

Avila Gardens

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 2016

BY- LAWS

PREAMBLE: The house rules are formulated for the benefits of all subsidiary proprietors and authorized occupiers of Avila Gardens. They are intended to provide subsidiary proprietors with maximum enjoyment of the facilities and security. It is also introduced to protect the general interest of subsidiary proprietor or occupier by regulating the use of common facilities and minimize inconvenience. It will also ensure a high standard of aesthetic harmony.

The house rules shall be read in conjunction with SECOND SCHEDULE PRESCRIBED BY – LAWS OF THE BUILDING MAINTENANCE AND STRATA MANAGEMENT ACT 2004

The Management Corporation reserves the right to amend, add or omit any house rules as and when it deemed necessary.

SECTION 1

RULES AND REGULATIONS GOVERNING ADDITIONAL / ALTERATION (RENOVATION) WORKS

1.0 Administration

- 1.0** Before proceeding with any addition or alteration works (A/A works) within their unit, within their unit, any subsidiary proprietor must fill in Form AG (01) as attached and submit to the Management Office for approval. This is to ensure that the subsidiary proprietor and his contractor are informed and aware of the house rules of Avila Gardens
- 1.1** As a guideline, any minor works not affecting structural elements and not taking more than two hours to complete, e.g. installing curtains need not fill in Form AG (01). However the management Office shall be notified of such minor works to allow the contractor access into the condominium

2.0 Submission of Application and A/A deposit

- 2.0** The subsidiary proprietor must comply and submit the following documents to the management office for approval at least 3 working days in advance before commencing any A/A works:
- a) The approval letter from BCD or other relevant government authorities together with a copy of the approved plans, if applicable
 - b) Form AG (01) under section 1.1 stating the nature, extent and location of the A/A works to be carried out, with details on the materials to be used, work schedule, including commencement date, estimated period for completion and the particulars of the contractors must be stated and provided.
 - c) A cheque deposit of S\$1,000 refundable upon satisfactory completion of the A/A works. The cheque shall be crossed and be made payable to **The Management Corporation Strata Title Plan No. 2016**
- 2.2** The subsidiary proprietor is responsible for making good any damages caused to the common property by their contractor. Such rectification works must be completed to the full satisfaction of the Management within 7 days, failing which the management reserves the right to undertake any outstanding works and deduct the cost incurred from the deposit without prejudice to the Managements right to recover the remaining costs from the subsidiary proprietor. The deposit after any deduction is refundable, free of interest upon completion of the A/A works and satisfactory inspection by the Management Office before the deposit is released.

3.0 Working Hours

- 3.1** The subsidiary proprietor shall exercise due care and caution to ensure that no disturbance, nuisance or annoyances are caused to their neighbours. The A/A works is to be carried out only during the following times:

Monday to Friday 9.00am to 5.00pm

Saturday 9.00am to 5.00pm*

***(1.00pm to 5.00pm – Only silent work is allowed, eg. No ram setting, hacking or drilling works**

Sunday & Public holiday **NO WORK IS ALLOWED**

4.0 Disposal of bulky waste and renovation debris

- 4.0** The subsidiary proprietor or his contractor is not allowed to use the bulk bin, bin centre and refuse chute for the disposal of the renovation debris or bulky waste. Any debris left by the Management and all expenses incurred will be deducted from the renovation deposit
- 4.1** All subsidiary proprietors or occupiers are required to dispose of any bulky waste or renovation debris at their own expenses. If such debris remain unclear, the Management will engage its own contractor to carry out the disposal, and all expenses will be borne by the respective subsidiary proprietors or occupiers

5.0 Commencement / Supervision of works

- 5.0** The endorsement of the Management does not constitute an approval of the government authorities. The subsidiary proprietor shall be responsible to ensure compliance with all existing building legislation and regulations relevant to each type of work
- 5.1** The subsidiary proprietor is responsible for the works of their authorized occupiers, contractors, sub-contractors and their workers in ensuring full compliance with all the terms and conditions governing the A/A works. Appropriate measures must also be taken to prevent any possible damages to any property and injury to other subsidiary proprietor or any third party.
- 5.2** A/A works must be carried out entirely within the subsidiary proprietor's strata lot and under no circumstances storage, hoarding and preparatory works are allowed within the common areas.

- 5.3 No structural elements of the building may be tampered with under any circumstances. Where in doubt, please consult the Condominium Manager.
- 5.4 The subsidiary proprietor shall not make any alteration to the windows or add any fitting/fixtures on the external walls without the prior approval of the Management Corporation.
- 5.5 Any alteration/modification of electrical circuit, upgrading of electricity supply must be carried out by PUB approved contractors (licensed electrician) and approved by the relevant authority.

6.0 Cleaning/protection of common property

- 6.0 To prevent possible chokage of pipes in common areas, the subsidiary proprietor or contractor must ensure that their workers do not discharge any construction debris or lime into the drain pipe or use the common toilets for cleaning and washing of tools. Any chokage arising from the discharge shall be borne by the subsidiary proprietor and all expenses incurred will be deducted from the renovation deposit.
- 6.1 Adequate protective covering should be provided at the subsidiary proprietor's cost to prevent workers from dirtying the common area during the A/A works.
- 6.2 Protective measures should be undertaken when moving heavy furniture/equipment to prevent possible abrasion/scratch damage to lift car/ lobby and corridors.

