

FARRER PARK SUITES

BY – LAWS/ RULES & REGULATIONS

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PART I:

GENERAL BY-LAW /RULES & REGULATIONS

1 No subsidiary proprietor or resident or occupier shall:

- a) Erect any signboard, advertisement, placard, notice or other lettering on any part of the building without the prior written consent of the Management Corporation
- b) Erect in the building any additional structures or make any alteration without the prior written approval of the Management Corporation
- c) Carry out any work which may affect the external façade of the building without the prior written approval of the Management Corporation
- d) Install any television or radio antenna on the roof top or at the balcony or verandah or any external part of the building without the written consent of the Management Corporation
- e) Throw rubbish, rags or other material that is likely to interfere with the peaceful enjoyment of the subsidiary proprietors using the common property OR permit the same to be thrown into sinks, bath lavatories, cisterns, water or soil pipes in the building or common property or any unit thereof
- f) Throw rubbish into the bin chute without placing and securing it in suitable plastic bags OR throw any object into the refuse chute that may cause an obstruction or fire in the refuse chute
- g) Damage the grass areas, the grounds, or any part of the building or property
- h) Permit children to play at the stairways, corridors and car park front areas of the building. Children are not to use the walls for ball-playing or to deface the walls or common areas in any manner that would cause damage to the common property or create noise that is likely to interfere with the peaceful enjoyment of other residents
- i) Keep livestock, poultry and other non-household pets in the building. Household pets which cause an unreasonable disturbance shall be promptly removed from the building upon notice given by the Management Corporation
- j) Use any fuel or substance or material which may give rise to smoke or fumes or obnoxious smells
- k) Permit anything to be done or stored that will become a fire or other safety or health hazard, thereby causing any fire and public liability insurance policy of the building to become void or voidable, or the rates of insurance premium of the building to be increased
- l) Store or allow to be stored any personal property in or on the common property
- m) Use or store any inflammable chemical, liquid etc. or internal combustion engine in any unit or in or about the common property

- n) Keep or leave any article or thing belonging to him or discard by him in any part of the staircase or elsewhere on the common property including permit the placing or parking of bicycles and other wheeled vehicles which may obstruct or are likely to obstruct the common property in the estate
- o) Cook in the common property of the building other than in the area designated by the Management Corporation
- p) Allow any washings, clothing or other articles to be hung or exposed at the common property within the building as well as from the windows balconies, veranda and/or any other external part of the unit thereby affecting the general façade of the building
- q) Use foul language or behave in a manner likely to cause offence or embarrassment to others using the common property, or to be inadequately clothed when on the common property
- r) Mark, paint, drive nails or screws or otherwise damage or deface any structure that forms part of the common property

2 Every subsidiary proprietor or resident or occupier shall:

- a) Permit the Management Corporation and its agents or contractors at all reasonable times on reasonable notice being given (except in case of emergency when no notice is required) to enter his unit for the purpose of:
 - 1. Maintaining, repairing or renewing sewers, pipes, wires, cables and ducts used or capable of being used in common with the enjoyment of any other unit or the common property
 - 2. Inspecting, maintaining and repairing the common property; or
 - 3. Executing any work or doing any act reasonably necessary or in connection with the performance of its duties or the enforcement of these rules and regulations affecting the building
- b) Ensure that no external planter boxes are installed outside the windows/balcony and that no potted plants or any other objects are placed on parapet walls/windows sills/balconies where they may fall and cause harm to persons or property below
- c) Ensure that his visitors/chauffeurs do not announce their arrival by sounding their car horns in a manner so as to cause disturbance or annoyance to other residents
- d) Ensure that his visitors or guests do not talk loudly, or act boisterously, or create any disturbance or behave in a manner that is likely to interfere with the peaceful enjoyment of other residents using the common property
- e) Ensure that the condensed water from his air-con units be properly channeled into the central air-con conduit pipe or into his unit's drain. In no way should the condense water leak on any part of the common property or other units
- f) Ensure that no unwanted items, rubbish dirt, duct or other materials be left on the common property. All unwanted items should be brought to the bin center for proper disposal. He shall ensure that unwanted fixtures and other bulky items be properly disposed of by his own appointed contractor
- g) Forthwith carry out all works ordered by any competent public or statutory authority in respect of his lot or other such works for the benefit of the building generally and pay all assessments charges and outgoing which are payable in respect of his lot
- h) Notify the Management Corporation forthwith of any changes in the proprietorship of his lot or any other dealings with his lot, of which he is aware
- i) Maintain his lot including all sanitary fittings, water, electrical and air-conditioning pipes and apparatus in good condition so as not to cause annoyance to others
- j) Ensure that no contractor or himself shall use the common property or car parking space as a working area
- k) Abide and comply with all the rules and regulations and any other rules imposed by the Management Corporation for the use of the estate's facilities and ensure that his visitors, tradesmen or contractors do so as well

