

THE MAKENA CONDOMINIUM BY LAWS,  
HOUSE RULES & REGULATIONS

2

THE MAKENA CONDOMINIUM

Contents

PAGE

PART ONE

1 DEFINITIONS 3

PART TWO

2 BY-LAWS 4

PART THREE

3 RULES AND REGULATIONS 5

4 CHANGE OF ADDRESS / OWNERSHIP 6

PART FOUR

RULES AND REGULATIONS GOVERNING 7

THE USE OF RECREATION FACILITIES

5 USE OF TENNIS AND SQUASH COURTS 8

6 USE OF SWIMMING POOL 9

7 USE OF SAUNA 11

8 USE OF BARBECUE PIT 11

9 USE OF GYMNASIUM 12

10 USE OF MULTI-PURPOSE HALL 13

PART FIVE

11 RULES AND REGULATIONS OF RENOVATION WORK 15

12 RULES AND REGULATIONS OF HOUSE REMOVAL 20

13 THE USE OF CAR PARK FACILITIES 22

14 CONDITIONS GOVERNING ISSUANCE OF LOBBY ACCESS CARD 25

APPLICATION FOR RENOVATION ( Form R1 & R4 )

APPLICATION FOR HOUSE REMOVAL ( Form HM1 )

APPLICATION FOR CAR LABEL

APPLICATION FOR MPH & B B Q PIT

Note: Application forms are available at the Guard House / Management Office.

3

Part 1

1.1 Definitions

“Common Property” means the common property in The Makena

Condominium, consisting of gymnasium, open deck, squash court, multipurpose hall, swimming pool, tennis courts, male & female changing rooms, pavilions, landscaped courts / garden / areas, bin centre, guard room, security rooms, management office, mail rooms, guard changing room with toilet, plant rooms, transformer rooms, consumer switch rooms, double ring main unit, lift motor rooms, PUB switch room, generator sets, MDF room, wet riser pump rooms, wet riser transfer pump room, domestic water transfer pump room, car parks and driveways and all common property as defined in the Building Maintenance Strata Management Act and the Land Tittles Act.

“Condominium” means the condominium development known as “The Makena Condominium” including the Buildings and common property.

“Building” means a block comprising of the units in the condominium.

“Unit” means a strata unit or proposed strata unit in the condominium.

"Subsidiary Proprietor (SP)" means a subsidiary proprietor of a unit in the condominium.

“Resident” means a person residing in a unit in the condominium including the SP and tenants but excludes their domestic helper and / or employees.

"Guest" means a person other than a subsidiary proprietor or occupier and is on the premises at the invitation of a subsidiary proprietor or occupier, but does not include maids or other employees of the occupier.

"Occupier" means a person residing in a flat but excluding maids and employees of the resident.

“Developer” means Hong Leong Holdings Limited and City Developments Limited.

“Management” means the Management Council of the Management Corporation Strata Title Plan No. 2428 ( MCST 2428 ) and / or its agents.

“Rules” means the house rules and regulations set out below.

4

#### Part 2 – BY-LAWS

The following by-laws were passed at the 9th Annual General Meeting that was convened on 31st July 2010

1.0 To implement a penalty charge on any subsidiary proprietor, occupant, or person who fails to remove and dispose any droppings ( ie. faeces and pee ) left behind by their pet animals on a per occasion basis, at S\$50.00 for first time offences and S\$100.00 for subsequent offences.

2.0 To implement a penalty charge on any subsidiary proprietor, occupant, or person, who are found to have carried out activities that had contributed to the damage of the landscape and turf areas, at S\$100.00 for first time offences and S\$200.00 for subsequent offences. In addition all repair and replacement cost

will be borne by the person responsible for the damaged.

3.0 To implement a penalty charge on any subsidiary proprietor, occupant, or person, who are found to have littered ( including high-rise littering ), dumped rubbish, and unwanted belongings onto the common property, at S\$50.00 for first time offences and S\$100.00 for subsequent offences.

4.0 To implement a penalty charge on any subsidiary proprietor, occupant, or person, who are found to be playing with ball games and roller skating at the common areas and lift lobbies, at S\$50.00 for first time offences and S\$100.00 for subsequent offences.

5

### PART THREE

#### **3.1 Rules And Regulations**

1. Reference in these house rules to a subsidiary proprietor shall where the context so admits in the case of a lot occupied by a person, who is not a subsidiary proprietor, is construed as including the occupier of such lot and includes his servants and / or employees / agents.
2. All subsidiary proprietors shall ensure due compliance of all house rules by their tenants and occupiers.
3. A subsidiary proprietor shall:-
  - a) Use the building or property or an lot thereof for dwelling purposes only and not to do or permit to be done to the building or property or an part thereof annoyance to or in any way interfere with the quiet and comfort of the occupants of adjoining building or property or any part thereof and not use same for any illegal purposes;
  - b) Not throw rubbish, rags or other refuse or permit the same to be thrown into sinks, baths, lavatories, cisterns or water or soil pipes in the building or property or any lot thereof except in the rubbish bins and chutes provided for the purpose;
  - c) Not throw into the bins or out of the windows any inflammable object, including tin cans used for inflammable contents and cigarette butts, or glass or any kind including bottles or any china ware or any big boxes and hard board or liquid of any kind. All breakable articles / bulky refuse have to be packed and placed in the main bin compound located at the bin centre;
  - d) Not install any television antenna on the roof top or at the balcony or veranda or any part thereof of the building or property or any lot thereof

without the written approval of the management;

e) Not put any name, writing, signboard, plates or placard or of any kind on or in any window or on the exterior of the building or property or any lot thereof or on the verandas thereof and not allow clothes or other articles to be hung or exposed outside the building or property or any lot thereof, except in the area set aside for the purpose or with the prior written approval of the management;

f) Not deposit or keep or allow to be deposited any personal belongings along the corridors, staircases, or the property which may cause obstruction or nuisance to proprietors;

g) Not to change the colour scheme or decoration of the external wall of the balcony of a lot without the written approval of the management;

6

h) Not keep any bird, dog or any kind of animal which may cause annoyance or nuisance to any proprietor and to take precaution against soiling the property or any part thereof;

i) Not burnt joss papers at the lobby / staircases except at designated locations and in the incense bins provided by the Management;

j) Not held funeral wake in the property.

k) Not skate and roller blade in the common area.

l) Not allow unleashed dog or any other unattended pets around in the common area.

m) Not place advertisements, circulars or notices in the mail boxes at the front lobby nor distribute them door to door without the approval of the Management. Not to permit any third party to do so unless prior approval of the Management has been obtained.

n) Not obstruct the lawful use of the common property by any person.

o) Not place, store or allow to be placed or store any structure / equipment / property / thing on the common property without the written approval of the Management. For example, a subsidiary proprietor may not place a barbecue stand, whether in use or not in use, or a bicycle, tricycle, etc. on the common property. Otherwise the object or obstruction shall be removed by the Management without prior notice and the cost of such removal recovered from the subsidiary proprietor or occupier concerned. In particular, bicycles, tricycles, roller skates, skateboards and the like may not be ridden in, used or left in any corridor, stairway, lobby or lift.

#### **4. Change of Address / Ownership**

A subsidiary proprietor shall give notice in writing to the Management of any change of address and contact numbers for the service of notices on him. If the subsidiary proprietor has sold his lot, he must within 10 days of the completion of the sale specifying:

- a) The name of the transferee in full and address with Singapore for the service of notices on the transferee and the date of delivery of the transfer;
- b) Bear a certification by the transferee or his solicitor of the accuracy of the information contained in the notice.

