



By-Laws

Management Corporation Strata Title Plan No. 3879

Forward

The estate by-laws is published to give Subsidiary Proprietors and their tenants, a clear guide on the By-Laws set by Management Council and Common Prescribe By-Laws under the Building Maintenance and Strata Management Act (BMSMA). These By-Laws and the Prescribed By-Laws are applicable to all residents and their guests.

As residents, we have a fair share of responsibility in maintaining safety, security and quality of our Condominium. Any cost of damage to the Building and Common Property is borne by all Subsidiary Proprietors and could give rise to our monthly Maintenance and Sinking Fund expenses.

Therefore, By-Laws are necessary, as they will promote harmonious living between all neighbours and to protect residents from annoyance and to preserve the image of the Condominium. We therefore request every resident to abide by it and encourage others to do likewise in order to make our Condominium a safe, clean and healthy living environment.

Subsidiary Proprietors (SP) and residents are also governed by BMSMA. The Act, is a gazette document governing Strata Titled properties in Singapore. Copies of the Act can be purchased from the Building Construction Authority (BCA). It gives a clear definition of law with regards to strata titled properties in Singapore. SP should be aware of their responsibilities, obligations and legal rights and also the duties and legal rights of the Management Corporation Strata Title Plan – in the case of Mi Casa, MCST 3879

The Management Council
The Management Corporation Strata Title Plan No. 3879

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Part 1. General

A. Definitions

1. These by-laws may be referred to as the **By-Laws of Mi Casa**, and are to be read in conjunction with the By-Laws laid out in the Second Schedule of The Supplement of Building Maintenance and Strata Management Act.
2. In these Rules, unless the context otherwise requires:
 - a) **"Subsidiary Proprietor" or "Owner"** shall mean a person or persons holding legal title to a housing unit in **Mi Casa**.
 - b) **"Resident"** shall mean the occupier of a lot which definition shall where appropriate include an owner or any other person authorised by such owner to occupy the lot as a tenant or lessee thereof and shall include the members of the family of such occupier, provided always that this term "member of the family" shall not include guests, servants or agents of the occupier
 - c) **"Guest"** shall mean a person other than a resident who is on the premises at the invitation of a resident
 - d) **"Common Areas"** shall mean all common areas in the Development Housing Unit of Mi Casa
 - e) **"Common Property"** shall bear the meaning ascribed to it under The Building Maintenance and Strata Management Act (BMSMA) and include all facilities, plant equipment and fittings installed in Mi Casa
 - f) **"Development" or "Estate"** shall mean the housing units, commercial units and common areas of Mi Casa
 - g) **"Managing Agent" or "Management"** shall mean the managing agent and his authorised representatives who are officially appointed for the management and maintenance of Mi Casa
 - h) **"Lot" or "Unit"** shall mean a stratum which is shown as a lot on strata title plan, and includes a lot specified as an accessory on any such plan
 - i) **"Relevant Authorities"** shall include but not limited to Building & Construction Authority, Energy Market Authority, National Environment Agency, Fire Safety & Shelter Department, Singapore Power Services Ltd and Singapore Telecommunication Ltd, etc.
 - j) **"Contractor"** shall mean the contractor carrying out renovation works and moving about activities in Mi Casa
 - k) **"Household Pet"** shall mean all domestic cats and dogs, rabbits, aquarium fishes and such other animals (except horses, cattle, sheep, goat, poultry, duck, domestic pigs etc) which do not fall within the definition of "wild animals and birds" under the Wild Animals and Birds Act. Singapore
 - l) **"Repairs and/ or Renovation Works"** shall mean any alterations, additions, maintenance, extension or similar works which could context a permit; this includes house removal
3. The Management reserves the right to amend, add or delete any Rules and Regulations contained herein. Subsidiary Proprietors and residents shall be notified at least one (1) week in advance before the changes take effect.
4. The security guards have been instructed to check all persons entering into Mi Casa. Person(s)/agent(s) acting on behalf of the Subsidiary Proprietor must produce Authorisation Letter from the Subsidiary Proprietor. The Authorisation Letter must be submitted to the Management in advance for record.

5. All Subsidiary Proprietors and Residents are required to abide by the Rules and Regulations contained herein so as to uphold the good spirit of communal living in Mi Casa.

In the event of violation of these Rules and Regulations, the resident responsible shall make good and/or compensate for the loss and/or damage caused, to the satisfaction of the Management.

In the event that the Management has to engage any legal counsel to enforce any of these Rules and Regulations and other rules, or is required either by itself or by engaging contractors to carry out any rectification or remedial work necessitated by the failure on the part of any Resident to comply herewith (and Management reserves such right to do so if resident fails to rectify or remedy any default on his part in complying with any of these Rules and Regulations within fourteen (14) days of notification), the Management is entitled to be compensated in full for all costs incurred including any legal fees on a full indemnity basis.

B. Occupancy

1. The housing units within the residential block are private residential dwellings and shall not be used for commercial or any other purposes.
2.
 - a) Owners must notify the Management of any leases on their units, provide such personal particulars of the tenants as required by completing the prescribed form (*refer to the "Resident's Update Form"*). It can be obtained from the Management Office.
 - b) Owners who are residents of **Mi Casa** must provide the Management with the personal particulars of his household as required by completing the prescribed form (*refer to the "Resident's Update Form"*) and returning to the Management Office.
3. Nothing shall be allowed, done or kept in Mi Casa which may overload or impair the floors, walls or roofs thereof or cause any increase in insurance premium rate or the cancellation, invalidation or non-renewal of existing insurance policies and/or affect the approvals as previously granted by the relevant authorities.
4. Residents shall be responsible for the conduct of his/her family members and invitees at all times, ensuring that their behaviour is neither offensive to other occupants of the building nor damaging to any portion of the private/common property.
5. Residents shall not permit their children or visitors to play in the stairways, roads, car park areas, drop-off point, entrance of guardhouse and entrance/exit of the development. Residents and their children are not to use the common walls or floors for ball-playing, skateboarding or cycling or to deface the walls or common areas.
6. Residents shall not hold a barbecue at the communal landscape areas and/or balcony areas at all times; barbecues shall be held at the designated areas.
7. Owners who are not residing in Singapore and have appointed a local agent to represent their interest shall file the names, addresses and contact numbers of their agent with the Management prior to allowing them access to the property.
8. Once an apartment is leased out, the entitlement to the use of all facilities is automatically transferred to the lessee and the lessor is no longer entitled to use these facilities as the lawful registered owner.
9. Soliciting of goods and services, or religious or political activities shall not be permitted in the premises.
10. Private parties are limited to designated areas.
11. No funeral wakes shall be held in Mi Casa.
12. No altars shall be placed either on the floor or on the wall outside the unit main door or at the balcony/planter whereby the external appearance of the development is affected.
13. Nothing shall be thrown out or emptied onto the common areas. There shall be no dusting or cleaning of household effects out of the windows, doors, balconies, roof terraces, etc., and in the common areas.
14. Radios, hi-fi equipment, television sets, musical instruments and other similar audio-visual equipment shall be kept at a reasonable volume at all times.
15. Brooms, mops, cartons, notices, advertisement, posters, illuminations or other means of visual communications shall not be placed on windows, doors or passageways visible from common areas.

