

House Rules

10th May 2019

This document represents an unofficial translation of the House Rules in the Gouden Reaal. In case of any discrepancy between this translation and the original, the original Dutch version will be considered as the legally binding document.

1. General Provisions

1.1. General rules

These regulations concern the internal order of the building "Gouden Reaal". They are part of the regulations of internal order of 10th May 2019, and complementary to the coördinated Statutes of 6th June 2014.

These regulations are binding for all co-owners, tenants and visitors based upon – among others - art. 57 -10, § 2 and § 4 of the Civil Code (legislation concerning co-ownership).

These regulations can at any time be altered by the General Meeting of co-owners. A copy of the regulations is handed over to each owner and notified to tenants by means of the site www.goudenreaal.be (see contact details below).

1.2. Legal proceedings

In case of non-observance of these regulations, the syndic has the right to send a written exhortation, at his own initiative or by order of the Council of co-ownership, to each owner, tenant, administrator or inhabitant concerned. In case of no response within 30 days, the syndic can proceed to summon those concerned for a court of law.

1.3. Goal of the building

At the ground floor of the building, exercising a professional occupation or commercial enterprise is allowed. All other floors are meant for long-term private habitation, not allowing shortstay holiday lets or the public sale of goods and public services. Working from home or the exercise of or liberal professions is tolerated in as far as these do not announce or entail visits from clients or the public and in as far as they are not advertised. Both public and private areas of the building are to be well taken care of.

2. Use of the communal areas in the building

2.1. Entrance hall, corridors

2.1.1. Access

Access to the building is reserved for inhabitants, owners, their visitors and persons authorized by the syndic or his representative. Do not allow strangers into the building. Both entrance doors should be handled, opened and closed by hand and with care.

2.1.2. Peace and quiet

Peace and quiet should be respected in the communal parts at any time: talking loudly, playing or making music is forbidden.

2.1.3. Damages

Any damage must be reported asap to the syndic. Attention: reporting is mandatory! The use of electricity or water in the communal parts is reserved for persons authorized by the syndic or his representative. Any other use will be considered theft.

2.1.4. Bell panel

The Application of new name tags is taken care of by the contact person (please provide a signed notification, see contact details below)

2.1.5. Letterboxes

Flyers and unwanted mail may not be left behind in the public areas. In case of a prolonged absence, you should make sure your letterbox is emptied regularly.

2.1.6. Publicity

Posting advertising or publicity is forbidden, with the exception of "for hire" or "for sale" and such notices, conditions are mentioned under the item "Rentals".

2.1.7. Windows and doors

The doors of the communal parts should always be closed, this for the sake of fire security and the prevention of the loss of warmth. The windows will stay closed during heating season, at other times they are opened only with utmost care.

2.1.8. Smoking

Smoking is strictly prohibited in all parts of the building, except in the private studios and on the roof terrace provided an ashtray is used for cigarette buds.

2.2. Bicycles and prams

Bicycles, with the exception of folded bikes, are not allowed in the building and can in no case be brought inside using the elevator or the stairs. Bicycles can be parked in the bicycle parking under the building (entrance via Parking Grote Markt) as per availability (info via contact person).

Bicycles, prams, caddies, walkers etcetera cannot be left behind in the corridors or other public areas (see also remark item "elevators").

2.3. Elevators

Strict conditions apply for the use of the elevators.

- maximum 4 adults
- total weight maximum 450kg
- children under 16 years of age without the accompaniment of an adult are not allowed in the elevator
- bicycles or prams are not allowed in the elevators (pliable bicycles, pliable prams and wheelchairs are allowed, provided they are handled with utmost care and no damage is being caused)
- elevator buttons are to be handled cautiously and calmly
- smoking in the elevator is strictly forbidden
- should you get the elevator dirty, you should clean it up yourself, otherwise cleaning and administration costs can be charged to you (see: Cleaning)

Using the the elevators for removals is forbidden, only small and low weight objects without damage risk can be moved by elevator. In no way can the doors be blocked and the elevators have to be evacuated as soon as possible. All inhabitants must inform potential suppliers accordingly. In case of neglect using the elevators will be forbidden to same suppliers.

Each irregularity or malfunction of an elevator has to be reported asap to the contact person or the syndic. All damages will be personally charged to the perpetrator.

NEVER is the elevator to be used in case of FIRE (see also "fire security").

In case of emergency, the alarm can be activated by means of the alarm button (push the button for 10 seconds!) and/or by calling the emergency number in the elevators.

2.4. Roof terrace

Visiting the roof terrace is reserved for inhabitants of the Gouden Reaal only, possibly with their guests. The door of the terrace should be manipulated by hand and with due care, and should never be blocked. The furniture on the roof terrace should be handled with care. Children under 16 years of age without the accompaniment of an adult are not admitted.

It is forbidden:

- to throw cigarette buds or any other object over the railing onto the street
- to leave behind any waste (cigarette buds, glasses, plastic, ...)
- to use firework arrows or inflammable material (torches, candles, barbecue, ...)
- to lean against or climb upon the railing
- to visit the terrace between 22h00 and 08h00, unless in utmost silence
- to disturb other visitors and/or inhabitants of the building (particularly of the

adjoining flats) by making noise or exhibiting inadequate behavior (e.g. under the influence of alcohol or drugs).

