



ASTORIA

— AMPANG —



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The Telegraph



BEST RESIDENTIAL
LANDSCAPE
ARCHITECTURE
MALAYSIA

Astoria Ampang
by Land & General
Berhad

2016-2017



HOUSE RULES

WELCOME TO ASTORIA AMPANG, KUALA LUMPUR.

On Land & General Bhd, we would like to extend to you a very warm welcome to **Astoria Ampang**.

We share the joy of all home owners in receiving the keys to your new residence. With your cooperation and thoughtfulness, I am sure we can make your home in **Astoria Ampang** a pleasant experience.

Please feel free to contact us for any information or assistance which you may require and assisting you to settle in quickly with minimum hassle and to familiarise yourself with your new neighbourhood.

Finally, thank you for deciding to make your home in **Astoria Ampang**.

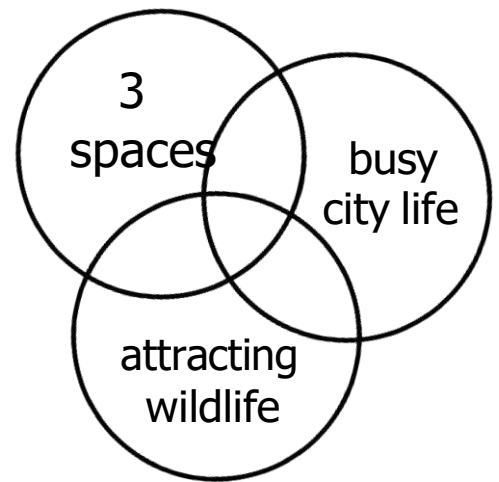


ASTORIA
— AMPANG —

The inspiration of Astoria Ampang's landscape concept is multi-fold based on 3 understandings

Understanding #1 – the ideology of the 3 spaces :

This approach comes from the understanding that the first space of modern lifestyles is at home; the second space arrives as one 's professional space, while the third space is where memorable experiences occur, and where entertainment and interactions happen. In simple terms, the third space can also be regarded as "social space".



Understanding #2 – busy city life :

Living within the heart of the capital brings many advantages such as excellent connectivity, international hotel chains, luxurious shopping and entertainment centers, fine cuisines, etc. however, having such a sought-after address, it also comes with high pollution, day and night traffic outlay as the most obvious ones. It is also typical that a residential enclave here lacks greenery. Therefore, **Astoria Ampang** is intended to afford a sense of calmness to its residents.

Understanding #3 – Attracting the wildlife from nearby pond :

Being in the city, it is only natural that small wildlife escapes from artificial lights and traffic noise. The ideal place of living is near a water body as well as dense green spaces. As the actual site of **Astoria Ampang** is situated next to a pond, this project is therefore aimed at becoming a natural habitat for some of these creatures.



Astoria Ampang believes that every creation must have a purpose, hence the decision to cultivate bio-diverse features. Also, it is a scientific fact that moods and state-of-mind are positively affected by daily exposure to a natural, green ambience.

A RESIDENTIAL PARADISE IN THE HEART OF THE CITY

Imagine a space for life, where the city's vigor, metropolitan beauty and urban aspirations converge on a tapestry up close and personal with nature.

A world that many seek, but only few find. **A world like Astoria.**

Astoria Ampang sits on a 5.7 –acre prime leasehold land in the heart of Kuala Lumpur City Centre, more specifically on Jalan Ampang Ulu, off Jalan Ampang. Designed to house 4 towers of 46 storeys with a combined total of 1,012 serviced apartments, its building façade has a commanding presence. From an architectural perspective, it is embodied by a glass metallic façade and contrasted by dark frames. To create softer tones, earthy greens of pocket garden lounges are injected at specific levels.

Its uniqueness lies at level 6 where much thought has been invested as a direct response to hectic city living. From an unassuming creational floor to a picturesque jungle-like environment with 3.4 acres of green spaces and refreshing waterscapes, this space is fully transformed into a true paradise of nature, an ambience that is glowing with uplifting sights and sounds of a living eco-system while keeping out the noise of the busy streets.

Here, Mother Nature is invited to make **Astoria Ampang** her permanent home. Hence, the tagline “Up Close & Personal With Nature”



THE DEVELOPMENT CONCEPT

Astoria Ampang is instilled with 3 distinct qualities, which are :



- To fulfill its residents' desires of a city home and to feel like a genuine urban sanctuary;
- To become a green lung in the city, furnished with enough natural elements; and
- To rekindle the relationship between residents and the “third space” concept.



Fundamentally, it is about bringing the luxuries and joys of living amidst nature to a distinctly urban residence, and then maximizing its benefits for all who interact with it. Because of all these, the unique concept of bio-diversity is birthed, only at **Astoria Ampang**.

LANDSCAPE CONCEPT

Astoria Ampang is truly tastefully designed with thoughtful landscaping and delightful waterscapes to host all its small wildlife. The entire facilities deck including water features, the materials and colors, plus lighting systems and their intensity have been studied and selected so that wildlife is automatically attracted for migration.



Although land is scarce and therefore high-valued in the city centre, **Astoria Ampang** is set to develop an enclave that complements the surrounding city life without sacrificing the joys of experience nature, which is often forgotten. Therefore, 60% of the 5.7 acre land size is set for creational purposes within a surreal jungle-like environment.



The idea of this 5.7 acre site is to go beyond the conventions of incorporating green elements into an urban development. To take it one step further and turn it into an environment that is not just nature-rich by way of trees, but nature-rich by way of bio-diversity. Essentially, the vision for **Astoria Ampang** is to create a landscape that not only complements the lives of residents, but also one that is good enough for Mother Nature to move in. These efforts were focused exclusively on Astoria's Level 6 – the landscaped facilities floor – allowing virtually no constraints.



From lawns and woodlands, to marshlands and waterfalls – every single element is thoughtfully plotted and weaved together, culminating in an ambience reminiscent of a rainforest. An indirect but intentional benefit of this is the creation of a sound barrier that dramatically minimizes noise intrusion from its exterior surroundings.



With such a nature-rich environment, the project's key objective is to create and maintain an ambience that is glowing with the uplifting sights and sounds of a living eco-system within the city.

Selection of trees and plants are picked based on various criteria such as :-

- They bear fruits that naturally attract animal life
- They can be planted in close clusters to provide a natural sanctuary for these animals
- They act as natural habitats for various bird species
- They serve as natural mosquito repellents
- They must require minimal maintenance efforts
- They must form a continuous tree top crown



PROJECT FEATURES

Low VOC paints

All paints used are required to be labeled eco-friendly and have low volatile organic compounds (VOCs). This usage is less harmful to humans as high VOC paints have been linked to a variety of health problems – watery eyes, headaches, asthma, respiratory diseases and cancer.

Decorative i-fin as shading element

Decorative elements are intentionally injected to give the glass façade more character. Plus, it provides better shading on the external walls and reduces heat gain into the interiors of the building. Hence, energy usage from cooling systems can be further reduced to save electricity costs.

Light-colored façade

The entire façade are intentionally decorated in white as this color absorbs less heat from the sun to keep all units at a comfortable temperature.

Rainwater harvesting

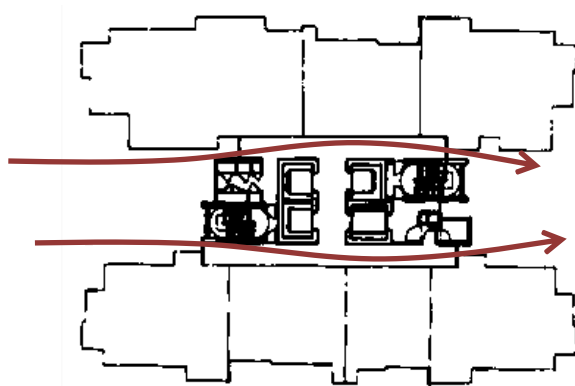
Capturing water runoff from rainwater reduces water consumption and requires less maintenance. Plus, by having elevated tanks at Level 5, energy consumption will also be reduced.

Recycling waste

To encourage recycling, recycling bins are provided to residents to separate their waste into glass, plastic, paper and metal.



Natural ventilation within Each tower



Shortened corridor –
Better air circulation & natural lighting input

3-7 units per floor LOW density

AN AWARD-WINNING DEVELOPER

With a history going back **over 50 years**, Land & General Berhad has a proven track record of entrepreneurial ability and business strength. In L&G's first breakthrough success, its signature development at Bandar Sri Damansara was recognised "**BEST TOWNSHIP**" Award with the FIABCI Malaysia Property Award 1996.

In 2013, its Damansara Foresta project was awarded the Best Landscape Architecture for Malaysia and the Asia Pacific Region by the International Property Awards and in 2016, **Astoria Ampang** was awarded **Best Residential Landscape Architecture for Malaysia and the Asia Pacific Region by the International Property Awards** as well. Recently, L&G has been recognized for its impressive growth figures by demonstrating excellence in capturing significant growth rates. The Group subsequently accorded the "Best Under A Billion" Forum Award by Forbes Asia in Bangkok, Thailand.

Going forward, the Group is committed to operate in a responsible and sustainable fashion while safeguarding its people and stakeholders from risk. Today, the company is principally engaged in the property investment and development business, while exploring new horizons in education services.

Keeping with its philosophy, Building Value For Tomorrow, L&G is constantly planning the future and creating products and services that are distinctive from the rest, leveraging on our ability to innovate and reward our customers with an improved quality of life and peace of mind. For more information, do visit us at www.land-general.com



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ASTORIA AMPANG HOUSE RULES

CONTENTS

| | | |
|------------|---|-----------------------|
| 1.0 | INTRODUCTION | Page 6 & 7 |
| 1.1 | General | |
| 1.2 | Vision | |
| 1.3 | Mission | |
| 1.4 | Definitions | |
| 2.0 | OCCUPANCY | Page 8 - 13 |
| 2.1 | Approved Use of Apartment Unit | |
| 2.2 | Owners/Residents/Family Members & Employees (Maids & Drivers) | |
| 2.3 | Owners/Residents Visitors/Guests/Invitees | |
| 2.4 | Household Pets and Livestock Prohibited | |
| 2.5 | Nuisance Prohibited | |
| 2.6 | Owner's Agents/Tenants | |
| 2.7 | Owner's Entitlement to Use of the Common Facilities | |
| 2.8 | Use of Management Employee | |
| 2.9 | Solicitation | |
| 2.10 | Combustible Materials | |
| 2.11 | Moving In/Out | |
| 2.12 | Upkeep, Maintenance and Repairs of Apartment Unit/Parcel | |
| 2.13 | Insurance for Individual Apartment Unit | |
| 3.0 | ACCESS CARD SYSTEM | Page 14 - 16 |
| 3.1 | Lift Access Cards | |
| 4.0 | CARPARKS | Page 17 - 22 |
| 4.1 | Carpark Tag or Access Card and Car Sticker (if applicable) | |
| 4.2 | Owner's Risk | |
| 4.3 | Management Exemption from Liability | |
| 4.4 | Designated Car park Bay | |
| 4.5 | Unauthorized and Indiscriminate Parking | |
| 4.6 | Additional Structures on Car park Bay not permitted | |
| 4.7 | Cleanliness of Car park | |
| 4.8 | Speed Limits | |
| 4.9 | Height Restriction | |
| 4.10 | Car Wash | |
| 4.11 | Car Repairs | |
| 4.12 | Car Horn | |
| 4.13 | Old Jalopy/Discarded/Derelict Vehicles Prohibited | |
| 4.14 | Motorcycles | |
| 4.15 | Private Chauffeur Vehicles | |
| 4.16 | Pick-Up & Drop-Off | |

| | | |
|-------------|---|-------------------------|
| 5.0 | RESIDENT CARDS | Page 22 - 23 |
| 6.0 | COMMON AREAS | Page 24 - 26 |
| 6.1 | No obstruction at Common Areas | |
| 6.2 | Potted Plants | |
| 6.3 | Cleaning of Areas Adjoining to the External Walls | |
| 6.4 | Liabilities of Damages to Common Properties | |
| 6.5 | Exterior Facade of the Apartment | |
| 6.6 | Furniture and Equipment in Common Areas | |
| 6.7 | Elevators/Lifts | |
| 6.8 | Fire Escape Staircase | |
| 6.9 | Placement of Notices and etc. | |
| 6.10 | Mailbox | |
| 6.11 | Be Civic Conscious and Courteous | |
| 7.0 | REFUSE DISPOSAL | Page 26 & 27 |
| | Refuse in Plastic Bags | |
| | Heavy or Bulky Objects/Combustible Substances | |
| | Other Household Refuse Disposal | |
| 8.0 | RENOVATIONS, DELIVERY AND REMOVAL | Page 27 - 35 |
| | Approvals from Relevant Authorities | |
| | Application for Renovation | |
| | Renovation Approval | |
| | Refundable Renovation Deposit | |
| | Working Hours | |
| | Work Area & Material Delivery | |
| | Removal of Debris | |
| | Security & Safety | |
| | Security Check | |
| | Identification Passes | |
| | Air-Conditioner Installations | |
| | Use of lifts And Staircases | |
| | Water & Electricity | |
| | Storage of Work Material by Contractors/Residents | |
| | Packing & Crating Materials | |
| | Renovation Limits | |
| | Non-Compliances of Renovation Limits | |
| | Penalties and Warranties | |
| | Conduct & Behavior of Contractors | |
| 9.0 | FUNERAL AND BEREAVEMENT ARRANGEMENTS | Page 35 |
| 10.0 | OTHER PUBLIC/ILLEGAL GATHERINGS | Page 35 |
| 11.0 | COMMON & RECREATIONAL FACILITIES | Page 35 - 37 |
| 11.1 | General Rules | |

