

1.0 INTRODUCTION

- 1.1 The By-laws are compiled by the Management Corporation Strata Title Plan No. 2645 (MC) and are to be read in conjunction with the First Schedule of the Land Titles (Strata) Act Cap. 158. However, the MC shall not be held responsible for any injury or damages arising from compliance with the said By-laws.
- 1.2 The By-laws serve to regulate activities as well as the usage of facilities and common areas. As such they should not be viewed as restrictions but a means of promoting harmonious living within the condominium.
- 1.3 Your co-operation in observing the By-laws set out in the following pages will help to make the condominium a better place to live in. They have legal binding effect on all owners, tenants and visitors.

2.0 DEFINITIONS

In these By-laws, unless the context otherwise requires:

- a) “Management” means the Council as defined in item (i).
- b) “Subsidiary Proprietor” means the owner or joint owner of a unit by legal title.
- c) “Tenant” means the legal occupier of a unit by virtue of a lease granted by the Subsidiary Proprietor.
- d) “Guest” means a person other than the Resident but does not include maids or employees as may be determined by the Management from time to time who is on the premises at the invitation of the Resident.
- e) “Unit” means an apartment or strata lot within the condominium.
- f) “Condominium” means Ardmore Park.
- g) “Common Areas” means all the area in the condominium with the exception of the strata lots.
- h) “Common Property” is as defined in the Land Titles (Strata) Act.
- i) “Council” means the Council as defined in the Land Titles (Strata) Act.
- j) “The Act” means the Land Titles (Strata) Act Cap. 158.
- k) “Resident” means a subsidiary proprietor and his/her family members or a tenant and his/her family members legally staying at the unit excluding his/her employee.

3.0 OCCUPANCY

- 3.1 The unit shall be used only for residential purpose and not for business or any other purpose unless written approval has been obtained from the relevant governing authorities.

- 3.2 A resident shall be responsible for the conduct of his family members and guests at all times, ensuring that their behaviour is neither offensive to other occupants of the building nor cause damage to any portion of the private/common property.
- 3.3 Residents shall not permit their children or invitees/guests to play in the lifts/lift lobbies, stairways, roads and car porches or in the front areas of the building. Ball games, skate boarding and any activity that would deface or cause damage to the walls of common areas are strictly prohibited.
- 3.4 Residents shall at all times ensure that their social activities/games, volumes of their music and any other activities will not cause disturbance and nuisance to other residents. The Management reserves the right and discretion to take whatever action is necessary to resolve/eliminate such disturbance or nuisance.
- 3.5 Owners/residents shall not, without the written consent from the Management carry out any alterations or install any fittings or fixtures that deviate from the approved plans and specifications. Owners/residents will be responsible for, and shall pay all fines or penalties imposed by any government department for any unauthorised additions and/or alterations found within their apartments.
- 3.6 Residents shall ensure that all air-condition equipment, including pipes and hoses are properly maintained. All discharge pipes shall be directed to the nearest floor trap. Any stains arising from poorly maintained air-condition equipment to the common areas shall be cleared/removed by the Management, any costs and expenses thereby incurred shall be recovered from the person(s) concerned.
- 3.7 An owner who is not residing in Singapore shall at his own expense have an authorised agent or representative registered with the Management to conduct periodic inspection of his apartment and assume responsibility for the contents therein. Such owners shall file the names, addresses and telephone numbers of their guests with the Management prior to allowing them access to the apartment.
- 3.8 The owner or his appointed agent shall be responsible for the conduct of his tenant/s or guest/s and shall upon notice given by the Management, immediately remove, at his own expense, any unauthorised structure/equipment/property placed in the common area.
- 3.9 Once an apartment is leased out, the entitlement to the use of the common areas and all the other facilities is automatically transferred to the tenant, and the owner is no longer entitled to use these facilities. All car park labels must be returned to the Management.
- 3.10 Residents are not allowed to use any employee of the Management for any business or private errands or to accept any delivery of packages, parcels etc of any kind on behalf of the residents.
- 3.11 Solicitation of goods and services, and the holding of religious or political activities shall not be permitted in the premises.

4.0 COMMON AREAS

- 4.1 The sidewalks, passages, lobbies, stairways and corridors must not be obstructed at any time, or used for any purposes other than their designated usage.

- 4.2 Personal property of any kind shall not be placed on or stored in the common areas. The Management shall not accept any liability whatsoever, for loss/damage to any goods or items left at the common areas and it reserves the full right to remove any goods/items left at the common areas.
- 4.3 All furniture and equipment placed or installed in the common areas have been provided for the safety, comfort and convenience of all occupants and therefore shall not be damaged or removed without the permission of the Management. Any damage or loss shall be made good by the resident concerned. He shall also be responsible for the acts of his servants, licensee or invitee who caused such damage or loss.
- 4.4 Smoking and eating and pets are not allowed in air-conditioned enclosures such as lifts, lobbies and the main lobby of the Clubhouse.
- 4.5 The private lifts are for the use of the residents and their invitees only and shall not be used to transport bicycles and bulky items. Residents shall use the service lifts for such purpose.
- 4.6 All household pets are not permitted to enter the private passenger lifts. They are to be accompanied by their owners/handlers at all times when using the service lifts and in the permitted common areas.
- 4.7 In the event of power failure, fire or other emergencies, residents must not use the lifts but should use the stairways to vacate the building.
- 4.8 No potted plants or any other objects are to be placed on or near the perimeter of the premises whereby they can fall and cause bodily harm to person(s) below.
- 4.9 All potted plants shall be placed in containers so as to prevent the dripping of water or soil onto other apartments or common areas. Residents are advised to take preventive measures to prevent stagnation of water and mosquitoes breeding.
- 4.10 Care should be taken when cleaning areas adjoining the external walls so as to prevent water from running down the exterior of the building or into other apartments.
- 4.11 Residents and their guests/invitees shall not damage the grass, hedges, footpaths, or any part of the subdivided building or property by the use of vehicles, machines, tools or objects of any description. The resident who is or whose servant, agent, licensee or invitee is responsible for such damage shall make good any damage to the satisfaction of the Management.
- 4.12 Any damage caused to the common property shall be assessed by the Management and all cost of repair and/or replacement of broken or damaged parts shall be borne by the person(s) responsible.
- 4.13 In the event that the damage is caused by a wilful act of mischief or vandalism, the Management reserves the full right to file a police report and take all necessary and appropriate actions against the person (s) responsible.
- 4.14 The Management reserves the full right and authority to demolish or remove all unauthorised additions, alterations, structures or any part thereof after 7 days written notice is given to the Owners/residents to remove the same. All costs and expenses incurred including all legal fees in respect of such removal or demolition shall be borne by the owners/residents concerned.

- 4.15 Private functions held at common areas are restricted to the Clubhouse function rooms.
- 4.16 Holding of customary or traditional rites (e.g. funeral wakes) is not allowed within the condominium compound.
- 4.17 Solicitation of goods and services in any manner within Ardmore Park is not permitted.
- 4.18 Bicycles should be parked at the designated areas provided in Basement 1 and Basement 2 of the respective Blocks.
- 4.19 The Management shall not be liable for any injuries, accidents or loss incurred in any part of the common areas by the residents/invitees.

5.0 RESIDENT CARDS

- 5.1 To be eligible for the issuance of a Resident Card, the applicant must be residing in the Condominium on a permanent basis and his/her identification card must show the Ardmore Park address.
- 5.2 Each residence shall be entitled to 4 Resident Cards free of charge at every change of tenancy or ownership.
- 5.3 Resident Card will be issued to residents aged 12 years and above.
- 5.4 To replace a lost Resident Card a letter declaring the loss of the Resident Card is required.
- 5.5 Any application of a new or replacement of Resident Card shall be subject to a charge to be determined by the Management.
- 5.6 When an owner sells his unit, he must inform the Management and return all the Residents Cards issued to him and his family members so that new cards can be issued to the new owner.
- 5.7 If an owner subsequently leases out his unit, he has to surrender his resident cards to the Management. New Resident Cards can be issued to his tenants on production of a letter of authorisation from the owner, or alternatively, a copy of the lease/tenancy agreement. The Cards issued to the tenants must be returned to the Management upon termination of the lease.
- 5.8 For company owned units or company tenanted properties, the authorisation letter must bear the registered company members or the nominees who will be eligible for the Resident Cards.
- 5.9 Applicants must submit two (2) recent I/C size colour photographs and a copy of any legal document to prove their ownership/tenancy of the relevant apartment.
- 5.10 The Resident Card is not transferable.
- 5.11 Only a valid Resident Card will entitle the resident to the use and booking of condominium facilities. Owners who have leased out their apartments will not be entitled to use the facilities as their rights have been transferred to the tenants.

6.0 RESIDENT PROXIMITY CARDS

- 6.1 Each residence shall be entitled to 4 Resident Proximity Cards free of charge.
- 6.2 To replace a lost Resident Proximity Card a letter declaring the loss of the Resident Proximity Card is required.
- 6.3 Any application of a new or replacement of Resident Proximity Card shall be subject to a charge to be determined by the Management.
- 6.4 Residents are required to carry their Resident Proximity Cards with them for access to their respective blocks and units.
- 6.5 Care must be taken not to bend or expose their cards to sunlight for extended period as this will damage the cards.

