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UUUC



UNIVERSITY UTAMA CONDOMINIUM



HOUSE RULE BOOK



UUC



UNIVERSITY UTAMA CONDOMINIUM



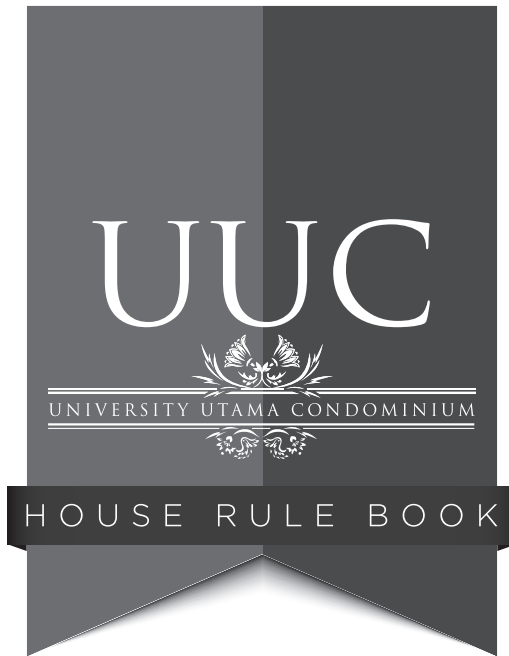
HOUSE RULE BOOK



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# HOUSE RULES OVERVIEW

## ON OVERVIEW

**University Utama Condominium** is a township in itself. It is only with mutual respect and common courtesy amongst fellow residents will University Utama Condominium be a pleasant living area reaping high investment returns.

These rules and regulations constituting the House Rules of UNIVERSITY UTAMA CONDOMINIUM (hereinafter referred to as "UUC") shall regulate the day-to-day use and enjoyment of the respective condo apartment units comprising UUC, the common property, the common facilities in common with all other Residents (defined herein) and the overall management and administration of UUC with a view of promoting harmonious community living within UUC for the maximum enjoyment of the respective condo apartment units as well as the common facilities by the respective Resident.

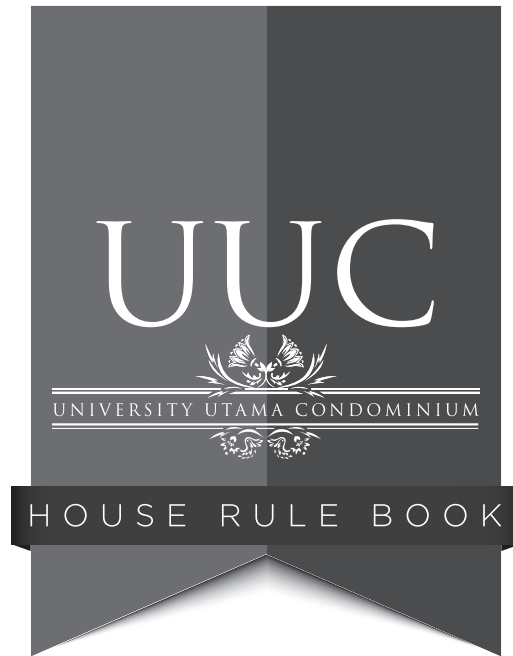
Rules and regulations contained in this House Rules are in addition to the Deed of Mutual Covenants which respective Owner (defined herein) has duly accepted upon execution of the respective Sale and Purchase Agreement. The Owner hereby agrees to be bound by the provisions of this House Rules and the Owner hereby covenants that it shall procure the adherence to and compliance by his tenants, lessees, guests or invitees of the provisions of this House Rules.

Prior to the establishment of the Management Corporation pursuant to the Land (Subsidiary Title) Enactment 1972, the Interim Management Corporation (defined herein) shall control, manage, administer and maintain the Common Property (defined herein) of UUC and the Owner shall duly and punctually pay to the Interim Management Service Fee (defined herein) in the amount and in the manner described in the respective Sale and Purchase Agreement.

The Management (defined herein) shall have the right to amend, substitute, vary, add to, delete or modify the provisions contained in this House Rules as the Management shall deem necessary or expedient for the safety, care, cleanliness or for securing the comfort and convenience of all Residents. The Management shall have the right to enforce these House Rules. The provisions of these House Rules, as with the provisions contained in the Deed of Mutual Covenants shall be construed in its widest meaning so as to facilitate the enforcement on the part of the Management of the House Rules or the Deed of Mutual Covenants, as the case may be.

The Management shall not be responsible for the accuracy of the description or representation of the facilities and services as described in these House Rules.





**RULES ON  
PARCELS,  
ACCESSORY  
PARCELS,  
COMMON  
PROPERTY**

## **DEFINITION**

1.1 In this House Rules, unless the context otherwise requires, each of the following words or expressions shall have the meaning stated below:-

### **Appropriate Authority**

Means any governmental authority including the planning authorities, Controller of Housing and any corporation or private agency licensed or delegated by the Appropriate Authority to undertake any of its duties or functions, provide electricity, telephone, sewerage services and other related services.

### **Building**

Means the building forming part of UUC in which the Unit is located and constitutes a part thereof.

### **Common Property**

Means so much of the land as is not comprised in any parcel (including any accessory parcel), or any provisional block and the fixtures and fittings including, if applicable, drains, sewers, pipes, wires, cables and ducts and all other facilities and installations used or capable of being used or enjoyed in common by all the Owner, if any and is approved by the Appropriate Authority.

### **Deposits**

Means the deposits for Service Fee, Water Metre and Utilities.

### **Guard House Personnel**

Refers to such number of personnel as determined at the sole discretion of the Management to man the guard house located at the entry point into UUC.

### **Guests**

Includes persons who are not the Owner or Residents or anyone legally occupying the respective Units and whose presence in the Building is at the invitation of the Owner/Resident.

### **Interim Management Corporation**

Refers to the Developer, THE W PROPERTY COLLECTION SDN BHD, in its capacity as interim management corporation for UUC.

### **Management**

Refers to the Interim Management Corporation or the Management Corporation (when formed in accordance with Land (Subsidiary Title) Enactment 1972).

### **Owner**

Refers to the person who owns and has legal title to the Unit and shall where the context so permits include permitted assigns.

## **RULES ON PARCELS, ACCESSORY PARCELS, COMMON PROPERTY**

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### **Resident**

Refers to person(s) occupying or inhabiting the Unit which includes the Owner, his tenant, invitee or licensee of the Unit.

### **Service Fee**

Means the fee stipulated in the respective Sale and Purchase Agreement to be payable by the Owner for the maintenance and management of Common Property and for the services provided by the Management.

### **Sinking Fund**

Means the contribution stipulated in the respective Sale and Purchase Agreement to be made by the Owner towards a separate sinking fund utilized solely for the purpose of meeting the actual or expected liabilities in respect of (i) painting or repainting of any part of the Common Property; (ii) acquisition of any movable property for use in relation to the Common Property; (iii) renewal or replacement of any fixture or fitting comprised in the Common Property; (iv) general repairs and upgrading works to the Common Property.

### **Unit**

Refers to each condo apartment unit comprised in one of the Building.

### **Utilities**

Means any utility which the Owner is entitled to obtain connection to such as water, electricity, telephone, gas, sewerage, if any.

- 1.2 UUC comprises of a multi-phased residential project with separate completion times for each phase. However, upon completion of all phases a single management corporation is anticipated to be formed as the entire UUC project has a single lot or master title. It is the intention this House Rules shall uniformly be the House Rules enforceable for each phase of UUC regardless of the diverse times of completion of each phase.

## **PAYMENT OF CHARGES**

### **2.1 Payment Of Charges Due To The Management**

Owners/Residents shall pay Service Fee, Sinking Fund, insurance premium, quit rent/annual rent etc. to the Management within stipulated time period as billed by the Management. Failure to pay any part of the Service Fee, charges for the Utilities, the Deposits, the Sinking Fund and/or any sums due and payable under the respective Sale and Purchase Agreement, Deed of Mutual Covenants and/or this House Rules and such failure to pay continue for a period of 1 month, the Management shall be entitled to exercise at any time any of the following rights:-

- A. To charge interest on overdue sums at the rate of 8% per annum compoundable with monthly rests or at such other rate as may from time to time be notified by the Management to the Owner;

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## RULES ON PARCELS, ACCESSORY PARCELS, COMMON PROPERTY

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- B. After giving the Owner 14 days prior written notice and at the Owner's expense or account to disconnect or withhold the supply of the Utilities to the respective Unit.

