



INTERNAL REGULATIONS

**VvE Bergsingel Hoofd
VvE Bergsingel Woningen
VvE Bergsingel Parkeergarage**

**Version: 6
Rotterdam, 18 May 2022 & 29 June 2022**

The Dutch internal regulations are legally valid, the English version is for information only.



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Article 1: Introductory provisions

1. These internal regulations apply to all owners and users (including tenants) of private and communal parts of the building, other accessories and accessories and grounds. Where reference is made to owner (s) in these internal regulations, this also includes the user under whatever title.
2. The terms used in these internal regulations (hereafter IR) have the same meaning as those used in the division regulations (hereafter DR). The administrative manager (hereinafter manager) has been hired by the VvE to carry out activities.
3. Owners and users of the building are expected to be aware of the contents of these internal regulations.
4. These internal regulations are subordinate in rank to the division regulations, the deed of division and the division drawings. Any provisions of these internal regulations that conflict with this are not binding, see Article 44, paragraph 1 DR.
5. These internal rules apply to the below-mentioned Home Associations of Owners (hereinafter VvE):
 - a. VvE Bergsingel/Gordelweg/Voorburgstraat/Berkelselaan (hoofdsplitsing), KvK 24477510 (afkorting VvE Bergsingel Hoofd);
 - b. VvE Bergsingel/Berkelselaan/Voorburgstraat/Gordelweg (woningen), KvK 24477494 (afkorting VvE Bergsingel Woningen);
 - c. VvE Parkeergarage gebouw
Bergsingel/Gordelweg/Voorburgstraat/Berkelselaan,
KvK 24476849 (afkorting VvE Bergsingel Parkeergarage).

Article 2: Use of common areas

1. Residents are expected to take measures
 - a. to prevent residual dirt and waste in order to keep the common areas clean and tidy;
 - b. to prevent damage in and to the common areas.
2. Unwanted printed materials, etc., found in the letterboxes may not be deposited in the common areas.
3. It is forbidden to use the communal areas (except the inner garden and the terrace in the parking garage / above the ramp to the parking basement) as a playground.
4. It is not allowed to bring (moped) bicycles and motorcycles in the lift and on the galleries, unless this is done with the aim of moving the bicycle to your own apartment.
5. It is not allowed to smoke in all interior areas of the common areas or businesses (public areas) and the parking garage.
6. It is not allowed to leave garbage (bags) in the common areas or on the galleries. The resident must make an appointment with the municipality of Rotterdam for coarse waste.



7. Pets are not allowed in common areas, unless they are on a leash and accompanied by the owner.
8. Anyone who pollutes or damages the common parts or objects, for whatever reason, must immediately undo the consequences and repair them if necessary.
9. It is not permitted to engage in any activity, such as parties, barbecues, etc. in the common areas, without written permission from the owners' meeting. The owners' meeting mandates the board to grant permission on their behalf. If the activity has not taken place in accordance with the internal rules, the board is mandated to act in accordance with the internal rules.
10. Conditions for the use of galleries, common outdoor areas:
 - a. It is allowed to place decorative attributes (eg flower boxes, benches, chairs, small tables, etc.) on the outside galleries near the facade of the own apartment. Provided that it is placed against the facade and that there is a passage of 90 cm measured from the balustrade. The free space on the galleries must at all times provide free passage - in a straight line. That there must be an obstacle free space of 1.5 meters at the communal doors, in connection with free access / passage for wheelchairs, prams, etc.
 - b. Placing chairs, tables, etc. in communal outdoor areas is permitted if their placement is temporary (removed the same day). It is not allowed to place chairs, tables, etc. in the common indoor areas.
 - c. Nothing may be fixed permanently or temporarily on the balustrade, either on the inside or the outside (flower boxes, umbrellas, etc.). This in connection with the safety as well as the prevention of damage to common property.
 - d. After detecting improper use of public spaces, the board will contact the relevant resident or place a request on the object found to restore it to its original condition. If this request is not met, the board will remove the objects and store these objects.
11. All malfunctions of common areas / items / facilities caused by incorrect connection or incorrect use are for the owner's account. Repair of damage to lifts and other common areas / items / facilities will be recovered from the perpetrator (s) or the owner responsible for them (including suppliers, visitors, children, pets).

Article 3: Bicycle shed/storage

1. The bicycle sheds / storage areas are intended for parking bicycles; bicycles, mopeds, tricycles, tricycles and scooters are included.
2. An owner has the right to park as many bicycles as the number of rooms in his private area (house). This does not apply to owners who have their own storage room (town houses).
3. Placing other objects and / or materials is not allowed. These are removed and stored - if necessary at the expense of the owner.
4. The VvE is not liable for missing and / or damage to bicycles and / or other objects or materials.



