

Information and rules for the Housing Association: Brf Tulpanträdet

More information can be found at the Housing Association website www.tulpantradet.se. News is published regularly so save the page as a favourite in your browser and check it often to keep up to date!

Welcome to Brf Tulpanträdet, we hope you are going to enjoy being a resident with us!

The Association

Brf Tulpanträdet consists of 166 apartments. The first residents moved in during the autumn of 2003. We manage, together with Brf Korstörnet and Brf Avenboken, the garage, washing rooms, the pool/sauna, recycling rooms, guest apartments, the hobby room as well as the Association's activities room. The Association is a member of Solberga Gård Community Association which manages our common facilities.

The Board

The Board members are elected at the Annual General Meeting. If you would like to contact The Board the following email can be used info@tulpantradet.se alternatively via the Association postbox in the entrance to 172. Contact information is also posted on the notice boards at each entrance. The Board normally meets once a month.

The Association's Annual General Meeting

The Association's Annual General Meeting is normally held in May, this is when a report of the results for the year is presented, motions are dealt with and members are elected to the Board. Come and make a difference! A reminder and annual report will be sent out well in advance of the meeting. In late autumn we also have a member's meeting where the Board will inform about the budget and monthly fees for the coming year. In addition to the Annual General Meeting, the Board may convene extraordinary meetings during the year.

Economic

The Association's finances are managed by ABJ Boförvaltning in Uppsala, tel. 018-444 01 30, email: info@abjbo.se. They can also help with extracts from the apartment register and documentation regarding mortgages. The Association's bank is Nordea. The property is fully insured with Trygg-Hansa including so-called collective apartment supplement. Make sure that you have home insurance, otherwise, for example, water damage can be very costly for you. The apartment doors are classified as class 2 security doors.

Reporting faults

Fault notification regarding public areas is made to Åkerlunds Fastighetservice AB, tel. 08-39 06 50 Mon-Thu 08.00-16.00, Fri 08.00-15.00 (closed for lunch 12.00-13.00). During lunch 12.00-13.00 and Friday 15.00-16.00 contact Åkerlunds mob. 070 766 63 68. Alternatively Åkerlunds can be reached by email felanmalan@tulpantradet.se. Åkerlunds are also available for certain private service work in the apartment - the apartment owner is invoiced directly. In case of problems with the lifts, please contact Kone Hissar tel. 077-150 00 00. Specify the lift that requires attention (address). You can always request "on-call" (and they will come faster) because we have a so-called "premium contract" with Kone and do not pay extra for "on-call" requests.

On-call assistance

The hotline number is tel. 08-18 70 00 and is valid for other times than normal time for fault reports at Åkerlunds. The hotline should be used to report serious faults, i.e water leaks or a stop in the drains that can lead to flooding. Use of on-call services for defects in the apartment will be charged to the apartment owner. If you are in doubt, always contact the Board first because on-call emergency services are very costly.

Apartment number

Each apartment has a three-digit number that is posted on the outside of the apartment door. This number is used for internal referencing in the Association (e.g. booking of laundry facilities). Each apartment also has a four-digit number that, together with the respective door number, is used by the Swedish Tax Agency. Lists of these numbers can be found on the notice boards in each respective entrance and on the website www.tulpantradet.se.

Apartment

You as a apartment owner are responsible for everything that is in your apartment. For further information see the Association's statutes, §35, on the website. Reparation of faulty appliances, blockages in drains, faulty taps etc. are paid for by the apartment owner. The Association is responsible for the delivery of water, heat, electricity and TV signal. Please note that it is not allowed to screw or nail in the buildings exterior! If you want to make major changes to the apartment, install awnings or glaze the balcony, a special application form has to be submitted to the Board prior to commencement of any work. See the Board's policy on re-building and renovations on their website.

Subletting must ALWAYS be notified to the Board and approval received before the sub-tenant can move in. The Board wishes first to meet the apartment owner and the proposed sub-tenant. Special rules are available, see the Board policy published on the website.

Name-plate changes

The Board is responsible for the name-plates outside the apartment door, on the entrance postboxes and notice boards. If you have any requests for the names or a sign about "No advertisements" on your postbox, please contact the Board.