### 2.2 Payment Of Water Bills

Owners/Residents shall pay the water charges metered and consumed by their respective Units upon receipt of the bills from the Management within stipulated time period as billed by the Management. Failure to make payment within stipulated time period can result in disconnection of water supply in the manner stated in Rule 2(a) above. A connection fee of RM50.00 per Unit will be charged for the reconnection of water supply to the respective Unit.

Owners shall pay to the Management Utility deposit being water supply deposit of RM100.00 and water meter rental of RM100.00 and water supply connection fee of RM30.00. In the event it shall be found / discovered that there is illegal tampering, vandalism, modification of water metre or any illegal tapping of water supply, a police report shall be lodged against the defaulting Owner/Resident, in which instance, the Owner/Resident shall indemnify and keep the Management indemnified against any and all fines, penalties, liability, prosecution, action which may be imposed or commenced against the Management.

### 2.3 Insurance Coverage

The Building is covered under a master fire policy. The Owner shall pay the insurance premium to the Management within fourteen (14) days from the date of invoice. The master fire policy **does not cover** the assets, fittings, fixtures, furniture, furnishings, items and contents in the individual Unit. The Owners/Residents are advised to effect and keep effected in respect of the interior contents of his/her Unit at all times adequate fire, public risk insurance policy or any other insurances inclusive but not limited to break in/burglary to safeguard his/her interest in their respective Units.

### 2.3 Payment Methods

- A. **By Cash:** to be made at UUC Management office.
- B. **By Cheque:** 1. Payment of charges (such as Service Fee, insurance premium, quit rent / annual rent etc) due to the Management shall be made in favour of the Interim Management Corporation account, "The W Property Collection Sdn Bhd (Maybank Account No. 560148675219)" 2. Sinking Fund shall be paid into a separate Management bank account and made in favour of "The W Property Collection Sdn Bhd (Maybank Account No, 560148676699)". Cheque(s) to be delivered to UUC Management Office. Please note that payment via cash or cheque deposit machines as well as online transfer are no longer accepted.
- C. **For Maybank Account Holders:** you may pay via Maybank2u, we enclose herewith as Appendix A to this House Rules Book, the step-by-step on this for your easy reference.
- D. **For CIMB Account Holders:** you may pay via CIMBclicks, we enclose herewith as Appendix B to this House Rules Book, the step-by-step on this for your easy reference.
- E. **For Other Bank Account Holders:** you may pay online via maybank2u.com or log on to www.cimbclicks.com.my. Kindly, in the 'Recipient Reference' field, insert your unit number in order for your payment to be easily identified, to avoid any inconvenience.

## **UNIT AND OCCUPANCY**

### **3.1 Permitted Use Of The Unit.**

- 3.1.1 The Unit shall be used solely as a dwelling and shall not be used for business or any other purposes. The Owners/Residents is strictly prohibited from using or allowing the respective Units to be used to operate any form of business. The relevant authorities shall be informed of this serious breach of covenant.
- 3.1.2 Not to use or permit for the Unit to be used for any immoral, improper, offensive or unlawful purposes in such manner or for such purpose as to cause nuisance or danger to any other Owners, their licensee(s), invitee(s) or agent(s) nor use or permit the Unit to be used in such a way as to be injurious to the reputation of UUC.
- 3.1.3 Not to do or permit to be done or allow for anything to be done within the Unit or allow for anything to remain at the Common Property namely the common corridors which may be a nuisance or annoyance to other Residents.
- 3.1.4 Not to install or use in the Unit any machinery or apparatus which may cause excessive noise or vibration which can be heard or felt outside of the Unit causing annoyance and interfering with the quiet use and enjoyment of the other Residents of their respective Units.
- 3.1.5 No loud music or excessive noise, smoke or odour that may interfere with the quiet enjoyment of all other Residents is permitted.
- 3.1.6 Not to install or erect any canopy or awning to or protruding from the Unit affecting the exterior aesthetics of the Building as a whole.
- 3.1.7 Not to place potted plants or any other objects dangerously on balcony yard where they may fall and cause injury/death to persons.
- 3.1.8 Not to place or store any hazardous goods/combustible materials which may increase the fire risk of the Building.
- 3.1.9 Residents are to conduct themselves and shall ensure that its Guests conduct themselves in such manner which shall not cause offence or annoyance to other Residents. Excessive noise, unruly behavior is not welcomed and upon receipt of any complaints, the Management shall have the right to stop any activity causing the excessive noise.
- 3.1.10 No garage sale shall be held anywhere within the Building whether inside the Unit or outside.
- 3.1.11 Residents are not to operate at a loud volume any sound emitting equipments within the respective Units so as to prevent any disturbance or annoyance to other Residents.
- 3.1.12 Residents are advised not to sound their car horns especially during the night as it may cause disturbance and annoyance to other Residents.
- 3.1.13 Residents shall be solely responsible for the cleanliness of their respective Units as well as share the responsible with their neighbors to keep the common area clean. The Management shall not be in any manner howsoever responsible to fumigate, or carry out any extermination of pest exercise nor is the Management responsible for the overall pest control of both the common area and the Units.

### **3.2 Guests/Visitors**

- 3.2.1 Residents should furnish the Guard House Personnel with details of visiting Guests prior to their visits. Guests shall only be allowed entry upon due verification by the Resident of the Unit such Guests intend to visit. All authorized Guests shall be required to register at the guard house of UUC, vehicles of such authorized Guests shall be parked at the parking area designated for visitors. The Management reserves the right to limit the number of vehicles belonging to authorized Guests allowed to be parked within the visitors' parking.
- 3.2.2 The Guard House Personnel is hereby granted full authority by the Owners/Residents to conduct security checks on persons and vehicles seeking entry into UUC and to the Building. The Owner/Residents agree that the Guard House Personnel shall have the right to refuse entry to any intending Guests, visitors, contractors etc if it is deemed that the intending Guests, visitors, contractors etc ought not to be allowed entry without having to assign any reasons there-for.
- 3.2.3 Resident shall be responsible to ensure compliance by his guests / visitors of this House Rules at all times and to ensure his guests / visitors' conduct or behavior is not offensive to other Residents. For the avoidance of doubt, the Resident shall be solely responsible for the safety of his guests / visitors and shall be fully liable for any damage howsoever caused to adjacent properties, the common property or common facilities by his guests / visitors. In the event any Guests cause disturbance or annoyance to other Residents, the Management shall request that the Guests take leave from the Building and UUC.

### **3.3 No Pets**

- 3.3.1 Not to keep pets or animals within the Units. The Management reserves its right to cause for the removal of pets or animals or to notify the relevant authorities. Owners/Residents shall indemnify and keep indemnified the Management against all claims, demands, proceedings and liabilities resulting from a breach or non-compliance of this rule. Furthermore, Residents shall not feed any stray animal found within the compound of UUC.

### **3.4 Moving**

- 3.4.1 To give to the Management at least 24 hours prior written notice of moving into or moving out from the Unit and shall adhere to and abide by directions given by the Management in respect of such moving in or moving out. All shifting involving large items including furniture shall be confined to the following hours:-  
Mondays to Saturdays: 9.00a.m. to 5.00p.m.
- 3.4.2 Owners/Residents are to ensure that the moving do not cause any damage to Common Property. In the event of damage, the Owner/Resident shall be liable for the cost of repairing such damage and/or shall reimburse the Management in respect of such costs incurred by the Management to have the said damage repaired upon receipt of a written notice from the Management to this regard.

### **3.5 Owner's/Resident's Obligations**

- 3.5.1 Save and except for the right on the part of the Owner only in respect of the 18-month from the date of Occupation Certificate provided in the relevant Sale and Purchase Agreement (first sale and purchase), to repair and maintain the Unit and all fixtures and keep it in a state of good repair and condition.
- 3.5.2 Not to bring into the Unit any substance or not to do anything or cause anything to be done which may affect or invalidate any insurance or any part thereof of UUC or result in an increase of the insurance premium rates or the non-renewal of existing insurances.
- 3.5.3 To use the Unit, the common property and the common facilities strictly in accordance with the laws of Malaysia.
- 3.5.4 To apply from the Management, Resident Card by submitting to the Management Office the application for Resident Card form as may be prescribed by the Management complete with a copy each of the Resident's NRIC or biodata page of Passport and a passport-size coloured photograph. Residents shall be required to produce its Resident Card when using any of the common facilities within UUC. Loss or replacement of Resident Card shall be subject to a replacement fee of RM5.00 per instance, such replacement fee shall be subject to change as the Management shall deem fit.

