure, avoiding the edges of the sheet. Do not use any chemicals on a painted print design. Do not use window cleaning sprays, kitchen scouring compounds, or other chemicals to clean.
- Avoid using newspaper during cleaning, as this will cause scratches/abrasion to the mirror.
- To maintain the surface gloss, it can be occasionally using a flannel cloth and good plastic cleanser or polish.

Ironmongery

- Avoid using chemical, detergents, abrasive polisher or other hazardous products to polish them.
- Avoid slamming the doors as this will damage the ironmongery especially the lockset and hinges.
- Clean door knobs and handles regularly with dry and clean cloth.
- Always handle the knobs and handle with great care, as they are prone to scratches and dents.

Prefabricated Bathroom Unit (PBU)

- PBU is completed with all the accessories fittings and finishes including concealed services, floor tiles, wall tiles, sanitary ware, cabinets, ceiling and other fittings.

- Before doing renovations, repair and maintenance in the bathroom unit, to read the information provided in the homeowner user manual.
- The manufacturer label is affixed in PBU with details and contact of PBU manufacturer.
- The owner are to check the PBU system before starting the renovation works or any replacement and installation of new fittings.
- The owner are to consult PBU supplier or engage renovation contractors who are familiar with PBU system.
- The owner may contact the PBU supplier to seek advise on the availability of original spare parts.

Drilling and fixing

- For fixing accessories on the full concrete PBU wall, use galvanized or stainless steel screws.
- Ensure the fixture location is free of sanitary / electrical conduits / any cast in items.
- Use a pencil to mark the position of hole to be drilled and pen drill pilot holes.
- Use 5-8mm diameter drill bit and drill to the depth of max 40mm into the concrete wall.
- Install the wall anchor / wall plug with screw according to fixture recommendations.
- Test the fixture after installation by pulling on it.

Tiles replacement

- When renovating PBU, the original tiles shall not be removed from the wall and floor.
- Any replacement of tiles by removing the original floor tiles may damage the waterproofing membrane and hence water tightness of the floor.
- For the defective tile that are laid using cement mortar, it is recommended to break the first piece of tile into few smaller pieces.
- If the concrete wall chipped off, it can be patch back by non-shrink grout
- The new replacement tiles shall be laid using cement mortar.

Dry Wall Partition

- Heavy wall cabinets, sanity ware, TV and heavy fixtures such as large wall cupboards, need extra support. Please seek professional advice.
- For hanging heavy items, make sure that fixings are through the board and into a joist. Drywall have permissible loadings and has a seamless finish.
- When fixing anything onto plasterboard walls, it is important to always use the appropriate type of fixings to obtain a good result and to avoid damaging the boards.

Sanitary Wares

- Do not use chlorine type cleansers inside the tank. High concentration of chlorine can seriously damage fittings in the tank which might cause leakage and property damage.
- Unharmed by the thermal stresses of hot and cold water
- Do not use harsh chemicals like hydrofluoric acid.
- Do not force the seat down for the soft scolding cover, as it will damage the mechanism in long run.
- Only use soft, moist piece of cloth or leather for cleaning the visible part.
- For stubborn stains, use cleaning agent which do not harm the skin, and put it into luke warm water.
- All visible part shall rubbed dry after they have been cleaned or after they have become wet.
- Cleaning agents instruction from manufacturer must follow thoroughly.
- Cleaning has to carry out with specific cleaner dosage, contact time, object related and adapted to the needs.
- When using spray cleaner, spray the cleaning solution onto soft cloth or sponge, never directly sprayed onto the fittings, as it could enter opening and gaps and cause damage.
- After cleaning rinse with clean water to remove cleaner residue.

- Do not use cleaning materials contains hydrochloric acid, formic acid, chlorine palely or acid.
- Phosphorus acidic cleaners only conditionally applicable
- Do not mi cleaning agents
- Do note use cleaning materials with abrasive effect, such as cleaning powders, sponge pads or micro fiber cloths.
- Use of steam cleaner is not recommended. High temperature will damage the product.

