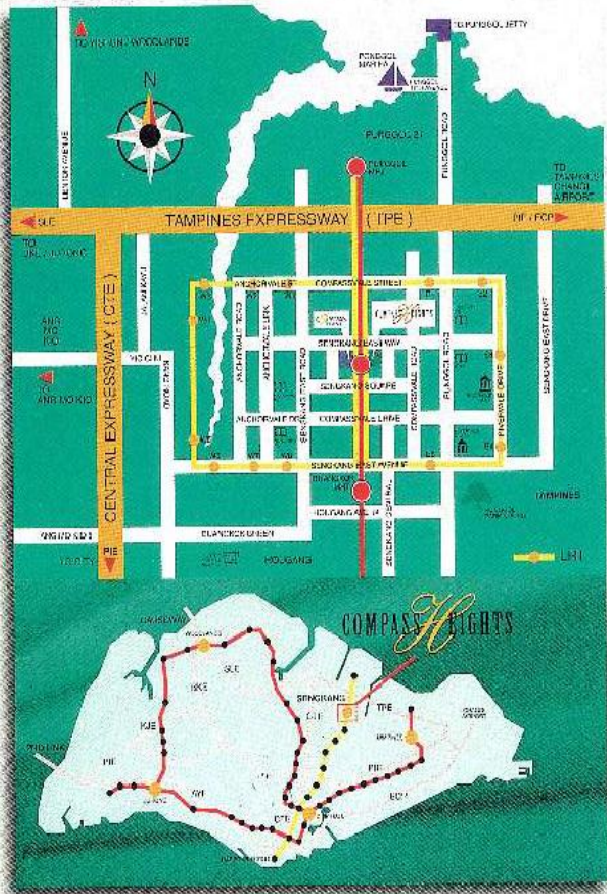


COMPASS *H* EIGHTS

Resident's Handbook



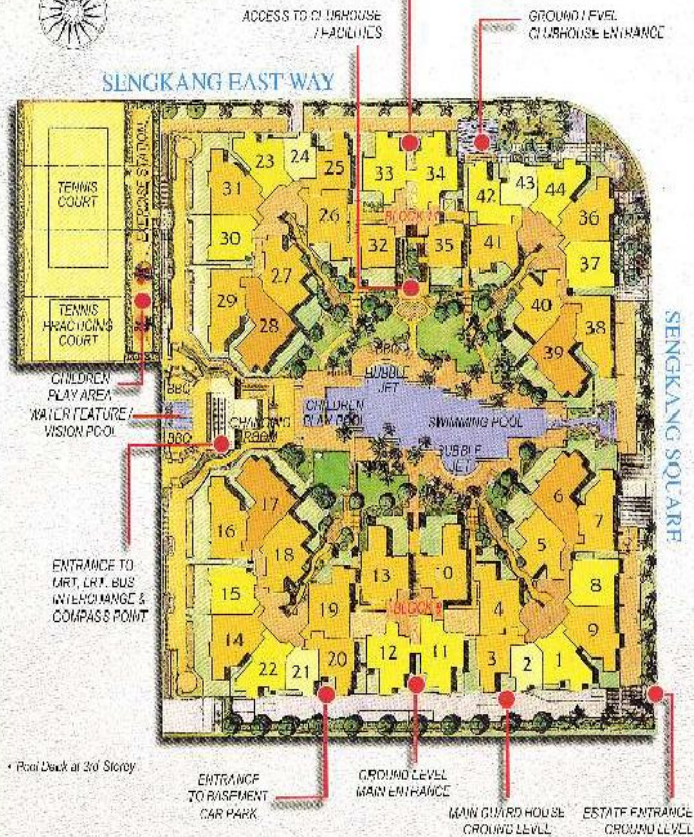
LOCATION PLAN



Compass Heights

SITE PLAN

- GUARDHOUSE AT 2ND STOREY
- FUNCTION ROOM
 - MULTI-PURPOSE ROOM
 - CHANGING ROOM
 - CHANGING ROOM WITH STEAM BATH
 - GYMNASIUM
 - MANAGEMENT OFFICE



Compass Heights

COMPASS HEIGHTS RESIDENT’S HANDBOOK

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Compass Heights

Rules & Regulations – Preliminary

1. Definitions

In respect of the Rules and Regulations set out hereinafter, the words:

- a. “Subsidiary Proprietor” or “Owner” shall mean the person or persons holding legal titles to a Housing Unit in Compass Heights or where separate titles are not issued yet, it includes purchasers whose names appear in the Sales and Purchase Agreement.
- b. “Resident” shall mean the person residing in Compass Heights.
- c. “Guest” or “Guests” shall mean a person other than a Resident who is on the premises at the invitation of a Resident.
- d. “Common Areas” shall mean all common areas in the Development.
- e. “Common Property” shall include all facilities, plant equipment and fitting, installed in the Development for the common enjoyment of the subsidiary proprietors, their lessees or occupiers of the Development.
- f. "Development" shall mean Compass Heights and Compass Point.
- g. “Estate” or “Condominium” shall mean the Housing Units the Common Areas and Common Property in Compass Heights.
- h. “Managing Agent” or “Agent” shall mean the managing agent who is officially appointed to look after the management and maintenance of Compass Heights.

