



KEW RESIDENCIA

RESIDENT'S HANDBOOK

WELCOME

Welcome to Kew Residencia, the unique Mediterranean style cluster housing in the East Coast of Singapore.

This Resident's Handbook is specially prepared to assist you in moving-in and setting up your home in the cluster houses. So do find some time to read and if you still have questions (which are not answered), please feel free to approach the Managing Agent (MA). We are only too pleased to assist you in any way possible.

Once again, welcome to Kew Residencia.

MESSAGE

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MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2329
327A KEW CRESCENT, KEW RESIDENCIA

In accordance to the special resolution carried at the Extra-Ordinary Annual General Meeting of the Management Corporation Strata Title No. 2329 held on 27th August 2007 at 327A, Kew Crescent, Kew Residencia, Singapore 465864

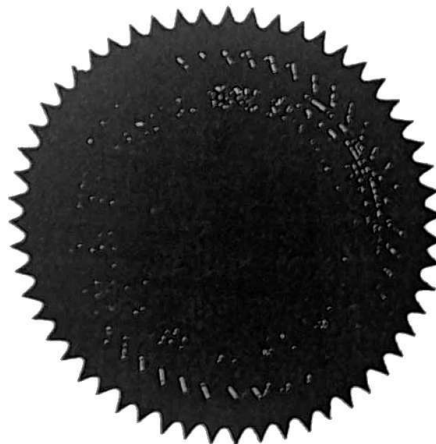
BY-LAW – CAR PARKING

It was resolved that each unit is entitled to one car park lot and parking of the car park lot is on a first-come first-serve basis.

Dated this 11th September 2007

BY ORDER
MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2329

The common seal of
MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2329
Was hereto affixed in the presence of



Prem Bhawnani
Chairman

12/Sept 07

Lee Thye Lee
Treasurer

12 Sept 07

KEW RESIDENCIA
MANAGEMENT CORPORATION
STRATA TITLE PLAN NO. 2329
327A Kew Crescent
Singapore 465864

In accordance to the Special Resolution 10.1 Allocation of Car Park Lots, tabled at the 10th Annual General Meeting, the Management Corporation Strata Title Plan No. 2329 unanimously, with 100% vote approved the following resolutions:

“To approve, by way of Special Resolution that the Council be empowered to assign specific car park lot to each unit in the estate, each Designated Car Park Lot will be numbered with the respective unit number. No Car Is allowed to park in any assigned resident’s parking lot, unless permission has been granted by the owner of the respective parking lot”.

Dated This 29 December 2010

By Order
The Management Corporation
Strata Title Plan No. 2329

PART A

KEW RESIDENCIA



SETTING UP YOUR HOME



Chapter 1

GENERAL

1. Brief on Kew Residencia

Kew Residencia comprises of 37 units of three-storey cluster houses with rooftop garden. It sits pretty on a green hilly exclusion in a natural setting, with good accessibility and plenty of amenities around. The condominium type facilities include:

- Swimming pool and wading pool
- Landscaped deck
- Saunas – 1 for ladies and 1 for gentlemen
- Gymnasium Room
- Games Room
- Children's playground
- Outdoor Jacuzzi
- Exercise stations
- Barbecue pit areas
- Fountain feature

2. Management Staff

The term "Management" means the Management Council or its Managing Agent for the time being, responsible for the management and maintenance of the cluster houses, and shall extend to the future Management Corporation or its Managing Agent.

The duties of the Management are to primarily manage and maintain the 'common property' within Kew Residencia. In order to provide a high standard of management to the cluster houses, professional staff and contractors have been engaged to discharge the duties of the Management. To enable the cleaning and security staff, etc., to carry out their duties properly, they must not be used by any resident for any private business, nor receive any instructions from any person other than the Management, which may conflict with their normal duties.

3. Notice Board

Information on pest control and other common facilities service schedule will be posted on the notice boards for residents' perusal. Residents are required to obtain management's approval before using the Notice Board. The materials submitted shall be vetted by the Management, who shall have the right to amend part or all of the materials as it deems fit. Please arrange with the Management for the display of any notices on the Notice Board. Notice displayed shall be limited to a period of 14 days.

Chapter 2

SERVICES

1. Cleaning Service

General cleaning services will be performed by a cleaning contractor who provides the necessary manpower and equipment to keep the 'common' areas clean.