| | | |
|-------------|--|---------------------|
| 12.0 | SWIMMING POOL / WADING POOL/ POOL DECK INFINITY POOL/JACUZZI/ | Page 38 - 39 |
| 12.1 | Operating Hours | |
| 12.2 | Children | |
| 12.3 | Shower and Footpath | |
| 12.4 | Attire | |
| 12.5 | Towels | |
| 12.6 | Horseplay, Diving, Etc. | |
| 12.7 | Floats and Scuba Gear | |
| 12.8 | Pets | |
| 12.9 | Persons Suffering from Diseases | |
| 12.10 | Harmful Objects | |
| 12.11 | Raining | |
| 12.12 | Food and Drinks | |
| 12.13 | Radio/DVD/CD/Cassette Players | |
| 12.14 | Guests | |
| 12.15 | Lifeguard | |
| 12.16 | Management Authority | |
| 13.0 | MALE & FEMALE CHANGING ROOMS | Page 39 |
| 13.1 | Operating Hours | |
| 13.2 | General Rules | |
| 14.0 | MALE & FEMALE SAUNA ROOMS | Page 40 |
| 14.1 | Operating Hours | |
| 14.2 | Location | |
| 14.3 | Attire | |
| 14.4 | Food and Drinks | |
| 14.5 | Safety Precaution | |
| 14.6 | Lightings & Equipment | |
| 15.0 | MULTI PURPOSE / FUNCTION HALL | Page 40 – 41 |
| 16.0 | CHILDREN PLAY ROOM | Page 41 – 42 |
| 16.1 | Operating Hours | |
| 16.2 | Supervision | |
| 16.3 | Management Liability | |
| 16.4 | Pets | |
| 16.5 | Radio, Disc Player and Such | |
| 16.6 | Cleanliness | |
| 16.7 | Harmful Objects | |
| 16.8 | Proper Attire and Shoes | |
| 16.9 | Rain, Thunder and Lightning | |
| 16.10 | Proper Use of Facilities | |
| 17.0 | GYMNASIUM | Page 42 |

| | | |
|-------------|---|---------------------|
| 18.0 | ENTERTAINMENT LOUNGE – THEATRE LOUNGE | Page 43 – 44 |
| 18.1 | Operating Hours | |
| 18.2 | Reservations | |
| 18.3 | Own DVDs/CDs | |
| 18.4 | Food & Drinks | |
| 18.5 | Attire | |
| 18.6 | Lights and Air-conditions | |
| 19.0 | RECREATIONAL LOUNGE | Page 44 |
| 20.0 | SUNKEN TENNIS COURT | Page 44 - 45 |
| 21.0 | MALE & FEMALE PRAYER ROOM/SURAU | Page 45 |
| 22.0 | LANDSCAPE/ COURTYARD/ AMPHITHEATER WATER FEATURES & DECK | Page 45 |
| 23.0 | OTHER AMENITIES (IF ANY) | Page 45 |
| 23.1 | Cafeteria | |
| 23.2 | Launderette | |
| 23.3 | Convenient Shop | |
| 23.4 | Child Care Centre / Nursery | |
| 23.5 | Hybrid Charging Station | |
| 24.0 | RETAIL LOTS CONDUCT & ETIQUETTE | Page 45 – 46 |
| 25.0 | SECURITY CONTROL ROOM/SECURITY REGISTRATION COUNTER/CHECK POINT | Page 46 |
| 26.0 | MANAGEMENT OFFICE | Page 46 |
| 27.0 | MAINTENANCE CHARGES | Page 46 – 48 |
| 27.1 | Service Charges/Maintenance Fees | |
| 27.2 | Sinking Fund | |
| 27.3 | Insurance Premium | |
| 27.4 | Quit Rent | |
| 27.5 | Other Charges | |
| 27.6 | Late Payment Interest | |
| 27.7 | Payment of Maintenance Charges due to Management/ Actions against Defaulters | |
| 28.0 | SPECIAL NOTES | Page 49 |
| 28.1 | Disclaimer of Liability | |
| 28.2 | Terms and Conditions in the Sales and Purchase Agreement | |
| 28.3 | Strata Management Act 2013 – Act 757 | |
| 28.4 | Amendments and Alterations of House Rules | |
| 28.5 | Suggestions and Recommendations | |

| | | |
|-------------|---|----------------|
| 29.0 | APPROVED INVISIBLE GRILLE DESIGN | Page 49 |
| 30.0 | APPROVED MAIN DOOR GRILLE DESIGN | Page 50 |
| 31.0 | USEFUL CONTACT NUMBERS | Page 51 |

1.0 INTRODUCTION

1.1 General

- (a) The purpose of these rules and regulations (hereinafter referred to as the “**HOUSE RULES (or By-Laws)**” which constitute the House Rules of **ASTORIA AMPANG** is to promote pleasant communal living environment and the peaceful and harmonious occupancy of the individual Apartment therein, to protect all the owners/residents from annoyance and nuisance caused by any improper use of the Apartment and to preserve the reputation and prestige of the Apartment thereof, providing maximum enjoyment of the premises and its common facilities.
- (b) The House Rules are formulated to serve as guidelines, which govern the occupancy and usage of the Apartment. All the owners/residents and guests of the Apartment shall be bound by these rules. It is the Management’s desire to create awareness among all the owners/residents to achieve the common goal of a comfortable living in a peaceful environment. Therefore, the cooperation of all owners/ residents in complying with all the rules and regulations is necessary. It is also the duty and responsibility of each owner/resident to ensure that his family members, guests, visitors, servants and agents are aware of the House Rules and that these rules are fully complied with.
- (c) The full authority and responsibility for the enforcement of the rules lie with the Management Office. House Rules may be amended by the Management from time to time. Suggestions are welcome from all the owners/residents but must be put in writing to the Management who reserves the right to accept or reject the suggestions without having to assign any reason whatsoever for doing so.
- (d) This House Rules copy shall be provided to all owners upon vacant possessions.

1.2 Vision

- To make **Astoria Ampang** the sought-after Residences in Klang Valley.

1.3 Mission

- To provide utmost quality service to our valued owners/residents.
- To conduct open and transparent management.
- To ensure an effective and efficient property management.
- To attain optimum standard in terms of safety, security and maximize the use of resources and returns on funds available.
- To continuously improve amenities and services for our owners/residents.
- To ensure appreciation of values and maximization of return on investment for owners’ properties.

1.4 Definitions

In these House Rules, unless the context otherwise requires, each of the following words or expressions shall have the meaning stated against it as below:

- a) "Owner" refers to person(s), who owns a unit in **Astoria Ampang** and who has legal title to the same.
- b) "Guest(s)/Visitor(s)" refers to person(s), who is not an owner-resident or lessee- resident and whose presence in the Apartment is at the invitation of either an owner-resident or lessee-resident.
- c) "Lessee" refers to person(s), who is a lessee/tenant of the Apartment(s) and who is also presently residing in the Apartment.
- d) "Resident/Owner" refers to person(s), who is either a lessee or an owner of one of the Apartments and who is also presently residing in the Apartment.
- e) "Management" refers to the Developer or Joint Management Committee (JMC) of the Joint Management Body (JMB) or the Council of the Management Corporation (MC) (when formed) or any appointed managing agent authorized by the Developer, JMB/ MC (when formed) or Management Office to enforce these rules.
- f) "Any other personnel" includes contractors, deliverymen, servicemen, etc.
- g) "The Apartment/s" includes the building or buildings comprising the individual premises, the common properties, which are collectively known as **ASTORIA AMPANG**.
- h) "Maintenance Charges" refers to Maintenance Fees, Sinking Fund, Quit Rent, Insurance, etc. payable for maintenance and management of the common property.

2.0 OCCUPANCY

2.1 Approved Use of Apartment Unit

- a) The Apartment unit shall be used for residential/accommodation purposes and shall not be used for any other activities (illegal or otherwise) which may damage the reputation of the Apartment.
- b) Tenanted units, each Apartment **shall not be occupied by more than an average of two (2) headcount per bedroom** at any one time. The Residents shall not convert the Apartment in such a manner so as to accommodate more Residents than it was originally designed for or to overcrowd the Apartment. Owners to advise the property agent on the above matter and to include this as a clause in the Tenancy Agreement.
- c) Owner/Property Agent is required to register and notify the Management of any change of occupancy in the unit Apartment. It is the duty of the owner/property agent to ensure that the new Resident or Tenant register with the management office by filling up a Resident Record Form and to provide supporting documents such as a copy of the Tenancy Agreement, identification card or passport, tenant's vehicle number if any, 2 copies recent passport size photograph and etc. as required by the Management.
- d) The Owners/Residents shall be responsible to keep the Management updated with the latest particulars at all times within the shortest time possible to avoid any form of complication and miscommunication.
- e) No Resident shall use or permit the use of the Apartment or any part of the common area for any illegal, unlawful or immoral purposes or bring thereon nuisance of whatsoever nature or give reasonable cause for complaint by the Management, other Residents or any lawful occupiers.
- f) No garage sale or open-air function of any description shall be held in the Apartment without approval of the Management. The Management reserves the right to grant or deny such approval at its absolute discretion.

2.2 Owners/Residents/Family Members & Employees (Maids & Drivers)

- a) Owners/Residents shall be adequately and appropriately dressed at the common area and should not use vulgar language or behave in a manner likely to cause offence or embarrassment to other residents or any person lawfully using the common property.
- b) Owner/Residents shall take all reasonable steps to ensure that their children does not play or cause any disturbance, annoyance or nuisance to other residents at the common property.
- c) Owners/Residents to ensure all the family members, maids and drivers to comply with the House Rules at all times. Employees of Residents are not permitted to use the recreational facilities.

2.3 Owners/Residents Visitors/Guests/Invitees

- a) All Visitors/Guests/Invitees of Residents/Management will be required to register at the Security Registration Counter and shall furnish information as to whom and which apartment unit or office they are visiting failing which the Security Personnel or

Management reserves the right to deny their entry into the building.

- b) Visitors/Guests/Invitees of the Residents/Management will **ONLY** be allowed entry to the building upon obtaining confirmation or approval/permission from the Residents/ Management by the Security Personnel via the intercom.
- c) In the event that the Security is unable to contact the Resident on the intercom or by other registered communication means, the Security Personnel will be sent to the concerned Resident apartment unit for approval and verification.
- d) In the event that there is no one available at the apartment unit, the Security Personnel shall inform the guest immediately and advise the Guest to make prior arrangement with the Resident before visiting. Likewise, the Residents are **STRONGLY** advised to inform the Security or Management in advance of their expected guest(s) prior to their arrival.
- e) For the reason of security, each guest shall be issued a visitor tag or pass on entering the building premises in exchange for a personal identification card/pass attached with a photo fit of the visitor concerned such as Driving License, Student Card, Work Permit, Company Identification Card and etc. On exiting the building, the Visitor/ Guest shall return the visitor pass to the Security in return for the identification card retained earlier at the Security Registration Counter on entry.
- f) The Management reserves the right to refuse entry of any visitor/guest at its reasonable discretion or to request any visitor/guest to leave the building without having to assign any reason whatsoever for doing so.
- g) Owners/Residents shall be responsible for ensuring their visitors/guests/invitees comply with the House Rules at all times and that their conduct or behaviors are not offensive to other Residents of the building. Owners/Residents shall be liable for any damage to the common areas or facilities whatsoever caused by their Visitors/Guests/ Invitees.

2.4 Household Pets and Livestock Prohibited

- a) The Resident/Owner shall not be permitted to rear or keep within the Apartment any pets or livestock such as dogs, cats, fowls, etc. which is in accordance to the Local Authority By-Laws and Strata Management (Maintenance and Management) Regulations 2015, under the Third Schedule Part 3, Section 14. This is to avoid nuisance or disturbance to other residents in the Apartment.
- b) Visitors/Guests/Invitees shall not be permitted to bring any pets livestock into the Apartment premises or the common areas.

2.5 Nuisance Prohibited

- a) Every resident shall, at all times, conduct himself/herself in such manner as will not cause nuisance or annoyance to or in any way interfere with the peace and quiet of any other resident within the Apartment. Excessive noise, unruly or offensive behavior shall not be permitted. The Management reserves the right to take whatever action it deems necessary, (including calling the police and seeking legal recourse), to stop the infringement or nuisance, and the Resident concerned shall be liable for and shall indemnify the Management against all costs incurred as a consequence thereof.

- b) Radio, TV or other musical instruments shall not be operated at such high volume as to interfere with the peace and tranquility of the other residents. To erect upon or affix to the Apartment unit any machinery/mechanical scientific or electrical apparatus shall be prohibited unless with the written consent from the Management and approval from the relevant Authorities.
- c) Owners/Residents shall at all times conduct themselves and ensure their Guests to conduct themselves in a manner which will not cause any nuisance to other Residents such as excessive noise, unruly or offensive behavior within the vicinity of the building.
- d) No resident shall use their car horn unnecessarily to an extent that causes disturbance or annoyance to the other residents in the Apartment.
- e) Legal indoor games may be played within any private Apartment provided no excessive noise shall be emitted, causing nuisance or disturbance to the neighbours or any other residents in the Apartment.
- f) Owners/Residents who carry out any pounding of kitchen pestle and mortar or of the same nature of conduct shall ensure that the part of the floor on which the activity is carried out is covered to an extent sufficient to prevent the transmission of noise likely to disturb the peaceful enjoyment of neighboring units.

2.6 Owner's Agents/Tenants

- a) Owners who are not residing in Malaysia shall appoint their respective agents to represent their interest. Such owners shall register the names, address and telephone numbers of their agents with the Management, prior to allowing access to their respective properties. Owners are responsible for their Agent or Agents.
- b) An owner or his/her appointed agent shall be responsible for the conduct of his/her lessee(s) or guest(s) and shall, upon being notified by the Management, immediately to remove, at his own expense, any unauthorized structure/equipment/property placed in any of the common areas.
- c) An owner or his/her appointed agent of a tenanted unit shall be responsible for advising the tenant(s)/lessee(s) that the behavior or actions of the tenant(s)/lessee(s) or guest(s) shall at all times comply with the House Rules. The Management reserves the right to recover any damages including legal fees incurred from the owner as a result of their tenant(s)/lessee(s) action or failure to comply with the House Rules.

2.7 Owner's Entitlement to Use of the Common Facilities

- a) Once a parcel is rented or leased out, the entitlement to the use of the common areas and the facilities is automatically transferred to the tenant/lessee and the owner shall no longer be entitled to use the facilities though being the lawful registered owner.

b) Parties and Function

- Private parties or functions are limited to the areas as designated by the Management (if reserved), or within a private apartment.
- All private parties and functions should not extend beyond **10:00 p.m. Sunday to Thursday, or 12 a.m. Friday to Saturday and eve of Public Holidays**, whether at the Multipurpose Hall or in an individual unit.

