

Association of Owners
Prinses Annalaan 2 to 408
Leidschendam

HOUSING REGULATIONS

Adopted at the
General Members' Meeting
on October 14, 2025

1. General

1.1 This regulation contains house rules for all residents and users of the apartment building.

1.2 Common areas are understood to mean: those parts of the building, as well as the associated ground, which according to the deed of division are not designated or intended to be used as an independent unit.

1.3 Only the administrator or authorized persons, designated as such, may issue instructions related to the maintenance of the building and the associated ground.

1.4 Work on and/or modifications to installations for general use may only be carried out on the instructions of the board and/or the administrator/manager.

2. Access and Order

2.1 The buildings are only accessible to residents and users, their guests, maintenance staff, and suppliers. Entry to the roof is only permitted with the approval of the administrator or the VvE's board.

2.2 The entrances and exits of the building must always be kept clear. Doors providing access to the common areas must be closed. When allowing third parties access, residents are responsible.

2.3 Every resident and user is obliged to maintain order and cleanliness in and around the building.

2.4 Residents and users are mutually obliged not to hinder each other and must ensure that fellow residents, their families, and visitors can use the shared entrances and pathways to the apartments without disturbance.

3. Noise Disturbance

3.1 It is not allowed to cause nuisance of any kind in either private or common areas. Please pay attention to the volume of your television, computer, and sound system.

3.2 Necessary activities that cause noise nuisance, such as drilling, sawing, sanding, hammering, knocking, etc., should be carried out Monday through Saturday between 8:00 and 20:00 hours. No work may be carried out on Sundays and public holidays.

4. Energy

4.1 It is forbidden to use energy from the communal energy supplies for private purposes.

5. Pets

5.1 Residents are obliged to prevent their pets from causing damage to the building or nuisance to persons present in the building or on the surrounding grounds. If contamination occurs in the common areas due to these pets, the owner of the animal must immediately remove the contamination. The same applies as described in article 6.6 below.

5.2 Pets must be kept on a leash in the common areas.

6. Use of Common Areas and Parking Lot

6.1 It is prohibited to place objects of any kind in areas other than the designated ones (e.g., bicycles, mopeds, shopping carts, trash containers, old paper, etc.). Bicycles and mopeds should not be brought through the entrance or taken into the elevator; they must be transported via the underground entrance to the storage.

6.2 No activities that could cause pollution, odors, or nuisance are allowed in the common areas. Smoking is prohibited in the common areas. Generally, common areas should not be used as private workshops.

6.3 It is prohibited to leave promotional materials, flyers, door-to-door newspapers, etc., in the common areas.

6.4 Advertising signs, notices, stickers, etc., are not allowed throughout the building, except for "FOR SALE" signs placed in private areas during the sale period. Decoration in the common areas is only permitted with the approval of the members' meeting, except for placing a Christmas tree by the residents' association in December.

6.5 It is not allowed to place nameplates at the mailboxes. Visitors can look up names or house numbers on the intercom or digital board. A nameplate may be placed next to the front door: the size should be 13 x 3 cm with a white background and black letters, which you can order yourself.

6.6 Residents and users must refrain from polluting the common areas (e.g., placing mats during demolition work). If pollution occurs, the offender must ensure cleaning at their expense. If not done within 24 hours, the board may arrange for cleaning through third parties, with costs charged to the offender. Damages, such as those during moves, must be repaired or paid for by the responsible party.

6.7 Park your car (one per household) neatly in the designated parking spaces with a parking permit. Residents with owned or rented garages should park inside the garage, not on the parking lot. The permit can be requested from the VvE board and is issued based on availability.

6.8 Business vehicles (notably vans), trailers, and caravans must be parked on public parking spaces across from the property.

6.9 Parking of (electric) scooters is only allowed in designated areas, which are located in the hallways between the entrance and the storage corridors. Space is provided on both sides within marked lines. Access is possible via the main entrance. Parking is at own risk; the VvE is not liable for any consequences.