2. Refuse Disposal

Residents are advised that loose or wet kitchen waste should be sealed in plastic bags before disposal into bins placed inside the refuse chamber. For safety reasons, any bulky refuse, old newspapers, used paper cartons, unwanted clothing and breakable items such as glass bottles, etc., should be properly tied up and kept inside the refuse chamber.

Residents must make their own arrangements to cart away unwanted bulky items, such as old furniture from their cluster houses for disposal at dumping grounds at their own costs, failing which the Management will remove the bulky items and charge the cost to the residents responsible.

Flammable items, wet cement and other adhesive materials are not permitted to be thrown into the refuse chamber as these materials can cause damage to the bin placed at the chamber. Offenders shall be liable for the replacement or repair cost.

Residents shall not throw rubbish, rags or other refuse, or permit the same to be thrown into sinks, water closets or water or soil pipes in the cluster houses.

Instead of disposing unwanted newspapers and magazines into the refuse chamber, residents may pass them to the cleaners for disposal. A refuse disposal contractor will be engaged to remove the refuse collected at the bin center for disposal daily.

Recycle bins will also be provided strictly for recyclable items only, examples, paper, plastic and glass.

3. Security Service

Security service will be performed by a security contractor who provides 24 hours security. The security guard will also assist in the fire safety and prevention, and the control of use of one of the common facilities within Kew Residencia.

4. Car Park

There are a total of 37 car park lots for residents and 4 car park lots for bona fide visitors at Kew Residencia. A resident must obtain a car park disc for his motor vehicle by applying to the Management. Only one car park disc for one car per cluster house is issued.

For details on application of car park disc and car parking, please refer to the House Rules.

5. **Breakdown of Essential Service – Common Area**

In case of breakdown in essential services at **the common** such as electrical supply, plumbing & sanitary service, etc., please contact the Management Agent for help. After office hours, you can contact the security guard on duty at the guard post for assistance.

6. **Application for phone and Utilities**

Application for installation of telephone can be made direct to the Singapore Telecom by

- Calling 169
- Completing an application form at any Post Office, Singapore Telecom Customer Service Outlet or Teleshop
- Mailing a completed application form to :

The Department Manager
Residential Sales
Singapore Telecom
Orchard Post Office Box 309
Singapore 912311

Generally about 5 working days would be required before the phone can be installed.

Application for water and electricity can also be made directly to the Power Supply Pte Ltd at the previous PUB HQ Building located at 111 Somerset Road.

STARHUB cables have also been laid right up to the risers below each unit. For laying of cable within the house, it is the responsibility of owners to liaise with STARHUB.

7. **Pest Control**

A pest control contractor will be engaged to carry out regular pest control services for the common areas of Kew Residencia. A circular will be pasted on the notice board informing you on the servicing schedule in advance.

8. **SCV**

The estate has a Central Antenna system providing free to air TV channels and is also SCV cable ready. Residents wanting SCV TV services may wish to contact SCV directly or alternatively, contact Singtel for MIO TV services and future fiber optic option.

Chapter 3

WHAT TO DO IN CASE OF EMERGENCY

1. Fire

Fire safety precaution is given top priority by the Management. Out fire alarm system is connected directly to the Fire Brigade. An alarm triggered off within Kew Residencia is also received by the Fire Brigade, which would then dispatch their crew here immediately. Although Kew Residencia is protected, it is still important to be prepared for any eventuality.

IN CASE OF FIRE

- a) Raise the alarm by calling the Security Guard Post via the telephone 62438315. State CLEARLY your house number and location.
- b) If fire is at its initial stages, attempt without personal risk to extinguish the fire with a fire hose reel or extinguisher until fire fighting personnel arrives.
- c) Activate the nearest 'Break glass' call-point.
- d) Withdraw from the scene of fire if you are unable to control or contain the fire. Allow fire fighting personnel / Singapore Fire Service to take control of the fire-fighting.
- e) Do not panic. If you must evacuate, do so in an orderly manner.

2. Power Failure

Kew Residencia has a standby generator, which would automatically provide emergency power supply to light up strategic parts of the common areas and access ways only, in case of power failure. It will be useful to keep a supply of candles or battery torch lights for use in the event of a power failure.

Chapter 4

OWNER'S MAINTENANCE RESPONSIBILITIES

1. Owner's Maintenance Responsibilities

The owners are responsible for the repair and maintenance of the interior/exterior of their units, including all fixtures and fittings at their own costs.

