

RULES FOR USE OF COMMON AREA (House Rules)

Art. I Definitions

1. Buildings means building No. 933, located in the street Podkovářská respectively Pod Harfou in the street in Prague 9
2. Community means the owners associations, which was in line with Section 9 of Law No. 72/1994 Coll. as amended in the building, as defined in paragraph 1 of this Article (hereinafter referred to as OA).
3. Committee means the Committee owners associations as defined in the preceding paragraph. The committee consists of the executive body of this community.
4. Assembly means the Assembly owners quoted in paragraph 2. the Assembly is the highest authority community.
5. The owner (flat or non-residential premises) means the person or persons who are registered as owners in Land Register Office for the capital city of Prague.
6. Tenant means the person or persons, including legal persons, who have from one owner of a rental apartment, but not a common area of the house.
7. If further talks about the rights and obligations of members of community, the rights and obligations of this reasonably well for the persons referred to in Article II, paragraph 1 thereof, with the exception of rights, which are typical for owners of units (such as the right to vote, to elect or be elected, etc.).
8. If further talks about the Rules of Procedure, it is home to mind these rules.

Art. II Key provisions

1. Housing Regulations are binding on all owners or ownership of units in the building, for all tenants and visitors to the building.
2. House Rules Committee, community issues and changes in it is authorized to carry out only the Committee or the Assembly. The Assembly adopted a resolution amending the House rules of procedure, requires the consent of the absolute majority of all community members.
3. The household schedule issued by the Committee on Community applies to the decision of the meeting OA. The next meeting of the committee OA submit the document for approval by owners.
4. The purpose of the Rules of Procedure of household is the creation of appropriate conditions for the smooth and efficient use of common parts of the building and its surroundings. Furthermore, the rules of procedure to contribute to the houses are properly used and maintained at the required level to avoid harming them and depreciation. His respect is possible to prevent damage, to ensure safety in the use of houses and reduce the cost of their maintenance and repair.
5. Housing Regulations must be placed in a location that is freely accessible to all users of buildings.

Art. III
Common parts of the building

1. The common areas means areas as defined by Section 2 of Act No. 72 collections of 1994 as amended. These include:
 - a) premises courtyard - courtyard relaxation allows owners of flats in residential house. In the area of courtyard park is equipped with surface elements of garden architecture (pavements, benches, pergolas, lighting and playground).
 - b) the ground structure, including insulation, supporting vertical and horizontal structures, circuit and the housing dividing masonry, walls in the common parts of a house, including the front facade,
 - c) the roof, its component parts, including insulation and coverings, its metal elements, dormer windows for ventilation and lighting staircase, lighting conductors, outdoor rain Downspouts. The television antenna (TA),
 - d) including internal staircase railing and all its elements, corridors, entrances to the house and courtyard,
 - e) windows and doors directly accessible from the common parts of the house, except the entrance to the units and their accessories.
 - f) drying place, baby coach storage place, cleaning rooms, rooms maintenance,
 - g) construction and insulation of the balconies and terraces, including the railing and all its elements.
 - h) The distribution of rain and sewage drains (the flat part of pipes), including its ventilation, hot and cold water, electricity, light current distribution (TA, the distribution of telecommunications, household phone, measurement and control-MAR, etc.), including their switching cabinets and for measuring the media. (Electricity distribution ends in the housing breakers, water housing water meter, TA branch in the drive. Sewerage branch in the descending pipes). Outside flat drainage of rain water and sewage, which ens in a revision shaft located in the public pavement. Two groups hydrometer,
 - i) ventilation channels, including ventilation and exhaust all the elements (except fans of housing units)
 - j) including the distribution of heat radiators and valves (domestic distribution of heat starting from the exit from the exchange stations)
 - k) lifts, including the engine and lift shafts,
 - l) any security house fire (fire waterpipes, fire air conditioning, fire doors, etc.).
2. All of these common parts are used in the right and obligation to participate in their management, repair and maintenance of all the joint title of his co-law.
3. The building is intended common areas - the access road to basement garage, which are co-owners of those units, which was established right to parking cars at the designated locations. The owners of the units are required in particular:
 - a) not to contaminate these spaces by fuels, oils and similar chemicals or dirt falling off parked cars and, if so, to ensure that cleaning, or to inform the administrator of property,
 - b) park on the stands, which they have been contracted for in a way that did not prevent the entrance and exit to other users,
 - c) Furthermore, equipment and marking the date of commencement of operations of existing buildings, parking places reserved leave without any inhibition to entry
 - d) do not keep the engines of parked cars turned on for longer than the time required to captivity at the designated location or to return out,
 - e) leave in parked vehicles, no documents, personal belongings or animals

- f) no storage in closed parking stalls and not apart from things belonging to the normal equipment and vehicle maintenance of any other objects, particularly flammable or combustible material things,
- g) to submit the entry and passage of other owners and third parties entering into these premises for the purpose of maintenance, inspection and repair of equipment belonging to all property owners,
- h) park, so that has not been limited or prohibited access to these facilities,
- i) not to park in garages in governor proclaimed period that could be holding mass cleaning the garage, leaving the vehicle is not for the parking space to carry out cleaning,
- j) around the building to park only at the designated locations. It is strictly forbidden to park outside these places, such as pavement, access road, or the places reserved for the advent of the fire brigades.

