

Building Maintenance (Strata Management) Regulations 20 and 21

Noise

1. A subsidiary proprietor or an occupier of a lot shall not create any noise on a lot or the common property likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot or of any person lawfully using the common property.

Vehicles

2. (1) A subsidiary proprietor or an occupier of a lot shall not -
 - (a) Park or leave; or
 - (b) permit any invitees of the subsidiary proprietor or occupier to park or leave, any motor vehicle or other vehicle on the common property except with the prior written approval of the management corporation.
- (2) The management corporation shall not-unreasonably withhold its approval to the parking or leaving of a motor vehicle or vehicle on the common property.

Obstruction of common property

3. (1) A subsidiary proprietor or an occupier of a lot shall not obstruct the lawful use of the common property by any person, except on a temporary and non-recurring basis.
- (2) If the management corporation has specified, by resolution, the manner in which furniture or large objects are to be transported through or on common property, a subsidiary proprietor shall not transport any furniture or large object through or on common property except in accordance with that resolution.

Damage to lawns, etc., on common property

4. A subsidiary proprietor or an occupier of a lot shall not, except with the prior written approval of the management corporation or as permitted by an exclusive use by-law made under Section 33 of the Act for his benefit -
 - (a) damage any lawn, garden tree, shrub, plant or flower being part of, or situated on, the common property; or
 - (b) use for his own purposes as a garden any portion of the common property.

Alteration or damage to common property

5. (1) A subsidiary proprietor or an occupier of a lot shall not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property except with prior written approval of the management corporation.
- (2) An approval given by the management corporation under paragraph (1) shall not authorised any additions to the common property.
- (3) This by-law shall not prevent a subsidiary proprietor or an occupier of a lot, or a person authorised by such subsidiary proprietor or occupier from installing -
 - (a) any locking or other safety device for protection of the subsidiary proprietor's or occupier's lot against intruders or to improve safety within that lot;
 - (b) any screen or other device to prevent entry of animals or insects on the lot:
 - (c) any structure or device to prevent harm to children; or
 - (d) any device used to affix decorative items to the internal surfaces of walls In the subsidiary proprietor's or occupier's lot.
- (4) Any such looking or safety device, screen, other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, In keeping with such guidelines as the management corporation may prescribe regarding such installations, and with the appearance of the rest of the building,
- (5) The subsidiary proprietor and occupier of a lot shall -
 - (a) maintain and keep in a state of good and serviceable repair any installation or structure referred to in paragraph (3) notwithstanding that it forms part of the common property and services the lot; and
 - (b) repair any damage caused to any part of the common properly by the installation or removal of any locking or safety device, screen, other device or structure referred to in paragraph (3) notwithstanding that it forms part of the common property and services the lot.

Behaviour of subsidiary proprietors and occupiers

6. A subsidiary proprietor or an occupier of a lot, when on a lot or the common property, shall be adequately clothed and shall not use language or behave in a manner likely to cause offer-roe or embarrassment to the subsidiary proprietor or occupier of another lot or to any person lawfully using the common property.

Children playing on common property

7. A subsidiary proprietor or an occupier of a lot shall take all reasonable steps to ensure that any child, of whom he has control when playing upon the common property, shall not -
 - (a) cause any damage to the common property; or
 - (b) create any noise likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot.

Behaviour of invitees

- 8. A subsidiary proprietor or an occupier of a lot shall take all reasonable steps to ensure that his invitees (including customers and staff) do not behave in a manner likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot or of any person lawfully using the common property.

Depositing rubbish, etc., on common property

- 9. A subsidiary proprietor or an occupier of a lot shall not deposit or throw on the common property any rubbish, dirt, dust or other material or discarded item except with the prior written approval of the management corporation.

Drying of laundry

- 10. A subsidiary proprietor or an occupier of a lot shall not, except with the prior written approval of the management corporation, hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the subdivided building, other than at areas designated for the purpose and there only for a reasonable period.

Cleaning windows

- 11. A subsidiary proprietor Or an occupier of a lot shall keep clean all exterior surfaces of glass in windows and doors on the boundary of the lot which are not common property, unless .-
 - the management corporation resolves that it will keep the glass or specified part of the glass clean; or
 - (b) that glass or part of the glass cannot be accessed by the subsidiary proprietors or occupier of the lot safely or at all.

