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**January 2019**

**GENERAL INFORMATION AND HOUSE RULES**

**These are the current house rules, practical information for residents, and a description of the facilities at Gentoftevænge I. You may find the latest version at our homepage:** [**www.gentoftevaenge1.dk**](http://www.gentoftevaenge1.dk/)**. To access the residents’ pages, log on with your e-mail address and use our general password: abc123. Then, set up your own profile.**

**Messages to the Homeowners’ Association Board can be sent from the homepage. If you do not have access to the internet, you can use the notes found in the holders near the front doors. There are two types of notes:**

Notes for changing name on your mailbox by the front door (the sign on your own door is your responsibility).

Notes to inform the board of problems in the building that needs to be addressed or ideas concerning general maintenance. Notes must be posted in the janitor’s mailbox which is marked Viceværtpostkasse and located at the entrance to the northern yard. Remember to write your name, address, and telephone number.

**Access**

To avoid disturbing your neighbours and to ensure access for handymen and emergency vehicles, the following rules **must** be observed:

* **NO PARKING IN THE YARD**
* No parking in front of the gate to the northern yard
* Short-term parking in the yard when moving, washing your car, or like tasks is permitted. The vehicle must be removed immediately after the task is completed
* To prevent unnecessary entry, the chain to the yard must be attached immediately after entering or leaving

**Bicycle parking**

Bicycles should be parked in the designated areas only:

There is bicycle parking in the cellar in the corner between numbers 70 and 72, parking under the canopy in the northern yard, and a bicycle stand in the yard by number 76.

Bicycles that are not used regularly should be parked in the bicycle cellar.

**Bulky waste**

Place bulky waste in the corner behind the chimney opposite the grey containers in the northern yard. The area is marked with signs and instructions in Danish.

Items must never restrict the access to the grey containers or be placed in front of windows.

If you need to get rid of something in bags, you MUST use transparent plastic bags.

**What is collected**

* **Styrofoam (only in transparent plastic bags)**
* **Computer equipment, radios, televisions, power tools, and other electronic equipment**
* **Appliances**
* **Furniture**
* **Iron and other metal objects of less than 3 meters length but too large for the container**
* **Small and large combustibles including carpets of max. 2 meters**

**What is NOT collected**

* **Mirrors, picture glass and frames, and window glass**
* **Porcelain from sanitation, marble, concrete, bricks, mortar, or gravel**
* **Impregnated wood, mirrors, sanitation, ceramics, clay pots, porcelain of all types**
* **Isolating materials, light bulbs, fluorescent lamps**
* **Logs, firewood, sawdust, floor coverings, Christmas trees**
* **Tires (with or without rims)**
* **Paint buckets, paint, oil, and chemical waste**
* **Spray cans and other dangerous waste**
* **Glass bottles and household glass (These go in the glass container)**

These things cannot be deposited as bulky waste, but must be delivered to Gentofte's municipal recycling plant (Gentofte Genbrugsplads) at Ørnegårdsvej 15.

* **Bulky waste is collected on Wednesdays in even weeks. The waste must be placed the evening before the collection**

**Cable Television**

All apartments have access to cable television provided by YOUSEE. Changing the channel package must be done by direct contact with YOUSEE. However, we may be changing provider in 2019.

**Cellar**

Due to fire regulations, all doors in the cellar must remain closed when not in use.

* NO games, noise, or loitering in the cellar
* No belongings of any kind must be left in the corridors
* Waste must never be deposited in the cellar
* NO smoking in the cellar

**Cellar storage**

Apart from the storage room belonging to each apartment, Gentoftevænge has a number of storage rooms that can be rented by owners for a limited period of time. The rooms may be used for storage, for instance in connection with renovation, moving, etc. There are two sizes of rooms.

The storage rooms can be rented for no more than two years. Payment is collected monthly along with the common expenses. The prices, rules and restrictions for renting these rooms may be found on the homepage or by contacting the Board.

To rent a storage room, contact the Board via the homepage or use a note from the holder by the front door.

**Cleaning and maintenance**

Cleaning and maintenance of the common areas is done by an external janitor. This includes:

* Cleaning of the stairs once a week. (However, you must vacuum your own doormat)
* Cellar areas including the laundry facilities
* Changing of light bulbs
* Mowing the lawn and sweeping outdoor areas
* Clearing snow and throwing salt when icy

In case of insufficient cleaning, please send a message via the homepage or use a note from the holder by the front door.

**Common room**

In the cellar under number 74 there is a 30 m2 common room including kitchen and toilet which may be rented for meetings etc. The room is furnished with tables and chairs and the kitchen has tableware.

Out of consideration for the residents immediately above the common room, the use is somewhat restricted. Loud music is strictly forbidden.

The user pays rent and a deposit that is returned after use provided that the room has been properly cleaned and returned to its prior state. The prices can be found on the homepage or by contacting the Board.

**Domestic animals:**

As of May 2014, it is **NOT** permitted to have dogs in the building. Dogs that were here prior to May 2014 are not affected by this rule.

Domestic animals are not allowed to disturb the neighbours with repeated or frequent howling, barking, or other noise-making.

If these rules are not followed, the animals in question will have to be removed from the building.