16. Care shall be taken when cleaning areas adjoining the external walls or the external windows so as to prevent water from running down the exterior of the building or into other units.
17. Residents shall ensure that no potted plants or any other objects are placed dangerously on or near the perimeter of the premises/balcony/roof terraces/RC Ledges/AC Ledges whereby they can fall and cause bodily harm to person(s).
18. No goods or any other items shall be stored in the common areas.
- 18A. The Council is empowered to impose an administrative fee of \$100.00 over and above the costs incurred in the clearing and/or disposal thereof (subject to GST or any other amount the Meeting deemed fit) to the Subsidiary Proprietors for any bulky item discarded/disposed of by them and/or their tenants on any common areas.
Passed during 3rd AGM held on 26 September 2015.
19. No signboard, advertisement, notice and/or other lettering should be put on any part of the Strata Unit.
20. Resident shall ensure that the part of the floor on which the activity is carried out is covered to an extent sufficient to prevent the transmission of noise at a level likely to disturb others when involved in any pounding of chillies or other substances for cooking purposes.
21. Tricycles, children's riding toys, roller-skates and the-like, shall not be ridden, used or left in the car park or common areas.
22. No games shall be allowed in the common areas except at designated areas.
23. Furniture, furnishings, fire-fighting equipment or other common property shall not be damaged, misused or removed from their locations.
24. Registered car owners can park their vehicles in the parking lots except those marked with "NO PARKING", "HANDICAPPED LOTS" or "FOR VISITORS" signs/labels.
25. No major repair may be made to any vehicle parked within Mi Casa.
26. Resident shall arrange for unwanted furniture or other bulky items to be disposed off at their own cost.
27. The Resident shall be able to communicate with the Security Guard House via the intercom handset within their units but they will need to communicate with the Management Office via the land line (home telephone line).
28. Subsidiary Proprietors (SPs)/Residents shall note that in the event that registered letters/items cannot be delivered to the said addressee due to the fact that there is nobody at home to receive the delivery, SingPost will be informed to leave the reminder cards at the letter box.
29. Resident shall not carry out any works which may affect the external facade of the building. Facade shall include walls/windows/sliding doors/fixed glass panels in the living/dining room, bedrooms, kitchens, bathrooms, yard areas, roof terraces, AC and/or RC Ledge areas, private enclosed space (PESs) and external aluminium screens, common areas, open areas and all other visible parts of the building which constitute or form part of the external appearance of the development; the paint work on the external façade, such as the walls at the balconies, roof terraces and private enclosed spaces (PESs), cannot be repainted to another colour.
30. In the event of fire or other emergencies, occupants must vacate immediately from Mi Casa.

31. The Management shall not be held responsible for any injury, accident or loss occurring in any part of the development.
32. The Council is empowered to impose a fee of \$100.00 over and above the damage and/or costs incurred by the management in relation to the failure of compliance of the by-laws to any subsidiary proprietor or an occupier of a lot found hanging any washing, towel, bedding, clothing or other article over the balcony, window or any part of the parcel without the prior written approval of the Management Corporation.
Passed during 3rd AGM held on 26 September 2015.
33. The Council is empowered to impose a fee of \$100.00 over and above the damage and/or costs incurred by the management in relation to the failure of compliance of the by-laws to any subsidiary proprietor or an occupier of a lot found washing laundry in the common restroom/toilet or common area.
Passed during 3rd AGM held on 26 September 2015.
34. Management Office shall not accept any cash payment for any contributions, deposits and payments made to the Management Corporation except facility booking fees and wheel clamp release payments.
Passed during 4th AGM held on 24 September 2016.
35. Smoking is allowed at the designated smoking area(s) only. The Council is empowered to impose an administrative fee of \$200.00 on persons found smoking on common areas other than the designated smoking area(s).
Passed during 5th AGM held on 23 September 2017.

C. Renovation

1. Resident(s) who intends to carry out any renovation, alterations or additions to a Unit must obtain the application of renovation form from the Management Office. He/she shall apply officially with the Management giving details of works including plans, sketches, approved permits granted/obtained from the Relevant Authorities.
2. The applicant must provide the Management at least 14 days' notice upon submission to review the application and provide a work schedule at least 7 days' prior the commencement of work. He/she is required to place a refundable deposit of S\$2,000.00 (interest free) made payable to "The Management Corporation Strata Title Plan No. 3879".
3. The applicant shall ensure that the works to be carried out will not in any way affect the structure of the building.
4. The applicant is to ensure and inform their Contractor(s) on the presence and locations of concealed gas pipe in the Unit. For safety reasons, the Resident should "Turn Off" the Power Gas throughout the duration of the Works.
5. Notwithstanding the approval granted by the Management, the subsidiary proprietor must ensure that all works carried out must be performed by the qualified and competent workmen and submissions done by Qualified Person(s), in compliance with the relevant building codes and regulations. The subsidiary proprietor shall be fully responsible to ensure that the works comply with the authorities' requirements.
6. Hacking of structural slabs, columns and beams are strictly prohibited. For change of layout or renovation works which includes the :-
 - a) creation of any opening in a non-load bearing wall
 - b) demolition, restoration or reinstatement of non-load bearing wall
 - c) sealing up of any wall opening; and/or
 - d) a conversion of an area to an area other than its original intended purpose (e.g. bathroom converted to a storeroom),

The resident shall engage a Qualified Person (QP) (usually a registered architect or engineer), who shall obtain clearances from the relevant authorities and shall ensure that the works are in compliance with prevailing statues or building codes. In this respect, the QP may be required to carry out proper submissions for the approval from relevant government authorities.

7. Demolition of non-load bearing wall will only be allowed if a Professional Engineer (PE) can confirm that such alteration will not affect the structural integrity of the building. A letter from the PE is to be accompanied the renovation application.
8. The approved designs of grilles for windows/balconies and yard shall be either invisible grilles or white grilles.
Passed during 5th AGM held on 23 September 2017.

Previous: The approved designs of grilles for windows/balconies and yard shall be either invisible horizontal grills or white horizontal grilles.

9. The proposed design for the front door gates shall be white or off-white in colour.
10. The approved colour for fabric blinds for the balconies shall be white or off-white.
11. Retractable awnings may only to be installed at Private Enclosed Space (PES) at units located at the 1st floor. The approved colour of the fabric for retractable awnings shall be red, blue or off white.

12. All window grilles, front door gate, fabric blinds and retractable awning designs with samples are to be submitted with the application forms for final approval before commencement of any renovation/ installation works. The entire above mentioned colour shall comply with The Management approved colour schemes.
13. Subsidiary proprietor must undertake to indemnify the Management against any legal proceedings or law suits arising from the works regardless of whether or not it arose from the negligence of the resident, its Contractor(s), or any of their servants, agents, employees or sub-contractors.
14. The Works can only be carried out within the following times:

Mondays to Fridays	: 9.00am to 5.00pm
Saturdays	: 9.00am to 1.00pm
Sunday and Public Holidays	: No works are allowed
15. The appointed contractor(s) is/are to register at the Security Guardhouse before entering Mi Casa. The contractor(s) is/are required to exchange their valid work permit or any personal identification documents for security passes. All contractor staff and workers are to display their security passes at all times within the Condominium.
16. The applicant shall be responsible for the good behaviour of his appointed contractor(s). Any contractor staff and/or workers found misbehaving or refusing to comply with the security procedures shall be escorted to the Guardhouse and barred from further entry.
17. The Resident shall ensure that his appointed contractor(s) take all necessary precautions to protect the Common Areas, particularly the designated lift (ensure that there is no overloading of the lift), passageways leading to the Unit during the renovation. Protective covers should be used at all times. No obstruction to the Common Areas is allowed, and Works shall be carried out within the confines of the Unit itself. Protective canvas will be provided by the Condominium at a fee (non-refundable) of S\$20.00 [inclusive of prevailing GST].
18. For safety and legislative compliance, and in the interest of the Resident, any Works on electrical installations, electrical equipment, replacement of existing floor tiles & other alteration(s)/addition(s) at wet areas where a layer of waterproofing membrane is laid below the tiles of all wet areas, window at yard areas, grilles, PES (an open uncovered space), any re-location, re-running, raising flooring, removing of existing fittings/fixtures that were built and installed by the Developer should strictly adhered to the legislative requirements stipulated by the Relevant Authorities. Also, the Resident is requested to check with the Management in case of doubts prior commencing with any of the said Works.
19. The Resident shall ensure that precautions are taken by their Contractor(s) against damaging any concealed electrical wiring, gas piping, water piping, air-conditioning pipe and the floor slabs. The Resident is required to instruct their Contractor(s) to use detectors to locate the exact position of all concealed pipes and wiring.
20. The Resident shall allow the Authorized Officer of the Management access into the Unit under renovation for the purpose of checking that no unauthorized Works has been or is being carried out.
21. The Management will use its absolute discretion and reserves the Right to stop any Works, which are not within the legislative guidelines, and may revoke any approval/permit granted. The Management shall not be liable for any cost or damage arising from the rejection of the application for renovation or the revocation of the approval/permit.
22. The applicant is to ensure that their Contractor(s) remove all debris from the Condominium daily or at such intervals as directed by the Management. Failure to do so, the Management may engage other workmen for the removal and the cost arising will be recovered from the Resident by deducting the same from the deposit at the rate of S\$500.00 (inclusive of prevailing GST) per lorry load per occasion. The labour cost is calculated at the rate of S\$150.00 (inclusive of prevailing GST) per workman per day. The Management or his workmen shall not be responsible for any loss of stocks, goods, parts, etc. whilst carrying out such clearance.

