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## **SAMEIET ST. OLAV PROCEDURES AND REGULATIONS**

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## **1. Introduction**

Below is a collection of the procedures and regulations applying to the condominium St. Olav.

The procedures and regulations have been prepared by the business manager and were approved in aboard meeting on 18 August, 1992.

This is largely a collection of previous board decision and information, but some information may be new.

The procedures and regulations are available in Norwegian and English.

In general, living and working in a complex like the condominium St. Olav means operating in a community which requires mutual respect and considerations in order for everybody to be happy.

**2. Payment of share of joint costs**

Take contact with business manager.

### **3. Access security**

#### **3.1 Access security in general**

The outer security zone is the outer entrance doors in floor U2, and the gate to floor U3.

We appeal to all residents to not let in any persons if you are not sure that they are living in the condominium. In that connection everybody should control that the front door is locked before they enter the elevator.

As a fire precaution we have been instructed to have door knobs on the garage side of the doors leading to the staircases to U2. Thus the next security zone is the entrance door of the individual section.

In practice it will be relatively easy to sneak into both U2 and U3. Thus one should not presuppose that the security outside one's own entrance door is reliable, with the exception of the storerooms, which are secured separately.

As the housing sections in block D share outer entrance door with business sections in blocks C/D, also the internal entrance door to the housing sections in block D shall be locked.

#### **3.2 Keys and cards**

New keys and key cards can be obtained by contacting one of our janitors. The individual must pay the costs in the connection.

#### **3.3. Routine for unlocking when one has locked him out.**

The condominium has established the following routine for residents who lock themselves out:

- \* Between 07.00 – 23.00      Contact janitor
- \* between 23.00 – 07.00      Contact Securitas

Securitas will let in person who is on the lists of owners, lessees and others whom the owner have granted access to the section. Securitas receives the lists from the business manager.

Securitas will also ask for identification, and a password.

Turn-out will be invoiced directly from Securitas to the owner of the section.

#### **4. Survey of owners of sections in the condominium St. Olav.**

Out of consideration for e.g., the need for information and the unlocking routine it is very important that the business manager at all times is up-to-date about owners in the condominium St.Olav.

The owners are responsible for supplying the condominium with the necessary information. As for owners, it is important to give correct information about the formal owner(s) of the sections. When spouses and co-habitants own sections together, both names shall be given to the business manager.

The consequence of the business manager not being informed of changes in the above mentioned situation, is that only owner(s) will be let in, ref. unlocking routine. There is also a risk that necessary information does not reach all residents in St.Olav. We moreover get problems with complaints when we do not know who uses the individual section, and it has also happened that we have towed away a resident's car, because we did not know that the person lived in the condominium.

## 5. Emergency situations

### 5.1 Bomb shelter

We point out that the complex' bomb shelter is on floor U6, and that it might be an idea to take a look at it. In principle the bomb shelter is only intended for people in the business and parking sections, as persons in the housing sections are covered by public bomb shelters.

### 5.2 Fire alarms

#### **In case of fire call the Fire Brigade emergency number: 110**

Try to extinguish the fire if possible. If not, leave the apartment immediately.

**Close all doors.** Meet the Fire Brigade when it arrives.

In case of fire alarms the safest place to stay is in ones own section/apartment. (Provided that this is not where fire is).

Primarily, the bells in hallways are not intended for notification of the residents in the apartments, but for notification of people who might be in the hallways, so that they may get out in to the open or into an apartment.

The smoke alarm serves as the fire alarm of the individual apartment, and all apartments have access to an emergency exit.

**Remember to test the smoke alarm regularly.** It should also be vacuum cleaned at regular intervals.

In the hallway there is a fire cabinet with a reeled fire hose, which one should test. Open the door, so that you become familiar with the opening mechanism, pull out the hose, for example to a wash basin or bathroom and turn on the water. Remember that the tap next to the hose reel in the cabinet must be opened. Practice makes perfect, and one feels safer when one knows to handle a situation.

**Do not use elevators in the event of alarms.** Moreover, the fire alarm in St. Olav is divided in zones, so that fire bells shall only be sounded in the zone in which smoke or fire is notified. Other zones are safe, and persons in these zones may stay completely calm.

We ask that persons in need of special help, or special notification in connection with a fire alarm, contact the janitor, so that he can make a list of these people.

There have also been incidents when unauthorized people have called the fire brigade to call off alarms. We therefore point out that only the janitor of the condominium shall call off alarms.