- l) Observe the following rules for keeping pets, failing which they shall remove their pets from the estate upon notice given by the Management Corporation
 - 1. Pets shall not be allowed in the common areas except kept under restraint
 - 2. Pets shall not be allowed in areas as determined by the Council from time to time
 - 3. Pet droppings must be suitably dispose of
 - 4. Pet owners shall be responsible for the cost of cleaning/repairing of common areas littered/damaged by their pets
 - 5. Pet owners shall not keep their pets upon his lot or common property which may cause annoyance to residents or other lots
- m) Abide by such rules and regulations passed by the Management Council from time to time with respect to the issuance, use and operation of the Car access system for the car-park
- n) Properly use the Key access system and Intercom to the individual units. Such keys/cards shall not be duplicated without the permission of the Management Corporation
- o) The following activities are not allowed within the lift lobbies
 - 1. Cycling
 - 2. Roller-skating / Rollerblading
 - 3. Frisbee playing
 - 4. Skate-boarding
 - 5. Ball games
- p) Security Access
 - 1. One control proxy card for mechanical car parking per owner by ballot only (Deposit of \$250.00 & monthly charges of \$50.00 payable quarterly in advance)
 - 2. Replacement of access cards at \$ 50.00 each (Limited to 3 cards per unit)

3 Liability of subsidiary proprietor, resident or occupier and rights of Management Corporation

- a) In the event of any violation of any by-laws by a Subsidiary Proprietor or by resident, occupier, visitor for whom he is responsible, the Subsidiary Proprietor, resident or occupier shall make good and/or compensate for any loss and/or damage caused to or suffered by the Management Corporation to its satisfaction
- b) The Management Corporation shall have the authority to demolish any unauthorized additions or alterations after giving seven (7) days written notice to the subsidiary proprietor, resident or occupier requesting him to remove the same AND all costs incurred in respect of such removal shall be borne by the Subsidiary Proprietor, resident or occupier
- c) In the event that the Management Corporation has to engage any legal counsel to enforce any of these by-laws or is required either by itself or by engaging contractors, professionals or others to carry out any rectification or remedial works necessitated by the failure on the part of any Subsidiary Proprietor, resident or occupier to comply with these by-laws. (The Management Corporation reserves such right to do so if any Subsidiary Proprietor, resident or occupier fails to rectify or remedy any default on his part in complying with any of these by-laws within fourteen (14) days thereof, the Management Corporation is entitled to be compensated in full for costs incurred, including any legal fees on an indemnity basis by the Subsidiary Proprietor or resident or occupier).
- d) The Subsidiary Proprietor of a unit shall be jointly and severally responsible for and liable for acts, omissions of any resident, occupier or visitor of his unit
- e) The Management Council, its servants or agents shall be entitled to demand the production of an identification card from any persons within the estate
- f) The Management Corporation, its servants or agent shall be entitled to order any visitor to leave or to refuse entry to the estate where such visitors have violated any of the rules and regulations of the Management Council of these by laws
- g) Every Subsidiary Proprietor, resident or occupier shall be deemed to have notice of and to be fully aware of the by laws and any rules and regulations issued by the Management Council from time to time
- h) The Management Corporation, its servants or agents shall be entitled to removed, dispose and throw away any property left on common property, or to remove and dispose of any fire safety or health hazard or any chemical fuel on or about the common property. All costs relating thereto shall be borne by the offending Subsidiary Proprietor, resident or occupier
- i) The Management Corporation, its servants or agent shall be entitled to impose a penalty for dumping of rubbish, goods newspapers and the like on the common property (other than the designated disposal areas) such penalty shall not exceed \$50.00 for the first offence and \$100.00 for subsequent offences.
- j) The Management Corporation may at its absolute discretion waive or reduce any penalty, administrative fee or charge