7.0 SUPPLEMENTARY CARDS

- 7.1 Supplementary Cards shall be issued to Residents' employees such as domestic servants/helpers and drivers for authorized access into Ardmore Park and for identification purposes. Management reserves the right to refuse entry into Ardmore Park for employees without valid Supplementary Cards.
- 7.2 Such application shall be made on their employees' behalf by the residents. Applicants must submit two (2) I/C size photographs of their employees upon application and submit all information as required by the Management in the application form.
- 7.3 To replace a lost Supplementary Card a letter declaring the loss of the Supplementary Card is required.
- 7.4 Replacement/renewal of any Supplementary Cards shall be subject to a fee to be decided by Management from time to time.
- 7.5 Supplementary Cards are not transferable.
- 7.6 Holders of Supplementary Cards will not be entitled to the use and booking of the condominium facilities and not allowed to bring in guests.
- 7.7 Holders of Supplementary Cards are required to show their cards to the Management staff or security officer as and when required for security reasons and identification purposes. The Management reserves the right to refuse entry into Ardmore Park to Residents' employees without valid Supplementary Cards.
- 7.8 Resident shall inform the Management when the service of the employee is terminated and return the said Supplementary Card to Management for cancellation.

8.0 RENOVATION

8.1 Submission & Approval

- 8.1.1 The Subsidiary Proprietor shall submit to the Management the prescribed application form for renovation works together with a detailed work

schedule at least 10 working days prior to commencement of any renovation works.

- 8.1.2 Subsidiary Proprietor can authorize a representative to apply on his behalf by forwarding an authorization letter to the Management.
- 8.1.3 Professional Engineer's (Structural) certification must be obtained from the Panel of Engineers appointed by the Management for any removal of non-structural brick walls. Any removal of structural members shall be strictly prohibited. A copy of the certifications must be submitted together with the application for renovation.
- 8.1.4 All electrical work and installation such as re-wiring addition or repositioning of switches, sockets, lighting and power points, etc. must be approved by Qualified Person and relevant plans must be submitted together with the application form to the Management for records.
- 8.1.5 The relevant authorities shall include but not limited to Ministry of National Development, Building and Construction Authority, Urban Redevelopment Authority, Public Utilities Board, Singapore Power Ltd, National Environment Agency and Info-communications Development Authority of Singapore.
- 8.1.6 The endorsement of the Management does not constitute an approval of the relevant authorities. The Subsidiary Proprietor must bear full responsibility to ensure compliance with the building by-laws and other regulations as may be introduced and applicable from time to time.
- 8.1.7 Limitations of the renovation works
 - 8.1.7.1 Hacking of existing floor finishes, wall finishes, fixtures, including concealed piping and conduit, and internal partition walls are only allowed for a period of up to 15 working days for the standard unit and 20 working days for the penthouse. Hacking time is limited from 9 am to 3 pm. Such hacking must be accompanied by a Professional Engineer (PE) endorsement to ensure structural integrity and other technical issues are complied with.
 - 8.1.7.2 All Renovation Works shall be limited to eighty (80) consecutive days (excluding Saturdays, Sundays, and Public Holidays) for standard unit and a hundred (100) consecutive days (excluding Saturdays, Sundays, and Public Holidays) for penthouses, of which noisy works shall not exceed thirty-five (35) consecutive days for the standard unit of forty (40) consecutive days in the case of a penthouse. All works shall cease upon the expiry of eighty (80) consecutive days or hundred (100) consecutive days or the number of days approved by the Council (whichever is earlier), unless the Council grants an extension of the duration. Further extension may be granted on a case-by-case basis by Council.
 - 8.1.7.3 Each Subsidiary Proprietor shall be limited to one (1) renovation of eighty (80) consecutive days (excluding Saturdays, Sundays, and Public Holidays) for standard unit and a hundred (100) consecutive days (excluding Saturdays, Sundays, and Public Holidays) for penthouses, of which noisy works shall not exceed thirty-five (35)

consecutive days for the standard unit of forty (40) consecutive days in the case of a penthouse per each twelve (12) month period for each unit. Approval for subsequent renovation is subject to the discretion of the Council.

8.1.8 The following alteration and relocation works are strictly prohibited:

- 8.1.8.1 Alteration to any of the external windows
- 8.1.8.2 Alteration to any doors or grilles installed in the external walls of the subdivided building
- 8.1.8.3 Increasing the permissible load of the floor
- 8.1.8.4 The common water and sanitary system
- 8.1.8.5 The common electrical system
- 8.1.8.6 Relocation of refuse chute hopper
- 8.1.8.7 Installation/Diversion of sewerage stack
- 8.1.8.8 Installation of any television or radio antenna or equipment on the rooftop or at any external part of the subdivided building
- 8.1.8.9 Any works that affect the structural integrity, and / or appearance of the façade and common property of the building.

8.2 Type of Work

- 8.2.1 External doors, grilles, gates, casement windows or awnings or any tile which are visible from the common areas, if approved by the Management must conform to the design, dimensions, quality and colour specified by the Management.

- 8.2.1.1 All grilles must be installed within the boundary of the unit. Specifications of the approved design, dimensions, quality and colour for the grilles of the rear doors of the unit are attached as in Appendix A .

- 8.2.1.2 A Subsidiary Proprietor who wishes to carry out any alterations and/or additions to his/her windows and balconies and tiles that are visible from the common areas is required to obtain prior written approval of the Management. The plans and details of the proposed works must be submitted to the Management at least one month before the intended date of commencement for such works. The Owner shall comply with any terms and conditions that the Management may impose when approving such works. The Management reserves the right to withhold approval for any works that may affect the façade of the building.

Materials used for such works and the nature of such alterations and/or additions shall be of complementary design and be suitable in nature, quality and appearance to the existing materials and fittings of the condominium. Without prejudice to the generality hereof, the window frames must be of anodized aluminum and the window panes are of casement type.

- 8.2.2 Subsidiary Proprietor shall not carry out any work that may affect the external façade of the building. Façade shall include windows in the living

room, yard areas, common areas, open areas and all other visible parts of the building, which constitute or form part of the external appearance of the development.

- 8.2.3 Precautions shall be taken against damaging the common concealed electrical wiring and sanitary piping and the floor slab.
- 8.2.4 Subsidiary Proprietor shall not erect additional structures or attach permanent fittings to any balconies or terraces of his unit without the written approval of the Management.
- 8.2.5 The Subsidiary Proprietor and his contractor can only carry out the type of work specified in the approval letter given by the Management.
- 8.2.6 The Management shall have the full right and authority to remove/demolish all unauthorized works after giving fourteen (14) days written notice to the Subsidiary Proprietor requesting him to remove the same and all costs and expenses incurred in respect of such removal or demolition shall be borne by the Subsidiary Proprietor.

8.3 Working Hours

- 8.3.1 Work can only be carried out within the following times, subject to Clause 8.3.2:

Monday to Friday - 9.00am to 6.00pm

No work shall be carried out on Saturdays, Sundays, and Public Holidays.

- 8.3.2 All hacking, drilling, hammering, grinding or other similar noisy work of any kind whatsoever shall be restricted to a maximum of 6 hours per day on weekdays with breaks in between as follows and subject to Clause 8.3.1:

Monday to Friday - 9.00am to 3.00pm

- 8.3.3 The management shall issue a “STOP WORK ORDER” for up to (7) days for any work carried out beyond the hours stated in 8.3.2 above.

8.4 Security Deposit

- 8.4.1 The Subsidiary Proprietor, occupier, and or his contractor shall place with the Management a security deposit of S\$2,000.00 before carrying out the works.
- 8.4.2 The security deposit by way of cheque shall be made in favor of “The Management Corporation Strata Title Plan No. 2645” and delivered to the Management Corporation Office at 13 Ardmore Park #01-01 Singapore 259961 during office hours at least 7 days before commencement of any work.

8.5 Completion, Fees and Deposit Refund

- 8.5.1 Upon completion of work, the Subsidiary Proprietor, occupier and/or his contractors shall inform the Management and arrange for a joint site inspection with the Management's representative. Subject to full compliance of all procedures, rules and regulations, herein governing all renovation work and deductions for damages to common property and properties of the occupiers in the building, any unauthorized works, uncleared debris or any inconvenience caused at the building for which the Management would have to incur cost to rectify, the security deposit will be refunded free of interest upon application. Refund of renovation deposits would require minimum of one-month processing period.
- 8.5.2 The security deposit shall be forfeited if any of the conditions stated herein are not complied with.
- 8.5.3 Where a Subsidiary Proprietor or occupier and/his contractors of a lot has breached any Prescribed By-Laws under the Building Maintenance and Strata Management Act 2004 and / or breached any By-Laws and / or rules passed by the Management Corporation and where the Management Corporation incurs any costs, fees or expenses whatsoever in enforcing the said By-Laws and /or rules and regulations, the Management Corporation shall recover as a debt all such costs, fees and expenses from the Subsidiary Proprietor or occupier concerned on full indemnity basis.
- 8.5.4 In the event of the deposit being insufficient to meet the claim of the Management Corporation, the Subsidiary Proprietor, occupier and/or his contractors shall compensate and pay to the Management Corporation the difference between the said deposit and the amount so claimed by the Management Corporation. This difference due shall be recoverable as a debt to the Management Corporation if remain unpaid.

