DOMESTIC RULES
OF ASSOCIATION OF OWNERS (VVE) “Hof 2 Markenhoven”

As agreed upon in the General Assembly, held 22 DECEMBER 1999

and amended at the meetings of members on 6 July 2012 (article 3.6 added) and 29 May 2013 (article 13 paragraph 2 amended) and 19 May 2025 (article 2 paragraph 2.1 amended)

1. Introduction

1.1 This document(HR) of domestic rules contains rules and regulations for owner-users, as well as users, unless specifically indicated otherwise. In this document the term ‘users’ will be used when both categories are referred to.

1.2 The HR must be considered an addition to the ‘division deed’ (AvS) for the aforementioned building and the ‘model of rules for division’(MR) as formulated by the ‘Koninklijke Notariële Broederschap’(Royal Brotherhood of Notaries) dd January 1992.

1.3 In case of conflict, the AvS takes precedence over the MR, followed by the HR.

1.4 In all cases of conflict in which neither AvS, nor MR, nor HR provide a solution, the owners(VVE) decide in committee.

1.5 With ‘board’ are meant the in committee appointed president, secretary, treasurer, and the other members of the board.

1.6 With ‘financial manager’ is meant the in committee appointed external administration office, specialized in working with Associations of owners.

1.7 With ‘technical manager’ is meant the in committee appointed building association, specialized in working with Associations of owners.

1.8 Every owner, owner-user, user and/or family member must be aware of, know of and act according to the Division Deed and the following regulations.

1.9 After the buying, consequently commissioning of the individual living quarters, the owner receives two copies of this document (HR); one of these must be signed and returned to the board within fourteen(14) days after reception (for further reference see also AVS, article 44, section 4). Every owner-user needs sign a separate statement declaring he/she will adhere to these regulations.

2. General terms

2.1 All apartments are to be used exclusively as private living quarters. It is not allowed to use the apartments other than that. This includes, among other things, short-term rentals, such as ShortStay, AirBnB, and B&B, which are not permitted. A fine of €1,500 will be imposed for violation of this article.

2.2 When using the apartments and communal areas, the interest of the other inhabitants as regards undisturbed habitation must be observed.

3. Communal areas

3.1 Communal areas are those areas and the ground belonging to them that according to the AvS are not intended to be seen as separate entities to be claimed and enjoyed individually.

3.2 Parents should see to it that children playing in communal areas are not a nuisance, do not cause danger or damage any property or materials.

3.3 In the communal areas it is not allowed to:

- Place or leave bicycles, folding bikes, mopeds, scooters, tricycles, trolleys, perambulators, toys, umbrellas or sort like objects, shopping, garbage bags or containers, discarded paper and sort like materials.
- Store, use or repair drilling machines, tools or any other device which by creating noise, vibrations or smell can cause importunity unless it concerns repairs that take place in these areas.
- Carry out/apply decorations like paintings, posters, stickers, pots and plants or to make any other adjustments unless the board has given permission.
- Let children play, to skate or play football, or other sort like activities; parents in so far as they are legally responsible for their children make sure their children adhere to what is laid down in this, and in the preceding articles and sections. It is not allowed to enter the pool, since this is a vulnerable area and repairs are costly.

- Fix/apply any sort of advertising or plates in any sort of style/material other than the ones already in usage against the outside of the building which encloses the area that is in sole ownership.
- Draw energy from communal energy sockets, unless this is used for the maintenance, cleaning and repair of these communal areas.

3.4 Users must refrain from soiling the communal areas or allowing them to be soiled. In case such an area is soiled, then the user concerned must arrange for it to be cleaned at his/her own expense. In case of negligence of this by the user, the board can give assignment to clean to a third party. The costs this will bring must be paid the negligent user.

3.5 Any unwanted or undelivered mail should be removed by the owner-user.

3.6 The application of uniform nameplates and door numbers is done on commission by the board. The costs of applying name plates on the owner-occupied houses are on account of the VVE. It is not allowed to have a variant name plate.

3.7 It is permitted to temporarily place items and/or goods next to the front door of the apartment, provided that permission has been obtained from the board and on the condition that the immediate neighbours of the apartment have no objection. The placement of items in the common areas is always temporary, sets no precedent, must not cause pollution, and must not create dangerous and/or nuisance situations. The placement of garbage bags or trash cans is excluded; this is always prohibited for reasons of hygiene and odor nuisance.

4. Safety

4.1 All users must take care that entrances and doors that can be locked are securely
closed

4.2 In case a doorbell rings, doors must be opened unless one is assured via the intercom that the caller is indeed expected and accepted by the called on.

4.3 Door to door salespersons and collectors for charities cannot be allowed into the building unless they are accompanied and let out personally by the user who lets them in.

4.4 No one is on any account allowed to let someone unknown enter the building with them.

4.5 Delivery persons and technical support and maintenance people should always be accompanied when leaving the building, to prevent them from wandering about the building.

4.6 Deliveries of mail, packages, meals or otherwise should be collected in person at the entrance to the building.

4.7 It is not allowed to store lightly explosive, inflammable or other dangerous goods (like fireworks) in the storage rooms or communal rooms.

4.8 In the apartments, storage of goods as mentioned in section 4.7 is only allowed for domestic use.

4.9 Loss of key(s) which give access to communal areas must be reported immediately to the board, so they can take measures to prevent abuse in accordance with the technical manager.

5. Appearance of the building/balconies

5.1 Permission must be asked from the board before the application of awnings to the outside of the building, in which must be taken into account the construction of the outside wall, the copyright of the architect, and the uniformity as agreed on in committee as concerns execution, colour, construction and fixation, and the maintenance required.