5. Bicycles should be stored in the racks or in such a way that they do not cause any nuisance. They may not occupy more space than is necessary for this.
6. It is not allowed to park bicycles in a neglected state and / or that row is technically in insufficient condition, also known as orphan (moped) bicycles and / or wrecks.
7. If bicycles that fall under the description in paragraph 6 are nevertheless stored in the bicycle sheds / storage areas, the Board will remove the relevant bicycles / objects in accordance with the following procedure.
 - a. The Board sets a date for the removal action.
 - b. This date will be communicated in the next newsletter (= pre-announcement) and website.
 - c. Announcements will be posted in the bicycle sheds two weeks before the date of the removal campaign.
 - d. Bicycles or other objects are labeled.
 - e. On the day itself, the bicycles / objects are removed and taken to the Voorburgstraat space.
 - f. A photo is taken of the bicycles / objects that have been removed.
 - g. The photos will be placed in the next newsletter and website with the message to get the bicycle, etc. back, that the owner must contact the board.
 - h. The bicycles / objects are stored for a maximum of 12 months.
8. The Board is authorized to cut locks, chains, etc. to remove bicycles, etc. that comply with paragraph 6.
9. The Board is authorized to have the bicycles / other objects permanently removed from the complex after 12 months.
10. Damage to the bicycle or other objects is for the owner's account. Acting in this manner, the Board cannot be held liable for loss of or damage to the bicycle or other object.

Article 4: Roof

1. It is prohibited to enter the roofs of the building with the exception of persons appointed by the board for maintenance purposes.
2. It is not allowed to place objects or have them placed without the written consent of the meeting of owners.

Article 5: Elevator

1. The use of the lift must not interfere with access to the building of other owners. In the event of removals, it is not permitted to block the lift or to withdraw it from the use of other building owners for a longer period of time.



2. When transporting items that may cause damage to the interior of the elevator or the elevator doors, the necessary precaution must be taken, including by covering these items and moving them in an judicious manner.

Article 6: Use of apartment (house)

1. It is not permitted to break out load-bearing walls in private parts, to make changes in / to pipes, or to install technical installations for common use, other than with the express prior permission of the meeting of owners.
2. Work on gas combustion appliances (boilers), supply of combustion air and discharge of flue gas (boiler and heat recovery) must be performed by certified companies.
3. Changes to the video intercom system are not permitted, unless prior written permission has been obtained from the owners' meeting.
4. 3. The installation of nameplates, advertisements, signboards, awnings, airco, flags, banners, flower boxes, spotlights, (satellite) antennas and in general of protruding objects is only permitted with the permission of the meeting of owners or according to rules specified in this IR.
 - a. For conditions for sun protection, see Annex 1.
 - b. Conditions for installing air conditioning see Appendix 2.
 - c. Placing and / or installing a non-central system antenna (with mast) or dish on or on the building or placed loosely in the common areas, for the reception of radio / television / internet / communication, is not allowed.
5. During maintenance work, the screens must be removed on first notice.
6. The owner is obliged to allow the installation of scaffolding, etc. for cleaning and maintenance of facades, as well as the attachment of communal facilities such as drainage, etc., to the facade.
7. The exterior paintwork on the window and door frames, which are to be included in the private part, must be done in accordance with the colors determined in the meeting of the owners. The same goes for the color of the front doors.
8. It is not allowed to hang laundry, bed linen, clothing, etc. on the outside of the apartments or in the common areas or public space without written permission from the meeting of the owners.
9. Owner must prevent blockages in drain pipes. The owner will be held liable for demonstrable damage.
10. Pet owners should ensure that they do not cause any inconvenience. Having or keeping pigeons, bees or chickens is not allowed.
11. In case of a longer absence than usual, the owner must provide the board with a contact address and indicate who is designated to possibly access the apartment (eg in case of fire, freezing, leakage, etc.).
12. Using or having an apartment used in violation of morality or public order, including by offering opportunities for gambling, the production, processing and / or trafficking of (soft) drugs and / or prostitution, is not allowed.



13. Commercial exploitation of an apartment is not allowed. Commercial exploitation includes use for business purposes (with the exception of the provision as described in Article 17, paragraph 4 DR, the provision of, among other things, short stay, Airbnb, bed and breakfast and accommodation).