### **3.6 Owner/Resident To Update Management On Current Contact Information**

- 3.6.1 The Owner shall submit / furnish to the Management his current mailing address, contact information and other information which the Management shall require from time to time.
- 3.6.2 Where the Owner is not occupying the Unit, it is strongly advisable for the Owner to appoint an agent to regularly inspect and check on the condition of the Unit and to upkeep the Unit. Information pertaining to such appointed agent shall be notified in writing to the Management.
- 3.6.3 Where the Owner leases or tenants the Unit out, the Owner shall notify the Management in writing details of such lessee or tenant use of the common facilities shall then transfer in favour of the lessee, or tenant.
- 3.6.4 Owners shall notify the Management of any change in ownership or occupation of the Units or of any other dealings with the Units. In the event the Unit is rented out, the Owner shall notify and cause to be given full details of the tenant/lessee occupying the relevant Unit. Notwithstanding the tenancy/lease of the Unit by the Owner, the Owner shall remain liable and responsible to the Management in relation to the Unit. Once the Units are tenanted/leased, the entitlement to use the common facilities shall automatically transfer to the tenant/lessee and the Owner shall not be entitled to use the facilities available within UUC notwithstanding the Owner being the legal owner of the relevant Units.
- 3.6.5 Owners/Residents shall not use any persons under the employ of the Management for any business or private errands. All employees and personnel of the Management are strictly prohibited from accepting delivery on behalf of Owners/Residents of any goods, items etc or perform any kind of private work for the Owners/Residents. No tips or gratuities are to be given to any persons under the employ of the Management for rendering services or courtesy in the regular performance of his duties.

### **3.7 Parties and Functions**

- 3.7.1 Private parties, gatherings or functions can only be held at the multi-purpose hall or confined within the respective Unit of the Residents having such party, gathering or function.
- 3.7.2 Residents shall make advance reservations on any use of the multi-purpose hall for such private functions. The Management shall have the right to impose a fee or charge for the Resident's use of the multi-purpose hall or to refuse the Resident's use of the multi-purpose hall without having to assign any reasons there-for.
- 3.7.3 Notwithstanding having informed the Management of the number of Guests to the Resident's private function, the Management shall have the right to refuse entry to any vehicle of Guests due to the limited parking areas within UUC and so as not to cause interference to the use and enjoyment of the other Residents of their respective Units.

### **3.8 No Soliciting Of Goods And Services**

- 3.8.1 No soliciting of goods and services, religious or political activities are permitted in the Building or anywhere within UUC.

### **3.9 Distribution Or Display Of Notices Banners**

- 3.9.1 Residents shall not put any signboard, advertisement, notice or poster at any part of the Building or UUC without written approval from the Management. The Management reserves its right to charge the Resident a fee for the posting, if permitted.

### **3.10 Combustible Materials**

- 3.10.1 There shall not be any highly combustible substances or materials such as paint and petroleum products kept within the Units and in the Building. Nor the Residents allowed to place such combustible substances or materials at the Common Property, common corridors, walkways etc.
- 3.10.2 Substances for normal household usage that may produce smoke, fume or obnoxious smell such as kerosene, liquefied petroleum gas shall be kept in minimal quantities.

## **COMMON AREA/ COMMON PROPERTY**

### **4.1 No Obstruction Of Common Area**

- 4.1.1 Sidewalks, passages, lobbies, staircase and common corridors must not be obstructed at any time or used for any purpose other than their designated use.
- 4.1.2 Residents shall not place or leave any refuse, furniture or other goods or items of any kind which may obstruct the common area.
- 4.1.3 Residents shall keep free from the obstruction the fire escape route of the Building. The entrance, passages, stairs and landings must not be used as temporary or permanent storage area. The Management shall have the right to without any notice to the Residents remove such obstruction and in this



## **RULES ON PARCELS,ACCESSORY PARCELS, COMMON PROPERTY**

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instance, the Management shall not be responsible for any loss or damage to the said items or goods removed. The cost of removal of those obstructing items or goods shall be borne by the relevant Residents.

- 4.1.4 Residents shall not affix any grill to the stairways and common corridors of the Building in particular grill on common corridors leading from the front ground floor staircase to the upper floors is strictly prohibited. The Management shall have the right to immediately remove without notice to the relevant Residents the said obstruction.
- 4.1.5 Care shall be taken when cleaning areas adjoining to external walls e.g. balcony in order to prevent dirt and water from running down to the external façade or into other Units.
- 4.1.6 Garments, rugs, mops or other articles shall not be dusted, shaken or cleaned from the windows, doors, balconies.
- 4.1.7 Any damage caused to the Common Property due to willful or negligent acts of the Residents or their Guests shall be assessed by the Management and the cost of repairs and/or replacement shall be borne solely by the relevant Resident.

### **4.2 Exterior Façade Of Building**

- 4.2.1 To maintain the aesthetic value of the Building, the exterior façade shall present a uniform appearance. Individual Unit shall not project out from any door or window openings. There shall not be any grille, awnings and/or shades or such other like items not in compliance with the standard pattern and colour approved by the Management to be placed erected or fixed to any part of the Unit.
- 4.2.2 Residents shall not hang or display or cause to be hung or displayed any clothing or belongings in a place or position which is visible to the public eye and/or which may be conspicuous. Residents shall hang their clothing inside their respective balcony only.
- 4.2.3 There shall not be any textile items such as clothes, towels and linen hung from poles which protrude through the windows or roofs of the Units.
- 4.2.4 No radio, TV antennas or satellite dish shall be allowed to be attached to or hung from the exterior of walls or to protrude from walls, windows or roofs.
- 4.2.5 All nails, screws or any similar fasteners used for the external fittings on the Building shall be of stainless materials to prevent staining or damage to the Building.

### **4.3 Fittings At Common Property**

- 4.3.1 All fixtures, fittings installed at the Common Property are provided for the safety, comfort and convenience of all Residents. All Residents shall take good care and maintain these items together and to report any defective or damaged items to the Management. Residents shall not vandalize, damage, alter or remove any of the aforesaid items.

### **4.4 Bereavement Arrangements**

- 4.4.1 Resident should not hold such arrangement in their respective Units and shall do so at a funeral parlour of their own respective faith or in the homes of their relatives outside the Building so as to observe and respect the privacy of the Residents in the Building.

## **CAR PARKING**

- 5.1 Residents shall only park their vehicles in the parking lot assigned to them and ensure that they do not park at unauthorized parking areas. Indiscriminate parking and parking at unauthorized parking areas shall be liable to be clamped and fined by the Management. Residents are prohibited from using parking lots whether for visitors' purposes or parking lots assigned to other Units to park their unused vehicles. Such unauthorized parking shall be subject to fine and clamping of vehicles by the Management.
- 5.2 A non-transferable proximity car access card will be provided for each car park lot. The proximity car access card will only be issued to the owner who is not in arrears of payments of Service Fee and/or other amounts payable to the Management.
- 5.3 Residents who wish to obtain a proximity car access card must apply to the Management, supplying their names and Unit numbers together with the registration number of their vehicles.
- 5.4 Any loss of proximity car access card must be reported in writing immediately to the Management and a new car access card will be issued at a replacement fee of RM50.00 per proximity car access card (for 1st loss). Subsequent loss, replacement fee will be RM100.00 per proximity access card (for 2nd loss) and a 3rd loss replacement fee of RM150.00 per proximity access card. Vehicles without approved and valid proximity car access cards will not be allowed to enter the UUC compound.
- 5.5 No additional building or structure is allowed on any car park area.
- 5.6 Motorcycles, bicycles and other similar forms of transport shall be parked at designated areas and parking lots. The Management shall remove or clamp any such motorcycles or similar forms of transport parked in unauthorized areas and the Management shall not be held responsible for any damage caused there-to.
- 5.7 Residents shall wash their cars or other vehicles at designated areas as determined by the Management only.
- 5.8 Use of car horn is not allowed except for emergencies. Car alarms shall be in working order. The Management shall have the right to cause to be deactivated any faulty car alarm without any liability on the part of the Management in its acts to cause for the malfunctioning car alarms to stop so as to cease the nuisance caused to the Residents.
- 5.9 Residents shall be responsible for the cleanliness within the designated parking lots. No rubbish from vehicles shall be discarded within the parking lots. In the event any object is left unattended or any vehicle abandoned within any designated parking lot for more than two (2) days after issuance of notice to remove it, the Management shall without further notice cause to be removed the object or vehicle with a minimum cost of RM300.00 to be borne by the respective parking lot or abandoned vehicle Resident.
- 5.10 Guests shall park at parking area designated for visitors' parking.
- 5.11 No commercial vehicle is allowed to be park within UUC without prior written permission by the Management.