PART II:

4 BY-LAWS GOVERNING THE USE OF CAR PARK

- a) Every Subsidiary Proprietor shall be entitled to ballot for the use of one non-transferable parking lot for his motor vehicle (class 3 only). Upon the successful ballot of the space, a car-park proxy card will be issued for this purpose upon payment of the refundable deposit of \$ 250.00 plus the advance quarterly payment of monthly parking charges. The deposit will be refunded to the Subsidiary Proprietor upon the return of the proxy card to the Management Corporation without interest. Replacement of any lost/damage/faulty proxy card shall be \$ 250.00.
- b) The monthly fee for the use of the mechanical car-park lot shall be \$ 50.00 payable quarterly in advance. The Management Corporation or Council may, at its own discretion, adjust the monthly fees with a minimum notice of 1 (one) month.
- c) The issue and renewal of car park lots for more than 1 car are at the sole discretion of the Management and subject to availability
- d) All vehicles must be registered in the name of the Subsidiary Proprietor, resident and his occupier. If it is registered under an outsider's name, the Management reserves the right to refuse the issue of a label, or to charge a higher fee, to be determined by the Management Council for time to time. Lorries and the heavy vehicles are not allowed to park in the car-park
- e) All subsidiary proprietor, occupier or residents' cars must be registered with the Management Corporation
- f) Vehicles parked in non-designated locations may be towed away or clamped. All costs incurred by the Management Corporation in towing of the vehicle shall be borne by the vehicle owner and/or the driver. The Management Corporation shall not be responsible for any loss or damage that may be caused to the vehicle during the course of towing or clamping or whilst stored in any place in Singapore
- g) The Management Corporation may on non-compliance by the Subsidiary Proprietor, resident or occupier of a lot with the by-laws herein be entitled to revoke such the use of the car-park lot and thereafter to refuse entry of such car to car park of the building
- h) Commercial Vehicles
 - (a) No commercial vehicle is allowed to be parked in the estate car-park unless with the written approval of the Management Corporation
- i) There are on 26 Saloon car-park car-park lots available with the following design parameters.

VEHICLE MUST NOT EXCEED

4.7m (Length) x 1.85m (width) x 1.55 (Height) x 2.00 tons (weight)

ALL PASSENGERS ARE TO EMBARK OR DISEMBARK FROM VEHICLES OUTSIDE OF THE CAR PARKING SYSTEM

PART III:

6 BY-LAWS ON ADDITIONS AND ALTERATION WORKS

- (a) "Addition and Alteration Work" shall include any renovation, addition and alteration works to the unit whether or not such work affect the structure of the unit
- (b) A Subsidiary Proprietor resident or occupier who intend to do any alteration and additional work to his unit must obtain prior written approval of the Management Corporation. Such application shall be made in prescribed form at least 3 weeks before the intended commencement date

The application must be submitted with plans for the additional and alteration works together with the requisite approval from the relevant authorities

In the event of failure to do so, the Subsidiary Proprietor, resident or occupier shall be liable to the Management Corporation for all loss or damage suffered by the Management Corporation or any other Subsidiary Proprietor, resident or occupier