Article 7: Use parking garage

1. Access to the parking garage and the parking deck is only granted under the conditions referred to in this article. The provisions are effective as soon as you enter the parking garage:
 - a. Parking is only allowed in the parking spaces.
 - b. Parking in a parking space other than that allocated for the sale or rental is not permitted.
 - c. Only (motor)vehicles and trailers that can be parked within the size of the parking space may be parked in the parking garage and on the parking deck. Only vehicles with a maximum weight of 2 tons are allowed on the parking deck.
 - d. In the parking garage and on the parking deck, for safety reasons, you should not drive faster than walking pace.
 - e. Drivers of vehicles will only drive in the direction indicated by the ground marking or otherwise.
 - f. During the presence in the parking garage, including the parking spaces, the provisions of the Road Traffic Act and all associated rules and appendices apply. The vehicles parked in the parking garage and on the parking deck must meet the same conditions as vehicles parked on public roads.
 - g. Occupants of vehicles parked in the parking garage are not allowed to stay in the vehicle longer than for the time required to park the vehicle in question. After the vehicle has been parked, occupants must leave the vehicle and the parking garage.
 - h. It is forbidden to stay in the parking garage in any other way, to affix name plates or texts.
 - i. It is not allowed to use the parking garage to store goods, neither inside the parking spaces nor outside.
 - j. Pollution caused by a (motor) vehicle (e.g oil leakage) can be cleaned at the expense of the polluter.

Article 8: Rent out

1. The rental of the private part is only permitted if the tenant undertakes to comply with it by signing the user statement and these internal regulations. This means that the landlord is responsible that the board of the VvE receives a user statement signed by the tenant and a signed cover page of these internal regulations before the rental period commences. An additional obligation to sign a form for the exclusive use of a parking space applies to the rental of a parking space, see Article 28a DR.
2. The landlord / owner remains responsible at all times for financial and other obligations to the VvE and is liable for non-compliance.



Article 9: Noise pollution

1. The use of musical instruments or sound installations should not cause any inconvenience.
2. It is not allowed to produce noise on working days between 22:00 and 07:00, which may be a nuisance to fellow residents. This applies until 08:00 on Saturdays and until 10:00 on Sundays and public holidays.
3. Floor or carpet in the private area must comply with the provisions of Article 17, paragraph 5 DR.
4. If one of the owners suspects that a floor or carpet of an adjoining private section does not meet the standard as stated in paragraph 3, this owner is entitled to have a noise investigation carried out.
5. The owner of the apartment right giving right to use the use of the adjacent private part referred to in paragraph 4 is obliged to cooperate, without any focus on compensation, in having the said noise investigation carried out.
6. The noise investigation must be carried out by a recognized research agency. The Board will designate the research agency in consultation with the parties involved.
7. The costs of the noise investigation shall be borne by the owner at whose request the noise investigation will be carried out, unless the investigation shows that the floor or the floor covering does not meet the standard laid down in Article 17, paragraph 5 DR. In that case, the costs of the noise investigation at the expense of the owner of the apartment right entitle the use of the private part of which it appears that the floor or carpet does not meet the standard set in Article 17, paragraph 5 DR.
8. If it appears from the noise investigation that the floor or carpet does not meet the standard laid down in Article 17, paragraph 5 DR, the owner in question is obliged to make provisions at his own expense and risk that the floor still meets the intended standard.
9. If it proves impossible to make suitable provisions as referred to under paragraph 8, the relevant owner is obliged to remove the floor or carpet at its own expense and risk.



Article 10: The board

1. Once specific permission of any subject has been given to the Board, the meeting of owners may withdraw it at any time.
2. The maximum amount for expenditure by the Board, which does not require a qualified majority vote at the meeting, is one and a half per thousand of the insured value (Article 38, paragraph 5 DR).
3. The Board only needs the authorization referred to in Article 41, paragraph 4 DR if the interest of the sum exceeds one and a half per cent of the insured value.
4. The administrator always needs authorization from the chairman of the Board to enter into commitments.
5. In accordance with Article 42 DR, the Board keeps a register of owners and users. In connection with this, each owner, if he / she intends to alienate his apartment right, must inform the management in good time of the time of alienation, stating the name (s) of the owner (s) and the transporting notary. See Article 28 DR, the administrator is authorized to charge costs for administrative changes as well as the provision of additional information regarding the VvE to the transferee when the property is changed.

