

# HOUSE RULES & REGULATIONS

adopted at the General Meeting of Representatives on 13 December 2022



## I. General information

All members of the Cooperative/Authorized user and their family members (hereinafter referred to as "Residents") form a housing community jointly with the other Residents. All residents of this community must therefore cooperate in maintaining a good coexistence based on mutual consideration.

The purpose of these rules is to promote a mutual understanding between all residents and to ensure the preservation and upkeep of the Cooperative's property. They are not intended to limit the rights of the residents. In order to achieve an undisturbed coexistence, the following House Rules & Regulations must be observed as a legally binding part of the permanent tenancy agreement.

You can also find further advice on various topics concerning good neighbourliness and your occupancy or tenancy relationship in our "Recommendations for Good Neighbourly Relations".

## II. Mutual respect, noise prevention

Avoidable noise is an unnecessary burden on all residents. Please take care to avoid doing anything that might disturb the quiet hours between 10 pm and 6 am.

Similarly, between the hours of 1 pm and 3 pm, and 9 pm to 7 am, noisy house and garden work such as hammering, sawing, carpet beating and vacuuming is prohibited. Television, radio and other sound equipment should always be set to low volume; their use outdoors (on balconies, loggias, etc.) must not disturb the other residents.

Noisy household, sports and leisure equipment must be used in such a way that other residents are not disturbed (e.g. using sound-absorbing mats).

Repairs, maintenance and renovation work (e.g. preparing flats for re-letting) and gardening work in the residential area by tradespeople and companies are neither permitted during the above periods.

Special events that take place beyond 10 pm should be announced in advance to residents affected by the noise.

In the open areas adjacent to the buildings, in the drying areas, in the stairwell and in other adjoining rooms, noisy games and sports are not permitted. However, children's play needs must be taken into account in an appropriate way. Cycling on green spaces and on playgrounds is not permitted.

Special consideration needs to be given to residents suffering from a serious illness.

Mutual consideration is important especially when it comes to keeping animals. The housing of animals must be approved by GENOS - Die Wohnungsgenossenschaft Görlitz eG Housing Cooperative (hereinafter referred to as "GENOS"). Animals shall be housed in such a way that no one is disturbed by prolonged animal sounds more than is unavoidable in the circumstances. They should also be housed in such a way that third parties are not endangered or annoyed by the smell of the animals or their excrement. Any express or implied tolerance may be revoked by GENOS at any time.

The feeding of pigeons is officially prohibited within or near the residential complex.

In the interest of other residents, barbecuing with solid or liquid fuels is not permitted on balconies, loggias or areas immediately adjacent to the building.

Flower boxes, if permitted at all, must be properly and securely installed. Residents are responsible for any damage caused by them.

When watering flowers on balconies and outside window sills, it is important to ensure that the water does not run down the wall and onto other residents' windows and balconies.

In all other respects, the provisions of the Görlitz police regulations in force must be observed.

## III. Safety

As the GENUS building is fitted with electric door openers, it is not permitted to lock the front doors. Front doors must not be locked for fire safety reasons, as they serve as escape routes. GENOS reserves the right to seek compensation from the party responsible for any damage.

Entrances to houses and yards, stairways and corridors can only fulfil their purpose as escape and rescue routes if they are kept clear. Bicycles and motorbikes do not belong there. With regard to fire protection and possible obstruction of other residents, prams, wheelchairs and walking aids must be parked in such a way that the passage through the hallway and escape routes are not blocked. No objects such as shoe cabinets, shelves, tables, seating, etc. may be placed or stored in shared areas. Hanging pictures, calendars, posters, etc. is also not permitted. It is also forbidden to store food, hang out laundry or deposit rubbish of any kind. Violators will receive a warning from GENOS and, if repeated, will be reported to the police.

Open light and smoking on the attic, in the hallway or in the cellar is prohibited.

The storage of inflammable, highly combustible substances in stairwells, corridors, cellars and floors is not permitted. If these substances are found, they will be disposed of by GENOS.

The use of propane gas stoves is not allowed.

Explosives and detonating materials must not be brought into the house or onto the property.

Damage to flats, the house or shared rooms must be reported to GENOS immediately (duty of care/duty to report).

The Stadtwerke Görlitz AG utility company and GENOS must be notified immediately of any leaks or other defects in the gas and water pipes.

If you detect smell of gas in a room, do not enter with an open light and do not use any electric switches. Open the windows. Close the main gas tap.

GENOS must be notified immediately if the corridor and staircase lighting fails.

Attic, cellar and stairwell windows must be kept closed during the cold season. However, controlled, brief ventilation is necessary to remove damp and stale air. A permanent tilt position of the windows should always be avoided. All windows must be closed and locked during rain and bad weather.

When using the drying room, proper ventilation is essential to prevent the formation of mould or to remove residual moisture from the room. It is advisable to open the windows only briefly and several times a day. As a user of the drying room, please ensure that it is properly ventilated and heated.

