

## **GROPEN 29 TENANT OWNERS´ ASSOCIATION - CODE OF CONDUCT**

This document is a brief synopsis of the agreed Code of Conduct laid down by the General Assembly of the Gropen 29 Tenant Association. The full text is available in Swedish language only. If you wish to study the full text, please contact someone who is part of the association´s Board of Trustees (Styrelsen) or consult one of your neighbours!

### **COLLECTIVE RESPONSIBILITY**

Living in an apartment within a tenant owners´ association entails taking personal responsibility – for the building we manage together, for common installations and for each other as members and neighbours.

The association´s Board of Trustees (Styrelsen) represents all members and takes care of daily, current affairs pertaining to the administration of our property and is entrusted with carrying out decisions made by the General Assembly. That assignment also includes upholding and implementing the agreed Code of Conduct. The Code is equally applicable to owners/member and second-hand tenants.

### **ORDER IN THE HOUSE – SAFETY AND SECURITY**

- Take good care of the common property!
- In case of acute damage – get in touch with Styrelsen. Check the website ([www.gropen29.se](http://www.gropen29.se)) for contact details.
- We are all responsible for not letting anyone inside the premises without a rightful purpose to enter. Make sure doors that should remain locked really click!
- Be particularly careful with fire! All apartments are equipped with fire alert mechanisms – make sure they work all right!
- Smoking is NOT allowed in common spaces: Hallways, basement, laundry room, gate passage etc.

### **SAVE ENERGY AND WATER**

- Do not leave water running unnecessarily.
- Ventilate smartly – open windows wide for a short while and close.
- Do not interfere with light detectors in hallways and basement or ventilation devices in your apartment.
- Be observant on leakage in bathrooms/WCs – report any irregularity to your apartment owner/host/landlord or to Styrelsen!

### **KEEP OUR PROPERTY NEAT AND TIDY**

- Balconies and terraces: No storage beyond normal furniture, no shaking of carpets, no BBQ-ing!
- Use our garden facilities with respect and care – clean furniture, the common BBQ equipment and dispose effectively of ALL left-overs.
- Keep your belongings within designated storage facilities for each apartment – no storage in common spaces, corridors etc.

- Leave bikes in designated storage rooms or in the garden bicycle stand. Motorized vehicles may, for safety reasons, NOT be kept inside our premises! There is a specially designated storage room for prams.
- Make sure your pets are being kept under observance/on a leash.
- Do not invite rats by feeding birds/animals in the garden.

#### **GARBAGE DISPOSAL**

- Refuse chutes may not be used for anything else than normal household waste: Not too big bags and no sharp objects therein!
- Use our common garbage disposal space according to instructions by the various containers. Be diligent in separating as follows:
  - Newspapers (no envelopes or other paper with glue like supermarket paper bags)
  - Paper packaging and cartons
  - Plastic packaging
  - Metal packaging
  - Glass/bottles – coloured and clear separately
  - Light bulbs and batteries.
- Other types of garbage can be left in a specially designated container. However, refrain from overloading with large objects that should rather be left with municipal recycling centers!
- In case containers are full – do not "build mountains" or leave anything on the floor. The service patrols may refuse to empty for us.
- Heavier stuff like electric equipment, environmentally hazardous liquids, building material etc. MUST be taken to a municipal recycling center.

#### **LAUNDRY FACILITIES**

- Respect and keep laundry slots!
- Clean properly after laundry!
- Make sure you do not leave windows open and leave the hallway door locked afterwards.
- NB: Carpets and other heavy items may not be washed in a normal washing machine!

#### **PARTYING AND CELEBRATING**

- Contribute to an atmosphere of togetherness and show consideration and respect towards each other, by avoiding loud activities and noise from 22.00 hours, especially on weekdays.
- If you plan a party, please inform your neighbours in advance if there may be disturbance beyond normal.

**WELCOME TO GROPEN 29 – BE PART OF A NEIGHBOURLY ATMOSPHERE BASED ON RESPECT AND MUTUAL CARE!**