- 23 In the event that any damage is caused (including but not limited to the dirtying and vandalizing of the Common Areas), the Resident shall be fully liable to rectify them within seven (7) days from the notice served by the Management, failing which the Management reserves the Right to make good on the damage, and deduct the rectification costs from the deposit and to recover any remaining costs from the Resident. The Management shall forfeit the deposit if any of the conditions herein is not complied with. Therefore, the Resident is advised to check with the Management before releasing the final payment to their Contractor(s).
- 24 Refund of the deposit (interest free) will be upon completion of the renovation works and after inspection of the unit/ common areas by the Management Office appointed staff. All deposits are to be claimed from the Management Office during the operating hours of the Management Office

D. Keeping of Pets

1. Livestock or other animals shall not be allowed or kept in any part of the Condominium, except that of dogs, cats and other household pets, not exceeding a reasonable number may be kept by the residents in their respective units. Any such pets causing a nuisance or unreasonable disturbances to any other occupants of the development shall upon notice given by the Management be immediately and permanently removed from the premises.
2. Every Owner of Dog(s):
 - a) Is required to register their dog(s) with a valid license in accordance to Agri-Food & Veterinary Authority of Singapore (AVA). A copy of the dog(s) license(s) to be submitted to the Management Office.
 - b) Is to ensure that their dog(s) do not bolt out of their Unit and cause harm and injuries to other Resident(s).
 - c) Is advised to use an unoccupied lift with their dog(s) and to carry their pets when in transit in the lift.
 - d) Is to ensure that their dog(s) do not scare or annoy other Resident(s) at any times.
 - e) Is to ensure that their dog(s) is properly leashed and/or muzzled at all times when they are in and around the common area.
 - f) Is to ensure that their dog(s) do not run at large and/or fail to prohibit their dog(s) to run at large.
 - g) Is required to remove and dispose their dog(s) excrement anywhere, in and around the common areas of the estate. Owners are encouraged to walk their dog(s) outside the estate, but be mindful to abide to the Regulations stipulated by the AVA on the disposal of dog(s)' excrement.
3. Administrative fees of S\$200.00 shall be imposed on any failure to abide to the rules governing pets in the condominium.
4. Pets shall not be allowed in the recreational areas.
5. The license badge must be securely attached by mean of a collar to the neck of the dog.
6. A dog of breed classified as dangerous or potentially dangerous or fierce by AVA are not allowed in Mi Casa.
7. For dogs which are incessantly barking within the common areas and/or unit thus causing nuisance to occupants of other units and/or residents on the common areas, the Management reserves its right to lodge a formal complaint to the relevant Authorities.

E. Delivery and House Removal (Moving-in and Moving-out)

1. The Resident shall submit to the Management the prescribed "Application Forms", seven (7) days prior to any house moving / delivery.
2. Upon submitting the "Application Forms", the Resident shall pay a deposit of S\$1,000.00 to the Management. The deposit will be refunded (interest free) to the Resident subject to compliance with the conditions stated herein and to all claims due to damage to the common area arising out of or in the course of the execution of the moving works.
3. House Moving can only be carried out within the following days and times:
 Mondays to Saturdays : 9.00am to 5.00pm
 Sundays & Public Holidays : No activities allowed
 Passed during 5th AGM held on 23 September 2017

Previous:
Mondays to Fridays : 9.00am to 5.00pm
Saturdays : 9.00am to 1.00pm
Sundays & Public Holidays : No activities are allowed
4. The Resident shall be responsible for the good conduct and behaviour of his/her appointed movers and its workers while in the Condominium. The workers of the movers shall not loiter in the common area.
5. All deliveries and removals must be reported at the security check-point prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry of any unknown personnel for purpose which cannot be verified.
6. No containers are allowed into the Condominium.
7. Before the start of moving, the Resident shall ensure that the appointed mover install protective canvas and other protective materials to the lift wall, flooring and fittings at their own expense when using the lift for carrying out the moving works. Protective canvas will be provided by the Condominium at a fee (non-refundable) of S\$20.00 [inclusive of prevailing GST].
8. Only the designated lift is to be used and no overloading of lift is allowed.
9. The Resident is to ensure that the furniture, furnishings and other ornaments items are accessible to the lifts and staircases prior to moving in and/or out of the Condominium. The Management will not be held responsible for such items, which are not be able to be shifted in and/or out during the moving process.
10. The Resident shall ensure that his appointed movers maintain the general cleanliness of the common area used by the workers. Any area dirtied shall be cleaned up immediately to the satisfaction of the Management.
11. No debris is allowed to be disposed on the common property. All debris must be removed from the Condominium upon completion of work at the end of each day.
12. Refund of the deposit (interest free) will be upon completion of the moving /delivery works and after inspection of the common areas by the Security/ Management Office appointed staff. All deposits are to be claimed from the Management Office during the operating hours of the Management Office.

F. Car Parking

1. Entry to the Multi-Storey and open car park lots are for Residents. All new applications are required to fill the "Application Form" for the car park labels and registration of the "In-Vehicle Unit" (IU) and are subject to the following conditions:
 - a) The applicant must be a Subsidiary Proprietor and/or Joint Subsidiary Proprietor and Resident who are residing at the Condominium. 1st car decal will be issued upon verification that the car belongs to the Subsidiary Proprietor and/or Joint Subsidiary Proprietor via proof of the car registration card and the SP's Identity Card.
 - b) If the Subsidiary Proprietor has tenanted out the unit, the Subsidiary Proprietor will not be able to apply for any car decal as the privileges for the use of the common property/ facilities has been transferred to the tenant upon the signing of the Tenancy Agreement.
 - c) Each car-parking label will have the vehicle registration number as well as the serial number written on it.
 - d) Car-parking labels are issued to passenger vehicles of Class 3 only and other types of vehicles at the discretion of the Management.
2. Car-parking label is to be placed at the windscreen of the car for identification.
3. Each Unit is entitled to only one (1) car-parking lot and label free of charge. Additional car-parking lot and label will be supplied at a fee of **\$65** (inclusive of prevailing GST) per month for 2nd cars and **\$100** (inclusive of prevailing GST) per month for 3rd cars, subject to availability of parking space and at the discretion of the Management. All 2nd and 3rd vehicles shall only park within the lots at the Multi-storey car park only.
4. Fee shall be collected in advance every 3 month as per billing cycle of maintenance / sinking fund. Management reserves the right to withdraw the 2nd and 3rd car parking lot if there is a default in settlement upon due date of the invoice.
5. For applicants applying for 2nd and 3rd car decals, the address on the applicant's Identity Card must match Mi Casa's address and the car must be registered under the applicant's name.
6. The Management reserves the right to withdraw the 2nd and 3rd car-parking lot and label as and when it deems fit.
7. The Management may at its absolute discretion request for proof of ownership, rental agreement or other acceptable documentary evidence in respect of cars for which car-parking label is requested.
8. If a Resident changes a vehicle, he/she must return the old car-parking label to the Management and submit a new application for a new car-parking label.
9. A fee of S\$10.00 will be levied for each additional and/or replacement of each lost/damaged car parking label (fee is inclusive of prevailing GST).
10. Any resident found to have misused the car-parking label, the said label shall be rendered invalid and vehicle's IU deactivated from the system.
11. Upon transfer of an ownership in respect of a property, the owner must hand over the car-parking label/s to the Management. Also, it is the responsibility of Subsidiary Proprietor/s to inform their tenant/s to return the car-parking label to the Management whenever the tenancies are terminated.
12. No major repair or servicing may be carried out on any vehicle parked within the Condominium.
13. Residents can wash their vehicle at the designated washing bay. Residents shall take all reasonable care so as not to soil or damage the car park area, other resident's property, or cause any nuisance to other Residents.