8.6 Contractors' Compliance

- 8.6.1 All workers of the contractor's company and that of its listed sub-contractors shall inform and register with the security staff at the guard house of their intention to enter the estate prior to the commencement of any work and to exchange for the contractors' passes, failing which the Management reserves the right to refuse entry to any unknown person which cannot be verified there and then.
- 8.6.2 All workers must wear and display the contractor's passes at all times while in the estate. Security officers have the right to question any person in the estate found without a valid contractor's pass.
- 8.6.3 A replacement cost of S\$30.00 or any other amount as prescribed by the Management from time to time will be charged for each lost pass.
- 8.6.4 The contractors must keep our security officer informed of any changes in workmen prior to their deployment at site.
- 8.6.5 Contractors and their workers must confine themselves to the work area within the unit. No contractors and/or workers shall be allowed to loiter in any other place. The estate's recreational facilities are strictly out-of-bounds to contractors and their workers. Contractors and their workers are

not allowed to have meals or nap in the common property during their lunch breaks.

- 8.6.6 The Subsidiary Proprietor shall be responsible for the good conduct and behavior of all workers or his listed sub-contractors while they are in the condominium.
- 8.6.7 All workers shall be suitably clothed and shall not use any language or behave in a manner that is likely to cause an offence or embarrassment to the residents/occupiers or any person in the estate.
- 8.6.8 Any worker found misbehaving or refusing to comply with security procedures will be removed from the condominium and barred from entry.

8.7 Installation of Air-Conditioning Unit(s)

- 8.7.1 Prior approval of the Management must be obtained before any air-conditioning units are replaced or installed.
- 8.7.2 The condensing unit or units and its piping shall be installed within the Owner's air condition ledge.
- 8.7.3 All replacement of condensing units if approved by the Management must conform to the design and dimensions as stipulated by Management and installed at the particular positions in the air condition ledge as specified in Appendix B (for One Condensing Unit or Two Condensing Units, where applicable).

8.8 Lifts & Common Property

- 8.8.1 The contractors shall use only the Service lift assigned by the Management. The contractors shall be held responsible and accountable for any non-compliance and all costs and expenses including but not limited to legal fees, application costs etc, incurred by the Management upon taking any enforcement action against the contractors.
- 8.8.2 The contractors shall ensure that adequate protection is given to the lobbies, lift walls and flooring and any other parts of the common property when conveying building materials to and from the unit under renovation.
- 8.8.3 Halting of lifts by inserting stopper in between lift doors is strictly prohibited.
- 8.8.4 All materials and debris shall be neatly packed / placed in sacks before loading into the lift.
- 8.8.5 No heavy equipment or machinery is allowed in the lift.
- 8.8.6 The contractors shall inform the Management of the dates of any delivery to be carried out in the unit.

- 8.8.7 Any damage to the common property during the execution of work must be made good by the contractors and is subjected to the acceptance of the Management.
- 8.8.8 The estate's common area must not be obstructed at all times. Storage of materials at the common area is strictly prohibited.

8.9 Protection

- 8.9.1 The contractors shall ensure adequate protection is put up at windows, balconies or any other openings to prevent debris from falling to units below.
- 8.9.2 The contractors shall ensure adequate protection, barricade and partition is placed at the allocated basement car park lots, any common areas or landscape areas for works that could be carried out outside the unit.

8.10 Housekeeping/Discipline

- 8.10.1 The contractors shall maintain the general cleanliness of the common areas daily. The areas dirtied or soiled by the contractors must be cleaned up immediately to the satisfaction of the Management.
- 8.10.2 Loading/unloading activities should only be carried out at the loading / unloading bays at Basement 2 of Block 15 and or at the delivery car park lots at the back of the service lifts of the respective block.
- 8.10.3 No storage space will be provided on site. All articles/materials/tools/equipment must be stored within the owner's unit at all times.
- 8.10.4 No works and washing of tools and equipments will be allowed at commons areas including lift lobbies and stairwells.
- 8.10.5 All sand must be packed in bags before delivery into the estate.
- 8.10.6 Packing and crating materials must be removed and disposed of on the same day as they are being brought in.
- 8.10.7 Rubbish or building materials shall not be thrown into the chutes or dump in any common areas or washed down in the unit or common floor trap.
- 8.10.8 All debris must be removed from the common areas upon completion of work at the end of each day. Unwanted materials and debris should not be left in the corridors, lift lobbies, fire escape staircases or any other common areas. These must be removed daily and the cost incurred, if any, by the Management to remove the debris, will be charged to the Subsidiary Proprietor concerned.
- 8.10.9 The contractors shall ensure a doormat is placed at the unit door entrance to prevent workers from dirtying the common areas. All common areas affected during the delivery or removal of materials must be left in a clean and tidy condition on the completion of work each day. Any damages to

the building and its equipment caused by the moving of furniture or other effects during the course of renovation of the unit shall be replaced or repaired at the expenses of the Subsidiary Proprietor concerned.

8.10.10 The contractors and workers are not allowed to tap water/electricity supply from the common areas.

8.10.11 The contractors are to comply strictly with all the above-mentioned items 8.10.1 to 8.10.10, failing which all cleaning expenses and related water / electricity costs including but not limited to legal fees, application costs etc, shall be borne by the subsidiary proprietor and his contractor, and / or deducted from the security deposit.

8.11 Vehicles

8.11.1 No heavy vehicles, lorries, trucks and any vehicles used for the renovation exceeding the height of 2.1m clearance or more than 20 feet in length is allowed in the estate and basement car park.

8.11.2 All vehicles used for the renovation work must be parked at the delivery car park lots designated for service providers and must not cause any obstruction.

8.12 Re-waterproofing work

8.12.1 The contractors must ensure that re-waterproofing works are carried out at all wet areas, namely bathrooms, kitchens, wash areas and balconies where hacking works have been carried out. A copy of the waterproofing warranty shall be submitted to the Management for record purposes before any refund of security deposit will be made.

8.13 Dust Control

8.13.1 The contractors shall carry out adequate dust control measures for instance, using vacuum cleaner to pick up dust while drilling or to close required doors to prevent dust and debris from escaping to the neighbouring units or common areas, etc throughout the renovation period.

8.14 Noise Control

8.14.1 The contractors shall ensure noisy works are carried out during the permitted hours stipulated under clause 8.3.2.

8.14.2 The contractors shall ensure reasonable and adequate noise mitigation measures are carried out throughout the renovation period to prevent noise disturbance to other residents. The noise level generated from the renovating unit shall be kept within the acceptable standard approved by National Environment Agency (NEA).

8.14.3 Noisy works such as cutting of tiles, pipes, timber and carpentry works etc must be carried out within the unit and are not permitted at the common areas including the service lift lobbies and stairwells. The contractors shall

be held responsible and accountable for any non-compliance and all costs and expenses including but not limited to legal fees, application cost etc, incurred by the Management upon taking any enforcement action against the contractors.

8.14.4 The Management reserves the right to stop any works that interfere with the quiet and peaceful enjoyment of any residents.

8.15 Smell / Odour

8.15.1 In the event that any parquet, carpentry, painting, furniture works or any works that emit smell or odour, are to be carried out in the apartment, the Subsidiary Proprietor, occupier and or his contractors or any person for whom the contractor are responsible for, including the contractor's employees or workers or agents or any sub-contractors, whether direct or indirect, and their employees or workers or agents must ensure that during the process of carrying out the works, that the areas are ventilated with all smell and odour completely eliminated. They must ensure that all openings such as floor traps, sink holes etc are properly sealed to prevent any egress of smell or odour to neighbouring units in the block so as not to cause undue distress and or nuisance to the residents in the block.

8.16 Others

8.16.1 The Subsidiary Proprietors and or Occupiers and or Contractors will be liable for and must indemnify the Management against all liability, loss, claims or proceedings arising out of or in the course of the execution of work.

8.16.2 Should the Subsidiary Proprietors and or Occupiers and or Contractors found to breach any of the by-laws stipulated herewith, the Management shall bar the contractor from entering the estate for a minimum period of six (6) months.

8.16.3 The Subsidiary Proprietor and or Occupiers and or Contractors shall allow the council members/managing agent of the Management access into the unit under renovation for the purpose of checking of any unauthorized work.

8.16.4 The Subsidiary Proprietor and or Occupiers and or Contractors shall submit workmen's compensation and public liability policies with an indemnity of \$2 million for each respective policy to the Management before commencement of work.

8.16.5 The Subsidiary Proprietor and or Occupiers and or Contractors shall submit a copy of the Risk Assessment Report as stipulated under the Workplace Health and Safety Act to the Management before commencement of work.

Disclaimer:

The Management in its absolute discretion reserves the right to reject any applicant and revoke any permit granted. The Management shall not be liable for any damage arising from the rejection of the application or revocation of the permit.