Compass Heights

SECTION 1

- i. “Management” shall mean the Management Corporation and their authorized officers.
 - j. “Housing Unit” or “Unit” shall mean a horizontal stratum of any building or part thereof, whether such stratum is on one or more level or is partially or wholly below the surface of the ground, which is used or intended to be used as a complete and separate unit for the purpose of habitation and may be comprised in a Lot, or in part of any sub-divided building in accordance with the strata sub-division plan and subject to the interpretation of the Building Maintenance & Strata Management Act 2004.
 - k. “Relevant Authorities” shall include but not limited to Building & Construction Authority, Urban Redevelopment Authority, Energy Market Authority, Registrar of Titles, Ministry of the Environment, Fire Safety & Shelter Bureau, Power Supply Ltd and Singapore Telecommunications Ltd.
 - l. “Contractor” shall mean the contractor carrying out renovation works and moving in / out activities in the Estate.
2. The Management reserves the right to amend, add or delete any Rules and Regulation contained herein. All Subsidiary Proprietors and Residents shall be notified at least one week in advance before such changes take effect.
 3. **All cheques issued to the Management for deposits and other payments of the Management Corporation should be crossed and made payable to “The Management Corporation Strata Title Plan No 2762”. The registered mailing address is at 11 Sengkang Square #02-32 Compass Heights Singapore 545076.**

Compass Heights

SECTION 1

4. The security guards have been instructed to check all persons entering into the Estate. Person(s)/agent acting on behalf of the Subsidiary Proprietor must have Authorization Letter from the Subsidiary Proprietor. The Authorization Letter must be submitted to the Management in advance for verification and record.
5. All Subsidiary Proprietors and Residents are required to abide by the Rules and Regulations contained in this Handbook so as to uphold the good spirit of communal living in this prestigious Estate.

Compass Heights

Rules & Regulations – Renovation Works (Compass Heights)

Administration

1. A Subsidiary Proprietor must seek approval from the Management before carrying out renovation works. In this context, renovation works shall include the works listed in Appendix 2, 3, 4 & 5.

Application shall be made on **Form S001** and **Form S001A** as prescribed. Application forms are available at the Management Office. **A renovation plan must be attached with the completed application form for submission.**

Notwithstanding the approval granted by the Management, the Subsidiary Proprietor must ensure that all works carried out in this Section must be performed by qualified and competent workmen and all submissions done by qualified person(s), in compliance with the relevant building codes and regulations. The Subsidiary Proprietor shall be fully responsible to ensure that the works comply with the relevant authorities' requirement.

2. Alteration and/or Addition works to your apartment is **not allowed** before the issuance of the Certificate of Statutory Completion (CSC) for Compass Heights. Please refer to Appendix 3 for the list of Alteration and/or Addition Works not allowed before and after the issuance of the CSC.
3. Subsidiary Proprietors who wish to carry out Alteration and/or Addition works to their Unit(s) before CSC must obtain the approval from the Building & Construction Authority (BCA) and/or other relevant authorities. However, this is not applicable as the CSC was obtained on 11 Jun 2003.

Compass Heights

SECTION 2

4. **Design and colour of grilles on front door, yard door, windows, sliding doors and yard etc. shall conform to the approved design and color scheme implemented from time to time. Please refer to Appendix 4 for Grille Design. Please obtain the necessary approvals from the Condominium's Management Office before you begin any renovation or grilles installation. All grilles should be installed behind the windows and the boundary line of the Unit, except all main doors.**
5. The Subsidiary Proprietor must submit the following to the Management for endorsement at least one week before the commencement of the works:
 - a. The original copy of the Professional Engineer's endorsement on the plan and/or letter from relevant authority;
 - b. **Form S001** stating the nature and extent of renovation works to be carried out and the particulars of the contractors, and
 - c. **Form S001A** together with the renovation deposit and relevant insurance coverage.
6. Before carrying out any modification or upgrading of the electrical supply/circuit, the Subsidiary Proprietor must get endorsement from a professional electrical engineer on the necessary drawings/plans and written approval from the relevant authorities (if any) and the Management before proceeding with such work.
7. The Subsidiary Proprietor is responsible for ensuring that his Contractors comply with the terms and conditions governing the renovation works.

Compass Heights

SECTION 2

8. The Subsidiary Proprietor must obtain a list of the names of the workers for submission to the Management before the commencement of the renovation works. Illegal worker is not allowed into the estate and if found will be asked to leave immediately. The Subsidiary Proprietor and his/her appointed renovation contractor shall keep the Management indemnified against any legal liability with regard to illegal worker and unauthorized renovation works.
9. Renovation works and/or additional/alteration works affecting the Development's Gross Floor Area will not be approved.
10. Hacking of any building's structure is strictly prohibited. However, drilling (not more than 2 cm) and minor hacking is allowed and to confine during the day time from 9.00am to 5.00pm.
11. **The Management will not be providing bulk bin for the disposal of renovation debris. The Subsidiary Proprietor must instruct his Contractor to cart away their renovation debris at his own cost on daily basis. The Management reserves the right to forfeit the deposit should any Contractor dump any debris into the refuse bin or onto the common area.**
12. Subsidiary Proprietors who carry out renovation works are required to protect all the lifts at their lobby **at their own costs and expenses.**

Renovation Deposit

13. The Subsidiary Proprietor is required to place a deposit of **SS\$800.00** with the Management before commencing renovation work. The deposit will be refunded (free of interest) subject to deduction (if any) pursuant to the Rules and Regulations stated herein.

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Public Liability Insurance Policy

14. The Subsidiary Proprietor and his Contractor shall jointly sign the application form prior to any renovation works and such undertaking shall be taken as sufficient notice of such Rules and Regulations. **The Contractors are required to take up an insurance policy for Public Liability of minimum S\$1 million coverage before the commencement of the renovation works. A copy of the insurance policy is to be submitted together with the application form.**

Working Hours

15. The Subsidiary Proprietor and its Contractors and/or agent must exercise due care and caution to ensure that no disturbance, nuisance or annoyance is caused to other occupiers of the estate. All renovation works including deliveries must be carried out only during the following hours:

Mondays to Fridays	:	9:00 am to 5:30 pm
Saturdays	:	9:00 am to 1:00 pm
Sundays & Public Holidays	:	Strictly no work allowed

Compliance with the Existing Laws

16. No work is allowed to be carried out unless the necessary submission is endorsed by the Management and application approved by the relevant authorities, if needed.

The endorsement from the Management does not constitute an approval of the relevant authorities. The Subsidiary Proprietor must bear full responsibilities to ensure compliance with the Condominium's by-laws and other regulations as may be introduced and applicable from time to time.