2. Air-conditioners

Please ensure that your air-conditioners are regularly serviced by qualified servicemen and that it does not drip or cause any excessive noise which could be a source of nuisance. Regular servicing should include cleaning of the filters of the fan coil units for effective performance. Drain pipes should also be free from obstruction to avoid blockage.

3. Water/Telephone Service/ Other Risers

No items should be left in the risers as it is monitored by smoke detectors. Residents are to note that storage of items in the Risers may affect the fire insurance. Hence the resident/s breaching the House Rules will be held liable for all related damage.

4. Nuisance

In order to preserve a pleasant living environment, please give consideration to your neighbors by not extending noisy activities such as the playing of musical instruments, television, karaoke, stereo equipment, mahjong, or other noisy pastimes, etc., into the late hours of the night.

5. Insurance

Kew Residencia has been insured against fire, and it covers the structure of the building and all common areas. It does not, however, cover household contents, furniture, etc, for which you may wish to take up your own insurance policy.

Chapter 5

FINISHES & MAINTENANCE

1. Parquet Floor

All bedrooms and family room at 3rd storey are laid with timber strips. Parquet floors exhibit warmth, have good insulating qualities and are naturally resilient. They have been treated to withstand normal wear. Dampness, however, makes the wooden floor swell and continuous dampness make the timber vulnerable to attack from rot. Hence, it is important when cleaning the floor not to use excessive amount of water. Regular cleaning is limited to dry mopping or vacuuming supplemented by an occasional wiping with a well wrung out mop or cloth.

2. Marble Countertops and Marble Floor

The floors of the living, dining, foyer, master bathroom and family room at basement are laid with marble tiles. Being a natural material, marble has veins, pores, voids and tonality difference, by chemical treatment at the marble countertop will seal off the pores and tonality voids to enhance the marble. Marble is also one of the easiest materials to maintain with a good detergent and water. Particular care should be taken to prevent staining from oil or acid.

3. Doors

Doors to main entrance and basement entrance are made of solid timber. Hollow core decorative timber flush doors are used for bedrooms, bathrooms, utilities and yard which gives the interior a unified and pleasing look. Doors should have a lifespan of about 15 years depending on care and treatment. Periodic cleaning is required during its lifespan. The ironmongery for the doors can be maintained by wiping with a dry cloth. Do not use Brasso or similar products to polish the ironmongery.

4. Windows

Kew Residencia homes generally come with windows of powder-coated aluminum frame and they do not require further treatment or painting. It is recommended that windows and frames be cleaned with mild detergent or soap and soft cloth to maintain its appearance. Do not use sandpaper, Brasso or other similar harsh cleansers as this will cause irreparable damage. Glass used in glazing is normally of the soda-lime-silica type. All glazing thickness is 6mm thick and tinted except glazing between dining/kitchen and kitchen/yard shall be 6mm thick clear glass. Regular cleaning of glass is important to ensure there is not discoloration and deterioration at the glass surface. To clean, use warm water with soap/mild detergent followed by rinsing with clean water.

5. Ceramic Tiles

The tiles are fixed to a background of cement rendering or adhesive. For maintenance, clean tiles with detergent and rinse with water. Avoid strong alkaline detergents as it will leave deposits on the tiles. Ceramic tiles are manufactured from refined and blended clay powder using dry compaction method. Ceramic tiles do not scratch easily and are easily cleaned. They have higher resistance to chemical attack compared to marble. They are not easily punctured and are resistant to abrasion.

6. Paints

Paints are applied in different environments, on different surfaces by a variety of application methods to create aesthetic effect and for easy maintenance. Most paints consist of a primer, undercoats and finishing coats. For paint, there is very little maintenance. Dirt can be dealt with by washing down with water. But the lifespan of paint is often quite short, about 3-5 years. Hence there will naturally be a need for maintenance repainting.

7. Sanitary Wares/Fittings

The colour and quality of the fittings and design and positioning together with the tiles achieve a classy look in the bathrooms. Regular cleaning will prevent bathroom fixtures from becoming unsightly and also make the job easier and less unpleasant. Avoid abrasive cleansers that destroy the smooth surfaces and cause the fixtures to be soiled quickly.

8. Maintenance of Finishes and Prevention of Water Damage

While water is a good and relatively inexpensive medium for cleaning most finishes and materials, excessive and inappropriate use of water can cause damage to the finishes and materials.