It is also not permitted to ventilate the flat towards the staircase.

#### IV. Preservation of Cooperative property

Every resident must be aware that damage to the Cooperative's property is the responsibility of all residents, unless compensation can be claimed from others.

Care must be taken to avoid damage to and around the corridor during the various deliveries of materials and transports through it. Every resident should therefore strive in their own interest to avoid and prevent such damage as far as possible.

#### V. Maintenance of Cooperative property

According to the contract of tenancy or permanent tenancy, residents are responsible for cleaning the therein specified property. Only suitable cleaning agents are to be used for this purpose.

Steps should not be polished due to the risk of accidents involved and should only be maintained with non-slip cleaning products. Each resident is obliged to carry out their share of the cleaning work in the specified period. Residents are obliged to alternate in cleaning the staircase, including the windows, the cellar corridors, the front doors and the mailboxes, and are asked to establish the cleaning order themselves. GENOS takes no regulatory action in this respect. If a resident is unable to clean, their are responsible for ensuring that someone else carries out the cleaning for them. The residents concerned will receive a warning by GENOS if the cleaning work is not carried out in the manner specified. In case of repetition, GENOS will hire a cleaning company and charge the defaulting residents with the costs incurred.

The residents' obligation to clean the staircase and cellar corridors does not apply if this work is carried out by a service company contracted by GENOS. However, this does not release residents from their duty to pay attention to order and cleanliness. Particular dirt (e.g. when moving in or out, furniture deliveries, etc.) must be removed immediately by the person responsible for it.

The maintenance of green areas and snow removal are carried out by a service company commissioned by GENOS.

Drying room or drying attic are available to all residents according to the usage plan, which is established independently by the residents. Bicycle rooms, drying rooms in the cellar, drying places in the yard or the attic must be cleaned and tidied up after use.

The cleaning of textiles and footwear, and knocking the ash of cigarettes as well as the disposal of cigarette stubs is not permitted out of windows, over balcony balustrades or in the stairwell.

Household and kitchen waste, broken glass, garbage, paper diapers, etc. must not be disposed of in the toilets and/or drain pans.

All appropriate measures must be taken to prevent sanitary facilities or radiators from freezing when the outside temperature drops below freezing.

Parking of vehicles such as mopeds, motorcycles or e-scooters in the yard, under balconies, on pavements and green spaces is not allowed. Washing, oil changes and repairs of vehicles are not allowed on the premises.

In the interest of a fair allocation of energy by each household, energy consumption for private purposes via the house meter must be avoided. The installation of a private electric line to a resident's own meter requires the written consent of GENOS.

In addition, all residents should help to keep the house and its entrances and exits clean and tidy at all times.

Waste is to be properly segregated and waste stands are to be kept clean. The person responsible must immediately remove any litter that has fallen next to it, as litter attracts vermin. Further information on waste separation and disposal can be found in the current waste calendar issued by the city of Görlitz.

#### VI. Aerial

Use only approved VDE-compliant receiver connection cables to ensure interference-free reception from the aerial connection box in the flat to your receiver. Do not connect using other connecting cables as this will interfere with the signal of other residents. Any defects that may occur must be reported to GENOS immediately. Only representatives of GENOS are authorized to perform work on the aerial system.

The installation of satellite systems is not permitted.

#### VII. Miscellaneous

Unauthorised alterations to the façade, the installation of extensions and superstructures on balconies and loggias, and the installation of antennas of any kind and company advertising signs require the written consent of GENOS.

Gas and electric stoves, water heaters, ventilation systems and floor heating systems are handed over ready for use and are to be treated according to the relevant regulations. Failure to do so will result in the resident being liable for the damage.

Hanging laundry on the balcony is allowed only up to parapet height.

If requested, G's representative shall be allowed to enter the premises to inspect the maintenance of the flat and ancillary rooms, as well as to prepare and carry out repairs, following prior notification.

A resident's absence does not release them from their duties of care (such as closing any shut-off valves in the flat, ensuring the absence of frost by setting thermostatic valves, closing windows, etc.).

In case of longer absence, residents are obliged to deposit their key in a way that ensures that G or a company commissioned by G can access their flat in case of an emergency. Otherwise, the affected resident may be charged for the cost of opening the locks.

A toll-free emergency number is available to the residents outside of GENOS' business hours. You can find it on the house notice board, in our tenant newspapers or on the GENOS website ([www.genos-gr.de](http://www.genos-gr.de)).

Costs for repairs can only be covered by GENOS if the order was placed through GENOS or, outside business hours, through the emergency number. Any repairs ordered by a resident must also be paid for by the resident.

#### VIII. Entry into force/Expiry

These GENOS House Rules & Regulations enter into force on 14 December 2022. At the same time, the House Rules & Regulations adopted on 16 December 2020 cease to be in force.