

Rules and Guidelines for Order and Well-being in the Myrmalmen Condominium Association

Living in a condominium involves shared responsibility. As a member of the association, you have not only the right to a residence within the association's buildings but also obligations towards the association and fellow members.

2023-01-25

Who do the rules apply to?

The rules of order apply to you as a condominium owner, as well as to family members and guests, lodgers, or contractors performing work on your behalf within the apartment. The rules of order also apply to subtenants. As a resident in the association, you are always responsible for ensuring that any visitors or subtenants are informed about the rules of order.

1. Being Generally Careful

- a) Remember to exercise caution and take good care of the association's property. Costs for maintenance and repairs are shared by all.
- b) If damage occurs within the building, you should first contact the board as indicated in the notices posted at the entrance gate. In urgent cases, such as fire, dial 112.

2. About Safety

- a) Ensure that the entry gates to the property locks after entering or exiting.
- b) Do not allow any unfamiliar individuals into the building.
- c) Keep basement doors locked.
- d) Handle fire with care. **Your apartment must be equipped with a fire detector.**
- e) Please inform neighbors and/or the board if you will be away for an extended period.

3. Regarding Shared Expenses

Be economical with hot water usage and avoid letting water run unnecessarily. Be frugal with electricity in the building's communal areas. Replace faucet washers if water continues to drip. Costs for water and electricity are part of your association fee.

4. Balconies

Balconies must not be used to:

- Permanently store items that do not belong to normal balcony furnishings.
- As a unit owner, you are not allowed to make installations that impact the facade or balcony railings. This includes actions such as installing awnings, satellite antennas, signs, wall-mounted lighting, and more.
- It is also not permitted to affect the upper or lower surface of the balcony slab by actions

such as drilling, nailing, tiling, painting, etc. Freestanding wooden decking and similar items placed on the slab without fixation are acceptable.

- Do not shake out rugs, bedding, and the like from the balcony - dust can spread to your neighbors' balconies and be disruptive.
- Trash bags should not be placed on the balcony; birds may tear open the bags and scatter the waste.
- Feeding birds or other animals from the balcony is not allowed, as it contributes to littering and attracts pests that we do not want in our buildings.

Do not grill on the balcony

Grilling on balconies is prohibited, both due to the risk of fire and the potential disturbance of neighbors. We direct you to the communal grill area behind the buildings at gate 13.

Place flower boxes inside the balcony railing.

Wind and privacy screens are provided by the association and distributed to residents with balconies. No other protection besides what the association provides should be used to maintain a uniform appearance.

Avoid smoking on the balcony as the smoke can disturb your neighbors. Cigarette butts must never be thrown from balconies - they pose a significant fire risk and litter our communal areas outside the buildings.

Ensure that the balcony door is properly closed to prevent water from entering during heavy rainfall and/or snowmelt.

Lighting

Temporary lighting, such as holiday lights, can be placed on the railing. However, permanent electrical installations or other types of fixed attachments are not permitted.

Noise Level

Out of consideration for all your neighbors, it should be quiet on your balcony after 10:00 PM.

Maintenance Responsibility

Apartment owners are responsible for maintaining their balconies, which includes:

- Keeping the balcony and railing clean.
- Clearing snow during the winter.
- Immediately contacting the board if any damage to the balcony or facade is observed so that it can be addressed.

5. Carpet Beating

For beating and airing carpets, bedding, and more, there is a designated area on the courtyard.

6. Bird Feeding

Feeding birds from balconies or windows is not allowed due to increased littering and the risk of attracting pests.

7. Laundry Room

The association has two laundry rooms along with corresponding drying areas located in the basement. Booking boards and specific rules are posted in the laundry rooms. Carpets and other heavy or bulky laundry items are not allowed in the washing machines. Use laundry bags for washing bras or other garments with hooks or wires.

8. Stairwells and Other Common Areas

Bicycles and mopeds should be stored in the designated bike rooms or bike racks in the courtyard. If you place your bike in the bike room, make sure it does not obstruct waste collection and evacuation. Baby strollers and walkers must not be parked or stored in the stairwells. Stairwells should also be kept free from walkers, bicycles, doormats, play equipment, construction materials, shoes, and more.

Smoking is not allowed in stairwells or other common areas.

9. Common Areas and Grill Area

- a. Let's work together to keep the common areas around our buildings clean and beautiful.
- b) Flowers planted in flower beds and similar areas should not be picked.
- c) Toys or other items placed in the common areas around the buildings should be collected by the end of the day.
- d) The grill area is available for use by all residents. No reservations are made; the grill is for communal use.
- e) Parking is prohibited within the association's property except in designated areas.