Art. IV Rights and obligations of owners

1. **Basic rights and obligations of the owner of the Act No. 72/1994 Coll. OA statutes and Manual users housing units.**
2. The owner is obliged to properly use the apartment and the common parts of the house, so that limiting the rights of other owners, associated with the use of the house.
3. The owner is required to properly contribute to the operation of the house and services amounts governor and the committee agreed OA sent by regular monthly payments to an account community currency. Any fees for non-payment of income (for example, a payment from abroad) shall be charged to the owner of the unit.
4. The owner is obliged to give prior notice to the Committee OA that calls for a construction permit modifications, both in the case concerning the construction approved, even when construction is subject to unannounced building department of the Office of the City, always, when amending the appearance of house and home arrangement. For the construction and installation of outdoor radio, television and other antennas and their cables the use of common areas, such as roofs, facades, etc. should be the prior written consent of the committee OA.
5. The owner is obliged to make good the damage to other apartments or common areas or facilities caused houses on his tenants or their guests. As compensation for damage means either the entry to its original condition or refund the money.
6. Committee approval need to be always in the action to heating, hot water utility, the utility of cold water, sewage, gas and electricity in the use of common areas.
7. The owner or tenant is bound in the absence of more than 90 days notice in writing to the committee OA their place of residence, where appropriate, address, phone or empowered to disclosure of the flat and especially in case of accidents and other emergencies.
8. The owner is obliged to get acquainted with the tenant's household rules. If the person using the apartment not respect the principles set out in this domestic order, or general principles of good civic coexistence, the committee has the right to call the owner to pay damages incurred as appropriate, so to ask for the end of the rental agreement.
9. The owner is obliged to immediately notify the Committee of OA, if changed his ownership rights to the house, or if his co-ownership share sold.

10. The owner is obliged to immediately report the loss of administrators chip for entry into the building.

Art. V

The use of common parts of buildings

1. Common parts of the houses are used only for purposes corresponding to their nature and destination so as to avoid restricting the rights of other owners.
2. Space in the courtyard enjoy with an emphasis on good-neighbourly relations. The maintenance of the premises carried out by a management company, users should in their own interest to protect equipment from damage of courtyard and ensure compliance with the order.
3. Placing any items of equipment outside the home (carriages, bicycles, shoe storage, furniture, waste, etc.) in common areas is prohibited.
4. The method of use of laundry, driers is set by OA Committee.
5. The findings of deficiencies or lack of common premises of the house owner is obliged to report this fact to administrators.

Art. VI

Dangerous activities

1. Each house of the population must do everything possible to prevent a fire anywhere in the building. This means that anywhere in the building and may be introduced anywhere in the building may not be stored objects in solid, liquid or gaseous form that could itself cause fire or the risk of its occurrence or spread disproportionately increased.
2. The dangerous activities include barbecue and similar activities with the fire on back garden, terraces and balconies. In pursuit of this activity on the side takes any possible risk of fire and damage caused by this activity. Needed is also thinking of the surrounding apartments, which could be harassed or smell smoke. Surrounding flats have the right to call the operator of this activity, to stop it.
3. No matter, especially burning objects such as cigarettes, or cigaretteends, matches and fireworks items must be discarded from the windows, doors, balconies or other parts of the building, including joint space.
4. Due to fire and general safety is prohibited to place the corridors, staircases and in common areas and an area of the garage any items except doormat and smaller ornamentals. Flowers are allowed to place only with the consent of immediate neighbours in the floor.
5. If the above items stored in the above places, the originator will be asked to remove them within 24 hours. After this deadline, these items removed at the expense of the originator. If the agent is not found, these items removed at the expense of all owners.

Art. VII

Ensuring law and order and cleanliness in the house. Handling and placement of articles

1. The owners, tenants and persons living together with them are required to maintain the house in order and cleanliness.