7.0 Delivery & storage of material / goods

- 7.0 Only vehicles below the height of 2.2m are allowed into the estate. Loading and unloading shall only be carried out at locations designated by the management.
- 7.1 No storage space will be provided on site. All articles/materials must be stored within the subsidiary strata lot (apartment). Please note that no temporary storage on the corridor/lobby is permitted and the management shall not be liable for any loss or damages caused to their material / equipment during the execution of A/A works.

8.0 Inspection by the management

- 8.0 Upon completion of the A/A works and prior to processing of the refund of renovation deposit, the subsidiary proprietor must make arrangement with the management for a joint inspection to ensure that any damages to the common property has been properly rectified.
- 8.1 The management reserves the right to demand for demolition or physical removal/dismantling of any unauthorized works which are carried out in contravention

with terms and conditions set herein and to recover from the subsidiary proprietor all costs and expenses incurred in this connection.

9.0 Liability- Insurance

- 9.1 The subsidiary proprietor shall take up essential insurance protection with adequate coverage the A/A works.

Avila Gardens

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2016
9 FLORA ROAD
#01-03 AVILA GARDENS
SINGAPORE 509737
Tel: 6542 4421 Fax: 65427296

SECTION 1.1

APPLICATION FORM FOR ADDITIONS/ALTERATIONS (RENOVATION) WORKS

**(To be completed by subsidiary proprietor and submit 3 working days
before commencement of works)**

1.0 CONTRACTORS PARTICULARS

Company : _____
Address : _____
Tel No : _____ Fax No : _____
Person In Charge : _____ NRIC No : _____
Site Supervisor : _____ H/P No : _____

2.0 DEPOSIT

2.1 A sum of S\$1,000 shall be deposited with the management office three (3) working days before the commencement of any work. Cheque shall be crossed and to be made payable to Management Corporation Strata Title Plan No. 2016 or (MCST2016). No cash payment will be accepted.

2.2 Subsidiary proprietor's contractors shall be fully responsible for any damages to the common property caused by their workers or their agents. Such damages shall be made good to the full satisfaction of the management within 7 days, failing which the management shall have the right to make good the damages and deduct the cost from the deposit without prejudice to the management's right to recover the remaining costs from the contractors. The deposit after deductions, if any, is refundable free of interest upon completion of the A/A out works.

3.0 INDEMNIFICATION

- 3.1 Subsidiary proprietors' contractors must effect adequate fire risk policy, workmen's compensation policy, public liability policy and any other insurance policies which may be necessary.
- 3.2 Subsidiary proprietors' contractors must indemnify and keep indemnified the management against all damages, actions, claims or liabilities arising from the execution of the work.

MANAGING AGENT:

Total Estate Management Service Pte Ltd
865 Mountbatten Road #06-06 Singapore 437844
Tel: 6345 2117 Fax: 6344 5311

4.0 EXECUTION OF WORKS

The following are extracts from the House Rules passed at the 1st Annual General Meeting on 30th May 1997. The full set of conditions pertaining to additions and alteration are stated in the house rules of Avila Gardens- a copy of which is given to every subsidiary proprietor.

- 4.1 The subsidiary proprietor shall exercise due care and caution to ensure that no disturbance, nuisance or annoyance is caused to their neighbours. The additions and alterations work shall be carried out only during the following times.

Monday to Friday 9.00am to 5.00pm

Saturday 9.00am to 5.00pm*

1.00pm to 5.00pm (only silent work is allowed, for example no ram setting, hacking or drilling works)

Sunday & Public holiday – **NO WORK ALLOWED**

- 4.2 Passenger lifts and staircases may be used for the transportation of building materials. The contractor carrying out such loading and unloading works must ensure that the lift interior, lobby/corridor walls, floor and all other common fitting are not being scratched/damaged. Any damages caused shall be repaired at the expense of the subsidiary proprietor
- 4.3 No storage space will be provided on site. All articles/material (cement, sand, tiles and renovation materials) must be stored within the subsidiary proprietor's strata lot. The management shall not be liable for any loss or damages caused to the premises for the entire duration of the A/A works.

Subsidiary proprietors' contractors are not allowed to use the bulk bin, bin centre and refuse chute. Renovation debris is to be carted away from the compound of the estate to the approved dumping grounds.

All sand must be in baggage or package form. No loose sand is to be delivered.

Open top container (skip tank) must be towed away on the same working day. **(It cannot be left overnight)**

In order to maintain the uniformity and aesthetics of the estate façade, the following guidelines have been set and apply to all subsidiary proprietors.

