

EUROPLAZA

MANAGEMENT LIMITED

HOUSE RULES

1.0 GENERAL

- 1.1 Residents should always consider the effects of their actions on other residents. A very high standard of behaviour is expected from all residents at all times.
- 1.2 The Council of Management ("the Council") of Europlaza Management Limited ("the Management Company") will not tolerate any anti-social behaviour and will take any action at its disposal to ensure that the estate remains free of such behaviour. "Anti social behaviour" shall include but not be limited to, any breach of these house rules. The committee shall have the power to impose an administrative charge which will be debited to the owners service charge account for any breach of these rules. The imposition of such administrative charge shall be in accordance with the provisions of Para.2.6.
- 1.3 Any dispute between residents must be resolved in a civil manner.
- 1.4 Under no circumstances may any resident affect the right of any other person to reside in peace and quiet.
- 1.5 Noise levels should be kept to a reasonable level. Generally speaking, any noise that is audible in any apartment other than the apartment in which the noise is being generated will be considered a nuisance. Independently of any penalty due under the relevant legislation, an administration charge of £100 will apply for any infringement of this rule.
- 1.6 An exception to rule 1.5 will be made in the case of repairs/alterations undertaken by contractors, so long as the Council; in consultation with the affected parties considers the noise is unavoidable and is not unreasonable in the circumstances. Council will only sanction work under this heading from 0800hrs to 1800hrs Mondays to Fridays.
- 1.7 Residents must comply with all relevant legislation especially that involving matters of Health and Safety and Town Planning regulations.
- 1.8 Damage to any part of the common areas or to another residents apartment will be made good within one month by whoever is responsible. If the damage is wilful it will carry an administration charge of £500 for the Council's investigation of the incident and in addition the Council will take legal action against those responsible and will pass on all legal and other costs to the owner of the apartment whose occupier perpetrated the wilful damage.

- 1.9 Administration charges under the House Rules will be levied against the owner of the apartment involved independent of whether the owner is directly responsible or not. Administration charges will be charged to the owners Service Charge account.
- 1.10 Failure to settle any Service Charges and/or administration charges by the due date will mean an immediate disconnection of the satellite system to the apartment concerned. Interest at 8% per annum above base rate will be charged against any arrears. Council will immediately take legal action to ensure that any arrears under this heading are promptly paid. A satellite reconnection fee of £50 will be payable by the owner concerned upon re-connection of the satellite service once the relevant arrears have been settled.
- 1.11 All owners are liable for any excess applied by the Management Company's insurers under the Building's Insurance Policy in circumstances where the damage originates from that owner's apartment and consequently all owners should have third party insurance covering any possible damage to other apartments or common areas.
- 1.12 Any infringement of these rules should be reported to the Management Company and to the caretaker. Council should also be informed by email to committee@europlaza.org. Comments on Facebook or similar media will not be considered proper notice.
- 1.13 Council reserves the right to apply Administration Charges to any infringement of the House Rules even if the relevant House Rule does not specify one. The imposition of such administrative charge shall be in accordance with the provisions of Para.2.6
- 1.14 Any amendment to these rules will require the votes of at least 51% of owners present at an AGM or EGM.

2.0 COMMON AREAS

- 2.1 No article, decoration or any other object may be placed in any part of the common areas without the prior written approval of the Council.
- 2.2 At the time these House Rules are formally ratified, all plants placed in Common Areas will be considered to be in contravention of the House Rules. Council however will allow these plants to be kept in place temporarily and will review each one to see if it merits Council's consent to allow it to remain in place. This matter will be kept under review and Council may remove its consent at any time for whatever reason.
- 2.3 No structure of any description will be allowed to be built or placed in any common area.
- 2.4 Any object or construction that infringes these rules will be removed without notice.
- 2.5 Common areas may only be painted or redecorated with the written permission of the Council.

- 2.6 Failure to comply with rules under this heading will carry an administration charge of £100 [with the exception of Clause 2.8 below] plus any costs incurred in removal/disposal or repainting/redecoration as the case may be.
- 2.7 Playing or loitering is not allowed in the common areas. This will not apply to children using the podium.
- 2.8 Smoking in communal areas is prohibited by law and will attract an administration charge of £200. This measure will not apply to the podium area.