## **RULES ON PARCELS,ACCESSORY PARCELS, COMMON PROPERTY**

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- 5.12 For drop off and picking up of passengers, drivers of such vehicles shall be required to exchange their driver's licenses with 'drop/pick pass' which states clearly no parking is permitted.
- 5.13 The Management shall NOT be responsible or liable for any theft, damage, loss or injury suffered as a result of or related to the use of the parking lots.
- 5.14 The Management shall remove or clamp those vehicles that are parked in or at unauthorized bays or areas and shall not be held responsible for any damage caused to the vehicles. The vehicle owner concerned will have to bear the cost of towing or an administrative charge of RM100.00 for the removal of wheel clamp.

## **REFUSE DISPOSAL**

- 6.1 No rubbish, rags or any other refuse shall be left at or thrown or permitted to be left at or thrown out of the doors or windows of the Units. All refuse shall be packed in plastic bags and properly disposed into the refuse bins provided in or outside the Building.
- 6.2 After disposing refuse into the refuse bins, Residents shall ensure the refuse bin cover is properly closed to prevent pest infestation.
- 6.3 Heavy or bulky objects/items must be placed in the refuse bins located in the main refuse centre/store and the Residents shall at their own cost and expense make arrangement with the relevant authorities to remove the heavy or bulk objects from the main refuse centre. Failure to cause for these heavy or bulky objects to be removed from the main refuse centre within two (2) days after notice by the Management to remove the same shall attract a penalty of RM200.00 being reimbursement to the Management for having caused for the removal of the same.
- 6.4 Strictly no burning of refuse or any form of burning is allowed within UUC.
- 6.5 The Residents shall not allow dirt, rubbish, thrash, debris or garbage or other waste material to accumulate in or outside their Units except in containers located in appropriate areas screened and concealed from view and maintained so that odour do not emanate from such containers which would render the Unit or any portion thereof unsanitary, unsightly, offensive or detrimental to any other Units or to its Residents Such containers may not be placed on any part of the Common Property or upon a thoroughfare.
- 6.6 Installation of incinerator within the Unit is strictly prohibited.

## **SURVEILLANCE**

- 7.1 Surveillance personnel will be deployed to patrol the UUC compound. Numbers of surveillance personnel shall be at the sole discretion of the Management. Schedule and frequency of patrolling shall be at the sole discretion of the Management.
- 7.2 By the Management's provision of surveillance within UUC, it shall not be in any manner construed as the Management guaranteeing or warranting the security within UUC. The Management shall not howsoever be liable in any

manner whatsoever for any loss or damage to any personal property or injury to person or loss of life of any person(s) occurring within in the Building/UUC whether direct or indirectly caused by provision or non-provision of surveillance or from any negligent acts or omission on the part of the employees of the Management, agents or contractors.

## **RENOVATION**

### **8.1 Prohibited Renovation Works**

- 8.1.1 Not to make any alterations or decorations whatsoever to the exterior of the Unit or change the colour thereof and not to make any alterations or additions to or affecting the structure or exterior of the Unit or the appearance of the Unit as seen from the exterior of the Unit or the appearance of the Unit as seen from the exterior.
- 8.1.2 Not to install any electrical sockets, plugs, electricity power points, electrical appliances or air-conditioning units or user with high electricity consumption without the previous written consent of the Management such consent not to be unreasonably withheld if the Owner shall at his own cost and expense obtain a certificate from the Management's engineer certifying that such installation or user will not overload or cause damage to the power supply or to any of the existing electrical installations in the relevant building.
- 8.1.3 Not to install or erect any exterior lighting shade canopy or awning or other structure in front of or elsewhere outside the Unit.
- 8.1.4 Not to carry out any alteration, deviation, improvement or addition in respect of the Unit or structural work or works affecting the fixtures and structure of and to the Unit without prior written consent of the Management and at the sole expense of the Owner who shall at his own cost and expense apply to the Appropriate Authority for the necessary permission for such alteration deviation or addition PROVIDED ALWAYS that the Owner shall in no event be entitled to erect any gate, awning, fencing, scaffolding, railing or any other similar structures in or about the common property and the building in which the Unit situates.

### **8.2 Management's Prior Approval Required For Renovation Works**

- 8.2.1 All renovation works and such other works such as grille installation, ASTRO installation, drilling in the building, installation of air-conditioning units / compressors shall only be carried out with prior approval of the Management, and such approved works shall be carried out in accordance with directions which the Management may issue from time to time PROVIDED ALWAYS that the Management shall not be responsible or be made liable in respect to the aforesaid works by virtue of the Management having approved such works.
- 8.2.2 Prior to the commencement of any renovation works, an application must be made to the Management for its approval, such application to be supported with the following:-
  - A. Details complete with drawings, designs and plans of the intended renovation works;

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**RULES ON PARCELS, ACCESSORY PARCELS, COMMON PROPERTY**

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- B. If applicable, approval from Appropriate Authority;
  - C. Work schedule;
  - D. Particulars of appointed contractors to carry out the works;
  - E. Consent letter from the Owner if renovation works intended to be carried out by Resident who is not Owner of the Unit.
  - F. Appointed contractors shall, upon application to the Management hereunder, pay to Management a processing fee of RM50.00 and deposit a sum of RM200.00 (for renovation work less than 1 day) OR RM1,000.00 (for renovation work more than 1 day) (the said RM200 or RM1,000.00 as the case may be shall be referred to as "Renovation Deposit") with the Management or such additional amount which the Management may determine from time to time as security for the contractors' due compliance and adherence to the rules and regulations / directions as may be issued by the Management from time to time in respect of renovation works.
  - G. Such other additional conditions which the Management shall impose.
- 8.2.3 Approved renovation works shall only be allowed to be carried out within the hours stipulated below:-
- Mondays to Fridays: 9.00a.m. to 5.00p.m.
  - Saturdays: 9.00a.m. to 1.00p.m.
  - Sundays and public holidays: Strictly no renovation works
- 8.2.4 All contractors must be registered with the guardhouse and authorized contractors shall be issued contractor / identification passes which must be worn at all times and shall be returned to the guardhouse at the end of each day. Overnight stay by the contractors and its workers is strictly prohibited and all workers shall leave UUC by 6.00p.m.
- 8.2.5 All contractors shall ensure all its workers have proper work permits and shall ensure all its workers are adequately insured for Contractors All Risk Hospitalization, Personal Accidents and Repatriation Expenses.

### **8.3 No Hacking Of Structural Wall**

- 8.3.1 All renovation works shall be restricted to the confines of the Unit. Knocking down of walls or hacking of structural slabs, columns and beams is strictly prohibited. The Owner who breaches this provision shall be liable to indemnify the Management against all actions, claims, prosecutions, fines and liability resulting from the Owner's breach of the aforesaid.
- 8.3.2 In addition to such directions which the Management may issue from time to time in respect of renovation works, the Resident shall ensure its appointed contractors comply with all of the following:-
- A. Strictly no tapping of utility supplies from common property or common areas.
  - B. Contractors' vehicles shall not be parked within the compound of UUC. All renovation materials, equipments, appliances must be loaded and unloaded swiftly without causing any obstruction to the other Residents.
  - C. Contractors or the Resident shall be liable to compensate the Management in the event any part of the common property is damaged resulting from the renovation works.
  - D. Contractors shall ensure renovation works are carried out in the least disruptive manner so as not to interfere with the quiet enjoyment of the other Residents.

