

ADDITIONAL BY-LAWS

To: All Subsidiary Proprietors / Occupiers / Residents

- Lot - A stratum which is shown as a lot on a strata title plan, and includes a lot specified as an accessory lot on any plan.
- Managing Agent - A person or a company who is appointed by the developer to manage the day-to-day operation of the condominium on behalf of MCST 2916 Management Council.
- Occupier - Any person in lawful occupation of a lot. This would include any family members of Subsidiary Proprietors, any lessee or tenant or any other person who lawfully occupies a lot, such as a guest of a Resident, or mortgagee who has taken possession of a lot.
- Resident - A Subsidiary Proprietor who is an Occupier and who resides in a lot or any person authorised by such Subsidiary Proprietor to occupy the lot as a tenant or lessee thereof, including the members of the family of such person, provided always that the term 'member of the family' shall not include guests, servants or agents of the occupier.
- Subsidiary Proprietor - The registered owner for the time being of the entire estate in a lot including an estate for life, an estate in remainder or an estate in reversion. He/She may be one person, two or more people (co-subsidiary proprietors) or a company. Pending the issuance of separate title to any Subsidiary Strata Lot and the transfer of title thereto by the developer or Subsidiary Proprietor Seller to the purchaser, the term "Subsidiary Proprietor" shall also refer to any purchaser of a lot in the Condominium from the developer or Subsidiary Proprietor Seller.
- Management - The Management Corporation or MCST 2916.
- Condominium - SANCTUARY GREEN

PART I

ADDITIONAL RULES GOVERNING CONDOMINIUM LIVING

Rules and Regulations are necessary to ensure a properly maintained and managed Condominium. They are implemented to regulate the social behaviour of Residents and Occupiers, both in the Condominium and on the common property. In order to maintain harmony and pleasant living, every Resident and Occupier should make it a point to know them, to abide by them and to encourage others to do likewise.

The Management reserves the right to make any changes to the Rules and Regulations as and when necessary.

DO'S AND DON'TS

Every Subsidiary Proprietor/Resident/Occupier shall not

1. a) install any television antenna on the roof top, at the common corridor, at any other part of the Condominium , balcony, veranda and/or any external part of the lot without the prior written consent of Management;
- b) permit anything to be done or stored that will become a fire or other safety or health hazard, thereby causing any fire and public liability insurance policy of the Condominium to become void or voidable, or the rates of insurance premium of the Condominium to be increased;
- c) store or allow to be stored any personal property in the common areas of the Condominium ;
- d) use or store any inflammable chemical, liquid etc other than those used for domestic purposes, or any such chemical, liquid etc in a fuel tank of a motor vehicle or internal combustion engine, unless a licence authorising the use of a lot for a trade purpose is obtained;
- e) in any way encumber with boxes or otherwise keep or leave any article or thing belonging to him or discarded by him in any part of the staircases or other common areas or permit the placing or parking of bicycles and other wheeled vehicles which may obstruct or are likely to obstruct the common areas in the Condominium;
- f) cause and/or allow to be clogged sinks, baths, lavatories, cisterns, water pipes and/or soil pipes in the Lot and/or in the Condominium ;
- g) throw any objects into the refuse chute without placing and securing them in suitable plastic bags (for environmental health reasons), or dispose any large object into the refuse chute that may cause obstruction or a fire in the refuse chute;
- h) allow any person(s) to collect and/or to remove any waste food, refuse or rubbish whatsoever from the Condominium ;
- i) permit anyone to deface and/or to allow graffiti and/or to cause damage and/or use as a playground the lifts, lobbies, common corridors, staircases, walls, pedestrian-ways in the front areas of the Condominium and/or any other common property in the Condominium;
- j) damage the grass areas, flowerbeds, garden, trees, footpaths, drains or any part of the Condominium by vehicles, machines or tools or objects of any description.
- k) allow or keep any animal(s) within his Lot or the common areas including lifts, passages, lobbies, front and back gardens, swimming pools, etc which may cause nuisance or annoyance to others. Proprietors must remove and/or clean-up the droppings of their animal(s);
- l) cook in the common areas of the Condominium other than in the designated areas (if any);
- m) use the lobby or any other common areas of the Condominium for any private or public functions without the prior written approval of the Management;
- n) allow any washing clothing or other articles to be hung or exposed at the Common Areas within the Condominium as well as from the windows, balconies, veranda and/or any external part of the Lot thereby affecting the general facade of the Condominium;
- o) make any noise which would interfere with the peaceful enjoyment of others in any Lot or on the common property;

- p) use language or behave in a manner likely to cause offence or embarrassment to others using the common property and to be adequately clothed when on the common property;
- q) make any alterations or additions to the windows or doors or to any structure that forms part of or adjoins the common property;
- r) mark, paint, drive nails or screws or otherwise damage or deface any structure that forms part of the common property;
- s) park vehicles in the "No Parking" areas or obstruct driveways, fire hydrants, the porch or pedestrian walkways of the Condominium . Residents shall ensure that their visitors park only in such lots as are designated for visitors;
- t) park heavy commercial vehicles within the Condominium without the prior written approval of the Management and in the event such written approval is granted, such vehicles are to be parked only in the designated areas;(see Part III for more details);
- u) put any signboards, advertisements, notices and/or other letterings on any part of the Condominium without the prior written consent of the Management;
- v) use or permit his Lot to be used for any purpose other than for residential purpose or any purpose contrary to the terms of use of the lot shown in the plan as approved by the competent authority pursuant to Sect. 9 of the Planning Act;
- w) use his Lot for any purpose which may be injurious to the reputation of the Condominium or for any purpose which would cause a nuisance or danger to any other Resident;
- x) hold any customary religious activities or traditional rites (eg. Funeral Wakes) within the Condominium.

2. Every Subsidiary Proprietor / Resident/Occupier shall: -

- a) permit the Management and its Agents at all reasonable times and on reasonable notice being given (except in case of emergency when no notice is required) to enter his Lot for the purpose of :-
 - i. inspecting the Lot;
 - ii. maintaining, repairing or renewing sewers, pipes, wires, cables and ducts use or capable of being used in connection with the enjoyment of any other Lot or the common property;
 - iii. maintaining, repairing or renewing the common property; or
 - iv. executing any work or doing any act reasonably necessary for or in the connection with the performance of its duties or the enforcement of these rules and regulations affecting the Condominium ;
- b) forthwith carry out all work ordered by any competent public or statutory authority in respect of his Lot other than such work for the benefit of the Condominium generally and pay all assessments charges and outgoings which are payable in respect of his Lot;
- c) use and enjoy the common property in such a manner as not to interfere unreasonably with the use and enjoyment thereof by other Residents or their families or visitors;
- d) notify the Management forthwith of any changes in the proprietorship of his Lot or of any other dealing with his Lot of which he is aware;

- e) when pounding of chillies or other substances for cooking purposes to 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 at a level likely to disturb others;
 - f) repair and maintain his Lot and keep it in a state of good repair, reasonable wear and tear (damage by fire, storm, tempest or act of God excepted);
 - g) maintain the speed of their vehicle below 15 km/h while driving in the precincts of the Condominium;
 - h) keep clean all glass windows and all doors on the boundary of his Lot, including so much thereof as is part of the common property;
 - i) maintain his Lot including all sanitary fittings, water, gas, electrical and air-conditioning pipes and apparatus in a good condition so as not to cause annoyance to others;
 - j) take all reasonable steps to ensure that a child when playing on the common property does not cause any damage to the common property or create any noise likely to disturb others;
 - k) in the event that contractors are engaged for carrying out any works in his Lot, be responsible for ensuring that any working materials and/or debris are promptly removed from the Condominium;
 - l) ensure that no contractor or himself shall use the common or car parking space as a working area. All such work must be done inside the Lot;
 - m) abide by and comply with all the Rules and Regulations and any other rules imposed by the Management for the use of the Condominium's facilities and ensure that his visitors, tradesmen or contractors do so as well;
 - n) take all reasonable steps to ensure that his invitees do not behave in a manner likely to interfere with other;
 - o) ensure that his visitors/chauffeurs do not announce their arrival by sounding their car horns in a manner as to cause disturbances or annoyance to other Residents;
 - p) ensure that no damage is caused to any elevator or part thereof when any elevator is used for the transportation of furniture and other heavy and bulky objects.
 - q) ensure that no potted plants or any other objects are placed dangerously on balconies or other areas which may cause bodily harm to others;
 - r) ensure that no private functions or gathering shall be held in any common and/or recreational area without the prior written approval from the Management;
- 3.
- a) In the event of any violation of these rules & regulations, the Resident responsible shall make good and/or compensate for the loss and/or damage caused, to the satisfaction of the Management;
 - b) In the event that the Management has to engage any legal counsel to enforce any of these rules and regulations or such other rules as may be implemented from time to time, or is required to carry out any rectification or remedial works necessitated by the failure on the part of any Resident to comply herein (and the Management reserves such right to do so if any Resident fails to rectify or remedy any default on his part in complying with any of these Rules and Regulations within fourteen (14) days of notification by the Management), the Management is entitled to be compensated in full for all costs incurred including any legal fees on an indemnity basis.