9.0 BULK DELIVERY AND HOUSE REMOVAL

9.1 Bulk deliveries and house removal should be carried out during the following hours:

Monday - Saturday	: 9.00am - 1.30pm/1.30pm - 6.00pm
Sunday & Public Holiday	: 10.00am - 2.00pm/2.00pm - 5.00pm

- 9.2 Before carrying out any bulk delivery and house removal, the owner is required to apply for the Management consent at least 7 days in advance and to place a \$2,000.00 deposit. Such deposit will be refunded free of interest, to the owner when the Management is satisfied that the owner or his contractors have not damaged any of the common areas, left behind boxes, rubbish or undesired materials or caused any inconvenience at the building for which the Management would have to incur cost to rectify. Such rectification cost shall be borne by the owner and the deposit shall be forfeited accordingly.
- 9.3 The residents can authorise a representative on his behalf by forwarding an authorisation letter to the Management. Applications for approval of bulk removal and house removal together with the deposit should be made at the Management Office during office hours. Applications must be submitted in the prescribed form obtainable from the Management Office.
- 9.4 Upon approval, owner/his representative will be informed of the allocated time slot for bulk delivery and house removal. Such allocation of time slot is on a first-come-first-serve basis.
- 9.5 All deliveries and removals must be reported at the security checkpoint prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry of any unknown personnel for purpose, which cannot be verified.
- 9.6 All contractors and their workmen must report at the security check-point to obtain identification passes, and must wear their passes at all times.
- 9.7 Workmen carrying out deliveries/removals should use only designated lifts and staircases so as not to inconvenience residents. Packing and crating materials must be disposed of and removed from the condominium by the residents on the same day that they are brought in.
- 9.8 Residents are not allowed to tap water/electricity supply from the common areas for their personal use without authorisation from the Management Office.
- 9.9 Unwanted materials, debris, etc., should not be left in the corridors, lift lobbies, fire escape staircase or any other common areas in the building. Otherwise, they will be removed and the cost will be charged to the resident concerned.
- 9.10 Residents must ensure that adequate measures are taken to protect the common property during any bulk deliveries or house removal work.
- 9.11 Resident shall be responsible for the conduct and behaviour of their appointed contractors. Any worker found misbehaving or refusing to comply with the security procedures will be removed from Ardmore Park and barred from further entry.
- 9.12 No container is allowed to park overnight in Ardmore Park.

9.13 Any damages to the building and equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the residents concerned.

9.14 Insurance

The Management, at its sole discretion, reserves the right to require the contractor to take up the following insurance policies:

- (a) Workmen's Compensation
- (b) Third Party Liability up to a minimum cover of \$1 million for any one accident.
- (c) Any other insurance which the Management may deem necessary.

Copies of the above insurance policies shall be lodged with the Management before the commencement of Renovation Works, Bulk Delivery and House Removal.

10.0 CAR PARKING

10.1 All cars must be parked only at proper car park lots.

10.2 Taxis are not allowed at the basement car parks at all. Management might allow taxis to enter the basement car parks for the purpose of dropping off passengers only. Such activities are confined only to the pick-up/drop-off point at the Basement 1 car park of each block and may be reviewed from time to time in view of security considerations.

10.3 Residents are required to register their vehicles with the Management for the Electronic Parking System and car park labels will be issued for authorized access and parking in Ardmore Park or any other ancillary equipment/identification of alternative access system which the Management may upgrade and/or implement from time to time. Car park labels shall only be issued to owners/tenants who are residing at the condominium.

10.4 Each apartment is entitled to two (2) green car park labels and two (2) grey car park labels for cars and motorcycles. Commercial vehicles (including those owned by residents) are not entitled to any car park labels. Car park labels are issued free of charge. For residents of penthouses, they are entitled to four (4) green car park labels and four (4) grey car park labels. The car park labels must be returned to the Management Office for the purpose of subsequent issues.

10.5 A car park label issued is not transferable for use on another vehicle.

10.6 Documentary proof of vehicle ownership should be presented to the Management for the purpose of issuing a car park label.

10.7 Only vehicles with valid green car park labels will be entitled to car park lots at Basement 1. Vehicles with valid grey car park labels are only allowed to park at Basement 2.

10.8 Loss of car park labels must be reported to the Management Office as soon as possible.

- 10.9 To replace a lost car park label, a letter declaring the loss of the items is required. Any application of a new or replacement of car park label shall be subject to a charge to be determined by the Management.
- 10.10 The car park label shall be displayed prominently on the front windscreen of the vehicle for easy identification by security personnel.
- 10.11 Taxis are not allowed to park in the car park lots.
- 10.12 Parking areas are not to be used for washing of cars, recreation, storage or repair works by residents or their visitors.
- 10.13 Visitors' vehicles are only permitted to park at the designated visitors' car park lots in Basement 2.
- 10.14 Washing of vehicles should be carried out only at designated washing bays provided. Vehicles shall be removed immediately after washing is completed.
- 10.15 No reservation of any parking lot is allowed except for those labelled "Handicapped" where applicable.
- 10.16 Handicapped parking lots are strictly to be used by vehicles displaying a valid National Council of Social Services Carpark label or "Handicapped" labels issued by the Management.
- 10.17 Upon the sale and/or commencement of new lease or termination of the lease of the apartment, residents have to surrender all their car park labels to the Management.
- 10.18 All commercial vehicles are only allowed to park at designated car park lots at Basement 2 or as directed by the security personnel.
- 10.19 Motorcycle lots are available at Basement 1 and 2 and all motorcycles are to be parked at these designated lots only. Motorcycles are not allowed to be parked at car park lots.
- 10.20 If a vehicle or motorcycle is parked in a lot not designated for its use or is parked inconsiderately across adjoining lots or is parked in a manner that inconvenience other residents, the Management reserves the right to proceed to wheel-clamp the vehicle/motorcycle. All release fees and administrative costs and expenses incurred by the Management in respect of such action undertaken shall be completely recovered from the owner of the vehicle/motorcycle who shall also indemnify the Management against all loss or damage to the vehicle/motorcycle including legal costs incurred by the Management.
- 10.21 All vehicles must have their engines switched off as soon as they are parked in the Basement car parks. This applies to all waiting vehicles and those loading and unloading goods and passengers.
- 10.22 All vehicles parked in the condominium will be at the owner's risk. The Management shall not be held liable for any theft, damage or other misdemeanour caused to the vehicles and/or their contents.

11.0 PET OWNERS

- 11.1 All dogs belonging to the Residents must be registered with the Management.

- 11.2 Animals not belonging to the Residents are not permitted in the common areas.
- 11.3 Pet owners/carers are to ensure that their pet(s) do not cause nuisance or disturbance to other residents.
- 11.4 For the safety of other residents, especially children, the pet owner shall always keep their dog(s) leashed and or muzzled (as specified by Agri-Food & Veterinary Authority of Singapore) at all times whilst in the common areas.
- 11.5 Pets shall not be left unattended at any time.
- 11.6 Pet owners are responsible for cleaning up all litters and droppings from their pets whilst walking them in the common areas. All cleaning expenses and costs of damages to common areas including but not limited to legal fees, application costs etc, undertaken by the Management shall be borne by the owners / residents for any non-compliance.
- 11.7 Residents shall also be held accountable for the cost of repairing any damage caused by their pets including damage to the grass caused by pets and their excrement.
- 11.8 Pets classified under Category A or B by the Agri-Food & Veterinary Authority of Singapore (AVA) are not permitted in the condominium.
- 11.9 All pets must be registered with Agri-Food & Veterinary Authority of Singapore (AVA). Pet owners shall observe the rules and regulations set forth by Agri-Food & Veterinary Authority of Singapore (AVA).
- 11.10 The Management shall be at liberty to remove any pet found without a registration tag on them to either the AVA or Society for the Prevention of Cruelty to Animals.
- 11.11 Pets shall not be allowed in or about the recreational facilities such as swimming pool, gymnasium, sauna, tennis courts, children's playground, toilets, clubhouse, multi-purpose court, etc.
- 11.12 The maximum number of household pets shall be determined by the Management from time to time.

12.0 EMPLOYEES/ DOMESTIC HELPERS/ DRIVERS

- 12.1 Resident shall be responsible for the conduct and behaviour of their employees/domestic helpers/drivers or any appointed persons providing services to them. Any of the aforesaid persons found misbehaving or non-compliance with the By-laws and security and other procedures of Ardmore Park will be removed from Ardmore Park and barred from further entry.
- 12.2 All employees/domestic helpers/drivers are not permitted to bring guests into the condominium and shall not be entitled to use the facilities of the condominium.
- 12.3 All employees/domestic helpers/drivers must be properly attired and observe proper behaviour at all times.

- 12.4 Drivers must be at the drivers' rest areas in the Basement 1 car parks when they are taking their breaks, meals, doing their prayers, or on call. They shall not loiter in and around the common areas of the condominium.
- 12.5 The rest areas are strictly for the use by drivers with valid supplementary passes.
- 12.6 Drivers shall be responsible for the cleanliness of the rest areas. All electrical outlets, tables, chairs and lockers are provided for the use of the drivers and therefore shall not be damaged, removed or moved outside the drivers' rest areas. No personal furniture of drivers or of others is allowed in the rest areas and in the common areas of Ardmore Park.
- 12.7 The Management reserves the right to require that the drivers and/or their employers shall make good any damage or loss including a reasonable amount to replace and rectify for such damage or loss caused by them.
- 12.8 Pets, alcohol, smoking and any other activities not related to the drivers' rest areas are strictly prohibited in the rest areas.

13.0 REFUSE DISPOSAL

- 13.1 Loose or wet kitchen waste should be sealed in plastic bags before disposing into the refuse chutes.
- 13.2 To prevent choking of the refuse chutes and for safety reasons, any bulky refuse, old newspapers, used paper cartons, unwanted clothing and breakable items such as glass bottles should be properly tied up. They should be placed near to the refuse chute at Basement 2 for the cleaners to clear in the morning.
- 13.3 Residents shall arrange for unwanted furniture or bulky items to be disposed out of Ardmore Park at their own costs.
- 13.4 Flammable items, wet cement and other adhesive materials are not to be disposed into the refuse chutes. Offenders of such act shall be liable for the cost of replacement or repair to the damages caused to the refuse chutes.
- 13.5 Residents shall not dispose of rubbish, rags or other refuse or permit the same to be thrown into sinks, lavatory cisterns or water pipes or soil pipes in the building or residences.