14. The car wash bay area is strictly for car washing and no parking is allowed. Any vehicles found parked and left unattended at the wash bay area will be wheel clamped and an administrative fee of \$150.00 (fee is inclusive of prevailing GST) will have to be paid before the wheel clamp is released.

Passed during 5th AGM held on 23 September 2017.

Previous: The car wash bay area is strictly for car washing and no parking is allowed. Residents should not wash their car for more than 60 minutes at any one time.

15. Vehicles should not be driven in any manner that creates excessive smoke and noise or endangers anybody or property so as to disturb the peaceful living and enjoyment of the Residents.
16. The speed limit of 15 km/hour should be strictly observed within the estate.
17. Residents are to abide to the same traffic rules and regulations as stipulated in the Road Traffic Act, Singapore.
18. Vehicles that are found parking at resident's car park lots without displaying their car-parking label/ default in payment for the 2nd / 3rd car label are subjected to wheel clamping. Offender/s are to pay an administrative fee of S\$150.00 (fee is inclusive of prevailing GST) for releasing the wheel clamp. Failing which, the vehicle will be removed from Mi Casa and any cost incur will be charge to the unit concern as debt.
19. Any vehicles parked at unauthorized places and/or causing any obstruction to other road users are subject to wheel clamping.
20. Heavy vehicles like lorries, buses, trucks, etc. are not allowed to park in the Condominium.
21. Vehicles parked within the Estate are at the risk and responsibility of the individual users (including visitors/contractors and tradesmen) and the Management will not be responsible for any theft or damage, howsoever caused, to the vehicles.
22. No commercial vehicles are allowed to be parked in the estate unless with the approval of the Management.
23. Car-parking labels will not be issued to commercial vehicles, which exceed an un-laden weight limit of 2500 kg.
24. 2nd or 3rd car parking for commercial vehicles will be strictly disallowed.
25. Parking of Non-Residents' Vehicles
 - a) Visitors' cars are to be registered at the security post and to be parked at designated vehicle car park lots and subject to lots being vacant. Residents are requested to inform their visitors (including tradesmen and contractors) of the above.
 - b) All Visitors' cars are to park strictly at level 4A and 4B of the Multi-storey Car Park only. No entry will be granted to the estate (except for drop off at Tower A2) if all the visitors' parking lot is being occupied.
 - c) No overnight parking is allowed in the estate unless approval obtained from the management office. All visitors car are to leave the estate before midnight.
 - d) Residents are responsible for ensuring that their visitors abide by the rules stated above.
 - e) Unauthorized vehicles found parked in the residents car park lots and/or at unauthorized places are liable to be clamped and the vehicle owners shall bear the S\$150 (inclusive of prevailing GST) administrative charge for the removal of clamps. Also, an additional charge of S\$30.00 (inclusive of prevailing GST) per day or part of that day's is payable.

26. Parking of Motorcycles

- a) All resident motorcycle(s) must be parked at the designated motorcycle parking lots
- b) Motorcycle(s) found parked in other than the designated lots and or causing obstruction will be wheel clamp and an administrative fee of \$150.00 (inclusive of GST) per day or part thereof will have to be paid before the wheel clamp is released.

27. Electric Vehicle (EV) Charging Facility

Passed during 9th e-AGM held on 10 December 2021

- a) The carpark lot nos. 2 to 9, 18, 19, 22 and 23 at MSCP 3A are designated as Electrical Vehicle (EV) lots exclusive for Mi Casa residents only. The mentioned car park lots are labelled and painted **GREEN MARKING**. Any non-EV and/or unregistered vehicle without a valid Mi Casa car decal parked at the designated 'EV Charging Only' will be subject to wheel clamp.
- b) The purpose of parking at the 'EV Charging Only' lots is to charge the Vehicle. A registered EV Owner must remove the charged vehicle within an hour of completion of charging to allow the next EV to perform charging; failing which it will be subject to wheel clamp.
- c) An administrative charge of S\$150 (inclusive of prevailing GST) will be imposed for the removal of the wheel clamp. Payment is to be made at the Management Office. An additional charge of S\$30.00 (inclusive of prevailing GST) per day or part of that day is payable.

G. Access Card

1. Each unit is allowed to hold not more than 5 access cards.
2. Units requiring extra access cards can apply to the Management Office and it will be considered on a case-by-case basis and documentary evidence is required to prove that the applicants are residing in Mi Casa.
3. To replace a lost card, a letter declaring the loss of the card is required to inform the Management Office. Details of the lost card serial number are to be provided so that the lost card will be void from the system
4. Purchase or replacement cost for one (1) access card is **\$30** (inclusive of prevailing GST) and the cost is to be borne by the resident who is seeking additional or replacement of the lost card.
Passed during 4th AGM held on 24 September 2016.
Previous: Purchase or replacement cost for one (1) access card is \$20 (inclusive of prevailing GST) and the cost is to be borne by the resident who is seeking additional or replacement of the lost card.
5. The Management reserves the right to request for documentary evidence to prove that the applicant(s) is/ are residing in the development before issuing the access cards.

Part 2. Recreational Facilities**A. General**

1. The recreational facilities are for the exclusive use by residents and their guests. Non-residents are deemed to have assigned their rights to their tenants to use the facilities.
2. Children under the age of twelve (12) years shall not be allowed to use any of the recreational facilities unless accompanied by their parents or supervising adults who shall be responsible for their safety and proper behaviour.
3. Radios, hi-fi, television sets, musical instruments and other similar audio-visual equipment may not be played in or about the recreational facilities except when operated with headphones and or using the Karaoke Room. It must be at a reasonable level so as not to disturb the peaceful enjoyment of other residents.
4. Except for those games and activities for which the facilities were specifically intended, no other games or activities (such as soccer, roller-skating, skateboarding and "horse play" of any sort) shall be allowed in or about the recreational facilities.
5. Resident shall be responsible for any damage caused to the recreational facilities by them or their guests. Resident must inform the Management of any existing damages to the facilities or equipment they or their guests are about to use, failing which they may be held responsible for such damage.
6. Only coaches accredited/sanctioned by the Management are permitted to conduct lessons. All coaches are to register with the Management for approval with original certificates/ licenses prior to conducting lessons. No coaching classes shall be conducted during the peak hours in the development.
7. The Management shall not be held responsible for any injuries, damages or loss sustained by residents and their guests during the use of the recreational facilities.