PART II

GENERAL RULES AND REGULATIONS GOVERNING THE USE OF THE RECREATIONAL FACILITIES

1. The recreational facilities are for the exclusive use of Residents and their guests. Maids, domestic servants and contractors shall not use the said facilities.
2. All guests MUST BE accompanied by their Resident-host(s). The Resident(s) will be responsible for his guests' conduct and behaviour. He must also ensure that his guests observe all rules and regulations.
3. Subsidiary Proprietors who have leased out their Lots forfeit their privileges under these Rules and Regulations, which will automatically be assigned to their tenants.
4. Four (4) number of facilities pass will be issued to each Lot. No payment / deposit will be collected for the first issue but subsequent issues of lost / damaged pass will be subject to a charge of \$30/- per pass. The pass is non-transferable and should be returned to the Management Office once they are no longer a Resident of the Condominium. Loss of pass must be reported to the Management as soon as possible.
5. Only Resident with valid facilities pass may book / use the recreational facilities. Bookings may be made online via www.sanctuarygreen.com.sg or in person with facilities pass at the Management Office.
6. The Management, security personnel or any appointed representative of the Managing Agent may require any person in the recreational area to identify himself or herself and to produce the facilities pass.
7. Radios, hi-fi equipment, television sets, musical instruments and other like equipment may not be used in or about the recreational facilities area.
8. Guests must be signed in by the Residents at the guard house/post/counter and shall be accompanied by the Resident throughout the use of the facilities.
9. The maximum number of guests allowed at one time per Lot shall be as follows: -

(i)	Swimming Pool	-	(4)
(ii)	Tennis Court	-	(4)
(iii)	Gymnasium / Aerobics Room	-	(NIL)
(iv)	Function Room	-	(20)
(v)	BBQ Pit Area	-	(30)
(vi)	Steam Room	-	(1)
(Vii)	Games Room	-	(4)
(Viii)	Squash Court	-	(4)
10. Residents are required to produce their facilities pass while making a booking at the Management Office as well as signing in for the use of the recreational facilities. Failure to do so may result in the refusal of permission for the booking / use of the facilities.
11. Children under twelve (12) years shall not be allowed to use any of the recreational facilities unless accompanied by their parents or supervising adults who shall be responsible for their safety and proper behaviour.
12. Residents are responsible for the behaviour of their guests and their compliance with these Rules and Regulations.
13. Residents shall be responsible for any damage caused to the recreational facilities by them or their guests. Residents must inform the security guard or Management of any existing damages to the facility or equipment they or their guests are about to use, failing which they may be held responsible for such damage.
14. Residents/Guests must be appropriately attired when using the facilities.

15. The Management cannot assume responsibility for any loss or damage to any personal property, injury or death arising from carelessness or negligence on the part of the person/s concerned or any other third person or arising from failure to abide by these rules or for any other reason whatsoever.
16. Except for those games and activities for which the facilities were specially intended, no other games or activities (such as football, roller-skating, skateboarding and "horse-play" of any sort) will be allowed in or about the recreational facilities. For the avoidance of doubt, no remote-controlled toys or objects (e.g. remote-controlled toy boats, toy cars and toy aircrafts) are allowed in or about the recreational facilities and the airspace above such facilities.
17. The Management reserves the right to change any rule and regulation as it deems fit. Residents will be notified at least one week in advance before such changes take effect.
18. Any person found to be in breach of the rules shall be required to leave the recreational areas at once and shall be barred from making any bookings for a period of four (4) weeks.
19. Residents and their guests must abide by all the rules when they utilise the recreational facilities. Each facility has its own set of rules.
20. All litter must be disposed off in the receptacles provided;
21. Pets are strictly prohibited in the recreational facilities;
22. Residents shall not use the recreational facilities in such a manner or for such a purpose as to cause nuisance or danger to other Residents or damage to the reputation of the Condominium;
23. Disciplinary action will be taken against anyone caught defacing/vandalising the facilities.

SANCTUARY GREEN

APPLICATION FOR FACILITIES PASS

(This form is available online via www.sanctuarygreen.com.sg)

Name of Owner / Tenant: _____

Blk No: _____ Unit No: _____

Tel No: _____ (R) _____ (O) Email Address: _____

Tenancy Period(if any):From(D/M/Y) _____ To(D/M/Y) _____

Nos of pass apply: ()

Subject to Terms & Condition:

- 1) Each lot is entitled to a maximum of Four (4) passes.
- 2) This pass is not transferable.
- 3) Loss of passes must be reported to the Management immediately.
- 4) Subsequent replacement of a loss/damaged pass will be subject to a charge of S\$32.10 per pass (Inclusive of GST).
- 5) Residents/Tenants are to return the facilities pass to the Management when they cease to reside in the Condominium.

Please attach the following items with this application form:

- 1) Photocopy of legal document/Lease agreement to prove ownership / residence of apartment.
- 2) Previous damaged facilities pass(if any).

I/We will indemnify the Management for any damages that may arise in the course of using the facilities.

I/We understand that the above pass will remain the property of the Management and shall be surrendered on demand.

Signature of Resident / Tenant

Date

For Office Use Only

Pass No: _____ to _____ Quantity: _____

Issued By: _____ Date: _____

Received by: _____

Remarks: _____

SANCTUARY GREEN

APPLICATION FOR ADDITIONAL PASS

Name of Owner / Tenant: _____

Blk No: _____ Unit No: _____

Tel No: _____ (R) _____ (O) Email Address: _____

Tenancy Period(if any): From(D/M/Y) _____ To(D/M/Y) _____

Nos of pass apply: _____ Reason: _____

Subject to Terms & Condition:

- 1) This pass is not transferable.
- 2) Loss of passes must be reported to the Management immediately.
- 3) Additional pass will be subject to a charge of S\$53.50 per pass (Inclusive of GST).
- 4) Residents/Tenants are to return the facilities pass to the Management when they cease to reside in the Condominium.

Please attach the following items with this application form:

- 2) Photocopy of legal document/Lease agreement to prove ownership / residence of apartment.
- 2) Updating of particulars from to verify apartment's occupiers.

I/We will indemnify the Management for any damages that may arise in the course of using the facilities.

I/We understand that the above pass will remain the property of the Management and shall be surrendered on demand.

Signature of Owner / Tenant

Date

For Office Use Only

Pass No: _____ to _____ Quantity: _____

Cash/ Cheque No: _____ Receipt No: _____

Issued By: _____ Date: _____

Received By: _____

Remarks: _____

(A) RULES AND REGULATIONS FOR SWIMMING POOLS (i.e. LAP POOL AND RESORT POOL)