7

#### **Part 4 – Recreational Facilities**

##### **4.1 Rules and Regulations Governing the Use of Recreation Facilities**

- 1. a) The recreational facilities are for the exclusive use of residents / occupiers and their guests. Maids, domestic servants and employees are not permitted to use the facilities.
- b) Guests have to be accompanied by the residents / occupiers throughout the use of the specified facilities. The residents / occupiers will be responsible for the behaviour of their guests and their compliance of the rules.
- d) The Management cannot assume responsibility for any loss or damage to any personal property, injury or death arising from carelessness or negligence on the part of the person(s) concerned or arising from failure to abide by the rules.
- e) The Management, security personnel or any appointed representative of the managing agent may require any person in the recreational area to identify him or herself.
- f) Except for those games and activities for which the facilities were specially intended, no other games or activities ( such as football, roller skating, aerobics, skate-boarding and `horse-play' of any sort ) will be allowed in or about the recreational facilities.
- g) The management reserves the right to change any rules and regulations. Residents shall be notified at least one week in advance before such changes take effect.
- h) Any person found to be in breach of the rule shall be required to leave the recreational areas at once and shall be barred from making any reservations for a period **of four ( 4 ) weeks**.
- i) Residents and their guests must abide by all the rules when they utilise

the recreational facilities.

j) Smoking is prohibited within the vicinity of the recreational facilities, that is, the tennis court, squash court and gymnasium.

k) Children under 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.

l) The maximum number of guests allowed at any one time shall be as follows:-

8

Swimming : 4

Tennis or Squash : 4

Sauna : 2

m) The use of radios, hi-fi equipment, musical instruments and other like equipment shall be in the manner and at the level so as not to cause disturbance or create noise nuisance to neighbouring units.

n) The residents / occupiers shall be responsible for any damage caused to the recreational facilities by them or their guests. The residents / occupiers must inform the security guard and the Management of any existing damage to the facility or equipment they or their guests are about to use; failing which, they may be held responsible for such damage.

o) All litter must be disposed off in receptacles provided by the Management. If it is too large to deposit in the provided litter container it must be taken to the bin centre located next to the guard house and deposited in the bulk bin.

p) No employees, including maids, are entitled to use any facilities.

## **2. Use Of Tennis & Squash Courts**

a) There is no charge for the usage of the courts.

b) The courts shall be available for play between 0700 hours and 2200 hours daily. (The security guards are authorised to stop play and switch off the lightings if users are in play after 2200 hours)

c) Bookings shall be made up to one week in advance.

d) Each booked session of play is limited to **one ( 1 ) hour, maximum of two (2) booked sessions per week per unit.**

e) Bookings shall be made in Person at the guard-house between 0700 hours and 2200 hours on a first-come-first-served basis.

f) The owners / occupier of the unit making the booking must be present

( either in person or by any member of their family resident with them ) at the court during the hour it is booked.

g) The maximum number of guests shall not exceed **four ( 4 ) persons**.

h) A booking is deemed cancelled if the person entitled is not at the court **within 15 minutes** of the start of the hour booked. The court then becomes available for booking for the remainder of that hour.

i) Bookings are not transferable. To discourage frivolous bookings, residents who fail to turn up after three bookings and without making  
9

proper cancellation will be barred from the use of the tennis / squash courts during the next four weeks.

j) The owners / occupiers of the unit who has made a booking shall be responsible to ensure that the court is not used for any purpose other than for playing the game it is intended for.

k) Players must be properly attired. Only non-marking shoes shall be allowed in the squash courts.

l) No food or drinks are allowed in the courts. Smoking is strictly prohibited.

m) Pets are not allowed in the courts.

n) Children under 12 years of age are not permitted in the courts unless accompanied by parents or supervising adults who shall be responsible for their safety and proper behaviour.

o) The management and its staff will not be held responsible for any injury, damage or loss of properties or lives that may arise out of using the courts.

### **3. Use Of Swimming Pool**

a) The swimming pool and changing room will be opened from 0700 hours to 2200 hours daily. The management may make such alterations or extensions of the time as may be notified by notice posted on the Notice Board.

b) No life-guard is provided. All residents using the pool do so at their own risk.

c) All persons must shower before entering the swimming pool. Occupants suffering from any infections or contagious disease shall not use the pool. Spitting, spouting, nose blowing and the like shall not be permitted

in the pool.

d) Owners / occupants shall ensure that all children under 12 years old in the swimming pool must be in the company of adults. Any adult taking such a child accepts full responsibility for the child's safety.

e) Guests must be accompanied by the residents all times. The residents shall ensure that their guests comply with the rules and be responsible for the behaviour of their guests. The maximum number of guests per housing unit who may use the pools shall not exceed **four ( 4 )** at any one time.

f) Swimmers are not allowed in the pools without proper swimming gears. T-shirt and shorts are strictly prohibited in the pool.

10

g) No food, smoking and drinking is allowed in the pools or within one metre of the edge of the pool.

h) Do not use the emergency life buoy as float.

i) All persons are required to dry themselves before leaving the changing rooms. No person wearing a dripping wet bathing suit shall go beyond the swimming pool and changing room areas.

j) No pets are allowed in and around the pools vicinity.

k) Ball spots, frisbee playing, roller-skating, bicycle riding, skate-boarding, "horse-playing" and other similar activities will not be permitted in the pool area.

l) All persons are advised to leave the pools during heavy rain and thunderstorms.

m) The equipment around the pool shall not be used for any other purpose. No pool side furniture shall be removed from the pool area. Misuse of pool side furniture is strictly prohibited. Deck chairs and other pool side furniture may not be reserved. Persons vacating the pool must remove all their belongings.

n) The Management reserves the right to shut down the pool for maintenance purpose.

o) Footwear shall not be allowed within 1 metre from the edge of the pools.

p) No coach shall give lessons in the pool except only on Tuesdays and Thursdays from 0700 hours to 1900 hours.

q) Surfboards, snorkelling and scuba-diving gear ( i.e. masks, snorkels, flippers, diving suits & etc ) glass masks or glass goggles, bulky inflatable



toys and boats and similar objects shall not be permitted in the pools. However, plastic goggles are permitted and children may play with small water toys in the wading pool.

r) No barbecue is allowed at the pool area.

s) The management and its staff will not be held responsible for any injury, damage or loss of properties or lives that may arise as a result of using the pool.

#### **4. Use of Sauna ( Located At Both Gents And Ladies Changing Room )**

a) The daily operation hours for saunas are from 7.00 am to 10.00 pm.

b) Guests must be accompanied by the residents at all times. Residents are responsible for the behaviour of their guests and their compliance of 11

the rules. The maximum number of guests per housing unit who may use the sauna shall not exceed two ( 2 ) persons at any one time.

c) Persons using the saunas must be properly attired and be in good behaviour.

d) Users are advised to shower before entering the saunas.

e) The door of the saunas must be closed at all times.

f) A person who breaches any of the rules shall be required to leave the saunas.

g) No male person shall enter the sauna reserved for the female or vice versa.

h) Eating, drinking and smoking in the saunas are strictly prohibited.

i) Persons using the saunas must observe health warning signs posted at the entrance to the saunas.

j) Children using the saunas must be accompanied by an adult.

k) The Management shall not be responsible for any mishap arising from the use of the saunas.

#### **5. Use of Barbecue Pit**

1. The above facility may be reserved for use during the following hours:

a) First Session : 0900 hours to 1400 hours

b) Second Session : 1600 hours to 2200 hours

The barbecue pits will be closed at 2200 hours.

2. Booking can be made one month in advance on a first-come-first-served basis.

Each unit is allowed to book up to a maximum of 12 sessions per year.

Booking is also limited to one session per day per month per unit.

Cancellation of booking shall be made **one week** before the actual scheduled date, failing which; the Management reserves the right **to forfeit the usage fee.**

3. Booking must be made in person at the Management Office during office hours with the payment of deposit. Strictly no reservation is allowed.

4. To affect a booking, an application form ( available from the Guard House and Management Office ) must be completed with a deposit of S\$100.00. A sum of \$20.00 will be deducted to supplement for the cost of cleaning and administration cost and the remaining of **S\$80.00** will be refunded free from interest.

12

5. The Management reserves the right to deduct an equivalent sum of monies from the remaining refundable deposit for damages caused as well as if the premises was found to be untidy.