Using the terrace is at any time at one's own risk. The VME Kaasstraat 1 (Gouden Reaal) is not responsible for possible accidents.

2.5. Fire alarm, fire equipment, fire reels

The building is equipped with a fire alarm system. In case of fire or smoke, one of the alarm buttons, situated in the corridors or staircases, must be pressed in order to warn all inhabitants of the danger. Abuse of the alarm will always be prosecuted. In case of fire or smoke, use of the elevators is strictly forbidden.

Fire extinguishers are to be used in the proper manner so as to avoid even worse consequences (f.e. NO water on frying grease or electrical devices).

After using a fire extinguisher the syndic has to be informed. In case of fire, the ventilation in the building can be stopped by pushing the yellow emergency button between the two elevator doors.

The emergency doors in the corridors (flats x01 and x10) have to remain closed at all times, so as to avoid the circulation of smoke to other floors.

2.6. Camera surveillance

The building is under permanent camera surveillance. The recordings serve to track down perpetrators of damage and/or criminal offences, and are preserved for a certain period under surveillance of the syndic and without affecting the privacy of the inhabitants. The camera surveillance is in compliance with the legislation (law of 21/3/2007) and its existence has been declared to police authorities.

2.7. Waste disposal

Waste hatch

Alle inhabitants must strictly observe rules of sorting and depositing waste. These rules are publicised in detail in the waste disposal room and / or the hall.

- Domestic waste: in small plastic bags, duly tied up, can be thrown in the hatch.
- Paper and cardboard: should be flattened before being left in the in the blue container in the waste disposal room. Domestic waste cannot left between the paper or cardboard.
- Construction- and demolition waste is not to be thrown into the hatch.
- Glass bottles: must be left in the public glass containers, at various places in the city.
- Bulky items and appliances: contact the city services personally.

No waste can be left at the waste disposal room. Perpatrators of illegal dumping will be charged cleaning costs.

2.8. Animals

Small pets are tolerated in as far as no other inhabitants are being bothered (f.e. no barking dogs allowed). Large, menacing, noisy or dirty animals are forbidden. In case of disturbance the syndic can claim expulsion of these pets. In the communal parts of the building, all animals should be carried or on a leash. All damage or soiling by pets has to be immediately removed and / or compensated by the owner.

2.9. Nuisance / Hindrance

Both the private and common parts of the building have to be used with civic responsibility and respect for others. Any inhabitant is also responsible for his visitors to comply with these regulations. Each inhabitant can contact the syndic and/or the Council of co-owners about any hindrances or problems. They will make the necessary findings and if appropriate start proceedings of reconciliation. In case of repeated hindrance, the syndic may start legal procedures.

EXAMPLES of hindrance (this listing is not limitative):

- Noisy radio, television or other apparatus.
- Loud talking or singing in the corridors and staircases.
- Moving furniture or other heavy objects outside the hours mentioned below.
- Repeated and prolonged ringing of the flat's doorbell.
- Loud playing of children in the flats.
- Organizing parties after 22 o'clock.
- Prolonged singing or playing musical instruments.

Regulations anticipate silence in the building as from 22h00.

Activities which produce more than everyday noise are allowed only during the following periods:

- Weekdays: 08h00u – 19h00
- Saturdays: 10h00 – 18h00
- Sun- and holidays (according to Belgian law): forbidden.

2.10. Cleaning and cleanliness

The cleaning service is solely in charge of the public areas of the building, including the pavement in front of the building, and is not entitled to render services to the inhabitants of the building, nor in the private parts of the building.

No polluting work (e.g. tapping of carpets or clothing, polishing shoes,...) can be done in the public areas of the building.

Inhabitants are compelled to immediately report each offence to the syndic and/or the contact person. In case of serious fouling of the public areas (for instance as a result of construction works, accidentally or on purpose) the perpetrator will be charged with the cleaning costs (1 hour minimum, € 50 per hour) plus administration costs (with a minimum of € 25).

2.11. Technical premises and roof

2.11.1. Heating installation

The follow up/monitoring of the heating installation is in the hands of a specialized firm.

2.11.2. Technical premises

Access to the technical premises (e.g. the heating room) and the lockers in the corridors is strongly denied to unauthorized persons.

2.11.3. Access to the roof

Access to the roof is denied to ALL residents. No objects can be placed upon the roofs. Roofers and competent technicians can obtain access through the contact person.