Materials that can be washed in water are ceramic tile surfaces, porcelains and burnt clay (viz. Brick) surfaces. Even then, these surfaces should be mopped dry immediately after they are washed.

On the other hand, marble and granite are porous by nature. They absorb liquid readily. Hence it is important that all spilled liquid especially coloured substances such as coffee, sauces and even oil be removed immediately to prevent staining of the marble and granite. Avoid washing with excessive water. Marble may require occasional polishing by specialists to maintain its shine.

Items that should be kept dry and not washed with water are fixtures and fittings that are made of timber and steel (non-stainless) such as timber floor (parquet included), doors, wardrobes, kitchen cabinets and also mirrors. Water will cause the timber backing and frame of the mirror to rot. It will also damage the reflective coating at the back of the mirror resulting in the formation of black spots appearing in the mirror

Cleaning with a moderately damp cloth will remove most dirt from these surfaces. Stubborn stains can be removed with one of the many proprietary cleaning solutions available in the market.

PART B

KEW RESIDENCIA

 *RULES & REGULATIONS* 

DEFINITION

1. These Rules may be referred to as "House Rules".
2. In these Rules, unless the context otherwise requires:
 - (a) "Owner/Subsidiary Proprietor" means a person holding legal title to a housing unit in Kew Residencia.
 - (b) "Resident" means a person with a government registered address in Kew Residencia.
 - (c) "Guest" means a person other than a resident who is on the premises at the invitation of an owner/resident.
 - (d) "Management" means the estate Management Corporation or its managing agent.
3. The Management reserves the right to change any of these rules after due notice is given to residents and owners.
4. All residents shall observe and comply with the rules which may from time to time be amended or added on by the Management.

Chapter 6

CONDOMINIUM LIVING

OCCUPANCY

1. The house must only be used for residential purpose and not for business or any other purpose.
2. A resident must be responsible for the conduct of his family members and guests at all times, ensuring that their behavior is neither offensive to other occupants of the building nor cause damage to any portion of the private / common property.
3. Ball games, skate boarding and any activity that would deface or cause damage to the walls or common areas are prohibited.
4. Owners / residents must not, without the written consent from the Management and/or the relevant authorities, carry out any alterations or install any fittings or fixtures that deviate from the approved plans and specifications. Owners / residents will be responsible for and must pay all fines or penalties imposed by any government department for any unauthorized additions and / or alterations found within their houses.
5. An owner who is not residing in Singapore should, at his own expenses, have an authorized agent or representative registered with the Management for all correspondences and to conduct periodic inspection of his house and assume responsibility for the contents therein. Such owners shall file the names, addresses and telephones numbers of their agents with the Management prior to allowing them access to the property.
6. The owner or his appointed agent shall be responsible for the conduct of his lessee(s) or guest(s) and shall upon notice given by the Management, immediately remove, at his own expenses, any unauthorized structure / equipment / property placed in the common areas.
7. Once a house is leased out, the entitlement to the use of the common areas and all the other facilities is automatically transferred to the lessee, and the lessor is no longer entitled to use these facilities.
8. Residents are not allowed to use any employee of the Management for any business or private errands during working hours.
9. Solicitation of goods and services, and the holding of religious or political activities shall not be permitted in the premises.

COMMON AREA

1. The sidewalks, passages, lobbies, stairways and corridors must not be obstructed at any time, or used for any purposes other than their designed usage.
2. Personal property of any kind may not be placed on or stored in common areas. Any property placed/stored in any common area is at the owner's risk.
3. All potted plants shall be placed in containers so as to prevent the dripping of water or soil onto common areas.
4. Care should be taken when cleaning areas adjoining the external walls to prevent water from running down the exterior of the house or into other cluster houses.
5. Residents and their visitors shall not damage the grass, footpaths, or any part of the subdivided building or property by the use of vehicles, machines, tools or objects of any description. The resident or whose servant, agent, licensee or invitee is responsible for such damage shall make good any such damage to the satisfaction of the Management.
6. Any damage caused to the common property shall be assessed by the Management and all cost of repair and/or replacement of broken or damaged parts shall be borne by the person(s) responsible.
7. It is intended that the exterior façade of the building shall represent a uniform appearance. As such, residents shall not allow any projections to extend through any door, window openings or curved windows in the living room or bedrooms.
8. All furniture and equipment placed or installed in the common area have been provided for the safety, comfort and convenience of all occupants, and therefore shall not be damaged or removed without the permission of the Management. Any damage or loss shall be made good by the resident concerned. He shall also be responsible for the acts of his servant, licensee or invitee who caused such damage or loss.