6. The host(s) and their guests should ensure that the B B Q pit and its surrounding area are properly cleaned after use. All litter, food waste & etc must be contained in polythene bags properly tied and disposed of in the refuse containers provided. Bulky refuse such as crates, boxes of materials & etc must be taken to the bin centre located next to the guard house and deposited in the bulk bin. Failing which an administration fee of \$30.00 will be imposed as cleaning charges.

7. All lighted or smouldering charcoal must not be thrown into the plastic bin containers to prevent ignition of fire.

8. No food or drinks are to be thrown into the swimming pool.

9. Music must be kept at a low volume.

10. The maximum number of guests per session is **20**.

11. The Management shall not be responsible for any accident / death due to negligence or the like on the part of the person(s) concerned or arising from failure to abide by the rules.

## **6. Use of Gymnasium**

1. There are no charges for the usage of the equipment( s ).

2. The Gymnasium will be opened from 06:00 hours to 22:00 hours daily. The Management may make such alterations or extensions of the time as may notified by notice posted on the notice board.

3. All users must be dressed in appropriate Gymnasium attire ( i.e. T-shirt, shorts,

track suits and non-marked rubber-sole shoes without heels ). The Management or the Security Guard on duty is empowered to refuse entry to any user who is not properly attired.

4. No instructor is provided. All residents using the gymnasium equipment( s ) do so at their own risk. The Management and its staff will not be held responsible for any injury, damage or loss of properties or lives that may arise as a result of using the equipment(s).

5. Any user breaking or damaging the properties of the Gymnasium are severely bounded by the liable for all cost incurred for repairing or replacement of the damaged equipment(s).

6. The Management and the staff are empowered to reject any user who misbehaves or whose conduct is detrimental to the welfare and interests of other users of the Gymnasium's facilities.

13

7. No food or drinks shall be brought into the room. Smoking is strictly prohibited.

8. Pets are out of bounds in the gymnasium.

9. Only resident are permitted to use the Gymnasium. Guests must be accompanied by their resident friends at all times. Residents are responsible for the behaviour of their guests and their compliance of the rules. The maximum number of guests per housing unit who may use the gymnasium shall not exceed two ( 2 ) at any one time.

10. Owners/occupants shall ensure that all children under 12 years old must be accompanied by adults. Any adult taking such a child accepts full responsibility for the child's safety.

## **7. Booking of Multi-Purpose Hall ( MPH )**

7.1. The multi-purpose hall may be reserved for use during the following hours:

- a) First Session : 0900 hours to 1300 hours
- b) Second Session : 1330 hours to 1730 hours
- c) Third Session : 1800 hours to 2200 hours

The MPH will be closed at 2200 hours.

7.2. The MPH will only be used for functions / birthday parties approved by the Management. Functions in connection with religious, political, illegal or immoral activities are not permitted.

7.3. Booking of **MPH** may be made one ( 1 ) month in advance on a first-come-first served

basis. Each unit is allowed to book up to a maximum of 12 sessions per year. Booking is also limited to one ( 1 ) session per day per month per unit. Cancellation of booking shall be made one week before the actual scheduled date, failing which; the Management reserves the right **to forfeit the usage fee.**

7.4. Booking must be made in person at the Management Office during office hours with the payment of deposit. Strictly no reservation is allowed.

7.5. To effect a booking, an application form ( available from the Guard House and Management Office ) must be completed with a non-refundable deposit of **S\$50.00** and refundable deposit of **S\$300.00.**

7.6. There should not be excessive noise or nuisance caused to other residents.

7.7. The host(s) shall be responsible for the good conduct and behaviour of all persons attending the function.

7.8. Food / beverage shall not be consumed at the pool deck area but shall be confined to the MPH only.

7.9. No cooking is allowed and washing is to be done at the designated area.

General cleanliness of the room must be maintained. The room must be cleaned and all articles and refuse are to be removed immediately after the use of the room.

7.10. The host( s ) shall obtain proper licences / permits from the relevant authorities for holding the function where it is necessary.

7.11. The number of guests to be limited to not more than **50** persons and the number of guests' vehicles entering the building to be limited as there is only a limited number of visitors' car parking lots.

7.12. The Management reserves the right to deduct an equivalent sum of monies from the refundable deposit for damages caused to the fittings / fixtures of the room or the surrounding areas, as well as, if the premise was found to be untidy.

7.13. The host(s) shall keep the Management indemnified against all actions, claims, demands they may be brought or made against the Management by any person arising out of the use of **the MPH.**

15

Part 5

## **5.1 Rules And Regulations Of Renovation Work**

### **Terms and Conditions**

A Subsidiary Proprietor intending to carry out any renovation, alteration and addition must obtain the prior written consent of the Management before carrying out any works. The application for renovation should be made in the prescribed form. All

relevant documents such as plans / sketches and approvals from the relevant authorities, if necessary must be submitted together with the form.

#### 1. Type of Work

1.1 The Subsidiary Proprietor's appointed contractor and its listed sub-contractors can only carry out the type of work specified in the approval letter to the Subsidiary Proprietor.

#### 2.0 Working Hours

2.1 Work can only be carried out within the following times:

Mondays to Fridays - 9.00am to 5.00pm

No work is to be carried out from 12.00pm to 2.00pm daily

Saturdays - 9.00am to 1.00pm ( includes Public Holidays )

2.2 No work is allowed to be carried out on Sundays and Public Holidays.

#### 3.0 Deposit

3.1 The applicant shall pay a refundable deposit of **S\$2,900.00** and a non refundable deposit of **S\$150.00** for administration charges.

Subject to the compliance of all the conditions stated herein and to all claims by the Management for damages to the common properties and properties of the residents in the building, the refundable deposit will be refunded free from interest.

In the event that any damage is done, the Subsidiary Proprietor shall be fully liable to rectify the damage within seven ( 7 ) days from the notice served by the Management, failing which the Management reserves the right to make good the damages; deduct the rectification costs from the deposit and recover any remaining costs from the Subsidiary Proprietor. **The said deposit shall be forfeited** if any of the conditions stated herein are not complied with.

16

#### 4.0 Security

4.1 All workers of the applicant's company and its listed sub-contractors shall inform the security staff at the Guard House of their intention to enter the estate unit to carry out the work and to exchange for the security passes with their identity card, work permit or any other relevant passes. All workers shall wear and display their security passes at all time within the condominium.

4.2 The applicant shall be responsible for the good conduct and behaviour of all workers of his company and that of its listed sub-contractors while they are in the building.

4.3 No worker shall be allowed to loiter in any other places other than the apartment unit concerned.

4.4 Any worker found misbehaving or refusing to comply with the security procedures will be removed from the condominium and barred from entry.

#### 5.0 Necessary Protection to Common Property

5.1 The contractor must take all necessary precautions to protect all existing common properties including lifts, passageway leading to the unit, roads, drains, during the renovations. Protective covers should be provided by the applicant at his expense.

5.2 Any damage to the common property during the renovations must be made good by the owner and / or his contractor and is subject to the approval and satisfaction of the Management.

5.3 In the event of failure to make good such damage within a specified period of time, the Management will rectify the damage and charge the cost of such work to the owner.

#### 6.0 Lift

6.1 Only one designated lift is allowed to be used.

6.2 The applicant shall ensure that adequate protection is given to the lift walls and floor when conveying building materials to and from the apartment unit under renovation. Should there be a need to protect the lift floor and walls with appropriate protection covers, they should be provided by the applicant at his expense.

6.3 No heavy machinery is allowed in the lift. No overloading of lift is allowed.

17

#### 7.0 Cleanliness

7.1 The applicant shall maintain the general cleanliness of the common area used by his workers and sub-contractors. He shall ensure the area, dirtied by his workers and that of his sub-contractors, be cleaned up immediately to the satisfaction of the Management.

#### 8.0 Removal Of Debris

8.1 All contractors are required to remove their own debris daily or at any such interval so directed by the Management or his representative. If the debris is not removed at such interval as stated above, the Management will proceed to engage other workmen for the task and the cost arising thereof will be charged to the contractor by way of deduction from the security deposit at the rate of \$300.00 per lorry load calculated to the nearest whole lorry load per occasion. The labour cost shall be calculated at the rate of **\$50.00** 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.