- 4.4 The skirting at the main entrance cannot be removed or changed.
- 4.5 The main door to the unit cannot be changed.
- 4.6 Aluminium sliding doors at the balcony cannot be removed or changed.
- 4.7 Balcony wall/ceiling colour and railing colour must conform to existing colour. (Colour codes will be given to contractors upon request from the management office)
- 4.8 Additional Air-con compressors cannot be placed on the balcony.
- 4.9 Common pipes (sanitary/rain water down pipes) within the unit, must not be obstructed by putting up hoardings or coverings. This is meant for easy access during maintenance or repair works.
- 4.10 The appearance of the window panels should be as similar as possible to the original windows installed by the developer. (ie. Two top-hung window above the bottom two side hung windows).
- 4.11 Installation of the window panels should be submitted to the management office under the application for additions/alterations (renovation) works form. **(Installation of glass window panels at the front/ living room balcony is not allowed).**
- 4.12 The aluminium window grilles should feature square design openings/holes.
- 4.13 The colour of the grilles should either be natural aluminium or anodised white. **(The installation of window panels at the service yard opening was approved at the 4th AGM held on 16 June 2000.)**
- 4.14 The subsidiary proprietor shall not make any alteration to the windows or add any fittings or fixtures on the external wall without the prior approval of the management corporation.
- 4.15 The letter box lock set to be “YALE” brand
- 4.16 Disposal of bulky waste and renovation debris

All subsidiary proprietors or occupiers are required to dispose of bulky waste renovation debris at their own expenses. If such debris remains unclear, the management will engage its own contractors to carry out the disposal, and all expenses incurred will be borne by the respective subsidiary proprietors or occupiers.
- 4.17 Cleaning / Protection of common property

Adequate protective covering should be provided at the subsidiary proprietor’s cost to prevent workers from dirtying the common area during the alteration and addition works.

Protective measures should be taken when moving heavy furniture or equipment to prevent possible abrasion or scratch damage to lift car or lobby or corridors.

5.0 LIST OF WORKERS

I/ We hereby furnish to the management a list of the workers for the proposed A/A and their particulars

NO	NAME	NRIC NO/WORK PERMIT NO
Person In-Charge		
1		
2		
Workmen / Sun-contractor		
1		
2		
3		
4		
5		

6.0 DETAILED DESCRIPTION OF WORKS AND MATERIALS USED

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Commencement Date : _____
Expected date of completion : _____

- 7.0 I/We confirm that only non-structural works are involved and it does not encroach onto the common property. No structural elements of the building may be tampered with under any circumstances.
- 8.0 I/We confirmed that approval from the relevant government authorities is * required/not required*. A copy of approved plan(s) and approval letter(s) are attached.
- 9.0 I/We agree to abide by the terms and conditions stated in this form and in the house rules and regulations.
- 10.0 **I/We declare that the facts are all true and correct.**

 Name of subsidiary proprietor

 NRIC No.

 Block / Unit No.

 Mobile / Tel No.

Signature

Date

* Delete as appropriate

SECTION 1.2

GUIDELINES FOR THE INSTALLATION OF WINDOW GRILLES, GATE GRILLES AND CLOTHES LINES

- 1.0 Any grilles/gate and clothing lines shall be fixed within the Strata boundary of their respective apartment without encroaching on the common area. Grilles where required for the living and bedroom window panels must be fixed behind the existing window panels of the apartment.
- 2.0 For kitchen utility area (yard), the installation of brackets for grilles must not be ramset on the railing of the parapet wail or on the structural beams
- 3.0 Grilles for window, balcony, sliding doors and utility opening shall be squares on design and finished with aluminium finishes.
- 4.0 The drilling of the floor tiles on the common area is strictly prohibited.
- 5.0 All clothes lines shall be mounted on the internal parapet wall within the service area. The mounting of the clothes lines at the external common wall is not allowed.
- 6.0 Please abide by the above guidelines. If in doubt, please consult the building supervisor or the condominium manager for further clarification.

SECTION 2

SECURITY

- 2.1 All subsidiary proprietors have been issued with magnetic access cards to gain access to the lobby. The number of cards allocated will depend on the share values of the apartment, eg. apartment with three (3) share values will receive three (3) cards.
- 2.2 Subsidiary proprietors who are leasing out their apartment shall handover all access cards issued by the management office to their incoming tenants. This measure is necessary as it is deemed that tenants during the tenancy period.
Subsidiary proprietors who are leasing out their apartment shall inform the management office of the incoming tenants for security reasons.
- 2.3 Any loss of cards must be reported to the management office immediately for invalidation of the cards. A replacement charge of S\$10.00 per card will be levied.
- 2.4 A charge of S\$10.00 per card will be levied for any request by subsidiary proprietor for additional access card.
- 2.5 Subsidiary proprietor or occupiers are advised not to leave their belongings or bicycles outside their apartment especially at the staircase. Such obstruction may impede escape in case of fire. The management reserves the right to remove such belongings if it deemed fit.
The management shall not be liable or responsible for any loss or damage arising from the placing of such items on common property. However the management reserves the right to charge the

subsidiary proprietors or occupier for any damage caused to the common property arising from the placing of their belongings.