False Ceiling

- Metal frames are used for fixing and supporting all ceiling board.
- Dust and loose dirt may easily be removed by brushing or with a vacuum cleaner. Vacuum cleaner attachments such as those designed for cleaning upholstery or walls do the best job.
- Certain to clean in one direction only. This will prevent rubbing dust into the surface of the ceiling.
- Ceiling boards are used in the kitchen, toilets, bedrooms doorways, common passage to bedrooms, main entrance door area and other area deems appropriate.
- All ceiling should be kept dry at all time. Prolonged wetting would cause serious damages to both types of ceiling board.
- Two main types of boards are used. Moisture resistant fibrous plasterboard ceiling are mainly used in wet area such as kitchen and toilets. For general areas where applicable, fibrous plasterboard ceiling were installed.
- Access panels are provided at strategic locations for future maintenance works. Push access panel upward and place by the side of opening to prevent unnecessary damages or loss of panel.
- Use either dry or slightly damped cloth with natural cleaner to remove stain.
- Repainting/ touch up paint work may be necessary when excessive scrubbing wears out painted surface.
- Use suitable filler compound to repair patch up small dents, cracks or even small holes/gap.
- Inform Management if mapping or damp patches are found on ceiling board

Balcony and AC Ledge railing

- Avoid mechanical damage to scrape off the galvanized coating such as hitting with hammer or putting them in a corrosive environment such as placing an acidic solution nearby.

Painting

Do's

- Use a feather duster or dry cloth to clean and remove dirt, dust and cobwebs.
- Do keep the painted surfaces dry and free from saturated water.
- Use slightly damp cloth with warm water and mild detergent to remove stain mark.
- Should the stubborn stain mark is unable to be removed, do paint an additional one coat of water-based emulsion paint with appropriatebrush or roller.

Don'ts

- Do not subject the painted surfaces with constant water contact.
- Do not use chemical or paint remover like turpentine, thinner, etc. to clean the painted surfaces.
- Do not use abrasive materials or sharp object like green wool, sandpaper, scraper, etc. to remove stain mark.
- Do not subject the painted surfaces with corrosive material like masking tapes, double sided tapes, etc.

MAINTENANCE GUIDE – M&E SERVICES

Air Conditioning System

- An air-conditioning system consist of Fan Coil Unit (FCU), Compressor Unit (CU) with refrigerant pipe and condensate drainage pipe.
- During the course of use, dust will accumulate of the FCU filters and a gel-like substance will form gradually in the condensate drainage pipe. Therefore, maintenance is essential.
- There are many types of maintenance package offered in the market. The service agreement can vary from bi-monthly, quarterly, annually to ad-hoc basis.
- Air conditioner filters, coils and fins require regular maintenance for the unit to function effectively and efficiently throughout its years of service. Neglecting necessary maintenance will see a steady decline in air conditioning performance while energy used steadily increases. It will also lead to problems like FCU not cold, foul smell and water dripping issues
- Air conditioner filters are the most important maintenance task that must be routinely cleaned for efficiency. Clogged and dirty filters block off normal air flow and reduce a system's efficiency significantly. With normal air flow obstructed, air that bypasses the filter may carry dirt directly into the evaporator coil (cooling coil) and reduces the evaporator coil's ability to absorb heat
- In the event of lack of maintenance, sweating sign may develop on your refrigerant pipes and insulation. Under such circumstances, you will need to engage a specialist contractor to carry out chemical servicing to remove stubborn and clogged dirt
- Foul smell from air conditioners are most often caused by dirt, mold and bacteria that build up within the unit. These odour causing particles can be found on condenser coils, evaporator coils drain pans, drain pipe immersed into floor trap and air filters. Moisture build up make the smell even worse, sending odours through your entire room.
- Do not leave air conditioners running continuously at a low temperature setting (eg. 18°C) when going away for a long period of time. The temperature difference with the unit below or beside (which is warmer) may cause condensation nuisance to the neighbors. Prolonged exposure to condensation will cause mold and damages to furniture and fixtures
- Condensation will also occur if the window and / or door is left opened in the air-conditioned room.