8.2 Subsidiary Proprietor is advised to check with the Management before releasing the final payment to their contractor.

8.3 Disposal of debris through the water pipe or rubbish chute is strictly prohibited.

#### 9.0 Obstruction To Common Passage, Fire Escape Route & etc

The Subsidiary Proprietor's contractors shall ensure that their stock, goods or parts are kept within the unit as any obstruction to the common corridors, fire escape routes etc shall be immediately cleared away by the Management and all cost so incurred shall be charged to the contractor responsible.

#### 10.0 Limit of Work Space

The contractor must ensure that all repairs / renovations are carried out within the confines of the apartment under renovation.

#### 11.0 Electricity Supply

11.1 All installation works carried out shall comply with the latest issues of the Singapore Standard and Code of Practice and shall be governed by relevant regulations on electricity supply.

11.2 The contractor is not allowed to tap water and electricity supply from the common property.

#### 12.0 Air-conditioning Units

Installation of air-conditioning units are only permitted in areas designated for such installation when the apartment were originally built. No subsidiary proprietor shall install any wiring for electrical or telephone installations or install any machines or air-conditioning units, or other equipment or appurtenances whatsoever on the exterior of the building or protruding through walls, windows or roofs thereof, whether or not visible outside the building.

#### 13.0 Shifting of Security Intercom Handset

Any unauthorised modifications / relocation of the intercom might cause short circuit to the main intercom system, thus affecting other units. As such repositioning / modifications of intercom handset in the apartment is strictly not allowed. Should the intercom equipment be tampered by any unauthorised person, the respective owner will be responsible for the reinstatement cost.

#### 14.0 Replacement of Floor Tiles At Wet Areas

The kitchen, balcony, toilets are designed as wet areas, and a layer of waterproofing membrane is laid below the tiles of all wet areas. In order to prevent possible water leak to the ceiling of the immediate lower floor unit, owners are advised not to replace the floor tiles at wet areas if possible.

The owner of the apartment being the upper unit and where the leak is traced

to originate as the result of retiling, shall bear the costs of rectifying the leaks and make good damages caused to the immediate lower floor.

#### 15.0 Control of External Facade

15.1 The installation of railings or grilles for the window, doors, balconies or any part of the lot shall be done only for the purpose of security and shall be of aluminium sections, powder coated in white colour and in the standard design approved by the Management.

15.2 Grilles shall be fixed on the internal side of the windows for window grilles and within the strata boundary line for the main door and yard grilles so that no common area will be encroached.

15.3 The window at yard area must be of "casement" design and the colour code and pattern should be same as the existing colour and design.

#### 16.0 Others

16.1 The applicant shall allow the authorised officer of the Management access into the apartment unit under renovation for the purposes of checking that no unauthorised work is being carried out.

16.2 The Management in its absolute discretion reserves the right to reject any applicant and revoke any permit granted. The Management shall not be liable for any damage arising from the rejection of the application or revocation of the permit.

16.3 Subject to the prior written consent of the management and subject to approval being obtained from the relevant authorities, repair, renovation, alteration or extension works may be carried out by the subsidiary proprietor at his cost and expense and under the following conditions:-

**a) No hacking of any walls, beams, slabs, columns and any structural members.**

**b) No re-location of the water and sanitary system.**

**c) No re-running of the electrical system.**

**d) No alterations to or re-location of the windows.**

**e) No alterations to or re-location of the balconies doors and doorways.**

**f) No raising of the floor level or increasing the total load of the floor.**

**g) No sunshades or awnings of any design or shape.**

**h) No permanent or retractable clothes hanger / awnings.**

**16.4 The Management shall have the authority to demolish or remove any unauthorised additions or alterations to the unit after giving seven ( 7 ) days' written notice to the subsidiary proprietor concerned requesting him to remove the same and all costs and expenses incurred in respect of such demolition or**



removal shall be borne by the subsidiary proprietor who shall fully indemnify the Management against all such costs and expenses, and against all loss or damage in respect of such demolition or removal including legal costs incurred by the Management on an indemnity basis.

17.0 If any of the above rules is breached, the Management has the right and authority to stop or prevent any one from undertaking or continuing with any works.

20

## **5.2 Rules And Regulations Of House Moving**

### **Terms and Conditions**

#### 1.0 Prior Notice

1.1 The applicant shall submit to the Management the prescribed applications form **seven ( 7 ) days' prior** to any house moving.

#### 2.0 Working Hours

2.1 House removal can only be carried out within the following times:-

**Mondays to Fridays - 9.00am to 5.00pm**

**Saturdays - 9.00am to 1.00pm ( excludes Public Holidays )**

**2.2 No work is allowed to be carried out on Sundays and Public Holidays.**

2.3 The applicant shall obtain prior written approval from the Management in the event of a need to carry out work beyond the hours specified in the Clause 2.1 and provided the work does not affect the peaceful environment of the occupants.

**2.4 Strictly NO removal activity is allowed in the basement car park.**

#### 3.0 Security

3.1 All workers of the applicant's company and that of its listed sub-contractors shall inform the security staff at the Guard House of their intention to enter the estate unit to carry out the work and to exchange for the security passes with their identity card, work permit or any other relevant passes.

3.2 The applicant shall be responsible for the good conduct and behaviour of all workers of his company and that of its listed sub-contractors while they are in the building.

3.3 No worker shall be allowed to loiter in any other places other than the apartment unit concerned.

3.4 Any worker found misbehaving or refusing to comply with the security procedures will be removed from the condominium and barred from entry.

3.5 All workers shall display the security passes at all times within the condominium compound.

#### 4.0 Lift

**4.1 Only one designated lift is allowed to be used.**

21

4.2 The applicant shall ensure that adequate protection is given to the lift walls and floor when conveying building materials to and from the apartment unit under renovation. Should there be a need to protect the lift floor and walls with appropriate protection covers, they should be provided by the applicant at his expense.

4.3 No heavy machinery is allowed in the lift. No overloading of lift is allowed.

5.0 Cleanliness

5.1 The applicant shall maintain the general cleanliness of the common area used by his workers and sub-contractors. He shall ensure the area, dirtied by his workers and that of his sub-contractors, be cleaned up immediately to the satisfaction of the Management.

5.2 No debris is allowed to be placed in the common area.

5.3 All debris must be removed from site upon completion of work.

6.0 Refundable Deposit

6.1 The occupant and / or the Remover shall pay a sum of S\$1,000.00 being the house remover deposit to "Management Corporation Strata Title Plan No. 2428" **4 days** prior to the date of moving. The deposit will be refunded, free from interest, to the occupant or his removers, subject to compliance with the conditions stated herein and to all claims due to damages to the common property arising out of or in the course of the execution of the works. In addition a fee of **\$50.00 Per Day** is to be paid for the usage of the lift padding.

7.0 Removal Vehicle Size

7.1 No containers are allowed into the condominium. For those instances where 20ft or 40ft containers are deployed for your moving / removal, please note that they would need to be parked outside the estate and arrangements would have to be made for the separate carting of your movables into the estate.

Note: - Movers shall have to obtain the necessary approvals and permits from the Traffic Police for parking outside the estate.

22

### **5.3 Car Park Facilities**

1. For First Car Owners

1.1 Each strata lot is entitled to one parking lot.

1.2 A car park disc shall only issue to a subsidiary proprietor or occupier who is residing in the condominium. As the estate is using Electronic Payment System (EPS) for the vehicle barriers, the vehicle owners have to register their IU numbers with the management office for entry to basement car park.

1.3 A copy of any document which proves that the applicant is a resident should be submitted to the Management for the purpose of issuing a car park disc together with the applicant's name, apartment number, telephone number and registration number of the vehicle.

1.4 Each household is entitled to only one ( 1 ) car park label for one ( 1 ) vehicle. Owners with car label are to park in the reserved lots at the basement car park and 1st storey covered lots.