RENOVATION

1. Owners shall not erect in their houses any additional structures or make any alteration without the prior written approval of the Management and/or the relevant authorities. The Management shall have the authority to demolish or remove any such unauthorized additions or alterations after giving seven (7) days written notice to the owner concerned, requesting him to remove the same. All costs and expenses incurred in respect of such demolition or removal shall be borne by the owner, who shall fully indemnify the Management against all such costs and expenses, and against all loss or damage in respect of such demolition or removal including legal costs incurred by the Management.
2. Owners shall not carry out any work, which may affect the external façade of the building without the prior written approval of the Management. Façade shall include windows, balconies, compartment for air-con condensing units, common areas, open areas and all other visible parts of the building which constitute or form part of the external appearance of the building.

3. Owners shall not install any television or radio antenna on the roof top or at any external part of the subdivided building.
4. Before carrying out any renovations, alterations or additions to his / her house, an owner is required to apply for approval from the Management and to place a S\$500.00 deposit. Such deposit will be refunded free of interest to the owner when the Management is satisfied that the owner or his renovation contractors have not carried out any unauthorized work, damaged any common areas, left debris or caused any inconvenience at the building for which the Management would have to incur cost to rectify. Such rectification cost shall be deducted from the deposit. Should the expenses of such rectification exceed the deposit amount, the owner concerned shall be liable to pay up the difference.
5. Owners shall also be required to arrange with the Management for a joint inspection of the house at the commencement and on completion of the renovation.
6. The endorsement of the Management does not constitute an approval of the Building Authorities. The owner must bear full responsibility to ensure compliance with the building by-laws and other regulations as may be introduced and applicable from time to time.
7. Renovation works shall only be carried out on the following days and hours:

Monday – Friday	:	9.00am – 5.00pm
Saturday	:	9.00am – 1.00pm

No works are allowed on Sundays and Public Holidays.
Owners and their contractors must inform the Management in advance of their work schedule.
8. All renovation contractors must report at the security check-point before they proceed to carry out works, failing which the Management reserves the right to refuse entry to any unknown person which cannot be verified there and then.
9. All renovation workmen must report at the security check-point to obtain identification cards and must wear their cards at all time whilst in Kew Residencia. Security personnel have the right to question any workman in Kew Residencia found without an identification card.
10. All renovation workmen should only use designated staircases so as not to cause inconvenience to owners. Packing and crating materials must be removed and disposed of by the residents/contractors on the same day as they are being brought in.
11. All owners are not allowed to tap water/electricity supply from the common areas.
12. No storage space will be provided on site. All articles/materials must be stored within the owner's house.
13. Unwanted materials, debris etc. must not be left in the corridors, fire escape staircases or any other common areas. Otherwise they will be removed and the cause charged to the owner concerned.

14. All renovation works must be confined to the boundaries of the house. Hacking of structural slabs, columns and beams are strictly prohibited.
15. Owners must ensure that adequate measures are taken to protect the common property during the delivery or removal of materials by their contractors. A door mat must be provided by the contractor at the door entrance of the house to prevent worker in that unit from dirtying the common area. The common property affected during the delivery or removal of materials must be left in a clean and tidy condition on completion of work each day.
16. Owners must be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and its equipment caused by the moving of furniture or other effects will be replaced or repaired at the expense of the owners concerned,
17. Before any renovation works can begin, applications for approval of renovation works and payment of the deposit must be submitted to the Managing Agent during office hours. Applications must be submitted in the prescribed form obtainable from the Guardhouse. All applications must be accompanied by copies of all relevant plans, designs and approvals obtained from the relevant authorities in respect of the intended renovations.
18. A Refundable Deposit of S\$500.00 must be paid to "The MCST Plan No: 2329", 7 days before the commencement of the renovation works.

BULK DELIVERY AND HOUSE REMOVAL

1. Bulk deliveries and house removal should be carried out during the following hours:

Monday – Saturday	:	9.00am – 5.00pm
Sunday & Public Holiday	:	10.00am – 5.00pm

Residents and their contractors are reminded to inform the Managing Agent of the schedules particularly when they fall on Sundays and Public Holidays.