The balcony, the patio, the terrace

General

The tenant is responsible for maintaining the balcony, patio and terrace. See our statutes §35. Those who have balconies should ensure that they are kept snow-free in winter. Flower boxes should be placed inside the balcony railing. Store only items and furniture that are normally associated with use of a balcony and do not shake carpets etc. Fireworks are not allowed on the balcony! It is not allowed to nail or drill in the exterior structure of the building. Make sure that exterior doors are properly closed to avoid water damage. Apartment-owners with patios and terraces are responsible for keeping these free from weeds. Planting on terraces, e.g. in plant boxes needs to be done with consideration, due to the accumulation of moisture. Ask the Board for permission first if you would like to do this.

There are only two colours for awnings to be used. Which colour you can install depends on the location in the building of your window/balcony/patio. Information can be found on the website www.tulpantradet.se. Installation must be carried out to a professional standard.

Glazing: A request is submitted to the Board first, which decides whether glazing may take place. In order to achieve uniformity in the aesthetics of balcony glazing, installation is to be done only by NIKA Inglasning AB. Building permits are available and are applied for by the Association. NIKA also provide servicing and spare parts for existing glazing tel. NIKA 08-410 417 63, <http://www.nika.se/> Other suppliers who on occasion advertise in our postboxes are to be avoided as they DO NOT have the Board's approval!

Heating

The heat is supplied as district heating from Stockholm Exergi. In addition to radiators, the apartment is heated with preheated fresh air via funnel-shaped valves in the ceiling. This means that the radiators can

sometimes feel cool because the radiator thermostat has switched it's self off.

Ventilation

Ventilation is carried out with so-called mechanical injection and extraction. The exhaust air is sucked out via the kitchen fan which is actually a throttle (the fans are on the roof). The air is also extracted in the bathroom. The kitchen fan should be cleaned regularly. It is not allowed to replace the kitchen fan with a carbon filter fan. Clean the air diffusers regularly with the vacuum cleaner to avoid whistling noises. The injection points are aligned and must NOT be changed! Mandatory Inspection of ventilation (OVK inspection) in the building is done every 3 years.

Water

The Association provides the apartments with cold and hot water. Please don't waste water. In the bathroom (behind a metal door on the wall) there are shut-off taps for the entire apartment. Should leakage occur, turn off the water immediately. Also make a habit of turning off the water supply to the dish washer and washing machine especially when you are away for an extended period of time.

Water damage

You as the apartment owner are responsible for everything that is in your apartment. For further information see the Association statutes. Failure of appliances, stop in drains (but not the main drainpipe), repacking of taps etc are the apartment owners responsibility. Please note that all work must be carried out professionally, this is especially important for example for replacement of gaskets, tap mixers and wet room work. Always use a certified plumber to avoid complications!

Act immediately in the event of water leakage so that it does not get worse!

- Immediately turn off all water in the apartment (see heading "Water").
- Contact the Board who will inform you which insurance applies and how to make a damage report to the insurance company.

Keys

When collecting extra postbox and apartment keys, apartment contracts must be presented at Axlås/Solidlås AB tel. 08-13 29 00. Call to make suitable collection arrangements. The collection point is determined in agreement with Axlås/SolidlåsAB. Additional household keys (HH1, e.g. recycling rooms, cellar and the yard-barrier) can be ordered at cost-price via the Board's email, info@tulpantradet.se. Ordering a new PIN for the Association access system, door tags and notification of a telephone number for the intercom can be done via email passage@tulpantradet.se. Note! You are responsible for your tags. A lost tag or key may be misused and must be blocked immediately, email passage@tulpantradet.se or contact the Board directly. New tags can be ordered at cost price.

Entrance door telephone

All entrance doors to the building can be opened by using a home or mobile phone provided that you have registered a telephone number. Only one telephone number can be added to the system. To open, answer your telephone when a visitor calls from the entrance point intercom and then press "5". Your name can only be registered in the intercom list for your specific entrance point. However, a visitor can call your telephone from all the entrance points to the building by dialing "Call" then # and your three-digit apartment number. The telephone number to be registered for the intercom list can be sent to passage@tulpantradet.se. Be security aware, don't open the entrance door to anyone unknown to you!