1.5 Car park label shall be issued to a subsidiary proprietor or occupier subject to the following:

- a) The car is owned by the subsidiary proprietor / occupier; or
- b) The car is owned by a member of the immediate family of the subsidiary proprietor / occupier residing permanently at the condominium; or
- c) The car is a company-owned vehicle used by the subsidiary proprietor / occupier. A letter from the company must be produced indicating the driver's particulars who must be a subsidiary proprietor / occupier residing in the condominium; or
- d) Except for company vehicles, all vehicles must be registered under the address of the condominium.

1.6 A car park disc issued is not transferrable for use on another vehicle.

1.7 Car park discs will only be issued in respect of cars, small vans and other light vehicles classified as class 3 vehicles according to the Road Traffic Act ( Chapter 276 ). Car park discs will not be issued for heavy vehicles.

1.8 The disc will automatically be deemed null and void when holder is no longer residing in the condominium. Disc is to be returned to the management.

1.9 A valid car disc must be displayed at all times in a prominent position on the front wind screens of the cars for easy identification by security personnel.

1.10 For replacement of damaged, loss of car disc or change of vehicle number and a subsequent car disc issued ( if applicable ), a \$10.00 surcharge will be imposed.

23

1.11 Each subsidiary proprietor or resident shall be responsible to submit their current car ownership status to the Management office. Forms are available from the Management office. This notification is essential to prevent erroneous wheel clamping or notices being put up on residents' new cars.

1.12 A subsidiary proprietor or occupier must ensure that his invitees park their vehicles in the spaces that are designated for visitors' vehicles.

1.13 No vehicles except those with approved and valid car park discs, shall park

overnight in the estate unless with the Management prior approval. "Overnight" means parking in the estate beyond 12 midnight.

1.14 The subsidiary proprietor or occupier must ensure that the area wherein he washes his vehicle or permits it to be washed is kept clean, grease-free and mud-free after his vehicle has been washed.

1.15 All vehicles shall be driven and parked in accordance with the Singapore Highway Code unless allowed by the Management to do otherwise. Further, all car park directional and road signs are to be complied with.

## 2. Parking Arrangement For Visitors And Second Or 3rd Cars Owners

2.1 Non-reserved or visitors' lots at the 1st Storey may be used by the resident for the parking of their second car. However, the use of the non-reserved or visitors lots is to be used on a "first-come-first-serve" basis.

2.2 Visitors and owners with 2nd or 3rd cars will be turned away once the non reserved lots and visitors' lots are full. 2nd car owners and guests are to look into their own parking arrangement elsewhere.

## 3. Lorry / Bus / Heavy Vehicles

3.1 Lorries, buses and heavy vehicles are not allowed to park in the condominium.

## 4. Speed Limit

4.1 Maximum speed and load limit in the driveway / car park are 15 mph and 20 tonnes respectively.

## 5. Wheel Clamp

5.1 Failure to comply with the above will result in the wheel clamping of the offending vehicle. A \$100.00 administrative charge will be imposed on all such vehicles before the wheel clamp is removed. Offending vehicles may also be towed away in which case, the administrative charge and the cost of the towage will be borne by the owner of the offending vehicle.

## 6. Parking At Own Risk

24

6.1 The Management shall not be responsible in any matter whatsoever for damage or loss to the vehicles or the fittings or contents of any vehicles parked in the car park.

## 7. Security Access Card

7.1 Each apartment is entitled to four ( 4 ) free access cards.

7.2 Additional access card required after the free entitlement can be purchased at \$30.00 per card and each unit is only allowed to apply for two (2) additional cards. .

7.3 For damaged or loss of card, an additional \$80.00 surcharge will be imposed for the replacement.

7.4 To replace a lost card, a letter declaring the loss of the card is required.

7.5 Visitors on temporary stay will not eligible to access card.

7.6 Applicants must submit a copy of any legal document to provide their Ownership / Tenancy of the related premises.

7.7 A tenant is required to obtain a letter of authorisation from the landlord to instruct the Management to issue to the tenant the access card. The name of the tenant must explicitly be mentioned in this letter.

7.8 For company owned properties or company tenanted premises, the letter must bear the registered company members or the nominee who will be eligible for the access card.

Updated after the 1st Council Meeting of 9th Management Corporation held on 17/08/2010

25

Form R1

THE MAKENA CONDOMINIUM

THE MCST PLAN NO.2428

121 Meyer Road #01-08 Singapore 437932 Tel: 6348 3813 Fax: 6440 7953

makena@singnet.com.sg

**APPLICATION FOR APPROVAL FOR RENOVATION WORKS**

( To be completed by both the \*subsidiary proprietor / Tenant / Occupier and the contractor )

Please note the maximum permissible weight and height for vehicles gaining entry into the estate is 2.5 Tonnes and 3.0 Metres. All application forms must submit to the Management **Seven ( 7 ) days** prior to any works.

Date of Application: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\*I / We hereby request permission to carry out renovation works at Block \_\_\_\_\_ Unit #\_\_\_\_\_ - \_\_\_\_\_ in The Makena Condominium. The particulars for renovation works are as follows:

(I) Particulars of Subsidiary Proprietor and Unit

1. Name of Subsidiary Proprietor: \_\_\_\_\_

2. Address of Subsidiary Proprietor: \_\_\_\_\_

\_\_\_\_\_ Singapore \_\_\_\_\_

3. Contact No: \_\_\_\_\_ (H) \_\_\_\_\_ (O) \_\_\_\_\_ (HP)

(II) Particulars of Renovation Contractor

4. Name of Contractor's Company: \_\_\_\_\_

5. Address of Company: \_\_\_\_\_  
\_\_\_\_\_ Singapore \_\_\_\_\_

5. Company Registration No: \_\_\_\_\_

6. Vehicle Type: \_\_\_\_\_ Registration No: \_\_\_\_\_

7. Name of Person in-charge: \_\_\_\_\_

8. NRIC/Passport No: \_\_\_\_\_

9. Contact No: \_\_\_\_\_ (O) \_\_\_\_\_ (HP) \_\_\_\_\_ (Fax)

Email address: \_\_\_\_\_

26

(III) Particulars of Workmen

10.

Name ( s ) \_\_\_\_\_

NRIC / Passport No. ( s ) \_\_\_\_\_

Fin No.( s ) \_\_\_\_\_

Address: \_\_\_\_\_

(IV) Details of Renovation Works

( To attach plans/drawings showing locations and project schedules )

11. Date of Renovation works: \_\_\_\_\_ to \_\_\_\_\_

12. Description of Renovation Works:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Statutory Permits & licenses: \_\_\_\_\_

( Copies to be attached, if any )

27

( V ) **Terms & Conditions**

14. Security Deposit

14.1 A refundable security deposit of \$2,900.00 is payable at the time of application. Cheque is to be made payable to "MCST 2428" (hereinafter

called “the Management”). In order to claim refund for the security deposit, the original receipt has to be returned to the Management Office for records. If the applicant is not able to produce the original receipt, the applicant has to produce an undertaking letter to the Management Office on the lost of the receipt.

14.2 In addition a separate payment of a non-refundable deposit of **S\$150.00** for administrative charges is also payable at the time of application. With effect **from 01 MAY 2013**, a fee of **\$50.00** for the usage of lift padding is to be made payable to “MCST 2428”.

14.3 Owners and contractors shall be fully responsibility for any damage caused to any common property or areas caused by them or their workmen. Such damage ( if any ) shall be made good to the satisfaction of the Management within seven ( 7 ) days.

14.4 The security deposit may be refunded upon completion of the renovation works if the Management is satisfied that no damage has been caused to any common property or areas and that all debris and unused or unwanted waste materials have been cleared and removed from the estate and that there has been due compliance of all the terms and condition herein provided.

14.5 In the event of any damage to any common property or areas or failure to clear and remove debris and unused or unwanted waste materials, the Management may arrange for such damaged common property or area to be restored or for the clearance and removal of such debris and waste materials ( as the case may be ) at the expense of the owner concerned, which expense may be offset against the security deposit. Where the expense exceeds the security deposit, the owner and / or the contractor shall reimburse the Management the difference.