10. Waste Management

In the association's garbage room, you can dispose of food waste, household waste, glass, metal, cardboard, and recyclable paper. The association does not allow disposal of large items in the garbage room. Instead, the association provides access to a container for large items twice a year during cleanup days. A recycling station is located 200 meters down the road at Tackjärnsvägen (opposite the Mays Al Reem restaurant).

11. Basement

The basement corridors should be kept clear and uncluttered. Items placed in the basement corridors may be removed. Avoid storing valuable property in the basement.

12. Pets

Pet owners are advised not to allow their pets to roam on the association's lawns. Owners are expected to clean up after their pets. Pets should be leashed within the association's premises.

13. Disturbances

For the well-being of all, it is the collective responsibility of association members to maintain a reasonable noise level and adhere to reasonable hours. From 10:00 PM until 07:00 AM, it is expected that noise from neighbors should not disturb sleep to an extent that is disruptive. The houses are sensitive to sound, and some level of noise is to be expected as a resident. Feel free to communicate with your neighbors if noise levels are not suitable; you can also approach the board for support in preventing conflicts between association members. Please inform your neighbors in advance if you plan to renovate or have a larger event that could create unusual amounts of noise in the building. Additionally, try to avoid using washing machines and dishwashers between 10:00 PM and 07:00 AM. Quiet or noise-reduced night programs for dishwashers are acceptable, but it's a good idea to check with your neighbors if the noise level is acceptable.

14. Subletting

Please read the bylaws. Contact the board well in advance before considering subletting for information about the applicable rules.

15. Apartment Maintenance

Condominium owners are responsible for maintaining their apartments. What is included in the apartment and requires maintenance is outlined in the association's bylaws. Normally, this includes the apartment's floors, walls, and ceiling, kitchen and bathroom fixtures, window glass and frames, as well as interior and exterior doors. If something breaks, you must ensure that it is repaired. It is particularly important to monitor the wet areas of the apartment. Water damage can be costly and generally leads to significant inconvenience for those affected. A separate condominium insurance policy should be obtained as a supplement to your home insurance. Do not connect exhaust fans to the ventilation system since the association's property has a natural ventilation system.

16. Common Room/Overnight Apartment

The price for renting the common room is 400 SEK per day during the first two days and 200 SEK per day during the remainder of the stay. The cost will be added to the member's next monthly fee. The key is collected from the board. Cleaning and return of the key must be completed by 12:00 PM the day after using the room.

Responsibility & Rules: The person who collects the key for the common room is responsible for its usage, cleaning, and for any disturbances that events in the room may cause to the association's members. The key holder commits to following the rules.

Cleaning

The board has the right to inspect the cleanliness of the room upon key return and to request that the responsible party rectifies any issues according to instructions. In case of violation, the board may require the person using the room to cover the costs of professional cleaning and/or prevent future use of the room.

17. Changes to the Apartment

Minor changes can be made to the apartment. For instance, you may install new flooring, put up new cabinets, or replace kitchen appliances. However, more extensive changes require permission from the board, such as removing a wall or installing new pipes in the kitchen and bathroom. Sometimes, building permits may also be necessary for certain actions in the apartment. Always contact the board before you begin any work! Additionally, consider your neighbors when conducting noisy tasks in the apartment. Inform them by posting notices in your and neighboring entrances. Ideally, work should be done during daytime hours. For more information, refer to the renovation rules on Brf Myrmalmen's website: [Renovation Guide/Rules | Brf Myrmalmen \(bostadsratterna.se\)](#)

18. If You're Planning to Move

Inquire with the board about the procedures for transferring ownership. Keep in mind that the person taking over your apartment must also be approved as a member of the association before moving in. Therefore, find out the requirements for membership. Along with a membership application, a copy of the transfer agreement should also be submitted to the board. Feel free to leave these rules of order and the association's bylaws for the person taking over your apartment.

In addition to these rules of order, the association's bylaws apply.

What happens if the rules of order are not followed?

If the rules of order are not followed, the board can, in more serious cases, question whether a member should continue to reside in the association. Minor violations that have little impact on the association and other members cannot lead to eviction.

Initially, the board must provide written notice and demand compliance from the person breaking the rules. If, despite the notice, the member or tenant continues to disregard the rules, eviction may be considered.