- A minimal fee, to be determined from time to time by the Management, will be imposed on private parties to be held in the common area and additional charges for cleaning and damages where necessary.

2.8 Use of Management Employee

- a) No resident of the Apartment shall be allowed to engage any employee of the Management and Maintenance staff as the owners are responsible for the repair and maintenance of the internal unit defects at own cost including all fixtures and fittings at the riser serving to the apartment unit except the common area defects. They shall only be allowed to help in any community function/activity or minor services such as initial checking/inspection on the unit defect and advising the owner on the next cause of action to be taken with the approval from the Management Office. Such requests for services are to be made on the official **Complaint/Feedback/Job Requisition Form** available at the Management Office during office hours.
- b) No tips, gifts or gratuities shall be offered to any employee of the Management for any service rendered or for his courtesy in the regular performance of his duties.

2.9 Solicitation

No soliciting of goods and services, religious or political activities shall be permitted in the premises.

2.10 Combustible Materials

- a) Highly combustible substances such as petroleum products shall not be kept in substantial quantities above normal amounts required for residential consumption. Substances which may give rise to smoke, fumes or obnoxious odors, explosives of any nature (including but not limited to fireworks), shall not be kept, stored or used in the Apartment.
- b) Residents shall not tamper with or cause to be tampered with any fire-fighting equipment (including but not limited to fire hydrants and hose reels), in any part of the building.

2.11 Moving In/Out

- a) In order to maintain proper scheduling and monitoring, the Owners/Residents are required to inform and obtain Management approval **minimum three (3) days** in advance by filling up the Moving In/Out Form, providing details of movers/transport vehicles and workmen, for the purpose of informing the security personnel. The above form must be submitted together with proper documents i.e. **Tenancy Agreement & Resident Record Form (in the case of Tenant moving in) or Owner's Clearance Letter (in the case of Tenant moving out)** failing which, the Management reserves the absolute right and discretion to stop any activity of moving in or out.
- b) The Owners/Residents shall ensure that the common property is not damaged in the course of shifting activities and to use the designated Bomba lift approved by the Management which is subjected to availability.
- c) The Owners/Residents shall be held responsible for any damage to the common property/facilities and for whatsoever liabilities arising thereof in the course of the shifting activities, even though the damage is caused by his guest or agent or their

contractors. Strict care shall be exercised in the moving activities.

- d) The Owners/Residents shall ensure that any inconvenience so caused to other residents shall be kept to the minimum possible.
- e) Moving in and out shall be confined within the following hours:-

| | |
|------------------------------------|-------------------------------|
| Mondays to Fridays | : 9.00am to 5.00pm. |
| Saturdays | : 9.00am to 1.00pm. |
| Sunday & Public Holiday | : Strictly NOT ALLOWED |

- f) The Owners/Residents shall place a **Security Deposit of RM500.00 or any other amount** to be determined the Management, upon submission of the Moving In/Out Form. Such security deposit shall be used to offset the cost to engage cleaners to clear unwanted debris/rubbish left behind in the corridor or other common areas and/or make good any damage to the common property. If the damage or other cost exceeding the deposit amount, the said Owners/Residents shall have to settle the full difference before leaving failing which the unpaid amount shall be billed into the Owner's account.
- g) Owners/Residents must ensure that all water charges due to the Management from the Tenant(s) are fully settled.
- h) The Owners/Residents shall be responsible for the safe custody of his own belongings and the Management shall not be held liable in any manner whatsoever for any loss of or damage to any personal effects including valuables, fixtures and fittings belonging to the Owners/Residents in the course of the shifting.

2.12 Upkeep, Maintenance and Repairs of Apartment Unit/Parcel

- a) The Owners/Residents shall at all times keep the Apartment unit clean and take practical steps to prevent any infestation by vermin and or insects.
- b) The Owners/Residents shall at all times keep the parcel including all fixtures and additions thereto in good repair and condition to the Management's satisfaction and the Owners/Residents shall at his own expense forthwith repair and make good all defects in the Parcel and all parcels adjoining, adjacent to, below and above that may be affected by the failure of the Owners/Residents to keep the parcel in good repair and condition of which reasonable notice in writing shall have been given to the Owners/Residents by the Management.
- c) The Owners/Residents shall permit the Management or its agents or workmen at all reasonable time to enter and inspect the state and condition of the said parcel or to carry out maintenance or repair works to the unit (in the case where the common pipe is running through the unit) or to other portions of the building not conveniently accessible otherwise from or through the unit and any general purposes of the building as the Management may deem necessary from time to time.
- d) The Management shall not be held responsible for any unit internal slab and pipe leaks. Developer shall not be held responsible for any defects after the defect liability period. The owners with internal slab and pipe leaks shall resolve the matter amicably with the owner above their unit. In general, the cost of repairing slab and pipe leaks from the upper unit shall be borne by the Owner of the upper unit. The lower unit owner

shall grant access for the upper unit contractor to rectify any blockage or leakage from the upper unit plumbing. Failing to allow the upper unit contractor to gain access into the lower unit for repair works, the upper unit owner may report the matter to the Commissioner of Buildings and where necessary, takes legal action at their own cost.

Similarly, if the upper unit owner fails to rectify the leaking problems to the unit below after adequate notice informing the upper unit owner on the leaking issues, the lower unit owner can rectify the problem and make a claim for the cost against the owner above. However, if the owner above chooses to ignore the claim or reluctant to pay for the cost of repair, the lower unit owner may report the matter to the Commissioner of Buildings and, where necessary, takes legal action at their own cost to recover the cost of repair and etc.

- e) In the event the Owner fails to maintain the said parcel in the manner herein required, the Management or any other Owner shall have the right to report the matter to the Commissioner of Buildings or proceed in a court of law to seek compliance.
- f) Any other matters not spelt out or covered in the House Rules shall be subjected to the Statutory By-Laws governing the stratified properties.

2.13 Insurance for Individual Apartment Unit

- a) Owners/Residents are responsible for their household contents in the unit that includes personal belongings and valuables.
- b) Owners/Residents are advised to take up appropriate Insurance coverage in respect to their household contents that includes all personal belongings and valuables in the unit against theft, fire, vandalism, water damage caused by leaks or overflows from other units, power surges damage on home appliances/equipment and Public Liability.
- c) Owners/Residents are also advised to use Surge Protector/Voltage Regulator for their sensitive Electrical/Electronic Equipment (e.g. Audio-Visual Systems, Computers, etc.) as the Management takes no responsibility of such damages.

3.0 ACCESS CARD SYSTEM

The access card control systems are intended to monitor the movement of residents, vehicles and Guests or any other persons entering the Apartment, facilities and buildings, where appropriate. The provision of such services, which is often referred to as a "security service", shall not under any circumstances be construed as a representation by the Management that the Building will be free of crime. Residents are advised to insure their personal belongings and valuables against theft, burglary and loss howsoever caused including damage from fire, leaking pipes, floods and sewers and preferably to place all valuables in a security deposit account with banks.

All fire exits shall not be locked or obstructed if statutorily required to be accessible under the provision of the relevant rules and By-Laws.

3.1 Lift Access Cards

- a) Application for lift access card shall be made by completing the Application Form obtained from the Management Office.
- b) Owners will be provided with Two (2) or three (3) (depending on the type of unit) Lift Access Card Free of Charge (FOC) upon delivery of Vacant Possessions.
- c) Owners may apply for Additional Lift Access Card(s) for their family members at a fee of RM20.00 per access card and a refundable deposit of RM100 for every additional card applied and issued as per the guideline mentioned in 3.1 (f) and (i).
- d) The access card needs to be retained in the care of the resident at all times. Owners/ Residents must notify immediately to the Management in writing on the loss card to enable the Management to de-activate the access card for security reason.
- e) In the event of 1st loss of Lift Access Card or replacement of damaged or faulty access card, a fee of RM20.00 per access card shall be imposed. Second and subsequently loss, a total fee of RM70.00 shall be imposed (RM20.00 for replacement of loss access card and RM50.00 for penalty fee). Application for replacement of loss access card shall be attached with a notification letter on the loss of the access card to the Management.
- f) The Lift Access Card charges are subjected to prevailing rates as determined by the Management from time to time. The prescribed fees are as stated below:-

| No | Description | Access Card Charges | Refundable Deposit | Penalty Fee | Total Payable |
|----|---|---------------------|--------------------|--------------|------------------------------|
| 1 | <u>Delivery Of Vacant Possession</u> Each Owner - Entitled to Two (2) or three (3) Lift Access Card Free Of Charge | FOC | NIL | NIL | NIL |
| 2 | <u>Every Additional Lift Access Card.</u> Maximum No. of Lift Access Card Allowed per Apartment – based on guideline of Two (2) headcount per bedroom. Example:- a) Type A/B/F unit – Max. Lift Access Card Allowed - 2 Only. b) Type C & D unit - Max. Lift Access Card Allowed - 3 Only. c) Type E unit - Max. Lift Access Card Allowed - 4 Only. | 20.00 | 100.00 | NIL | 120.00 |
| 3 | <u>Replacement of Loss Lift Access Card</u> – (Attached with letter from Owner/Resident informing the Management of the loss). Fee imposed as below:- 1 st Loss – Access Card fee 2 nd & Subsequent Loss | 20.00 20.00 | NIL NIL | NIL 50.00 | 20.00 70.00 |
| 4 | <u>Replacement of Damaged & Faulty Lift Access Card Fee.</u> (Subject to the Return or surrender of the Damaged/Faulty Lift Access Card to the Management). a) Within 30 days of issuance b) after 30 days of issuance | FOC 20.00 | NIL NIL | NIL NIL | FOC 20.00 |

- g) The unit Owner is responsible to apply for the Lift Access Card from the Management for his incoming Tenant. In the event, the Tenant is applying directly for the lift access card; a Letter of Consent from the Owner together with a copy of the Tenancy Agreement is required. Owners are required to submit a copy of the Renewal Tenancy Agreement to the Management Office from time to time to avoid deactivation of the access card upon expiry of the tenancy.
- h) The Management reserves **the right not to issue the Lift Access Card(s), or deactivate the same, in the event that an Owner is in arrears with payment of maintenance charges, service or utility charges and etc. The access card(s) will not be issued or reactivated until the entire outstanding amount has been paid up.**
- i) Maximum number of Lift Access Cards allowed for each unit apartment will be subjected to the guideline of 2 headcount per room i.e. if the unit comes with a 3 bedrooms, the maximum number allowed to apply is 6 access cards. For family stayed apartment, any additional access card required above the norm will be subjected to the Management approval and discretion.
- j) Faulty Lift Access Cards issued, Owners/Residents are required to return the access card to the Management Office for a replacement without cost.
- k) All Lift Access Cards shall remain the sole property of the Management. Owners/ Residents are required to return the access cards to the Management when they cease to reside or no longer a Resident of the **Astoria Ampang**. Refund of deposit shall be made within one (1) month from the acceptance of the returned access card in good condition together with the Access Card Refund Form. No refund shall be given for damaged / defaced access card(s).
- l) All Lift Access Cards are **NOT TRANSFERABLE** unless approved by the Management Office.
- m) The Management reserves the right to confiscate or deactivate any lift access cards if found to be misused by the Owners/Residents.

4.0 CAR PARK

4.1 Car park Tag or Access Card and Car Sticker (if applicable)

- a) Owners will be provided with Car park Tag/Access Card depending on the number of car park bays owned by the respective owners on the basis of **One (1) Car park Tag/Access Card to One (1) Car park bay.**
- b) A **non-transferable Authorized car sticker** shall be issued to each carpark lot owner at **Free Of Charge (FOC)** and the same shall be displayed prominently at the top right-hand corner of the windscreen of the Vehicle at all times for easy identification.
- c) Application of Car park Tag or Access Card and Car park Sticker shall be made by completing the Application Form obtained from the Management Office.
- d) Only cars with valid Car park Tag / Access Card and authorized car stickers will be allowed to enter the car park and the vicinity of the building.
- e) All Car park Tags/Access Cards and Car Stickers are non-transferable unless approved by the Management Office.
- f) The unit Owner is responsible to apply for the Car Sticker from the Management for his incoming Tenant. In the event, the Tenant is applying directly for the car sticker; a Letter of Consent from the Owner together with a copy of the Tenancy Agreement is required. Owners are required to submit a copy of the Renewal Tenancy Agreement to the Management Office from time to time to avoid deactivation of the Car sticker upon expiry of the tenancy.
- g) The Management reserves the **right to refuse to issue the Car park Tag/Access Card(s) and Car Sticker, or deactivate the same, in the event that the Owner is in arrears with payment of maintenance fees, service or utility charges etc.** The Car park tag/access card(s) will not be issued or reactivated until the entire outstanding amount has been paid up.
- h) The Car park Tag/Access Card needs to be retained in the care of the resident at all times. Owner/Residents must notify immediately to the Management in writing on the loss card to enable the Management to de-activate the Car park Tag or Access card for security reason.
- i) For faulty Car park Tag/Access Card issued, Owners/Residents are required to return the faulty Tag/Access card to the Management Office for a replacement without cost within 2 weeks from the date of issuance.
- j) The Management reserves the right to confiscate or deactivate any Car park Tags/ Access Cards found to be misused by the Owners/Residents.
- k) In the event of **1st loss of Car park Tag/Access Card** or replacement of damaged or faulty tag/access card, a **replacement cost of RM50.00 per Car park Tag/Access Card** shall be imposed. **Second and subsequently loss, a total cost of RM100.00** shall be applied (RM50.00 for penalty fee). However, for **replacement of damaged/defaced car park tag/access card, a replacement cost of RM50.00** shall be charged and subject to the return or surrender of the damaged/defaced or old car sticker.