14.0 GENERAL RULES & REGULATION GOVERNING THE USE OF RECREATIONAL FACILITIES

- 14.1 Ball games are not allowed to be played within the compounds of the condominium except at areas designated for such games.
- 14.2 The recreational facilities are for the exclusive use of residents and their guests. Non-resident owners are deemed to have assigned their rights to their tenants to use the recreational facilities.
- 14.3 Only residents with valid Resident Cards may use/book the recreational facilities.

- 14.4 Guests of residents must sign in at the Reception Counter location at the Club House and shall be accompanied by the resident when using the specific facility.
- 14.5 Children under 12 years should not use any of the recreational facilities unless accompanied by their parents or supervisory adults, who shall be responsible for their safety and proper behaviour. Maids and employees of the residents likewise are not permitted to use the recreational facilities.
- 14.6 Residents are responsible for the behaviour of their guests and their compliance of the rules.
- 14.7 Residents shall be responsible for any damage caused by themselves or their guests to the recreational facilities. Residents must inform the security or management staff of any existing damage to the facility or equipment that they or their guests are about to use, failing which they may be held responsible for such damage.
- 14.8 Residents/guests must be properly attired when using the facilities.
- 14.9 The Management will not be held responsible for any loss or damage to any personal property, injury or death arising from the use of the recreational facilities.
- 14.10 The Management, security personnel or any appointed representatives of the Managing Agent may require any person using recreational facilities to identify themselves. The Management reserves the right to deny the usage of the recreational facilities to anyone refusing to identify themselves.
- 14.11 Except for those games and activities for which the facilities were especially intended for, no other games or activities (such as football, roller- skating, skate boarding and horse-play of any sort) will be allowed in or about the recreational facilities and the surrounding common areas.
- 14.12 The Management reserves the right to change or impose any additional rules and regulations for the use and operations of the recreational facilities.
- 14.13 Residents and their guests must abide by all the rules when they utilise the recreational facilities. Each facility has its own set of rules. The Management reserves the right to deny usage to anyone for failure to comply with the rules and regulations set out.

15.0 SWIMMING POOL / JACUZZI POOL / CHILDREN'S POOL

Swimming hours:

Monday – Sunday : 7.00 am – 10.00 pm
(Except when it is being cleaned or serviced)

- 15.1 Strictly no diving is permitted.
- 15.2 Only residents and their guests are permitted to use the pools. Invitees must be accompanied by the Residents, who shall ensure that their invitees comply with the rules and regulations contained therein. Each Resident is permitted to bring not more than 3 invitees at any one time.

- 15.3 Children under the age of 12 must be accompanied and supervised by their parent or an adult when using the pool. Domestic helpers may be at the pool areas for the purpose of minding young children but shall be restricted from using the pool.
- 15.4 Persons suffering from any infectious disease or with bandages or open wound of any type are not permitted to use the pool.
- 15.5 Glassware and other breakable or sharp objects are forbidden in the pool or its surrounding areas. All existing pool deck furniture, tables and chairs are not to be shifted or moved from their positions.
- 15.6 Portable radios and cassette players are permitted at the pool areas, provided there are no complaints from other users and residents; and Management reserves the right to request the removal of any of these equipment should it deem fit.
- 15.7 Footwear, food and drinks are not permitted within a perimeter of two (2) metres from the edge of the pool.
- 15.8 All swimmers must put on proper swimming attire when swimming. (T-shirt and shorts are not allowed). Suitable cover-ups or bath robes must be used while going to and away from the pools.
- 15.9 All swimmers must dry themselves and cannot enter the common corridors and private lifts while dripping wet.
- 15.10 All swimmers must take a shower before they enter the pool.
- 15.11 During thunderstorms, all swimmers are to leave the pool immediately.
- 15.12 The Filtration Plant and Pump Rooms of the swimming pools are strictly out of bounds to all persons.
- 15.13 Only swimming coaches accredited/sanctioned by the Management are permitted to use the pools for coaching lessons. Only residents are allowed to take coaching lessons in the pool. Invitees and non-residents, even accompanied by residents, are not allowed to participate in coaching sessions. Management reserves the right to bar coaches and residents from usage of the pool for non-compliance.
- 15.14 The life buoys are strictly for emergency use only and MUST NOT be removed except for saving lives.
- 15.15 Ball sports, Frisbee playing, roller-skating, bicycle riding, skate-boarding, horse playing, pets, large mats or bulky inflatable toys/floats or other forms of activities which are likely to cause nuisance to other users, will not be permitted in the swimming pool or pool area.
- 15.16 The Management reserves the right to close the pool for maintenance and repair purpose or other reasons as it may deem fit.
- 15.17 Swimmers are not allowed in the pools when cleaning is in progress.
- 15.18 The Management will not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests, howsoever caused when using the pool and its facilities.

- 15.19 All swimmers must sign in and sign out for swimming pool towels at the Clubhouse Reception. All towels must be returned within the day of use. The Management reserves the right to recover the costs of lost towels from the residents and such costs shall include all administrative and other ancillary costs related to the recovery of the towels and such costs will be determined by Management. Management further reserves the right to withdraw towel privileges to residents who have not returned towels after use.

16.0 SAUNAS

Opening Time:

Monday – Sunday : 8.00 am – 9.00 pm

- 16.1 Elderly residents should consult a medical practitioner before using the saunas.
- 16.2 Children below 18 years of age are not allowed to use the saunas.
- 16.3 Residents are advised not to take alcohol, tranquilizers, stimulants or other kinds of prescribed drugs prior to using the facility.
- 16.4 Eating, drinking and smoking is strictly prohibited.
- 16.5 People with hypertension or heart ailments should not use these facilities.
- 16.6 Drying of clothes in the saunas are prohibited.
- 16.7 The Management will not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests, however caused when using the facilities.

17.0 TENNIS COURTS

Playing time:

Monday – Sunday: 7.00am – 10.00pm

Peak hours:

Monday – Fridays: 6.00pm – 10.00pm

Saturday, Sundays & Public Holidays: 7.00am – 10.00pm

Bookings:

- 17.1 Only residents with valid Resident Cards are permitted to book tennis courts. The tennis courts are strictly for tennis only and any other activities besides tennis are strictly prohibited. Residents are responsible for the usage of the tennis courts and must ensure strict compliance by their guests. Residents will be barred from booking the tennis courts for 2 months for failure to comply with its use. Repeated infringements might result in the cessation of booking privilege.
- 17.2 Bookings can be made in person, through fax or telephone or on-line e-booking. All bookings will be accepted on a first-come-first-serve basis.
- 17.3 All bookings are not transferable.

- 17.4 Each residence is entitled to a maximum of 2 one-hour sessions per week during peak hours and 2 one-hour sessions per week during off-peak hours OR a maximum of 4 one-hour sessions per week during off-peak hours.
- 17.5 Booking of 2 courts for the same hour is not permitted and the booking of more than 2 hours per day is not permitted.
- 17.6 After a resident's entitlement for the week has been used up, current bookings of up to 2 consecutive one-hour sessions are permitted within 2 hours before playing time. Such bookings to play are not to be included in the quota referred to in 17.4.
- 17.7 Advanced bookings are permitted for up to 3 days, inclusive of the day of booking.
- 17.8 Residents who are unable to turn up for their session of play must inform the Management or Clubhouse not less than one hour before the play time.
- 17.9 In the case of no turn-ups, the booked hours will automatically be forfeited after a grace of 10 minutes. The court may then be allocated to another resident on a first-come-first-serve basis.
- 17.10 Residents who fail to turn up for 2 bookings and without making proper cancellation over a period of 1 month will be barred from making any further bookings for a period of two (2) months commencing from the last booking.
- 17.11 In the event of rain, items (17.9) and (17.10) will not apply to tennis bookings.
- 17.12 Smoking, drinking (other than water), eating, gambling and other activities not related to tennis are not permitted in the courts.
- 17.13 All players must be properly attired for the game. Shoes and balls used must be of the non-marking type.
- 17.14 Residents must produce their Resident Cards for identification before the Management personnel switch on the lights for the courts.
- 17.15 At least one resident from the apartment who booked the court must be on the court with their guests when their guests are playing.
- 17.16 A maximum of 4 persons is allowed on any one court and/or in the tennis facility at any time. Non players are not allowed on the courts and in the tennis facility.
- 17.17 Residents will be held responsible for any damages caused by their guests or themselves. Any damages caused by the previous players of the court must be reported to the Clubhouse immediately before the commencement of use.
- 17.18 Players must vacate the court when their session of play ends.
- 17.19 Only coaches accredited/sanctioned by the Management are permitted to conduct coaching lessons on the courts. Only residents are permitted to take coaching lessons. Invitees and non-residents are not allowed to participate in coaching sessions with residents. Courts booked for coaching lessons are to be used by the residents only, and not for another resident. Management reserves the right to bar coaches and residents from usage of the tennis facility for non-compliance.
- 17.20 Coaching lessons are to be conducted in such a manner so as not to cause nuisance or annoyance to the other players on the other court.