B. Barbeque Pavilion

1. The Barbeque Pavilions are open for used at the following sessions:
 - (a) 1st Session: 10.00am to 3.00pm
 - (b) 2nd Session: 5.00pm to 10.00pm
2. Booking of Barbeque Pavilion can be made up to TWO (2) months in advance on a first-come-first-served basis and each Unit can book only 1 session at any one time for the Barbeque Pavilion.
3. Bookings are to be made through Mi Casa web portal during the operating hours of the Mi Casa web portal. To confirm the booking, Resident is required to pay a facilities fee of S\$10.00 (inclusive of prevailing GST), and a refundable deposit of \$100.00 by cheque at the Management Office during office hours. The deposit will be refunded only after the use of the barbeque pit and its surrounding areas are inspected. Any expenses incurred by the Management for repairing damages caused in the surrounding areas, furniture, electrical and gas appliances and cooking equipment shall be deducted from the deposit. Payment shall be made during the operating hours of the Management Office within 3 days of the booking. Failure to make payment within the 3 days will result in the automatic cancellation of the booking.
4. One time free facilities usage will be granted on the first booking of either Barbeque Pavilion per calendar year. But the payment of the refundable deposit of S\$100.00 by cheque is applicable for the first booking.
5. Cancellation of booking shall be made before the booking date, failing which the Management reserves the right to forfeit the booking fee. To discourage frivolous booking, Resident(s) who booked and cancelled the bookings without making cancellations in advance for more than two (2) times within a calendar year will be barred from booking for next three (3) consecutive months.
6. The maximum number of Guests per Unit per session shall not exceed fifteen (15) persons to prevent overcrowding around pavilions.
7. The Resident and their guests shall ensure that the barbeque pavilion is cleaned, and leftover food is properly disposed into the waste disposal bins.
8. Washing of utensils shall only be confined at the washing point provided at the pavilion(s).
9. Residents using the barbeque pit must restrict their activities to the pavilion areas. Music must be kept low and at a level so as not to cause noise nuisance to other residents. No extension of time will be allowed beyond the booking period. Any non-compliance governing the use of the BBQ pavilions the deposit will be forfeited.
10. No pets are allowed in and around the vicinity of the BBQ pavilions.
11. The Management will not be responsible for any mishaps, injuries or loss of personal belongings sustained by the Resident(s) and their Guest(s) when using the barbeque pavilion.
12. No smoking is allowed and around the vicinity of the BBQ pavilions and the pool deck.
13. Refund of the deposit (interest free) will be upon completion of the use of the BBQ Pavilion and after inspection of the facility/ common areas by the Security/ Management Office appointed staff. All deposits are to be claimed from the Management Office during the operating hours of the Management Office.

C. Private Villa

1. The Private Villa and the BBQ corner are open for used at the following sessions :
 - (a) 1st Session: 10.00am to 3.00pm
 - (b) 2nd Session: 5.00pm to 10.00pm
2. Booking of the Private Villa can be made up to TWO (2) months in advance on a first-come-first served basis, and each unit can book only 1 session at any one time for the and Private Villa.
3. Bookings are to be made through Mi Casa web portal during the operating hours or the Mi Casa web portal. To confirm the booking, Resident is required to pay a facilities fee of S\$20.00 (inclusive of prevailing GST), and a refundable deposit of \$100.00 by cheque at the Management Office during office hours. Payment shall be made during the operating hours of the Management Office within 3 days of the booking. Failure to make payment within the 3 days will result in the automatic cancellation of the booking.
4. One time free facilities usage will be granted on the first booking of either Barbeque Pavilion or Private Villa per calendar year. But the payment of the refundable deposit of S\$100.00 is applicable for the first booking.
5. The deposit will be refunded only after the Private Villa is returned in good condition without damage to any part of it including all the furniture and equipment provided and proper disposal of rubbish. General cleanliness of the Private Villa room and the BBQ corner must be maintained.
6. Cancellation of booking shall be made before the booking date, failing which the Management reserves the right to forfeit the booking fee. To discourage frivolous booking, Resident(s) who booked and cancelled the booking without making cancellations in advance for more than two (2) times within a calendar year will be barred from booking for next three (3) consecutive months.
7. The Management would only allow the use of the Private Villa for private functions like birthday parties etc and it is not to be used for functions in connection with religious, funeral wakes, political or commercial activities.
8. The number of guests to be limited of not more than thirty (30) persons per session.
9. Simple decorations are allowed in the Private Villa but care must be taken not to damage the common property. All decorations must be removed immediately after the session.
10. No pets are allowed inside the Private Villa.
11. There should not be excessive noise or nuisance caused to other residents and the host (Resident) shall be responsible for the good conduct and Behaviour of their Guests. No extension of time will be allowed beyond the booking period. Any non-compliance governing the use of the BBQ pavilions the deposit will be forfeited.
12. The Management reserves the right to deduct an equivalent sum of monies from the refundable deposit for damages caused in and around the surroundings areas including all the furniture, electrical and gas appliances and cooking equipment of the Private Villa.
13. No smoking is allowed and around the vicinity of the Private Villa, pool deck area and common
14. Refund of the deposit (interest free) will be upon completion of the use of the Private Villa and after inspection of the facility/ common areas by the Security/ Management Office appointed staff. All deposits are to be claimed from the Management Office during the operating hours of the Management Office.

D. Children Playground

1. The children playground is for the exclusive use of children and their guest(s) under twelve (12) years of age.
2. Children must be accompanied by the parents or supervising adults who shall be responsible for their safety and proper behaviour.
3. For safety reasons, no one is allowed to use the Children playground in the event of heavy rain, lightning, thunder and other hazardous condition.
4. No pets are allowed in the playground.
5. Residents shall ensure that no damage is caused to the fittings/fixtures of the playground and shall be liable for any damages caused arising from the use.
6. Cycling, roller-skating or any form of skating/equipment that may damage the rubber flooring is prohibited; and shall be liable for any damage caused.
7. The Management shall not be liable for any mishap, injury or loss sustained by the Resident(s) and their Guest(s), however caused and arising from the use of this facility.
8. No smoking is allowed and around the vicinity of the Playground and the surrounding common areas including the common area toilets.

E. Gymnasium

1. The gymnasium is open from 5.00am to 11.00pm daily.
2. Only resident(s) are permitted to use the Gymnasium. The resident(s) must comply with the rules herein and that displayed in the gymnasium and is responsible for their Behaviour.
3. Proper sports attire, i.e. T-shirts, sports' shorts or tracksuits and non-marking rubber sole shoes without heels to be worn.
4. Towels must be placed on the workbenches / equipment while working out. All users have to wipe down the workbenches / equipment after each use for hygiene reasons.
5. No gym equipment shall be shifted or removed from their designated position(s) or from the Gymnasium; and gym weights shall be returned to its original position after each use.
6. All users are encouraged to exhibit gracious social Behaviour such as not hogging any gym equipment of not more than thirty (30) minutes per gym equipment.
7. Children of age 12 years and below are not allowed to use the Gymnasium unless accompanied by their parents or a supervising adult who shall be responsible for their safety and proper Behaviour.
8. The Management reserves the right to turn away users who are not properly attired.
9. No food or drinks are allowed (except plain water) in the Gymnasium. Smoking is strictly prohibited.
10. No gym instructor is provided. All Residents using the Gymnasium do so at their own risk.
11. Residents shall be responsible for any damage caused by them to the gym equipment(s) and shall be liable for all costs incurred by the Management for the repair or replacement of the damaged gym equipment(s).
12. The Management shall not be liable for any mishap, injury or loss sustained by the Residents and their Guest(s), however caused and arising from the use of this facility.

F. Karaoke Room

1. The Karaoke Room are open for used at the following session:
 - (a) 1st Session: 10.00am to 3.00pm
 - (b) 2nd Session: 5.00pm to 10.00pm
2. Booking of the Karaoke Room can be made up to TWO (2) months in advance on a first-come-first served basis. Bookings are to be made through Mi Casa web portal. To confirm the booking, Resident is required to pay a facilities fee of S\$10.00 (inclusive of prevailing GST), and a refundable deposit of S\$100.00 by cheque at the Management Office during office hours. Payment shall be made during the operating hours of the Management Office within 3 days of the booking. Failure to make payment within the 3 days will result in the automatic cancellation of the booking.
3. The deposit will be refunded only after the Karaoke Room is returned in good condition without damage to any part of it including all the furniture, sound system, microphones, TV, remote controls and all other associated equipment. General cleanliness of the Karaoke Room must be maintained.
4. One time free facilities usage will be granted on the first booking per calendar year. But the payment of the refundable deposit of S\$100.00 is applicable for the first booking.
5. Each Unit is allowed to book only one (1) booking for the use of the Karaoke Room at any one time. Cancellation of booking shall be made before the booking date, failing which the Management reserves the right to forfeit the booking fee. To discourage frivolous bookings, Residents who booked and cancelled two (2) bookings without making cancellations in advance for more than two (2) times within a calendar year will be barred from the use of the Karaoke Room for the next three (3) consecutive months.
6. The Management would only allow the use of the Karaoke Room for private functions subject to the approval by the Management. It is not to be used for functions in connection with religious, political or commercial activities.
7. The maximum number of Guests per Unit per session shall not exceed ten (10) persons to prevent overcrowding in the room.
8. No pets are allowed inside the Karaoke Room.
9. There should not be excessive noise or nuisance caused to other Residents and the Host (Resident) shall be responsible for the good conduct and Behaviour of their Guests. No extension of time will be allowed beyond the booking period. Any non-compliance governing the use of the BBQ pavilions the deposit will be forfeited.
10. The Management reserves the right to deduct an equivalent sum of monies from the refundable deposit for damages caused in and around the surroundings areas furniture, sound system, microphones, TV, remote controls and all other associated equipment of the Karaoke Room.
11. No smoking is allowed and around the vicinity of the Karaoke Room, Clubhouse and surrounding common areas including the Multi-Storey Car park.
12. Refund of the deposit (interest free) will be upon completion of the use of the Karaoke Room and after inspection of the facility/ common areas by the Security/ Management Office appointed staff. All deposits are to be claimed from the Management Office during the operating hours of the Management Office.