In the event of 1st loss of car sticker, a replacement cost of RM10.00 per car sticker shall be imposed. Second and subsequently loss, a total cost of RM60.00 shall be applied (RM50.00 for penalty fee). However, for replacement of damaged/defaced car sticker or change of Vehicle, a replacement cost of RM10.00 shall be charged and subject to the return or surrender of the damaged/defaced or old car sticker.

l) The Car park Tag or Access Card and Car Sticker charges are subjected to prevailing rates as determined by the Management from time to time. The prescribed fees are as state below:-

| No. | Description | Charges | Refundable Deposit | Penalty Fee | Total Payable | |
|---|--|---|--------------------|--------------|---------------|---------------|
| 1. | Issuance Car park Tag/Access Card – Depends on the no. of car park owned by the respective owner. Example:- a) 1 car park bay – Entitled to 1(One) Car park Tag/Access Card b) 2 car park bays – Entitled 2 (Two) Car park Tag/Access Card | FOC | NIL | NIL | FOC | |
| | | FOC | NIL | NIL | FOC | |
| 2. | Issuance Car Sticker – Each Car park lot Owner entitle to 1 Car Sticker at Free Of Charge | FOC | NIL | NIL | FOC | |
| 3. | Replacement of Loss Car park Tag/Access Card / Sticker – (Attached with letter from Owner/Resident informing the Management of the loss) Replacement cost or/and penalty fee imposed as below:- | | | | | |
| | | a) Car park Tag/Access Card | 50.00 | NIL | NIL | 50.00 |
| | | 1 st Loss – Replacement cost | 50.00 | NIL | 50.00 | 100.00 |
| | | 2 nd & Subsequent Loss | | | | |
| b) Car Sticker | 10.00 | NIL | NIL | 10.00 | | |
| 1 st Loss – Replacement cost | 10.00 | NIL | 50.00 | 60.00 | | |
| 2 nd & Subsequent Loss | | | | | | |
| 4. | Replacement of Damaged & Faulty Car park Tag or Access Card. (Subject to Return or Surrender of the Damaged or Faulty Car park Tag/Access Card). | 50.00 | NIL | NIL | 50.00 | |

| No. | Description | Charges | Refundable Deposit | Penalty Fee | Total Payable |
|-----|--|---------|--------------------|-------------|---------------|
| 5. | Renewal Car Sticker (Subject to return or surrender of the Expired Car Sticker) | FOC | NIL | NIL | FOC |
| 6 | a) Replacement Cost for Car Sticker due to change of Vehicle. | 10.00 | NIL | NIL | 10.00 |
| | b) Replacement Cost for Damaged or Defaced Car Sticker. (Subject to Return or Surrender of the Damaged/Old Car Sticker) | 10.00 | NIL | NIL | 10.00 |

4.2 Owner's Risk

All Vehicles parked in the building shall be at the Vehicle Owner's/Resident's own risk

4.3 Management Exemption from Liability

- a) The Management shall not be responsible or liable in any way whatsoever for any damage, misdemeanor, theft, loss of the vehicle (including the contents therein) that may be suffered by the vehicle Owner/Resident, his Passengers, Servants, Agents and/or Licensees however arising whilst the vehicle is parked in the building.
- b) It is the responsibility of the vehicle Owner to ensure that the vehicle is locked at all times when parked in the building premises.
- c) Vehicle Owners/Residents are advised to activate their vehicle alarm systems at all times and be armed with additional quality steering wheel locks or brake-lock for the security of the vehicle. All vehicles alarm systems shall be well maintained to avoid any unnecessary activation of false alarm causing nuisance/annoyance to other Residents.
- d) Vehicles Owners are advised not to leave any valuables or personal effects or electronic/electrical equipment such as computers, digital camera, etc. in the vehicle while parked in the building premises.

4.4 Designated Car park Bay

- a) Owners/Residents must park their vehicles at the designated car park bay assigned to the unit and within the designated area. The designated car park bay shall at all times be used for the purpose of parking cars only and shall at no time be used for any other purpose.

4.5 Unauthorized and Indiscriminate Parking

- a) Residents who find that their designated car park bay(s) have been illegally occupied are advised to **report to the Management or the Security Guard on duty at the Security Control Room** so that appropriate action can be taken against the Offender.
- b) The Management reserves the right to **clamp any vehicle that is found parked indiscriminately** along the driveways or car park area causing obstruction to others. The Management will impose **a penalty or fine of RM50.00 to remove the clamp**

for first time offenders and RM100.00 for each subsequently offence or at such other rates as determined by the Management from time to time.

Vehicles found parked indiscriminately or illegally are liable to have its wheels clamped with a **Warning or Clamping Notice placed on the windscreen** or towed away without notice and **at the expense of the vehicle Owner/Offender**. The Vehicle Owner or Offender concerned shall be liable and pay for the cost of removing the wheel clamp and towing charges.

The **Management shall not be liable for any damages caused to the Offender's vehicle**. The Wheel Clamp will only be removed after a penalty or fine has been paid and if towing is required the Offender shall be liable to pay for the towing charges or other fee imposed by the Towing Truck Company. In any events, the Offender shall also be subjected to a **further penalty (holding charge) of RM100.00 per day until the date the clamp is removed**.

4.6 Additional Structures on Car park bay not permitted

No additional structure of any form shall be erected on any Car park bay in the building.

4.7 Cleanliness of Car park

All Owners/Residents shall ensure that they do not leave any equipment, vehicle spare parts/Components, and discarded material including engine oil leakage, rubbish and litter in the Car park area at any time.

4.8 Speed Limits

The speed limit within the building is fifteen (15) km/hour shall be adhered to at all times and the manner of driving shall always be cautious and courteous.

4.9 Height Restriction

The maximum vehicle height allowed in the car park is 2.1 meter. Any vehicles above the stipulated height are not permitted to enter the car park. Failing to comply, the Vehicle's Owner shall be held liable for any damages caused whatsoever to the building.

4.10 Car Wash

- a) Washing of vehicles shall be carried out in the area designated (if any) for this purpose. There shall be no wet washing outside the designated car wash area.
- b) No vehicle shall be left unattended at the designated car wash bay for more than 30 minutes; otherwise, the vehicle will be wheel clamped or towed away.
- c) Washing at car park bays is limited only to car polishing and damp wiping of vehicles and should not wet the floor or the adjacent vehicles.

4.11 Car Repairs

- a) Only minor repair works shall be permitted on the car park lot.
- b) Major repair of vehicles at car park area is prohibited. No major repairs such as repair works that involve excessive noise, fumes or spillage of oil or the use of chain blocks or other medium/heavy duty weight lifting structure/equipment can be carried out on any vehicle parked within the building.

4.12 Car Horn

Hooting or use of the Car Horn is not allowed in the Building except in the case of an Emergency situation.

4.13 Old Jalopy/Discarded/Derelict Vehicles Prohibited

a) Owners/Residents are responsible to maintain the aesthetic value of the building by ensuring that **NO** old junk/jalopy/discarded/derelict vehicles are parked at their designated car park bays or anywhere within the vicinity of the building and the cost of removal shall be borne by the owner/resident concerned.

b) The Management reserves the right to remove or engage a tow truck operator to tow away the old junk/jalopy/discarded/derelict vehicles from the building.

4.14 Motorcycles

a) Motorcycles can only be parked at the designated motorcycle parking area and on no occasion, should these vehicles be left or parked in any other area.

b) Failure to comply or adhere to the above shall result in House Rules No. 4.5 being applied as the case may be.

4.15 Private Chauffeur Vehicles (If applicable)

a) Owners/Residents using private chauffeurs have to apply for their drivers a **Driver Pass Card** for entry/exit identifications purposes at a fee of **RM10.00 per card**. Upon entry to the building/car park, the Driver shall produce their pass card for security identification purposes.

b) Driver Pass Cards shall be applied by completing the Driver Application Form and to submit together with 2 recent color passport size photos to the Management Office.

c) Owners/Residents responsibilities to ensure the Driver pass card is returned or surrendered when the driver is no longer the resident's employee. Replacement cost for lost card shall be at RM60.00 (Replacement cost RM10.00 + RM50 Penalty Fee). As for damaged card, replacement cost is RM10.00 per card subject to the return of the damaged Driver Pass Card.

d) Resident Driver's vehicle shall be parked at their respective resident's car park lot. A Resident's Driver Vehicle Display Card shall be collected upon entry from the security and placed on the dashboard for security identification purposes.

4.16 Pick-Up & Drop-Off

Vehicles are permitted to pick-up or drop-off Residents. The Drivers of such vehicles must register with the security and obtain a Temporary Entry Permit and shall be allowed within the Building for a maximum of 15 minutes. Vehicles are prohibited from parking at owners' car parking bays.

5.0 RESIDENT CARDS (If applicable)

a) Resident Card is for identification and record purposes. To ensure proper control of security and access with minimum hassle. All residents must apply for the resident's card at the Management Office.

- b) Security Guards will from time to time require residents to produce their resident cards for identification purposes. Any persons found not possessing a resident card will be deemed trespassing and will either be not allowed to enter the building or be escorted out of the building.
- c) All residents aged 12 years and above must apply for their resident cards by completing the Resident Record Form and to submit together with 2 recent coloured passport sized photographs to the management office.
- d) Issuances of resident cards are **non-chargeable for Owners of Astoria Ampang**.
- e) For **Tenant, a minimum fee of RM10.00 per Resident card** shall be imposed. Upon expiry of the Tenancy Agreement, the Tenant's Resident Card shall automatically be void and invalid. The owner is responsible to collect and surrender the Tenant's Resident Card upon expiry of the Tenancy Agreement. The Tenant's Resident Card shall be **renewed at no cost** upon producing a copy of the Renewal Tenancy Agreement.
- f) Any **loss of Resident Card** must be reported immediately in writing to the Management and a **total fee of RM60.00 (RM10.00 for replacement fee per Resident Card and RM50.00 penalty fee)** shall be charged for a replacement of a new resident card.
- g) **Damaged Resident Card** shall be replaced at a **fee of RM10.00 per resident card and subject to the return of the damaged Resident Card**.
- h) The resident cards are to be produced during booking or use of facilities within the building.
- i) Maximum number of Resident Cards allowed for each unit apartment will be subjected to the guideline of 2 headcount per room i.e. if the unit comes with a 3 bedrooms, the maximum number allowed to apply is 6 Resident Cards for tenanted units. For family occupied apartment, any additional Resident Card required above the norm will be subjected to the Management approval and discretion.
- j) All Resident Cards shall remain the property of the Management and to be returned to the Management when they cease to reside or no longer a Resident of The **Astoria Ampang**.
- k) The Resident/Driver Pass Card charges are subjected to review from time to time as determined by the Management. The Resident/Driver Pass Card prescribed fees are as stated on the following page:-

| No. | Description | Charges | Refundable Deposit | Penalty Fee | Total Payable |
|-----|---|---------|--------------------|-------------|---------------|
| 1. | Owner – Non-Chargeable | FOC | NIL | NIL | NIL |
| 2. | Tenant/Driver – Chargeable per Resident/Driver Pass Card | 10.00 | NIL | NIL | 10.00 |
| 3. | Tenant – Resident Card Renewal Fee (Subject to the return of the expired Resident Card) | NIL | NIL | NIL | NIL |
| 4. | Replacement of Loss Resident/Driver Pass Card Fee (attached letter informing the Management of the loss) | 10.00 | NIL | 50.00 | 60.00 |
| 5. | Replacement of Damaged Resident/Driver Pass Card Fee (Subject to the return of the Damaged Resident/Driver Pass Card). Applicable to Owners/Residents and Drivers. | 10.00 | NIL | NIL | 10.00 |

l) The Management reserves the right to confiscate any Resident/Driver Pass Cards found to be misused by the Owners/Residents or Drivers.

6.0 COMMON AREAS

6.1 No Obstruction at Common Areas

- a) The sidewalls, passage, lobbies stairways and common corridors shall be kept free from obstruction at all times.
- b) Motorcycles, bicycles, tricycles, children's riding toys, roller skates, skateboards and items of similar nature, (with the exception of wheel chairs), shall not be put to use, placed or stored in any common area except for areas designated for such purposes.

6.2 Potted Plants

- a) All potted plants shall be maintained in a manner that will not create a nuisance to other residents and placed in containers in order to prevent any water from dripping or any soil from dropping onto any other parcels or common areas.
- b) Owners/Residents shall be responsible to upkeep their respective potted plants especially those that are visible from outside the premises and to ensure that the plants are always healthy, tidy and well pruned.
- c) Owners/Residents shall ensure that no potted plants or any other objects are placed dangerously at the corridor or near the perimeter of the premises or balconies where they might fall and cause bodily harm to a person or damage the property below.
- d) All potted plants shall be placed within the perimeter of the Apartment unit and must not encroach into the neighboring units.
- e) Placing of potted plants is prohibited along the stairways or common areas.
- f) Owners/Residents are responsible to ensure that their potted plants are free from mosquito breeding.
- g) The Management reserves the right to remove any potted plant without prior notice if it is found to cause inconvenience or placed dangerously or a potential breeding ground for insects and mosquitoes.

6.3 Cleaning of Areas Adjoining to the External Walls

Care shall be taken when cleaning areas adjoining the external walls to prevent water from running down the exterior of the building and or to the neighboring units.

6.4 Liabilities of Damages to Common Properties

Any damages caused to any common property shall be assessed by the Management and the cost of repair and/or replacement shall be charged to the Owner/Resident. This liability is not limited to any damages or defacement caused to any common property by the residents, their guest(s) and/or invitees while moving any furniture, fixture or equipment or any other things whatsoever or by any means however which shall be assessed by the Management and the cost repair and/or replacement of such damages or defacement shall be charged to the Owner/Resident accordingly.