Compass Heights

Safety of workers

17. The Subsidiary Proprietor is responsible for the action of his Contractors, sub-contractors and their workers. Appropriate measures must be taken to ensure the safety of the workers.

Limitation of work space

18. Renovation works must be carried out within the Subsidiary Proprietor's Unit. All equipment and materials must be stored within the Subsidiary Proprietor's Unit.

Noise & Dust

19. The Contractors shall not create excessive noise and dust that will interfere with the peaceful enjoyment of the other Residents/occupiers. Subsidiary Proprietor(s) shall be responsible to ensure that this is complied with at all times throughout the renovation period.

Vehicles

20. The Contractors shall only park his motor vehicle at approved parking lots. Loading and unloading shall only be carried out at designated area. The height limit of the basement car park area is **2.1m**.

Behaviour of workers

21. When in the Common Area or the Housing Unit, the renovation workers have to observe the following:
 - a. be suitably clothed;

Compass Heights

- b. not to use languages or behave in a manner likely to cause offence or embarrassment to others lawfully using the Common Area or Common Property, other Residents or their Guests;
- c. not to obstruct the lawful use of others of the Common Property;
- d. not to damage any lawn, trees, scrubs, plants or flowers that are situated on the Common Areas;
- e. not to mark, paint, drive nails, screws or like into or otherwise damage or deface any structure that form part of the Common Property without the consent in writing from the Management; and
- f. not to use common toilets for cleaning and washing of tools.

Protective covering for Lifts

22. All Contractors/renovation workers should only use designated service lifts (lift with Perspex, canvas or plywood protection) to transport their building materials or debris. If the protection is dismantled, the Contractor is to provide his own material to protect the lift components adequately.

Reporting to Guardhouse

23. All Contractors or their authorized personnel must report to the guardhouse when entering and leaving the Estate. Details of foreign workers permit are to be given to the security guards at the guardhouse prior to entering the Estate. The security guard has been given strict instructions to question all suspicious persons found on the estate. Action will be taken against unauthorized persons on the Estate.

Compass Heights

Heavy Equipment and Permissible Hacking Duration

24. The workers are not allowed to use heavy-duty hacker or concrete breaker in the course of their work. Hacking works shall be completed in the minimum number of days and a work schedule must be submitted to the Management Office for such works.

Water and Power Supply

25. The contractors are not allowed to tap water and/or electricity supply from the Common Property without the consent of the Management. Any use of common utilities is subject to a charge (including administrative charge) imposed by the Management.

Cleaning of Common Areas

26. The Subsidiary Proprietor must ensure that their Contractors do not dump any of the renovation debris indiscriminately onto the Common Area or into the rubbish chutes or leave at the bin centre for disposal.
27. Where building materials, equipment have to be placed in the Common Area, the consent of the Management must be obtained. The Contractor must abide by the Management's decision as to when, where and for what length of time the material, equipment or debris is to remain within the Common Area. The area must be cleaned after the approved use. Renovation debris is to be strictly disposed at the Subsidiary Proprietor's own cost.

The Subsidiary Proprietor will be charged a penalty of S\$50.00 per day (minimum) should the Contractor fail to clear the said items from the allocated area in the time allocated by the Management and such penalty shall be used to offset against the renovation deposit at the end of renovation.

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Inspection by the Management

28. The Management shall have the right to gain free access into the premises at any time during office hours to inspect renovation works being carried out in the Unit.
29. The Management reserves the right to demolish any unauthorized work which is carried out in contravention of the Rules and Regulations set out herein or the by-laws and to recover from the Subsidiary Proprietor all costs and expenses incurred in this connection.
30. Upon completion of the renovation works, the Subsidiary Proprietor must notify the Management for a joint inspection to ensure that only approved works are carried out and no violation of the stated Rules and Regulations.

Damage caused by Contractors

31. The Subsidiary Proprietor is fully responsible for any human injury and damage caused to the Common Property by his Contractors. They are to make good to the satisfaction of the Management within seven (7) days failing which the Management reserves the right to make good the damages and deduct the costs from the deposit.

In the event of the renovation deposit being insufficient to meet the claim imposed by the Management, the Subsidiary Proprietor shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management.

32. **Subsidiary Proprietors are reminded to inform their renovations contractors of the presence of concealed gas piping in the Housing Unit.**

Compass Heights

Words of Precaution

33. Subsidiary Proprietors are advised not to carry out wet polishing of flooring which may choke the sanitation/ drainage system or seepage as well. In the event the sanitation / drainage system is choked as result of the wet polishing of flooring, the cost of clearing the choke will be charged to the Subsidiary Proprietor and/or the Contractor.
34. Strictly no disposal of bulky waste, construction debris and wood waste etc. into the Unit's refuse disposal system. The pneumatic refuse disposal system is strictly for disposal of domestic refuse only.

Compass Heights

Rules & Regulations – Use of Housing Units and Common Property

All subsidiary proprietors, their lessees or occupiers of the Development shall have the right to use or enjoy the Common Property of the Development.

Living in a luxurious condominium with many facilities, such as The Compass Heights can be enjoyable and stress free. It can also be stressful due to the inconsiderate behaviour of neighbours. We compile herewith a list of “Do’s and Don’ts” not so much to regulate the social behaviour of the Residents but as a gentle reminder to all that living in a condominium requires some kind thoughts for others.

