

HOUSE RULES
Unit Owners Association of Korunní 810 Building
(hereinafter referred to as the “**Association**”)

1. Introductory provisions

- 1.1. The House Rules regulate the conditions and use of the common parts of the building.
- 1.2. The rights and obligations under these House Rules which apply to each member of the Association shall also apply to persons, who were allowed to enter the building or an apartment by an Association member.

2. Basic terms

- 2.1. An apartment is a room or a set of rooms, which are a part of the building, form residential premises and are intended and used for the purpose of living.
- 2.2. Non-residential premises are premises or a room leased for business operations which are subsequently used primarily for business.
- 2.3. Common parts of the building are those parts of the real estate that should serve to all unit owners. Common parts of the building are the land on which the building is located or a right in rem of the owners to such land, which constitutes the right to have a building on the land, further: structural parts that are essential for the building including the main structures, shape and appearance, structural parts that are essential for the apartment of another unit owner. Common parts also include staircases, entrances, corridors, laundry and drying rooms, pram rooms, boiler rooms, basement booths, parking spaces, loggias, balconies and terraces. For the purposes hereof, common parts are also considered parking spaces, which are defined as non-residential units regardless of their owner.

3. General rules of common parts use

- 3.1. Any member of the Association is entitled to use the common parts of the building without limitation, provided however that the exercise of the same rights by another member of the Association or a person who was enabled entering the building by a member is not hindered. Any member of the Association is obliged to use the common parts of the building with due diligence and is not allowed to change, damage or otherwise endanger the common parts of the building.
- 3.2. Those common parts of the building that serve for use to a certain member of the Association may only be used by such member (hereinafter referred to as the "**Entitled Member**"). If a common part of the building is intended for exclusive use by several members of the Association, all of those members are entitled to use such common part without limitation, provided however that the exercise of the same rights by another Entitled Member is not hindered.
- 3.3. Any member of the Association is obliged to always act in such manner that no damage to the common parts of the building, worse convenience of living and restriction of other members' rights occur. A member of the Association is in particular obliged to:
 - a) comply with the applicable legal regulations, decisions of the Association bodies, instructions for use of technologies and guidelines of their manufacturer or manager while using the common parts of the building and land and while using the (technical) equipment of the building;
 - b) use and maintain the common parts of the building including those which are in his factual exclusive use, as required by the faultless condition and good and integral appearance of the building, and only for the purposes corresponding to their nature and intention;

- c) not to make any interventions in the utility lines (e.g. power, gas, heating etc.) and perform building adaptations of an apartment or business premises that would change the appearance of the building or its inner arrangement. After the potential adaptation, the Association member is obliged to remove all the waste from the common premises.
- d) perform cleaning, maintenance or repair of the apartment or business premises in his ownership;
- e) provide access to shut-off valves to water, heating and other utilities;
- f) utilize fulfillments provided in the common parts of the building, such as lighting the common parts, with due diligence. Sockets in the common parts may only be used for the management of the building and the land;
- g) not to dispose of or store anything in the common parts of the building, if such space is not expressly designed for such purposes; discard the household and other waste only to places and containers designed for that purpose. Household waste must not be deposited in the common parts of the building even temporarily;
- h) maintain the common parts of the building and its surroundings clean and tidy. Each person must act in such manner that he does not hinder or prevent due maintenance and cleaning of the common parts if such cleaning is procured by another person; prevent settling, breeding and spreading wild animals and other organisms (insect, rodents, etc.) in the building or its surroundings;
- i) prevent free movement of pets in the common parts and surroundings of the building, not to keep them, walk or feed them in the common parts and surroundings of the building. The duty to refrain from feeding applies also to wild animals (e.g. birds, cats and dogs);
- j) not to smoke in the common parts of the building and not to handle open fire therein;
- k) let the Association label the mailbox and the doorbell at the entrance to the building at least with the surname of the person using the unit. Such label is provided by the Association upon request of the unit user in order to ensure an integral appearance of the building;
- l) check whether the automatic door has closed upon entry to and exit from the building. Everyone is obliged to prevent the entry of unauthorized persons to the building and as the case may be to prevent such persons from staying in the building. No one may give keys and other means of access to the building to an unauthorized person;
- m) refrain from using the notice board for another purpose than informing the unit users about matters related to the building management and use of the common parts;
- n) not to place advertisements or political statements or facilities for placing such notices to the common parts without the consent of the Association;
- o) for architectural and technical reasons to refrain from placing any objects, including technological devices to the common parts of the building (e.g. satellites and other aeriels, and clothes dryers), except in cases approved by the assembly and except for plants and other objects of appropriate sizes placed on windows, balconies, loggias or terraces belonging to the unit and except for advertisements and commercials visible in the windows of non-residential units whose scope and content is reasonable. The prior written consent of the committee is necessary for mounting and installation of cable lines (TV, Internet, telephone etc.);
- p) fasten all objects placed on windows, balconies, loggias or terraces from falling and take care that common parts of the building are not damaged, e.g. when watering the plants, water must not wet the common parts, pots must be secured from falling etc.;
- q) not to cover or damage parts, accessories and equipment of the building that serve to all persons in the building and to protect them from damage and theft. Each person is obliged to refrain from moving functional, decorative and other objects placed on the building, in the common parts and in particular on external structures of the building (balconies, loggias, windows, facade etc.) or in the building surroundings without the consent of the Association committee;
- r) report breakdown or non-function of any technology which is managed by the Association or its theft, failure or natural disaster (e.g. fire) in the building or in its