We would like to point out that unnecessary fire alarms cost the condominium a fine per turn-out, and we ask everybody to be careful in their treatment of the fire alarm system.

**If false alarm, call the janitor. (Mobile 905 95 739).  
Assembly point for occupants is St. Olavsgate.**

### 5.3. **Elevator alarms**

The elevator alarm is connected to Securities' alarm central, and help from Securitas or the janitor will arrive as soon as physically possible.

When the alarm button is pressed, a tape recording will inform about this connection.

The alarm button must be pressed for tree seconds in order for the alarm to be registered.

## **6. Waste handling / Recycling**

In cooperation with Stavanger municipality the condominium has established the following system for handling/recycling for the housing section of the joint property:

### **6.1 Paper / Carboard**

#### **6.1.1 Housing sections**

Four 7501/6601 containers are placed on the resident's parking floor U3). The containers are placed at the A block entrance, B block entrance, C/D block entrance and at the main staircase of the parking facility (used by the block E1, E2 and F). The containers are green and clearly marked "papiravfall" (waste paper).

Please reduce the volume of boxes, etc. to a minimum. We emphasize that paper only may be thrown in these containers. Polystyrene, plastic, etc. inside boxes, must be removed and thrown in the garbage chutes.

#### **6.1.2 Business sections**

##### **6.1.2.1 Paper**

The individual business must ensure that the boxes are emptied in bags, which should be put in the waste room in block D floor U2, except from business on street-level, where the janitors will collect the bags directly.

##### **6.1.2.2 Carboard**

The business sections and others who have large quantities of waste carboard empty the waste carboard themselves in the compressing container in U4 in accordance with agreement with the janitor.

The service station has received an own green container, which is emptied by the condominiums janitors.

For business at the street-level, the janitors will collect the waste carboard at the business premises.

Other business should put the waste carboard in the waste-room in block D-U2, where it will be collected by the condominiums janitors, and emptied in the compressing container.

The compressing container is emptied by Fretex.

### **6.2 Glass**

Glass and bottles shall be disposed of at the environmental station at the cross road St. Svithunsgate and Møllegata by the Extra shop.

### **6.3 Plastic**

Plastic items shall be disposed of together with household waste into the garbage chute.

## **6.4. Special Waste**

Take contact with janitors.

### **6.4.1 Batteries**

Take contact with janitors.

### **6.4.2 Risk-waster from doctors**

The public sanitary department delivers, through our janitors, special boxes for this kind of waste. The janitors collect the boxes, and deliver new ones, when they are full.

The condominium covers the cost with this arrangement.

### **6.4.3 Other special waste**

This may be for example:

- Paint
- Glue
- Varnish
- Light bulbs/fluorescent lamps
- Chemicals
- Oil
- Plant protection agents
- Medicines
- Vacuum cleaning bags

This kind of waste must be delivered to IVAR (Environmental Recycling Station) at Forus.

## **6.5 Clothes**

Take contact with Fretex.

## **6.6 Other waste material**

Contact the janitor.

### **6.6.1 Business sections**

Business sections should put other waste in plastic bags and put it in the waste-room in block D-U2, except for business at street-level where the janitors will collect the waste.

Waste from the waste-room in block D-U2 and other sections will be collected and emptied in the compressing container on Mondays, Wednesdays and Fridays.

### **6.6.2 Housing sections**

For other waste use the garbage chute. Waste too big for the garbage chute should be taken to the waste-room in U4.

## **6.7 Garbage chute**

The waste must be properly wrapped before it is thrown in the garbage chutes.

Waste that is not wrapped, properly, creates a terrible mess in the garbage rooms, and gives our janitors a lot of extra work.

Generally, speaking, one should also remember that the waste is going down a chute, and that certain object, for example clothes hangers and Christmas trees easily get stuck. Tight garbage chutes may result in an unpleasant smell in the hallways, and should be avoided.

If the residents have big objects they want to throw out, for example furniture and household goods, the janitors should be contacted.

We would like to add that both the janitors and business manager may be contacted if one has questions concerning waste handling.

For questions related to waste material, contact the janitor.

## **7. Vermin agreement**

The condominium has entered into a vermin agreement with Anticimex AS. The agreement implies that:

1. Anticimex AS shall carry out preventive work with regard to rats and mice.
2. Anticimex AS shall, free of charge for the condominium, turn out if a problem occurs with rodents and insects. To the owners and lessees of sections in St.Olav, and this applies to both housing, business and parking sections, this implies that if an insect or rodent problem arises, Actum AS can be contacted free of charge.