Every Subsidiary Proprietor/Resident or their invited guests **shall not**:

1. install any television antenna, air-conditioners compressor and other equipment on the roof top, at the common corridor, at any other part of the building, balcony, verandah and/or any external part of the Unit without prior written consent of the Management;
2. permit anything to be done or store any inflammable chemical, liquid etc. that will become a fire or other safety or health hazard;
3. in any way encumber with boxes, store, leave or discard any personal belongings in any part of the staircases or other common area or permit the placing or parking of bicycles and other wheeled vehicles which may obstruct the Common Areas in the Estate;
4. cause and/or allow sinks, baths, lavatories, cisterns, water pipes and/or pipes in the Unit and/or in the building to be clogged;
5. throw any object especially waste food into the refuse chute without placing and securing them in suitable plastic bags (for environmental health reasons) or dispose any large object or

Compass Heights

SECTION 3

smouldering items into the refuse chute that may cause obstruction or fire in the refuse chute. Please note that the pneumatic refuse removal system works on air suction and will be carried out at specific time of the day. Please limit the size of the refuse to the capacity of the refuse hopper's mouth dimension to prevent any chokage of the system;

6. vandalise and/or to cause damage and/or use as a playground the lifts, lobbies, common corridors, staircases, walls, pedestrian-ways in the front areas of the building and/or any other common property in the building;
7. damage the turf areas, flower beds, garden, trees, footpaths, drains or any part of the building by vehicles, machines tools or objects of any description;
8. allow or keep any animal within or on the Common Area including lifts, passages, lobbies, front and back gardens, swimming pools, etc. which may cause nuisance or annoyance to others. Subsidiary Proprietors must be responsible for any inconvenience or harm caused to others including clearing of the animals' dropping in the Common Area;
9. cook in the Common Area of the Estate other than areas designated as barbecue areas;
10. use the lobby or any other common area of the building for any private or public functions without prior written approval of the Management;
11. hang any washing, clothing or other article at the Common Area as well as from windows, balconies, verandah and/or any external part of the Unit, thereby affecting the aesthetic appearance of the building;
12. make undue noise which would interfere with the peaceful enjoyment of others in any lot or on the Common Property;

Compass Heights

13. use languages or behave in a manner likely to cause offence or embarrassment to others using the Common Property and to be adequately clothed while on the Common Area;
14. make any alteration or addition to the windows or main doors or to any structure that forms part of or adjoins the Common Property;
15. mark, paint, drive nails or screw or otherwise damage or vandalise any structure that forms part of the Common Property;
16. put any signboards, advertisements, notices and/or other lettering on any part of the building;
17. use or permit his Unit to be used for any purpose other than for residential dwellings unless otherwise approved by the competent authority under the Planning Act; and
18. use his Unit for any purpose which may be injurious to the reputation of the subdivided building or for a purpose as to cause a nuisance or danger to the neighbours.

Every Subsidiary Proprietor/Resident or their invited guests **shall**:

- a. Permit the Management and its Agents at all reasonable times and on reasonable notice being given (except in case of emergency when no notice is required) to enter his Unit for the purpose of:
 - a. Inspecting the Unit;
 - b. Maintaining, repairing or renewing sewers, pipes, wires, cables and ducts use or capable of being used in connection with the enjoyment of any other lot or the Common Property;
 - c. Maintaining, repairing or renewing the Common Property; or

Compass Heights

SECTION 3

- d. Executing any work or doing any act necessary for the performance of its duties or any enforcement affecting the building;
- b. When involved in any pounding of chillies or other substances for cooking purposes to ensure that the part of the floor on which the activity is carried out is covered to an extent sufficient to prevent the transmission of noise at a level likely to disturb others;
- c. Keep clean all glass windows and all doors on the boundary at his Unit, including so much thereof as is part of the Common Property;
- d. Maintain his Unit including all sanitary fittings, water, gas, electrical and air-conditioning pipes and apparatus in a good condition so as not to cause annoyance to others;
- e. Take all reasonable steps to ensure that a child when playing on the Common Property does not cause any damage to the Common Property;
- f. Ensure that his guests/chauffeurs do not announce their arrival by sounding their car horns in a manner as to cause disturbances or annoyance to other Residents;
- g. Ensure that only the designated lift is used for the transportation of furniture and other heavy and bulky objects; and
- h. Ensure that no potted plants or any other objects are placed dangerously on balconies where they may fall and cause bodily harm to persons below.

In the event of violation of these Rules and Regulations, the Resident responsible shall make good and/or compensate for the loss and/or damage caused, to the satisfaction of the Management.

Compass Heights

In the event that the Management has to engage any legal counsel to enforce any of these Rules and Regulations and other rules, or is required either by itself or by engaging contractors to carry out any rectification or remedial work necessitated by the failure on the part of any Resident to comply herewith (and Management reserves such right to do so if any Resident fails to rectify or remedy any default on his part in complying with any of these Rules and Regulations within fourteen (14) days of notification by the Management), the Management is entitled to be compensated in full for all costs incurred including any legal fees on an full indemnity basis.

All Residents shall observe and comply with the rules that may from time to time be amended or added on by the Management. The Management reserves the right to change any of these rules after due notice has been given to the Residents and Subsidiary Proprietors.

Compass Heights

Rules & Regulations – Use of Recreational Facilities

A. Barbecue Pits

1. There are a total nos. of 2 Barbecue Pits and are opened for daily booking for the following three sessions:

1 st session -	9:00 am to 1:00 pm
2 nd session-	2:00 pm to 6:00 pm
3 rd session-	7:00 pm to 11:00 pm
2. Application Form S003 (available at the Management Office) must be completed and submitted to the Management Office with the payment of a **non-refundable booking fee of S\$5.00 per pit per session and a refundable deposit of S\$50.00**. This deposit is refunded on condition that the place is left cleared and no damage caused on the Common Property.
3. Advance bookings can only be made by a Resident up to a maximum of one (1) month in-advance. All reservations will be on a first-come-first-serve basis and all bookings are not transferable.
4. Each housing unit is entitled to book one session (1 pit only) per month subject to availability of the Barbecue Pits.
5. The maximum number of guests per pit is 20.
6. Residents must ensure that their guests comply with the Rules and Regulations contained herein.
7. No setting up of tents or camping overnight is allowed.
8. Highly flammable equipment and portable barbecue burners are permitted at the barbecue area. Eg. gas cylinder, etc.
9. No live band or disco is permitted unless with the written approval from the Management.