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## **RULES ON PARCELS, ACCESSORY PARCELS, COMMON PROPERTY**

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- E. Contractors shall restrict all its workers its movements within the Unit only.
- F. In the event of any wet works being carried out, contractors shall ensure proper and adequate waterproofing is applied. Contractors and the Resident shall be liable for all the loss and damage in the event of leakage to the adjacent Units arising from the lack of waterproofing.
- G. All rubbish, debris and unwanted materials shall be disposed of regularly so that the Unit under renovation is maintained in a clean and tidy state and condition.
- H. All renovation works shall comply strictly with guidelines, laws and regulations as may be issued from time to time by Appropriate Authority.
- I. The Management shall be entitled to conduct regular inspection during the renovation process at the Unit to ensure due compliance on the part of the contractors.
- J. Renovations or alterations affecting the common areas are strictly prohibited.
- K. For any changes to the main entrance of the Unit, prior approval shall have been, at the sole cost and expense of the Owner, obtained from the Fire and Rescue Department (Jabatan Bomba dan Penyelamat).
- L. All renovations shall comply with relevant district council by-laws or regulations.
- M. No renovation or alteration to be external façade of the Unit shall be allowed.
- N. Extra water tap or extension at the water meter is strictly prohibited.

### **8.4 Owner Responsible For Conduct Of Contractors**

- 8.4.1 Owner shall not engage the services of contractors which have been blacklisted by the Management. Owner shall be solely responsible for the acts and omissions of his appointed contractors and shall ensure all its appointed contractors carry out the approved renovation works in a professional manner. The Management hereby reserves the right to issue a stop work order for contractors who fails or refuses to adhere to directions of the Management in respect of renovation works being carried out at the Unit and the Management shall not be in any manner howsoever liable to the Owner/Resident for any cost incurred resulting from the issuance of stop work order.
- 8.4.2 The Owner hereby agrees to indemnify the Management against all claims, actions, prosecutions, fines, suits, liability arising or resulting from the acts or omissions on the part of the Owner's appointed contractors in relation to the renovation works carried out at the Unit. The Owner further agrees to indemnify the Management against all fines, prosecutions, actions, liability, costs and expenses arising from its appointed contractors failure to obtain necessary permits, approvals or licenses from Appropriate Authorities in respect of the renovation works or contractors' failure to adhere and comply with requirements of Appropriate Authorities in relation thereto.
- 8.4.3 The Owner shall notify the Management in writing on the fact of completion of the renovation works. Renovation Deposit shall only be refunded free of interest to the contractors upon the Management being satisfied that all directions of the Management as well as requirements as might have been imposed by the Appropriate Authorities have been duly complied with by the contractors in the carrying out of the renovation works at the Unit.

## **RULES ON PARCELS,ACCESSORY PARCELS, COMMON PROPERTY**

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- 8.4.4 In the event any workers of contractors not behaving in a manner acceptable or caused damage or loss to the Management and the Residents, the Contractors must make good all the damage or loss to the satisfaction of the Management or the Residents.
- 8.4.5 Tapping of utilities supply from common grounds or common areas are strictly prohibited. The Residents of the respective Unit shall be held responsible for the behavior and discipline of all persons working on his construction project, including his contractor, sub-contractor, builder, architects, engineers, suppliers, foreman, construction workers. The Management shall be entitled to require the Resident to remove from the Building, any person who, in the opinion of the Management deemed having conducted inappropriately and/or having caused nuisance to other Residents.
- 8.4.6 Temporary storage facilities may be permitted in the Unit provided there is no adverse impact on other Units.
- 8.4.7 Any damage howsoever caused as a result of any renovation to any part of the Building including but not limited to the footpath pavers, culverts, street, plants and landscape arising from the act, omission default or negligence of the contractor or the Residents of the Unit shall be restored by the Residents at his own cost and expense. In the event any part of the common areas is damaged and not rectified promptly, the Management shall without further notice repair the same and the cost incurred shall be deducted from the renovation deposit and should the amount exceed the renovation deposit, the Resident shall be liable to pay to the Management the shortfall.
- 8.4.8 During the renovation, the Management shall have the right to carry out inspections at appropriate times to ensure compliance with the requirements of the Management as well as relevant authorities. The Management and their duly authorized representatives shall have the right at all reasonable times to have access to the Unit and to inspect any Unit under renovation without any undue interference from the Owner/Residents and the Owner/Resident shall offer all access and assistance as may be required by the Management for such purpose.
- 8.4.9 In addition to the indemnity provided herein, the Management may request the Owner to execute and deliver a separate letter of indemnity in favour of the Management in such form and substance acceptable to the Management, to indemnify the Management against all claims, demands, proceedings, damage, losses, liabilities, costs, charges and expenses whatsoever arising out of or in relation to any act, omission, negligence or default committed by the contractor. The Management may also request a similar letter of indemnity from each and every contractor appointed by the Resident of the Unit before allowing the contractor to commence any renovation works at the Unit.
- 8.4.10 The Owner/Resident shall notify the Management upon the practical completion of renovation works on the Unit. Upon completion of the renovation works, the Owner/Resident shall obtain any necessary certification from any relevant authorities and completion certificates, where applicable, from responsible consultants or contractors and promptly rectify any matters notified in writing by the Management.
- 8.4.11 All delivery, removal and renovation works must be reported at the guard house prior to the carrying out of works, failing which the Management shall have the right to refuse entry thereof.

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**RULES ON PARCELS, ACCESSORY PARCELS, COMMON PROPERTY**

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- 8.4.12 Staircases shall be used cautiously so as not to cause any inconvenience to other Residents.
- 8.4.13 Owners/Residents hereby acknowledge and agree that the Management shall have the right not to entertain any request for refund of the renovation deposit beyond three (3) months after the said renovation has been duly completed.

## **DISCLAIMERS**

- 9.1 The Management, its employees, agents or licensees shall not be liable in any manner whatsoever for loss or damage suffered by any person, or for loss or damage to property or loss of life.

## **PROHIBITIVE OR RESTRICTIVE COVENANTS**

- 10.1 The Owner shall not make any alterations, additions and installations to the Units without the written consent of the Management. In any event, the Owner/Resident shall not paint the external walls of the Building or the Units without prior approval from the Management. PROVIDED ALWAYS that any unauthorized alterations, additions and installations of any kind to the Units shall be removed or dismantled by the Owner/Resident at his own cost and expense when requested by the Management to do so. In any event, the Management shall have the right to remove or dismantle any unauthorized alterations, additions or installations of any kind without reference to the Owner/Resident upon the failure of the Owner/Resident to remove or dismantle the same within the time frame stipulated by the Management and all such costs and expenses incurred for such removal or dismantling shall be borne solely by the Owner/Resident.
- (b) The Owner/Resident shall not affix paint or howsoever place on the exterior of the Unit or windows thereof any name, plate, signboard or advertisement.
- (c) The Owner/Resident shall not install any electrical socket, plugs, electricity power points, electrical appliances or air-conditioning units or water pipes or pumps without prior written consent of the Management.
- (d) The Owner/Resident shall not install any air-conditioning system awnings or windows/door grilles which may alter the elevation of the Building and in any event, all proposed air-conditioning system awnings and window/door grilles shall be subject to the approval of the Management prior to installation of the same.
- (e) The Owner/Residents shall not do or permit or suffer to be done anything whereby the policy or policies of insurance of the Units and the Building against damage by fire may become void or voidable or whereby the premium may be increased and to pay to the Management on demand all sums paid by the Management as a result of the Owner/Resident's non-observance or breach of this covenant.