2. In the corridors and stairway are not allowed to light the interior of the apartments in houses. The owner is obliged to ensure that things stored in the cellar are not a source of proliferation of insects, rodents, smell and fire.
3. In the common parts of buildings is no smoking and handling of an open fire allowed.
4. Plants in windows or on balconies must be protected against collapse and not pollute the property of other owners. When watering is necessary to ensure that water will not stream down and soak wall.
5. Cleaning items through beating is possible only at the designated locations outside the time of night and rest. Dirty space must be given to its original condition.
6. Strictly forbidden is the throwing of objects from windows or a balcony, particularly cigarette ends and knocking ash.
7. Cleaning things in hallways and other common areas of the house is not allowed.
8. It is strictly forbidden to block escape routes from buildings or other objects.

Art. VIII Housing peace

1. The owners, tenants and persons living together with them, are obliged to behave consistently, so that they **do not discomfort with noise and the other holding its neighbours**.
2. The right to unimpeded rest requires that at the time of night rest to avoid any noise. **Sleeping time** is set: from 22.00 to 6.00 hours, while on Friday and Saturday to begin at 23.00 pm Saturday and Sunday and ends at 8.00 pm. At this time are not allowed to engage in any activity which operates noise or otherwise cancelled good neighbourly coexistence, for example, very loud conversation, singing, dancing, playing musical instruments, use loud audiovisual equipment, beat the door, move furniture, use a vacuum cleaner, washing machine or noisy kitchen appliances, etc.
3. It also established the so-called **time of work calmness**, which should not carry out noisy construction work (cutting, drilling, grinding, etc.), at a time from 20.00 to 8.00 hours.
4. The provisions of subparagraph 1 -- 3 do not apply to the days of public holidays and important days in particular New Year celebrations, when it is necessary to observe the behaviour of every post.

Art. IX Behaviour and possession of animals

1. The owners, tenants and persons living together with them are fully responsible for domestic animals, which holds in his apartment.
2. The owners, tenants and persons living with them together are responsible for ensuring that animals should not hamper the exercise of use rights to other users of flats and the house, especially its vocal barking dogs, or pollution common areas. Pollution or damage to common areas and other areas and installations in the house reared animals, their owners are obliged to remove.

3. If the municipality issued a decree, or other prescription for the breeding of domestic animals, users are flat - farmers required to ensure compliance. The committee reserves the right to monitor this obligation.
- 4. In courtyard and common areas is prohibited to walk domestic animals.**
5. In walking domestic animals (especially dogs) in the vicinity of the house (except courtyard spaces and common areas where this is prohibited), the owner must be equipped with devices to collect the excrement and at its own expense to remove. Each owner of the animal may be members of the committee, trustee or surveillance in walking domestic animals invited to submit such devices.

Art. X

The procedure for violation of house rules of procedure

1. Supervising the observance of household Rules are instructed all owners and tenants, then the controller and surveillance, and in order to prevent degradation of property. If there is a breach of the obligations laid down in the domestic order, the administrator in person or in writing to draw attention to this breach of a person who committed harmful acts, and in the case of tenant units, then the owner of the leased units and invite this person (or people), possibly the owner of the unit to remove harmful.
2. If not objectionable state removed within a reasonable time, take the matter together with a concise report and any evidence OA Committee, which decides what action to take. The receipt of the report will inform the Committee OA the unit owner and deposited it with an obligation to be within a reasonable time expressed to the facts, which it is charged. The obligation to notify the owner and ask for his expressions of no where they would appear to be no useful purpose (for example, for passivity in the previous breaches of the Rules of Procedure).
3. The committee then within a reasonable time decide whether the obligation to remove objectionable enforced state court, or other means. This decision will inform the manager and ask if the the owner, administrator and inform him. If there is a particularly serious violation of regulations, or if the violation caused particularly serious effect, the committee convened for the purpose of the decision on further action the Assembly. Particularly servus consequence means, in particular, a significant amount of damage, or state of threat to the safety or health of the users (such as storage of hazardous chemicals, explosives or similar substances).
4. All costs incurred as a result of breach of the obligations laid down in this order is required to replace a person who has committed harmful acts. If the tenant, members of their household or visits, they are responsible for compliance with the obligation to pay the costs incurred in connection with a violation of the Rules of Procedure of the owner of the house in which the unit referred to dwell person, possibly during a visit. The same applies to the payment of compensation for damages at common parts of buildings, or to other units in the building and cover the cost of convening the Assembly in accordance with the preceding paragraph.

Art. XI

Final provisions

1. The household schedule was approved by the Committee on the 10th of April 2008.
2. The household schedule is valid and effective from the 10th of April 2008.
3. Guide users received each apartment owner at the time of signing the purchase contract. It is also available in Czech language on the website owners (www.novaharfa.info).

Committee OA