- surroundings to the Association;
- s) report loss or damage of keys and other means of access to the building to the Association and settle the costs connected with manufacturing new means of access and their introduction into the system;
 - t) observe the Fire Safety Regulations and Fire Alarm Guidelines, which are posted up in the common parts of the building;
 - u) use the unit and common parts in accordance with good morals and principles of peaceful coexistence so that the other tenants are not disturbed beyond a reasonable degree. Airing the unit into the common parts of the building is expressly prohibited. Each person is obliged to respect night silence from 10 p.m. to 6 a.m. while using the unit and the common parts;
 - v) at his own expense remedy all defects and damage caused by himself or by persons who entered the building with his permission.
- 3.4. An Association member may keep only the number and kind of pets that do not disturb the other tenants with noise or smell. An Association member or a tenant shall be fully liable for pets kept in his apartment as well as for damage caused by them. He is also obliged to ensure that rights of use of other Association members are not violated and that the building is maintained clean.
- 3.5. An Association member shall notify the Association of his intention to make building adaptations of the unit that may involve noise or other limitations or disturbance of other units users, at least 14 days in advance. He may perform noisy or construction works in the unit, such as demolishing, hacking and drilling only from 8 a.m. to 7 p.m. on business days. Minor home maintenance and works (e.g. mounting pictures, drilling etc.) may be performed also on weekends, from 10 a.m. to 7 p.m.
- 3.6. Adaptations that affect the building appearance may only be made by an Association member upon the consent of the Association. Adaptations that change the inner arrangement of the building and size of co-ownership shares in the common parts of the building may only be made by an Association member on the basis of a construction agreement concluded with all the Association members.
- 3.7. It is forbidden to enter fountains in the premises, tamper with the water or take it out. An Association member shall ensure that his pet or a pet of persons who entered the building with his permission does not get into contact with the water in the fountain.
- 3.8. In connection with expiration of his membership in the Association, an Association member shall hand over all the keys and other means of access to the building back to the Association; this duty shall be deemed fulfilled if he hands them over to the new owner of the unit concerned.