2. All deliveries and removals must be reported at the security check-point prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry of any unknown personnel for purpose which cannot be verified.
3. All contractors and their workmen must report at the security check-point to obtain identification cards, and must wear their cards at all times.
4. Workmen carrying out deliveries/removals must not cause any and inconvenience residents. Packing and crating materials must be disposed of and removed from Kew Residencia by the residents on the same day that they are brought in.
5. Residents are not allowed to tap water/electricity supply from the common areas.
6. Unwanted materials, debris, etc., should not be left in the corridors, lift lobbies, fire escape staircase or any other common areas in the building. Otherwise, they will be removed and the cost will be charged to the resident concerned.
7. Residents must ensure that adequate measures are taken to protect the common property during any bulk deliveries or house removal work.
8. Residents must be responsible for the conduct and behavior of their appointed contractors. Any damages to the building and equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the residents concerned.
9. A Refundable Deposit of S\$100.00 must be paid to "The MCST Plan No: 2329", 7 days before the commencement of the removal works.

No parking of visitor's vehicle from 1am - 7am daily. All visitors who parked before 1am, must move their cars out of the estate by 1am.

CAR PARKING

1. The By-Law of our estate permits Subsidiary Proprietor to park only one (1) vehicle in the estate. The first issue of parking discs had already been issued to all Subsidiary Proprietors. Subsequent issues for lost replacement only, shall be subjected to a charge of S\$30.00 per disc.
2. Residents must apply for replacement car park discs from the Managing Agent. The application forms are available at the Guardhouse. As part of the control measures, new Subsidiary Proprietors are reminded to obtain the car park disc from their previous owners.
3. A car park disc issued is not transferable for use on another vehicle.
4. The car park disc should be displayed prominently on the front windscreen of the vehicle for easy identification by security personnel.
5. Parking areas are not to be used for recreation, storage or repair works by residents or their visitors.
6. All visitors must park in the visitor's lots only. Once the 4 visitor's lots are occupied, all other visitors' vehicles will not be allowed entry into the estate.
7. Residents and their visitors are advised to co-operate with the security guards.
8. All vehicles parked at Kew Residencia will be at the owner's risk. The Management shall not be held liable for any theft, damage or other misdemeanor caused to the vehicles and/or their contents.
9. Each unit is assigned one car park lot only. Only one car registration number is allowed to be registered with the Management. The registered vehicle number will be painted on your designated car park lot for easy policing and verification by the security guards and the Managing Agent
10. If your neighbour does not drive, you may obtain approval to park your vehicle on their designated car park lots. However, you are required to complete and submit a form, duly signed by you and the consenting resident, to register such an arrangement. The form is available from the security guard.
11. Visitors must park only in the Visitors Lot, The Security Guard and the MA have been authorized to enforce the above.
12. Contractor can enter the estate and unload goods within a 10 minutes' grace period. No contractors are allowed to park in the visitors lots
13. The Management reserves its rights to issue warning letters as well as legal letters to residents for unauthorized parking in the estate. Legal fees will be charged to residents when legal letters are issued.

14. Residents, whose designated car park lot is occupied by someone else's car should report to the security guard and make an official written complaint in the Complaint Book. The guard will then take a picture of the offending vehicle and also assist you in getting it removed from your parking lot.
15. Lunchtime for the security guard is from 12-1pm. A sign stating "Guard on Round" will be hung at the gate. All residents are to make their own arrangement for their visitors during the security guard's lunch hour.
16. Please update the Management if you are changing your vehicle so that the Management could paint the new vehicle number onto your designated car park lot. ***An amount of \$20.00 will be charged for each painting works. Please make a cheque payable to "The MCST Plan No:2329".***
17. The following activities are not allowed in the car park:
 - a) Cycling
 - b) Roller skating
 - c) Skate boarding
 - d) football