- 1) The pools are open for use from 0700 hours to 2300 hours every day.
- 3) Resident(s) may bring in a maximum of Four (4) guests per Lot at any one time.
- 4) All persons must shower BEFORE entering the pool.
- 5) Spitting and nose blowing are not permitted in the pools.
- 6) Persons entering the pool must be properly attired in swimming apparel.
- 7) NO FOOTWEAR is allowed within one (1) metre of the pool's edge.
- 7) Persons suffering from infectious or communicable diseases MUST NOT use the pools.
- 8) All persons are required to dry themselves before leaving the pool area and changing rooms. No person wearing dripping wet swimming apparel shall go beyond the pool and/or changing room area.
- 9) All persons are required to leave the pools during heavy rain and thunderstorm.
- 10) Persons using the pools MUST NOT carry out any activities that may cause annoyance, disturbance or injury to other users, or cause damage to the equipment and installations at the swimming pool area.
- 11) Water sports of any kind except swimming are NOT ALLOWED in the lap pool.
- 12) Surfboards, scuba diving gear, inflatable rafts, boats, remote-controlled toy boats, non-powered toy boats, balls (except at resort pool), etc. are not permitted in the pools.
- 13) The following activities are not allowed in the pool area :-
 - a) cycling
 - b) roller-skating
 - c) frisbee games
 - d) any other games which are not approved by the Management as may be made known from time to time.
- 14) No FOOD and BEVERAGES are allowed in the swimming pool area unless approved by The Management. SMOKING is not allowed in and around the swimming pool area.
- 15) No BARBECUES or any private functions are to be held at the swimming pool area.
- 16) No pets are allowed in and around the vicinity of the pools.
- 17) No swimming instructor shall give lessons in the pool without first obtaining prior written approval from the Management.
- 18) All swimming instructors are to register with the Management Office with written request indicating personal particulars. Lessons are strictly permitted for Residents only and no lessons are to be given to guests of Residents who are not residing in the Condominium.
- 19) The life buoys are strictly for emergency use only, and MUST NOT be removed from the racks except for saving lives.
- 20) Noisy, rough or dangerous play will not be permitted in and around the pools. Also, any obscene or immoral behaviour will not be permitted in and around the pools.
- 21) The safety equipment provided around the pools shall not be used for any other purpose. No poolside furniture shall be removed from the pool area. Misuse of poolside furniture is strictly prohibited. Deck chairs and other poolside furniture may not be reserved. Persons vacating the pool area must remove all their belongings.

- 22) There will be no lifeguard in attendance, hence the pools are used by Residents and their guests entirely at their own risk. The Management accepts no responsibility for any loss or damage to any personal property or injury or death from any cause whatsoever.
- 23) The Management reserves the right to close the pool for maintenance purposes without notice.

(B) RULES & REGULATIONS FOR TENNIS COURT

- 1) The tennis court will be opened for playing from 0700 hours to 2200 hours daily.
- 2) Advance bookings can be made for up to two (2) weeks from the day of booking on a first-come-first-served basis. Strictly only Residents with valid facilities passes are permitted to make bookings. Every Lot is entitled to book one session (Two Hours maximum) of tennis, per calendar week. All bookings are not transferable.
- 3) Bookings may be made online via www.sanctuarygreen.com.sg or in person with facilities pass at the Management Office. However, bookings for available sessions on the same day of play are only allowed to be made at the Management Office.
- 4) Residents may bring in a maximum of Four (4) guests at any one time. Guests shall be accompanied by the Residents throughout the use of the court who shall ensure that they comply with the rules and regulations.
- 5) Players must print their Booking Slips online and produce the same when checked by the security personnel.
- 6) Players must be properly attired. No street/outdoor shoes (e.g boots, high-heeled shoes or leather shoes) are to be worn into the court. Any players found not complying with this will be barred from the court.
- 7) Players should ensure that their shoes are free from sand and dirt before entering the courts.
- 8) Anyone who fails to turn up FIFTEEN (15) minutes after the booking time, will automatically forfeit the right to play and the court may then be allocated to another Resident on a first-come first-served basis.
- 9) Smoking, eating, gambling, pets are not permitted in the court.
- 10) No other games except tennis are allowed in the tennis court unless approved by the Management.
- 11) No training or coaching classes shall be conducted either by Residents, guests and others without written approval from the Management.
- 12) While the Management will take every precaution to ensure the safety of persons using the court, it will not be responsible for any loss or damage to any personal property, injury or death arising from carelessness or negligence on the part of the person(s) concerned or for any other cause whatsoever.
- 13) Cancellation of bookings must be made two (2) working days in advance. Cancellation on actual booking date is to be done at the Management Office or Security Counter.
- 14) To discourage frivolous bookings, Residents who fail to turn up after three (3) bookings without making proper cancellations will be barred from further bookings for the NEXT Four (4) WEEKS. This will not apply in the event of rain.
- 15) Residents will be held responsible for any damages caused by themselves or their guests. Any damages caused by the previous player must be reported to the security guards immediately before the commencement of game.
- 16) Lighting of the tennis court shall be automatically switched off at 2230 hours. Residents and guests must vacate the tennis court before the lights are off.

(C) RULES & REGULATIONS FOR GYMNASIUM / AEROBICS ROOM AT CLUBHOUSE

- 1) The Gymnasium / Aerobics Room will be opened from 0600 hours to 2300 hours daily.
- 2) Residents are required to produce their facilities pass and sign in at the Security Counter before using the gymnasium / aerobics room on a first-come-first-serve basis.
- 3) The gymnasium / aerobics room is for the exclusive use of the Residents only. No guests, maids and contractors are allowed to use the facility.
- 4) Proper exercise attire must be worn at all times (i.e. T-shirts & shorts or track suits and sport shoes). The security personnel are authorised to turn away users who are not properly attired.
- 5) Children under 12 years of age are not permitted in the gymnasium. Children between 12 and 18 years of age must be accompanied by adults when using the equipment in the gymnasium.
- 6) Eating and smoking are strictly prohibited.
- 7) Training or coaching classes shall not be conducted by professionals without the written approval from the Management.
- 8) The Management is not responsible for any loss or damage to any personal property stored therein.
- 9) Residents should read the instructions provided before using the equipment. Due care must be exercised when using the equipment in the gymnasium to avoid accidents and damages. Such equipment must be returned to their proper places after use. No equipment is to be removed from the premises.
- 10) Residents are advised to consult a medical practitioner before using the equipment. The Management shall not be responsible for any injury or damage sustained arising out of or in relation to the use of any equipment/facilities contained in the Gymnasium.

(D) RULES & REGULATIONS FOR THE USE OF BARBECUE PITS

- 1) The facilities may be booked for use ONLY by Residents.
- 2) The barbecue pits may be booked for use during the following hours:
 - a. Afternoon session - 1100 hours to 1700 hours
 - b. Evening session - 1800 hours to 2200 hours
- 3) Advance bookings can be made for up to one (1) month from the day of booking on a first-come-first-serve basis. Each Lot is allowed to book up to a maximum of six (6) sessions per year. Bookings are also limited to one session per day. Cancellation of bookings shall be made one (1) week before the actual booking date, failing which the Management reserves the right to forfeit the deposit.
- 4) Bookings may be made online via www.sanctuarygreen.com.sg or in person with facilities pass at the Management Office.
- 5) For booking to be confirmed and accepted, a Booking Slip (to be printed online) must be produced at the Management Office with the payment of a refundable deposit of \$50/- within three (3) working days from the day of booking. If the Management Office does not receive payment within three (3) working days after the online booking, the booking will be void without further reference to the applicant and the session will be re-opened to others for booking.
- 6) Residents are not allowed to book for both the barbecue pits and function room on the same day.

- 7) The Management reserves the right to deduct an equivalent sum of monies from the refundable deposit if sufficient for damage caused or any additional cleaning services should these be required and for any additional expense incurred in rectifying any such damage caused to the common property or for any irregularities or contravention of the rules & regulations. All cost incurred in cleaning the area or in making good any damage done shall be borne by the Resident concerned on an indemnity basis.
- 8) The number of guests is limited to 30. It is advisable that a guest list be given to the Management to facilitate security control and guest easy access into the Condominium.
- 9) On the function date, the users are to obtain the grille and trash bags from the security guard, if required. The grille is to be returned to the security guard at the end of the function. Users are advised to provide their own wire mesh.
- 10) Food and drinks are not allowed to be consumed at any other areas except at the confined areas surrounding the barbecue pits.
- 11) Setting up of tents or camping overnight is not permitted.
- 12) Highly flammable equipment and portable barbecue burners are not permitted at the barbecue area.
- 13) Live band or disco is not permitted unless authorised by the Management.
- 14) Portable radios and cassette players are permitted at the barbecue area provided there are no complaints from other users and Residents and the Management reserves the right to authorise the removal of any of these equipment should it deem fit.
- 15) The Resident host shall ensure that there should not be excessive noise or nuisance caused to other residents and to ensure the good conduct and behaviour of their guests.
- 16) The Residents must ensure that all lighted or smouldering charcoal is extinguished before it is thrown into the refuse bins.
- 17) Washing of utensils shall only be done at the washing point provided. Taps at the footbath and wash basins in the changing rooms are not to be used for this purpose.
- 18) The deposit by the Resident shall be refunded free of interest upon compliance with these Rules and Regulations in respect of the barbecue pits and its facilities to the satisfaction of the Management. Inspection of the barbecue area shall be carried out by the Management to determine whether there has been such compliance.
- 19) Residents and their guests must ensure that the barbecue pits and its surroundings are left in a clean and tidy condition after use. All litter/unwanted leftover food, etc. shall be disposed into trash bags. In the event that the trash bags are full, Residents shall provide their own trash bag into which all litter, waste food etc. are disposed of.
- 20) Users should remove any hired chairs and tables, by the following day, failing which, the Management and security personnel reserves the right to discard them.
- 21) No decorations are permitted at the area surrounding the barbecue pits.
- 22) For refund of deposit, Residents are required to produce the original receipt at the Management Office.
- 23) The Management reserves the right to forfeit the refundable deposit and to refuse future booking for non-compliance of any of the above.

