

House Rules of the

Association of Owners building “WaterLelie” in Utrecht

CHAPTER I: GENERAL.

Article 1. Deed of Division.

The Internal Regulations are intended as a supplement to, and further elaboration of, the Deed of Division, executed on May 12, 2005 before civil-law notary mr. Madeleine van der Wal – van Dijk, civil-law notary in Hilversum, here and after referred to as the Deed, and the 1992 model of property division regulation.

Article 2. Definitions.

1. The definitions stated in Article 1 of the 1992 model regulations also apply to the House Rules of the VvE Waterlelie.

Article 3. Objective.

1. The aim of the Internal Rules is to:
 - a. prevent the occurrence of circumstances that affect the living and living climate in, and the value of the building being damaged.
 - b. expressly request the owners and users to behave in such a way that this goal is also achieved.

Article 4. The board of the owners' association.

1. The board has an odd number of three or more members, appointed by the general meeting. The board has at least a chairman, a secretary and a treasurer. The board is elected and appointed by the general meeting.
2. The chairman represents the association in and out of court, or designates a replacement to do so.
3. The chairman of the association is also chairman of the general meeting, unless the meeting determines different.
4. Board members are appointed for an indefinite period of time and may be dismissed at any time by the meeting at any moment.
5. The board is authorized by the association of owners to management acts (including signing agreements), the maintenance- and building-activities up to the amount specified in the budget.
6. Exceeding up to 5% of the budget is, if justified, allowed. If the exceedance threatens to exceed 5% of the budget, the owners must be notified in writing. If they express their wish to do so with at least 10 votes, it calls to convene the general meeting within 1 month.
7. The board is authorized to make the necessary expenses for the replacement or repair of existing items that doesn't tolerate delay.

Article 5. The meeting of the association.

1. The association meets at least once a year within six months after the end of the Financial year. In this meeting, the board accounts for the previous year.

2. Each of the owners or their authorized representative, who attends the meeting, is obliged to sign an attendance list drawn up by the secretary. The attendance list should contain: the names of the owners, their number of votes to be cast and the date of the meeting. Authorized persons must submit their authorization to the secretary and also sign the attendance list.
3. If only 359 votes can be cast in a meeting, no valid decisions can be taken, according to Article 37, paragraph 5 of the model regulations,.
4. All decisions are taken by an absolute majority of votes, unless otherwise prescribed. (Article 37 Paragraph 1 of the model regulations)
5. Decisions regarding these Internal Rules can only be adopted by a two-thirds (2/3) majority of those present at the meeting persons entitled to vote in a meeting in which at least two-thirds (2/3) of the owners is present or represented. (Article 44 Paragraph 2 of the model regulations).
6. Owners who incur costs in the context of their function or on behalf of the board can be declared to the board. The invoice/declaration must be submitted by the Treasurer to be signed.
7. Owners can pass on agenda items for the meeting to the board.
8. The agenda of a meeting must be submitted no later than 15 days before the day of the meeting to be in the hands of the owners.
9. An agenda once sent cannot be changed while the meeting is in progress, unless all owners give their permission for this personally, or via an authorization grant.
10. In the minutes of a meeting at which decisions have been taken, these decisions mentioned.

Article 6. Administrator.

1. The execution of the financial and/or technical management may, provided that financial resources have been made available in the annual budget, on the basis of an agreement, be entrusted by the board to a Management Organization or an administrative office.
2. This Administrator is accountable to the board for all his/her actions.
3. The Administrator may attend Board meetings or General Members' Meetings by invitation, but without voting rights.

Article 7. Financial resources.

1. The monthly contributions are collected via an authorization to a bank account, specified by the treasurer or administrator. The collection takes place before the 1st of the relevant month.
2. Funds are formed for major maintenance of communal areas and replacement of common affairs, administratively split into a part, the general building, and a portion relating solely to the owners of residential apartments.
3. For maintenance orders and major repairs or replacement of installations above € 1000.00, multiple quotes are requested by or on behalf of the board.
4. If any member of the association fails to meet its financial obligations towards the VvE, action is taken in accordance with the "Collection Policy", which was approved by the General Members' Meeting on April 26, 2007.
5. For instructing repairs or making payments, other than for contracts, the Administrator has a mandate up to an amount of €1000.00 and the Board up to an amount of €2000.00. Above the amount of € 2000,00 permission from the Members' Meeting is required.
6. The amount as meant in article 38.5 of the deed of division is set at 15% of the budget of the year in which the decision to which it applied is made

Article. 8 Technical Committee (TC).

1. The technical committee consists of at least two persons, who, on the proposal of the board shall be appointed by the meeting.
2. The task of the technical committee is to advise the board to take over measures regarding maintenance, repair and replacement and has control over the execution of maintenance contracts.

3. The technical committee may attend board meetings as an advisor, without voting rights, by invitation.

Article 9. Financial Audit Committee.

1. The audit committee consists of two members and a reserve member, who, on the proposal of the board shall be appointed by the meeting. The reserve member acts as one of the members of the audit committee is unable to attend.
2. Annually, before the meeting at which the annual report is presented, the audit committee the accounts and accountability of the board and to that end brings report in writing to the meeting.

CHAPTER II COMMON SPACES AND PARTS.

Article 10. General.

1. With regard to the Internal Rules, the owner/occupier is jointly liable for the actions or inactions of persons who visit her/him to for whatever reason, unless such visit is expressly against her/his will.
2. Complaints of whatever nature must be submitted, with the utmost urgency, to the board, if possible in writing.
3. When a resident carries out, or has activities carried out, on his own authority in general areas or businesses, the resulting costs are to the fullest extent for his own account. No invoice will be ipayed without an instruction from the board.

