

## Welcome letter Herlev Vang

Dear new residents in Herlev Vang,

The board of the owners association in Herlev Vang, we would like to welcome you.

We are a small union consisting of 61 apartments with 4 of them being used for business.

In order to ensure that you all have access to the necessary information and documents, we have created this welcoming letter for all new residents. The documents attached to this letter entail a copy of our house rules together with contact information of the board. Prior to contacting any professional artisan, we kindly ask you to consult a board member as e.g. some repairs are paid by the association, while others must be paid by the resident.

Here is some useful information:

On our homepage, [www.herlevvang.dk](http://www.herlevvang.dk), can you find information about Herlev Vang and our ongoing projects. On the homepage you will be able to find contact information of the board, property manager, and our caretaker, along with articles of association, house rules, insurance information, general assembly reports and other information from the board.

Herlev Vang has its own laundry with 2 washing machines and 1 tumble dryer. The laundry is located in the basement under the staircase to the entrance no. 93. The basement key, that you have received is working for all of the 3 buildings and has to be used to access the laundry. To enter the laundry, you should use the access card, with Miele text on it. The access card is also used to pay and start the machines and to make reservations. In the laundry room, you may find a manual which describes how to operate the washing machines and the dryer. It costs 12 kr. per wash and 0.50 kr. per minute of usage of the dryer. The laundry expenses are paid together with the common cost as a sum every month. In case you loose your laundry access card, please contact the board and order a new one, which cost 200 kr.

One weekend every year, "Grøn søndag", are we all gathering and maintaining the common areas such as green areas, painting or whatever needs to be done or repaired.

We are also publishing a newsletter, which is being distributed to all residents a few times a year to inform everyone about the latest news in Herlev Vang. It could e.g. be new waste sorting rules, information about upcoming projects or the date for the "Grøn søndag" event.

Finally, the board would appreciate that anyone moving out or renting their apartment, reports the change and the status to the board so that we are aware when new residents join our community and we can timely provide them with useful information about the neighborhood and practicalities about our union and buildings.

You are welcome to contact the board in case you have some doubts, questions or would like to learn more and become an active member of the community.

I wish you a pleasant time living in Herlev Vang

Kind regards,

On behalf of the board

Finn Andersen

### Contact information:

#### Board:

First Wednesday every month, boardroom in the basement under 89 from 18:00 – 18:30.

Phone: +45 21 90 57 52

Mail: Kontakt @ herlevvang.dk

Mailbox: 91 ground floor, right-hand side

Caretaker Kjeld Erik Overeem.

Daily between 9-14

## House-rules for Herlev Vang

**Household waste:** In all the buildings, chutes are only suitable for garbage bags which must be properly closed, so that the chute does not get filthy. It is not allowed to have waste in the outdoor areas!

**The large container:** Only combustible materials with a maximum size of 1x1 meter must be discarded in the container. For information about combustible materials, see "Uddrag af Herlev kommunes regler for affaldssortering".

**Bathroom/kitchen:** To respect your neighbors and ensure residents' have good sleep during the night, it is recommended that faucets, other than those in the washbasins, should not be used between 24:00 – 05:00.

**Strollers and similar:** Prams and other wagons must not be placed in the stairwells of the building.

**Motor vehicles:** Cars must be parked in the registered parking places so that they are not inconvenient for entry and exit. However, not so far forwards that they cross onto the grass, as this prevents the caretaker from cutting the grass. Motorcycles and mopeds must not be parked in the cellars of the buildings according to the fire regulations.

**Music:** Professional music cannot take place or be performed without a written consent of the board. Other music, as well as noisy entertainment, must be carried out in a way that does not disturb and is not inconvenient to other residents – and NEVER between 23:00 – 08:00.

**Noise:** Noisy behavior is not allowed. Technical appliances such as washing machines and dishwashers must be installed in such a way that it is not inconvenient to the other residents. Use of power tools as well as hand tools is allowed between 08:00 and 19:30 on weekdays and between 09:00 and 13:00 on weekends as well as on public holidays. The buildings are not sound and noise-proof, so everyone should show consideration and common sense.

**Laundry- and drying room:** The laundry room and the drying room must remain tidy after use, and locked. Clothes may only be dried in the dryer or drying room and not on stairs, balconies or over the balcony side. Clothes hanging in the drying room should not drip water onto the floor.

**Windows:** In rain, snow or storm all windows and door must be closed. If windows are to be replaced, the new ones must be identical to the old ones, seen from the outside, as the architecture should remain unchanged.

**Building facade:** Do not install satellite dishes or similar on the outside wall.

**Toilet bowl:** Only toilet paper should be disposed in the toilet bowl and therefore no diapers or cotton wool should be disposed of in the toilet bowl as it can stop the drain. If the cistern becomes leaky, it must be repaired immediately.

**Pets:** Special rules apply. Please see "Domestic animals in Herlev Vang".

**Grill:** It is prohibited to barbecue on the balcony of the apartment due to fire hazard and discomfort of the other residents of Herlev Vang.

If the house rules are not complied with, the general assembly may request residents to vacate the apartment cf. the association's articles of association § 23.

Sincerely, the board of Herlev Vang

## Domestic animals in Herlev Vang.

The purpose of the rules is in accordance with the general assembly resolution of 20th February 2002, to bring order about domestic animals so that it does not cause any inconvenient for the other residents in Herlev Vang.

Permission to domestic animals includes only dogs, cats or other common pets that do not by their species, number or size, cause fear or anxiety with other residents.

Prior to procurements, please contact the board who may refuse permission, in case the species, number or size, cause fear or anxiety with other residents.

Existing domestic animals is registered with the board and request for reacquisition must comply with the conditions above.

Animals must not be moving freely or walked on the building premises.

In case the animal gives a reason for complaints due to persistent barking, odors or other circumstances, the owner will be informed and warned.

Upon repetition, the permit is withdrawn and the owner must take care of relocation before a given time date. If the owner should not comply with the request of a relocation of the animal, the general assembly may request residents to vacate the apartment cf. the association's articles of association § 23.

Sincerely, the board of Herlev Vang