- (c) The relevant authorities include but shall not be limited to the Development and Building Control Division, the Public Works Department and the Telecommunication Authority of Singapore
- (d) The Subsidiary Proprietor, resident or occupier shall ensure that the works carried out do not affect the structure of the building or the common property nor will it in any way cause any nuisance to any other Subsidiary Proprietor
- (e) The Subsidiary Proprietor, resident or occupier shall indemnify the Management Corporation against any legal proceedings or suits arising from such works regardless of whether or not it arose from the negligence of the Subsidiary Proprietor, resident or occupier or his contractor or any of their servants or agents
- (f) The Subsidiary Proprietor, resident or occupier shall undertake and ensure that his contractor also undertakes to abide by and be subjected to the terms and conditions laid out in Appendix C or as amended by the Management Council from time to time
- (g) The Subsidiary Proprietor or occupier shall take all precautions against damaging the common property including but not limited to the concealed electrical wirings and sanitary piping, pipes and the floor slabs as well as property of other Subsidiary Proprietor, resident or occupier
- (h) A Subsidiary Proprietor, resident or occupier shall NOT –
 - 1. Make any alterations to the windows installed in the external walls of the subdivided building without having obtained the written approval of the Management Corporation
 - 2. Make any alterations or additions to any balcony of his lot without the written approval of the Management Corporation

3. Hack off beams, slabs or columns
 4. Raise existing floor level e.g. to spilt the level of any portion of the existing floor either by adding concrete platform and/or timber platform
 5. Install awnings or other sun-shading devices or projections outside the unit
 6. Brick up or block up service ducts and /or pipes
 7. Install iron grills at the common corridor or staircase outside the entrances of each lot
 8. Re-locate doors or windows
 9. Lay any type of flooring outside the flat e.g. on common lobby or corridor area or staircase landing just outside the entrance of each flat
 10. When removing existing water closet and wash basin, take precautions against damaging the floor slabs. The Subsidiary Proprietor, resident or occupiers shall be responsible for any damage or leakage down to the lower floor which may arise from the addition and alteration work
- (i) Prior to any renovation works, the Subsidiary Proprietor, resident or occupier shall pay a refundable deposit of \$1000.00 or such other amount as may be determined from time to time by the Management Council. The said amount will only be returned free of interest if the Management Corporation is satisfied and that all the terms and conditions have been complied with and all debris has been removed and no complaints have been received from any other Subsidiary Proprietor, resident or occupier and no damage has been caused to the common property
- (j) In the event that the debris is not cleared or any part of the common property is damaged, the Management Corporation reserves the right to remove such debris and effect all necessary repairs and the costs of such removal or repairs shall be deduced from the deposit
- If the Management Corporation removes the debris, the Subsidiary Proprietor, resident or occupier shall pay the Management Corporation the full costs of the removal of debris which sum the Management Corporation may recover by legal proceedings
- (k) Only aluminum window grills in approved design and color are allowed to be installed subject to prior written approval of the Developer or the Management Corporation. Failure to comply in the submission of final design and approval may result in the removal of such grilles at the subsidiary proprietor's costs.
- (l) A Subsidiary Proprietor, resident or occupier shall not tamper with the SCV/CATV system outlet or cause any improvement or repair to it
- (m) A Subsidiary Proprietor, resident or occupier shall be responsible for the misbehavior/conduct and dressing of his contractors and shall ensure that the workers are not allowed to stay overnight in his unit

- (n) During the progress of the addition and alteration works, the Council Members or the representatives of the Managing Agent shall be entitled to conduct inspections of the unit concerned. Upon completion of the addition and alteration works, the representatives of the Managing Agent may carry out a joint inspection of the unit
- (o) The Subsidiary Proprietor, resident or occupier shall undertake and shall ensure his contractor also undertakes to comply with all statutory regulations and in the case of renovations requiring permits from the relevant authorities e.g. Building Control and Public Works Department the onus is on the Subsidiary Proprietor, resident or occupier to secure such permits to the satisfaction of the Management Corporation before commencing such renovation work
- (p) If the Subsidiary Proprietor, resident or occupier fails to ensure his contractor has secured such permits when such permits are required by the statutory regulations, then the Management Corporation shall be entitled to enquire compliance with such statutory regulations. The Subsidiary Proprietor shall be liable for such expenses incurred by the Management Corporation as a consequence of such breach and in addition the Management Corporation is entitled to refuse entry to the estate by the Contractor and workers for so long as such breach persists
- (q) The hours during which alteration and additional works may be carried out shall be
1. 0800 hours to 1700 hours (Monday to Friday)
 2. 0800 hours to 1300 hours (Saturdays)
 3. No work is to be carried out on Sundays and Public Holidays
- (r) The use of pneumatic drills or any equipment that is likely to cause excessive noise to the other residents shall be strictly prohibited
- (s) The Subsidiary Proprietor, resident or occupier shall ensure that the contractor undertakes to place all debris in gunny or plastic bags whichever shall be appropriate for the removal. Such sacks or bags shall be provided by the contractor
- (t) The Subsidiary Proprietor, resident or occupier shall ensure that the contractor undertakes and removes any debris on a daily basis.
- (u) The Subsidiary Proprietor, resident or occupier shall ensure that the contractor shall remove debris off the building on a daily basis from commencement to completion of the alteration and addition works
- (v) All building materials brought onto the site and all debris shall be deposited at the designated place at the estate. No debris shall be placed in any lift lobby or lift except for the purpose of removal or any part of the common property except the designated place
- (w) When so require by the Management Corporation or its agent or servants the contractor shall place the building materials and debris in approved trolleys