Telephone, TV and broadband

A fixed telephone can be connected in any room. For the system to work, a so-called blank plug must be in

the unused telephone socket. For the intercom telephone - See the section "Keys".

TV-signal is supplied by ComHem. The basic service is included in the monthly fee. Installation of a satellite dish on the buildings exterior or the apartments balcony railing is not allowed!

The broadband connection is located under the electricity fuse access point. Ducting (pipes in the walls) exist in all rooms and additional sockets can be installed instead of the cover plates . A Router is required (apartment owner responsibility) and broadband subscriptions from Ownit are included in the monthly fee. Contact Ownit customer service for subscriptions and support, tel. 08-525 073 00 (Daily service).

Booking of premises (Solberga Gård SFF)

The Association's premises such as the laundry are booked via terminals in Solberga Gårdsbuilding (Folkparksvägen 172) or on the website <http://boka.solbergagard.org/>. Log in with your three-digit apartment number as a user and your four-digit tag code as a password. The activities room, sauna/pool and guest apartments are booked in the same way, but first see specific rules on the website. Respect booked times. Be sure to have cleaned up after yourself and be ready to leave when your time has expired.

The laundry rooms (4 rooms. one for heavy laundry)

If you have not opened the door to the laundry room with your tag within 30 minutes from the start of the time booked, then your time will be forfeited. Clean up after your self, turn off all water, wipe the surfaces and floors and clean the filters to the dryers! It is not allowed to take the laundry baskets out of the laundry rooms. Information and rules are also displayed in the laundry rooms.

Pool, Sauna

The pool/sauna is booked on the website. Remember a general contract needs to be submitted before making a booking. Just like public swimming pools, it is a requirement that everyone showers before using the pool. Do not use dirty outdoor toys in the pool and make sure that sand and gravel is not on shoes or even bare feet. In doing so we can avoid the pool being polluted unnecessarily. Mop the floor in the shower area and dressing room before you leave. Scrape off any water around the pool. Leave the room in the condition you would wish to find it.

Association's activities room, Guest apartments

Clean up after yourself in the activities room and guest apartments when you have access to these. Leave the premises in the condition in which you would wish to find them. In order to book these facilities a signed general contract needs to be sent to the Board.

Gym training room

The Association provides a facility for training on the 1st. floor (cellar), entrance 160. However, the gym itself is run privately and requires membership which you can apply for. See further information on the Association website or at the gym regarding contact details, fee, etc.

Hobby room

The Association provides a hobby room (entrance 160, 1st. floor) for simple carpentry work. If you wish to borrow the room short-term (1-2 days), please contact the Board to obtain the key.

Extra storage space

In the building there are four additional storage rooms for rent in the event of moving in and out and for major renovations (maximum 3 months). Email the Board if you are interested.

Cellar storage

Lock the storage room with an approved class 2 or higher padlock. It is not allowed to store anything outside of the storage rooms. Items left outside the storage rooms will be disposed of by the Board. Don't leave your neighbours with the inconvenience of having to dispose of your junk. Switch off the light after visiting the cellar storage rooms.

Garden furniture

The Association has a storage room for winter storage of outdoor furniture. Messages are placed in the entrances when it's time to leave or collect your furniture.

Pushchairs, Walking-assistance devices.

Rooms for prams, push-chairs and rollers are located on the 1st floor at the entrance to 160 and on the 3rd floor at the entrance to 166. Keys to the rooms can be requested, contact the Board via email info@tulpantradet.se. Once the use of the room is no longer required, then the keys are to be returned to the Board.

Bicycle rooms

There are several rooms for bicycles on the 1st floor (cellar) entrance 160. Please note that Brf Korstörnet and Brf Avenboken have their bicycle rooms there so make sure you are using the correct space. Bicycle racks are located outside the entrances to 160 and 164. The Board regularly checks the bicycle rooms. Do not leave old unused bicycles as they take up space. Approximately every five years, old unused bicycles are cleared out, but before that information is sent out in good time. Due to the risk of fire, mopeds must not be stored in bicycle rooms. Only bicycles can be stored in these rooms! Sledges, snow racers etc. belong in the cellar store or in the apartment. Prams and walkers are placed in the pushchair rooms at entrances 160 and 166.