3.0 EXTERIOR OF APARTMENTS

- 3.1 No alterations may be carried out to the exterior of any apartment without the written consent of the Council and Land Property Services Limited in their capacity as agents for the Crown, who are the Headlessors and the relevant Town Planning Authority.
- 3.2 Installation of glass shields and awnings to balconies is allowed provided that prior written consent has been given by the Council and by the relevant Planning Authorities and the shields and/or awnings are of a type approved by the Council and by the relevant Planning Authorities. Curtains placed behind glass curtains or on the exterior of a balcony will be of a uniform white colour.
- 3.3 Apart from communal satellite dishes, no antennas or satellite dishes of any description may be placed on the exterior of the building or the external areas of apartments. The Council will immediately remove any such equipment and all charges incurred will be for the owner's account.
- 3.4 Washing shall not be hung to dry outside any demised area. Washing may be dried within the balcony areas provided it is done in a discreet manner at a level not above the balcony steel bar.

4.0 GARAGES

- 4.1 The garage is exclusively for the parking of road-going vehicles, this means motor-cars and vans, motorbikes and bicycles.
- 4.2 All vehicles must be parked within the demarcated areas allocated to its owner as marked on the garage floor.
- 4.3 Any item left in the garage not included in rule 4.1 above will be removed and disposed of by the Management Company without notice. The Management Company will cut or remove any contraption that may be securing the unauthorised item in question. An administration charge of £100 will be levied for infringing this rule plus any costs incurred in removal/disposal of such item(s).

- 4.4 A speed limit of 10km/h will be in force in the garage area. Failure to adhere to this rule will carry an administration charge of £150. In the interest of safety, residents are obliged to keep to this maximum speed limit in the garage area at all times. Residents must also take extreme care whilst approaching the concealed pedestrian exits from the various blocks into the garage area.
- 4.5 Cleaning of vehicles shall not be allowed in the garage.
- 4.6 All vehicles will be kept in a good state of cleanliness and repair. Car owners must provide evidence of ownership, third party insurance and certificate of road worthiness to council or Estate Managers upon request.
- 4.7 Only very minor repairs to vehicles shall be undertaken in the garage area.
- 4.8 No poles, barriers, chains or any other fitting will be allowed in any garage space without prior consent from the Council.
- 4.9 Parking spaces may only be rented to residents.
- 4.10 Any vehicle parked outside its demarcated area will be liable to be clamped and/or towed away. All charges incurred will be for the relevant owner's Service Charge Account.
- 4.11 When driving in the garage, residents must at all times observe and obey traffic signs and directional arrows. Failure to adhere to this rule will carry an administration charge of £150.

5.0 PODIUM

- 5.1 The podium is for the enjoyment of all residents.
- 5.2 No ball-playing will be allowed on the podium.
- 5.3 Apart from toddler's bicycles and suchlike, no bicycles, scooters etc will be allowed on the podium.
- 5.4 The podium may not be used for private parties, barbecues etc.
- 5.5 All children under the age of 10 must be accompanied by an adult at all times.
- 5.6 Noise levels on the podium must be kept to the absolute minimum for the benefit of all those residents whose apartments are in the immediate vicinity of this area.
- 5.7 The podium opening and closing times will be visible on notices located on the entry doors and walls of the podium. Residents should use the podium during these times only.

6.0 PETS

- 6.1 Only pets classified as such by the Gibraltar Society for the Prevention of Cruelty to Animals will be allowed in the building. All pets must comply with all relevant legislation. The Council will report to the police any infringement of this rule and impose an administration charge of £500 independent of any penalty due under the relevant legislation.
- 6.2 Dogs will require a licence from the Council who shall appoint one of their number to administer this system. This licence will be renewable each year. Failure to take out a licence will carry an administration charge of £100, and removal of said pet from the estate.
- 6.3 All dogs residing at Europlaza will require new licenses within a period of 30 days from the date of the AGM (28th June 2016). This applies to both dogs already registered and dogs never registered. After this period Council will not issue any further licenses for dogs with the exception of dogs required by physically impaired persons.
- 6.4 Council may introduce measures to be able to identify any dog fouling within the estate. Should this be done, and provided these measures have been approved by the Gibraltar Society for Prevention of Cruelty to Animals, dog-owners will be required to comply with whatever requirements this system entails. Failure to do so will lead to removal of license.
- 6.5 In the event of any breach of the house rules under this heading the Council will have the right to withdraw any dog licence at any time Notice of the withdrawal of the licence will be provided in writing.
- 6.6 Dogs in the common areas must at all times be under the full control of a responsible person and must not pose any threat, inconvenience, nuisance or disturbance to any resident or visitor.
- 6.7 Noise caused by pets in an apartment that is heard in other apartments will be considered to be a nuisance.
- 6.8 Any pet leaving or re-entering the building must do so directly via the exit door pertaining to the apartment of its owner. Pets should not be walked/carried in the garage or any other common area to exit or return through a door not corresponding to the block where it lives. The only time a pet can be in the garage area is when it is being taken to a car or coming out of a car to go to its owner's apartment. Failure to comply with this rule will carry an administration charge of £200.
- 6.9 The podium and roof-terraces are out of bounds to all pets. Failure to comply with this rule will carry an administration charge of £200.
- 6.10 Any fouling by any pet in the common areas or against the external surfaces of the building must be cleaned and dried completely, leaving no trace. Fouling will carry a penalty of £200 if