(x) Where the contract requires the use of staircase or lifts for transportation of building materials, the subsidiary Proprietor, resident or occupier shall inform the Management Corporation and the subsidiary Proprietor, resident or occupier shall ensure the protective materials and coverings are put in place on the walls, staircases, lifts by his contractor. The Subsidiary Proprietor, resident or occupier shall undertake that all building materials comprising sand, brick tiles and cement are placed in approved trolleys or wheel-barrows by his contractor

(y) To ensure compliance with these by-laws the Subsidiary Proprietor, resident or occupier shall ensure his contractor pay a deposit of one thousand dollars (S\$1000.00) by cheque made in favor of The Management Corporation before the approval for commencement of work is granted. Such sum shall be returned without interest upon the completion of the work subject to the fulfillment of all the by-laws.

In the event of any breach of any of the by-laws by the Contractor, the Management Corporation may forfeit part or all of the deposit and in addition may recover all such cost damage, or expense suffered or incurred by the Management Corporation, from the Subsidiary Proprietor, resident or occupier.

Any inspection, approval of any alterations and additions shall not amount to an approval by the Management Corporation; these shall not relieve the Subsidiary Proprietor, resident or occupier of their responsibility in complying with the rules and regulations of the law. The Subsidiary Proprietor, resident or occupier shall pay such costs incurred by the Management Corporation should the Management Corporation require to obtain the advice of professional architects, engineers and consultants.

PART IV:

7 BY-LAWS ON BULK DELIVERY AND HOUSE REMOVAL

1. Bulk deliveries and house removal shall be carried out only during the following hours

Monday to Friday : 8.00am to 5.00pm
Saturday : 8.00am to 1.00pm

Residents and the Contractors are reminded to inform the Management Corporation of the schedules

2. All deliveries and removals must be reported, prior to the work being carried out, failing which the Management Corporation reserves the right to refuse entry to any person as it deems fit.
3. Residents and /or their servants or agents are not allowed to tap water or electricity supply from the common property
4. No unwanted materials or debris should be left in the corridors, fire escape staircases or any other common areas in the Building, otherwise they will be removed by the Management Corporation and the costs thereof, charged to the Subsidiary Proprietor(s) and /or the resident concerned
5. Adequate protection to the common property, in particular, the lift interiors, must be ensured by the resident when delivery or removal work is being carried out. The resident is to inform the Managing agent 3 days in advance prior to the bulk delivery/house removal.
6. Residents shall be responsible for the conduct and behavior of their appointed contractors. Any damage to the building and equipment installed in the Building caused by the moving of furniture or other effects shall be rectified or repaired at the expenses of the resident concerned

THE MANAGEMENT CORPORATION STRATA TITLE NO. 3831
#01-02 Farrer Park Suites, Singapore 218896.

Building Plan & Management Group
Building Management Department
52 Jurong Gateway Road, #11-01
S 608550

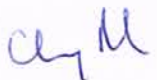
Dear Sir/madam;

By-Laws Governing Tenants for MCST 3831

The following was unanimously passed as to definition of tenant in Farrer Park Suites.

Work Permit holders are not allowed to be tenants of Farrer Park Suites. Domestic helpers are excluded.

MCST 3831


Sally Cheng


Geneva Cheng