G. Steam Room

1. The steam room is open from 7.00am to 11.00pm daily. It is located in the male and female's toilets.
2. Only residents and accompanied guests are permitted to use the steam room. The resident must accompany guest(s) at all times. The resident shall ensure that their guest(s) comply with the rules herein and that displayed in the steam room and is responsible for their behaviour. The maximum number of guest(s) per unit who may use the steam room shall not exceed two (2) persons at any one time.
3. And the total number of persons in the steam room shall not exceed more than four (4) persons at any one time.
4. All users are advised to shower before entering the steam room.
5. The door of the steam room must be closed at all times.
6. No male person shall enter the steam room reserved for the female or vice-versa.
7. No littering, eating, drinking and smoking are allowed at all times.
8. No footwear of any kind is allowed at all times.
9. Persons who are pregnant or persons with hypertension, tuberculosis, or heart ailments should not use the steam room(s); and person(s) with high blood pressure and/or uncertain of their health conditions are to consult their doctor(s) before using this facility.
10. Children of age 12 years and below are not allowed to use the steam room unless accompanied by their parents or a supervising adult who shall be responsible for their safety and proper behaviour.
11. The Management shall not be liable for any mishap, injury or loss sustained by the resident(s) and their guest(s), however caused and arising from the use of this facility.
12. Resident(s) shall be responsible for any damage caused by them or their guest(s) to the fittings and/or fixtures and shall be liable for all costs incurred by the Management for the repair or replacement of the damaged fittings and/or fixtures.

H. Swimming Pools / Jacuzzi / Family & Wadding Pool

1. The "pools" and the changing rooms are opened from 7.00am to 10.00pm daily. For safety reasons, no one is allowed in the "pools" in the event of heavy rain, lightning, thunder and other hazardous condition.
2. Only residents and invited guest(s) are permitted to use the "pools". The resident(s) must accompany their guest(s) at all times. The resident(s) shall be responsible for the good conduct and behaviour of their guest(s).
3. Children under twelve (12) years of age shall not be allowed in the "pools" unless accompanied by their parents or supervising adults shall be responsible for their safety and good behaviour.
4. In the interests of safety, no diving, running, wrestling, horseplay, dunking and pushing are allowed in the "pools" at all times.
4. Any resident(s) having (medicinal) drugs and/or alcohol are strongly requested not to swim in the "pools".
5. Resident(s) and guest(s) with conditions like open wounds, skin irritations/diseases, communicable ailments/diseases are not allowed to use the "pools". Spitting, nose blowing and/or similar are not permitted in the "pools" at any time. Resident(s) and guest(s) who are unwell or sick are prohibited from using the pool.
6. There will be no life-guard in attendance. Therefore, all residents and their guests who use the pools are doing so at their own risk. All swimmers are to refer to the pool rules displayed by the poolside and observe the necessary precautions while using the pools.
7. All users of the "pools" must shower before entering the "pools". Suntan lotion/oil must be removed before entering the pools.
8. All users of the "pools" must be in appropriate swimming attire for safety and modesty.
9. T-shirt, shorts, street wear, attire with hard and/or metal objects, shorts with inner liners, undergarment, G-strings, non-colour fast material (Dyes that can sweat stain), translucent material, pyjamas (except only allowed in the presence of swimming instructors for survival course training) and diapers (except swim diapers) are strictly prohibited in the "pools".
10. All users are encouraged to maintain the low noise level so as not to cause noise nuisance to other residents.
11. No food, smoking and drinking are allowed in the "pools".
12. There will be no reservation of the "pools" areas by resident(s) for private games or any other activities.
13. Surfboards, snorkeling and scuba diving gear, glass masks or glass goggles, flippers, bulky inflatable giant floats, dingy with /without oars, boats and similar floating objects shall not be permitted in the "Pools".
14. Noisy, rough or dangerous play is not permitted in the pools. Strictly no diving is permitted.
15. The following activities are not allowed on the pool deck or within the pool vicinity:
 - a) Cycling
 - b) Roller-skating/roller blading/skate-boarding/roller-scooter
 - c) Throwing of Frisbees
16. Children may play with small water toys in the Family and Wadding Pools.
17. Footwear shall not be allowed around the water edge of the "pools".

18. No Pets are allowed in and around the vicinity of the "pools".
19. Roller-skating, cycling, Frisbee playing, balls sports or other similar activities are not permitted in the "pools" area.
20. No coach and/or swimming instructor (including swimming instructor(s) who is residing in the estate) shall be permitted to give lessons in the "pools" without the written approval from the Management. All Coaches/Swimming Instructors are to be registered with the Management Office with written request indicating their credentials/qualifications and personal particulars 1 week before the commencement of any swimming lessons.
21. Coaching lessons are strictly permitted only for resident(s) who is/are residing in the Condominium. Lessons are to be confined on the following days and times:

Mondays to Fridays from 7am till 6pm (only two (2) instructors are allowed per hour)
Saturdays from 9am till 3pm (only two (2) instructors are allowed per hour)
Saturdays from 3pm till 6pm (only one (1) instructor is allowed per hour)
Sundays from 9am to 1pm (only one (1) instructor is allowed per hour)
Public Holidays: No coaching lessons are allowed

The Management reserves its rights to stop any unregistered lessons and/or lessons that have violated the by-laws.
22. Swimming Instructors are responsible for all students, who are under their care, be it their safety and all other aspects pertaining to the swimming lessons. Swimming instructors are to ensure that their students do not obstruct the swimming path of other users of the pool. The Management reserves the right to halt any swimming lessons should it be ascertained by the Management (at its absolute discretion) that the lessons are causing inconveniences to other residents who may be using the pool.
23. The life buoys are strictly for emergency use only and must not be removed from the racks except for life-saving purposes.
24. All poolside equipment and furniture around the "pools" area shall not be shifted or removed from its designated areas; and there shall be no reservation for the use of the "pools" furniture.
25. All users are requested to dry themselves before leaving the "pools" and no person in dripping wet swimming attire shall go beyond the "pools" area.
26. The Management shall not be liable for any mishap, injury or loss sustained by the Resident(s) and their Guest(s), however caused and arising from the use of the "pools".
27. Residents shall be responsible for any damage caused by them or their guest(s) to the fittings and/or fixtures, "pools" furniture and for dirtying and polluting the "pools" from food released and other form(s) of substance(s) that may cause the "pools" to be contaminated. The costs incurred by the Management for the repair and/or replacement of the damaged fittings and/or fixtures, including pumping out the polluted water, cleaning and pumping in of new water to the "pools" shall be recovered from the resident.
28. The Management reserves the right to close the "pools" for maintenance purpose.
29. Smoking is strictly prohibited at the facilities areas by Law.
30. Resident who use this facility shall undertake and deem to indemnify and keep the Management Corporation fully indemnified against all actions, claims, demands, losses, etc that may be made against the Management Corporation by any person or persons arising out of use of the facility and surrounding area.