6.5 Exterior Facade of the Condominium

- a) For the purpose of maintaining the image of the Condominium, the exterior facade of the Condominium shall represent a uniform appearance and for this purpose Owners/Residents are not permitted to paint and/or in any way alter the appearance of any exterior portion of their condominium. As such, no extensions are allowed at the common area or on the facade.
- b) No awning or grill shall be installed without prior approval of the Management and, if installed, shall follow the approved designs by the Management and it should be fixed within the internal faces of the premises only.
- c) Brooms, mops, cartons, notices, advertisement, banners, posters, illuminations or other means of visual communications shall not be placed on windows, doors, passages or balcony railings in such manner that they are clearly visible from the outside of the Condominium units.
- d) All hanging of clothes, linens, towels, bedding etc. must be confined within their respective unit. No hanging of clothes or items of similar nature are allowed at the balconies.
- e) Owners/Residents are not permitted to throw rubbish and any objects out of the windows, doors or balconies onto the common areas. Dusting and cleaning of personal items from windows, balconies, stairways, corridors, fire escapes areas and common areas are not permitted.
- f) No radio or TV antennae shall be allowed to be attached to or hung from the exterior of any wall or to protrude through walls, windows or roofs or to be installed on balconies.
- g) The used of tinted glasses/films are prohibited on doors and windows that affect the facade.

6.6 Furniture and Equipment in Common Areas

All the furniture and equipment placed and/or installed at the common areas are for the safety, comfort and convenience of all the residents and therefore every care shall be taken not to damage or remove the furniture/equipment without the prior approval from the Management.

6.7 Elevators/Lifts

- a) No wet clothing, eating or drinking is permitted in the lifts.
- b) Smoking in the elevators is strictly prohibited.
- c) Nobody shall be allowed to tamper with any of the lift-controls in such manner as to prevent the proper functioning of the lifts.
- d) In the event of power failure or fire or any other emergency, the Owners/Residents shall not use the elevators but instead shall use the stairways to evacuate from the premises.

- e) No personal items or refuse of any kind shall be left in the elevator. The security guards shall remove the personal items left in the elevator and keep it in the Management Office under lost and found record.
- f) Any Owners/Residents wishing to shift any heavy or bulky item using any elevator shall give prior notice to the Management at least 24 hours in advance so that proper arrangement can be made to avoid causing inconvenience to the other residents.
- g) Owners/Residents must make all necessary arrangements to install protective material within the lift prior to shifting heavy or bulky items using the elevators.

6.8 Fire Escape Staircase

The staircases are designated for fire escape or other emergencies. Owners/Residents are not to place items that may obstruct the passage way to the fire escape staircases/ fire escape doors.

6.9 Placement of Notices and etc.

- a) Residents are not permitted to place any signboards, signage, advertisements, notices or posters on balconies, windows, passages or any part of the Development without prior approval of the Management.
- b) Notice Boards are for the display of circulars, letters and such like for the information of Residents. Residents are not allowed to place any notices at the designated Notice Boards unless approved by the Management Office.

6.10 Mailbox

Each Condominium unit shall be allocated with a letterbox located at the level 6 of the respective blocks and are clearly labeled according to the unit number.

6.11 Be Civic Conscious and Courteous

- a) Residents and guests must obey/respect the “No Smoking”, “Do Not Litter”, “No Parking” etc signage place at the various locations.
- b) Give preference for those alighting from the lift and for the elderly to board and alight first.

7.0 REFUSE DISPOSAL

7.1 Refuse in Plastic Bags

- a) All the owners/residents are to ensure that all refuse or rubbish are wrapped properly and secured in non-porous bags before placing them in the bins provided at the RCP (Refuse Room Collection Point).
- b) All wet refuse should be thoroughly drained of any liquid prior to their disposal and care taken to prevent dripping on the floors in the common areas.
- c) No waste, rubbish, material, article or object of whatever nature are to be thrown out of the windows or doors, or into the air-wells, or leave any rubbish in the common areas or the passage ways of the building or any unauthorized area of the building.

- d) Rubbish Collection shall be carried out at all the respective floors by the cleaners on a daily basis **after 10 a.m.** The Refuse Room and bin (s) shall be cleaned daily after the rubbish being disposed.
- e) Owners/Residents using the refuse chambers/rooms must ensure that all lights are switched off (if any) and the doors are closed after use to prevent smell and pest infestations.

7.2 Heavy or Bulky Objects/Combustible Substances

- a) Unauthorized method of Disposal of rubbish and waste materials is not permitted.
- b) The Refuse Room provided at the respective floor is limited for ordinary domestic waste only.
- c) Residents must make their own arrangements to dispose of heavy or bulky objects such as excess material and debris from renovation works, packing materials, cartons and discarded pieces of furniture, failing which the management shall have the right to deduct the cost of disposing these items from the Refundable Renovation/Security Deposit.
- d) Any refuse, heavy or bulky objects found left at common areas will be removed by the Management and a **Removal Fee of RM200.00 (or amount specify by the management) per trip** shall be debited or billed to the maintenance account of the owner concerned.
- e) Combustible/flammable items such as cloth or rags, chemicals, paints, petroleum or oil-based products shall not be placed in the thrash or refuse bins. It is the owner's/ resident's/contractor's responsibility to dispose these substances safely.

7.3 Other Household Refuse Disposal

- a) Residents must take necessary measures to ensure that any effluent discharged into drains or sewers are not corrosive, harmful and will not obstruct the drains or sewers water flow.
- b) All residents are to refrain from disposing wastes like sanitary pads, condoms, diapers, fabric, newspaper or plastic into the toilets, sinks, basins as these may obstruct the smooth flow of discharged water and can lead to backflow of the discharged water.
- c) Do not sweep hairs or such smaller items into the floor trap. This is to prevent clogging. Owners/Residents are to remove any material trapped in the floor traps of the bathrooms or wash areas to prevent water ponding and leakage to the unit below.

8.0 RENOVATIONS, DELIVERY AND REMOVAL

8.1 Approvals from Relevant Authorities

(a) Owners must ensure that Renovations carried out at the Apartment, Delivery and Removal of construction materials comply with the prevailing acts, by-laws and regulations imposed by the Relevant Authorities. The Owner(s) must obtain the requisite Approval from the Relevant Authorities (if applicable) and submit a copy of the approval to the Management.

8.2 Application for Renovation

- a) Owners must complete and submit the Renovation Application Forms together with the proposed renovation plans, Approvals from Relevant Authorities (if applicable) and Refundable Renovation Deposit to the Management Office for approval prior to the commencement of the renovation works.

8.3 Renovation Approval

- a) Duly completed Renovation Application Forms as per item 8.2 (a) above must be submitted to the Management for approval **at least (7) working days** prior to the commencement of the renovation works. The Management reserves the right to reject an application when approval from the relevant authorities has not been obtained or non-compliance with the Acts/By-laws, if there is an outstanding payment due to management or due to incomplete submission of documents.
- b) Upon approval, the Management shall issue a Renovation Permit for a maximum period of one (1) month only and any extension is subjected to the approval of the Management. The Owner/Contractor is required to place the permit at the main door of the apartment unit concerned during the course of the renovation. **NO Renovation Work** shall be carried out without the prior written consent from the Management.
- c) The Management reserves the **right to refuse or withhold the approval in the event that the Owner is in arrears with payment of maintenance fees, service or utility charges etc.** The approval will not be issued until the entire outstanding amount has been paid up.

8.4 Refundable Renovation Deposit

- a) A Refundable Renovation Deposit of RM **2,000.00 (Ringgit Malaysia: Two Thousand Only) for Major Renovation and RM 1,000.00 (Ringgit Malaysia: One Thousand Only) for Minor Renovation**, shall be paid by the owner to the Management when submitting the Renovation Application Form. The Management shall from time to time, and at any time, vary the quantum of Renovation Deposit at their sole and absolute discretion. **Major Renovation** includes tiling, ceiling work, hacking work and change of floor plan orientation etc. **Minor Renovation** refers to woodwork, telephone, electrical wiring and installation of grilles and air-conditioning etc.
- b) The above deposit is for the purpose of ensuring that all unwanted materials, debris, etc. are not left at the corridors, lift lobbies, fire escape staircases or at any other common areas by the owners/contractors concern and the recovery of cost incurred by the management due to any damages of common properties by the owner or their contractors during the course of renovation. In the event when unwanted renovations materials or debris are not disposed or any damages to the common properties arising from the renovation works not rectified, this cost shall be borne and deducted from the deposit and the balance to be refunded to the owner concerned. Should the cost of clearing the unwanted materials and damages to reinstate the property exceed the amount of deposit, the owner concerned is accountable and liable to pay for the difference.
- c) The deposit shall be refunded free of interest within one (1) month after the Management has received the Renovation Refund Application Form and performed the jointly

inspection with the owner of the premises to confirm that the renovation works has been completed in according to the approved plans and there is no damage to the common properties.

8.5 Working Hours

a) Renovation, Delivery and Removal works are restricted to the following days and hours:-

| | |
|--|--------------------------------|
| Monday – Friday | : 9.00 a.m. – 5.00 p.m. |
| Saturday, Sunday & Public Holiday | : Strictly Not Allowed |

Should additional working hours are required/or works are required to be carried out on Saturday/Sunday/Public Holiday, written approval from the Management is required and shall be at the discretion of the Management. **No drilling and hacking works shall be allowed on Saturday, Sunday and Public Holidays.**

- b) The Management has the right to issue stop work notice should the renovation works generate excessive noise, obstruction, vibration, irritating smell etc., which are a nuisance to other Residents. Works that are likely to cause such disturbance should not be carried out after normal office hours or other hours as specified by the Management.
- c) The Management shall at their sole and absolute discretion vary the working hours, when necessary so as to ensure all other residents can enjoy the peaceful environment at the Condominium.

8.6 Work Area & Material Delivery

- a) All renovation works are to be carried out within the premises. No works are allowed at the common corridors or outside the premises unless duly approved by the management.
- b) In the event that the above is not adhered to, a written warning will be served. Actions will be taken without further reference if the said warning is not complied with/within 3 working days and any cost incurred shall be deducted from the Renovations Deposit or resulting in the Renovation Deposit being forfeited.
- c) Owners/Residents/Contractors shall inform the Security at the Security Check Point of any arrangement for deliveries. Owners/Residents' Contractors are required to observe strictly the delivery regulation including scheduled routes designated by the Management. Contractors' vehicles must leave the building premises immediately after loading or unloading.
- d) Delivery of goods should be confined to the loading/unloading bay or any specific location designated by the Management. These goods are to be transported using the designated lift or access routes. All building materials including sand, cement, etc. must be put in proper plastic/nylon bags and to be delivered direct to the vehicle or apartment. Building materials, tools, equipment and debris must be kept in the Owners/Residents' own premises during the working hours and do not obstruct common corridors or any part of the common areas.
- e) The delivery of bulky and/or wet material which may cause hazard or nuisance to the

Owners/Residents must be undertaken after 10:00 a.m. and before 5:00 p.m. except on Saturdays, Sundays and Public Holidays, which is subject to prior approval and absolute discretion of the Management. Any damages to the common properties arising from this operation shall be made good by the Management and such expenses thereof will be charged to the Owner(s)' account.

- f) In case where the Owners/Residents' renovation works can affect other Resident(s) or the environment such as sound, pollution, vibration, etc. proper boarding must be erected by the Owners/Residents' Contractors prior to the commencement of the renovation works.
- g) Should the Owners/Residents' renovation proposal required works that are near or involved the common properties, the Owners/Residents are to arrange for sufficient protective structures to prevent any material, debris from damaging to any part of the common properties.

8.7 Removal of Debris

- a) Any damage(s) to the common properties arising from the renovation shall be borne by the Owner/Resident concerned. They shall be held responsible for any damage to items within the Premises or in the common areas such as sprinklers, ceiling speakers, ceiling, floor finishes, air conditioning outlets, glass, wall painting, electrical installation etc. The Management reserves the right to forfeit the renovations deposit if the Owner(s) or his contractor violates any of the conditions stated herein or any damages to the common properties due to the renovation works or failure to return Management's tools or equipment.
- b) The removal of debris must be undertaken by the Owners/Residents' Contractors. They must ensure that the debris are removed completely from the premises and are not placed at the basement car park, refuse chamber, staircase or any other place in the vicinity of the Apartment. No debris is to be left at the common corridor or outside the premises during the course of their renovations works. Construction debris must be disposed daily to prevent any fire hazard. Failure to comply with this requirement will result in the Owners/Residents' Renovations Deposit forfeited.

8.8 Security & Safety

- a) The Owners/Residents shall be responsible for the security of their premises and to ensure that all doors and windows to their Units are properly locked and secured at all times. Installation of additional Security System such as Alarm System, CCTV and Grilles are encouraged for security and safety reasons. Owners/Residents are advised to comply with all the security and safety measures introduced by the Management.
- b) The Owners/Residents must not leave any construction materials and equipment outside their premises overnight. Owners/Residents are also advised to label their goods for identification purposes while in transit.
- c) The Owners/Residents' Contractors' building materials and equipment entering and leaving the site shall be subjected to strict security control and check.
- d) The Owners/Residents shall give written notice to the Management at least one (1) full working day or such other period as determined by the Management from time to time before the delivery of bulky materials and heavy equipment or wet materials

to the site. Delivery of such bulky materials and heavy equipment or wet materials without prior notification is not permitted.

- e) The Owners/Residents are required to submit the necessary particulars of their renovation workers and work schedule for security purposes.
- f) A list of names, identification card numbers and contact telephone numbers of contractors, contractor's workmen and the Owners/Residents' Site Representative/Supervisor are to be given to the Management prior to the commencement of the work. The Owner/ Residents' Site Representative/Supervisor is to be made available full time on site for liaison of renovation works including fitting-out works and is responsible for all works carried out within the Owner/Residents premises. Only registered local contractor is allowed to carry out work inside **Astoria Ampang**.
- g) The Owners/Residents/Contractors must obtain Contractor passes from the Security Registration Counter for all Workmen on site before entering the building.
- h) All Workmen employed are to be local citizens or persons permitted to work in Malaysia and are under the control of the Owners/Residents/Contractors' Site Representative or Supervisor who will sign in daily at the Security Registration Counter stating the number of workmen working on that day.
- i) All renovation works are confined within the premises of the unit concern except in cases where the use of external facilities is necessary or unless otherwise approved by the Management. No Contractor or Unauthorized Persons shall be allowed in any part of the building except in the specified unit(s). Failure to adhere to this rule will result in having them barred from entering the building in the future or evicted from the building immediately.
- j) The Owners/Residents/Contractors are responsible for the security of the premise and are advised to commence the construction of the door first or alternatively to erect temporary boarding so as to ensure that the security to their premise during renovations is not compromise.
- k) Owners/Residents/Contractors shall be held responsible for any damages to the common properties caused by the workmen.
- l) Renovation contractors are not allowed to erect or display their own advertising board or to distribute any advertising leaflets in any part of the premise/building.
- m) The Management/Security reserves the rights to evict any of the Contractors/Workmen of the Owners/Residents to leave the premises, if they failed to comply with the Rules and Regulations.
- n) All Workmen shall wear proper safety gear and comply with the appropriate industry safety regulations.
- o) In the event of emergencies (e.g. fire) the Management reserves the right to force open door to gain entry and will not be liable for any damage due to actions taken under such circumstances.