E) RULES AND REGULATIONS FOR THE USE OF STEAM ROOM

- 1) The steam room which is located in both the Gents' and Ladies' Changing Rooms at Block 183, is open from 0700 hours to 2300 hours daily.
- 2) A Resident may bring in a maximum of one (1) guest at any one time. The guest shall be accompanied by the Resident throughout the use of the steam room. The Resident shall ensure that the rules and regulations of the steam room are complied with at all times.
- 3) Use of the steam room is on a first-come-first-serve basis.
- 4) Users are advised to shower before entering the steam room.
- 5) The door of the steam room must be closed at all times.
- 6) Shoes shall not be worn into the steam room.
- 7) Residents must read the instructions on the use of the steam room prior to usage.
- 8) Smoking and eating in the steam room are strictly prohibited.
- 9) Persons with hypertension, heart ailments, etc should avoid the use of the steam room.
- 10) Taking of Alcohol, tranquilizers, stimulants or other types of personal drugs should be avoided prior to using the steam room.
- 11) Each session of usage shall not be more than 30 minutes.
- 12) Elderly residents should consult a medical practitioner before using the steam room.
- 13) Children below sixteen (16) years of age are not allowed to use the steam room.
- 13) The Management will not be held responsible for any mishap arising from the use of steam room.
- 14) The steam room shall not be used for any obscene or immoral activity.

(F) RULES & REGULATIONS FOR THE USE OF FUNCTION ROOM AT CLUBHOUSE

- 1) The facilities may be booked ONLY by Residents.
- 2) The above facilities may be booked for use during the following hours: -
 - a Morning Session 0800 hours to 1200 hours
 - b Afternoon Session 1300 hours to 1700 hours
 - c Evening Session 1800 hours to 2200 hours
- 3) Advance bookings can be made for up to one (1) month from the day of booking on a first come-first-serve basis. Each Lot is allowed to book up to a maximum of six (6) sessions per year. Booking is also limited to one session per day. Cancellation of bookings shall be made one week before the actual booking date, failing which, the Management reserves the right to forfeit the deposit.
- 4) Booking may be made online via www.sanctuarygreen.com.sg or in person with the facilities pass at the Management Office.
- 5) For booking to be confirmed and accepted, a Booking Slip (to be printed online) must be produced at the Management Office with a refundable deposit of \$100/- within 3 working days from the day of booking.

- 6) Residents are not allowed to book for both the function room and barbecue pits on the same day.
- 7) The function room shall be used for specific purpose stated in the application form. Commercial, religious or political, company gatherings and other illegal activities are not permitted. Residents must obtain proper license/permit from the relevant authorities for holding the function where necessary.
- 8) The Management reserves the right to deduct an equivalent sum of monies from the refundable deposit if sufficient for damage caused or any additional cleaning services should these be required and for any additional expense incurred in rectifying any such damage caused to the common property or for any irregularities or contravention of the rules & regulations. All cost incurred in cleaning the area or in making good any damage done shall be borne by the Resident concerned on an indemnity basis.
- 9) A maximum of twenty (20) people are allowed in the room. It is advisable that a guest list be given to facilitate security control and guests easy access into the Condominium.
- 10) Cooking of food in the function room is strictly prohibited.
- 11) Live band, mobile disco or hi-fi systems are not permitted. Only portable stereos can be used and the volume shall be maintained at a reasonable level. Users shall ensure that there is minimal noise by the guests and to ensure the good conduct and behaviour of their guests.
- 12) Users are responsible for the cleanliness of the facilities and its surroundings. All litter/waste food, etc. shall be disposed into the trash bags and deposited into the litterbins provided. Bulk refuse must be removed from the Condominium by the Residents concerned at their own cost.
- 13) Users should not remove any chairs and tables out of the room. Due care must be taken while decorating the room. All hired chairs, tables, equipment, furniture or decoration brought into the Function Room must be removed before the commencement of next session.
- 14) For refund of deposit, Residents are required to produce the original receipt at the Management Office.
- 15) The Management reserves the right to forfeit the refundable deposit and to refuse future booking for non-compliance of any of the above.

(G) RULES & REGULATIONS FOR THE USE OF CHILDREN'S PLAY AREA / EXERCISE STATION

- 1) Children under 8 years of age must be accompanied by their parents or supervising adults who shall be responsible for the children's behaviour.
- 2) All person are advised to leave the play area / exercise station area during heavy rain and thunderstorm.
- 3) No food and drinks are allowed in the play area/exercise station.
- 4) Noisy, rough or dangerous play will not be permitted at the play area.
- 5) No pets shall be allowed in the play area / exercise station.
- 6) While the Management will take every precaution to ensure the safety of the play/exercise equipment, it will not assume responsibility for any loss or damage to any personal property, injury or death arising from carelessness or negligence on the part of the person(s) concerned or arising from failure to abide by the rules and regulations or from any other cause whatsoever.

(H) RULES & REGULATIONS FOR THE USE OF GAMES ROOM AT CLUBHOUSE

- 1) The games room is open for the enjoyment of all Residents from 0700 hours to 2200 hours.
- 2) Residents are required to produce their facilities pass and sign in at the Security Counter before using the games room (two-hour maximum) on a first-come-first-serve basis.
- 3) Residents may draw the equipment for the game from the Security Counter at the Clubhouse and return it in the same condition after use.
- 4) Residents may bring in a maximum of Four (4) guests at any one time. Guests shall be accompanied by the Residents throughout the use of the games room who shall ensure that they comply with the Rules and Regulations.
- 5) Persons entering the games room must be properly attired.
- 6) No food and beverages are allowed in the games room. Smoking and any illegal activities are strictly prohibited. No other games except those approved is allowed to be played in the room.
- 7) While the Management will take every precaution to ensure the safety of persons using the games room, it will not be responsible for any loss or damage to any personal property, injury or death arising from the or from other cause whatsoever carelessness or negligence on the part of the person(s) concerned.
- 8) Residents will be held responsible for any damage caused by themselves or their guests. Any damage caused by the previous user must be reported to the security guards immediately before the commencement of the game.
- 9) The Management reserves the right to refuse entry into the games room for non-compliance of any of the above.

(I) RULES & REGULATIONS FOR SQUASH COURT

- 1) The squash court will be opened for playing from 0700 hours to 2200 hours daily.
- 2) Advance bookings can be made up to two (2) weeks from the day of booking on a first-come-first-served basis. Strictly only Residents with valid facilities passes are permitted to make bookings. Every Lot is entitled to book one session (Two Hours maximum) of squash, per calendar week. All bookings are not transferable.
- 3) Booking may be made online via www.sanctuarygreen.com.sg or in person with facilities pass at the Management Office. Any available sessions on the same day of booking are only allowed to book at the Management Office or Security Counter.
- 4) Residents may bring in a maximum of Four (4) guests at any one time. Guests shall be accompanied by the Residents throughout the use of the court. Residents shall ensure that their guests comply with the rules and regulations.
- 5) Players must produce their booking slips (to be printed online) when checked by the security personnel.
- 6) Players must be properly attired. No street/outdoor shoes (e.g boots, high-heeled shoes or leather shoes) are to be worn into the court. Only non-marking shoes shall be allowed. Any players found not complying with this will be barred from the court.
- 7) Players should ensure that their shoes are free from sand and dirt before entering the courts.
- 8) Anyone who fails to turn up FIFTEEN (15) minutes after the booked time, will automatically forfeit the right to play and the court may be allocated to another Resident on a first-come first-served basis.
- 9) Smoking, eating, gambling, pets are not permitted in the court.