Article 11: The meeting of owners

1. The chairman is allowed to change the order of agenda items during the meeting.
2. The meeting may only decide on matters on the agenda of the call, unless all voting members are represented at the meeting.
3. The administrator is responsible for conducting correspondence and keeping the minutes of the members' meeting. A copy of the minutes of that meeting will be sent to the owners as soon as possible after a meeting.
4. The meeting may appoint committees with one to five members to support it. The committees are chosen from the apartment owners.
5. The written proxy requirement has been met if the signed proxy has been electronically recorded by means of a scanned file.
6. The owner can exercise the voting right by means of an electronic means of communication.
7. In that case, it is required that the owner can be identified by electronic means of communication, can take cognizance directly of the discussions at the meeting and exercise the voting rights.
8. Votes cast by electronic means of communication prior to the owners' meeting, but no earlier than 15 days until the day of the meeting and no later than the last day prior to the day of the meeting, shall be equated with votes that at the time of the meeting.
9. If an owner agrees, the meeting may be convened by means of a legible and reproducible message sent electronically to the address that he has published for this purpose.



Article 12: Audit committee

1. The meeting of owners can appoint a cash committee consisting of at least two members who are not part of the board and who are not otherwise charged with the management or administration of the VvE.
2. The audit committee works on behalf of the meeting of owners and is independent of the Board and the administrator.
3. The audit committee examines the financial administration of the VvE and annually assesses the budget, the annual accounts and the operating account of the VvE. Before the meeting of owners votes on this, the audit committee reports in writing and / or orally on its findings to the meeting of owners.
4. The board is obliged for the purpose of its investigation to provide the audit committee with all information requested by the audit committee, to show it on request the cash, recent bank statements and online banking data and to provide the books, documents and other data carriers of the VvE on request to set.

Article 13: Payments to the association

1. The administrator ensures the collection of the contributions owed by the members to the association.
2. The amounts due must be paid in advance by payment to the bank account in the name of the VvE.
3. The administrator is authorized to charge collection costs for payments that have been outstanding for more than one month after reminder, without prejudice to the association's authority to recover costs, interest and fines from the relevant member of the association.
4. The administrator is authorized to engage a bailiff for further collection in the event of default.
5. The member who does not comply with his obligation to timely payment towards the VvE and as such has been presented for collection as indicated, is fully liable for all costs (in and out of court) that the VvE or its manager have incurred to him or make her pay.

Article 14: Enforcement / Fines

1. The Board is authorized to comply with article 29 DR in the event of a violation of the rules of the internal regulations of the division regulations.
2. Under Article 29, paragraph 2 DR, the Board is authorized to impose the following maximum fines for such violations or non-compliance:
 - a. € 100.00 in the event of unreasonable nuisance, as referred to in Article 17, paragraph 1 DR.
 - b. € 100.00 in case of noise nuisance, as referred to in Article 20 SR.



- c. € 50.00 in the case of placing vehicles or other objects in places that are not intended for this, as referred to in Article 12, paragraph 1 DR.
 - d. € 50.00 in case of decorations in the common areas, as referred to in Article 12, paragraph 2 DR.
 - e. € 50.00 in the case of placing objects or other obstacles in the common areas and objects as well as escape routes, as referred to in Article 11, paragraph 2 DR.
 - f. € 250.00 in the event of a prohibited construction, extension or substructure on the apartment complex, as referred to in Article 13, paragraph 1 DR.
 - g. € 1,000.00 for making changes to the common areas and matters, as referred to in Article 9, paragraph 2 DR.
 - h. € 2,500.00 in the event of deviating use of the private part in relation to the destination included in the deed of division, as referred to in Article 17, paragraph 4 DR.
 - i. € 1,000.00 for the installation of a prohibited floor covering in the private area, as referred to in Article 17, paragraph 5 DR.
 - j. € 2,000.00 for the construction of an open fire / fireplace installation, as referred to in Article 17, paragraph 6 DR.
 - k. € 1,000.00 for the connection of extractor hoods and the extraction of drying machines to channels that are not intended for this, as referred to in Article 17, paragraph 7 DR.
 - l. € 250.00 in case of placement of prohibited objects on the private terraces or balconies, as referred to in Article 17, paragraph 8 DR.
 - m. € 500.00 for refusing to grant permission to access or use a private area in the event of necessary (planned) maintenance to the common areas and matters, as referred to in Article 18, paragraph 3 DR.
 - n. € 100.00 in the case of placing prohibited objects in the garden, as referred to in Article 22, paragraph 3 DR.
 - o. € 50.00 for having or keeping prohibited plants or shrubs in the garden, as referred to in Article 22, paragraph 4 DR.
 - p. € 1,500.00 in the event of refusal to issue a signed user statement and signed cover page of the internal regulations, as referred to in Article 24, paragraph 1 DR.
 - q. € 1,000.00 in the event of refusal to issue a signed form for the exclusive use of a parking space, as referred to in Article 28a DR.
 - r. € 100.00 in the event of serious disruption of the General Members' Meeting, as referred to in Article 17, paragraph 1 DR.
 - s. € 150.00 per violation or failure to comply with the following articles in the internal regulations (IR): Article 2, paragraph 9, Article 2, paragraph 10.
- The aforementioned fines can only be imposed on the person concerned after sending twice a written warning. Appeal regarding this imposition of fines is open to the owners' meeting.
3. Fines forfeited as referred to in the second paragraph of this article, in accordance with Article 29, paragraph 3 DR for the benefit of the VvE.