- p) Residents must take all necessary precautions to prevent any outbreak of fire. Aerosol products such as lighter fuels and hair sprays must be kept away from strong sunlight. All electrical and gas appliances must be switched off when not in use.

8.9 Security Check

- a) Delivery and Removal of renovation materials are subjected to security checks. This also applies to contractor's workman. They must register themselves with the security counter or checkpoint to obtain a contractor pass before entering the building/owner's unit to carry out the work required. The Security Personnel reserves the right to refuse entry to any workers who have failed to register themselves accordingly.

8.10 Identification Passes

- a) All the Contractors and Workmen must register themselves at the Security Check Point to obtain identification passes and must wear their passes at all times while in the building premises. No Contractors are allowed to move freely in and around the building. Security Personnel shall have the right to question any person in the building and those found without a pass can be evicted from the building.
- b) The Management or their agent reserves the rights to levy a penalty or fine against the Owners/Residents if their Contractors or Workmen loose the passes.

8.11 Air-Conditioner Installations

- a) Window units are not allowed. Split units may be installed provided the compressor units are installed at places designated by the Management. Owner(s) are to ensure that the pipes are concealed or finished as required by the Management. All drain pipes from indoor units are to be connected to the nearest floor traps. No condensation water should be discharged freely from the units causing any inconvenience to other owners or damage to the common property.
- b) Owner(s) shall at their own costs and expenses be responsible for the cleanliness, maintenance and upkeep of the designated platform area and shall not hold the Management responsible for any damage or loss to the air-conditioner compressor.

8.12 Use of Lifts and Staircases

Deliveries & removals of construction materials and debris as well as the movement of workers are restricted to designated lifts and staircases only.

8.13 Water & Electricity

Owners/Residents/contractors shall **NOT** be allowed to tap water/electricity supply from the common areas unless prior approval is obtained from the Management.

8.14 Storage of Work Material by Contractors or Owners/Residents

Contractors or Owners/Residents are not allowed to store any construction materials and equipment at any common area without prior written approval by the Management.

8.15 Packing and Crating Materials

Packing and crating materials must be disposed by the Owners/Residents or their contractors to the dumping ground approved by the appropriate authorities outside the premises/building.

8.16 Renovation Limits

- a) Owners/Residents are not permitted to alter, modify and renovate the units without prior written approval from the Relevant Authorities and the Management.
- b) All renovation works shall be confined to the limits of the Owner's Apartment unit and shall not encroach or affect other Owners/Residents use of the common property.
- c) **Knocking down of RC walls and hacking of structural slabs, columns, beams are strictly prohibited.** Wet construction works are not encouraged.
- d) Any constructions at the common area are strictly prohibited.
- e) Owners/Residents are to ensure that all renovation works are carried out in accordance with existing Rules & Regulations of the Relevant Authority and done in such a manner that cause minimum disturbance to other residents and **NO building materials are allow to be discharged into the waste disposal system.**
- f) **Facade** – No Renovation works that caused changes to the façade of the building are allowed. These limitations include painting or decorations of any nature, alteration to the design, the affixing of grilles, the installation of electrical wiring, television, antenna, CCTVs, machines or air-conditioning units which may protrude through the wall or the roof of the said Building or change the appearance of any portion of the said building.
- g) **Structural Works** – Owner/Resident are to ensure that the renovation works carried out will not affect the structure of the building or the common property nor will it in any way cause any nuisance to any other residents. Hacking works have to be carried out with due care to ensure that no damage is caused to the floor slabs, columns or beams of the building or common property.
- h) **Electrical Works** – Owners/Residents must keep the Management informed on all additions or alterations to the electrical systems. No alteration or modification of the electrical circuit, or upgrading of electricity supply is allowed unless prior written approval from the Management. A Licensed electrical Contractor must be engaged to undertake the electrical work in accordance with the requirements of JBE/TNB and the Management.
- i) **Plumbing & Water-Proofing Works** – Owners/Residents must submit proper drawings indicating the proposed plumbing works to be undertaken to the Management and the Relevant Authorities for approval before the commencement of the renovation works. Where the works involved the alteration or relocation of bathrooms, toilets or kitchen wash areas, the Owner/Resident must ensure that proper waterproofing membrane is applied below the cement screed so as to prevent possible leakage or seepage of water to the units below or affecting the waterproofing of the floor slab. The Owners/ Residents will be liable for any damages or leakages down to the lower floor(s) from their renovation works.

- f) **Iron Grilles** – Prior to the installation of any grilles to the Unit, the Owners/ Residents shall obtain the approval from the Management and shall strictly follow as per Management approved design and color. No grilles are allowed to be installed at the common corridor or staircase landing outside the entrance of the unit. Failing to comply after giving notice, the Management shall have the right to remove the grilles and all cost incurred shall be borne by the Owner/Resident concerned.
- k) In the event that the above is not adhered to, a written warning will be served by the Management. Action will be taken without further reference if the said warning is not complied with within 3 working days and any cost incurred shall be deducted from the renovation deposits or resulting in the deposit being forfeited.
- l) In view of the above, Owners/Residents are advised to observe and comply with all the Statutory Regulations and House Rules & Regulations and to undertake close supervision of all the renovation works carried out in the unit.

8.17 Non-Compliance of Renovation Limits

- a) The Management reserves the right to demolish or make good all such unauthorized alterations or additions after giving seven (7) days written notice to the Owner/ Resident concerned requesting him to remove all such unauthorized alterations or additions. All cost incurred will be borne by the Owner/Resident concerned.
- b) In the event that the Management is not satisfied with the removal of construction or renovation materials or waste, rubbish and debris/unauthorized alterations or additions to the common property or any part of the Condominium has been damaged and the same is not rectified accordingly as per the requirements, the Management reserves the right to carry out such removal, cleaning and/or works to rectify such breach and all damage and costs incurred therewith shall be borne or deducted from the renovation deposit paid by the Owner/Resident concerned.

In the event the cost or expenses incurred exceeded the renovation deposit, the Owner/ Resident shall undertake to reimburse the Management immediately the difference failing which it will be debited to the Owner's maintenance account.

- c) The Management reserves the right to stop and/or suspend any renovations works being undertaken by the owner in the event that the owner, its agents, contractors, employees or servants is in breach of any of the provisions of the Street, Drainage and Building Act 1974 or other relevant laws or any of these Regulations or the conditions relating the approval of renovation works carried out at **Astoria Ampang**.
- d) Owners/Residents will have to sign an indemnity letter before any renovation works are carried out. This will indemnify the Management against any loss or damage including legal suits or proceedings by or against the Management as a result of the Owner/Resident(s) non-compliance with Statutory Regulations and House Rules of **Astoria Ampang**.

8.18 Penalties and Warranties

- a) Any breach of House Rules, the Owner/Resident concerned shall be penalized or fine at the discretion of the Management. In the event, if the Owner/Resident refuses to pay the fine

- b) Imposed, the Management reserves the right to debit the said fine into the Owners maintenance account.
- c) Owners/Residents shall fully indemnify the Management on demand against all such losses and damages by his tenants, family members, guests, visitors, servants, agents and licensees.

8.19 Conduct and Behavior of Contractors

- a) Owners/Residents are responsible for the conduct of their appointed contractors. Any damage to the building or any equipment caused by the moving of furniture or other personal affects shall be replaced or repaired at the expense of the owner/resident concerned. The Owner/Resident shall take full responsibility for any wrong doings of their contractors/workers or any other personnel engaged by them.
- b) All Owner 's contractors must ensure that their workmen do not litter, deface or damage any parts of the building.
- c) All workmen employed by the Owner 's Contractor must be properly attired and confine themselves to the areas in which they are working.
- d) The Owner's Contractors shall ensure that their workmen do not cause nuisance and inconvenience to other Owners/Residents of the building.
- e) Owners/Residents are to ensure that their Contractors check and clean all common areas daily where easement has been granted to facilitate their work.
- f) Owners/Residents are to ensure that their Contractors do not dispose of marbles, cement or any other solid residue and waste materials into the drainage or waste pipe system within or outside the Apartment. The cost of rectifying any damage, including consequential damage, caused by such residue or waste will be charged to the Owner's concerned.
- g) The Management reserves the rights to request any of the Contractors/Workmen of the Owner to leave the premises, if they misbehaved or found to be in breach of any Rules and Regulations.
- h) The Management shall have the absolute discretion to utilize the whole or part of the Renovation deposit to rectify any damages or cost of work arising from these damages caused by the Owner/Resident or his contractors.

9.0 FUNERAL AND BEREAVEMENT ARRANGEMENTS

Owners/Residents are not allowed to hold such events in their respective units or any common areas of the Condominium. They are advised to make such arrangements to be held at funeral parlors of their faiths, mosques or places of worship of own respective faiths, in the homes of their relatives so as to respect the privacy of the other residents in the neighborhood.

10.0 OTHER PUBLIC/ ILLEGAL GATHERINGS

No public/illegal gatherings are allowed to be held in any of the unit premises. Residents are prohibited from holding any public functions or illegal gatherings/ activities in the common area.

11.0 COMMON & RECREATIONAL FACILITIES

The following common facilities provided at the **Astoria Ampang** at the “Facilities Floor” are for the use and enjoyment of the Residents:-

- Swimming Pool/Jacuzzi /Children’s Pool/Sun Deck
- Male & Female Changing Rooms
- Male & Female Sauna Room
- Aqua kitchen
- Amphitheater
- Function Hall
- Children Play Room
- Playground
- Gymnasium
- Boxing Ring
- Theatre Lounge
- Recreational Lounge
- Hydro Lounge
- Sky Lounge
- ECO Lounge
- Sky Bridge and Deck
- Male & Female Prayer Room / Surau
- Sunken Tennis Court
- BBQ Deck
- Security Control Room

Other Amenities (by private Operators if any)

- Open Café
- Convenient Shop
- Launderette
- Nursery

11.1 General Rules

a) Right to Use the Recreation Facilities

Owners/Residents are entitled to use the Recreation Facilities in accordance with the House Rules and Regulation governing each Recreation Facility as contained herein. To maintain the exclusiveness of the Condominium and living, all the recreational facilities are intended for use only by Owners/Residents who are registered with the management.

Employees of Owners/Residents, (maids or drivers), are not allowed to use any of the recreational facilities.

b) Use of Recreation Facilities by Guests

Each resident is permitted to bring in not more than two (2) guests or the members of one (1) guest family per unit at any time for use of the facilities.

Guest(s) using the facilities must be accompanied by the Residents who are responsible for their behavior and good conduct. Residents must also ensure that their guests observe the House Rules and Regulations.

c) Non-Smoking Area

Smoking is prohibited within all Recreational Facilities except at areas designated for such purpose.
(If any)

d) Breach of Rules

Residents or Guests found breaching any Rules and Regulations will be asked to leave or barred from using the facility premises immediately.

The Management or Security may require any person using or booking the facilities to produce their Resident Card for verification purposes.

e) Liability for Damage

Residents shall be responsible for any damages or damages caused by their guests to the facility/equipment at any Recreation Facility. They must inform the Management or Facility/Security Personnel of any damages caused to the facility.

Residents shall indemnify the Management for all liabilities that may arise from using the facilities both by their guest or themselves.

f) Disclaimer Clause

The Management is not liable for any loss, theft or damage to any personal property, injury or death arising from carelessness or use of the common facilities, omission or negligence on the part of the person(s) concerned or other third parties arising especially for their or their guest failure to follow the Rules and Regulations or for any other reason whatsoever.

The Management reserves the right to change or amend these House Rules and Regulations as it deems necessary.

g) Rental of equipment (if any)

The Management is reserve the rights to impose Deposit (refundable) and rental towards relevant facilities equipment such as BBQ equipment (if applicable/available), Bicycles & Boxing gloves (children below the age of 12 years shall not be allowed to use the Boxing facilities unless accompanied and supervised by their parents/guardians). Residents are encourage to bring their own protection gear such as Boxing Gloves, Bicycles Helmet & Knee Guard during usage of Boxing facilities.

12.0 SWIMMING POOL/WADING POOL/JACUZZI/SUN DECK

12.1 Operating Hours

The pools shall be open for use from 6:00 am to 10:00 pm daily except when it is closed for maintenance works. The Management reserves the right to close the pools/Jacuzzi without notice (in the case of emergency) for maintenance purpose.

12.2 Children

Children below the age of 12 years shall not be allowed to use the pools/Jacuzzi unless accompanied and supervised by their parents/guardians.

12.3 Shower and Footpath

All residents/guests must shower and use the footpath before entering the pools/ Jacuzzi for hygienic reasons.

12.4 Attire

All users are required to use proper swimming attire such as swimming trunks and swim suits. Nudity i.e. topless sun-bathing /swimming and obscene behavior within the vicinity or other common area is strictly prohibited.

12.5 Towels

Towels are not provided. Residents are to bring their own towels.

12.6 Horseplay, Diving Etc

No horseplay, diving or similar activities that may cause injury are allowed in the pools or its surrounding areas.

12.7 Floats and Scuba Gear

To avoid annoyance and disturbance to other users of the pools, large mats, bulky floats, snorkels or scuba gear are not to be used in the pools.

12.8 Pets

No pets are allowed in the pools or its surrounding areas.

12.9 Persons suffering from diseases

Any person(s) suffering from infectious or contagious skin diseases or wearing any bandage(s) or having open wound(s) of any type are not allowed to use the pools/jacuzzi/steam bath. Residents or guests with health problems are advised to seek medical advice before using these facilities.