Compass Heights

10. Portable radios, cassette and CD players are permitted at the barbecue area provided that the volume of the sound equipment is maintained at a reasonable level.
11. The Barbecue Pits and its surroundings must be left in a clean and tidy condition after use.
12. All unwanted leftover food, litter, etc. must be disposed of properly.
13. Permission must be obtained from the Management prior to hiring of additional tables and chairs to be used at the barbecue area.
14. The Management will not be held responsible for any mishap, injury or loss sustained by residents and their guests, howsoever caused, during the use of the Facilities.
15. To encourage the usage of internet booking, an addition \$5 will be imposed for all manual booking of all facilities (with the exception of table tennis room) through MA office and guardhouse

B. Function Rooms, Multi-Purpose Studio and Multi-Purpose (Karaoke Room)

1. a. The Function Rooms 1, 2, Multi-Purpose Studio and the Multi-Purpose Room (Karaoke Room) are opened for daily booking for the following three sessions:

1 st session -	9:00 am to 1:00 pm
2 nd session-	2:00 pm to 6:00 pm
3 rd session-	7:00 pm to 11:00 pm
2. a. **A security deposit of S\$50.00 per booking** is payable in advance for the use of Function Room. A non-refundable fee of **S\$5.00 per session** is chargeable per Function Room.

b. **A security deposit of S\$200.00 per booking** is payable in advance for the use of the Multi-Purpose Studio and Multi-Purpose (Karaoke

Compass Heights

Room). A non-refundable fee of **SS\$10.00 per session is chargeable**. Please note that discs and microphones are not provided.

c. Advance bookings can only be made by a Resident up to a maximum of one (1) month in-advance. All reservations will be on a first-come-first-serve basis and all bookings are not transferable.

d. Application Form S004 is available at the Management Office.

3. The rooms can be used only for functions it is intended for, such as meeting, birthday parties or any social multi-purposes to be approved by the Management. Meeting involving political and commercial activities will not be allowed. Gambling activities and religious rituals are strictly prohibited.
4. The rooms shall be used for the specific purpose stated in the application form. The applicant shall ensure that the rooms are used only within the permitted time.
5. The applicant must ensure that the noise shall be maintained at a reasonable level.
6. Decoration may be allowed (subject to prior approval by the Management) but care must be exercised not to damage the walls and ceiling boards. All decorations must be duly removed after the function.
7. No cooking is allowed. Washing of cups, plates and other utensils are to be done only in designated area.
8. The applicant shall maintain the general cleanliness of the Rooms and area around the Rooms. All waste or other refuse must be disposed into the bins provided in the Common area. Bulk Refuse to be removed by the applicant at their own cost.

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9. All chairs, tables, equipment, furniture or decorations brought into the Function Room for the approved functions are to be removed on the same day or one day after.
10. All reservations are not transferable.
11. The Management reserves the right to forfeit or deduct part of the security deposit if any of the rules stated herein is violated.
12. The Management will not be held responsible for any mishap, injury, loss, sustained by Residents and their guests, howsoever caused, during the use of the facilities.
13. To encourage the usage of internet booking, an addition \$5 will be imposed for all manual booking of all facilities (with the exception of table tennis room) through MA office and guardhouse

C. Gymnasium

1. The Gymnasium is opened from 7.00 am to 10.00 pm daily.
2. Only Residents and their guests may use the facilities in the Gymnasium. Guests must be accompanied by the Resident who shall ensure that their guests comply with the Rules and Regulations contained herein.
3. The Gymnasium has been upgraded with electronic access system. Residents can gain access with their own access card. Kindly sign in/out of the registration book on the guard table.
4. Resident is only allowed to bring two (2) guests per Unit.
5. No food is allowed in the Gymnasium. Smoking is strictly prohibited.
6. Private training or coaching classes shall not be conducted without prior written approval from the Management.

Compass Heights

SECTION 4

7. Due care must be exercised when using the equipment in the Gymnasium and all gymnasium apparatus shall be returned to their proper places after use. No equipment shall be removed from the Gymnasium.
8. Children under the age of twelve (12) years are not permitted to use the Gymnasium. Those between the age of twelve (12) and sixteen (16) must be accompanied and supervised by a responsible adult.
9. All persons using the Gymnasium must be in proper sport attire. All users must bring towels while using the Gymnasium.
10. All users must exercise personal hygiene by cleaning up perspiration left on the equipment after using”.
11. All persons using the Gymnasium must be properly attired.
12. The Management shall not be liable for any mishap, injury or loss sustained by Residents and/or their guests, howsoever caused, during the use of the facilities.
13. Any damage shall be reported to the Management immediately. If the damage is not resulted from normal wear and tear, the user(s) may be responsible for its repair or replacement.

D. Swimming Pools with Bubble Jet / Children’s Play Pool

1. The Pools and pool area is opened from 7.00 am to 10.00 pm daily. For safety reasons, no person is allowed in the pools between 10.00 pm to 7.00 am or during heavy rain and thunderstorm.
2. Only Residents and their guests may use the pools. Guests using the pools must be accompanied by their hosts. The hosts must ensure that their guests comply with the Rules and Regulations contained herein. The maximum number of guests per Unit who may use the pool shall not exceed four (4) at any one time.