Gas Cooker Hob

- Clean the surface of the glass top with Whirlpool Affresh Cooktop Cleaner, followed by drying with a soft microfiber cloth for a streak-free shine surface. Alternatively, wipe the surface with damp cloth and little amount of non-abrasive mild detergent.
- Clean the pan support/grid parts with lukewarm water and non-abrasive mild detergent. Clean it with dry microfiber cloth
- Ensure the burner caps and crowns to sit properly to ensure the performance of the burning flame, and also to prevent them to deform due to inconsistent flame emission.

Ceramic Hob

- Clean the surface of the glass top with Whirlpool Affresh Cooktop Cleaner, followed by drying with a soft microfiber cloth for a streak-free shine surface.
- Wipe the surface with damp cloth and little amount of non-abrasive mild detergent. Clean it with dry microfiber cloth

Cooker Hood

- The removable grease filters shall be removed, soaked and washed with neutral liquid detergent on a regular basis to remove trapped grease. Dry it with kitchen paper towel gently. Meanwhile, it is recommended to replace the charcoal filters on every 6 months basis, subject on cooking frequency.
- Clean the stainless steel surface of hood in the direction of grain with Whirlpool Affresh Stainless Steel Cleaning Wipes or non-abrasive mild detergent, then clean it with dry microfiber cloth. Do not

use stainless steel cleaning agent on printed surfaces. Do not use corrosive acidic detergent and scourers to clean

Built-in Oven

- It is important to turn on and heat up the oven at least once a month to ensure any trapped moisture is not accumulated or trapped at the heating element. Otherwise, tripping of power will occur due to standard electrical safety feature.
- Clean the stainless steel surface of oven in the direction of grain with Whirlpool Affresh Stainless Steel Cleaning Wipes or non-abrasive mild detergent, followed by drying with a soft microfibre cloth for a streak-free shine surface.
- Do not use stainless steel cleaning agent on printed surfaces. Do not use corrosive acidic detergent and scourers to clean
- For interior cleaning, always keep the oven interior clean. Wipe up spillovers and food spatters. Use non-abrasive mild detergent and/or warm water with clean soft cloth to remove deposits

Fridge

- Gently close the door without the act of slamming.
- Clean the stainless steel surface of fridge door in the direction of grain with Whirlpool Affresh Stainless Steel Cleaning Wipes or non-abrasive mild detergent, followed by drying with a soft microfiber cloth for a streak-free shine surface.
- Do not use stainless steel cleaning agent on printed surfaces. Do not use corrosive acidic detergent and scourers to clean
- Clean the interior of fridge regularly to prevent odour. Use soft towel with non-abrasive mild detergent for cleaning. Make sure to use clean water for final cleaning

Washer / Dryer

- Use only low suds detergent. After each usage, leave the porthole door to prevent the growth of mold and smell.
- Clean the machine with Whirlpool Affresh Machine Cleaning Wipes to help keep the machine like new and delightfully fragrant with sparkling and clean result.
- Clean the machine tub with Whirlpool Affresh Washing Machine Cleaner Tablet on every 2-3 months basis to break up dirt and residue, and also help keep the machine looking like new.
- It is recommended to turn on the dryer function at least once a month to ensure any trapped moisture is not accumulated or trapped at the heating element

Electric Water Heater

- A copy of User Instruction Manual will be made available to every homeowner.
- Maintenance Guideline: Operate the pressure relief valve at least once every six months to remove lime deposits and verify that it is not blocked. This is done by lifting the lever at the pressure release valve for a few second. If there is no water flowing out, please call a serviceman.
- Homeowners are requested to refer to the Instruction Manual for safety measures and maintenance.
- You may refer to the user manual for more maintenance information.
- Emergency Procedures: Off the power and contact serviceman.

Instantaneous Gas Water Heater

- The gas water heater is installed outdoors, at the external wall of the yard. As a precaution, please do not touch the cover or insert objects into the flue outlet of the gas water heater when the hot water is in operation.
- Keep flammable materials, trees, and shrubs away from the external unit and do not spray water directly to the flue terminal.