14.6 Where any common property or equipment is irreparably damaged, it shall be replaced by the owner or his contractor or at their expense.

## 15. Indemnification

15.1 The contractor must effect adequate insurance cover for Fire Risk, Workmen’s Compensation, Public Liability and any other relevant or necessary insurance cover during period of the renovation works.

15.2 The contractor hereby indemnifies Management against any and all claims, suits, actions and other proceedings for damages, loss, injury, loss of life, or other liability caused by, resulting from or arising from the execution of renovation works.

28

## 16. Execution of Works

16.1 All workers, removal contractors and their workmen must report to the Security Guardhouse for verification of their identities. The Management

reserves the right to refuse entry to any person whose identity cannot be verified or to such person to leave the estate.

16.2 All workers, contractors and their workmen shall obtain from the Security Guardhouse identification passes and shall wear the passes at all times whilst in the estate. Security personnel are authorized to question any person found in the estate without a pass.

16.3 Fireman / Cargo lift and staircases may be used to convey materials and supplies. Adequate protection must be accorded to the lift floors, doors and walls so that they are not scratched or damaged in any way. Canvas must be hooked up within the lift to protect the internal face of the lift.

16.4 No storage space is provided on site. No articles, materials or equipment may be left in any common areas. Such articles, materials or equipment must be stored within the housing unit concerned. If found in the common areas, they are liable to be removed at the expense of the owner or contractor concerned.

16.5 Renovation works may be carried out within the following hours only:

**Mondays to Fridays 9.00am to 5.00pm**

**Saturdays 9.00am to 1.00pm ( excluding Public Holidays )**

**Strictly no work may be carried out on Sundays and Public Holidays.**

All major hacking of walls or tiles is granted for **the FIRST 4 days only**.

Works may not commence until written approval is granted.

**No work is allowed to be carried out from 12.00pm to 2.00pm.**

16.6 No worker, contractor or workmen may loiter in any common areas. All workers, contractors and workmen are to confine themselves to the housing unit concerned.

16.7 The owner concerned shall be responsible for the good conduct and behaviour of the contractor and the contractors' workmen while they are within the estate. Any person found misbehaving or behaving suspiciously may be asked to leave the estate immediately.

16.8 Unwanted, unused or waste materials must be cleared, removed, and disposed off by the owner concerned or his contractor. They may not be disposed off into the refuse chutes. Any damages to the chutes shall be repaired at the expense of the owner and the contractor concerned.

29

16.9 All contractors are required to remove their own debris daily or at any such interval so directed by the Management or his representative. If the debris is not removed at such interval as stated above, the Management will proceed to



engage other workmen for the task and the cost arising thereof will be charged to the contractor by way of deduction from the security deposit at the rate of S\$300.00 per lorry load calculated to the nearest whole lorry load per occasion. The labour cost shall be calculated at the rate of S\$50.00 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.

**\*I / We** undertake that no work other than that specified in the application form will be carried out and that all work will be in accordance with the By laws / House rules, a copy of which **\*I / we** have read. **\*I / We** further undertake that if any work is done which does not comply with the By laws / House rules or the permission given pursuant to the application then **\*I / we** undertake, at **\*my / our** expense, to rectify the situation within 30 days of being informed in writing by MCST 2428 to do so.

**\* I / We** hereby confirm that no structural works are involved and agree to be bound by and undertake to comply with the terms and conditions stated herein. **\* I / We** also agree to keep noise and inconvenience to a minimum.

Enclosed herewith are **\* my / our** cheques for **S\$2,900.00** and **S\$150.00** respectively issued in your favour being security deposit and administrative charges for the renovation works. ( \* Please delete where not applicable )

\*Cash / Bank & Cheque **S\$2,900.00**: Bank: \_\_\_\_\_ NO.: \_\_\_\_\_

\*Cash / Bank & Cheque **S\$150.00**: Bank: \_\_\_\_\_ NO.: \_\_\_\_\_

Signature of Subsidiary Proprietor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
( Company Stamp )

( Must Be Signed By Both \*Subsidiary Proprietor and Contractor )

30

### **For Office Use**

#### **RENOVATION WORKS**

To the Applicant

We refer to your application for the renovation works dated \_\_\_\_\_ and are pleased to inform you that approval is herewith granted to you to carry out the renovation works on the following dates:

From : \_\_\_\_\_ To : \_\_\_\_\_

Block : \_\_\_\_\_ Unit :# \_\_\_\_\_ - \_\_\_\_\_

Name of Subsidiary Proprietor : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ Singapore \_\_\_\_\_

Contact No : \_\_\_\_\_ ( H ) \_\_\_\_\_ ( O ) \_\_\_\_\_ ( HP )

Name of Contractor Company : \_\_\_\_\_

Company Registration No : \_\_\_\_\_

Name of Person In-Charge : \_\_\_\_\_

Contact No : \_\_\_\_\_ (O) \_\_\_\_\_ (HP) \_\_\_\_\_ ( Fax )

Email Address: \_\_\_\_\_

Deposit Paid : **S\$ 2,900.00** Cheque No: Bank: \_\_\_\_\_ No.: \_\_\_\_\_

Administration Fee Paid ( Non Refundable ) : **S\$150.00 \* CASH / CHEQUE NO.**

**Official Receipt Nos. for:** Deposit # \_\_\_\_\_ Non Refundable Fee: # \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Name and Signature of Authorization Officer

31

**REQUEST FOR REFUND OF RENOVATION WORKS SECURITY DEPOSIT**

Block: \_\_\_\_\_ Unit No: # \_\_\_\_\_ - \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

( \*Sub-Proprietor / Contractor )

Date of Completion: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The renovation works in the above-mentioned unit has been completed.

Please refund the security deposit to: \_\_\_\_\_

**For Security Officer Use**

I / We confirm that:

1.  There are no damages caused to the common property.
2.  The following damages to the common property were caused:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Checked By: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use**

To deduct a sum of S\$ \_\_\_\_\_ for the above-mentioned damages as indicated

in item 2 as verified on \_\_\_\_\_.