Chapter 7

RECREATIONAL FACILITIES

GENERAL RULES AND REGULATIONS

1. Ball games are not allowed to be played within the compounds of Kew Residencia.
2. The recreational facilities are for the exclusive use of residents and their guests. Non-resident owners are deemed to have assigned their rights to their tenants and are not allowed to use the recreational facilities.
3. Only residents are allowed to book the recreational facilities.
4. Guests of residents must be accompanied by the resident when using the facility.
5. Guests of residents must park their vehicles outside Kew Residencia if there are insufficient visitors' lots, or as directed by the Security Guards.
6. Children under 12 years old should not use any of the recreational facilities unless accompanied by their parents or supervisory adult, who shall be responsible for their safety and proper behaviour.
7. Residents are responsible for the behaviour of their guests and their compliance of the rules.
8. Residents will be responsible for any damage caused by themselves or their guest to the recreational facilities. Residents must inform the security or management staff of any existing damage to the facility or equipment that they or their guests are about to use, failing which they may be held responsible for such damage.
9. Residents/guests must be properly attired when using the facilities.
10. The Management will not be held responsible for any loss or damage to any personal property, injury or death arising from the use of the recreational facilities.
11. The Management, security personnel or any appointed representatives of the Managing Agent may require any person in the recreational areas to identify himself.
12. Except for those games and activities for which the facilities were intended for, no other games or activities (such as football, roller-skating, skate boarding and horse-play of any sort) will be allowed in or about the recreational facilities.
13. The Management reserves the right to change any rules and regulations. Residents shall be notified at least one (1) week in advance before such changes take effect.
14. Residents and their guests must abide by all the rules when they utilize the recreational facilities. Each facility has its own set of rules.

BARBECUE PITS

1. Barbecue hours:

Monday – Sunday : 9.00 a.m. – 4.00 p.m.
6.00 p.m. – 11.00 p.m.

2. Bookings:
 - a) Bookings must be made in person and on the prescribed form obtainable at the Guardhouse. Booking of the facility for a particular month shall be submitted to the security guard at least seven (14) working days in advance. Allocations will be made on a first-come, first served basis. Within the 14 day advance notice, residents can still book the BBQ pits as long as the pits are not already booked. A non-refundable charge of S\$20.00 per session shall be payable for a confirmed booking and a \$100.00 refundable Deposit (2 separate cheques made payable to "The MCST Plan No:2329") must be handed over together with the application form.
 - b) To discourage frivolous booking, residents who fail to turn up and use the facilities for two (2) bookings and without making proper cancellation will be barred from booking the facility for the next two (2) months.
 - c) The residents are required to undertake to comply with the Rules and Regulations as stated in the application form before any approval are granted.
 - d) Cancellation of bookings shall be made at least two (2) days before the booked date. The booking charge of S\$20.00 will not be refunded upon cancellation.
 - e) All bookings are not transferable,
 - f) Each apartment is entitled to book one pit per session per month.

3. The number of guests is limited to (30).

4. If the number of guests exceeds twenty (20), it is advisable that a guest list be given to the Management to facilitate security control and guests' easy access into Kew Residencia.

5. Setting up of tents or camping overnight is not permitted.

6. Highly flammable materials or portable barbecue burners are not permitted at the barbecue area.

7. Live band and disco are not permitted.

8. Portable radios and cassette players are permitted at the barbecue area provided there are no complaints from other users and residents. The Management reserves the right to request the removal of any of these equipment should it deem fit.

9. The residents and their guests must ensure that the barbecue pit and its surroundings are left in a clean and tidy condition after use.

10. Residents and their guests must ensure that the barbecue pit and its surroundings are left in a clean and tidy condition after use.
11. Inspection of the barbecue area shall be carried out by the Management to determine whether there has been compliance with these Rules and Regulations. All costs incurred in cleaning the area and rectifying any damage shall be borne by the resident concerned.
12. All unwanted leftover food, litter, etc., must be disposed of into the provided trash bins. Washing of barbecue utensils, equipment, cutlery or crockery is not allowed at the barbecue area or on the pool deck. In the event that the trash bins are full, residents, the resident shall provide their own refuse container to collect the rubbish and leftover food, etc.
13. Permission must be obtained from the Management prior to hiring of additional tables and chairs to be used at the barbecue / pool deck area.
14. The Management will not be held responsible for any injuries, damage, or loss of life, limb or property sustained by residents and their guests, however caused when using the facilities.
15. There are 2 BBQ pits (located side by side) and two sessions are available for the residents. If two residents book the BBQ pits on the same day, one of the two residents could choose a different session. However, if both residents wish to have the session concurrently, the resident who has booked first shall have the first choice of the BBQ pit.