6.10 Residents must treat the communal facilities with care and respect to prevent malfunctions, especially the automatic doors and elevators (do not hold open or block doors).

7. Use of Private Areas

7.1 The flooring of private areas must be of a composition that minimizes contact noise. Hard floors like parquet or tiles are permitted if it can be demonstrated that the contact sound insulation value (Δl_{co}) of the bare floor plus the covering reaches at least -10 dB. If you have hard flooring, please wear soft indoor footwear.

7.2 It is not allowed to connect exhaust or range hoods with motors, kitchen fans, and dryers to the mechanical exhaust system or its ducts. Rook gas flues from water heaters or other exhaust pipes on the gallery may not vent onto the balcony or gallery. Exhaust pipes must not be used for other purposes.

7.3 Feeding animals on or from balconies, terraces, or through windows is prohibited due to contamination risks by seagulls or other birds. Do not throw bread crumbs or other food scraps outside. Store food (bird or rodent feed) in airtight containers on the balcony to prevent mice infestations.

7.4 To ensure uniformity, only orange screens or retractable awnings as approved by the members' meeting may be installed.

7.5 Owners are obliged to allow the installation of scaffolding for cleaning or maintenance of facades and windows.

7.6 It is forbidden to use private areas for storing hazardous substances or engaging in activities that may cause nuisance or danger to other residents or users. Fireworks on balconies or galleries are not allowed.

7.7 External flower boxes on balconies are not permitted. Flower boxes on the gallery side are strictly prohibited.

7.8 Satellite dishes visible on balconies are not allowed. Satellite dishes on the gallery side are also prohibited.

7.9 Due to fire risk and safety reasons, barbecuing with charcoal or gas is not permitted inside or on the building, in the apartment, or on balconies or terraces. Electric barbecues on balconies are allowed.

7.10 Removing or replacing radiators without prior approval from the VvE is prohibited. If approved, such work must be performed by a certified installer (preferably Bokhorst).

7.11 The old riser pipe running through the bedroom on the gallery side may only be removed if all residents above and below give written consent (they must no longer use the riser). The owner bears all costs for removal.

7.12 It is forbidden to place fencing panels, reed mats, trellis screens, etc., against privacy screens if they extend above or beside the screen. These modifications must follow the shape of the privacy screen and must not be nailed or glued in place.

8. Household Waste

8.1 Household waste must be deposited in the designated containers. It is prohibited to place or store household waste on galleries, hallways, or balconies. Bulky waste must be registered with Avalex and placed at the designated collection points on the scheduled day.

9. Use of Fire Escape

9.1 The fire escape is intended to be used only in emergencies, such as in the event of a fire hazard or other situations posing immediate danger to life.

9.2 It is prohibited to use the fire escape as a regular passageway or staircase for personal or daily purposes.

10. Conduct and Safety in the Basement Corridor and Storage Rooms

10.1 Smoking is strictly prohibited in the basement corridor and storage rooms. This prohibition is in place to protect the health and safety of all users.

10.2 It is not permitted to use paint, varnish, or other toxic substances in the basement corridor due to risks to air quality and fire safety.

10.3 Mopeds and motor vehicles must be completely turned off in the basement corridor; starting or idling is prohibited because of the risk of carbon dioxide and carbon monoxide buildup.

Penalty Clause

11.1 If a member, resident, or user violates the provisions of these house rules or the model regulations, the board may impose a fine.

11.2 The maximum fine is €250.00 per violation unless otherwise specified. Repeated violations may result in a fine of up to €500.00 per violation.

11.3 Before imposing a fine, the violator will receive written notice of the violation, with a deadline of 7 days to respond or correct the behavior.

11.4 If no adequate remedy or response occurs within this period, the board will proceed to impose the fine, which will be confirmed in writing.

11.5 The fine will benefit the association and can be collected via service charges or a separate payment obligation.

11. Final Provisions

12.1 In all cases where these house rules or the deed of division, based on the model deed of division from January 1992, do not provide, the members' meeting will decide.