the fouling has not been immediately removed. The licence will be withdrawn after two incidences of fouling have been attributed to any pet.

- 6.11 Pets should be kept clean at all times. This is especially so for pets being taken in lifts. Persistent reports of a pet in lift smelling badly may lead to a withdrawal of licence.
- 6.12 Pet owners should be very sensitive when walking pets in common areas especially lifts. Dogs should be kept on a very tight leash to ensure that they do not have any unintentional contact with other lift users.
- 6.13 Any pet whose licence has been revoked must be removed from the building within 7 days.
- 6.14 Visitors or guests may bring their dogs into the estate for the purposes of visiting a home owner (which for the avoidance of doubt shall not mean overnight). Home owners shall be responsible for compliance by their visitors or guests with the House Rules.
- 6.15 No animals shall be fed in the common areas.

7.0 RENTED APARTMENTS

- 7.1 Owners will be responsible for the behaviour of tenants and will have to make good any damages and settle any administration charges imposed on them as a result of their actions of their tenants.
- 7.2 Owners should ensure that tenants and/or any person they allow to reside in their apartment are fully cognisant of the house rules.
- 7.3 Tenants and anyone they decide to allow to reside in their apartment will be deemed to have read the house rules.
- 7.4 Tenants will not be allowed to keep any pets.
- 7.5 Owners should ensure that the rules under this heading are suitably incorporated into any rental agreement.

8.0 LIFTS

- 8.1 Lifts should not be overloaded. Overloading of a lift will carry an administration charge of £200.
- 8.2 Smoking in a lift will attract an administration charge of £200.

9.0 DISPOSAL OF RUBBISH

- 9.1 Refuse and other rubbish should be taken from the apartment directly to the refuse room.

- 9.2 Under no circumstances may refuse be left in any part of the common area or accumulated in an apartment so as to cause a nuisance to others, for example by leaving it on a balcony or in any lobby area. Anyone contravening this rule will be charged an Administration Charge of £100.
- 9.3 Only domestic refuse may be disposed of in the bin store. Anyone contravening this rule will be charged an Administration Charge of £100.
- 9.4 Furniture and large pieces of waste must be disposed of by the resident concerned and not dumped in the refuse area. Anyone contravening this rule will be charged an Administration Charge of £100.
- 9.5 Litter or refuse must not be thrown on any part of the common areas. Anyone found contravening this rule will be charged an administration charge of £100.
- 9.6 It is forbidden to throw any litter or any other object or liquid out of any window, terrace or balcony. Breaking this rule will carry an administration charge of £200.

10.0 STORES

- 10.1 Nothing may be kept in a store that may pose any danger or nuisance to other residents.
- 10.2 No pets may be kept in the stores.
- 10.3 All owners who have had an electrical socket installed, have more than 100 watts of lighting or keep any working electrical item in the store such as a freezer, must have a meter installed. Electricity charges will be for the owners account.
- 10.4 All electrical installations and appliances in a store must be certified by the Gibraltar Electricity Authority or an authorised agent.
- 10.5 Store owners must allow an annual inspection of their store by the caretaker to ensure compliance with pertinent rules.

Notes of recent changes:

Rule 2.1 amended at AGM dated Thursday 25th October 2018.

Original Rule:

“No article, decoration, plant or any other object may be placed in any part of the common areas without the prior written approval of the Council.”

Revised Rule:

No article, decoration or any other object may be placed in any part of the common areas without the prior written approval of the Council.

Rule 9.3 amended at AGM dated Wednesday 27th September 2017.

Original Rule:

“Only domestic refuse may be disposed of in the rubbish containers, household items and large pieces of cardboard must be placed at the rear of the refuse room where indicated. Anyone contravening this rule will be charged an Administration Charge of £100.”

Revised Rule:

“Only domestic refuse may be disposed of in the bin store. Anyone contravening this rule will be charged an Administration Charge of £100.”