

# HOUSE RULES

## Touwenterrein Owners Association

### Introduction

In the notarial deed of transfer of every owner, reference is made to the deed of division into apartment rights of the Touwenterrein building in Amsterdam. The rules and regulations of the association of owners (VvE) are established in this deed of division. Through these notarial deeds, each owner is bound by the Model regulations for division into apartment rights of the Koninklijke Royal Notarial Professional Organization (dated January 17, 2006), which each owner received via the notary.

These house rules are a supplement to the model regulations. It is assumed that every owner is familiar with the deed of division, the model regulations, and the house rules. The definitions presented in the house rules are in accordance with those included in Article 1 of the model regulations.

The Association of owners appoints an administrator, who will perform tasks determined by the board, such as administrative management, financial management, and technical management. When, on the basis of these house rules, the administrator is given certain tasks, s/he performs these on behalf of the board.

### 1. Objectives

The provisions of the house rules aim to guarantee all residents optimal living and enjoyment in a shared social environment. The provisions form a whole together with the provisions in the deed of division and the model regulations. If nothing is specified in the house rules, then the provisions of the deed of division and the model regulations apply. The board makes decisions regarding cases not provided for in the house rules, the deed of division and the model regulations.

### 2. General Provisions

2.1. These house rules apply to both owners and occupants. Every owner or occupant must observe the house rules and insure that his or her visitors also behave in accordance with the rules (while also taking into account article 41 of the model regulations).

2.2 Technical complaints of various nature should be reported to the manager via 020-5209000 or via [techniek@vvebeheer-amsterdam.nl](mailto:techniek@vvebeheer-amsterdam.nl).

2.3. Complaints about maintenance concerning common areas should be submitted to the administrator in the usual way (twinq portal/email/ telephone).

2.4. Minor maintenance, such as replacing lamps, can be arranged by the VvE, without the intervention of the administrator.

2.5. In the event of the intended sale of the apartment rights, the seller must inform the civil-law notary of the house rules. The buyer must sign a statement showing that he or she is familiar with the deed of division, the model regulations, and the house rules, and is prepared to comply with their provisions. The seller must send a copy of the signed statement to the administrator, and include the name of the buyer.

### **3. Use of Common Areas and Commercial Building**

3.1. In accordance with the deed of division, only apartment owners and tenants of the commercial building can use the common garden and the quay area. Owners or renters of a parking space only, do not contribute to (the maintenance of) the common garden and quay area and cannot use these areas, but may of course go through the common grounds to the parking garage.

3.2. Users of the common areas must make every effort to prevent (noise) nuisance and misuse of the environment. This applies, for example, to children playing, to loud music, and to (social) gatherings on the quay. After use, the space and tables are to be left empty and clean. Ashtrays are expected to be removed and cigarette butts are not to be left on the ground of the common areas.

3.3 The (garden) furniture in the common areas, such as tables and benches, are purchased by the VvE in consultation with the VvE board. These are collectively purchased and can be used by all members of the association. Private furniture can also be used, but not stored, in the common areas.

3.4 It is not permitted to use the common areas for storage of private property or supplies, such as boxes or beer crates.

3.5 Only residents of the apartments and tenants of the company building and their guests are welcome to be on the Touwenterrein site. For the tenants of the company building, these include only business guests.

3.6. Guests are only welcome in the presence of a host / hostess. An invitation "with the approval of" a resident or employee is not sufficient by itself.

3.7. In practice, the tenants of the company building only use the common outdoor areas during working hours, including lunchtime and an occasional late afternoon drink (borreltijd). In turn, the residents ensure that they/their children remain as quiet as possible on the site during working hours.

3.8. If someone wants to host a larger group, this should be communicated to residents and tenants in advance.

3.9. Berths for boats at the quay are managed by the boat committee of the VvE. The berths will be divided and allocated to the owners of the apartments and the commercial building on a fair and reasonable basis. There is a scarcity of berths and no one has a guaranteed boat place.

3.10. If a tenant of the commercial building is interested in a boat-berth, the VvE and the boat committee will discuss whether/when there is room. Generally, there is space for 1 boat for the owner or tenant of the commercial building.

3.11. The tenants of the commercial building must ensure that the lights in all their rooms are not switched on longer and brighter than necessary and that the lights are always switched off when the last person leaves the building.

3.12. The application of nameplates on the doorbell panel at the letterboxes must be done in a uniform manner and is arranged by the administrator. If an owner or occupant does not comply with this, the nameplate will be removed by the administrator at the owner's expense. It is permitted to place information plates on the entrance doors or on adjacent walls.

3.13. Pets are allowed provided they do not cause a nuisance. Any contamination must be cleaned up immediately.

3.14. For safety reasons, the access - and connecting doors to the common areas must always be closed.

3.15. It is prohibited to place bicycles, mopeds, or the like in the halls or against the facades and window frames of the buildings.

3.16. Visible installation in or on the buildings (common as well as private areas) of sunshades / screens / shutters / flagpole holders and the like is only possible with prior permission of the VvE assembly.