Amount Refunded: S\$ \_\_\_\_\_ in \*Cash / Cheque No.# \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name and Signature of Authorized Officer \_\_\_\_\_ Date \_\_\_\_\_

~~~~~

I acknowledge receipt the refund of S\$ \_\_\_\_\_ Cheque No: # \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name and Signature of Sub-Proprietor / Contractor \_\_\_\_\_ Date \_\_\_\_\_

32

Form HM1

THE MAKENA CONDOMINIUM

THE MCST PLAN NO.2428

121 Meyer Road #01-08 Singapore 437932

Tel: 6348 3813 Fax: 6440 7953

**APPLICATION FOR APPROVAL FOR HOUSE REMOVAL (\* IN / OUT )**

( To be completed by both the \*subsidiary proprietor / Tenant / Occupier and the contractor )

Please note the maximum permissible weight and height for vehicles gaining entry into the estate is 2.5 Tonnes and 3.0 Metres. All application forms must submit to the Management **Seven ( 7 ) days** prior to any works.

Date of Application: \_\_\_\_\_

**\*I / We** hereby request permission to carry out house removal (**\*IN / OUT**) on \_\_\_\_\_ to \_\_\_\_\_ ( Date ) works at Block \_\_\_\_\_ Unit # \_\_\_\_\_ - \_\_\_\_\_ in The Makena Condominium. The particulars for house removal works are as follows:

( II ) Particulars of Subsidiary Proprietor ( SP ) / Tenant / Occupier and Unit

1. Name of \*SP / Tenant / Occupier: \_\_\_\_\_

2. Address \*SP / Tenant / Occupier: \_\_\_\_\_  
\_\_\_\_\_ Singapore \_\_\_\_\_

3. Contact No: \_\_\_\_\_ (H) \_\_\_\_\_ (O) \_\_\_\_\_ (HP)

( III ) Particulars of Renovation Contractor

4. Name of Contractor's Company: \_\_\_\_\_ Registration No.: \_\_\_\_\_

5. Address of Company: \_\_\_\_\_  
\_\_\_\_\_ Singapore \_\_\_\_\_

6. Company Registration No: \_\_\_\_\_

7. Vehicle Type: \_\_\_\_\_

8. Name of Person in-charge: \_\_\_\_\_

9. Contact No: \_\_\_\_\_ ( O ) \_\_\_\_\_ ( HP ) \_\_\_\_\_ ( Fax )

Email Address : \_\_\_\_\_

33

#### (VI) **Terms & Condition**

##### 9. Security Deposit

9.1 A refundable security deposit of \$1,000.00 is payable at the time of application. Cheques are to be made payable to "MCST 2428" (hereinafter called "the Management"). In order to claim refund for the security deposit, the original receipt has to be returned to the Management Office for records. If the applicant is not able to produce the original receipt, the applicant has to produce an undertaking letter to the Management Office on the lost of the receipt.

9.1a With effect from 01 MAY 2013, a fee of **S\$50.00 Per Day** for the usage of lift padding is to be made payable to "MCST 2428".

9.2 Owners and contractors shall be fully responsibility for any damage caused to any common property or areas caused by them or their workmen. Such damage ( if any ) shall be made good to the satisfaction of the Management within seven ( 7 ) days.

9.3 The security deposit may be refunded upon completion of the renovation works if the Management is satisfied that no damage has been caused to any common property or areas and that all debris and unused or unwanted waste materials have been cleared and removed from the estate and that there has been due compliance of all the terms and condition herein provided.

9.4 In the event of any damage to any common property or areas or failure to clear and remove debris and unused or unwanted waste materials, the Management may arrange for such damaged common property or area to be restored or for the clearance and removal of such debris and waste materials ( as the case may be ) at the expense of the owner concerned, which expense

may be offset against the security deposit. Where the expense exceeds the security deposit, the owner and/or the contractor shall reimburse the Management the difference.

9.5 Where any common property or equipment is irreparably damaged, it shall be replaced by the owner or his contractor or at their expense.

##### 10. Indemnification

10.1 The contractor must effect adequate insurance cover for Fire Risk, Workmen's Compensation, Public Liability and any other relevant or necessary insurance cover during period of the renovation works.

10.2 The contractor hereby indemnifies Management against any and all claims, suits, actions and other proceedings for damages, loss, injury, loss of life, or other liability caused by, resulting from or arising from the execution of renovation works.

34

##### 11. Execution of Works

11.1 Strictly **NO Removal Work** is allowed to be carried out in **the Basement Car Park**.

11.2 All workers, removal contractors and their workmen must report to the Security Guardhouse for verification of their identities. The Management reserves the right to refuse entry to any person whose identity cannot be verified or to such person to leave the estate.

11.3 All workers, contractors and their workmen shall obtain from the Security Guardhouse identification passes and shall wear the passes at all times whilst in the estate. Security personnel are authorised to question any person found in the estate without a pass.

11.4 Fireman / Cargo lift and staircases may be used to convey materials and supplies. Adequate protection must be accorded to the lift floors, doors and walls so that they are not scratched or damaged in any way. Canvas must be hooked up within the lift to protect the internal face of the lift.

11.5 No storage space is provided on site. No articles, materials or equipment may be left in any common areas. Such articles, materials or equipment must be stored within the housing unit concerned. If found in the common areas, they are liable to be removed at the expense of the owner or contractor concerned.

11.6 House Removal Works may be carried out within the following hours only:

Mondays to Fridays 9.00a.m to 5.00p.m

Saturdays 9.00am to 1.00pm ( excluding Public Holidays )

Strictly no work may be carried out on Sundays and Public Holidays.

Works may not commence until written approval is granted.

11.7 No worker, contractor or workmen may loiter in any common areas. All workers, contractors and workmen are to confine themselves to the housing unit concerned.

11.8 The owner concerned shall be responsible for the good conduct and behaviour of the contractor and the contractors' workmen while they are within the estate. Any person found misbehaving or behaving suspiciously may be asked to leave the estate immediately.

11.9 Unwanted, unused or waste materials must be cleared, removed, and disposed off by the owner concerned or his contractor. They may not be disposed off into the refuse chutes. Any damages to the chutes shall be repaired at the expense of the owner and the contractor concerned.

35

## 12. Removal Vehicle Size

12.1 No containers are allowed into the condominium. For those instances where 20ft or 40ft containers are deployed for your moving/removal, please note that they would need to be parked outside the estate and arrangements would have to be made for the separate carting of your movables into the estate.

Note: - Movers shall have to obtain the necessary approvals and permits from the Traffic Police for parking outside the estate.

**\*I / We** undertake that no work other than that specified in the application form will be carried out and that all work will be in accordance with the By Laws / House rules, a copy of which **\*I / We** have read. **\*I / We** further undertake that if any work is done which does not comply with the By laws / House Rule or the permission given pursuant to the application then **\*I / We** undertake, at **\*my / our** expense, to rectify the situation within 30 days of being informed in writing by MCST to do so.

**\* I / We** hereby confirm that no structural works are involved and agree to be bound by and undertake to comply with the terms and conditions stated herein. **\* I / We** also agree to keep noise and inconvenience to a minimum.

Enclosed herewith are \* **my / our** cheques for **S\$1,000.00** and **S\$50.00** respectively issued in your favour being security deposit and administrative charges for the House Removal Works.

( \* Please delete where not applicable )

\* Cash / Bank & Cheque No. **S\$1,000.00**: Bank: \_\_\_\_\_ NO: \_\_\_\_\_

\*Cash / Bank & Cheque No. **S\$50.00**: ( Non Refundable )Bank : \_\_\_\_\_ NO. \_\_\_\_\_

**Official Receipt Nos. for:** DEPOSIT # \_\_\_\_\_ Administrative Fee # \_\_\_\_\_

Signature of \*SP / Tenant / Occupier: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**( Company Stamp )**

**( Must Be Signed By Both \*SP / Tenant / Occupier and Contractor )**

**36**

MAKENA

**APPROVAL FOR HOUSE REMOVAL ( IN / OUT ) WORKS**

To the Applicant

We refer to your application for the House Removal Works ( IN / OUT ) dated \_\_\_\_\_

and are pleased to inform you that approval is herewith granted to you to carry out

the House Removal Works ( IN / OUT ) on the following dates:

From : \_\_\_\_\_ To : \_\_\_\_\_

Block : \_\_\_\_\_ Unit : # \_\_\_\_\_ - \_\_\_\_\_

Name of SP / Tenant / Occupier : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ Singapore \_\_\_\_\_

Contact No : \_\_\_\_\_ ( H ) \_\_\_\_\_ ( O ) \_\_\_\_\_ ( HP )

Name of Contractor Company : \_\_\_\_\_

Company Registration No : \_\_\_\_\_