I. Tennis Courts

1. The Tennis Courts are open from 7.00 am to 10.00 pm daily. Bookings are made in advance on a first-come-first served basis; and each Unit is entitled to a maximum of two (2) one hour sessions per week. The maximum of two one hour sessions per week may comprise of the following:-
 - a. 1 peak hour session (Monday to Sunday, Public Holidays - 7pm to 10pm) and 1 non peak hour session
OR
 - b. 2 non-peak hour session
2. Bookings are to be made through Mi Casa web portal.
3. For night bookings of tennis courts (7.00pm to 10.00pm), an administrative charge of \$2.00 (inclusive of prevailing GST) per hour will be imposed. Payment shall be in cash and all payments to be made during the operating hours of the Management Office within 3 days of the booking. Failure to make payment within the 3 days will result in the automatic cancellation of the night booking.
4. A booking shall be deemed cancelled if the Resident is not at the court within 15 minutes of the booking time and thereafter, the Tennis Court becomes available for booking for the remainder of that hour. Bookings are not transferable, and to discourage frivolous bookings, Residents who booked and cancelled two (2) bookings without making cancellations in advance will be barred from the use of the Tennis Court for the next four (4) consecutive weeks.
5. In the event of rain, clause 4 will not apply and peak hour charges paid shall be refunded or utilised for next booking.
6. The maximum number of persons, including Guest(s) per Unit shall not exceed six (6) at any one time. The Resident must accompany the Guest(s) at all times.
7. The Resident who has made the booking shall be responsible to ensure that the Tennis Court is not used for any purpose other than the game it is intended for. No other games are allowed in the Tennis Court.
8. All users must be properly attired. No street/outdoor shoes e.g. boots, high-heeled shoes or leather shoes) are allowed in the Tennis Courts, only non-marking shoes are allowed. Anyone found not complying with this would be barred from using the Tennis Court.
9. No food or drinks are allowed (except plain water) in the Tennis Courts. Smoking is strictly prohibited.
10. Pets, skating, roller blading and cycling are not allowed in the Tennis Court(s).
11. No climbing of the fences surrounding the Tennis Court(s) is/are allowed for the purpose of retrieving tennis balls on the other Tennis Court.
12. No training or coaching classes are permitted either by Resident(s) and/or Guest(s) without the written approval from the Management. All Trainer(s) and/or Coach (including Resident Trainer(s)/Coach) are to be registered with the Management Office with written request indicating their credentials/qualifications and personal particulars 1 week before commencement of any coaching lessons.
13. Children under the age 12 years and below are not permitted in the Tennis Courts unless accompanied by their parents or a supervising adult who shall be responsible for their safety and good behaviour.

14. Residents will be responsible and liable for any damages caused by themselves or their guests. Residents are to highlight any damages caused by the previous players immediately to the Management Office/ Security before using the tennis courts.
15. The Management will not be responsible for any injury, damage or loss sustained by resident and their guests, however caused, during the use of the tennis court.

Part 3. Emergency Procedures1. Occupiers List

To facilitate contact between the Management and the owners/residents in times of emergency, to complete the occupier list and return it to the Management Office. If there are any changes, you are advised to inform the Management office of the changes soonest.

2. Fire

In case of fire, do not use the lift. All residents should evacuate by using the immediate exit staircases to proceed to the open space.

3. Flood

In case of flood, do not use the lift. All residents should evacuate by using the immediate exit staircases to proceed to the open space.

4. Lift Failure

To contact the Management Office or the Security Guard House when the lift breaks down. If the lift should stop while in use, push the alarm button of the car-operating panel. After releasing the button, communicate with the security guard outside by the interphone or verbally and follow the security guard's instructions. Wait patiently in the lift car for help to arrive. In case of power failure, the emergency lamp in the lift will be illuminated.

5. Power Failure

The building has standby generators that would automatically provide emergency power supply to light up strategic parts of the common corridors and access ways in case of power failure. It will be useful to keep supply of candles or battery operated torchlight for use in the event of a power failure.

Part 4. Useful Telephone Numbers

MANAGING AGENT

Head Office: Raffles Strata Management Pte Ltd

33 Ubi Avenue 3
#07-42
Vertex Tower A
Singapore 408868

6841 1524(T)
6841 1536(F)

Management Office Address:

329 Choa Chu Kang Ave 3
#01-37
Singapore 689868

6684 2752(T)
6684 2756(F)
management.micasa@gmail.com(E)

Operating Hours: -
Monday to Friday
Wednesday
Saturday & Eve of Major P.H.
Close on Sundays & Public Holidays (P.H.)

9.00 am to 5.30 pm
9.00 am to 8.00 pm
9.00 am to 12.30 pm

Security Guard House (24 hours)

6684 2774

EMERGENCY NUMBERS

Police
Police Hotline
Fire / Ambulance
SARS Hotline
Samaritans of Singapore

999
1800 255 0000
995
993
1800 221 4444

NON-EMERGENCY SERVICES

Non-Emergency Ambulance Service

1777

BREAKDOWN SERVICES

Water Supply
Pipe Gas Supply
Electricity Supply / Street Lighting
Traffic Jams / Traffic Lights
StarHub Cable Vision

1800 284 6600
1800 752 1800
1800 778 6666
1800 222 2223
1633

TELECOMMUNICATION SERVICES

Enquiry / Application for Residential Phone Service
Enquiry / Application for Business Phone Service
Telephone Fault Reporting
MobileOne Ltd (M1)
StarHub Ltd
Singtel

1609
1606
1608
1627
1633
1626

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KK Women's & Children's Hospital 100 Bukit Timah Road Singapore 229899	6293 4044
Mount Elizabeth Hospital 3 Mt Elizabeth Singapore 228510	6737 2666
Mount Alvernia Hospital 820 Thomson Road Singapore 574 623	6347 6688
Raffles Hospital 585 North Bridge Road Singapore 188770	6311 1111
Thomson Medical Centre 339 Thomson Road Singapore 307677	6250 2222
Gleneagles Hospital Ltd 6A Napier Road Singapore 258500	6473 7222

Part 5. Prescribed By-Laws

By-Laws Extract From The Second Schedule, of the Supplement of Building Maintenance and Strata Management Act 2004

The by-laws extracted are pertaining to residential development.

PREScribed BY-LAWS

Noise

1. A subsidiary proprietor or an occupier of a lot shall not create any noise on a lot or the common property likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot or of any person lawfully using the common property.

Vehicles

2. (1) A subsidiary proprietor or an occupier of a lot shall not –
 - (a) park or leave; or
 - (b) permit any invitees of the subsidiary proprietor or occupier to park or leave, any motor vehicle or other vehicle on the common property except with the prior written approval of the management corporation
- (2) The management corporation shall not unreasonably withhold its approval to the parking or leaving of a motor vehicle or vehicle on the common property.

Obstruction of common property

3. (1) A subsidiary proprietor or an occupier of a lot shall not obstruct the lawful use of the common property by any person, except on temporary and non-recurring basis.
- (2) If the management corporation has specified, by resolution, the manner in which furniture or large objects are to be transported through or on common property, a subsidiary proprietor shall not transport any furniture or large object through or on common property except in accordance with that resolution.

Damage to lawns, etc., on common property

4. A subsidiary proprietor or an occupier of a lot shall not, except with the prior written approval of the management corporation or as permitted by an exclusive use by-law made under section 33 of the Act for his benefit –
 - (a) Damage any lawn, garden, tree, shrub, plant or flower being part of, or situated on, the common property; or
 - (b) Use for his own purposes as a garden any portion of the common property.

Alteration or damage to common property

5. (1) A subsidiary proprietor or an occupier of a lot shall not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property except with the prior written approval of the management corporation.
- (2) An approval given by the management corporation under paragraph (1) shall not authorize any additions to the common property.
- (3) This by-law shall not prevent a subsidiary proprietor or an occupier of a lot, or a person authorized by such subsidiary proprietor or occupier from installing –
 - (a) any locking or other safety device for protection of the subsidiary proprietor's or occupier's lot against intruders or to improve safety within that lot;
 - (b) any screen or other device to prevent entry of animals or insects on the lot;
 - (c) any structure or device to prevent harm to children; or
 - (d) any device used to affix decorative items to the internal surfaces of walls in the subsidiary proprietor's

or occupier's lot.