Compass Heights

3. **There will be no lifeguard in attendance, as such all residents and guests using the pools do so at their own risk. All swimmers are to refer to the pool rules displayed at the poolside and observe the necessary precautions while using the pool.**
4. All persons must shower and wash their feet before entering the pools. A person with a bandage or open wound, infectious disease will not be allowed to use the pools. Spitting, spouting, nose blowing and the like shall not be permitted in the pools.
5. All persons are required to dry themselves before leaving the pool area and changing rooms. Swimmers wearing dripping wet bathing suit are not allowed to go beyond the pool area.
6. Children under twelve (12) years of age shall not be allowed in the pools or the pool area unless accompanied by their parents or supervising adults who shall be responsible for the behaviour of their children.
7. Private coach shall not give lessons in the pool without first obtaining the written consent from the Management.
8. Surfboards, snorkeling and scuba-diving gear (ie. Masks, snorkels, flippers, diving suits, etc) glass masks or glass goggles, bulky inflatable toys, boats and similar objects shall not be permitted in the pools. However, plastic goggles are permitted and children are allowed to play with small water toys in the wading pool.
9. No pets shall be allowed in the pools or the pool vicinity.
10. Ball sports, rubber dinghy, Frisbee playing, roller-skating, bicycling, skateboarding, "horse-playing" and other similar activities are not permitted in the pool area.
11. Diving, noisy activities, rough or dangerous play is prohibited in the pools and the surrounding area.
12. Food, beverage and smoking are prohibited at the pool area.

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13. All litters must be disposed of in rubbish bins provided at the common areas.
14. The life-saving equipment provided around the pools shall not be used for any other purpose. No poolside furniture shall be removed from the pool area. Misuse of poolside furniture is strictly prohibited. Deck chairs and other poolside furniture may not be reserved. Person vacating the pool area must remove all their belongings.
15. Swimmers must be in proper swimming wear (T-shirt and shorts are not allowed). The Management may prohibit any person from using swimming costume, which, in the opinion of the Management, improper or may cause embarrassment to others.
16. The Management reserves the right to close the pool for maintenance and repair purposes or other reasons as it may deem fit.
17. Swimmers are not allowed in the pools when cleaning is in progress.
18. While the Management will take every precaution to ensure the safety of person or persons using the pools, it cannot assume responsibility for any loss or damage to any personal property, injury or death howsoever caused.

E. Steambath

The Steambath is not recommended for persons suffering from tuberculosis, angina, nose-bleeding and heart problems. It is also advisable for persons with high blood pressure or those who are not certain of their health conditions to consult their doctors before using the Steambath.

1. The Steambath is opened daily from 7.00 am to 10.00 pm.
2. The Steambath is to be used by residents and their invited guests (maximum of 2 guests only).
3. Persons using the Steambath should be properly attired.

Compass Heights

4. Users are advised to shower before entering the Steambath.
5. The door of the Steambath must be closed at all times but not locked.
6. Eating, drinking and smoking in the Steambath is strictly prohibited.
7. Under no circumstances shall children below the age of sixteen (16) be permitted to enter or use the Steambath
8. A person who breaches any of the above rules shall be required to leave the Steambath.
9. The Management shall not be liable for any mishap, injury or loss sustained by residents and/or guests, howsoever caused, during the use of the Facilities.

F. Table Tennis room, Tennis Court and Practicing Court

1. The Table Tennis room and Tennis Court/Practicing Court is opened from 8.00 am to 10.00 pm. Peak hours is from 6.00 pm to 10.00 pm.
2. The booking fee for Tennis Court and Practicing Court is **SS\$1.00** per hour from 8.00 am to 6.00 pm and **SS\$2.00** per hour from 6.00 pm to 10.00 pm. The booking fee for Table Tennis room is **SS\$1.00** per hour from 8.00 am to 10.00 pm Receipt will be issued for the booking of the court.
3. Booking of the tennis court shall automatically include the practicing court. Separate booking for the tennis court or the practicing court only is not allowed.
4. The booking fee is **SS\$1.00** per hour from 8.00 am to 6.00 pm and **SS\$2.00** per hour from 6.00 pm to 10.00 pm. Receipt will be issued for the booking of the court.
5. Each apartment is entitled to 8 X 1 hour session (limited to maximum of 2-hours duration per booking) per month.

Compass Heights

SECTION 4

6. No smoking, eating, gambling or other activities, other than the respective game is permitted in the courts.
7. All players must be in proper attire for the game. Shoes and balls must be of the non-marking type. Any player found not complying with such rulings would be barred from the court.
8. Children under the age of 12 are not permitted in the court unless accompanied by parents or supervising adults who shall be responsible for their behavior and safety.
9. Residents shall not be permitted into the court without valid booking slips.
10. Residents must produce their Facilities card and receipt for identification before the security guard will open the gate and switch on the lights for the court.
11. At least one resident from the Unit who booked the court must be present when their guests are playing.
12. Each resident is only allowed to admit a maximum number of four (4) guests per booking.
13. Residents will be held responsible for any damage caused by their guests or themselves. Any damage caused by the previous players must be reported to the Booking Office immediately before the commencement of the game.
14. Players must vacate the court when their sessions of play end.
15. Private coaches shall not give lessons in the court without first obtaining the written consent from the Management.
16. Holding competitions and friendly matches with other condominium, clubs or groups, must seek approval from the Management. Prior notice of one week is required.

Compass Heights

17. The Management will not be held responsible for any injury, damage or loss sustained by Residents and/or their guests, howsoever caused, during the use of these facilities.
18. To encourage the usage of internet booking, an addition \$5 will be imposed for all manual booking of all facilities (with the exception of table tennis room) through MA office and guardhouse

G. Outdoor Exercise Stations

1. Usage time is from 7.00 am to 10.00 pm.
2. Only for Residents with valid Facilities card and their guest are permitted to use the facilities. Usage will be on a first-come-first-serve basis.
3. The facilities are to be used for the purpose intended. Any other games are strictly prohibited.
4. Food and pets are not allowed in the facilities area.
5. User must keep the place clean.
6. Children under the age of 12 are not permitted in the facilities unless accompanied by parents or supervising adults who shall be responsible for their behaviour and safety.
7. Residents will be held responsible for any damages caused by their guests or themselves.
8. User must vacate the area after using the facilities.
9. The Management will not be held responsible for any injury, damage or loss sustained by residents and their guests, howsoever caused, during the use of these Facilities.