12.10 Harmful Objects

Glassware, breakable and other harmful objects (such as hair pins, curlers, safety pins, bobby pins, etc) are forbidden in the pools/jacuzzi or the immediate vicinity of these areas.

12.11 Raining

No swimming is allowed when it is raining or during a thunderstorm. Residents are strongly

advised to leave the pools/Jacuzzi under such circumstances or any other life threatening or emergency situations at their own interest.

12.12 Food and Drinks

Food and drinks are not allowed in the pools/jacuzzi. Only drinking of water from non-breakable containers is permitted at the poolside areas. Smoking in the pools and poolside areas/jacuzzi is strictly prohibited.

12.13 Radio/DVD/CD/Cassettes Players

Portable radio/DVD/CD/Cassette players will be allowed in the pool area provided the volume is controlled and that it does not cause any nuisance to the other users of the pools.

12.14 Guests

Residents' guest(s) using the pools or jacuzzi must be accompanied by the residents concerned and shall not cause any nuisance to the other users of the pools. In addition guests are to abide by the relevant House Rules and Regulations.

12.15 Lifeguard

No lifeguards will be provided at the pools/jacuzzi. All users shall exercise due care when using the pools and shall take care of their own safety. The Management accepts no responsibilities for any injury howsoever caused to any persons when using the pools or any loss of life, theft and/or damage to any personal property.

12.16 Management Authority

The Management or authorized representative i.e. security or maintenance personnel reserves the right to ask users of the above said common facilities who is caught violating the rules or endangering their own safety or that of other users to leave immediately.

13.0 MALE AND FEMALE CHANGING ROOMS

13.1: Operating Hours

The Male and Female Changing Rooms open Daily from 6.00 am to 10.00 pm except when closed for maintenance works.

13.2: General Rules

- a) Children below twelve (12) years old must be accompanied and supervised by an adult resident at all times.
- b) The Management will not be held responsible for any loss of valuable items left behind/unattended in the Changing Rooms.
- c) The Owner/Resident must ensure all lights are switched off/taps turned off in all the Changing Rooms after use.

14.0 MALE AND FEMALE SAUNA ROOMS

14.1 Operating Hours

The Steam Rooms are open from 6.00 am to 10.00 pm daily except when closed for maintenance works. Children below sixteen (16) years old are not allowed to use the facility.

14.2 Location

Sauna Rooms are located at Level 6, Tower D.

14.3 Attire

Users of the Sauna Rooms must be properly attired. Shoes/sandals should not be worn in the Sauna Rooms. Towels will not be provided.

14.4 Food and Drinks

Smoking, eating and drinking are not allowed in the Sauna Rooms.

14.5 Safety Precaution

Residents with health problems are strongly advised to consult a doctor before using the facility.

14.6 Lightings & Equipment

All lights and equipment are to be switched off after the use of the facility.

15.0 FUNCTION HALL / AQUA KITCHEN

- a) The Function Hall is located at Level 6. The Function Hall and/or Aqua Kitchen may be reserved by the Residents for their private parties/functions up to 10:00 pm (Sunday to Thursday) and 12.00 am (Friday to Saturday and eve of Public Holidays). Open Daily except when closed during maintenance works.
- b) Application for reservation and use of this facility must be made by submitting to the Management office at least three (3) days in advance subject to availability.
- c) Reservations shall be on a first-come-first-served basis, subject to the rules and regulations laid down by the Management from time to time. However the management reserves the right to reject any reservations for any reason deemed appropriate by the management.
- d) **A Refundable Booking or Security Deposit and rental of RM500.00 (Ringgit Malaysia: Five Hundred Only) and RM250.00 (Ringgit Malaysia: Two Hundred fifty only) respectively shall be paid on making reservation of the above facility.** The deposit shall only be refunded after the area(s) used for the party/function has been cleared of all rubbish, furniture or equipment and confirmation that there is no damage caused to the common properties.
- e) In the event that the above mentioned rubbish is not cleared away from the said area, the cost of removing such rubbish, and/or if there is any damage caused, the cost of repairing or making good the same to its original state and condition shall be deducted from the deposit. In the event the said cost exceeds the amount of deposit, then the Resident concerned is required to pay the difference.

- f) The concerned Resident/Owner need to provide the name list of the invited guests to the Management Office (1) one day in advance of the function. A copy will be given to the security personnel at the control room / main guard house for the security procedures.
- g) The host Resident is to produce the Booking form at the Security Counter for the Facility Personnel to open the door to the Function Hall or Function Room to gain entry.
- h) The host residents are to ensure that no food or beverage is brought into the immediate vicinity of any of the pools/facilities.
- i) Cooking is allowed at the designated area for cooking only. (if any)
- j) Audio and musical equipment shall only be permitted at a volume that will not disturb other users /residents.
- k) Garbage/Rubbish should be disposed appropriately immediately at the end of each function. The host resident who has made the reservation must ensure that the Function Room and its surrounding areas are cleared of all refuse after use.
- l) All lights, air-conditions and equipment (if any) are to be switched off after use of the facility.
- m) All rented furniture or equipment are to be removed within 24 hours after the function ends.
- n) External caterers or suppliers of furniture shall be informed of the exact location of which their equipment and materials may be stored temporarily before and after the function.
- o) Visitors are to park their vehicles at designated car parks. (if any)
- p) Users to this facility are to use it with due care.
- q) Owners are only allowed to reserve the Function Hall /Room not more than once a week unless approved by the Management Office.
- r) Any person found in breach of any rules and regulations will be asked to leave the facility premises by the security personnel.

16.0 CHILDREN PLAY AREA / ROOM

16.1 Operating Hours

The Children Play Area/Room is open from 8.00am to 10.00pm except when closed for maintenance works.

16.2 Supervision

The play area is only for the use of children twelve (12) years old and below. As a safety measure, the children must be accompanied and supervised by an adult or parents at all times.

16.3 Management Liability

The Management shall not be responsible for any injury/death, loss or damage of personal property or toys which are left in the play area.

16.4 Pets

No livestock, poultry or other household pets shall be allowed in the play area.

16.5 Radio, Disc Player and Such

No radios, compact disc players, tape recorders, television sets and other electronic/ mechanical equipment shall be used in the play area unless approved by the Management.

16.6 Cleanliness

Always keep the play area clean. Use the bins provided and do not litter on the play area.

16.7 Harmful Objects

Do not dispose of harmful objects such as chemicals, tin cans, glass bottles, cigarette butts, wood, nails etc in the play area.

16.8 Proper Attire and Shoes

Residents are to ensure that the children are properly attired.

16.9 Rain, Thunder and Lightning

Residents are to ensure that the children leave the playground/ open play area (if any) during a heavy rain/thunderstorm or lightning or under any other life threatening or emergency situation.

16.10 Proper use of Facilities

Residents/Guardians are to ensure that the children use the play area facilities correctly and safely. Do not damage or vandalize the facilities provided.

17.0 GYMNASIUM

- a) Residents may use the gymnasium from 6:00 am to 11:00 pm daily except when closed for maintenance works.
- b) All gym users are to register at the Facility Registration Counter before collecting the access key to gain entry to the gym. They must ensure there is no damage to the facility before signing out and returning the access key to the Facility Registration Counter.
- c) Children under twelve (12) years of age are not allowed into the gymnasium. Children between twelve 12 to sixteen (16) years old must be accompanied and supervised by an adult resident.
- d) Users of the gymnasium are advised to be properly attired. No street/outdoor shoes such as boots, high-heeled shoes or leather shoes are to be worn in the gymnasium. All shoes worn in the gym shall have non-marking rubber soles to ensure that the shoes do not scratch or impair the floor. Equipment should be handled with care i.e. not dragged or moved in such a manner that will cause damage to the equipment or the flooring.
- e) Smoking, drinking of beverages (other than water) and eating are prohibited in the gymnasium. Drinking of water from non-breakable containers is permitted. Glassware, breakable items and other harmful objects are not allowed in the gymnasium.

- f) All equipment in the gymnasium is to be used only for its specified purpose and no equipment is to be taken out of the gymnasium. After use, users are to place these items to their original positions or locations.

The gymnasium is also equipped with MMA boxing equipment and ring. Due to hygiene and other sensitive issue, we are not providing the Boxing glove & Boxing helmet etc. Therefore the residents advise to use their own set. The resident is highly advice to use the necessary protection while using this facilities.

- g) Bring along a towel to wipe off sweat on the equipment after use.
- h) All lights and fans or air-conditions are to be switched off after use of the facility.
- i) Users of the gymnasium are advised to refrain from making excessive noise or play loud music that may cause annoyance and disturbance to other residents.
- j) The Management will not be held responsible for any injuries/death or accidents to users from using the facilities, while in the gymnasium or for any loss/damage to personal belongings.

18.0 ENTERTAINMENT LOUNGE- THEATRE ROOM

18.1 Operating Hours

This facility is located at Level 6 and is open for use from 10.00 am to 11.00 pm daily except when closed for maintenance works.

Residents are to register and produce the Booking form at the Facility Registration Counter before collecting the access key to gain entry to the facility. They must carry out a joint inspection with the Facility Personnel to ensure there is no damage before signing out and returning the access key.

18.2 Reservations

Reservations for the use of this facility must be made through the Management Office during office hour minimum three (3) working days in advance on a first-come-first served basis.

A Refundable Security Deposit of RM500.00 (Ringgit Malaysia: Five Hundred Only) shall be paid when making the reservation. The Management reserves the right to deduct from the deposit to defray the cost of cleaning-up, repairs, replacements or damages to the common property and any necessary administration cost when applicable.

18.3 Own DVDs/CDs

- a) The Management Office will only provide equipment for the theater lounge. The Owner/Residents who intend to use the premise are advised to bring their own DVDs/CDs and discs etc. Residents are advised to book in advance to make use of this facility and must keep the place clean after use.
- b) Children below 12 years of age are strictly prohibited from using the facility. Children between 12 to 16 years must be under the supervision of an adult upon using the facility.

18.4 Food and Drinks

No smoking, eating or drinking (except drinking water from non-breakable containers) shall be permitted in the facility.

18.5 Attire

No wet clothing/swimwear is to be worn in the room.

18.6 Lights and Air-conditions

All lights and air-conditions are to be switched off after the use of the facility.

19.0 RECREATIONAL LOUNGE

- a) The Recreational Lounge is located at Level 6. The area is open for use from 8.00 am to 10.00 pm except when closed for maintenance works. Residents intending to use the area are required to register at the Facility Registration Counter. The Management, its representative's i.e. Security Guard or Management personnel reserve the right to expel any resident who refused to register or misbehaved when using the facility.
- b) Users of the facility must inform the Facility Personnel before signing out so as to enable a joint inspection to be carried out to ensure there is no damage to the facility.
- c) The management shall hold the user to this facility responsible if any of the equipment was found damaged, whether purposely or accidentally (except due to acceptable wear & tear). The user is responsible to repair or replace the said equipment failing which; the Management reserves the right to recover the cost of repair or replacement to the damaged equipment from the user concern.
- d) User to this facility are to ensure that the noise level do not cause disturbance or annoyance to other residents or guest using the facility.
- e) Children below twelve (12) years old must be accompanied and supervised by an adult resident at all times.
- f) Smoking is prohibited in these facilities Rooms.
- g) No eating or drinking (except drinking water from non-breakable containers) shall be permitted in the facility.

20.0 SUNKEN TENNIS COURT

- a) The Tennis court located at Level 6. Residents may use the facilities from 8:00 am to 10:00 pm daily except when closed for maintenance works.
- b) Reservations for the use of this facility must be made through the Management Office during office hours. The reservation is based on first-come-first-serve basis. Only one reservation can be made at any one time.
- c) Resident(s) of each apartment may reserve the court for only a maximum of two (2) hours a week.
- d) Should the players fail to turn up fifteen (15) minutes after the reserved time, the reservation is deemed to be cancelled and other residents may then use the court.
- e) When the 2-hours-a-week allocation is utilized; resident(s) may still use the facilities based on immediate availability of the facility.

- f) Children under twelve (12) years old must be accompanied and supervised by an adult resident.
- g) Users of the tennis court are advised to be properly attired at all times.
- h) Smoking, drinking of beverages (other than water) and eating are prohibited in the facilities. Drinking of water from non-breakable containers is permitted. Glassware, breakable items and other harmful objects are not allowed in the facility.

Penalty

Any resident who failed to turn up for their reservation for two (2) times. Consecutively, the said resident will be banned from using the court for the next three (3) weeks.

21.0 MALE & FEMALE PRAYER ROOM/SURAU

The Prayer Room or Surau is located at Level 3. It is strictly for the use of residents, guests and Management staff for praying only. Sleeping and other unrelated activities to the purpose of this facility are not allowed. The Prayer Rooms must be kept clean at all times.

22.0 LANDSCAPE AREA/COURTYARD/AMPHITHEATRE/WATER FEATURE & DECK

- a) No littering is allowed.
- b) Always keep the place clean.

23.0 OTHERS AMENITIES (IF ANY)

23.1 Open Cafeteria

Provisions for Cafeteria are located at the Level 7 Block C. These facilities are operated by private and independent operators. The operators are responsible for the food and drinks they provide. The Management had no control over the pricing of the food and drinks.

23.2 Launderette

A launderette has been allocated at Level 7 Block A. It is operated by a private and independent operator providing a wide range of laundry services.

23.3 Convenient Shop

The convenient shop is located at Level 7 Block B. This convenient Mini mart is operated by a private and independent operator providing services for the convenience of owners and residents.

23.4 Nursery / Child Care Centre

The Nursery/Child Care Centre is located at Level 7 Block D and is managed by private and independent caretakers who are responsible for the care and nurturing of Residents' children at a nominal fee (to be determined by the operator). The caretakers offer an invaluable service especially to working parents.

23.5 Hybrid Charging Station

The Hybrid Charging Station is located at Level 5 providing services for the convenience of owners and residents at a nominal fee (to be determined by the operator). Payment mechanism to be confirmed.

24.0 RETAIL LOTS CONDUCT AND ETIQUETTE

- a) No illegal activities are allowed and it is the responsibility of the owner to ensure all relevant Authorities Rules & Regulations are complied with.
- b) All commercial/business activities shall be maintained at the highest standard of safety and hygiene.
- c) Employees of the commercial units do not qualify for Resident status. They are not entitled to the benefits and privileges accorded to the residents.
- d) Tenants and employees of the commercial units are required to observe all the House Rules & Regulations herein while in the development/building.