4. Special rules of using underground car park

- 4.1. Members of the Association and other persons shall observe the general rules of use of the common parts of the building as well as these special rules while using the underground parts of the building where units are defined as parking spaces (hereinafter referred to as the "**Underground Car Park**"). The general rules of use of the common parts of the building and these special rules shall apply accordingly to the use of outdoor parking spaces.
- 4.2. Each person may park the car only in the parking space which is owned by him or which is owned by the person who gave him the permission to use the parking space (hereinafter referred to as the "**Entitled Parking User**"). An owner of the unit (parking space) is obliged to notify the Association of the registration number(s) of car(s) that will be parked in the parking space concerned as well as the identification and contact information of the Entitled Parking User.
- 4.3. Parking in a parking space to which the Entitled Parking User has not an exclusive using right of any nature shall be possible only upon instructions of the security guard and in accordance with the relevant provision.
- 4.4. In case an Entitled Parking User finds out that he cannot use his parking space due to another

person, he shall report this fact at the reception or to a security guard. In such case:

- a) the Association shall place a warning to the car (object) which prevents the Entitled Parking User from using his parking space;
- b) the Association may mount a device preventing the removal of such car (object) and claim a monetary consideration from the unauthorized user for dismounting such device; a detailed record shall be made in the Service Log.

The Association shall take the same action in case such object is located on a road in the Underground Car Park including access routes.

- 4.5. Gates and bars located on the entry and exit are controlled by electronic means (magnetic card reader or remote control); the gates and bars shall open and close automatically upon the use of such means. During entry and exit, each person shall wait until the gate or bar is fully open (and stops moving). It is forbidden to enter or exit the building while driving immediately after another vehicle and to stop under the gate or bar. Each person shall check whether the gate or bar automatically closes after entering or exiting the building.
- 4.6. The following vehicles are forbidden to enter the Underground Car Park:
 - a) with LPG or CNG engine;
 - b) taller than 1.9 m;
 - c) heavier than 3.5 t.
- 4.7. Each person is obliged to comply with traffic signs while in the Underground Car Park, whereas the standard traffic rules shall apply accordingly for the movement in the Underground Car Park. The speed limit in the Underground Car Park is 10 km/hour; the daylight must be on. Vehicles may park only on parking spaces and they must not exceed the striping.
- 4.8. Pedestrians shall use the lane along the walls which is designated for the movement of pedestrians in the Underground Car Park. Pedestrians are recommended not to linger in the Underground Car Park for more than 30 minutes. Pedestrians are forbidden to use the Underground Car Park gate only for entry to and exit from the building.
- 4.9. In the Underground Car Park it is forbidden to:
 - a) wash motor vehicles outside of designated places,
 - b) park vehicles outside of marked parking spaces,
 - c) perform repairs and maintenance of vehicles,
 - d) drive without a license,
 - e) maneuvering without a reason,
 - f) idling the engine,
 - g) smoking and use of open fire, consumption of alcoholic drinks or abuse of narcotics,
 - h) movement of unaccompanied children under 10 years of age,
 - i) free movement of pets,
 - j) storage of tires, spare parts and other things, in particular of combustible and self-inflammable materials,
 - k) blocking the HVAC vents and intake openings, tampering with their controls,
 - l) honking,
 - m) charging car batteries and other objects from sockets and lights located in the common parts of the building. This shall not apply to charging electric vehicles from charging stations designated for such purpose.
- 4.10. Each persons is obliged to report a traffic accident in the Underground Car Park to the security guard, even if there is no damage to the building. Any traffic accident in the Underground Car Park is subject to traffic rules applicable to road traffic.
- 4.11. In the event of fire in the Underground Car Park, all persons in the Underground Car Park must leave their vehicles and exit through the closest emergency exit as signaled. The gate must not be blocked and must remain functional.

4.12. In case the alarm sounds in the Underground Car Park due to high concentration of harmful substances in the air, all persons in the Underground Car Park must switch off the engine of their car and promptly leave the car park.

4.13. Each person is further obliged to:

- a) clear snow from the vehicle before entering the Underground Car Park, so that snow is not brought to the car park;
- b) immediately remove an immobile vehicle, which hinders traffic, from the road. If he fails to do so, the vehicle will be towed away at the user's expense.
- c) refrain from using the parking space for storing things (e.g. spare parts, tires etc.). Parking of motorcycles, bicycles, trailers, etc. on the parking space is possible if it does not restrict the Entitled Parking Users from using their parking spaces. Parking of motorcycles, bicycles, trailers, etc. on the parking space must be reported to the reception and security of the building in writing.
- d) act in such manner so as not to damage utility lines located in the Underground Car Park.

In Prague, on 24 November 2016