Name of Person In-Charge : \_\_\_\_\_

Contact No : \_\_\_\_\_ (O) \_\_\_\_\_ (HP) \_\_\_\_\_ (Fax)

Refundable Deposit Paid : **S\$ 1,000.00** \* Cash / Bank & Cheque No: Bank: \_\_\_\_\_ No. \_\_\_\_\_

Administrative Fee : **S\$50.00** \*Cash / Cheque: Bank: \_\_\_\_\_ No. \_\_\_\_\_

**Official Receipt Nos. for:** Refundable Deposit # \_\_\_\_\_ Administrative Fee: # \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name & Signature of Authorisation Officer

Date

**NOTE**

To claim refund for the security deposit, the original receipt must be returned to the Management Office for records. If the applicant is not able to produce the original receipt, the applicant has to produce an undertaking letter to the Management Office on the lost of the receipt.

**37**

Form R4

The Makena

The Management Corporation Strata Title Plan No. 2428

121 Meyer Road #01-08 Singapore 437932

Tel: 6348 3813 Fax: 6440 7953

**APPLICATION FOR USE OF Multi Purpose Hall**

Block No.: \_\_\_\_\_, Unit No.: # \_\_\_\_\_ - \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

( \*Subsidiary proprietor / Tenant )

Telephone No: \_\_\_\_\_ (H) \_\_\_\_\_ (O) \_\_\_\_\_ (HP)

I wish to book for the MPH on \_\_\_\_\_ ( Date )

[ ] Session 1 - 9.00am to 1.00pm

[ ] Session 2 – 1.30pm to 5.30pm

[ ] Session 3 - 6.00pm to 10.00pm

Booking Fee : **S\$50.00** per session ( Non-refundable )

Deposit : **S\$300.00** ( Refundable )

Booking Fee Paid: S\$ 50.00 in \*Cash / Cheque No. Bank \_\_\_\_\_ No. \_\_\_\_\_

Refundable Deposit Paid: S\$ 300.00 \*Cash / Cheque No. Bank \_\_\_\_\_ No. \_\_\_\_\_

**Official Receipt Nos. for:** REFUNABLE DEPOSIT # \_\_\_\_\_ BOOKING FEE # \_\_\_\_\_

**NOTE**

In order to claim refund for the deposit, the original receipt has to be returned to the Management Office for records. If the applicant is not able to produce the original receipt, the applicant has to produce an undertaking letter to the Management Office on the lost of the receipt.

The Makena

The Management Corporation Strata Title Plan No. 2428

121 Meyer Road #01-08 Singapore 437932

Tel: 6348 3813 Fax: 6440 7953

**Terms & Conditions governing the use of Multi Purpose Hall.**

1. The function / party will end at **\*1.00pm / 5.30pm / 10.00pm on** (Date) \_\_\_\_\_
2. NO refund of the booking fee if the cancellation is being notified within less than **5 days** to the event date.
3. Strictly no adhesive materials such as double sided tape, glue & etc are to be used for putting decorations on to the ceiling, walls and windows.
4. I will ensure that noise will be kept to a reasonable **level** and does not disturb the peace, causing annoyance to other residents.
5. I will ensure that my guests do not litter the premises. All refuse, waste food, etc. will be disposed off in watertight plastic bags provided by myself and properly deposited into the litter bins provided by the Management Corporation. All bulky refuse shall be deposited at the bin centre next to the guard house.
6. I will bear full responsibility for any damages caused, and ensure that the premises are left in a clean condition.
7. The maximum number of guests allowed is **50**.
8. I will indemnify the Management Corporation against any claims, actions, demands and / or other consequences whatsoever in the event of any accidents / mishaps.
- 9. The MPH cannot be used in connection with or to promote any religious, political, illegal, immoral, business or undesirable activities, otherwise the DEPOSIT WILL BE FORFEITED.**
10. In the event that damage is caused to the MPH or its fixtures / fittings / furniture / visual equipment, etc. and / or if I failed to clean the MPH and its surrounding or failed to remove any bulk refuse after use, the Management Corporation may repair the damage and / or arrange for the cleaning up of the MPH and its surroundings and/or remove the bulk refuse at my expense. The expense incurred may be offset against the security deposit at the Management Corporation sole discretion and the balance or part thereof is refunded to the resident. Where the expense exceeds the security deposit I undertake to reimburse the Management Corporation such shortfall.
11. I undertake that no illegal or immoral cassette, CD, DVD, LD etc are to be played / used in the MPH and its area.

I, \_\_\_\_\_, NRIC \_\_\_\_\_ hereby declare that

I will abide by the terms and conditions stated by the Management Corporation above.

\_\_\_\_\_



Signature of Applicant / Date ( Note: Applicant signing must be at least 21 years of age. )

**39 Refund of Deposit**

I \_\_\_\_\_ Block No. \_\_\_\_\_ unit # \_\_\_\_\_ - \_\_\_\_\_ acknowledge receipt of my Deposit **S\$300.00 \*Cash / Bank & Cheque :** \_\_\_\_\_ # \_\_\_\_\_

\_\_\_\_\_  
Name & Signature / Date

\*\*\*\*\*

**Official Use Only**

**Received no report on any damage to the MPH area after this use, deposit is refunded in full.**

Deposit Returned by \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Name & Signature Date

40

The Makena

The Management Corporation Strata Title Plan No. 2428

121 Meyer Road #01-08 Singapore 437932

Tel: 6348 3813 Fax: 6440 7953

**APPLICATION FOR USE OF B B Q PIT**

Block No.: \_\_\_\_\_, Unit No.: # \_\_\_\_\_ - \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

( \*Subsidiary proprietor / Tenant )

Telephone No: \_\_\_\_\_ (H) \_\_\_\_\_ (O) \_\_\_\_\_ (HP)

I wish to book for the BBQ Pit on \_\_\_\_\_ (Date).

Pit 1 [ ] [ ] **Session 1 - 9.00am to 2.00pm**

Pit 2 [ ]

Pit 3 [ ] [ ] **Session 2 - 4.00pm to 10.00pm**

Booking Fee : \$20.00 per session ( Non-refundable )

Deposit : \$80.00 ( Refundable )

Booking Fee Paid: **S\$20.00** \*Cash / Cheque : Bank: \_\_\_\_\_ No. \_\_\_\_\_

Refundable Deposit Paid: **S\$80.00** \*Cash / Cheque : Bank \_\_\_\_\_ No. \_\_\_\_\_

**Official Receipt Nos. for:** Refundable Deposit : # \_\_\_\_\_ Booking Fee: # \_\_\_\_\_

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**NOTE**

**In order to claim refund for the deposit, the original receipt has to be returned to the Management Office for records. If the applicant is not able to produce the original receipt, the applicant has to produce an undertaking letter to the Management Office on the lost of the receipt.**

**41**

The Makena

The Management Corporation Strata Title Plan No. 2428

121 Meyer Road #01-08 Singapore 437932

Tel: 6348 3813 Fax: 6440 7953

**Terms & Conditions governing the use of B B Q Pit.**

1. The function / party will end at **\*2.00pm / 10.00pm** on (Date) \_\_\_\_\_
2. NO refund of the booking fee if the cancellation is being notified within less than **5 days** to the event date.
3. I will ensure that noise will be kept to a reasonable level and does not disturb the peace, causing annoyance to other residents.
4. I will ensure that my guests do not litter the premises. All refuse, waste food, etc. will be disposed off in watertight plastic bags provided by myself and properly deposited into the litter bins provided by the Management Corporation. All bulky refuse shall be deposited at the bin centre next to the guard house.
5. I will bear full responsibility for any damages caused, and ensure that the premises are left in a clean condition.
6. The maximum number of guests allowed is **20**.
7. I will indemnify the Management Corporation against any claims, actions, demands and / or other consequences whatsoever in the event of any accidents / mishaps.
- 8. The BBQ pit cannot be used in connection with or to promote any religious, political, illegal, immoral, business or undesirable activities OR the DEPOSIT WILL BE FORFEITED.**
9. In the event that damage is caused to the BBQ or its fixtures / fittings/furniture / visual equipment, etc. and/or if I failed to clean the BBQ pit and its surrounding or failed to remove any bulk refuse after use, the Management Corporation may repair the damage and / or arrange for the cleaning up of the BBQ pit and its surroundings and/or remove the bulk refuse at my expense. The expense incurred may be offset against the security deposit at the Management Corporation sole discretion and the balance or part thereof is refunded to the resident. Where the expense exceeds the security deposit I undertake to reimburse the Management Corporation such shortfall.
10. I undertake that no illegal or immoral cassette, CD, DVD, LD etc are to be played / used in the B B Q pit and its area.

I, \_\_\_\_\_, NRIC \_\_\_\_\_ hereby declare that

I will abide by the terms and conditions stated by the Management Corporation above.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature of Applicant ( **Must be over 21 years old** )

Date

**Refund of Deposit**

I \_\_\_\_\_ Block \_\_\_\_\_ Unit # \_\_\_\_\_ - \_\_\_\_\_ acknowledge receipt  
of the **\$80.00** DEPOSIT \*cash / cheque Bank: \_\_\_\_\_ No. \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name and / Signature

Date

**Official Use Only**

**Received no damage report to the B B Q pit area after this use, deposit is refunded in full.**

Deposit Returned by \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name and Signature

Date