SECTION 3

RULES AND REGULATIONS GOVERNING THE USE OF FACILITIES

(I) GENERAL

- 1.0** The recreational facilities are for the exclusive use of the subsidiary proprietors and authorized occupier and their invited guests. The operating hours is subject to change by the management.
- 2.0** Guest must be signed in at the guard house and accompanied by the subsidiary proprietor or occupier throughout the use of the facility.
- 3.0** The subsidiary proprietor or occupier is not allowed to use the recreational facilities for the benefit of any companies or social organization
- 4.0** Except for those games and activities for which the facilities were specifically intended, no other games or activities (unless approved by the management) will be allowed in or about the recreational facilities, eg. no football playing in the tennis courts or squash court.
- 5.0** The management reserves the right to exclude any subsidiary proprietor or occupier and invited guests from the use of the recreational facilities should there be any non-observance of house rules or misuse of recreational facilities or failure to abide by the house rules. The management may conduct a check to ensure only subsidiary proprietor or occupier and their guests are using the facilities.
- 6.0** The location and operating hours for booking of recreational facilities are as follows:

- Tennis court 1 – Above the multi storey car park- daily 0700hrs to 2200hrs (strictly for tennis only)
- Multi-purpose court- Above the multi storey car park- Daily 0700hrs to 2200hrs (tennis, basketball, futsal-multi- purpose court)
- Squash court- opposite block 9- Daily 0700hrs to 2200hrs
- Conference room- at block 9 – Daily 0900hrs to 1200hrs, 1300hrs to 1700hrs, 1800hrs to 2200hrs
- Common area block 9 – Behind block 9
- Barbeque Pit 1 (A)- near to block 13A- Daily of 0900hrs to 1200hrs, 1300hrs to 1700hrs, 1800hrs to 2200hrs.
- Barbeque Pit 2 (B)- near to the wash hand basin – Daily 0900hrs to 1200hrs, 1300hrs to 1700hrs, 1800hrs to 2200hrs.
- Gymnasium – block 9 –Daily 0700hrs to 2200hrs. Only for residents of Avila Gardens usage, Non-residents are not allowed to use the gymnasium.
- Swimming pool & outdoor Jacuzzi- 0700hrs to 2200hrs
- Male & female sauna- inside the male & female changing rooms near the swimming pool area- 0700hrs to 2200hrs

(II) SWIMMING POOL & WADING POOL

- 1.0** The pools are opened daily for use from 7.00am to 10.00pm. For safety reason, the subsidiary proprietor or occupier are strongly advised not to continue to swim after 10.00pm.
- 2.0** All persons must shower and use the footbaths before entering the pool. A person with a bandage or open wound infection or communicable disease is not allowed to use the pools, Spitting, spouting, nose blowing and the like are not be permitted in the pools.
- 3.0** All persons are required to dry themselves before leaving the pool area and changing rooms. No person wearing a dripping wet of suit swimming trunks shall go beyond the pool and changing room area.
- 4.0** There will be NO lifeguard on duty. A person who enters into or uses the swimming pools shall do so at his own risk.
- 5.0** All persons are advised to leave the pool during a rainfall or thunderstorm
- 6.0** Children under twelve (12) years of age are not allowed in the swimming pools or the pool area unless accompanied by their parents or supervising adults who shall be responsible for their children's safety and behaviour. Non-swimmer are advised not to use swimming pool unaccompanied.
- 7.0** No food and drinks are permitted in the pools or the immediate vicinity. All litter must be disposed of in the receptacles provided
- 8.0** No pets are allowed in the pools or the vicinity.

- 9.0 Cycling, running, ball sports, frisbee playing, roller skating, skateboarding, “horseplaying” and other similar activities are not permitted in the pool area.
- 10.0 Noisy, rough or dangerous play or excessive noise are not permitted in the pools.
- 11.0 Swimmers are advised to leave the pool shall when cleaning s in progress
- 12.0 All persons who enter the pool shall wear proper swimming attire
- 13.0 The management may prohibit any person from using a swimming costume which is in the opinion of the management, improper or may cause embarrassment to any other person
- 14.0 No person shall cause the water in the swimming pool to be unfit for use by using any soap or other substance in the swimming pool, or otherwise foul or pollute the pool
- 15.0 Radios, tapes recorders equipment turned on low volume may be used in the pool area
- 16.0 The security guards or any respective of the management may require any person in the swimming pools to identify himself or herself.
- 17.0 The management cannot assume responsibility for any loss or damage to any personal property, injury or death arising from carelessness or negligence on the part of the person(s) concerned or arising from failure to abide by the rules or arising from any cause whatsoever.
- 18.0 Airbeds, surfboards, snorkelling and scuba gear, masks or glass goggles, bulky inflatable toys and similar objects are not permitted in the swimming pools. However, children may play with small water toys only in the wading pool.
- 19.0 Diving is strictly prohibited.
- 20.0 The safety equipment provided around the pools shall not be used for other than its intended purpose. No pool side furniture shall be removed from the pool area by any person. Standing on the pool side furniture or misuse of such furniture in any way is prohibited.
- 21.0 A person who breaches any of the rules shall be required to leave the swimming pool.
- 22.0 **SMOKING IS STRICTLY PROHIBITED** at the swimming pool area vicinity.
- 23.0 The management reserves the right to change the above rules and regulations without prior notice.