Compass Heights

H. Children's Playground

1. Usage time is from 7.00 am to 10.00 pm daily.
2. The facilities are for use of the purpose intended. Any other games are strictly prohibited.
3. Food and pets are not allowed in the facilities area.
4. User must keep the place clean.
5. The facilities are for the exclusive use of children under 12 years of age and must be accompanied by parents or supervising adults who shall be responsible for their behaviour and safety.
6. Residents will be held responsible for any damages caused by their guests or themselves.
7. **The Management will not be held responsible for any injury, damage or loss sustained by residents and their guests, howsoever caused, during the use of these Facilities.**

Rules & Regulations – Car Parking (Electronic Parking System)

1. Residents must obtain a new parking label from the Management for their motor vehicle parked in the estate, even when they have been issued with an old transponder and label.
2. No reservation of any parking lot is allowed except for those labeled “Handicapped” where applicable.
3. Residents are to inform their guest driving into the estate to give their particulars and the Unit they wish to visit to the guard on duty at the guardhouse. All Guests are only allowed to park in the designated car park lots reserved for visitors, subject to availability.
4. Commercial vehicles owned by the Residents are only allowed to park in the estate car park after written approval from the Management is granted.
5. Vehicles and machinery such as forklift, generator, welding machine, air-compressor, lifting equipment, container, etc. will not be allowed into the estate unless prior written approval from the Management is obtained.
6. Vehicles such as cranes, road tanker, container, trailer, etc. will not be allowed to be parked in the estate car park unless with written approval from the Management.
7. The Management staff or authorized persons shall be empowered to clamp and/or tow any vehicle immediately without notice if found parked in an unauthorized place (eg. Labeled vehicles park in Guest lots) or parked without a valid car park label (Guest parked in lots reserved for Residents) or parked without the requisite written authorization of the Management or causing obstruction. The vehicle may be released on the payment of **cash S\$100.00 (Excl. of GST)** for the clamping and/or pay for the towing fee.

Compass Heights

8. Handicapped lots are strictly to be used by the said category of drivers.
9. All motor vehicles are parked in the premises at the owner's risk and the management undertakes no responsibility and shall not be liable in any matters whatsoever for any misdemeanor loss or damages to any motor vehicle, its accessories or to the contents therein.

Application for Car Park Label

1. The applicant must be legal owner or a tenant authorized by the owner. **Each and every Unit is entitled to 1 label only.** Forms S005 to be submitted.
2. All applicants are required to produce documentary proof – ie. Vehicle Registration Card, Company Certificate Letter (for company car), Stamped Tenancy Agreement (if applicant is a tenant), Insurance, etc. as proof of ownership and residence. Residents are requested to update their addresses in the vehicle's log-book before applying for a car park label.
3. The Management reserves the right to reject any application. Car labels having been approved may still be subjected to cancellation at the Management's discretion. The Management's decision shall be final.
4. Residents are to notify the Management should there be a change of vehicle or vehicle registration particulars so that a fresh label could be issued in exchange for the old one. **All car labels are not transferable.**
5. **Residents (including tenants) are to return the labels to the Management when they cease to reside in the estate.**
6. Loss of labels must be reported to the Management as soon as possible. Replacement cost of each lost label is **S\$20.00** (non-refundable). Form S009 to be submitted.

Compass Heights

SECTION 5

7. Transponder is no longer in use. Please return to the Management Office during office hour.
8. The In-vehicle Unit (IU) in the vehicle would operate the barrier system located at the main entrance's guardhouse to the estate.
9. The issuance of second car label shall be based on availability of car park lot and acceptance of the terms and conditions to be stipulated by the Management. The Management reserves the right to reject any application for the second car label. Car labels having been approved may still be subjected to cancellation at the Management's discretion and cost incurred in the application is not refundable. The Management's decision shall be final.
10. 2nd car label holder must park his car at the B2 car park. Failing which, the Management shall treat it as illegally parked, and subject to be wheeled cramped.

Compass Heights

Rules & Regulations – Moving-in and Moving-out (Compass Heights)

1. Moving-in/Moving-out may be carried out from 9.00 am to 5.30 pm daily.
2. Residents are required to submit Form S002 to the Management Office together with payment of S\$200.00 as security deposit at least 3 days prior to the date of moving-in or moving-out. The deposit will be refunded without interest upon completion of the work if no damage of property or human injury is caused. The deposit will be refunded within 30 days from the day of receipt of the application of refund made to the Management Office.
3. All removal contractors engaged to carry out such removals must report to the security checkpoint to obtain identification passes and must wear their passes at all time prior to carrying out the work each day; failing which, the Management reserves the right to refuse entry to unknown persons, not being a Resident or a lawful user of the Common Property, whose reasons for being present in the Condominium cannot be verified. The Management's security personnel shall have the right to question any person in the Condominium found without a pass.
4. All removals and workmen should use only lifts and staircases designated by the Management by prior arrangement so as not to inconvenience other residents. Any packing and crates removed must be disposed off by the Resident concerned accordingly and at his cost.
5. No unwanted materials, debris, etc. should be left in the corridors, lift lobbies, fire escape staircases or any other common areas, failing which, they will be removed by the Management and the cost of such removal shall be charged to the Resident concerned.

Compass Heights

SECTION 6

6. Disposal of cardboard boxes and/or any unwanted materials from the moving in/out contractors into the bin chute is strictly prohibited.
7. Residents shall ensure that no damage is caused to any part of the Common Areas, Common Property or the building during such removal. Any damage caused shall be rectified by the Resident concerned at his own cost forthwith upon receipt of notice to that effect from the Management. Residents shall also indemnify the Management for any liability claim or action taken by third party due to the negligence of removal contractors.
8. Residents shall be responsible for the conduct and behaviour of their appointed contractors while they are in the Condominium.
9. All container vehicles (20 footer and beyond) are not allowed in the Estate.
10. All container vehicles (2.1m in height or greater) are not allowed in the basement car park. Subsidiary Proprietors are required to inform their movers on this condition.