Article 15: Final provisions

1. The meeting of owners decides for all cases not provided for by the division regulations or the internal regulations.
 2. Complaints of any kind must, if possible, be submitted in writing to the board, via www.vvebergsingel.nl
 3. These internal regulations will enter into force on the day after they have been adopted by the meeting of owners.
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- First established by the combined meeting of owners (Woningen and Parkeergarage) on November 7, 2007 and meeting of owners Hoofd on May 22, 2012.
 - 1st amendment adopted by the combined meeting of owners (Hoofd, Woningen en Parkeergarage) on July 7, 2009.
 - 2nd amendment adopted by the combined meeting of owners (Hoofd, Woningen en Parkeergarage) on May 22, 2012.
 - 3rd amendment adopted by meeting of owners Woningen on June 24, 2014, meeting of owners Parkeergarage on July 16, 2014 and meeting of owners Hoofd on July 16, 2014.
 - 4th amendment adopted by the combined meeting of owners (Hoofd, Woningen en Parkeergarage) on June 21, 2016.
 - 5th amendment adopted by the meeting of owners of the Parkeergarage on 17 June 2020, the meeting of owners of Woningen and Hoofd on 29 July 2020.
 - 6th amendment adopted by the meeting of owners of the Parkeergarage on May 18, 2022, meeting of owners of Woningen en Hoofd on June 29, 2022.



Annex 1:

In view of article 13, paragraph 2 of the division regulations and article 6, paragraph 3, internal regulations, the following rules / regulations / conditions apply with regard to:

Awnings / blinds

Placing awnings / blinds is allowed, provided that the following conditions and approval of the VvE Board of VvE Bergsingel Hoofd and / or VvE Board of VvE Bergsingel Woningen are met.

Conditions for homes:

Conditions to which the external sun protection must comply according to the architect's specifications:

- Town houses on the rear facade on the ground floor and houses with a recessed facade on the top floor of the Bergsingel side and houses (with a balcony) on the 5th floor on the Gordelweg side can be fitted with drop-out screens..
- Other homes on the street and gallery side can be fitted with screens (vertical).

Drop screens:

- Articulated arm system: Stobag Casabox BX 2000 Screen type Smits Excellence 85.
- Color of the housing: RAL 9001 crème wit
- Cloth: Sergé 600/007004, grey/gold/SC0108, grey/gold
- Assembly: on the masonry
- • Operation: manual or electric of your choice

Screens:

- Stobag Casabox BX 2000 Screen type Smits Excellence 85
- Color of the housing: must be the same as the color of the frames RAL 9001 cream white
- Cloth: Sergé 600/007004, grey/gold/SC0108, grey/gold
- Assembly: on the frames
- • Operation: manual or electric of your choice

Suppliers:

o.a. Zoncentrum Rotterdam BV
www.zoncentrum.nl
Kiotoweg 44
3047 BG Rotterdam
010 4626688



Business premises conditions:

The following conditions apply to all business premises:

Screens: cabinet and slides Roma Zipscreen Quadro Pin RAL 7024.

Cloth: fiberglass Sergé 525 Graukohlenfarbe uit de serie Roma Zipscreen.

Awnings may only be installed over the full width.

An additional condition is:

The sun blinds on the first floor on the half moon side (inner garden side Gordelweg) must be installed in such a way that there is sufficient space for the installation of identical sun blinds on the ground floor half moon side (inner garden side Gordelweg).



Annex 2:

In view of Article 13, paragraph 2 of the division regulations and Article 6, paragraph 3 internal regulations, there are the following rules/regulations/conditions with regard to: air conditioning

The installation of air conditioning is permitted, provided that the following conditions are met and the approval of the VvE board of VvE Bergsingel Hoofd and/or VvE board of VvE Bergsingel Woningen.

1. It is not permitted to place an air-conditioning unit on the roof of the Bergsingel complex.
2. It is only allowed to post alternatives that meet the requirements mentioned in the article from Technoscoop of April 2006.
3. That on the basis of the deed of division the ALV must continue to give permission for the installation of air conditioning units.
4. To make the color of the grilles in the color of the grilles of heat recovery installations/gutters, i.e. RAL 8004 (copper brown).