(III) TENNIS COURTS 1 & 2 (Online Facility Booking)

OPENED DAILY FOR USE FROM 0700HRS TO 2200HRS.

**PRIME HOUR SLOT- 1700HRS TO 2200HRS, NON PRIME HOUR SLOT 0700HRS
1700HRS**

- 1.0 Booking will be via online using your User ID and password. The URL is <http://portal.rems.sg/avilagardens/>
- 2.0 Priority will be given to residents who book the tennis courts via online booking.
- 3.0 The prime time slot shall be from 5.00pm to 10.00pm daily except as otherwise prescribed by the management from time to time.
- 4.0 No person is allowed to use the tennis courts unless prior bookings have been made.
- 5.0 The booking can be made seven (7) days in advance of the intended slot. Booking cannot be placed more than 7 day(s) in advance. Each booking is limited to 3 slots.
- 6.0 Cancellation of booking has to be done 3 hour(s) in advance
- 7.0 Maximum of 3 slot(s) per week. Each strata lot can only book a maximum of 1 PRIME HOUR and 2 NON PRIME HOUR per week. Booking can be made for only one (1) tennis courts.
- 8.0 After the cut-off time of 5.00pm, if there are available slots, tennis court booking from 5.00pm to 10.00pm for the same day shall not be restricted by clause 7.0.

- 9.0** Booking is not transferable.
- 10.0** Players are advised to start the game punctually. If the person who makes the booking fails to turn up 15minutes after the scheduled time of play, the tennis courts will be deemed cancelled and will be re-allocated to another party
- 11.0** Players shall be properly attired when playing. Only non-marking rubber shoes should be worn and should be free from sand/mud before entering the tennis courts. Street/outdoor shoes, boots, high heeled shoes, leather shoes etc are not permitted.
- 12.0** Food and beverage are NOT permitted to be brought and consumed inside the tennis courts.
- 13.0** **SMOKING is STRICTLY PROHIBITED** in the tennis courts.
- 14.0** Pets are NOT allowed in the tennis courts.
- 15.0** Children under twelve (12) years of age are not permitted in the tennis courts unless accompanied by parent or supervising adult who shall be responsible for their behaviour and safety.
- 16.0** Players showing bad behaviour and/or using vulgar language will be expelled from the tennis courts. Players are advise not to misuse the equipment and the furniture inside the tennis court. Players are reminded not to vandalise the items in the tennis courts.
- 17.0** The management reserves the right to refuse and reject the booking and use by unauthorized persons and users who infringe these rules and regulations.
- 18.0** The management reserves the right to refuse and to cancel bookings without assigning any reasons.
- 19.0** The management reserves the right to change the above rules and regulations without prior notice.

IV) SQUASH COURT

OPENED DAILY FOR USE FROM 0700HRS TO 2200HRS.

PRIME HOUR SLOT- 1700HRS TO 2200HRS, NON PRIME HOUR SLOT- 0700HRS TO 1700HRS

- 1.0** Booking will be via online using your user ID and password. The URL is <http://www.avila-gardens.com.sg>
- 2.0** Priority will be given to residents who book the squash court via online booking.

- 3.0 The prime time slot shall be from 5.00pm to 10.00pm daily except as otherwise prescribed by the management from time to time.
- 4.0 No person is allowed to use the squash court unless prior bookings have been made.
- 5.0 The booking can be made seven (7) days in advance of the intended slot. Booking cannot be placed more than 7 day(s) in advance. Each booking is limited to 3 slots.
- 6.0 Cancellation of booking has to be done 3 hours(s) in advance
- 7.0 Maximum of 3 slot(s) per week. Each strata lot can only book a maximum of **1 PRIME HOUR** and **2 NON PRIME HOUR** per week.
- 8.0 Booking is not transferable.
- 9.0 Players are advised to start the game punctually. If the person who makes the booking fails to turn up 15 minutes after the scheduled time of play, the squash court will be deemed cancelled and will be re-allocated to another party.
- 10.0 Players shall be properly attired when playing. Only non-marking rubber shoes should be worn and should be free from sand/mud before entering the squash court. Street/outdoor shoes, boots, high heeled shoes, leather shoes etc are not permitted.
- 11.0 Food and beverage are NOT permitted to be brought and consumed inside the squash court.
- 12.0 **SMOKING** is **STRICTLY PROHIBITED** in the squash court.
- 13.0 Pets are NOT allowed in the squash court.
- 14.0 Children under twelve (12) years of age are not permitted in the tennis courts unless accompanied by parent or supervising adult who shall be responsible for their behaviour and safety.
- 15.0 Players showing bad behaviour and/or using vulgar language will be expelled from the squash court. Players are advise not to misuse the squash court. Players are reminded not to vandalise the squash court.
- 16.0 The management reserves the right to refuse and reject the booking and use by unauthorized persons and users who infringe these rules and regulations.

- 17.0 The management reserves the right to refuse and to cancel bookings without assigning any reasons.
- 18.0 The management reserves the right to change the above rules and regulations without prior notice.