**Garbage**

There are 12 containers for garbage in the northern yard:

* **The container closest to the street is for clean glass jars and glass bottles**
* **The next container is for paper such as newspapers and advertisements (not cardboard)**
* **There are five containers for regular household waste which is anything, that does not belong in the other containers**
* **The following two containers are for clean and dry cardboard. Cardboard boxed must be compressed to take up less space in the container. Used pizzaboxes, milk cartons, and the like are considered household waste – NOT CARDBORD**
* **Then two containers for plastic waste**
* **The final container is for metal such as cans for food and beverages. NOT for bags or packaging. Batteries and spray cans may NOT to go into the containers**

To prevent waste from falling out and to limit the smell, wastebags for household waste **MUST BE TIED CLOSED.**

**The lids on the containers must be closed tightly.** Containers filled beyond their limits will not be emptied.

See also “Bulky waste” above and “Garden waste” below.

**Gardens**

17 apartments have access to a garden. While these gardens are owned by the Owners’ Association, it is only the owners of the apartments who have the right to USE the gardens.

There is a separate set of garden rules which may be acquired from the homepage or by contacting the Board.

**Garden waste**

Garden waste must be packed in paper bags (100 litres) or tied into bundles of sticks of max. 1 meter.

* **Garden waste is collected on Wednesdays in odd weeks**

Garden waste MUST be placed on the pavement the evening before collection.

**Homepage**

The Owners’ Association has a homepage: gentoftevaenge1.dk The general access code for residents is: **abc123**

Here you can find the updated house rules and other general information about the building and the Association, and you can contact the Board.

**Internet**

The Association does not have a common internet supplier. Residents must choose their own individual solution. However, this may change in 2019.

**Keys**

The key to the cellar also gives access to the bicycle parking in the cellar and to the gate to the northern yard. Please close the gate quietly after use.

**Laundry**

The property has 2 laundry rooms each equipped with 2 washing machines and 1 tumble dryer (see floor plan). The key to the laundry is in the small cabinet to the right of the door to the laundry room. You must use the laundry room closest to your apartment.

Each apartment has 1 laundry tag for use of the laundry facilities. Usage is charged on a monthly basis. The Board does NOT have extra tags. In case of loss, you can order a new tag from the Administrator at a fee. The price is found on the homepage or by contacting the Board. The lost tag will be blocked.

Washing is scheduled in timeslots of 2 or 3 hours in the calendar on the door of each laundry.

* The laundry rooms are open for use from 07:00 to 22:00. The power to the machines is automatically turned off at 22:15
* To make a reservation, write the address in a slot on the calendar attached to the door of the laundry room nearest your apartment. (E.g. writing “80, 1.tv” in the 20:00-22:00 timeslot reserves that timeslot for apartment 80, 1.tv)
* Each apartment may only reserve 1 timeslot a week. An exception is made for families with children and other residents with special needs who are allowed to reserve 2 timeslots a week
* If the current timeslot is not reserved, or the laundry room is not in use half an hour after the start of a reserved timeslot, the room may be used without reservation as long as use ends before the start of the next timeslot. This is called a chance wash rather than a reserved wash. You are not restricted in the number of chance washes you make each week
* When you use the laundry room for a chance wash, you must note on the calendar that you are doing so the same way you would do with a reserved wash, using the word “Chance”. (E.g. “Chance: 80, 1.tv” in the relevant timeslot.)
* You may reserve only part of a timeslot (e.g. “80, 1.tv: 13:00-13:30”), but it is not permitted to overlap two slots

If there are any problems with laundry, contact Conny Tamberg or Margrethe Andersen.

Drying rooms

For each of the two laundry rooms, there are four drying rooms.

Drying rooms **CANNOT BE RESERVED AHEAD OF TIME** but may be used upon availability in connection with doing your laundry.

* **Remember to write which drying room you use next to the washing reservation in the calendar**
* **The drying room must be emptied within 24 hours of use**

If you wish to lock the drying room, you must bring your own padlock. If the time limit is exceeded and there are no free drying rooms, the lock (if any) may be cut and the clothes taken down. It is important that you write the number of the drying room in the calendar next to your timeslot so we know who to contact. This may avoid cutting the lock and taking down your clothes.

**Mailboxes**

The Owners’ Association is responsible for putting up the mailboxes.

There are NO extra keys for the mailboxes. If a key is lost, the lock will be changed at the owner's expense.

Regarding name on the mailbox, see “Names on doors and mailboxes” below.

**Names on doors and mailboxes**

The name on your own front door is your responsibility. You are advised to use the existing holder on the door.

The name on the mailbox is changed by writing to the Board from the homepage. Write the name, or names, as you want them to appear on the mailbox. Specify the exact entrance number, floor, and door. Or you can fill out a note from the holder by the front door.

**The yard**

The tables, benches, and grill on the lawn area in the yard are for common use.

The grill must be cleaned and the fire thoroughly extinguished immediately after use.

**Water and heating**

All apartments are equipped with heat and water meters. These are read once a year by an external company who also make up the reports on individual consumption. These readings are being announced on a note on the front door of each entrance. It is important that the technician is allowed access to all apartments.

Main lines for water are read at fixed intervals so any major deviations in current consumption in the building are detected quickly.

**ADRESSES**

**Administration (if you are renting the apartment)**

In case of problems requiring handymen, residents must contact the owner of their apartments.

The original building owner's apartments are managed by:

**Sven Westergaards Ejendomsadministration A/S**

Store Kongensgade 24 B

1264 København K

Tlf.: 33 13 78 00

**Administration (if you own the apartment)**

**Boligexperten Adm. ApS**

Vesterbrogade 12

1620 København V

Tlf.: 33 22 99 41

**MEMBERS OF THE BOARD**

|  |  |  |
| --- | --- | --- |
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**GROUND PLAN**