5.2 Permission must be asked from the board before the application of planters to the outside of window frames, balconies and facades, in which must be taken into

account the uniformity as agreed on in committee as concerns execution, construction and fixation, and the maintenance required.

5.3 It is allowed to have barbecues, gourmet and stone grill dinners on the balconies and terraces, on condition that this does not render undesirable disturbance and/or danger to the other users. It is not allowed to have any of these activities in the communal garden, unless the board has granted their permission in advance.

5.4 It is not allowed to fix devices like clotheslines or satellite dishes to the facades of the building.

6. Noise and other nuisance

6.1 Each user is to bear the responsibility for peace and well-being in the building and is to prevent noise and other nuisance, like odour nuisance.

6.2 To advance the aforementioned peace and well-being it is not allowed to execute such activities/hobbies etc which cause nuisance via noise or vibrations like making music, drilling, carpentry work, dry spinning, hovering and sort like activities on weekdays between 10 pm and 8 am.

6.3 On Saturdays, Sundays and official holidays this time of rest is between 10 pm and 10 am.

6.4 Radios, television sets and noise or vibration producing apparatus must be installed in such a way that they are optimally isolated from walls, floors, radiators etc.

6.5 Hard floor covers have to be laid in such a way that they are not in direct contact with the floor or wall. Wooden floors must be laid as a floating floor. All hard floor covers must be laid on an isolation floor which has an isolation factor of at least 10dB, and which carries an officially registered mark.

6.6 Pet owners must take care that their pets cause no disturbance for other users whatsoever, specifically:

- Dogs that bark incessantly day or night, or that bark at the slightest incident.
- The negligence of the daily care of the animals and their living areas which results in fleas, malodorous cat litter and sort like matters.
- Pets may not dirty the building, the terraces and gardens. They have to be walked on a lease in the aforementioned areas. Animal excrement has to be removed and disposed of by the owner of the pet.

6.7 Non domestic animals may not be fed because of possible pests.

6.8 All electronic devices present in an apartment needs to have electronic interference suppression, because of radio, television, baby monitor and other reception.

7. Remaining aspects concerning building and maintenance

7.1 Users are obliged to allow placing of scaffolding for the cleaning and/or maintenance of the facades and windows.

7.2 Washing machines and dishwashers must be provided with a so-called Aqua-stop, or must be placed in a space with a drain.

7.3 It is not allowed to connect apparatus like engine driven drying machines and steam hoods, to the mechanical ventilation/extraction system.

7.4 Defects and failure in/to the communal part(s) of the building(leakage, tearing, broken/damaged windows, broken down lamps and locks and such) must be reported in writing as soon as possible to the technical manager, who will take care of repairs and/or replacements of defect materials.

7.5 To prevent damage it is not allowed to enter the roof and roof parts, with the exception of the terraces that have been constructed there, without permission of the board.

7.6 Entering the hydrophor water pressure installation area, elevator engine rooms and other communal installation areas, is restricted to specialists only.

8. Elevators

8.1 It is not allowed to load more than the maximum number of persons and/or amount of

weight in the elevators, as indicated in the elevators.

8.2 Smoking is not allowed in the elevators.

8.3 When moving house the elevators can be used under the following conditions:

- The user concerned takes measures to prevent damage of the elevator.
- The elevator is not unnecessarily blocked or closed off to the passage of others. Persons who want to travel by elevator get precedence.
- Any possible smudging will be cleaned and any damage will be paid straightaway after completing the moving activities.

9. Selling, renting and moving out

9.1 According to the MR and AvS, owners are obliged to inform the board of any intended alienation intentions(sale, rent, (free) availability for a longer period(exceeding 6 months) of their apartment timely(1 month before date of transport or moving house) of the date of the alienation or otherwise, by transmitting name(s) and initials of the new user(s).

9.2 Keys that give entry to the communal areas may not be given to those who are unauthorized.

10. Long term absence

10.1 If possible, in case of an absence of more than one month the owner-user has to convey to the board what his/her temporary address is and inform the board who the person is who can get legally access to the apartment in case this is necessary.

11. Communication

11.1 Communications from the board, together with any relevant information they have received and any other such items will be published on the bulletin boards which have been placed for this purpose. These bulletin boards can also be used by users to post announcements, messages and questions. Those users who do not have a communal area will receive the announcements and messages via their mailbox.

12. Committees

12.1 Treasury committee (KC)

12.1.1 A KC have been appointed who audit the financial papers of the VVE at least once a year, and who report on their findings to the board meeting. The KC consists of at least two members.

12.1.2 The members of the KC are appointed from the owners by the board meeting of the VVE for two years, this term can be extended by two years at the most.

12.1.3 The board of the VVE cannot be a part of the KC.

12.1.4 The board meeting can revoke the appointment of the KC within their term of appointment, but on condition that at the same time a new KC is appointed.

13. Finances and service costs

13.1 The meeting of the VVE authorizes the board to execute all financial actions which are in the interest of the VVE, and which are within the authorized budget.

13.2 Financial transaction which exceed an amount of € 2.500,= have to be communicated and discussed with the board.

13.3 Payment of the service costs must be done monthly, no later than the 15th of the

month of every calendar quarter year, by means of a (automatic) transfer to the account of the financial manager. In case this obligation is not fulfilled, the (to be determined) collection procedure will be started.

13.4 Costs and/or damages resulting from this document of rules or otherwise are on the account the owner, must be paid together with the next monthly advance to the VVE by the owner-user.

14. Financial statement/signature

As decided in the meeting of the VVE, 22 December 1999

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(signed by the chairperson of the VVE)