- 17.21 The Management reserves the right to allocate specific times and tennis courts where coaching is permitted to be conducted.
- 17.22 The Management shall not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests howsoever caused when using the facilities.

18.0 FUNCTION ROOMS

- 18.1 The function rooms are opened daily from 9.00am – 10.00pm. The two booking sessions are:

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

Management reserves the right to amend the opening and closing times for the use of function rooms.

- 18.2 Only residents above the age of 18 with valid Resident Cards are permitted to make bookings.
- 18.3 Bookings can be made in person, through fax or telephone or online e-booking. All bookings will be accepted on a first-come-first-serve basis.
- 18.4 Each residence is entitled to book 1 session per week.
- 18.5 Advance bookings are permitted for up to 2 months inclusive of the day of booking. However, no structured or continuous booking over a period of time is allowed. The Management reserves the right to reject any booking. All bookings are not transferable.
- 18.6 A deposit of S\$ 200.00 is required when making a booking. This is to ensure that the facility used is left cleaned and in a satisfactory condition as determined by Management. The cost of cleaning and additional charges, if any, will be deducted from the deposit and the balance will be refunded free of interest to the Residents who made the booking. However, in the event that the cost of cleaning or repairs to the damage exceeds the deposited amount, the Residents will be required to pay the difference.
- 18.7 Residents must make payment of the deposit at the Management Office within 3 days of the booking, failing which the function room will be made open for booking again.
- 18.8 Cancellation of bookings shall be made at least 3 days before the date booked.
- 18.9 Residents who fail to turn up after 2 bookings without making proper cancellation will be barred from the use of the function rooms for the next four months commencing from the last date of the booking.
- 18.10 The facility is only for birthday parties and activities of a social nature by residents and is not permitted to be used for commercial, religious, political, company gatherings, workshops, training sessions, rehearsals, or any functions organised by residents for

Voluntary Welfare Organizations (VWOs), community functions, gambling or other illegal activities or any other activities that the Management may determine from time to time.

- 18.11 Smoking is strictly prohibited in the function rooms.
- 18.12 Resident who made the booking will be held responsible for the cleanliness of the facility and its surroundings. All waste or other refuse must be disposed into watertight plastic bags and deposited into litterbins provided. The resident concerned must remove bulk refuse from Ardmore Park at his/her own costs.
- 18.13 Inspection of the function rooms shall be carried out by the Management to determine whether there has been any damage caused to the common property. All additional costs incurred in rectifying any damage shall be borne by the resident concerned.
- 18.14 The number of invitees is limited to 50 persons. An invitee list must be given to the Management in order to facilitate security control and the invitee's easy entry into Ardmore Park.
- 18.15 No live band or disco is permitted. Portable radios and sound systems are permitted at the function rooms area provided there are no complaints from others users and residents. The Management reserves the right to request the removal of any of these equipment should it deem fit.
- 18.16 The resident host shall ensure that there should not be excessive noise or nuisance caused to other residents.
- 18.17 The Management will not be held responsible for any injuries, damage or loss of life, limb or property sustained by residents and their guests, however caused when using the facilities.

19.0 GYMNASIUM

Opening time:

7.00am – 10.00pm daily

- 19.1 Only residents with valid Resident Cards are permitted to use the gymnasium.
- 19.2 Each resident is permitted to bring in a maximum of 2 invitees at any one time.
- 19.3 Residents should read the instructions provided before using the equipment. Due care must be exercised when using the equipment to avoid accidents and damage.
- 19.4 Residents are to sign in at the Clubhouse before entering the gymnasium.
- 19.5 Proper gym attire and footwear must be worn at all times. Street shoes and slippers and all other marking footwear are strictly prohibited. The Management reserves the right to deny usage for failure to comply with the rules and regulations set out.
- 19.6 Eating, smoking, pets and activities not related to the gymnasium are strictly prohibited.
- 19.7 Children under 12 years of age are not permitted in the gymnasium.

- 19.8 Residents are requested to place all equipment back in its proper place after use.
- 19.9 Equipment shall not be shifted or removed from their positions or from the gymnasium by the residents.
- 19.10 Residents shall be responsible for any loss or damage caused to the equipment and furniture by their children or themselves.
- 19.11 Only coaches accredited/sanctioned by the Management are permitted to conduct training sessions in the gymnasium. Only residents are permitted to take training sessions. Invitees and non-residents are not allowed to participate in training sessions with residents. Management reserves the right to bar coaches and residents from usage of the gymnasium for non-compliance.
- 19.12 The Management shall not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests/invitees however caused when using the facilities.
- 19.13 All residents must sign in and sign out for the gym towels at the Clubhouse Reception. All towels must be returned within the day of use. The Management reserves the right to recover the costs of towels, including all administrative costs and other ancillary costs related to the recovery of the towels and such costs will be decided by the Management. Management further reserves the right to withdraw towel privileges to residents who have not returned towels after use.

20.0 JOGGING TRACK AND FITNESS CORNER

- 20.1 Residents using the jogging track and fitness corner early in the morning and late at night should refrain from creating any disturbance or nuisance to other residents.
- 20.2 Children under 8 years old must be accompanied and supervised by their parent or a supervising adult, who shall be responsible for the children's behaviour when using the fitness corner. Parents or supervising adults are required to stop their children from engaging in noisy, rough or dangerous play at the fitness corner. Domestic helpers may be at the court areas for the purpose of minding young children but shall be restricted from using the fitness corner.
- 20.3 Glassware and other breakable or sharp objects are forbidden in the fitness corner or its surrounding areas.
- 20.4 Portable radios and cassette players, smoking, drinking (other than water), eating, gambling, pets or other activities not related to the fitness corner are not permitted.
- 20.5 Residents shall be responsible for any loss or damage caused to the fitness equipment by their children or themselves and shall be required to bear the costs of repairs for the damage caused.
- 20.6 The Management shall not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests/invitees however caused when using the facilities.

21.0 CHILDREN'S PLAYGROUND

- 21.1 Children less than 8 years old must be accompanied by their parents or supervising adults who shall be responsible for the children's behaviour.

- 21.2 Parents or supervising adults should stop their children from engaging in noisy, rough or dangerous play at the playground.
- 21.3 All persons are to leave the playground during heavy rain and thunderstorms.
- 21.4 Eating, drinking (other than water), pets, smoking and activities not related to the playground are not permitted.
- 21.5 Residents shall be responsible for any loss or damage caused to the equipment at the playground by their children or themselves and shall be required to bear the costs of repairs for the damage caused.
- 21.6 The Management shall not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests/invitees however caused when using the facilities.

22.0 KOI POND

- 22.1 No feeding of fish is allowed at the koi pond.
- 22.2 Parents and supervising adults should stop their children from engaging in rough or dangerous play near the koi pond.
- 22.3 No releasing of fish is allowed into the koi pond.
- 22.4 The Management shall not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests/invitees however caused when using the facilities.

23.0 MULTI-PURPOSE COURT (MPC)

- 23.1 Permitted activities:

Badminton-Basketball area:

Basketball: Mondays, Wednesdays, Thursdays, Fridays and Sundays

Badminton: Tuesdays and Saturdays

Other Areas:

Only ball games, Tai Chi and general exercise are permitted in the other areas. No roller-blading, scootering, cycling and skate boarding are allowed.

Operating hours:

Monday - Friday: 8.00am -7.00pm

Saturday / Sunday & Public Holidays: 9.00am -7.00pm

Activities of a quiet nature that do not disturb the quiet environment are allowed outside the operating hours.

- 23.2 For the consideration of other residents, residents and invited guests using the MPC should avoid making excessive noise and disturbance. Management reserves the right

to stop the activities and evict from the MPC anyone considered to be making excessive noise or causing disturbance.

- 23.3 Only residents and their invited guests are permitted to use the MPC.
- 23.4 Invited guests must be accompanied by the Resident, who shall ensure that their invitees comply with all the rules and regulations contained herein.
- 23.5 Each Resident is permitted to bring not more than 2 invited guests at anyone time. For badminton, a maximum of 4 persons is allowed at any time on the court.23.6 Activity at the MPC will be on a first-come-first serve basis. Residents and invited guests are to yield their activities to other residents and invited guests who are waiting if they are on the MPC for more than an hour.
- 23.7 Only rubber shoes of a non-marking type are permitted.
- 23.8 Residents must produce their Resident Cards for identification when required.
- 23.9 Smoking, drinking (other than water) eating, gambling and PETS are not allowed in the MPC.
- 23.10 Residents will be held responsible for any damages caused by their invited guests or themselves. Any damages caused by the previous users must be reported to the Clubhouse immediately before the commencement of use.
- 23.11 The MPC shall not be used for commercial, religious, political, company gatherings, workshops, training sessions of any nature, rehearsals, or any functions organised by residents for Voluntary Welfare Organisations (VWOs), community functions or other illegal activities or any other activities that the Management may determine from time to time.
- 23.12 The Management shall not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests howsoever caused when using the facilities.
- 23.13 The Management reserves the right to change the permitted activities or to allocate specific times for activities if deem necessary. The rules and regulations are subject to change at the Management's sole discretion.