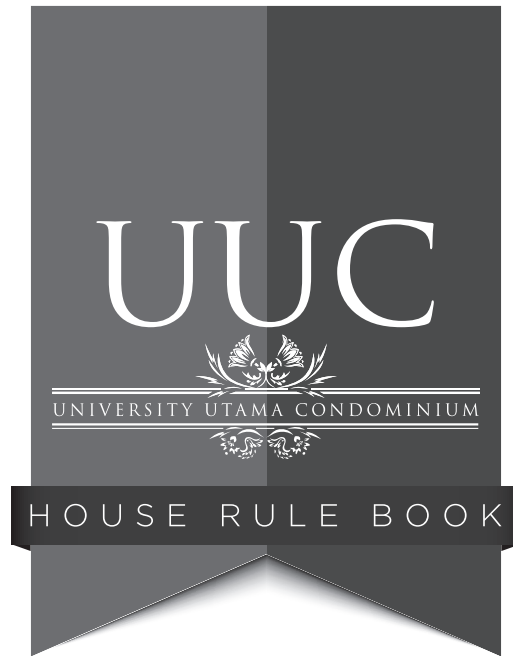
## **RULES ON PARCELS,ACCESSORY PARCELS, COMMON PROPERTY**

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- (f) The Owner/Resident shall ensure the Unit does not fall into disrepair and shall at all times maintain the Unit in particular the interior of the Unit in clean and good condition.
- (g) The Owner/Resident shall not cut, damage, divert, block, obstruct or in any manner howsoever render the pipes, cables, surface or pipe drains servicing other Units unserviceable or partially serviceable. The Owner/Resident shall not permit any nuisance to the other Residents. The Owner/Resident shall not breach or not comply with rules and regulations as may be in force from time to time as imposed by relevant authorities. Not to damage any lawn, garden, tree, shrub, plant, flower situated at common area.
- (h) The Owner/Resident shall not obstruct lawful use by other Residents of the Common Property.
- (i) The Owner/Resident shall not transfer, assign or otherwise dispose off the Unit or his interest therein without the transferee having executed a deed of mutual covenants between the Management and the transferee in such form and manner acceptable to the Management.
- (j) The Owner shall not do or permit or suffer to be done anything whereby the policy or policies of insurance of the said Parcel and the Building (if any) against damage by fire may become void or voidable or whereby by premium may be increased and to pay to the Management on demand all sums paid by the Management as a result of the non-observance or breach of this covenant by the Owner.
- (k) The Owner/Resident shall not install any electrical sockets, plugs, electricity power points, electrical appliances or air-conditioning units or water pipes or pumps without the previous written consent of the Management and such consent from the Management shall not be unreasonably withheld if the Owner shall at his own costs and expenses obtain a certificate from the Management that any installation of such electrical socket, plug or electrical power point or electrical motor or engine or appliances or air-conditioner shall not overload or cause damage to the power supply or to any of the existing electrical installations in the Building or such installation of water pipes and pumps shall not interfere in any way with the water supply system in the Building or cause damage to the neighbouring Parcel units, party structures or Common Property or other areas in the Building.
- (l) Owners/Residents shall not allow or permit any water tapping. Such incidents shall be reported to the Police and relevant authorities.
- (m) Residents shall not sweep dust or rubbish out onto the common corridors. Residents/Owners shall not instruct cleaners cleaning the common property hired by the Management to clean their respective Units.

## **BINDINGNESS**

- 11.1 The Owner agrees that this House Rules shall continue to subsist and be of legal effect notwithstanding the registration of transfer of subsidiary title to the Unit by the Interim Management Corporation to the Owner.



# **RULES ON FACILITIES**

## COMMON FACILITIES

- 12.1 Common facilities for UUC comprise of the following:-
- A. Swimming Pool
  - B. Children Fitness Station
  - C. Exercise Room/Gymnasium
  - D. Volleyball Court
  - E. Futsal Court
  - F. Sepak Takraw Court
  - G. Basketball Court
  - H. Jogging Track and Lake Garden
- 12.2 Common facilities shall be for the exclusive use by Residents. Usage of common facilities shall be at Resident' own risk and may be subject to a usage fee/charge as may be determined by the Management from time to time. All recreational facilities built therein at the said Building/Project land shall be for the exclusive use of the Residents and their permitted invited Guests. All visitors, Guests of the Residents shall not be permitted to use the recreational facilities unless they are signed in as guests on every occasion. All Guests must sign in and must be accompanied by the Residents throughout their use of the common facilities. The Resident concerned shall be responsible for the behaviour of their Guests. Any person who uses any of the common facilities shall identify himself as and when required by the Management or Management representative. All Resident shall be required to produce the resident pass as and when requested by the representative of the Management or any authorized agent when using any of the common facilities. The Management or his agents or subordinate reserves the right to stop anyone who is not eligible from using any of the common facilities.
- 12.3 Use of common facilities will only be permitted upon production of Resident Card. The Management shall have the right to disallow use by any Resident due to arrears in payment of the Service Fee.
- 12.4 The common facilities shall not be used in such a manner as to cause nuisance or annoyance to other Residents. The Management shall have the right to stop use of the common facilities by such Resident failing to comply with the aforesaid.
- 12.5 While the Management takes every precaution to ensure that the facilities are properly maintained, all Residents and their Guests shall use the common facilities at their own risks and the Management shall not be held responsible for any injury sustained or for any losses or damages whatsoever or howsoever might may arise as a result of the individual or group residents or their guests using the said facilities. The Management shall not be held responsible for any loss or damage to any personal belongings which are left in any part of the common areas. Except those games or activities for which the premises or facilities are meant for or games or activities for which is specifically intended, no other games or activities shall take place unless approved by the Management.
- 12.6 Terms of Use for each common facility shall be as posted at the relevant premises housing such facility which are subject to change by the Management from time to time as the Management in its sole and absolute discretion deems necessary. In the event of inconsistencies between the terms of use as posted at the relevant facility premises with this House Rules, the terms of use at the respective facility premises shall prevail:-

## **RULES ON FACILITIES**

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### **A. Use of Swimming Pool**

- (i) The swimming pool shall only be used from 9.00am to 9.00pm and is **Closed on Monday** or such times as may be decided by the Management from time to time and only the Residents and their Guests are entitled to use the swimming pool.
- (ii) All users shall be required to use proper swimming attire such as swimming trunks and swim suits.
- (iii) No swimming is allowed when it is raining or whenever there is thunder or lightning.
- (iv) All persons must shower immediately before and after using the swimming pool. A person having infection or communicable disease shall not use the swimming pool. Spitting, nose-blowing and the like shall not be permitted in the swimming pool.
- (v) The maximum number of Guests per Unit who may use the swimming pool shall not exceed four (4) at any one time. The Management shall be entitled to lay down rules disallowing the use of the swimming pool by Guests at such times as the Management deems necessary in the interest of the Residents.
- (vi) The swimming pool is only for the use of Residents and their invited Guests. Resident of each unit may invite four (4) guests at any one (1) time but not more than once a week and Resident who shall ensure that the Guests comply with the rules contained herein. Prior approval must be obtained from the Management and a fee of RM5.00 for each authorized guest must be paid in advance.
- (vii) No person shall wear his pins, rollers, safety pins and other like objects while in the swimming pool.
- (viii) Surfboards, snorkeling and scuba gears, bulky inflatable toys and similar objects shall not be permitted in the swimming pool.
- (ix) Children aged twelve (12) and below shall not be allowed in the swimming pool recreational area which means the swimming pool and the area surrounding thereto unless accompanied and supervised by an adult.
- (x) No food or beverages shall be permitted in the immediate vicinity of the swimming pool.
- (xi) Ball sports, Frisbee playing, roller skating and other similar activities shall not be permitted in the swimming pool recreational area.
- (xii) No life guard will be provided at anytime at the pools. The pools are used at every user's own risk. While the Management will be as practical as possible to take precautions to look after the safety of the user's, it cannot assume responsibility for any loss or damage to any person's property, injury or death caused by and due to whatsoever causes or reasons.
- (xiii) Any Guests who breaches any of the rules contained herein may be required to leave the swimming pool recreational area. Any resident who commits such breach may be required to pay such fine(s) as the Management may impose. The resident may be fined by the Management in respect of any breach committed by his Guests.
- (xiv) These rules are subject to change without prior notice.

### **B. Use Of Basketball, Volleyball, Futsal And Sepak Takraw Courts**

- (i) The basketball, volleyball, futsal or sepak takraw court shall only be used free

of charge from 9.00am to 10.00pm and only the Residents and their Guests are entitled to use the basketball, volleyball, futsal or sepak takraw court.

- (ii) Players shall be in proper attire.
- (iii) All shoes are to be free from sand before entering the basketball, volleyball, futsal or sepak takraw court. No street/outdoor shoes such as boots, high-heeled shoes or leather shoes are to be worn into the basketball, volleyball, futsal or sepak takraw court except those shoes designed for basketball, volleyball, futsal or sepak takraw.
- (iv) The maximum number of Guests per unit who may use the basketball, volleyball, futsal or sepak takraw court shall not exceed five (5) at any one time.
- (v) Guests may only use the basketball, volleyball, futsal or sepak takraw court when accompanied by a Resident who shall ensure that the Guests comply with the rules contained herein. The use of the basketball, volleyball, futsal or sepak takraw court may be reserved by calling the Management Office not later than forty eight (48) hours before the scheduled game. Failure to use the court after fifteen (15) minutes of the time scheduled, the period reserved shall then be forfeited.