V) GYMNASIUM & CONFERENCE ROOM

V.1) GYMNASIUM- OPEN DAILY 0700HRS TO 2200HRS

- 1.0 Strictly for residents of Avila Gardens only (use at your own risk)
- 2.0 No admittance for children under 12 years old
- 3.0 No drinks, food, smoking and pets are allowed inside the gymnasium
- 4.0 No gymnasium instructor will be provided
- 5.0 Wear proper sports attire and bring sweat towel
- 6.0 Put weights back to designated place after use
- 7.0 Rules are subject to change if deemed necessary
- 8.0 Management will not be responsible for any mishaps or injuries sustained during usage

V.2 CONFERENCE ROOM (AT BLOCK 9)

- **1st session 0900hrs to 1200hrs**
- **2nd session 1300hrs to 1700hrs**
- **3rd session 1800hrs to 2200hrs**

Booking will be via online using your user ID and password. The URL is

<http://www.avila-gardens.com.sg>

Priority will be given to residents who book the conference room via online booking

No person is allowed to use the conference room unless prior bookings have been made

- 4.0 The booking can be made thirty (30) days in advance of the intended slot. Booking cannot be placed more than thirty (30) days(s) in advance
- 5.0 Cancellation of booking has to be done 72 hour(s) in advance falling which the administrative fee will be forfeited

6.0 Maximum of 1 slot per month. Each booking is limited to slot. There is NO PRIME slot for conference room

Auto cancellation of pending booking is after 72 hours

Booking is not transferable

9.0 An administrative fee of S\$20.00 and transferable deposit S\$100.00 (to cover damages or removal of rubbish if any) for the use of the conference room for each session

10.0 No mobile disco and live bands will be allowed. Should stereo equipment be used, the speaker total wattage should not exceed 200 watts

11.0 The multi-purpose hall must not be used for commercial (eg sale of tickets), religious or political activities. Mahjong sessions or other illegal activities are also disallowed

12.0 The use of the multi- purpose hall is only restricted to subsidiary proprietors/authorized occupiers and their invited guest

13.0 Users are required to take good care of the multi-purpose hall. Any damages shall be reported to the management immediately. If the damage is not as a result of normal wear and tear, the user(s) will be responsible for its repair/replacement

14.0 Subsidiary proprietors/authorize occupiers are responsible for the general cleanliness of the multi-purpose hall. The place is to be kept clean after use.

Food and beverages are NOT permitted to be brought and consumed inside the tennis courts

SMOKING is STRICTLY PROHIBITED in the conference room

Pets are NOT allowed in the conference room

18.0 Subsidiary proprietors/ authorized occupiers who breach any of the above rules are required to leave the multi-purpose hall

19.0 The management reserves the right to forfeit the deposit and to refuse future bookings for non-compliance of any of the above rules

The management reserves the right to change the above rules and regulation without prior notice

VI) BARBEQUE PITS & COMMON AREA

VI.1) Two barbeque pits- Barbeque Pit (A) & Barbeque Pit (B)

- 1.0** The Barbeque pits is opened for booking for the following three sessions daily:
 - **1st session 0900hrs To 1200hrs**
 - **2nd session 1300hrs To 1700hrs**
 - **3rd session 1800hrs To 2200hrs**
- 2.0** Booking will be via online using your user ID and password. The URL is <http://www.avila-gardens.com.sg>
- 3.0** Priority will be given to residents who book the barbeque pit via online booking
- 4.0** The booking can be made thirty (30) days in advance of the intended slot. Booking cannot be placed more than thirty (30) day(s) in advance.
- 5.0** Cancellation of booking has to be done 72 hour(s) in advance falling which the administrative fee will be forfeited.
- 6.0** Maximum of 1 slot per month. Each strata lot can only book a maximum of 1 PRIME SLOT per month. Each booking is limited to 1 slot.
- 7.0** Auto cancellation of pending booking is after 72 hours.
- 8.0** An administrative fee of S\$10.00 and a refundable deposit S\$100.00 (to cover damages or removal of rubbish if any) for the use of the barbeque pit for each session
- 9.0** Subsidiary proprietors/authorized occupiers should pay the fees within 3 days (72 hours) after online booking is made. The cherub shall be made payable to **The Management Corporation Strata Title Plan No. 2016**
- 10.0** The barbeque pit can be used only for function approved by the management. All parties or social gathering should be confined within the barbeque pit area
- 11.0** No live band music or mobile disco is allowed. Only portable components not exceeding 200 watts can be used. The applicant must ensure that the volume of the sound equipment shall be maintained at a reasonable noise level
- 12.0** The subsidiary proprietors/authorized occupier shall maintain the general cleanliness of the barbeque pit and shall not litter in or around the barbeque pit. The barbeque pit must be cleaned and all waste-food and refuse must be disposed after use
- 13.0** The permit for use of the barbeque pit is not transferable