Fire safety, fire protection

A good preventive fire protection in the building reduces the risk of a fire occurring. In the building there are fire alarms (not directly connected to the emergency services) with detectors in the garage and on each floor. On each floor there are also fire doors that close when the alarm is activated. Around the building there are evacuation signs indicating where to exit in case of a fire. In the garage there is a fire door and fire shutter. Should the fire alarm be activated (it can only be heard in the garage and on the 1st floor), contact the Board immediately. If an incident should occur, once the alarm has been raised then if possible try to minimise the effect of the fire. We have a shared responsibility to continuously manage our fire protection and improve it over time. In addition to the building's specific safety measures, members are required to have good protection in their apartments, e.g. a functioning approved smoke detector (change batteries annually) and preferably also a fire extinguisher. See the Board's fire policy on the Association website. Corridors, stairwells, garages, escape routes and entrances shall be kept free from obstructions e.g. bicycles, strollers, walkers, play equipment, newspapers, waste bags, flammable materials, etc. Outside of the storage areas and in the garage is to be kept clear of obstacles. In store rooms/garage flammable liquids are prohibited. Grilling with charcoal/briquettes is prohibited on the balcony. Grilling on the terrace and yard, keep a good distance from the building and air intake point situated in the yard. Never use lighter fluid! Special information about fire protection has previously been distributed to residents and is also published on the Association website.

Security

Never let unauthorized people into the building! Everyone who lives here has keys/tags and visitors should use the intercom. Make sure that doors (including apartment doors) and entrance doors are always properly closed and locked after you. In each entrance there are cameras that are managed by the Board.

Always report incidents to the Board. A burglary for example should be reported to the Police, tel. 112 (for on-going incident) or 11414. If we help each other, we'll improve our security. However, be careful about confronting suspects. See special notices about security on the Association website.

The Association is affiliated to "Grannsamverkan" and participates in the group "Tryggt Älvsjö".

Pets

Pet owners shall ensure that their pet does not disturb other Association members, pollute common areas, disturb planted areas or children's play surfaces. Please clean up after your pet!

Recycling, heavy duty waste-disposal, household disposal

Follow the instructions in the recycling rooms and the heavy duty waste-disposal room carefully, ensuring you sort your waste in the correct containers. Cut and compress packaging to reduce size. It is forbidden to leave items larger than those that fit in the containers. Electronics and bulky waste shall be sorted at the specified location in the heavy duty waste room and not in any of the other rooms. Keep the floor free from waste. Help in keeping the rooms clean is appreciated. Remember to close the door properly when you leave.

Ordinary household waste is disposed of in the entrance point waste disposal chute on floors two (entrance 160 only) and three. Do not put waste bags in the hallway or under the chute! Do not put too much in the bag, keep it small enough to pass easily down the chute. Absolutely prohibited are large items, for example, pizza boxes! The size of the opening of the chute is adapted to ensure a good flow down however if a bag gets stuck, it costs the Association or maybe you a few thousand kronor per call-out to solve the issue. If the chute is blocked report it and use an alternative chute.

Do not place paint and other hazardous waste, large furniture, refrigerators, televisions, etc in the recycling rooms. We do not have any collection of that type of waste. You must leave this at an environmental centre/recycling centre. The nearest one is in Östberga (Huddingevägen/Sockenvägen). Information about the mobile environmental station (in Älvsjö Centrum a few times a year) can be found at www.stockholm.se.

Garden, outdoor area

The garden is our common asset which requires care and consideration so we can appreciate it all year round. There is a gardening company contracted for maintenance. Please help keep the immediate outdoor environment litter-free. Never feed small birds as it can attract seagulls, rats and other pests. Fireworks are not allowed in immediate proximity to the building (e.g. from balconies) due to risk of injury and fire hazard.