25.0 SECURITY CONTROL ROOM / SECURITY REGISTRATION COUNTER / CHECK POINT

- a) The Development provides a 24-hours security.
- b) The Security Control Room is located at Level 6 and the main security post located at the main entrance to the building.
- c) Security Registration Counters are proposed to be located at the Entrance Guard Post, or respective blocks lift lobbies or at Car parks area – to be confirmed.
- d) Any Owners/Residents or persons caught committing offences such as stealing, vandalism or damaging the common property shall be reported to the police.

26.0 MANAGEMENT OFFICE

- a) The Management Office is located at Level 6 Block A. The Management Office's Business/Operating Hours are as follows:-

| | |
|------------------------------------|----------------------------|
| Monday - Friday | : 9.00 am - 5.00 pm |
| Saturday | : 9.00 am - 1.00 pm |
| Sunday & Public Holiday | : Closed |

Management Office Address:-
**Level 3, Block A, Astoria Ampang,
Jalan Ampang Kiri, Off Jalan Ampang
55000 Kuala Lumpur.**

Telephone No : 03 - 2701 4527
Fax No : 03 - 2701 4528
E-mail : astoria.managementoffice@gmail.com

In-case of emergency after Office Hours, please contact the Security Personnel at the **Security Control Room via intercom or phone.**

27.0 MAINTENANCE CHARGES

Owners/Residents must ensure that the following maintenance charges that are determine from time to time at the discretion of the Management shall be paid promptly to the Management Office.

27.1 **Service Charges/Maintenance Fees**

The Service Charges/Maintenance Fees collected shall be utilized for management and maintenance of the common property which includes the following services:-

- Cleaning services of the common areas
- Security services within the Development
- Pest control of common areas
- Landscaping services
- Fire-fighting services
- Maintenance of lifts, pumps, electrical and mechanical equipment
- JKKP Inspection/Lift license
- Service Engineer Inspection
- Maintenance of swimming pools, fountains and other water features
- Maintenance of Access Card System
- Maintenance of Barricade System
- Maintenance of Security Control System such as CCTV/PA System/Clocking System
- Maintenance of Intercom System
- Maintenance of sport and non-sport facilities
- Maintenance of MATV System
- Genset Servicing
- Genset license Renewal
- Electricity and Water bills for common areas
- Consumables such as light bulbs or replacement parts and other items.
- Wages for Administrative and Maintenance Staff
- Management Office expenses
- Other repairs and maintenance of common property
- Managing Agent Management Fees
- Engagement of Consultant where necessary
- All costs and expenses incurred including legal fees in relation to recovery of outstanding maintenance charges or arrears from Defaulters/Owners.
- Contingencies that are deemed necessary for the upkeep, safety and security of the Development.
- Other expenses that relates to the maintenance of the common properties.

27.2 **Sinking Fund**

Owners shall contribute to the Sinking Fund an amount equivalent to 10% of the Service Charges upon delivery of vacant possession. The Sinking Fund shall be utilized solely for the purpose of meeting its actual or expected liabilities in respect of the following matters:-

- Painting or repainting any part of the common property including exterior walls of all individual units and the building.
- Acquisition of any movable property for use in relation with the common property.
- Renewal or replacement of any fixtures or fittings, capital equipment comprised in the Common Property.
- Maintenance and improvement of the Common Property deemed necessary.
- Other capital items relating to the management of the Common Properties

27.3 Insurance Premium

The Development or Building is insured under a Master Fire & Perils Insurance Policy at its reinstatement value. The Management shall be responsible for renewing the insurance policy before the expiry date and bill the Owners at a rate based on the built-up area of the Unit or on the provisional share units.

27.4 Quit Rent

The National Land Code makes it an obligation that all landowners are to pay the Quit Rent within a stated period. The Management shall make full payment of the Quit Rent to the Authority concerned and bill the Owners at a rate based on the built-up area of the Unit or on provisional share units.

27.5 Other Charges

Owners/Residents are to make payment for Sewerage levies, water bills and Assessment upon receipt of the notice/bill from the respective Authorities within the stipulated time stated. Payments after the due date shall be subjected to fines determined by the Authorities concerned.

27.6 Late Payment Interest

Any Maintenance Charges/Service Charges remain unpaid at the expiration of 14 days, interest on the above charges shall commence immediately thereafter and such interest to be calculated on a daily rate of 10% per annum.

27.7 Payment of Maintenance Charges Due to Management/Actions Against Defaulters

- a) Owners/Residents shall pay the maintenance fees, fire insurance premium, water bill and any other pre-agreed charges as stated in the invoice by the Management on or before the due date.
- b) An interest charge of 10% per annum shall be levied on late payment of Maintenance Charges/Service Charges.
- c) Appropriate action will be taken against defaulters in accordance with the Strata Management (Maintenance and Management) Regulation 2015 and the Deed of Mutual Covenant.
- d) Management shall take actions against the defaulters for the recovery of all outstanding account or maintenance charges in arrears as stated below:-
 - Reminder Letters shall be sent to owners with outstanding account.
 - Failing to pay after serving these Reminder Letters, the Management shall instruct the solicitor or lawyer to issue Letter of Demand to the Defaulters.
 - Proceed with legal action and all cost incurred for such proceedings shall be borne by the Owner or Defaulter concerned
 - Defaulter list shall be placed in all the notice boards available in the Building.
 - Deactivation of all Lift and Carpark Access Card including the tenants.
 - Defaulters, Defaulters' Guest(s), tenants and family members are suspended from using the Recreation Facilities.

- Management shall not entertain any complaints or request made by the Defaulter, Defaulters' tenants or family members.
- Request COB to issue Form 11 or 20
- COB to issue Warrant of attachment and seizure of movable properties in accordance to the Strata Management (Maintenance and Management) Regulation 2015 in Form 21 of the Second Schedule.
- To file with Strata Tribunal for recovery of the outstanding.
- Any other actions the Management deem fit and necessary.

28.0 SPECIAL NOTES

28.1 Disclaimer of Liability

The Management, its agent and its employees shall not be liable in any matter whatsoever for any loss or damage to any personal property or injury to or death of any person in the Development.

28.2 Terms and Conditions in the Sales and Purchase Agreement

The rules and regulations set out herein shall be in addition to but not in diminution of terms and conditions, stipulations or restrictions set out in the Sales and Purchase Agreement, By-Laws and Deed of Mutual Covenants annexed thereto or schedules referred to herein.

28.3 Strata Management 2013 – Act 757

The Rules and Regulations set out herein are to be read in conjunction with the Third Schedule; By-Laws Strata Management (Maintenance and Management) Regulations 2015 (Act 757) and the Rules set thereunder.

28.4 Amendments and Alterations of House Rules

The Management reserves the right to amend, alter, vary or change any of the above House Rules from time to time as it deems necessary.

28.5 Suggestions and Recommendations

Suggestions and recommendations are welcome from all Occupants, which must be put in writing to the Management Office. Suggestions and recommendations will be considered by the Management who reserves the right to accept or reject any suggestions and recommendations without having to assign any reason whatsoever for doing so.

29.0 APPROVED INVISIBLE GRILLE DESIGN

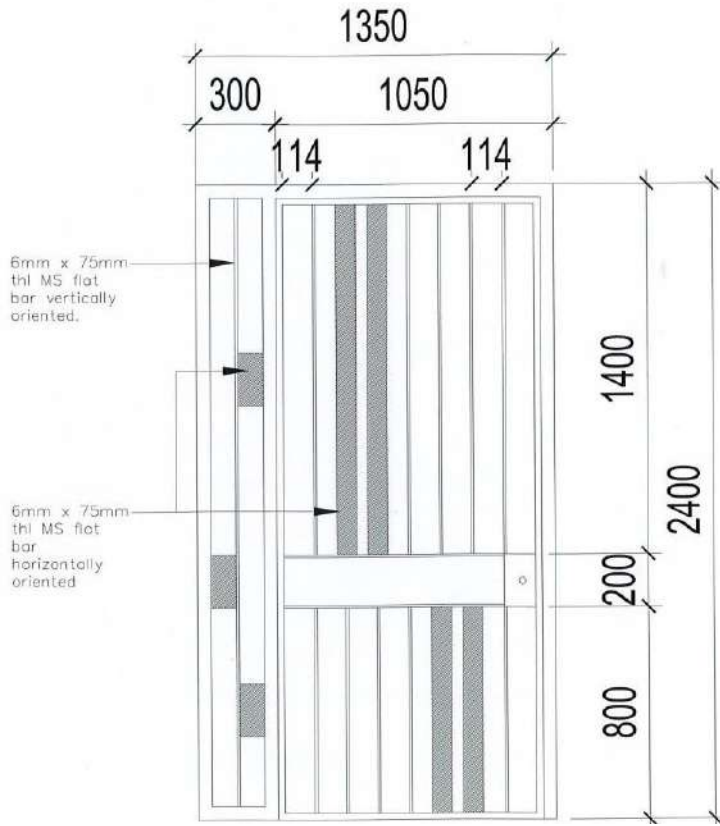
Approved grille design for windows, balcony sliding door and yard. Owners are allowed to replace the yard opening area with a swing or sliding window where applicable and must obtain prior approval from the Management.



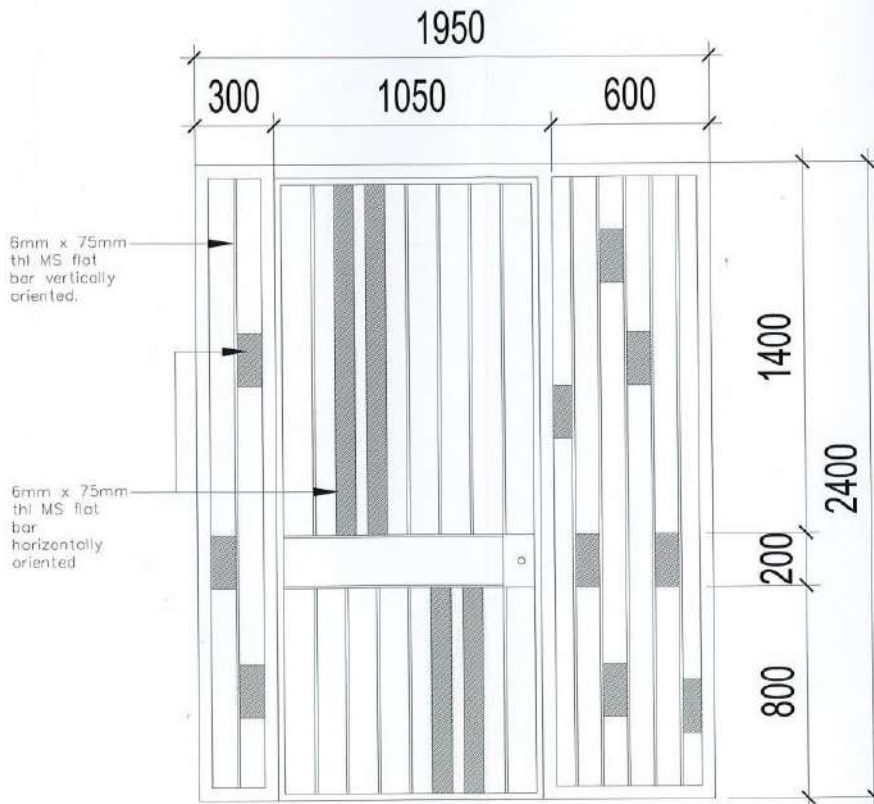
Example reference

30.0 APPROVED MAIN DOOR GRILLE DESIGN

As per specification, material and color code stated below.



Not To Scale



31.0 USEFUL CONTACT NUMBERS

Police Contact Numbers

| | |
|---------------------------|--------------------------|
| General Line | 999 |
| Bukit Aman (HQ) | 03-2266 2222 / 2262 2222 |
| Petaling Jaya | 03-7956 2222 |
| Damansara | 03-7722 2222 |
| Sri Damansara | 03-6280 2222 |
| Sg Buloh | 03-6156 1222 |
| Kepong | 03-6272 2222 |
| KL Jalan Bandar (Traffic) | 03-2071 9999 |
| Rakan Cop | 03-2115 9999 |

Hospital

| | |
|--------------------------|--------------------------|
| General Hospital KL | 03-2615 5330 |
| Selayang Hospital | 03-6120 3233 / 6120 5499 |
| Institute Jantung Negara | 03-2698 1333 |
| Hospital Sg Buloh | 03-6145 4333 |
| Damansara Specialist | 03-7722 2692 |

Ambulance

| | |
|---------------------------|--------------------|
| PBSM | 03-4257 8122 / 994 |
| JPA3 | 03-2692 5533 / 999 |
| BME Ambulance | 03-7954 1111 |
| Lifecare Ambulance | 03-7785 1919 |
| Malaysian Red Crescent | 03-4257 8756 |
| Puteri Malaysia Ambulance | 1-800-888-999 |

Others

| | |
|------------------------------------|------------------------------|
| Fire (Bomba) | 994 |
| Bomba Sg Buloh | 03-6157 5055 / 999 |
| Bomba Jinjang | 03-6257 4444 |
| Rescue (Civil Defence) | 991 |
| Automobile Association of Malaysia | 1800-88-0808 |
| KLIA Info Centre | 03-8776 4383 / 8776 4386 |
| MAS Services | 03-8776 3000 |
| Railway KTM Info | 03-2263 1111 / 1300 88 5862 |
| Indah Water Konsortium | 03-2284 7828 |
| Tenaga Nasional Berhad (TNB) | 1-5454 |
| Waterworks Department (SYABAS) | 03-2282 2742 / 1 800 88 5252 |



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BEST RESIDENTIAL
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MALAYSIA

Astoria Ampang
by Land & General
Berhad

2016-2017



ASTORIA

— AMPANG —

A JOINT-VENTURE PROJECT BY :



Developer : Xtreme Meridian Sdn Bhd (954493-X) (a subsidiary of Land & General Bhd (5507-H))
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