24.0 KITCHEN AT THE NORTH FUNCTION ROOM

- 24.1 The kitchen is opened daily from 9.00 a.m. to 10.00 p.m. The two booking sessions are
- | | |
|-----------|------------------------|
| Session 1 | 9.00 a.m. - 3.00 p.m. |
| Session 2 | 4.00 p.m. - 10.00 p.m. |
- 24.2 The Resident may make a request for extension of time to Management for the use of the kitchen (and North function room) for Session 2 up to 12.00 a.m., and approval for such an extension of time will be at the sole discretion of Management and on a case-by-case basis.
- 24.3 The kitchen is for the exclusive use of residents and their guests and only residents with valid Resident Cards may use or book the kitchen. The Resident must be present at all times in the North function room or the kitchen when the kitchen is in use and all

guests must be accompanied by the Resident when using the kitchen. The Resident must get prior approval from Management when engaging a Caterer to cook at the kitchen without the presence of the Resident, and such approval is solely at the discretion of Management and on a case-by-case basis.

- 24.4 The Resident will be governed by all the By-Laws for Function Rooms when using the kitchen.
- 24.5 The deposit of S\$200.00 made by the Resident for the booking of the North Function Room includes the use of the kitchen.
- 24.6 The Resident must sign in at the Reception Counter at the Club House. The Resident is required to complete a Checklist for the Kitchen/Function Room before and after using the facility. The Resident must inform the security or management staff of any existing damage to the kitchen or equipment that they or their guests are about to use, failing which they will be held responsible for such damage.
- 24.7 All equipment in the kitchen should not be moved from their original position.
- 24.8 Only light cooking as approved by the Management is permitted in the kitchen. Heavy cooking or any cooking methods involving open fires (for example, flambé, wok stir frying and others), which pose a fire hazard and danger to Ardmore Park, are strictly prohibited.
- 24.9 Disposal of all left over food and cleaning of the kitchen must be completed before closing time and the Resident must ensure that all appliances are in good working order after their use.
- 24.10 In the event that any left-over food are not cleared and/or the kitchen has not been cleaned to the original condition, the Management will engage a cleaning contractor to clear and clean the kitchen and such costs plus any administrative charges shall be borne by the resident and will be deducted from the deposit of S\$200.00 and the balance of the deposit will be refunded free of interest to the Resident who made the booking.
- 24.11 In the event that there is damage to any part of the kitchen and/or appliances including missing parts to appliances, the costs of such repairs and/or replacement shall be borne by the Resident, such costs plus any administrative charges will be deducted from the deposit. The Resident will be required to pay the difference should the costs of repairs and or replacement plus administrative fee exceed S\$200.00.
- 24.12 Children under the age of 12 years old are not allowed in the kitchen unless accompanied by an adult.
- 24.13 Smoking and pets are not permitted in the kitchen and/or function room.
- 24.14 The Resident host shall ensure that there should not be excessive noise or nuisance caused to other residents and the Resident is responsible for the behaviour of their guests and their compliance of all the house rules and By-Laws. The Management reserves the right to deny usage to anyone for failure to comply with the rules and regulations set out.
- 24.15 The Resident and their guests must be properly attired when using the facilities.

- 24.16 The Management will not be held responsible for any injuries, damage or loss of life, limb or property sustained by residents and their guests, however caused when using the equipment and/or the kitchen.
- 24.17 The Management reserves the right to reject any application and revoke any booking. The Management shall not be liable for any damages or losses arising from the rejection of the application or revocation of the booking of the function room and/or kitchen.
- 24.18 The Management reserves the right to change or impose any additional rules and regulations for the use and operations of the kitchen.

25.0 STORAGE LOCKERS

- 25.1 The rental for lockers is S\$180.00 per annum per locker.
- 25.2 There will be a refundable deposit of S\$100.00 per locker. This deposit will be refunded to the resident upon expiration of the one-year period.
- 25.3 Bookings must be made in the appropriate form in person or by fax. The form is available from the Management office or downloadable from the website. All bookings will be accepted on a first-come-first-serve basis.
- 25.4 Allocation of the locker will be at the absolute discretion of the Management.
- 25.5 In the event that the Resident moves out of Ardmore Park before the expiration of the one (1) year period, the rental for the locker will be refunded to him/her based on a pro-rata basis, working to the nearest complete month of use. Such refund will be made after deductions for costs of repairs to damages, if any, made to the locker during the term when the Resident used the locker.
- 25.6 Renewal for the locker is available at the prevailing rate or any other rate that the Management may decide from time to time.
- 25.7 Each residence is only entitled to 1 locker.
- 25.8 Storage of any items that would cause or likely to cause security risk, physical danger or nuisance to the environment or any other person, are prohibited. Storage of inflammable items is strictly prohibited in the lockers.
- 25.9 Storage of valuable items inside the locker is to be avoided.
- 25.10 The Resident stores their items at their own risk and Management is not responsible for any items lost or damaged.
- 25.11 Lockers allocated are non-transferable.
- 25.12 Lockers are the property of MCST 2645. Residents are not allowed to use their own padlock or make any alteration to the locker.
- 25.13 The Resident should clear their locker and remove all belongings from the locker immediately upon expiry of the rental period or upon moving out of Ardmore Park.

- 25.14 After the expiry date of the rental period, all left behind belongings would be removed and disposed of by the Management at its discretion. The Management should not be held responsible for any loss of or damage to properties so found and/or disposed of.
- 25.15 The Management reserves the right to, without notifying the user in advance, open any locker in case of emergency or any violation of the above regulations.
- 25.16 Any violation of these regulations by the Resident will result in termination of the use of locker without any refund of the rental charges.

26.0 BBQ FACILITY

- 26.1 The BBQ pits are opened daily from 9.00am – 10.00pm. The two booking sessions are:
- | | |
|-----------|------------------|
| Session 1 | 9.00am – 3.00pm |
| Session 2 | 4.00pm – 10.00pm |
- 26.2 Only residents above the age of 18 with valid Resident Cards are permitted to make bookings.
- 26.3 Bookings can be made in person, through fax or telephone or online e-booking. All bookings will be accepted on a first-come-first-serve basis.
- 26.4 Advance bookings are permitted for up to 2 months inclusive of the day of booking. However, no structured or continuous booking over a period of time is allowed. The Management reserves the right to reject any booking. All bookings are not transferable.
- 26.5 Each residence is entitled to book 1 session per week subject to a maximum of 2 bookings for Fridays, Saturdays, Sundays, Eve of Public Holiday and Public Holiday over a 2 month-period.
- 26.6 The resident or family members must be present at the function.
- 26.7 The number of people allowed in the BBQ facility is limited to 40 persons. An invitee list must be given to the Management or security staff in order to facilitate security control access into Ardmore Park.
- 26.8 A **refundable deposit of S\$ 200.00** is required when making a booking.
- 26.9 The Resident must make payment of the deposit at the Management Office within 3 days of the booking, failing which the BBQ facility will be made open for booking again.
- 26.10 Cancellation of bookings shall be made at least 3 days before the date booked.
- 26.11 Residents who fail to turn up after 2 bookings without making proper cancellation over a period of 2 months will be barred from the use of the BBQ facility for the next four months commencing from the last date of the booking.
- 26.12 The Resident must sign in at the Reception Counter at the Club House. The Resident is required to complete a Checklist for the BBQ facility before and after using the facility. The Management or security staff together with the Resident shall carry out an

inspection of the BBQ facility before and after the use of the BBQ facility to determine whether there has been any damage caused to the equipment, appliances and/or furniture of the BBQ facility. The Resident must inform the security of management staff of any existing damage to the equipment and furniture that they or their guests are about to use, failing which they will be held responsible for such damage.

- 26.13 All equipment, appliances and/or furniture should not be moved from their original position.
- 26.14 Disposal of all left over food and cleaning of the BBQ facility, equipment, appliances and furniture must be completed before closing time and the Resident must ensure that all appliances are in good working order after their use.
- 26.15 The Resident who made the booking will be held responsible for the cleanliness of the BBQ facility and its surroundings. All waste and/or other refuse must be disposed into watertight plastic bags and only be deposited into the litterbins provided. Littering beyond the BBQ facility and along the slopes of the facility is strictly prohibited. The Resident must remove bulk refuse from Ardmore Park at his/her own costs.
- 26.16 In the event that any left-over food are not cleared and the BBQ facility cleaned to the original condition, the Management will engage a cleaning contractor to clear and clean the BBQ facility and such costs plus any administrative charges shall be borne by the Resident and will be deducted from the deposit of S\$200.00 and the balance, if any, will be refunded free of interest to the Resident who made the booking. The Resident will be liable to pay the difference should the costs of cleaning plus administrative fee exceeds the deposit of S\$200.00.
- 26.17 In the event that there is damage to any part of the BBQ equipment, appliances and/or furniture including missing parts to equipment, appliances and/or furniture, the costs of such repairs and/or replacement shall be borne by the Resident, such costs plus any administrative charges will be deducted from the deposit. The Resident will be liable to pay the difference should the costs of repairs and/or replacement plus administrative fee exceed S\$200.00.
- 26.18 The facility is only for activities of a social nature by residents and is not permitted to be used for commercial, religious, political, company gatherings, workshops, training sessions, rehearsals, or any functions organised by residents for Voluntary Welfare Organizations (VWOs), community functions, gambling or other illegal activities or any other activities that the Management may determine from time to time.
- 26.19 No setting up of tents or overnight camping is permitted.
- 26.20 No flammable equipment and portable barbecue burners are permitted at the BBQ facility.
- 26.21 Permission must be obtained from the Management prior to hiring of additional tables and chairs to be used at the BBQ facility.
- 26.22 Live band, mobile discos and/or any sound systems are strictly prohibited.
- 26.23 The Resident shall ensure that there should be no excessive noise or nuisance caused to other residents and the Resident is responsible for the behaviour of their guests and their compliance of all the house rules and By-Laws. The Management reserves the right to deny usage to anyone for failure to comply with the rules and regulations set out.