Cars, parking spaces and garages

Parking is only allowed in the garage, in prepaid parking slots in the street or at the guest parking for a fee (see card machine). All other parking in the area is unauthorized and is prosecuted by Aimo Park. Entrance to the yard (the boom is opened with the "household key") is only allowed for loading and unloading heavy goods (maximum 10 minutes parking). Booking of garage space or rented space for car or MC is done through Aimo Park tel. 0771-96 90 06, kundservice@aimopark.se. When parking an MC in a car-parking space, a surcharge for the equivalent of an MC space will be charged.

Several times a year the garage floor is cleaned and notification given on the entrance notice boards. Respect this work and remove your vehicle during cleaning times. Free parking is available at our guest parking during the cleaning day (00.00-24.00). Please note that the guest parking slots behind the building are not ours – they belong to the nursing home. Note - the parking in the vicinity of 160 is for the the nursing home staff, unauthorized parking is prosecuted.

Should problems arise with the garage doors, the Board must be contacted directly. Emergency switches are available both at the upper gate and to the right of the lower door.

Neighbours

Respect your neighbours. Remember to lower the volume in the apartment from 22:00. Smoking is disturbing irrespective of the time of the day both on the balcony as well as directly outside the entrances. Only electric or propane gas grills may be used on balconies. Always grill with respect for your neighbours.

Disturbances

In order for everyone to enjoy living here, it is important not to be disturbed by surrounding residents. All residents are required to show consideration. The law is strict regarding cases of disturbance! Anyone who is disturbing neighbours and does not comply with the notification given by the Board may in more serious cases be terminated from their apartment. This obligation of consideration applies not only in the apartment but also in common areas such as stairwells, lifts and laundry rooms etc. The rules are valid 24 hours a day but are especially important to follow weekdays from 22.00 in the evening until 07.00 in the morning. It is therefore necessary to avoid running washing machines and dishwashers during this time. If you have a party, please inform the neighbours well in advance if you think they are likely to be disturbed.

Post

The post is delivered to your postbox in each entrance point. For name changes on your postbox or if a sign is required with , "No advertising" etc, then send an email to the Board, info@tulpantradet.se.

Association for Housing Associations

BRF Tulpanträdet has been a member of the Housing Rights Association since the autumn 2016. Please visit their website www.bostadsratterna.se for more information about what benefits are associated with the membership. Our members have access to the BRF Tulpanträdet Association website, log in with username "BRF Tulpanträdet" and password "9679".

If you intend to move out

Ask an Estate Agent which procedures apply when selling. Please note that the person who takes over your apartment must also be approved as a member of the Association before moving in. Therefore, check the requirements for membership. The Estate Agent on behalf of the buyer normally submits to the Board an application for membership to the Association with ownership transfer documentation.

Please leave these rules of conduct and responsibilities to the next occupants of your apartment and if needed help them if they have any questions. Hand over keys, tags etc. and give them a tour of the building.

Joint responsibility

Responsibility for residents well-being

The task of the Board is to deal with the day-to-day management of the Association in addition to implementing the decisions made at the General Meeting. The day-to-day management also includes the well-being of residents, issues of order and maintenance related to the whole property, both internally and externally. Everyone is, in principle, obligated to comply with the rules. Living in a Housing Association means we have a shared responsibility. As a member of the Association, you not only have the right to a home in the Association's building, but you also have obligations and responsibilities to the Association and fellow members.

For whom do the rules apply?

The rules and responsibilities not only apply to you as the apartment owner. They apply to your family members as well as any guests, lodgers or craftsmen who perform work for you in the apartment. The rules also apply to subtenants.

What happens if the rules are not followed?

If the rules are not followed, the Board may in more serious cases consider whether you should be allowed to remain in the Association. However, offences of little importance to the Association and other members cannot lead to dismissal. First, the Board must call on anyone who violates the rules to comply with them. Thereafter, if the Association member does not follow the rules, terminating the membership may well be considered.

Do you have any questions, would you like to get involved?

If you have any concerns about anything that is addressed in this document, please contact the Board. If you in any way want to be involved in actively engaging in issues related to your/our Housing Association, please contact the Board or the Nomination Committee. Your special knowledge and/or interest can be very helpful in our endeavour for a pleasant and well-functioning Association.

The association's email is info@tulpantradet.se and the URL is www.tulpantradet.se