- 14.0 The subsidiary proprietors/authorized occupiers shall be responsible for the good conduct and behaviour of all persons in the barbeque pit area during the period of use
- 15.0 The subsidiary proprietors/authorized occupiers shall indemnify the management against all actions, claims and demands that may be brought against the management by one person or person on account of or attributable to the use of the barbeque pit
- 16.0 All common area taps and washing facilities at the changing room are not meant for the washing of utensils. All food wastes and refuse are to be placed in plastic air-tight bags and disposed of at the bins provided. If there is any need to wash utensils and receptacles, the users are required to wash them in their own apartment.
- 17.0 The management, security guards or any representative of the managing agent may require and person at the barbeque pits area to identify him or herself
- 18.0 Any persons who breach the rules and regulations shall be required to leave the barbeque pits. The security guards have the authority to ask the person(s) to leave the barbeque pits
- 19.0 The subsidiary proprietor or occupier who has booked the barbeque pit area shall ensure that no damage is caused to the common property
- 20.0 All costs incurred in cleaning the area or to rectify any damage done shall be borne by the applicant
- 21.0 The management shall not be responsible for any accident/death due to negligence or the like on the part of the part of the person(s) concerned, or arising from failure to abide by the rules
- 22.0 The management reserves the right to forfeit the deposit and to refuse future bookings for non-compliance of any of the above rules
- 23.0 The management reserves the right to change the above rules and regulation without prior notice

V1.2) COMMON AREA (BEHIND BLOCK 9)

- 1.0 The barbeque pits is opened for booking for the following three sessions daily:-
 - **1st session 0900hrs To 1200hrs**
 - **2nd session 1300hrs To 1700hrs**
 - **3rd session 1800hrs To 2200hrs**
- 2.0 Booking will be via online using your User ID and password. The URL is <http://www.avila-gardens.com.sg>
- 3.0 Priority will be given to resident who book the common area via online booking

- 4.0** No person is allowed to use the common area unless prior bookings have been made
- 5.0** The booking can be made thirty (30) days in advance of the intended slot. Booking cannot be placed more than thirty (30) day(s) in advance
- 6.0** Cancellation of booking has to be done 72 hour(s)
- 7.0** Maximum of 1 slot per month. Each booking is limited to 1 slot. There is NO PRIME SLOT for common area
- 8.0** Auto cancellation of pending booking is after 72 hours
- 9.0** Booking is not transferable
- 10.0** A refundable deposit S\$100.00 (to cover damages or removal of rubbish if any) for the use of the common area for each session. There is no payment required for administrative fee
- 11.0** No mobile discos and live bands will be allowed. Should stereo equipment be used, the speaker total wattage should not exceed 200 watts
- 12.0** The use of the common area is only restricted to subsidiary proprietors/authorized occupiers and their invited guests
- 13.0** Users are required to take good care of the common area. Any damages shall be reported to the management immediately. If the damage is not as a result of normal wear and tear, the user(s) will be responsible for its repair/replacement
- 14.0** Subsidiary proprietors/authorized occupiers are responsible for the general cleanliness of the common area. The place is to be kept clean after use
- 15.0** Subsidiary proprietors/authorized occupiers who breach any of the above rules are required to leave the common area
- 16.0** The management reserves the right to forfeit the deposit and to refuse future booking for non-compliance of any of the above rules
- 17.0** The management reserves the right to change the above rules and regulations without prior notice

VII SAUNA (NEAR SWIMMING POOL- MALE & FEMALE CHANGING ROOMS)

- 1.0** The sauna is opened daily from 7.00am to 10.00pm
- 2.0** The sauna is opened only to subsidiary proprietors/authorized occupiers and their invited guests
- 3.0** Persons using the sauna must be properly attired and be in good behaviour
- 4.0** Users are advised to shower before entering the sauna
- 5.0** The door of the sauna must be closed but not locked at all times
- 6.0** No male person shall enter the saunas reserved for the female and vice-versa
- 7.0** Eating, drinking and smoking in the sauna is strictly prohibited
- 8.0** Persons using the sauna must observe health warning signs and instructions posted at the entrance to the saunas. Any damage arising from the failure of the sauna shall be borne by the subsidiary proprietor or occupier concerned
- 9.0** Children below 12 years old must be accompanied by an adult
- 10.0** Any person who is medically unfit is strongly advised not to use the sauna
- 11.0** The management shall not be responsible for any mishap arising from the use of sauna
- 12.0** A person who breaches any of the rules shall be required to leave the sauna
- 13.0** The management reserves the right to change the above rules and regulations without prior notice

