

House Rules “Press Silo”



Background and preservation

The old silo was built as a part of a soya cake factory around 1910.

The building is a fine example of industrial buildings dating from the beginning of the 19th century. Therefore, the city of Copenhagen has attached great **importance to preserving** the old Press silos **appearance** during the renovations that took place to create the new apartment building. These preservation orders are still applicable and they limit any changes to the building's facade, to ensure that the appearance of the Press Silo remains unchanged.

In order to **preserve the uniformity** of the buildings appearance the following are **not permissible**:

- Repairing or painting outer areas/surfaces including exterior paint on windows or doors.
- Placing signs, advertisements, showcases, external antennas/satellite dishes, exterior window boxes, awnings, and windbreaks on the outer façade or on balconies¹.
- Painting or drawing on the façade or any common areas.

Common area and available facilities

The area surrounding the Press silo consists of:

- Common grass areas
- Parking lot
- Bicycle parking shed
- Garden (behind the bicycle shed)
- Fire access road
- Private terraces, which belong to the two room apartments on the ground floor.

It is **not permissible** to throw waste, paper, matches, cigarette butts or similar on the common areas.

All residents of the Press silo can **freely use the garden area** (behind the bicycle shed) and facilities, which include communal **barbecues and benches**. The barbecues need to be cleaned after use and returned for storage in the bicycle shed.

There are also two **canoes** and one **kayak** available **free of charge** for press silo residents. These are stored in the bicycle shed. Residents can also use **life jackets and paddles freely** and these are stored in the storage room space in building 24B.

¹ An exception to this point is the Board's specific instructions and approval regarding permission to place transparent windshield on the balconies.

Outdoor games are found in the electrical panel storage room in building 24B and inhabitants of Press silo can **freely use** these.

Parking

Parking spaces for cars are reserved for residents and visitors of residents of the Press Silo. **The maximum motor vehicle size permissible is 3500 kg. Parking caravans, trailers and the like is not permissible.**

Each apartment is automatically issued two parking permits from the Press Silo administrator. The permit must be placed visibly on the parked car dashboard. Lost parking permits are available through the Administrator for a fee.

The parking lot is monitored by Dan-Park, which has the right to issue parking fines for illegally parked cars and cars without a valid guest or resident card. Lost parking cards can be re-issued for a fee. If the parking lot is full, guests can also Park on the street “Islands Brygge”. Parking is free on the street directly in front of Press Silo. In the period from 5 PM to 8 AM it is permissible to park in the parking lot of *Håndværkernes Hus’. The parking lot is next to ours (Islands Brygge 26).

Bicycles, Prams and Wheelchairs

Bicycle racks are found in the bike shed and are reserved for residents of Press the silo.

Prams and wheelchairs can be stored under the stairs on the ground floor in both block A and block B when not in use.

Meeting and Function Room

The property's meeting/function room is located on the **ground floor in Block A**. The room is furnished with a **fully equipped kitchen** as well as dining/meeting with tables and chairs. The room has the capacity for 28 persons and plates, cups, glasses and cutlery for around the same number of persons.

The room is used for events in the Press Silo, but residents can also **reserve the room for private events at no charge**. Reservations are placed in writing on the calendar located in the kitchen cupboard. After use residents have the responsibility of cleaning the room and leaving it in the same condition as it was found. If the room is not properly cleaned, the Board may order to get the room cleaned by the user, or alternatively at the users expense.

Any damages to fixtures or other items in this room must be immediately reported to the Board.

Storage room

Some apartments are allocated a storage room; these rooms are located on the ground floor. The individual storage rooms are kept locked with a padlock supplied by the administrator. This lock is also compatible with the apartment key (see section on keys).

In some storage rooms, there are ventilation holes. These must not be covered.

The access corridors leading to the depot rooms must be kept clear of personal items or other items such as newspapers, tables, car tires and the like and these effects will be removed by administration.

Noise

The apartments are, fortunately, well insulated, so the sound between the apartments is limited. It is, however, always a good idea to think about the neighbors, when partying, playing music and the like.

Please inform neighbors of eventual upcoming noisy celebrations in advance by posting them on the Bulletin Board found near the elevators in both block A and B.

The use of drills, sanding machines or other noisy machine should be limited to between 9 am and 8 pm.

Keys

The individual key system provides access to:

- Apartment
- Four main doors
- The depot space (into the corridor area)
- The waste and recycling room (access from the North side of the building)
- The function/party room

Extra keys can be ordered by contacting the administrator, CEJ Ejendomsadministration.

The main doors and bicycle storage room are additionally equipped with a code lock, which provides access for the residents when entering a personal PIN code. The PIN on the main outer door is activated in the period 12 middag to 7 am.

To prevent unauthorized access all doors in common areas must be kept locked and in order to minimize the risk of burglary, it is recommended that you do not open the doors to the building for strangers. Furthermore, the access outer main doors must not be open for long periods of time without monitoring.

House rules were adopted by the Board on 25. September 2017.