Article 11. Use of general areas and parts.

1. Great care should be taken to use drains to avoid clogging of the pipes. The board has the right to charge the costs of repair to the culprit.
2. Placing objects and bicycles in communal areas is not allowed to avoid blocking escape routes, with the exception of Mobility scooters at the apartment front door. However, this should be done without the to block passage.
3. Cars must be placed in the parking garage at the designated places. The owner or tenant of a motorcycle place may park there a motorcycle, (motor) scooter or cargo bike . Other bicycles and other two-wheeled vehicles may only be placed in the storage areas.
4. Technical rooms and the roof may only be entered by the board, or on behalf of the board, designated persons.
5. Smoking is not allowed in common areas.
6. Residents are urged not to allow strangers/unauthorized persons to enter the building. It is allowed to let collectors who identify themselves into the building.

Article 12. Appearance of the Building.

1. The uniformity of the building must be maintained. This includes sun protection, satellite dishes, flower boxes and front doors. Changes and postings may not be made without the approval of the meeting.
2. Sun protection is permitted with due observance of the common color scheme.
3. The board may allow deviations for urgent reasons.
4. The use of windows and doors that are not part of private spaces is not permitted for advertising purposes.

Article 13. Use of the parking basement and garden.

1. Access to the parking basement must always be closed.
2. Do not let children use the parking basement as a playground.
3. The parking basement may not be used for the repair of bicycles and cars.

4. No fire hazards may be stored in the parking basement.
5. Flammable liquids may only be stored in the tanks of motor vehicles.
6. Garbage bags and other rubbish may not be stored in the basement car park.
7. An owner, who does not use his/her parking space, can ask the board to rent out or make available a parking space to a fellow owner/resident. This is permitted provided that the user declares that he is willing to comply with the important points of the internal regulations and that in case of sale of the apartment the use is automatically terminated. The selling party is responsible for this.
8. Parking is not allowed at the entrance to and on the road in the parking basement.
9. The board ensures that the general part of the site is paved or planted in a maintenance-friendly way.
10. Every owner/user of the parking space in the garage must adhere to the user manual.

Article 14. Use of hall, stairwell and elevator.

1. When using the elevator, the safety regulations must be adhered to.
2. Co-residents must be informed in good time of a rehousing with the aim of using the elevator.
3. Damage to the elevator and other parts of the general parts, e.g. when moving house, will be charged to the perpetrator.
4. It is not allowed to leave newspapers or folders on top of the mailboxes.
5. It is allowed to place a small mat in front of your own front door to wipe your feet.
6. The board will place a notice board in the hall for announcements.

CHAPTER III PRIVATE PARTS.

Article 15. General.

1. To make it possible to gain access in the event of an emergency in the event of the residents' absence to an apartment (fire, leakage, etc.), each owner must indicate where a key to his/her apartment is available.
2. Private outdoor spaces should look well cared for.
3. When selling the user right, the old owner is obliged to handover the Deed, the House rules, the keys to the building and the hand transmitter of the gate of the parking basement to the new owner.
4. Rental of the apartment is permitted subject to conditions, as shown in the Regulations of Demerger art. 24, whereby the declaration must be drawn up in duplicate before the tenant moves into the apartment. It should be noted here that commercial rental is not allowed in the private areas (rental to several persons, who are not part of 1 family).

Article 16. Use of private areas.

1. It is not allowed to produce sound (music, radio, television) in such a way, that this is a nuisance to local residents.
2. It is forbidden to keep pets that cause nuisance to local residents. Pets are allowed not be let out on the premises of the building.
3. Nameplates must be uniform.
4. It is not permitted to carry out noise producing activities between 8 p.m. and 8 a.m. and on Sundays and public holidays.
5. Household waste must be presented in the manner specified by the municipality of Utrecht. In this case, odor nuisance must be prevented, e.g. put waste in a closed bag in the garbage container.
6. It is forbidden to smoke in the storage rooms.

7. Every resident is obliged to use his balcony in such a way that other residents are not bothered.
8. It is not allowed to use storage rooms for commercial purposes.
9. It is not allowed to place highly flammable liquids or gases in storage rooms, other than in designated and closed fuel tanks of motorized bicycles.
10. It is prohibited to hang laundry, etc. over the balcony. Drying racks on the balcony should not be higher than the edge of the balcony.
11. Every resident is obliged to cooperate in the event of work being carried out by third parties for cleaning, maintenance or repair of the building or installations.
12. Open fire is not allowed on the balconies; therefore no barbecue with an open fire is allowed.

Article 17 Meeting order warnings.

1. To promote the order of the meeting of owners, a present member who frustrates the meeting, does not act respectfully and/or otherwise behaves improperly, will be given an order warning.
2. An order warning is only given by the general meeting by majority of vote or by acclamation. Every person present at the meeting is authorized to make a proposal for giving a order warning.
3. When a person present at the meeting has received three or more order warnings during a meeting, this person may be requested to leave the meeting. The person in question is expected to comply with such a request.
4. A request to leave the meeting as referred to in paragraph 3 may be adopted by the meeting only by majority vote. Any member present is authorized to make a proposal for such a request.
5. Order warnings issued will expire at the close of the meeting in which these have been awarded. A request to leave a meeting remains in effect until the close of the relevant meeting
6. In the event of removal from a meeting, the person in question, if entitled to vote, has the opportunity to transfer his or her vote with due observance of the applicable authorization procedures.

Article 18

1. In cases not provided for in the Deed or the Internal Rules, the general meeting decides.

Approved at the meeting of the Waterlelie Owners Association on April 26, 2007 and amended on July 1, 2010, June 25, 2012, August 20, 2020 and April 15, 2023.