SWIMMING POOL/WADING POOL/JACUZZI

1. **Swimming hours: 7.00am to 11.00pm**
2. Strictly no diving is permitted.
3. Only residents and their guests are permitted to use the pools. Guests must be accompanied by the residents.
4. Children under the age of 12 must be accompanied and supervised by their parent or an adult when using the pool.
5. Persons suffering from any infectious disease or with bandages or open wounds of any type are not permitted to use the pool.
6. Glassware and other breakable or sharp objects are forbidden in the pool or its surrounding areas.
7. Portable radios and cassette players are permitted at the pool areas, provided there is no complaint from other users and residents. The Management reserves the right to request the removal of any of these equipment should it deems fit.

8. The following activities are not allowed on the pool deck:
 - a) cycling
 - b) roller-skating
 - c) skate boarding
 - d) football
9. Footwear, food and drinks are not permitted within two (2) metres from the edge of the pool.
10. All swimmers must put on proper swimming attire when swimming.
11. All swimmers must take a shower before they enter the pool.
12. During thunderstorms, all swimmers are advised to leave the pool..
13. The Filtration Plant and Pump Rooms of the swimming pools are strictly out of bounds to all persons.
14. Only swimming coaches accredited /sanctioned by the Management are permitted to use the pools for coaching lessons.
15. The life buoys are strictly for emergency use only and MUST NOT be removed from the racks except for saving lives.
16. Pets are not allowed in or around the swimming pool area.
17. The Management will not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests, however caused when using the pool and its facilities

SAUNAS

1. Opening Time

Monday – Sunday : 7.00am - 11.00pm

2. Elderly residents should consult a medical practitioner before using the saunas.
3. Children below 16 years of age are not allowed to use the saunas, unless accompanied by an adult.
4. Taking of alcohol, tranquillizers, stimulants or other kinds of prescribed drugs is definitely not encouraged prior to using the facilities.
5. Smoking is strictly prohibited.
6. People with hypertension or heart ailments should not use these facilities.
7. Drying of clothes in the saunas is prohibited.
8. Only residents and guests are permitted to use the saunas. All guests must be accompanied by the resident host.
9. The Management will not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests however caused when using the facilities.

GYMNASIUM

1. Opening time

Monday – Sunday : 7.00am – 11.00pm

Only residents and guests are allowed to use the Gymnasium.

2. All guests must be accompanied by the resident host.
3. Each resident is permitted to bring in not more than three (3) guests at any one time.
4. Residents should read the instructions provided before using the equipment. Due care must be exercised when using the equipment to avoid accidents and damage.
5. Residents and their guests are to sign in at the Reception Counter before entering the gymnasium.
6. People exercise attire must be worn at all times. Bathing suits and sandals are strictly prohibited.
7. Eating, drinking (other than plain water) and smoking are strictly prohibited. Pets are also not allowed in the premises.
8. Children under 12 years of age are not permitted in the gymnasium, unless accompanied by an adult.
9. Residents concerned will be responsible for any loss or damages caused by their guests or themselves.
10. Residents are requested to place the weights back in its proper place after use.
11. Equipment must not be shifted or removed from their positions or from the gymnasium by the residents.
12. The Management will not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests however caused when using the facilities.

CHILDREN'S PLAYGROUND

1. The children's playground is for the exclusive use of children under 12 years of age and their guests.
2. Children must be accompanied by the parents or supervising adult who shall be responsible for their safety and proper behaviour.
3. No livestock, poultry, dogs, cats or other household pets shall be allowed in the children playground.
4. Residents must ensure that no damage is caused to the fittings/fixtures of the playground facilities.
5. Residents will be liable for any damage caused to the use of the children playground
6. The Management will not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests however caused when using the facilities.

GAMES ROOM

1. Opening time:
Monday – Sunday: 7.00am – 11.00pm
2. Only residents and their guests are permitted to use the Games Room. Guests must be accompanied by the residents.
3. Each resident is permitted to bring in not more than three (3) guests at any one time.
4. Booking of the Games Room for exclusive use is not permitted.
5. Proper attire must be worn at all times.
6. Residents concerned will be responsible for any loss or damages caused to the equipment and furniture, by their guests or themselves.
7. Smoking, drinking, eating, gambling or other activities are not permitted in the Games Room. Pets are also not allowed in the premises.
8. Players must vacate the area when their sessions of play end.
9. The Management will not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests however caused when using the facilities.