- 10) No other games except squash are allowed in the squash court unless approved by the Management.
- 11) No training or coaching classes shall be conducted either by Residents, guests and others without written approval from the Management.
- 12) While the Management will not be responsible for any loss or damage to any personal property, injury or death arising from carelessness or negligence on the part of the person(s) concerned or from any other cause whatsoever.
- 13) Cancellation of bookings must be made two (2) working days in advance. Cancellation on actual booking date is to be done at the Management Office or Security Counter.
- 14) To discourage frivolous bookings, Residents who fail to turn up after three (3) bookings without proper cancellations will be barred from further bookings for the NEXT Four (4) WEEKS. This will not apply in the event of rain.
- 15) Residents will be held responsible for any damage caused by themselves or their guests. Any damage caused by the previous player must be reported to the security guards immediately before the commencement of game.

PART III

A CAR PARK

1. Subject to these by-laws, the right to regular access and car parking shall be extended only to bona fide residents of Sanctuary Green. Except as may be provided elsewhere in these by-laws, non-resident Subsidiary Proprietors have no rights to park their vehicles in the estate on an ongoing basis, but may be admitted and park in visitor lots, subject to displaying the appropriate visitor chit when visiting on a reasonable, short term basis to attend to matters in connection with their property ownership (eg property inspection, attending AGM or MCST meetings, etc).
2. All Residents' cars must be registered with the Management by providing vehicle particulars as required by the Management to facilitate access, prove ownership and establish residency. There shall be an entitlement of one car with free access to, and parking in, the estate per unit. Vehicles parked in the estate must display a valid vehicle decal label displayed on the front windscreen and may be parked in the basement car park on a first-come-first-served basis, with no reservation of lots.
3. Subsequent cars after the first for any unit are allowed to park in every available surface or basement car parking lot, subject to availability of lots. Subsequent cars will also be issued with decal label. The Management may approve second or third vehicles for any unit, on application by the resident, and without fee while there are available residents lots.
4. Old or expired vehicle disc transponder / car labels must be returned before any new one can be issued. Failure to do so will incur a fee of \$20 plus GST.
5. Subsidiary Proprietors / Residents infringing the by-laws may, on decision of the Management, have their car label entitlement forfeited.
6. Visitors must prominently display the parking chit issued by the Management on the windscreen of their vehicles. Visitors' cars shall be parked in the designated visitor car park lots only. Subsidiary Proprietors / Residents are required to inform their visitors (including tradesmen and contractors) of these rules.
7. Visitors' vehicles are not to be parked overnight within the precincts of the Condominium unless prior written notice had been given to the Management and formal approval has been obtained from the Management. In the event of parking overnight without prior approval, vehicles may be wheel-clamped.

8. Management will grant approval where there are legitimate and reasonable grounds, for example, but not limited to, short-term visitors staying with the resident, or a short-term replacement vehicle. The approval of visitor overnight parking will be considered on the basis of availability of car park lots.
9. Residents owning more than one (1) vehicle are required to park their second vehicle at the basement in residents lots, subject to availability of lots. Visitor's vehicles shall be parked at lots designated for visitors.
10. Residents are responsible for ensuring that their visitors abide by these by-laws and such other conditions as may be imposed from time to time by the Management.
11. All vehicles are parked in the Condominium at the owner's risk. The Management shall not be held liable for any loss or damage to any vehicles or any other property placed or parked in the car park due to any causes whatsoever, including without limitation, theft, damage or other misadventure caused to the vehicles, any content therein, and/or any such other property.
12. All users, upon using the car park, shall be deemed to have accepted the general rules and regulations of the car park contained in these by-laws, and such other directions imposed by the Management in exigent circumstances. The Management reserves its right to impose wheel-clamping or any action permitted under the laws of Singapore against users who violate such rules and regulations and any and all associated costs (including the prescribed release fee and GST) shall be borne by users.

13. Commercial Vehicles

- a. No commercial vehicle is allowed to be parked in the Condominium car park unless with the written approval of the Management.
 - b. The Management may, at its discretion, issue car park labels to commercial vehicles with laden weight not exceeding 2500kg owned by Residents subject to availability of parking space and on a first-come-first served basis.
 - c. Such commercial vehicles must be parked at the designated car park lots.
14. Vehicles such as cranes, road tankers, containers, trailers, etc. will not be allowed to access or park in the Condominium without the prior approval of the Management.
 15. Vehicles and machinery like skid/oil tanks, fork lifts, generators, welding machines, air compressors, lifting equipment, containers etc. will not be allowed entry into the Condominium unless prior approval from the Management is obtained.
 16. Only Residents and authorised car washers registered with Management are permitted to wash their vehicles in the Condominium at designated areas using running water.
 17. Vehicles' owners shall ensure that no damage is caused to the fittings and fixtures in the car park and shall be liable for any such damage howsoever caused. A vehicle owner shall be liable to compensate the Management in full for repair or replacement of any damage caused by a vehicle to fittings, fixtures and/or common property by the owner of the vehicle.
 18. The Management Council may permit access and parking in Visitor Lots to non-residents under certain limited circumstances where the Council judges it necessary for the efficient operation of the MSCT. Such cases may include regular on-site contractors (such as site staff), and Subsidiary Proprietors' immediate families members who registered addresses is not in Sanctuary Green. In such cases, the Management may issue a decal to that person authorizing them to park in a Visitor's Lot only.
 19. All by-laws governing car parking shall be observed at all times.

B. APPLICATION FOR VEHICLE DECAL / TEMPORARY CAR LABEL

1. The applicant must be a bona fide Resident (eg. Resident Subsidiary Proprietor or a tenant authorised by the Subsidiary Proprietor). For units which are leased, car parking privileges will automatically be assigned to the resident tenant, not the non-resident Subsidiary Proprietor.
2. All applicants are required to produce documentary proof of ownership and residence i.e. Vehicle Registration printout from LTA showing registration, owner's name and registered address, Company Certificate Letter (for company car), Lease Agreement (if tenanted), Insurance, etc. Residents are requested to update their addresses in the vehicle logbooks before the collection date.
3. All applications for temporary car label for commercial vehicles prefixed with "G" and "Y" plates (or subsequent amendments by LTA) will be dealt with at the discretion of the Management.
4. The Management reserves the right to reject an application that does not meet these conditions. Any application, having been approved, may still be subject to cancellation if it later emerges that these conditions were not met, are no longer met or that the applicant has breached the by-laws.
5. The Management may impose reasonable conditions on the issue of parking decals; for example, imposing an expiry date coinciding with the expiry of the tenancy agreement. In the case of a resident subsidiary proprietor, an expiry date may be imposed on the label, but such label shall be renewable without charge for the first vehicle, and under conditions imposed by the Management consistent with these by-laws for subsequent vehicles.
6. The vehicle decal label for 1st car per unit will be issued free of charge.
7. Residents whose application for parking of second or subsequent car has been approved will be issued with a temporary car label, valid for the duration specified. A refundable deposit of S\$20.00 per label is payable upon collection. Except as provided in paragraph 10 of this by-law, no resident shall be entitled to more than three car park labels per unit.
8. Management may impose restrictions on the issue of second or subsequent car park labels for residents where the number of residents' cars for which labels have been issued exceeds the number of residents lots. In such cases, the Management will first restrict holders of third labels, then second labels.
9. Only if the number of labels exceeds the number of available lots, they may be allocated by drawing lots, or levying a fee as determined from time to time by the Management Council, but not in excess of \$50 per month for the second vehicle, or \$100 per month for the third vehicle. There shall be no limitation or fee imposed for a second label for any resident while there are any third vehicles allocated to any unit without such fee or limitation.
10. A resident seeking to register more than three vehicles may do so on a monthly basis on the basis that Management is satisfied the number of residents lots exceeds the number of vehicles registered under paragraphs 7 and 8 of this by-law. In such cases, Management, at its discretion, may impose a monthly fee not exceeding \$100 per vehicle per month for short term labels for the fourth and subsequent vehicles per unit registered by the resident.
11. A temporary short term car park label may be issued, pursuant to paragraph 10 of these by-laws, on a monthly basis depending on the availability of residents car park lots and the Management reserves the right to revoke the label anytime. A resident is required to resubmit a fresh application upon expiry of the temporary car park label.
12. Only vehicles with decal label and registered IU or valid temporary or short term labels displayed on their windscreen are permitted to access the estate through the EPS system and subsequently park in the estate in the respective lot for which they have been authorised.

13. Residents are to notify the Management should there be a change of vehicle or vehicle registration particulars so that a fresh temporary label can be issued in exchange for the old one. Access through the EPS system is tied to the individual vehicle's IU. Car park labels are not transferable.
14. Residents are to return the decal label and temporary car label (if any) to the Management when they cease to reside in the Condominium; when it expires; or on demand by the Management under these by-laws.
15. Loss of the vehicle label must be reported to the Management as soon as possible. Replacement cost for each label is S\$20.00.