It may be expedient to do this through the janitor.

## **8. Facade and balconies**

### **8.1 Changes in facade**

We point out that no changes must be made to the facade of the buildings before an approval has been obtained from the condominium and the building authorities.

### **8.2 Railing on balconies**

Bid invitations for replacement of the blue field on railing by hardened glass have been considered, but due to a lack of interest, this issue has temporarily been put aside.

### **8.3 Glazing of balconies**

Take contact with business manager.

### **8.4. Cleaning of balconies**

We ask everybody to lift up the wooden floor on the balconies and clean underneath this.

As it turns out there has been a lot of dirt there, which may create problems for the drain pipes.

### **8.5. Light on balconies**

The outdoor lights on the balconies are controlled by a luminous intensity meter. The meter may, however, be overruled by shutting off the entire system. Today, such overruling takes place during the period 24.00 to 16.00 hrs, and thus the light will not come on during this period regardless of outdoor light intensity. This also applies to balconies fitted with a light switch.

A light switch may be fitted, but it is up to the individual owner to arrange for this.

The condominium is changing bulbs, and the residents should contact the janitor if the bulbs have burned out.

### **8.6 Painting of balconies**

The condominium has bought paint to the balconies. Residents which need to paint the balconies should contact the janitors for paint and brush.

### **8.7 Common roofs**

Take contact with business manager.

## **9 Driving and parking in St. Olavst.**

A municipal road signs decision exists for St. Olavsgt. It implies that St.Olavsgt. Is a pedestrian precinct with “no entry” in the northern part and “no entry for motor vehicles in the southern part. Exempted from latter are transportation of sick people and necessary transportation of goods 24 hrs a day.

The regulations apply 24 hours a day and to everybody. We cannot at the same time have a walking precinct and a driveway for residents and business people who belong in the condominium.

In special cases exemptions from the walking precinct regulations may be granted by Byingeniøren (the Chief Town Engineer).

In case handicap, one can obtain a general exception. Application must be made individually, using the appropriate form, to Stavanger Parkeringselskap.

Bicycle racks are placed south of the D block and at Elexia, and we ask everybody who parks his bicycle outside, to use these racks.

Furthermore, we hope that everybody will contribute to the observance of the street's road signs and parking regulations, which will have a positive effect on both the residential and shopping milieus.

## **10 Use of housing section's parking floor (U3)**

### **10.1 Available parking places**

From time to time residents in St. Olav ask us if there are available parking places in U3, which they may rent for their second car.

If some of the residents do not use their parking place and want to rent it out, please contact the business manager.

Due to security reasons parking places are not to be rented to persons which are not living in the condominium.

### **10.2 Parking outside marked areas**

We must ask that all parking be done in the marked areas, as one is otherwise a hindrance to others. Wrongly parked cars may be towed away.

### **10.3 Storage of car tyres**

Residents who want to hang car tyres on the wall in U3, should contact the janitor for fitting of brackets in a suitable place.

### **10.4 Parking of bicycles**

Bicycle racks are placed under block A on U3, especially as an alternative for those who do not have storage room's on U2. The number of racks will be considered continually according to requirement.

### **10.5 Common Use**

A parking spot should only be used for parking of cars, motorbikes or bikes.

Car tyres can be kept on the spot, but on the wall, see item 10.3 above.

## **11. Plates**

### **11.1 Name plates for housing sections**

The janitors of the condominium handle the updating of the common name plates, and will make changes on the written request of the owner(s) of the section in question.

Dymo signs and other “home mad” name plates shall not be used, and will be removed by the janitors. However he will, at his own initiative, have a nameplate made, and the expense will be charged according to the rule below. This in order to maintain a certain style in the entrance areas.

The expenses will be covered by Sameiet when there are changes in ownership and normal changes of tenants.

Frequent changes caused by change of tenants and/or residents will be expended to the tenant or the owner.

The plates on the sections entrance doors are the owners/tenants own responsibility.

### **11.2 Plates for business sections**

The janitors of the condominium take care of the information boards in the St. Olavsgt., and the condominium covers the expense.

Except from this all plates, signs and boards for the business sections are the owners/tenants own responsibility. However, all plates, sign and boards have to be approved by the manager of the condominium.

## **12. Regulations**

### **12.1 Show consideration for your neighbours.**

We ask all residents of St. Olav to show consideration for their neighbours.

It may be a good habit to inform your immediate neighbours in advance if you are having parties, or carrying out other activities that may imply a certain noise.