3.17. Owners and occupants must comply with the regulations of the municipality of Amsterdam regarding garbage and bulky waste. At the time of writing (2022), the garbage is collected in the early morning on Wednesday and Saturday. For bulk-waste, a free pick-up appointment can be made with the municipality.

#### **4. Use of private areas**

4.1. To prevent the occurrence of pressure drops and other disturbances in the water supply, changes to the water pipes in the private areas must be carried out by an authorized installer. Only quarantor bodies appointed by the VvE are allowed access to shared drains and valves. The latter also applies to parts thereof that are located in the private areas. Any damage caused by failure to follow these provisions is at the expense of the offender.

4.2. To prevent the freezing of water pipes and other installations, every owner or occupant is obliged to maintain a temperature of at least 5° C in his/her apartment.

4.3. It is not allowed to connect devices to the supply and exhaust ducts of the ventilation system in the private areas. It is only allowed to connect the exhaust duct to a motorless extractor hood.

4.4. When renting out an apartment, the model regulations (2006) are to be followed, as are all the regulations drawn up by the municipality of Amsterdam. The latter include rules on longer-term and holiday rentals and rules concerning second home ownership. It is expected that these rules will continue to change due to policy developments, legal processes and politics. The members of the VvE are expected to follow the current, applicable rules.

4.5. If an owner gives apartment rights to another person, the owner must provide a signed user statement. This document is available through the VVE Beheer Amsterdam portal. By signing this document, the tenant declares that s/he has taken note of the household rules of the VvE and is expected to follow these rules. The landlord and tenant should keep a copy of the agreement. A third copy will be sent to the administrator to be included in the user register of the VvE as described in the model regulations (2006).

4.6. If the owner does not provide a signed user statement, the board of the VvE can delay the commissioning of the apartment, or deny access to the apartment.

4.7. The owner remains liable for the obligations set out in the deed of division and the house rules. The owner is also liable for the behavior of his/her tenants. An owner should be in touch with the VvE, and must speak on behalf of tenants in any contact with the VvE.

4.8. For reasons of personal safety and a desired social cohesion, new owners should introduce themselves (formally or informally) to the other members of the VvE. New renters/occupants of apartments should be introduced by the owner, or should introduce themselves to the other residents. This way, the members of the VvE and residents know who is sharing their building.

4.9.

Owners who let another person, a family member for example, stay in their apartment for a short period of more than a few nights when they are not there themselves, should communicate this to the other residents.

## **5. General Meeting of the Members**

5.1

Meetings will not start before 10:00 a.m. and after 9:00 p.m., and will take place at a location in or in the immediate vicinity of the Touwenterrein or online.

5.2.

The chairperson opens, suspends, and closes the meeting. The chairperson determines the order of the items on the agenda and leads the meeting.

5.3.

The chairperson may allow persons who are entitled to participate, to follow the meeting via communication equipment (telephone, internet).

5.4.

The chairperson determines the manner in which any vote is taken at the meeting. Voting can be done in the following ways:

- In writing - with registered paper ballots;
- By show of hands;
- On call;

5.5 Power of attorney must be validated by the chairperson and must be submitted prior to the start of the meeting.

5.6 The board must submit a request to the members for the inclusion of items on the agenda in a reasonable time before the meeting. Important documents should be shared in reasonable time before the meeting.

5.7 Matters relating to Garage Owners who do not own an apartment are dealt with first at the meeting. They are then requested to leave the meeting. After that, only owners of apartments and the company building may take part in the meeting.

5.8 . Committees are established and dissolved during the general assembly meeting. A committee must consist of at least two apartment owners. A member of the board can also sit on a committee. Any changes in committees must be communicated to the members of the VvE.

## **6. The Board**

6.1 The income of the association consists of monthly contributions from the members, as determined in the deed of division (see Article 8, paragraphs 2 and 5). The contributions are to be paid in advance in the first week of the month through a transfer to the association's account. The administrator should receive a valid direct debit authorization from each owner. The owner ensures that this authorization lasts as long as s/he owns a property.

6.2 In the event of a violation of a provision of the house rules or the deed of division, the administrator is entitled, after a written warning, to impose a fine, irrespective of recovery of damages and possible recovery - and procedural costs. The amount of the fine is determined by the general meeting in accordance with Article 41 of the model regulations.

6.3 In all cases not provided for in the house rules or the deed of division, the board makes decisions, with full responsibility until the next general meeting. An owner cannot invoke unfamiliarity with the clauses of the house rules or other published instructions. Each owner has sign for and thus acknowledged the receipt of a copy of the house rules.

## **7. The audit committee**

7.1 The general assembly/meeting can appoint an audit committee consisting of at least two persons who are not part of the board nor otherwise responsible for the management or administration of the VvE.

7.2 The audit committee works on behalf of the assembly and is independent of the board and any administrator.

7.3 The audit committee examines the financial administration of the VvE and carries out an annual assessment of the draft budget and budget operating account of the VvE. Before the meeting votes to accept this, the audit committee must present a report in writing to the meeting.

Adopted in the general members' meeting of March 23rd 2022 replacing the house rules of March 8th 2012.