Reservations made on the same day as the date of play must be made at the Management Office during office hours or at the Guard house after office hours and during Sundays and Public Holidays. This is subject to availability.

- (vi) A resident shall be permitted to book two (2) hour at only one time and for a maximum of three (3) hours per day provided the hours reserved are not consecutive.
- (vii) No food or beverages shall be permitted in the immediately vicinity of the basketball court, volleyball, futsal or sepak takraw, with the exception of mineral/plain drinking water.
- (viii) No smoking is permitted in the basketball, volleyball, futsal or sepak takraw court or within its immediate vicinity.
- (x) No radio, tape-recorders, television sets and other electronic or mechanical equipment are allowed into the basketball, volleyball, Futsal or sepak takraw court.
- (xi) Any Guests who breaches any of the rules contained herein may be required to leave the basketball, volleyball, futsal or sepak takraw court. Any Residents who commits such breach may be required to pay such fine(s) as the Management may impose. The Resident may be fined by the Management in respect of any breach committed by his Guests.
- (xii) These rules are subject to change without prior notice.

### **C. Use Of Badminton Court**

- (i) The badminton court shall only be used from 9.00am to 10.00pm and only the residents and their Guests are entitled to use the badminton court.
- (ii) Players shall be in proper badminton attire.
- (iii) All shoes are to be free from sand before entering the badminton court. No street/outdoor shoes such as boots, high-heeled shoes or leather shoes are to be worn into the badminton court expect those shoes designed for badminton.
- (iv) The maximum number of Guests per unit who may use the badminton court shall not exceed three (3) at any one time and not more than three (3) sessions per week.
- (v) Guests may only use the badminton court when accompanied by a Resident who shall ensure that the Guests comply with the rules contained herein.
- (vi) The rental of the badminton court may be reserved on the prescribed form

## **RULES ON FACILITIES**

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which shall be completed and signed by the concerned Resident at the Management Office not later than forty eight (48) hours before the scheduled game on a first come first served basis with a rental fee of RM10.00 per court per hour chargeable upon confirmation.

- (vii) Reservations may be cancelled without penalty provided the cancellation is made on the prescribed form and submitted to the Management at twenty-four (24) hours before the scheduled time of play. Any Resident who fails to cancel in this manner shall be charged accordingly.
- (viii) No food or beverages shall be permitted in the immediately vicinity of the badminton court, with the exception of mineral/plain drinking water.
- (ix) No smoking is permitted in the badminton court or within its immediate vicinity.
- (x) No radio, tape-recorders, television sets and other electronic or mechanical equipment may be brought into the badminton court.
- (xi) The Management may require any person using the Facilities to identify himself.
- (xii) Any Guests who breaches any of the rules contained herein may be required to leave the badminton court. Any Residents who commits such breach may be required to pay such fine(s) as the Management may impose. The Resident may be fined by the Management in respect of any breach committed by his Guests.
- (xiii) These rules are subject to change without prior notice.

### **D. Use Of The Gymnasium**

- (i) The gymnasium is open daily from 9.00am to 9.00pm. Access fee of RM5.00 per entry or RM20.00 per week (including Saturdays and Sundays) or RM60.00 per month (including Saturdays and Sundays), or at such rate of access fee as may be varied from time to time by the Management.
- (ii) For safety reasons, proper sports attire should be worn by users at all times. Only rubber soled shoes are permitted in the gymnasium.
- (iii) Do not use the gymnasium while in wet swimming attire.
- (iv) The maximum number of Guests per unit to use the gymnasium shall not exceed two (2) persons at any one time.
- (v) Guests of Residents must be accompanied by their hosts when using the gymnasium who shall ensure that their Guests comply with the rules in force.
- (vi) Children aged twelve (12) years and below are not allowed into the gymnasium.
- (vii) No smoking is permitted in the gymnasium.
- (viii) No food or beverages shall be permitted in the gymnasium with the exception of mineral/plain drinking water.
- (ix) All equipments provided in the gymnasium are to be carefully handled and extra precaution must be taken so as not to cause any damage to the equipment. After use, all moveable equipment must be returned to their respective places.
- (x) The gymnasium is used at every user's own risk. While the Management will take every precaution to look after the safety of the users, it cannot assume responsibility for any loss or damage to any person's property, injury or death caused by and due to whatsoever causes or reasons.
- (xi) Any person found in breach of any rule shall be asked to leave the gymnasium.
- (xii) The Management reserves the rights to change the rules, opening and closing hours without prior notice.

**E. Use of the Multi-Purpose Hall**

- (i) Multipurpose Hall may be reserved by the residents for their private parties/functions daily from 8.00am - 11.00pm only.
- (ii) Any application for reservation shall be submitted to the management office at least one (1) week in advance.
- (iii) All reservations shall be on a first come first served basis, subject to the Rules and Regulations lay down by the management from time to time. However, the management reserves the right to reject any reservations for any reason deemed appropriate.
- (iv) The charge for the exclusive use of the Multi-purpose Hall which is to be paid upon reservation is set out herein-below:-

Half Day (less than 4 hours)	RM250.00
Full Day (More than 4 hours but less than 8 hours)	RM500.00
More than 8 hours but not exceeding 24 hours	RM800.00

- (v) A sum of RM150.00 shall be paid as deposit, when making the reservation. The deposit shall be refunded provided the multi-purpose hall has been cleaned, repaired, restored to the state and condition of the hall before the Resident's event. In the event, the above mentioned rubbish is not cleared away from the said area, the cost of removing such rubbish, and/or if there is any damage caused, the cost of repairing or replacing the article shall be deducted from the deposit. In the event the said cost exceeds the amount of deposit, then the Owner/resident concerned shall be required to pay the excess amount.
- (vi) The resident who has made the reservation shall ensure that the Multi-purpose Hall and its surrounding areas are cleared of all refuse after use.
- (vii) Due care shall be taken when using the Multi-purpose Hall.
- (viii) The resident concerned shall submit a list of the guests to the management office one (1) day before the function/party so that a copy can be given to the guard house for security purpose.
- (ix) Any person found in breach of any rule shall be asked to leave the Multi-purpose Hall area.
- (x) Every Unit shall not be allowed to reserve the Multi-purpose Hall more than once a week, unless there is no other reservation made by another Unit.
- (xi) These rules are subject to change without prior notice.

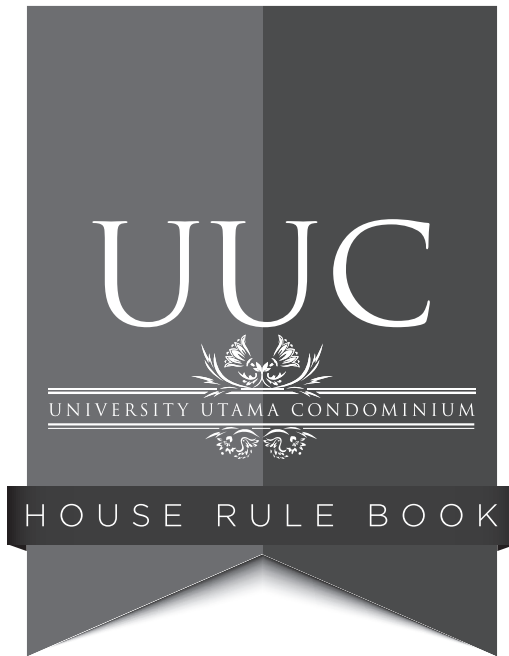
**F. Operating Hours For Basketball, Volleyball, Futsal, Sepak Takraw Courts And Children Fitness Station**

- (i) Basketball, volleyball, futsal, sepak takraw courts, children fitness station are open from 9.00am to 10.00pm daily.

**G. Lake Garden and Jogging Track**

- (i) Strictly no swimming, fishing, canoeing or kayaking.
- (ii) Strictly no skate boarding.
- (iii) No littering.





# **RULES ON SAFETY & EMERGENCY RESPONSE**

## **INTRODUCTION**

The Management emphasizes and place importance in implementation of safety rules and procedures.

An emergency is an event (actual or imminent) which in any way endangers, or threatens to endanger, the safety or health of any person; destroys or damages, or threatens to destroy or damage, any property.

Residents are advised to pre set the phone number of the security posts in their house phone or mobile phone for the purpose of alerting our surveillance personnel at the Guard House in the event of emergencies.