C. WHEEL CLAMP

1. Wheel clamping warning signs are prominently displayed at entrances of car parks and apply to the entire car park, including driveways.
2. Any vehicle found parked in an authorized lot or non-designated area, without proper decal or parking chits, or found illegally parked within the estate, resulting in the deprivation of parking lots suffered by bona fide residents, or is in any way in contravention of the rules and regulations of the car park may be immobilized by a wheel clamp or towed away.
3. An administrative charge up payable in cash will be levied on the owner/ driver of the vehicle for the removal of any wheel clamp as per the following:
 - (i) Unauthorised Parking at Handicapped Lot - S\$ 400.00 (excluding GST) per day up to a maximum 7 days or S\$ 2,800.00 (excluding GST).
 - (ii) Unauthorised Parking at any other locations - S\$ 200.00 (excluding GST) per day up to a maximum 7 days or S\$ 1,400.00 (excluding GST).

The case will be referred to the Police if the owner/driver fails to collect the vehicle beyond seven (7) days.

4. The Management will not be liable for any damage to any vehicle associated with wheel clamping or towing away or any other damaged, which is otherwise incurred during the period when the vehicle is immobilized by a wheel clamp or towed away.

D. CAR WASHING

- i) Washing of vehicles at car park lots listed and lots which are marked white is strictly prohibited.

Blk	Carpark lots not allowed for car washing
191	317, 318, 221, 222, 223, 224, H5
181 (unit 1-4)	107, 108, 109, 110, 111, 216, 213, 214, 215, 216, H1
181 (unit 5-8)	113, 114, 115, 116, 209, 210, 211, 212
181 (unit 9-12)	120, 121, 201, 202, 203, 204, 205, H2
181 (unit 13-16)	125, 126, 127, 128, 192, 193, 194, 195, 196, 197
181 (unit 17-20)	132, 133, 134, 135, 147, H3
183	175, 176, 177, 178, 179, H4 180, 181, 182, 183, 184, 185, 186, 187, 188, 189
187 (unit 1-4)	387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, H8
187 (unit 5-8)	377, 378, 379, 406, 407, 408, 409, H7
187 (unit 9-12)	370, 371, 372, 373, 413, 414, 415, 416
187 (unit 13-16)	364, 365, 366, 417, 418, 419, 420, 421, 422, H6
185	423, 424, 425, 433, 434, 435, 436, 437, H9

BY-LAW ON FIRE SAFETY

A Subsidiary Proprietor and/or occupier of a lot shall not cause any obstruction to the common property or do or omit to do any act which may breach the provisions of the Fire Safety Act (Chapter 109A) (hereinafter referred to as “the Act) or any other relevant revisions and laws, and/or subject the Management Corporation to prosecution and/or fine, and to reimburse the Management Corporation for all fines, and costs incurred including the legal costs on a full indemnity basis.

If all and any sums payable or recoverable from the Subsidiary Proprietor and/or occupier in respect of cost and expenses incurred by the Management Corporation in or about the abatement of any offence under the Act are not paid by the Subsidiary Proprietor and/or occupier within fourteen (14) days after such demand, the Management Corporation may apply to the court to recover all legal costs incurred on a full indemnity basis shall be paid by the Subsidiary Proprietor and/or occupier concerned.

A Subsidiary Proprietor and/or occupier shall not cause or allow to continue any fire hazards either by act, default or sufferance and shall abate all fire hazards and do all such things as may be necessary to prevent a continuance or recurrence.

Where a fire hazard has occurred and the occupier fails to abate the fire hazard, the Management Corporation may carry out or cause to be carried out such work including the removal and disposal of any property causing the fire hazard as appears necessary to the Management Corporation and/or the Fire Safety Manager to abate the fire hazard and to prevent a recurrence thereof and shall recover all expenses incurred from the Subsidiary Proprietor and/or occupier concerned

SANCTUARY GREEN

APPLICATION FOR VEHICLE DISC TRANSPONDER
(This form is available online via www.sanctuarygreen.com.sg)

Name of Owner / Tenant: _____

Blk No: _____ Unit No: _____ Tel No: _____ (R) _____ (O)

1st Car No: _____ Make/Model: _____ Colour: _____

Note:

- 1) Please attach all documents relevant to this application such as updated vehicle reg. Card / log book or company's letter (for company car) or vehicle insurance policy and if you are an authorised tenant to include the tenancy agreement.
- 2) This disc transponder is not transferable.
- 3) Only one disc transponder will be issued to 1st vehicle.
- 4) Please complete this form and submit it to the Management Office for approval.

I/We undertake to comply with Part III of the House Rules in respect of 'Car Parking' and 'Application for Vehicle Disc Transponder / Temporary Car Label'.

Subject to Terms & Conditions

I/We will indemnify the Management for any loss or damage that may arise in connection with my/our using the car park facilities.

I/We understand that the Management reserves the right to withdraw my/our vehicle disc transponder if I/We fail to abide by any terms/conditions specified by the Management.

Signature of Owner/Tenant

Date

For Office Use Only

Car Label Serial No: _____ Date of Issue: _____

Disc Transponder Serial No: _____

Cash/Cheque No: _____ Received By: _____

Disc Transponder Issued By: _____

Remarks: _____

SANCTUARY GREEN

APPLICATION FOR REPLACEMENT OF VEHICLE DISC TRANSPONDER

(This form is available online via www.sanctuarygreen.com.sg)

Block: _____ Unit: _____

We hereby request for a replacement of vehicle disc transponder. We enclose herewith S\$ _____
_____ *(Cash / Cheque No. _____) for the replacement.

If the above issuance is for the tenant, please state :-

Name of Tenant(s): _____

Commencement date of Tenancy: _____

Expiry date of Tenancy: _____

I/We _____ hereby
acknowledged receipt:

Disc Transponder Serial No: _____

as replacement for my/our lost disc transponder no. _____ which will be invalidated
immediately.

Signature of Owner/Tenant

Date

SANCTUARY GREEN

APPLICATION FOR TEMPORARY CAR PARK LABEL

(This form is available online via www.sanctuarygreen.com.sg)

Name of Owner/Tenant: _____

Blk No: _____ Unit No: _____ Tel No: _____(R)_____ (O)

2nd Car No: _____ Make/Model: _____ Colour: _____

Note:

- 1) Please attach all documentary proof of the car ownership to this application such as updated vehicle reg. card/log book, copy of vehicle insurance policy, company's authorisation letter (for company car) or letter of consent from owner/copy of tenancy agreement for tenant.
- 2) This label is non-transferable. Validity of label is six months depending on the availability of car park lots.
- 3) Please complete this form and submit to the Management Office for approval.
- 4) A refundable deposit of S\$20.00 is payable upon collection of label.
- 5) The Management reserves the right to reject any application at its discretion.

I/We undertake to abide by the Rules and Regulations stipulated.

Terms & Conditions

I/We will indemnify the Management for any loss or damage that may arise in using the car park facilities.

I/We understand that the Management reserves the right to revoke my/our car park label anytime depending on the parking situation or if I/We fail to abide by the Rules and Regulations specified by the Management.

Signature of Owner/Tenant

Date

For Office Use Only

Car Label Serial No: _____ Date of Issue: _____

Car Label Issued By: _____

Cash/Cheque No: _____

Received By: _____

Remarks: _____

SANCTUARY GREEN

APPLICATION FOR REPLACEMENT OF TEMPORARY CAR PARK LABEL

(This form is available online via www.sanctuarygreen.com.sg)

Block: _____ Unit: _____

We hereby request for a replacement of temporary car park label. We enclose herewith S\$ _____
_____ *(Cash / Cheque No. _____) for the replacement.

If the above issuance is for the tenant, please state :-

Name of Tenant(s): _____

Commencement date of Tenancy: _____

Expiry date of Tenancy: _____

I/We _____ hereby
acknowledged receipt of :-

Temporary Car Park Label: _____

as replacement for my/our lost temporary car park label which will be invalidated immediately.