3. Use of the private premises

3.1. Quiet, domestic use

The building "Gouden Reaal" is not at all sound proof. Your private studio is appropriate for quiet, domestic habitation by a maximum of 2 persons (+ possibly a baby). Some points of attention:

- There will always be sounds from your neighbours. Ask your neighbours if they are in any way inconvenienced by you. A good contact can prevent many problems.
- If you talk loudly, your neighbours will be able to hear you.
- Doing odd jobs in your studio, can cause noise nuisance. Avoid if possible and inform your neighbours in advance.
- Make sure that your washing machine does not vibrate. Place the machine on a special noise reducing mat.
- Do your cleaning and vacuuming during the day.
- Close and open your doors softly.
- Don't turn up the volume of you TV or radio. Use headphones if possible.
- Do not wear shoes with hard soles or heels in your studio.
- Stick felt patches under the legs of your chairs.
- Talk to your neighbour, if he should make too much noise at night.
- A carpet in your studio reduces the noise and prevents nuisance for your neighbours.

3.2. Maintenance and cleanliness

Maintenance. Each inhabitant of the Gouden Reaal should maintain his studio properly: the floors, the sink, the sanitary installations, windows, doors, smoke alarm, cooking hood, air vents etc. should be cleaned regularly. Do not use any corrosive cleaning products. Use only products appropriate for the material to be treated.

Ventilation. Each inhabitant of the Gouden Reaal should ventilate his studio at least once a day through opening the windows, so that there will be no moisture problems and so that no odours escape to the corridors.

Sanitation. In order to safeguard the proper functioning of the sanitary pipes, septic tanks and grease traps, it is strictly forbidden to dispose of sanitary towels, wet wipes or other any harmful objects, grease or oils in the toilets or drains. In order to avoid damaging the drains, using harmful drain-cleaning liquids (acids, corrosives, aggressive drain- cleaners) is forbidden. In case of a prolonged absence, inhabitants must make sure that siphons and toilets are being flushed on a regular basis, this to prevent odour nuisance.

3.3 Cooker hoods and extraction

It is forbidden to short-circuit or interfere with the air circulation of the central extractor fan. In particular, the use of cooker hoods with a drain and built-in motor is forbidden: they disturb the central extraction and give cause to vapours and odour nuisance in other flats. Cooker hoods with a motor and fitting recirculation are admitted. Filters in the cooking hoods should be replaced regularly.

3.4. View

It is – among others – forbidden:

- to place shutters, screens, objects or decorations at the windows, unless these are placed collectively and uniformly
- to attach announcements to the windows, except announcements concerning sale or rentals
- to fix on the exterior windows any objects that might disfigure the aspect of the building (f.e. Satellite dishes, cardboard, clothing, fabrics etc.)

Each inhabitant has to take care of the regular cleaning of the windows in his flat.

3.5. Safety

It is – among others – forbidden:

- to store or transport flammable, explosive and dangerous substances in the building
- to install additional locks on the outside of windows and doors
- to cause vibrations that might cause damage to the building
- to connect, join or switch on equipment that might lead to overpressure of or interference with the electrical, mechanical or communication-equipment.

Owners are bound to immediately replace their broken windows or panels.
Close the door of your studio properly upon leaving.

3.6. Access

If this should be necessary for the proper working of the building, you are obliged to allow access to a maintenance technician authorized by the syndic or his contact person, this during the day (8u00-19u00). Any visits will be announced in advanced if possible.

4. Rentals

4.1. Contract

Owners can let their flat as a long-term private residence only, short-stay holiday rentals are not allowed, and the flats can only be used in compliance with the "Goal" of the building (see item "1.3. Goal..."). A written lease agreement has to be made out in conformity with the legislative regulations. For example, the agreement has to contain following obligations:

- the tenant must comply with the regulations of the 'Statutes of the Building' and of these 'House Rules' of which he has been informed
- the tenant must comply with the decisions taken by the Council of co-owners, of which he can be informed via the website (see below) or through his landlord
- not more than 2 persons (+ possibly a baby) can reside in the flat
- taking out a fire insurance policy is compulsory for the tenant, unless a collective arrangement is in place (contact your landlord for details)

4.2. Announcement

A notification announcing the leasing or selling of a flat in the "Gouden Reaal" in the form of one poster per flat of maximum A3 size, can be handed over to the Contact person. The Contact person will put up the notice in the hall (ground floor window opposite the door of the staircase).

4.3. Notification

Any sale and/or rent has to be notified asap in writing to the syndic and the Council of co-owners (see contact information below).

5. Final conclusion

These regulations have been approved at the Council of co-owners of 10th May 2019, and take effect as from 1st June 2019.

6. Contact & general information

- Residence "Gouden Reaal", VME Kaasstraat 1, 2000 Antwerpen, enterprise number 0850.497.681, postadres Kaasstraat 1 box 618 in 2000 Antwerp
- Council of co-owners: e-mail beheerraad@goudenreaal.be
- Syndic: Sterprojects vof, Koen Sterkens, phone 0495/ 928 605, e-mail syndicus@goudenreaal.be - ond.nr. 0888.691.927, Sint-Jozefstraat 48 bus 3, 2018 Antwerp
- Contact person: phone 0485/ 638 729, e-mail contactpersoon@goudenreaal.be postadres: bus 101 Knaeps-Peeters
- Website: www.goudenreaal.be

These House Rules make up article 73 of the "Reglement van Interne Orde", approved at the General Meeting of the Council of co-owners of the Gouden Reaal 10th of May 2019, and registered on 29/8/2019.