## **IN-HOUSE SURVEILLANCE**

The co-operation of all Residents will help to promote the effectiveness of the surveillance system. Residents are requested to abide by the rules set. Arguments with Surveillance Personnel are discouraged. Any dissatisfaction with the rules or the enforcement thereof should be directed preferably in writing to the Management.

### **13.1 Responsibilities Of Surveillance Personnel**

- Control of incoming and outgoing traffic
- Record particulars of traffic, Guests and visitors to the building.
- Note down request from Residents and forward feedback to the Management.
- Preparation of daily security reports to be submitted to the Management for checking.
- Other duties as provided by the Management in the Standing Orders and instructions for Surveillance Personnel.

### **13.2 Surveillance Procedures**

- Residents shall be requested to give the names of their Guests to the Guard House Personnel/Surveillance Personnel at the Guard House if Guest is requested to do so.
- The Surveillance Personnel shall ask for the Guest's identification card (driving license or other forms of identification may be retained in exchange for visitor pass) and record the particulars before issuing a visitor pass which shall be returned to the surveillance personnel when Guests leaves the Building.
- Any instructions or complaints received from Residents through the telephone shall be recorded in writing and referred to the Management for action.
- Residents are advised to inform the surveillance personnel at the Guard House if any special deliveries are expected.
- Residents are advised not to request any favours from surveillance personnel for example purchasing of items, passing cash in any form, accepting any sort of mail which includes registered mail, keys, etc. This is to safeguard both parties and avoid any unnecessary misunderstanding or untoward incident from occurring.

## **13.3 Residence Security**

- Residents/Owners acknowledge and agree that security of the Units is the sole responsibility of the respective Resident/Owner and the Management shall not in any manner howsoever be responsible for the security of UUC. Patrol services as may be undertaken by the Surveillance Personnel shall be at the sole discretion of the Management and shall not be round-the-clock security for any one particular Unit.
- Ensure that all your doors and windows are properly secured if you are going out or turning in for the night.
- Inform the Management Office if you are going away for period of time.
- Do not encourage theft by leaving cash or valuable items near open doors or windows or which are visible from outside your unit.
- Inform the Guard House immediately if you see any suspicious characters or hear any unusual sounds especially during the night.
- Do not open your door if you are unsure who is at your doorstep. Check through your peephole, if any or make sure your door latch is secured before you open the door.
- Do not leave the Proximity Access Card, house keys or valuable items in your vehicle.
- Secure your unit with alarm system.

Surveillance personnel will be deployed to be stationed at the guard house, patrol the compound and perimeter of the Building, and on a scheduled patrolling of the car parks, corridors and staircase of the Building subject always that by the provision of this patrolling by the Surveillance Personnel shall not in any way mean that the surveillance/patrol is round the clock surveillance and security. Any unannounced visitor or guest who refuses to adequately identify him/herself can and will be asked to leave Building.

The surveillance personnel or the Management reserves the right to turn away visitors or guests if the Resident is not at his respective Unit. The Residents shall not in howsoever interfere with the patrol security system deployed by the Management. The Residents agrees that the Management shall not howsoever be liable in any manner whatsoever for any loss or damage to any personal property or injury to person or loss of life of any person(s) occurring in Building whether by reason of or howsoever arising from the provision of the patrol security system and/or the failure of the security patrol system or from any act, omission, negligence or default on the part of the Management, its employees, agents or contractors.

# **FIRE**

## **14.1 Guide**

Upon detecting any fire or smoke, do not panic.

- Raise the alarm. Call the Guard House immediately to seek assistance and to call the Fire and Rescue Department.
- Try to contain or kill the fire by using the fire extinguisher but without endangering your life or other people's lives.

- Should the fire get out of control, evacuate everyone from your home immediately after turning off the gas and electricity supply. Do not attempt to pack belongings.

## **14.2 Dealing With Fire**

If you are caught in a fire:

- If a person's clothing is on fire, wrap a blanket, rug or other similar article around him and lay him on the floor to prevent flames from reaching the head.
- If electrical appliances are involved, switch off the electrical supply before dealing with the fire.
- Shut the door and windows of the room in which the fire is discovered. Use wet towels or sheets and wedge these under the door to prevent smoke from seeping through.
- If the room or place is filled with smoke-take short breaths, get down on the floor and crawl away from the place. The air nearer the floor is cleaner and less likely to contain deadly gases.
- To prevent excessive inhalation of smoke, wrap a piece of wet cloth or other similar material around your mouth and nose.

## **3.3 Evacuation Procedures**

- Stop all activities and get ready to move immediately. Do not waste time trying to collect your belongings.
- If you are at home, turn off the gas stove and electricity supply and leave together with everyone.
- Remain outdoors until the emergency is over.
- Always assist the children, elderly and handicapped people during evacuation.
- While at the assembly point, do not obstruct any of the Fire and Rescue personnel from carrying out their duties.
- Once assembled, do not move out. Make sure that the children are together or with their relatives so that they are under control.

## **3.4 Guides On Safety And Fire Prevention**

How to prevent a fire:

- Ensure ash and cigarette receptacles are emptied regularly.
- Do not throw lighted cigarette butts or other similar items into the refuse bin, waste paper basket or no other combustible materials.
- Maintain all gas and cooking appliances are in sound working condition.
- Switch off the gas stove and oven immediately after use.
- Do not smoke while in bed.
- Do not carry out any unapproved electrical extensions or use electrical appliances that are faulty or not approved by the authorities.
- Be aware of the locations of the firefighting equipment and know how to use them.
- Keep matches, candles, lighters and like out of children's reach.
- Do not leave combustible materials near sources of heat or fire.

# **GAS LEAK**

## **4.1 Guide**

If you experience a smell which you think may be due to a gas leak:

- Turn off the gas supply
- Do not turn any electrical switches on or off.
- Do not smoke, strike matches or use naked flames.
- Open all doors and windows to disperse the gas.
- Check all gas appliances-cookers, stoves, etc, for unlit gas, or if the pilot light has gone out.
- Keep people away from the affected area.

# **SWIMMING POOL**

## **5.1 Pool Safety Checklist For Adults**

- Ensure you and your children put on appropriate swimming attire while using the pool.
- Never allow swimming before or during a thunderstorm. Lightning flashes are equally deadly.
- Do not allow any children of any age to swim alone.
- Never leave your children unsupervised in or near the pool. Supervision means actively supervising children, listening and watching them closely so that you can intervene promptly in an emergency.
- Do not leave pool toys and floats in the pool or pool area that may attract young children to the water.
- Educate your children about the dangers of water and instill safety habits into them at a young age.
- Remind your children never to play, run, push, jump on other or fool around the pool.
- Do not allow your children to swim for too long a period. Fatigue will only lead to breathing difficulties which results in panicking. Panic is the swimmer's worst enemy.
- Do not rely solely on inflatable inner tubes and water wings which are merely floatation aids, and not safety devices.
- Enroll your children in swimming classes with qualified instructors. Equip them with basic water safety and survival skills.
- Make your children swim within the designated swimming areas, for example, the wading pool for young children and the shallow end for older children.
- If a child in the swimming pool area is suddenly missing, always look in the pool first. Precious seconds count in preventing death or disability.
- Learn how to perform cardiopulmonary resuscitation (CPR) on infants and children, an important life-saving skill.
- Diving is not allowed in our pool.

For adults: Do not drink and swim. Alcohol influence balance, co-ordination and judgment, and its effects are heightened by sun exposure and heat.

## **MANAGEMENT/DEVELOPER**

- (a) The Management shall not in any manner howsoever be responsible or liable for any injury, loss of life, theft, damage to property, burglary suffered by the Resident, his invitees, guests, visitors, licensees, agents at UUC howsoever caused.
- (b) By providing the surveillance services, the Management do not in any manner howsoever warrant the security of UUC.
- (c) Owners/Residents are solely responsible for the security and overall condition of their respective Units. Owners/Residents are advised to keep and secure their house keys. The Management is prohibited from having any extra or spare set of house keys to any of the Units. Owners/Residents are strictly prohibited from handing over to the Management staff any spare house keys for safe-keep.
- (d) The Management does not have any panel of contractors for purposes of interior renovation for reference by Owners/Residents. All such contractors to carry out renovation works for the respective Units shall be sourced by the Owners/Residents subject to rules on renovation contained in these House Rules.