Signature of Owner/Tenant

Date

PART IV

GENERAL RULES & REGULATIONS ON RENOVATION / ADDITION & ALTERATION WORKS AND HOUSE MOVING

1. Before any work is carried out by a Subsidiary Proprietor for any renovation works, the Subsidiary Proprietor to submit for the consideration of the Management, the requisite approval(s) from the relevant authorities where such approval(s) is required.
2. The relevant authorities include but shall not be limited to the Development and Building Control Division, the Public Works Departments, the Public Utilities Board and Telecommunications Authority of Singapore.
3. Application for Renovation Permit may be made online via www.sanctuarygreen.com.sg or in person at Management Office.
4. The Renovation Permit granted to the Subsidiary Proprietor to carry out renovation works shall not in any way relieve the Subsidiary Proprietor from its sole responsibility of ensuring that all relevant governmental approval(s), licence(s) or permit(s), if required, are obtained in respect of the laws, rules or regulations and the Condominium's guidelines and rules as may be prescribed and applicable from time to time. Where necessary, a qualified person shall be appointed to oversee and/or certify the works or any part thereof and such works shall be carried out by licensed contractor (e.g. licensed electrical worker, licensed plumber etc.)

Further, the Renovation Permit granted to the Subsidiary Proprietor shall not be deemed or treated as an approval of the work method. The execution of works or any part thereof shall at all material times be the sole responsibility of the Subsidiary Proprietor. Therefore, the Subsidiary Proprietor is strongly advised to go through the details of the works with their appointed qualified person or contractor and to ensure the structural integrity of the Lot and that the existing concealed electrical wiring, gas, air-conditioning and water pipes in the Lot are not damaged during the course of the works.

5. Plans for the renovation works are to be submitted to Management for recording purposes before the commencement of such works.
6. The Subsidiary Proprietor or the Residents shall ensure that the works to be carried out will not in any way affect the structure and general façade of the premises or the common property nor will it in any way cause any nuisance to any other Subsidiary Proprietor or Residents.
7. The Subsidiary Proprietor or the Residents shall keep the Management informed on all additions and alteration works to the electrical systems which include but shall not be limited to the air-conditioning systems.
8. The Subsidiary Proprietor or Subsidiary Proprietor's tenant and the contractor shall undertake to indemnify the Management against any legal proceedings or suits arising from such works regardless of whether or not they arise from the negligence of the Subsidiary Proprietor or Subsidiary Proprietor's tenant, contractor or any of their servants or agents.
9. In the application for the said works to be carried out, the Subsidiary Proprietor or Subsidiary Proprietor's tenant and contractor undertake to abide by and be subjected to the terms and conditions specified in Appendix I.
10. Any renovation / additions and alterations allowed by the Management shall be subject to an undertaking signed by the Subsidiary Proprietor or Subsidiary Proprietor's tenant to be fully responsible for any or all damages arising from such works.
11. Precautions should be taken against damaging the concealed electrical wirings and sanitary piping and the floor slabs.
12. A Subsidiary Proprietor or Resident shall not at any time:-

- a. make any structural alterations in or additions to his Lot or anywhere in the Condominium without the prior written approval of the Management. The Management reserves the right to demolish or make good all such unauthorised alterations or additions after giving seven (7) days' written notice to the Resident concerned requesting him to remove all such unauthorised alterations or additions. All costs incurred in such demolition, making good and/or removal of any unauthorised alterations or additions shall be borne by the Subsidiary Proprietor / Resident.
 - b. erect any structure or make any alterations to any external part of any Lot without the prior written consent of the Management.
 - c. make any alterations to the windows installed in the external walls of the Condominium without having obtained the written approval of the Management.
 - d. make any alterations or additions to any balcony of his Lot without the approval in writing of the Management.
 - e. hack off beams, slabs and columns.
 - f. raise existing floor level e.g. to split the level of any portion of the existing floor either by adding concrete platform and/or timber platform.
 - g. install awnings or other sun-shading devices / projections outside the Lots.
 - h. make any alterations to the existing refuse chute hopper.
 - i. brick up or block up service ducts and/or pipes.
 - j. install iron grilles at the common corridor or staircase landing outside the entrances of each Lot.
 - k. re-locate doors and windows.
 - l. lay any type of flooring outside the flat e.g. on common lobby/corridor area or staircases landing just outside the entrance of each flat.
13. In altering or removing existing water squatting pan, pedestal pan and wash basin, precaution should be taken against damaging the floor slabs and Subsidiary Proprietor or Residents shall be responsible for any damages or leakages to the lower floor which may arise from their renovation works.
 14. Works shall be carried out solely during working hours i.e. 9.00 am to 5.00 pm daily Monday to Friday and 9.00 am to 1.00 pm on Saturday. No works are to be carried out on Sunday and Public Holiday.
 15. No pneumatic drill or hacking is to be carried out in the course of works.
 16. Subsidiary Proprietors or the Residents are to ensure the adequate disposal of all debris. In clearing the debris, the Contractor must undertake to place them in gunnysacks or plastic bags provided by the Contractor, to remove daily all debris from the estate. Disposal of debris through the waste pipe or rubbish chute is strictly prohibited.
 17. To ensure compliance, the owner or tenant shall place with Management a refundable deposit of S\$1,000.00 or such amount as may be determined from time to time. This is to be paid by cheque drawn in favour of the Management. Subject to satisfactory compliance with the terms herein, the said \$1,000.00 will be refunded free of interest. Before the release or return of the said \$1,000.00, the Management must be satisfied that all the terms and conditions have been complied with, all debris removed, no complaints have been received from any Occupiers and that no damage has been caused in the common property. In this regard, the owner shall inform the Management when the renovation work is completed so that a joint inspection can take place.

18. In the event the debris is not cleared or any of the common property is damaged, the Management reserves the right to remove the debris and to effect repairs and the cost of such removal or repairs shall be deducted from the deposit. Provided that nothing therein is to be construed as limiting the liability of the Contractor, the Management reserves the right to claim for the full cost of the removal and repairs.
19. All building materials brought on site and debris are to be deposited at the designated spot in the Condominium at the estate. Where so required by the Management the building materials and debris shall be placed in approved trolleys. No materials are to be stored / left in the common area.
20. Only the service or designated lift may be used for removal purposes.
21. Subsidiary Proprietors or the Residents must ensure that all common areas, lift cars and passageways are cleaned daily (including sweeping and mopping).
22. If the said deposit is insufficient to cover the full cost of the removal and repairs, then the Management reserves the right to recover the full costs of the removal and repairs from the Subsidiary Proprietors or Subsidiary Proprietor's tenant.
23. Occupiers are required to give two weeks' advance notice to the Management of the removal. If possible, the details of items to be moved and the name of the contractors (mover's company) involved should be given so as to maximise security and protect the Residents.
24. The Contractor must be accompanied by the nominated person-in-charge.
25. Mover's vehicles must not obstruct other vehicles when parked in the car park. Such vehicles are not to be parked within the Condominium during the night.
26. Only containers not more than 20 feet long are allowed to enter the Condominium. Such containers are required to park only at the designated area.
27. Movers must not obstruct movement or deposit furniture or other items in any place other than what was designated by the Management.

I, the undersigned confirm that I have read the terms and conditions herein, and that I fully understand that I shall be liable for the breach of any of the above rules and regulations:-

SIGNATURE OF OWNER/TENANT

DATE

NAME: _____

NRIC NO: _____

SANCTUARY GREEN
OWNER/TENANT LETTER OF AUTHORIZATION & INDEMNITY
(This form is available online via www.sanctuarygreen.com.sg)

To: The Management Corporation Strata Title Plan No. 2916
189 Tanjong Rhu Road #01-02
Singapore 436926

Dear Sirs

SANCTUARY GREEN – RENOVATION / ADDITIONS & ALTERATION WORKS

Blk: _____ Unit: _____

I/We hereby authorise our contractor, _____ of
_____ (hereinafter and in the attached notes
referred to as "the Contractor") to undertake for the purposes of renovation / addition and alteration
works to the above property, such works to commence from _____ to
_____.

In consideration of you at our request permitting the Contractor to have access to the above premises, we hereby agree and undertake to keep you fully indemnified in respect of all claims, losses, liabilities or damages made against, suffered or incurred by you, as a result of a breach by the Contractor, its employees or agents, of any of the terms and conditions mentioned in the attached notes or as a result of any of the works undertaken by the Contractor for the said premises.

I/We understand that the Contractor has to abide by the terms and conditions set out in the attached Notice to Contractors. I/We also confirm I have fully understood and will abide by the rules and regulations.