### **12.2 Joint hallways**

#### **12.2.1 Decoration of joint hallways**

Entrance halls have been decorated by the condominium.

Any decoration of the joint hallways on the individual floors should be done by the residents using the hallway.

There should be full agreement in the hallway about which decorations one should have, and the residents should not start on their own without consulting the other residents.

#### **12.2.2 Parking of bicycles in joint hallways.**

Bicycle etc. shall not be parked in the hallways outside the apartments.

## **13 Maintenance**

The janitors regularly inspect joint areas in accordance with their job instruction to ensure the necessary maintenance. Our cleaning personnel will also report of conditions they might discover.

The condominium St. Olav, however, is a very comprehensive complex, and it would be of help to us that the individual owner/lessee/user notifies our janitors if he/she discovers conditions that require maintenance work.

## **14 Insurance**

### **14.1 Policy numbers and person to contact**

The building complex is ensured in IF.

Contact the janitor for any damage related to the insurance.

### **14.2 Insurable value**

Contact Insurance Company IF, Phone 02400.

### **14.3 Coverage**

Deductible own share of insurance is NOK 6.000.

#### **14.3.1 General**

Below there will be information about the cover of concrete cases of damages which our common building-insurance gives, as they are clarified.

#### **14.3.2 Owner's share**

According to prevailing regulations.

#### **14.3.3 Water damages**

The insurance is not covering damages which are a result of leakage, when the water is spilled by your own use.

The insurance covers damage caused by fractured water pipes.

The insurance covers damage which is a result of an uncontrolled flow of water. If the uncontrolled flow appear inside the bathroom etc. the insurance does not cover the damages in this room, but it covers damages in other rooms. If the uncontrolled flow appears in other places the insurance will cover all damages.

#### **14.3.4 Windows**

The insurance covers window-damages in the housing sections, and the glazing of the balconies.

The owner's share is according to prevailing regulations.

## **15. Cable Television**

See special section for TV.  
(Norwegian section)

## **16. Use of janitors**

The janitors are primarily employed to maintain and operate joint areas and technical systems.

Maintenance of the individual section is the responsibility of the section owner.

Janitors will also assist with the maintenance of the individual sections, but as this implies costs, which in the next turn will be charged to all section owners, the board has decided that more than 15 minutes' assistance from the janitors shall be invoiced by the condominium.

## **17. Security**

The condominium has signed an agreement with Securitas AS for mobile watch service. The agreement comprises two inspections a night during week days and three inspections a night during weekends. The inspection includes checking of all external doors and windows on street level, checking of St. Olavsgt, checking of the residents' parking floor (U3) including gate, and checking of the main stair case to the parking facility.

The emergency staircase from the parking facility is locked, and will only be accessible when the fire alarm is activated.

## **18. Cleaning**

The cleaning is done by a special cleaning company.

## **19. Municipal taxes and fees.**

The individual section owner is responsible for payment of municipal taxes and fees, which will be invoiced directly to the individual owners by the chief municipal treasurer.

The exception from this is property tax and water on the site, which the business manager is billing the owners.

## **20. Decoration**

### **20.1 Christmas decorations**

The condominium is doing, and covers the expense with, the yearly Christmas decoration of St.Olavsgt.

### **20.2 Common entrance-area in U2.**

The condominium is doing, and covers the expense with, the decoration of the common entrance-area in U2.

The decorations include posters, trees, garbage buckets and ash-trays.

## **21. Ventilation**

### **21.1 Ventilation of housing sections**

The ventilator in the housing sections is an independent unit, and is basically the owner's responsibility.

However, the condominium has made a common purchase of air cleaners, and those who need new air cleaners should contact the janitor. The condominium covers the expense.

In the kitchen ventilator there is two filters, and one heat-saver, which needs cleaning from time to time:

- Remove the wooden cupboard-door above the ventilator
- Open the front of the ventilator with a big screw driver or a coin.
- Behind the front you will find one metallic filter, which you should wash, one filter of cloth, which you should clean with a vacuum cleaner, and one heat saver, which you should wash with "Salo", but without ammonium chloride. The blades of the fan should be cleaned with a brush, without being removed.
- Finally you will find a maintenance instruction behind the front of the ventilator.

### **21.2 Ventilation of business sections**

The ventilation of the business sections, which also ventilates the common area, is the condominiums responsibility.

This will for instance mean that an owner of a business section not can do any changes of the ventilation-system, without permission from the condominium.

## **22. Service agreements**

Contact the janitors for more information.