VIII CAR PARKING

- 1.0** Each unit is entitled to ONE car park label. Only vehicles with valid car park labels will be allowed to enter and park in the estate
- 2.0** The car park label is not transferable
- 3.0** If there are sufficient car park lots available the management shall allow subsidiary proprietors' or occupiers second cars to park at the car park on a first-come-first-serve basis. However such vehicle owners are encouraged not to park at choice lots, i.e. near their block lobbies especially in the evenings
- 4.0** Visitors driving into Avila Gardens shall park only at designated car park lots after 8.00pm. No overnight parking by visitors at any time is allowed
- 5.0** A subsidiary proprietor or occupier shall not use the car park as a temporary vehicle storage area or carry out any major repairs to any vehicle
- 6.0** The car park lots are for 4-wheeled vehicles only. Bicycles or motorcycles are not allowed to park at any car park lot. Designated motorcycle lots may be provided as the management deemed fit
- 7.0** The subsidiary proprietor or occupier shall not park or permit vehicles to be parked or stopped at any place except at such place designated as a car park lot
- 8.0** The management shall not be liable for any loss or damage or injury arising from the use of the car park
- 9.0** All unauthorized vehicles parked at the estate or vehicles illegally/indiscriminately parked shall be wheel clamped and that an administrative fee of S\$100.00 and an additional charge of S\$50.00 per day shall be imposed, calculated up to the day upon which full settlement of the imposed administrative and additional is made in cash. The management shall not be held liable for any loss of use or damage caused to the vehicle if due care has been taken during the wheel clamping process
- 10.0** Only residents/subsidiary proprietors displaying parking label for 1st vehicle on the windscreen of their vehicles are allowed to park at the 75 available lots in the multi storey car park. (Parking in the multi storey car park is strictly on a first come first serve basis as there are 348 strata lots in the estate)

AVILA GARDENS

RESERVATION OF BARBEQUE PIT

PARTICULARS

SP (Owner) Tenant

Session A : 9.00am to 12.00pm

Session B : 1.00pm to 5.00pm

Session C : 6.00pm to 10.00pm

Pit No : /

Name : _____

Blk & Unit No : _____

Contact No : _____

Date of Use : _____

Guests Invited : _____

Purpose : _____

I / We _____ understand(s) and agree(s) to abide the terms and conditions accordance to House rules & regulations section 3 (VI)

Signature of Applicant

Date

PAYMENT

PAYABLE TO : MCST PLAN NO 2016

FEES (non- refund) : S\$10.00

Cash Receipt No : _____ dtd _____

Deposit (refundable) : S\$100.00

Cheque No : _____

Acknowledge By :

Name

Date

REIMBURSEMENT DEPOSIT

Deposit Refunded : \$100.00

Amount deducted (If applicable) S\$ _____

a. Cheque No : Return _____

b. Cash Return / Acknowledge Receipt By:

Name

Date

HANDING OVER OF BARBEQUE PIT IN GOOD ORDER & CONDITIONS

Handed by : _____
Security Guard

Signature : _____

Date : _____

Remarks: _____

Took Over By : _____
User

Signature : _____

Date / Time : _____

TAKING OVER OF BARBEQUE PIT IN GOOD ORDER & CONDITION

Handed by : _____
User

Took Over By : _____
Security Guard

Signature : _____
Date / Time : _____

Signature : _____
Date / Time : _____

Conference Room Booking @ Avila Gardens

Applicant's Name : _____ NRIC_No : _____
Block / Unit No : _____ Contract No : _____ Function Date : _____

Function Time slot : 9am-12pm 1pm – 5pm 6pm -10pm

Rules & Regulations

- 1. I agree to pay the booking fee of S\$120 : an administrative fee of \$20 and a refundable deposit of \$100 (cheque made in favour of MCST 2016). I agree not to hold the MCST responsible for loss of cheque**
- 2. I agree to abide by the rules & regulations governing the use of the conference room in accordance to the house rules & regulations section 3 (V)**
- 3. I agree that my \$100 deposit may be forfeited or deducted accordingly should I fail to comply with the rules and regulations or fail to end punctually or cause any loss / damages of the appliances or dirty the place indiscriminately. All appeal against forfeit/deduction shall be made in writing and is subject to the discretion of the management council whose decision shall be final**

Acknowledgement

Applicant's Signature : _____ Date : _____
(to acknowledge agreement to terms & conditions above)

Total amount received : _____ Cheque No : _____

Received by staff : _____ Signed : _____

Refund of deposit cheque: To collect personally To put into letter box

Applicant's Signature : _____ Date : _____
(to acknowledge receipt of refund deposit)

Trellis Booking @ Avila Gardens

Applicant's Name : _____ NRIC_No : _____
Block / Unit No : _____ Contract No : _____ Function Date : _____

Location : At Blk 9 At BBQ Area Time: 9am-12pm 1pm-5pm 6pm-10pm

Rules & Regulations

- I agree to place a refundable deposit of \$100 (cheque made in favour of MCST 2016). I agree not to hold the MCST responsible for loss of cheque**
 - I agree to abide by the rules & regulations governing the use of the conference room in accordance to the house rules & regulations section 3**
 - I agree that my \$100 deposit may be forfeited or deducted accordingly should I fail to comply with the rules and regulations or fail to end punctually or cause any loss / damages of the appliances or dirty the place indiscriminately. All appeal against forfeit/deduction shall be made in writing and is subject to the discretion of the management council whose decision shall be final**
-

Acknowledgement

Applicant's Signature : _____ Date : _____
(to acknowledge agreement to terms & conditions above)

Total amount received : _____ Cheque No : _____

Received by staff : _____ Signed : _____

Refund of deposit cheque: To collect personally To put into letter box

Applicant's Signature : _____ Date : _____
(to acknowledge receipt of refund deposit)