- (4) Any such locking or safety device, screen, other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, in keeping with such guidelines as the management corporation may prescribe regarding such installations, and with the appearance of the rest of the building.
- (5) The subsidiary proprietor and occupier of a lot shall –
 - (a) maintain and keep in a state of good and serviceable repair any installation or structure referred to in paragraph (3) notwithstanding that it forms part of the common property and services the lot; and
 - (b) repair any damage caused to any part of the common property by the installation or removal of any locking or safety device, screen, other device or structure referred to in paragraph (3) notwithstanding that it forms part of the common property and services the lot.

Behaviour of subsidiary proprietors and occupiers

- 6. A subsidiary proprietor or an occupier of a lot, when on a lot or the common property, shall be adequately clothed and shall not use language or behave in a manner likely to cause offence or embarrassment to the subsidiary proprietor or occupier of another lot or to any person lawfully using the common property.

Children playing on common property

- 7. A subsidiary proprietor or an occupier of a lot shall take all reasonable steps to ensure that any child, of whom he has control when playing upon the common property, shall not –
 - (a) cause any damage to the common property; or
 - (b) create any noise likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot.

Behaviour of invitees

- 8. A subsidiary proprietor or an occupier of a lot shall take all reasonable steps to ensure that his invitees (including customers and staff) do not behave in a manner likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot or of any person lawfully using the common property.

Depositing rubbish, etc., on common property

- 9. A subsidiary proprietor or an occupier of a lot shall not deposit or throw on the common property any rubbish, dirt, dust or other material or discarded item except with the prior written approval of the management corporation.

Drying of laundry

- 10. A subsidiary proprietor or an occupier of a lot shall not, except with the prior written approval of the management corporation, hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the subdivided building, other than at areas designated for the purpose and there only for a reasonable period.

Cleaning windows

- 11. A subsidiary proprietor or an occupier of a lot shall keep clean all exterior surfaces of glass in windows and doors on the boundary of the lot which are not common property, unless –
 - (a) the management corporation resolves that it will keep the glass or specified part of the glass clean; OR
 - (b) that glass or part of the glass cannot be accessed by the subsidiary proprietor or occupier of the lot safely or at all.

Storage of flammable material

- 12. (1) A subsidiary proprietor or an occupier of a lot shall not, except with the prior written approval of the management corporation, use or store upon his lot or upon the common property any flammable chemical liquid, gas or other flammable material.
- (2) This by-law shall not apply to chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any chemicals, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

- (3) Nothing in this by-law authorize any subsidiary proprietor or occupier of a lot to use or store upon his lot or upon the common property any flammable chemical, liquid, gas or other flammable material in a manner that would contravene any relevant written law applicable to the use or storage of such substance or materials.

Refuse disposal

13. (1) A subsidiary proprietor or an occupier of a lot within a strata title plan that has chutes or shared receptacles for the disposal of refuse or for recyclable materials or waste shall –
- (a) Ensure that before any refuse, recyclable material or waste is thrown into the chute or receptacle it is –
- i. in the case of refuse, securely wrapped in plastic bags or other similar materials; or
 - ii. in the case of recyclable material or waste intended for recycling, separated and prepared in accordance with the applicable recycling guidelines; and
- (b) not dispose of any large object into the chutes which may obstruct the free fall of refuse un the chutes.
- (2) A subsidiary proprietor or an occupier of a lot within a strata title plan that does not have any chute or shared receptacle for the disposal of refuse or for recyclable material or waste –
- (a) shall maintain such receptacles within his lot, or on such part of the common property as may be authorized by the management corporation, in clean and dry condition and (except in the case of receptacles for recyclable material adequately covered;
 - (b) shall ensure that before refuse, recyclable material or waste is placed in the receptacle it is securely wrapped or, in the case of tins or other containers, completely drained or, in the case of recyclable material or the applicable recycling guidelines;
 - (c) for the purpose of having the refuse collected, shall place the receptacle within an area designated for that purpose by the management corporation and at a time not more than one hour before the time at which refuse, recyclable material or waste is normally collected;
 - (d) when the refuse has been collected, shall promptly return the receptacle to his lot or other area referred to in sub-paragraph (a)
 - (e) shall not place anything in the receptacle of the subsidiary proprietor or occupier if any other lot except with the permission of that subsidiary proprietor or occupier; and
 - (f) shall promptly remove anything which he or the refuse or recycling collector may have spilled form the receptacle and shall take such action as may be necessary to clean the area within which that thing was so spilled.
- (3) Nothing in this by-law requires any subsidiary proprietor or occupier of a lot to dispose of any chemical, biological, toxic or other hazardous waste in a manner that would contravene any relevant written law applicable to the disposal of such waste.

Keeping of animals

14. A subsidiary proprietor or an occupier of a lot shall not keep animal upon his lot or the common property which may cause annoyance to the subsidiary proprietors or occupiers of other lots.

Duty to maintain lot

15. A Subsidiary proprietor or an occupier of a lot shall maintain his lot including all sanitary fittings, water, gas, electrical and air-conditioning pipes and apparatus thereof in a food condition so as not to cause annoyance to the subsidiary proprietors or occupiers of other lots.

Lot not to be used for purpose injurious to building reputation

16. A subsidiary proprietor or an occupier of a lot shall not use his lot for any purpose (illegal or otherwise) which may be injurious to the reputation of the subdivided building.

Change in use of lot to be notified

17. A subsidiary proprietor or an occupier of a lot shall, without delay, notify the management corporation if the subsidiary proprietor or occupier changes the existing use of the lot.

Prevention of fire and other hazards

18. (1) A subsidiary proprietor or an occupier of a lot shall not do anything or permit any of his invitees to do anything on the lot or common property that is likely to affect the operation of fire safety devices in the parcel or to reduce the level of fire safety in the lots or common property.
- (2) A subsidiary proprietor or an occupier of a lot shall also not do anything or permit any of his invitees to do anything on the lot or common property that is likely to create a hazard or danger to the owner or occupier of another lot or any person lawfully using the common property.
- (3) Without prejudice to the generality of paragraph (2), a subsidiary proprietor or an occupier of a lot shall not place, put up or display any article or object on or by any window or on any balcony of, or outside, the lot in a manner which is likely to cause any damage to property or injury to life to any person lawfully using the common property.

Control on hours of operation and use of facilities

19. (1) The management corporation may, by special resolution, make any of the following determinations if it considers the determination appropriate for the control, management, administration, use or enjoyment of the common property comprised in its strata title plan:
- (a) that commercial or business activities may be conducted on the common property only during certain times
- (b) that facilities situated on the common property may be used only during certain times or on certain conditions.
- (2) Every subsidiary proprietor and occupier of a lot shall comply with a determination referred to in paragraph (1).

Provision of amenities or services

20. (1) The management corporation may, by special resolution, determine to enter into arrangement for the provision of all or any of the following amenities or services to one or more of the lots, or to the subsidiary proprietors or occupiers of one or more of the lots comprised in its strata title plan:
- (a) security services;
- (b) garbage disposal and recycling services;
- (c) cleaning or domestic services;
- (d) promotional services or advertising
- (2) If a management corporation makes a resolution referred to in paragraph (1) to provide an amenity or services to a lot or to the subsidiary proprietor or occupier of a lot, the management corporation must indicate in the resolution the amount for which, or the conditions on which, it will provide the amenity or service.

DISCLAIMER

While every reasonable care has been taken in preparing this attached information, the Developer and its Managing Agent cannot be held responsible for any inaccuracies. All statements are believed to be correct but are not to be regarded as statements or representations of fact. All information is current at the time of going to press and are subject to changes.

Amendments

C. Renovation

8. Previous: The approved designs of grilles for windows/balconies and yard shall be either invisible horizontal grills or white horizontal grilles.

Amended during 5th AGM held on 23 September 2017.