Household waste and recycling

Household waste must be disposed of in securely closed waste bags to minimize odor. Each apartment has a shaft handle that enables access to rubbish shafts. No loose items may be thrown into the shaft. **Large items such as pizza boxes block the shaft.** These must be carried to the waste room and placed in the general waste containers provided.

Access to the waste space for recycling and large garbage is via a door located on the northern side of the building. Large rubbish items must be placed in the designated container in the waste space. Containers are also available for recycling paper, glass, metal, hard plastics, cardboard and bio-waste.

Bio-waste must be only be collected in the green biodegradable plastic bags provided by the municipality of Copenhagen, when full place these in the green bio-waste bin in the waste space (north side of building). Bio-waste placed in regular plastic bags will not be collected by the municipality. Cardboard boxes must be folded together/cut up before they are put into the container (there is a hobby knife hanging beside the container). All recycling must be sorted so the correct items are thrown into the correct container, eg. Glass in glass container and so on. There are photos displayed above the containers indicating which items should be thrown where. **It is important to comply, as the recycling containers are not emptied if rubbish is sorted correctly.**

Leaving other effects such as furniture in this room is prohibited and furniture and other larger objects must be delivered to the recycling station. If the Board removes larger items, this will be at the expense of the resident that has placed the item.

Hazardous waste, paint etc. must be delivered at the recycling stations, the closets one being:

Vermlandsgade recycling centre,
Herjedalgade 2-4,
DK-2300 Copenhagen S.

For more info about recycling stations see www.a-r-c.dk

District heating, electricity and water

Each apartment has individual metering of district heating, electricity and water. The meter for electricity is located in the engineering room on the ground floor. Electricity meters of each individual apartment are monitored and settled directly with the utility company.

The meters for recording district heating and water are placed in the individual apartments. A member of the board read these meters annually and reports usage to the Press Silo administrator. Residents pay monthly installments to the administrator based on estimated annual electricity usage. The administrator adjusts advance payments based on the recorded readings for each apartments heating and water. The Board has the right at any time to check the remote heating and the water meter in the apartments.

House rules were adopted by the Board on 25. September 2017.

Elevator

An alarm button is located within the elevator and can be used in the case of failure. Other problems with the elevator are to be communicated to the Board by placing a message in the post box of the board located on the ground floor of 24B, or by contacting the chairman of the board or another person in the board. For a complete list of current board members see: www.pressesiloen.dk.

Pets

Pets are allowed provided that they cause no inconvenience to neighbors. Dogs must be kept on a leash. Dog pooh in any of the areas around the Press Silo must be collected and removed immediately.

In the case of repeated serious problems with pets, the Board has the authority to order the removal of the pet from the property with 1 month's notice.

Feeding wild birds, wild cats, etc. is not permitted.

Changing of ownership or tenant switch

Several costs are incurred for the Press Silo in relation to any change of owner/tenant.

Examples of these may include

- Replacement of nameplates on doors and post boxes
- Repairing scratches and scuffs to floors, walls and doors in the common areas
- Repairing damage or scratches to the elevator
- Cleaning the stairways as moving always creates dust and dirt

Therefore, a **fee of 1000 kr. will be charged in relation to any change of ownership/tenant switch**. The Board and building administrator must be informed of any intended change of ownership/ tenant, after which this fee will be charged to the next payment of owner's membership fees to the owners ' Association.

In the case of owners with tenants it is the owner's responsibility that the tenants are familiar with and comply with House rules.

In the cases of address changes it is the owners own responsibility that the Board and the administrator has knowledge of the owner's correct forwarding address.

No smoking

Smoking is not permitted on staircases or in any of the common areas including main entrances, depot rooms or the function/party room.

Cleaning

A cleaning company washes the stairs and the lifts once a week.

All access areas must be kept clear of items such as prams, strollers, and furniture. Any maintenance problems are communicated to the Board or caretaker service.

The board can be contacted by placing a message in the post box of the board located on the ground floor of 24B, or by contacting the chairman of the board or another person in the board. For a complete list of current board members see: www.pressesiloen.dk.

The skylight windows on at the top of each staircase are usually kept closed to avoid water damage from rain. The Board has keys to these windows if it should be necessary to ventilate the stairwell.

Caretaker

The cleaning company carries out the caretaker service and a person within the Press Silo Board is designated “contact person” at a fixed time each week. More information regarding the caretaker service contact etc can be found on the Press silo website www.pressesiloen.dk. The caretaker does not perform tasks assigned to individual owners to take care of the basic regulation.

Cable TV

Cable television from TDC. Payments are made directly with TDC.

Video surveillance

The parking lot and entrance to both 24 A and 24B are under 24-hour video surveillance.

Newsletter

If you want to keep up with news at Press Silo, you can sign up for the newsletter at <http://pressesiloen.dk/maillinglist.htm>. The newsletter is for both owners and tenants and will be in addition to postings about practical things on the House board. Formal information from the Board/administrators will still be sent directly to the individual owner.