Storage of flammable materials

- 12. (1) A subsidiary proprietor or an occupier of a lot shall not, except with the prior written approval of the management corporation, use or store upon his lot or upon the common property any flammable chemical, liquid, gas or other flammable material.
- (2) This by-law shall not apply to chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.
- (3) Nothing in this by-law authorises any subsidiary proprietor or occupier of a lot to use or store upon his lot or upon the common property any flammable chemical, liquid, gas or other flammable material in a manner that would contravene any relevant written law applicable to the use or storage of such substances or materials.

Refuse disposal

13. (1) A subsidiary proprietor or an occupier of a lot within a strata title plan that has chutes or shared receptacles for the disposal of refuse or for recyclable material or waste shall -
- (a) ensure that before any refuse, recyclable material or waste is thrown into the chutes or receptacles it is -
 - (i) in the case of refuse, securely wrapped in plastic bags or other similar materials; or
 - (ii) in the case of recyclable material or waste intended for recycling, separated and prepared in accordance with the applicable recycling guidelines; and
 - (b) not dispose of any large object into the chutes which may obstruct the free fall of refuse in the chutes.
- (2) A subsidiary proprietor or an occupier of a lot within a strata title plan that does not have any chute or shared receptacle for the disposal of refuse or for recyclable material or waste -
- (a) shall maintain such receptacles within his lot, or on such part of the common property as may be authorised by the management corporation, in clean and dry condition and (except in the case of receptacles for recyclable material) adequately covered;
 - (b) shall ensure that before refuse, recyclable material or waste is placed in the receptacle it is securely wrapped or, in the case of tins or other containers, completely drained or, in the case of recyclable material or waste intended for recycling, separated and prepared in accordance with the applicable recycling guidelines;
 - (c) for the purpose of having the refuse collected, shall place the receptacle within an area designated for that purpose by the management corporation and at a time not more than one hour before the time at which refuse, recyclable material or waste is normally collected;
 - (d) when the refuse has been collected, shall promptly return the receptacle to his lot or other area referred to in sub-paragraph
 - (e) shall not place anything in the receptacle of the subsidiary proprietor or occupier of any other lot except with the permission of that subsidiary proprietor or occupier;
 - (f) shall promptly remove anything which he or the refuse or recycling collector may have spilled from the receptacle and shall take such action as may be necessary to clean the area within which that thing was so spilled.
- (3) Nothing in this by-law requires any subsidiary proprietor or occupier of a lot to dispose of any chemical, biological, toxic or other hazardous waste in a manner that would contravene any relevant written law applicable to the disposal of such waste.

Keeping of animals

14. A subsidiary proprietor or an occupier of a lot shall not keep any animal upon his lot or the common property which may cause annoyance to the subsidiary proprietors or occupiers of other lots.

Duty to maintain lot

15. A subsidiary proprietor or an occupier of a lot shall maintain his lot including all sanitary fittings, water, gas, electrical and air-conditioning pipes and apparatus thereof in a good condition so as not to cause annoyance to the subsidiary proprietors or occupiers of other lots.

Lot not to be used for purpose injurious to reputation of building

16. A subsidiary proprietor or an occupier of a lot shall not use his lot for any purpose (illegal or otherwise) which may be injurious to the reputation of the subdivided building.

Change in use of lot to be notified

17. A subsidiary proprietor or an occupier of a lot shall, without delay, notify the management corporation if the subsidiary proprietor or occupier changes the existing use of the lot.

Prevention of fire and other hazards

18. (1) A subsidiary proprietor or an occupier of a lot shall not do any thing or permit any of his invitees to do any thing on the lot or common property that is likely to affect the operation of fire safety devices in the parcel or to reduce the level of fire safety in the lots or common property,
- (2) A subsidiary proprietor or an occupier of a lot shall also not do any thing or permit any of his invitees to do any thing on the lot or common property that is likely to create a hazard or danger to the owner or occupier of another lot or any person lawfully using the common property.
- (3) Without prejudice to the generality of paragraph (2), a subsidiary proprietor or an occupier of a lot shall not place, put up or display any article or object on or by any window or on any balcony of, or outside, the lot in a manner which is likely to cause any damage to property or injury to life to any person lawfully using the common property.