- 26.24 Pets are not permitted into the BBQ facility.
- 26.25 Entry into and usage of the BBQ facility are strictly by booking only. No entry is permitted without proper booking and approval from the Management for the use of the BBQ facility.
- 26.26 The Management will not be held responsible for any injuries, damage or loss of life, limb or property sustained by residents and their guests, however caused when using the BBQ facility.
- 25.27 The Management in its absolute discretion reserves the right to reject any application and or booking. The Management shall not be liable for any damages arising from the rejection of the application and/or booking.
- 26.28 The Management reserves the right to change or impose any additional rules and regulations for the use of the BBQ facility.

27.0 UNIFORM APPEARANCE OF BUILDING FACADE

- 27.1 It is intended that the exterior facade of the building shall represent a uniform appearance at all times. In order to ensure this, the following restrictions shall apply to all subsidiary proprietors, tenants, occupiers or residents of Ardmore Park: -
- (a) No laundry, bedding, clothing or any other articles shall be hung at the balconies or by the windows in such manner as to be visible from the exterior of the subdivided building. The owners / residents in breach of this by-law shall be held responsible and accountable for any costs and expenses including any legal or professional fees incurred by the Management in respect of such action undertaken by the Management to ensure that owners / residents comply with the above.
 - (b) No laundry poles, clothing lines or other fixtures (whether temporary or permanent) shall be used in such a manner as to extend and/or project out of the balconies or windows of any lot or unit to the exterior of the subdivided building;
 - (c) No removal and/or replacement of the whole or any part of the balcony sliding doors or windows are permitted unless the prior approval in writing of the Management Corporation is obtained;
 - (d) No grilles, lattice, gates or other fixtures shall be installed at or by the balcony sliding doors or windows (whether such installation is in the interior of the lot or unit, or, on the exterior of the said sliding doors or windows) which, in the Management Corporation's view, will adversely affect the uniform appearance of the building facade.

28.0 POOL & ENTERTAINMENT ROOM

Resident may reserve the Entertainment Room together with the Pool Tables for private use upon advance booking. All bookings are on first-come-first served basis.

28.1 Entertainment Room

28.1.1 The two booking sessions for the Entertainment Room are:

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

28.1.2 Only residents above the age of 18 with valid Resident Cards are permitted to make bookings.

28.1.3 Each residence is entitled to book for 1 Session per week.

28.1.4 Bookings can be made via telephone or at the reception counter in person or online booking (when available). All bookings will be accepted on a first-come-first served basis.

28.1.5 Advance bookings are permitted for up to 1 month inclusive of the day of booking. However, no structured or continuous booking over a period of time is allowed. The Management reserves the right to reject any bookings. All bookings are not transferable.

28.1.6 A deposit of S\$200/- is required when making a booking.

28.1.7 Residents must make payment of the deposit at the Management Office within 3 days of the booking, failing which the Entertainment Room will be made open for booking again.

28.1.8 Cancellation of bookings shall be made at least 3 days before the date booked.

28.1.9 Residents who fail to turn up after 2 bookings without making proper cancellation will be barred from the use of the Entertainment Room for the next four months commencing from the last date of the booking.

28.1.10 The Room is only for activities of a social nature by residents and is not permitted to be used for commercial, religious, political, company gatherings, workshops, training sessions, rehearsals or any functions organized by residents for Voluntary Welfare Organisations (VWOs), community functions, gambling or other illegal activities or any other activities that the Management may determine from time to time.

28.1.11 The viewing of any unauthorized or undesirable videos is not permitted. Residents are advised to comply with the rules and regulations under the Film Classifications laid down by the Board of Film Censors (BFC).

28.1.12 Smoking, pets and cooking of food are strictly prohibited.

28.1.13 Residents must be properly attired when using the room. Swim attire, sweaty and wet clothing are not permitted.

28.1.14 No furniture, equipment or appliance is to be removed from the Entertainment Room.

28.1.15 Residents who made the booking will be held responsible for the cleanliness of the Room. All waste or other refuse must be disposed into watertight plastic bags and deposited into litterbins provided.

- 28.1.16 Residents are required to sign-in and sign-out a checklist for all equipment and appliances in the Room.
- 28.1.17 Management will carry out an inspection of the Room after the function to determine whether there has been any damage caused to the common property. All additional costs incurred in rectifying any damage shall be borne by the Resident concerned.
- 28.1.18 In the event that there is damage to any part of the appliances or equipment including missing parts to appliances and equipment, the costs of such repairs and or replacement shall be borne by the Resident, such costs plus any administrative charges will be deducted from the deposit. The Resident will be required to pay the difference should the costs of repairs and or replacement plus administrative fee exceed \$200/-.
- 28.1.19 The number of invitees is limited to 20 persons. An invitee list must be given to Management in order to facilitate security control and the invitees' entry to Ardmore Park.
- 28.1.20 The Resident shall ensure that there should not be excessive noise or nuisance caused to other residents when using the facility and the Resident is responsible for the behavior of their guests and their compliance of all the house rules and By-Laws. The Management reserves the right to deny usage to anyone for failure to comply with the rules and regulations set out.
- 28.1.21 Disposal of all left over food and drinks and cleaning of the pantry counter must be completed before closing time and the Resident must ensure that all appliances are in good working order after their use.
- 28.1.22 In the event that any left-over food are not cleared and/ or the pantry has not been cleaned to the original condition, the Management will engage a cleaning contractor to clear and clean the pantry counter and such costs plus any administrative charges shall be borne by the resident and will be deducted from the deposit of \$200/- and the balance of the deposit will be refunded free of interest to the Resident who made the booking. However, the Resident will be required to pay the difference should the costs of cleaning exceeds the amount of \$200/-.
- 28.1.23 The Management will not be held responsible for any injuries, damage or loss of life, limb or property sustained by residents and their guests, however caused when using the facility.
- 28.1.24 The Management reserves the right to reject any application and revoke any booking. The Management shall not be liable for any damages or losses arising from the rejection of the application or revocation of the booking of the Room.
- 28.1.25 The Management reserves the right to change or impose any additional rules and regulations for the use and operations of the Pool & Entertainment Room.

28.2 Pool Tables

- 28.2.1 The Pool Tables are available for play from 9 a.m. to 10 p.m.
- 28.2.2 The Pool Tables are for the exclusive use of residents and their guests only. The Resident must be present at all times with his guests when using the Pool Tables.

- 28.2.3 Only residents above the age of 18 years with valid Resident Cards are permitted to make bookings.
- 28.2.4 Hourly bookings for the pool tables can be made via telephone or at the reception counter in person or online booking (when available). All bookings will be accepted on a first-come-first served basis.
- 28.2.5 Each residence is entitled to 4 hourly sessions per week. All bookings are not transferable.
- 28.2.6 Booking of 2 pool tables for the same hour is not permitted and the booking of more than 2 hours per day is not permitted.
- 28.2.7 Residents who are unable to turn up for their session of play must inform the Management or Clubhouse Reception at least 1 hour before playtime.
- 28.2.8 In the case of no show, the booked hours will automatically be forfeited after a grace period of 10 minutes. The tables will then be allocated to other residents on a first-come-first served basis.
- 28.2.9 Residents who fail to turn up for 2 bookings and without making proper cancellation over a period of 1 month will be barred from making any further bookings for a period of two (2) months commencing from the last booking.
- 28.2.10 Walk-ins are allowed for hourly bookings if the pool tables are available. However, residents shall not be allowed to play more than the booked session if other residents are waiting.
- 28.2.11 Each Resident is permitted to bring not more than 5 invitees at any one time and a maximum of 4 persons are allowed to play at each pool table at any one time.
- 28.2.12 Players must be at least 15 years of age and must be at an acceptable level of competence before they are allowed to use the pool tables.
- 28.2.13 Residents must be properly attired. Swim wears, sweaty and wet clothing is not permitted.
- 28.2.14 The Resident must sign in and out at the clubhouse reception for the pool equipment (pool cues, chalk, balls etc).
- 28.2.15 No pool equipment is to be removed from the Clubhouse and Resident is requested to inform the Clubhouse officer or management staff of any existing damage to the pool equipment that they or their guests are about to use, failing which they will be held responsible for such damage.
- 28.2.16 Management will carry out an inspection of the pool equipment after play to determine whether there has been any damage caused. The Resident will be responsible for all the costs of repair for any damaged or torn table fabric, broken cue and cue rack or lost ball during their course of play.
- 28.2.17 The Resident is responsible for the behavior of their guests and their compliance of the rules.

- 28.2.18 The Residents and their guests are to use the Pool equipment with care. Strictly no jump or masse or curve shots are allowed. Do not throw pool cues or balls on the table. Sitting on or lying on tables is prohibited. Do not put drinks or food on the rail.
- 28.2.19 The Management will not be held responsible for any injuries, damages or loss of life, limb or property sustained by the Resident and their guests howsoever caused when using the facilities.
- 28.2.20 The Management reserves the right to change or impose any additional rules and regulations for the use and operations of the Pool & Entertainment Room.