- The outgoing hot water can be controlled by the wall-mounted remote-control pad and at the shower/basin mixer. The water heater can be left on at all times for hot water to be instantly available.
- For safety reasons, it is advisable to turn off the wall-mounted remote-control pad before going for a long holiday.

Audio Intercom

- Audio intercom is provided for the apartment unit.
- Any improper shifting of the handsfree intercom may lead to short circuit of the unit's audio intercom and affect the whole intercom system in the development.
- It is advisable that the homeowner engages the audio intercom supplier or qualified Contractors to carry out the work.

EMERGENCIES PROCEDURES

Unit Electrical Emergencies

It is recommended that all household members know where the main power switch for the unit is located. The Distribution Board controls the electrical system in your unit and is found in the hall closet.

The main switch (Main Circuit Breaker) allows you to shut off all electrical supply in the unit. In case of an overload or short on that circuit, the breaker trips and automatically shuts off power to that circuit.

- **Identifying a Faulty Electrical Point/Circuit**

Miniature Circuit Breakers (MCB) and Residual Current Circuit Breaker - RCCB are protective devices that control the power going to a particular route of wiring. Should there be an electrical trip, the following procedures can be applied to identify the faulty electrical point/circuit, which caused the trip:

1. Switch all circuit breakers (MCB & RCCB) to 'off' position.
2. Turn on the MCB one by one followed by the RCCBs.
3. The circuit breaker that trips the system again when at the 'on' position should be marked. (This indicates that the circuit or specific parts of the electrical network protected by that particular circuit breaker is faulty.)
4. It is recommended that a licensed electrician be engaged to perform a thorough investigation and/or carry out repairs to a faulty electrical point.

- **Identifying a Faulty Appliance**

Sometimes, a faulty appliance can cause a power failure/trip. In such a circumstance, the above procedure may not be able to identify the fault. In this case:

1. Turn off ALL wall switches and unplug every appliance.
2. Reset all circuit breakers in the distribution box to "ON" position.
3. Plug in and turn "ON" each appliance/switch one by one.
4. The appliance that causes the circuit breakers to trip again would be the faulty one, and usage should be discontinued.
5. Turn "OFF" switch that is connected to the faulty appliance and unplug the faulty appliance.

Building Emergencies

Occupiers List

To facilitate contact between the Management and the Owner/Residents in times of emergency, please complete the occupier list (Refer to the application form for Resident's Pass) and return it to the Management Office. If there are any changes, you are advised to inform the Management Office of the changes soonest.

Fire

In case of fire, do not use the lift. All Residents should evacuate by using the nearest exit staircase to proceed to the open space.

To comply also to any changes or requirement as implemented in the fire code and fire regulations.

Lift Failure

Please contact the Management Office or the Security guard house when the lift breaks down. If the lift should stop while in use, push the alarm button of the car-operating panel. After releasing the button, communicate with the security guard outside by the interphone verbally and follow the security guard's instructions. Wait patiently in the lift car for help to arrive. In case of power failure, the emergency lamp in the lift will be illuminated.

Power Failure

The building has standby generators that would automatically provide emergency power supply to light up strategic parts of the common corridors and access ways in case of power failure. It will be useful to keep supply of candles or battery-operated torchlight for use in the event of a power failure.

USEFUL TELEPHONE NUMBERS

Emergency Services

Fire/Ambulance	995 (Toll-free)
Police Emergencies	999 (Toll-free)
Sengkang Neighborhood Police Centre	1800 343 8999
Sengkang General Hospital	6930 6000 (24 Hour Emergency)

Non-Emergency Services

Non-Emergency Ambulance	1777
Police Hotline (for crime-related information)	1800 255 0000
Traffic Police Information Hotline	6547 0000

Breakdown of Services

SP Services	1800 222 2333
Water Supply	1800 284 6600
Electricity Service Centre Hotline	6835 8000
Pipe Gas Supply	1800 752 1800
NTUC Income Home Services	6788 8788

Newspaper Agent

Singapore Press Holdings Limited	6388 3838
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