Control on hours of operation and use of facilities

19. (1) The management corporation may, by special resolution, make any of the following determinations if it considers the determination appropriate for the control, management, administration, use or enjoyment of the common property comprised in its strata title plan:
- (a) that commercial or business activities may be conducted on the common property only during certain times;
- (b) that facilities situated on the common property may be used only during certain times or on certain conditions.

(2) Every subsidiary proprietor and occupier of a lot shall comply with a determination referred to in paragraph (1).

Provision of amenities or services

20. (1) The management corporation may, by special resolution, determine to enter into arrangements for the provision of all or any of the following amenities or services to one or more of the lots, or to the subsidiary proprietors or occupiers of one or more of the lot comprised in its strata title plan:

- (a) security services
- (b) garbage disposal and recycling services
- (c) cleaning or domestic services
- (d) promotional services or advertising

(2) If a management corporation makes a resolution referred to in paragraph (1) to provide an amenity or service to a lot or to the subsidiary proprietor or occupier of a lot, the management corporation must indicate in the resolution the amount for which, or the conditions on which, it will provide the amenity or service.

IL.

GUIDELINE ON WORKS FOR HOUSEHOLD SHELTERS (HS)**EXTRACT FROM SINGAPORE CIVIL DEFENCE FORCE (SCDF) - CD SHELTER****1. General**

Your dwelling unit has a civil defence shelter. It is designed to protect you during a war emergency. It has strengthened walls, floor, ceiling and a specially designed door. They must not be hacked or drilled. Certain finishes and fixtures are not permitted as they are not easily removable and may become hazards to shelter occupants during a war emergency. Lighting, power point, telephone point and CATV outlet points are also provided in the shelter so that you can stay inside and communicate with the outside,

2. Permitted Works In HS

- a) Laying of floor tiles bonded to wet cement mortar.
- b) Laying of vinyl or linoleum flooring.
- c) Laying of floor skirting tiles (up to a maximum of 100mm high) by bonding them with wet cement mortar to HS walls.
- d) Painting of walls, ceiling or door. In the case of HS door, residents shall not cover up or paint over the HS door notice or door seal.
- e) Fixing of removable screws with non-metallic Inserts not exceeding 50mm deep for fixtures and equipment e.g. pictures, posters, cabinets or shelves, etc. Such fixtures that are installed inside the HS will have to be removed by the residents within 48 hours upon notification.
- f) Removable of the fragmentation plates covering the ventilation openings shall be carried
 - i. The plates (after removal) shall be securely mounted with removable screws on non-metallic inserts not exceeding 50 mm deep on one of the internal face of HS walls.
 - ii. After the removal of plates, the bolts and nuts shall be installed back to their original positions on the ventilation sleeves.
 - iii. Closing or covering up of ventilation openings by removable aesthetic or architectural finishes is allowed, provided that at least 25% of the total area of the two openings shall be left uncovered for ventilation purposes during peacetime.

- g) Where false ceilings, which are provided on the exterior of HS, are to be installed at a level below the ventilation sleeves, there shall be one access panel of a minimum size of 600 mm x 600 mm to be provided directly below each ventilation sleeve.

3. Not Permitted Works in HS

- a) Laying of wall tiles or spray of rock Lona finish, cement sand finish and gypsum plastering on the internal faces of HS walls.
- b) Laying of floor tiles using adhesive materials.
- c) Installation of cornices within the HS
- d) Installation works with fixings using ramsetting.
- e) Tampering with, removing or covering up of the HS door notice. The HS door notice provides important information to the occupants on the use of the HS
- f) Indiscriminate hacking and drilling of HS walls, floor, slabs, and ceiling slabs, other than drilling into HS walls and ceiling slabs to affix removable screws on inserts, provided the depth of the insert shall not exceed 50 mm.
- g) Modifying, changing, removing or tampering of HS door.
- h) Modifying, altering or tampering with any part of the ventilation openings, plates and the mounting devices such as bolts and nuts.