NAME OF OWNER/ TENANT: _____

ADDRESS: _____

TELEPHONE NO: _____ EMAIL ADDRESS: _____

SIGNATURE

DATE

SANCTUARY GREEN**CONTRACTOR'S REGISTRATION FORM**(This form is available online via www.sanctuarygreen.com.sg)

Name Of Owner / Tenant _____

Address: _____

Telephone Number: _____ Email Address: _____

Name of Contractor: _____

Business Registration No.: _____

Person In Charge: _____ Contact No: _____

S/N	NAME OF WORKERS	NRIC/PASSPORT NO.

Description of Works : _____

In applying for approval, the Owner / Tenant and Contractor undertake to abide by and be subjected to the General Rules & Regulations on Renovation / Addition & Alteration Works and Notice to Contractors

Contractor's Signature / Date_____
Company Stamp_____
Owner/ Tenant's Signature / Date

* Attached relevant layout plans/ drawings (if any) for the above works.

NOTICE TO ALL CONTRACTORS

You are to comply with the Rules and Regulations on Renovation / Addition and Alteration Works when you are in the Condominium. Please ensure that you and your workers comply with the followings:-

1. **NOISE**

You shall not create any noise likely to interfere with the peaceful enjoyment of other Residents/Occupiers.

2. **VEHICLES**

You shall not park or leave any motor vehicle or other vehicle on the common property except with the approval from the Management of the Condominium.

3. **OBSTRUCTION OF COMMON PROPERTY**

You shall not obstruct the lawful use of the common property by any Resident.

4. **DAMAGE TO LAWNS, ETC. ON COMMON PROPERTY**

You shall not damage any lawn, garden trees, shrubs, plants or flowers being part of or situated upon, the common property.

5. **DAMAGE TO COMMON PROPERTY**

You shall not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that form part of the common property without the approval in writing from the Management of the Condominium.

6. **PERMISSION TO CARRY OUT ALTERATIONS**

You shall not make any alterations to the windows installed in the external walls of the Condominium without having obtained the approval in writing from the Management of the Condominium.

7. **BALCONIES**

You shall not make alterations or additions to any balcony of any Lot without the written approval from the Management of the Condominium.

8. **BEHAVIOUR OF WORKERS**

When on the common property, your workers/ Employees/ Agents shall be suitably clothed and shall not use language or behave in a manner likely to cause offence or embarrassment to the Residents or Occupiers or to any other person in the development.

9. **REFUNDABLE RENOVATION DEPOSIT**

The owner and/ or his contractor shall pay a sum of **\$1,000.00** being renovation deposit to the Management prior to any repairs/ renovations. The renovation deposit will be refunded free of interest to the owner or his contractor after the completion of the repairs / renovations subject to compliance with the conditions stated herein and to all claims by the Management of the Condominium arising out of or in the course of the execution of the works.

In the event claims of the renovation deposit is insufficient to meet claim of the Management, the Subsidiary Proprietor, the Subsidiary Proprietor's tenant and/or his contractor shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management of the Condominium.

10. **OWNER/ TENANT LETTER OF AUTHORISATION AND INDEMNITY AND CONTRACTOR REGISTRATION FORM**

The owner and his contractor shall both sign the Owner/ Tenant letter of Authorisation and Indemnity and Contractor Registration Form attached to these Rules and Regulations prior to any renovations / additions & alterations and it shall be deemed to have notice of such Rules and Regulations.

11. **SUBMISSION OF DETAILS**

The owner and/or his contractor shall furnish the Management with details of the renovations / additions & alterations.

Such information may include a schedule of works to be carried out, accompanying plans, diagrams, the work schedule including delivery of materials and a list of the workers' particulars attending to the work.

12. **REPORTING TO MANAGEMENT OFFICE/ GUARD HOUSE**

All contractors or their authorised personnel must report to the Manager of the Condominium or the guardhouse before and after work each day.

The security personnel have been given strict instructions to question all persons found in the Condominium. Action will be taken against unauthorised persons in the Condominium.

13. **LIMIT OF WORKSPACE**

You must ensure that all works are carried out within the confines of the Lot.

14. **MANNER OF OPERATION**

You must ensure that:-

- i) the walls and the floor of the lift cage are adequately protected.
- ii) all materials and/or tools for the works are placed inside the premises and not on the common property and escape staircases.
- iii) the common property affected by the debris from the works is left in a clean and tidy condition on the completion of works each day.
- iv) all debris is cleared / swept away on the completion of works each day.
- v) all unwanted heavy or bulky objects are not disposed off via the rubbish chute or left at the bin centre for disposal.

Should the contractor fail to observe any the above, the Management will carry out the work and charge the cost of such works to the contractor.

15. **NECESSARY PRECAUTIONS/ PROTECTION**

You must take all necessary precautions to protect all existing and common property including lifts, roads, drains, fencing during the works.

Any damage to the common property during the works must be made good by the owner and/or his contractor and is subjected to the acceptance of the Management.

In the event of failure to make good such damage within a specified period of time, the Management will rectify the damage and charge the cost of such work to the Resident and/ or his contractor.

16. **INDEMNITY**

The Subsidiary Proprietor, Subsidiary Proprietor's tenant and/ or his contractor shall be liable and must indemnify the Management against all liability loss claim or expense arising out of or in the course of the execution of the works.

17. **INSURANCE**

You are required to submit your insurance cover for Public Liability / Workmen's Compensation before commencement of the works.

18. **WATER POWER SUPPLY**

You are not allowed to tap water and electricity supply from the common property.

19. **OPERATION TIMES**

All works including deliveries may only be carried out during the following hours:-

Monday - Friday	:	9.00 am to 5.00 pm
Saturday	:	9.00 am to 1.00 pm
Sundays & Public Holidays	:	Strictly no work is allowed

20. **CONTRAVENTION OF RULES**

The Management reserves the right to stop any works which are in contravention of the Rules and Regulations laid down as it thinks fit.

The Management of the Condominium shall not be responsible for any liability loss claim or proceedings arising out of or in the course of such works.

SANCTUARY GREEN**APPLICATION FORM FOR MOVING IN / OUT PERMIT OF SANCTUARY GREEN**

Name of Owner / Tenant: _____

Block No.: _____ Unit No.: _____

Telephone No: _____ Email Address: _____

Name of Contractor (Mover's Company): _____

Business Registration No.: _____

Person In Charge: _____

Description of works : _____

In applying for approval, the Owner / Tenant and Contractor / Mover undertake to abide by and be subject to the following terms and conditions:-

1. The Subsidiary Proprietor or Subsidiary Proprietor's Tenant are required to give two weeks advance notice to the Management of the removal. If possible, the details of items to be moved and the name of the contractors (mover's company) involved should be given so as to maximise security and protect the occupants.
2. The Contractor must be accompanied by the nominated person-in-charge.
3. Moving in/out of SANCTUARY GREEN is strictly prohibited outside the hours of 9.00 am to 5.00 pm on Monday - Friday and 9.00 am to 1.00 pm on Saturdays, Sundays and Public Holidays.
4. Where the owner or tenant requires the use of lifts for transportation, he shall ensure that canvas sheets are put in place in the lift.
5. Only the designated lift per block may be used for removal purposes.
6. The owner or tenant shall ensure that the works to be carried out will not in any way cause any nuisance to any other Occupiers.
7. The owner or tenant shall pay a deposit (by cheque) of S\$1,000.00. The cheque should be made in favour of the Management - before permission is granted for works to commence.
8. The Management will refund the deposit of S\$1,000.00 free of interest after all the terms and conditions have been complied with eg. all debris has been removed and no damage had been caused to the common property/etc.
9. In the event that the debris is not cleared quickly or any of the common property is damaged, the Management reserves the right to remove such debris and effect all necessary repairs on

the account of the owner/tenant. The cost of such removal or repairs shall be deducted from the deposit.

10. If the said deposit is insufficient to cover the full cost of the removal and repairs, the Management reserves the right to recover the full costs of the removal and repair from the owner/tenant.
11. Mover's vehicles must not obstruct other vehicles when parked in the car park. Such vehicles are not to be parked within the Condominium during the night.
12. No containers or removal vehicles are allowed to be parked in the car park during holidays or festive seasons.
13. Movers must not obstruct movement or deposit furniture or other items in any place other than that designated by the Management.
14. Upon the completion of the works, the owner/tenant shall inform the Management, its agent or servant. A joint inspection of the lift lobbies/common areas will be carried

I, the undersigned confirm that I have read and fully understood the terms and conditions herein, and that I shall comply with the above terms and conditions: -

SIGNATURE OF OWNER / TENANT

DATE

NAME : _____

NRIC NO: _____