Compass Heights

Proximity Card

1. The proximity card is used for accessing into the Estate and/or the Clubhouse via the auto gate.
2. The allocation of proximity cards for different unit type are as follows:
 - a. 1 Bedroom Type - 2 cards
 - b. 2 Bedroom Type - 3 cards
 - c. 3 Bedroom Type - 4 cards
 - d. 4 Bedroom Type - 5 cards
 - e. 3 Bedroom Penthouse - 4 cards
 - f. 4 Bedroom Penthouse - 5 cards
3. Cards issued above the allowable number will be charged at **SS\$30.00 per card** (maximum of 2 cards per Unit and is non refundable).
4. Purchase of new or replacement of lost card is charged at **SS\$30.00** (non refundable). All lost card must be reported to the Management Office. (Form S008)
5. Due care is to be exercise to maintain the working condition of the proximity card. Keep all cards away from any magnetic device/fields and place them in a cool dry place when not in use.
6. The Management reserves the right to request for documentary evidence to prove that the applicant(s) is/are residing in the Condominium before issuing the proximity card(s).

Compass Heights

COMPASS HEIGHTS

APPLICATION FOR RENOVATION WORKS & CONTRACTOR REGISTRATION FORM

Particulars of Applicant

Unit To Be Renovated: (Block No.) _____ (Unit No.) _____

Name of Applicant: _____

Telephone No.: (Home) _____ (Office) _____ (Mobile) _____

Particulars of Contractor

Name of Company: _____

Address: _____

Business Reg. No.: _____

Person-In-Charge: _____

Telephone No.: (Office) _____ (Mobile) _____

Commencement Date: _____ Completion Date: _____

Summary of Proposed Renovation Works:

In applying for approval, the owner and the contractor undertake to abide by and be subject to the terms and conditions as described in the Resident's Handbook.

Name: _____ Signature & Date _____
Owner

Name: _____ Signature & Date _____
Contractor

Company Stamp of Contractor

Compass Heights

COMPASS HEIGHTS
APPLICATION FOR * MOVING-IN / MOVING-OUT

Name of Resident: (Owner / Tenant): _____

Block No.: _____ Unit No.: _____

Tel. No.:(Home) _____ (Office) _____ (Mobile) _____

Date of Commencement: _____ Date of Completion: _____

Particulars of Contractor:

Co: _____ Person In Charge: _____

Address: _____

Contact No.: (Office) _____ (Mobile) _____

Person to Contact (for emergency): _____ Contact No. : _____

I confirm that I have read the Rules and Regulations governing House Removal and enclose herewith a cheque of **S\$200.00 (payable to “MCST 2762”** as security deposit. I understand that this deposit will be refunded to me upon completion of work if no claim is made against me (Please refer to Section 6, Pg 33 - 34).

Name: _____
Resident **Signature & Date**

Name: _____
Contractor **Signature & Date**

Company Stamp of Contractor

FOR OFFICIAL USE - * Moving-In / Moving-Out

Deposit Collected: S\$200.00[] By Cash / Receipt No.: _____
[] By Cheque / Receipt No.: _____

Name & Signature of Approving Officer Date

Compass Heights

COMPASS HEIGHTS
APPLICATION FOR THE USE OF BARBECUE PIT

Name: (Owner / Tenant) _____

Address: (Block No.) _____ (Unit No.) # _____

Tel. No.: (Home) _____ (Office) _____ (Mobile) _____

Barbecue Pit No.(s): _____

Date of Use: _____

Time of Use : [] Morning Session – 9.00 a.m. to 1.00 p.m.
 [] Afternoon Session – 2.00 p.m. to 6.00 p.m.
 [] Evening Session - 7.00 p.m. to 11.00 p.m.

No. of Guests : _____ (maximum 20 persons)

Booking Fee : S\$5 per pit per session incl. of GST (non-refundable)
 S\$50 deposit (refundable) per booking

I confirm that I have read the rules and regulations governing the use of the Barbecue Pit (Please refer to Section 4A, Pg 19- 20).

Signature of Applicant_____
Date**FOR OFFICIAL USE**

Amount Collected: S\$ _____ + S\$50.00 Deposit

[] By Cash / Receipt No. : _____

[] By Cheque / Receipt No. : _____

Name & Signature of Approving Officer_____
Date

Compass Heights

COMPASS HEIGHTS**APPLICATION FOR THE USE OF FUNCTION ROOMS**

Name: (Owner / Tenant)

Address: (Block No.) _____ (Unit No.) # _____

Tel. No.: (Home) _____ (Office) _____ (Mobile) _____

Function Room Compartment No.: _____

Purpose of Use: _____

Date of Use: _____

Time of Use : [] Morning Session – 9.00 a.m. to 1.00 p.m.
 [] Afternoon Session – 2.00 p.m. to 6.00 p.m.
 [] Evening Session - 7.00 p.m. to 11.00 p.m.

Booking Fee for Function room 1 or 2

S\$5.00 per session inclusive of GST (non-refundable) &
 S\$50.00 deposit (refundable) per booking

I confirm that I have read the rules and regulations governing the use of the
 Rooms (Please refer to Section 4B, Pg 20 – 22).

Signature of Applicant_____
Date**FOR OFFICIAL USE**

Amount Collected: \$ _____ + *S\$50.00 / S\$200.00 Deposit

[] By Cash / Receipt No. : _____

[] By Cheque / Receipt No. : _____

Name & Signature of Approving Officer_____
Date*Compass Heights*

COMPASS HEIGHTS

**APPLICATION FOR THE USE OF *
MULTI PURPOSE ROOM / MULTI PURPOSE STUDIO**

Name: (Owner / Tenant)

Address: (Block No.) _____ (Unit No.) # _____

Tel. No.: (Home) _____ (Office) _____ (Mobile) _____

Function Room Compartment No.: _____

Purpose of Use: _____

Date of Use: _____

Time of Use : [] Morning Session – 9.00 a.m. to 1.00 p.m.
[] Afternoon Session – 2.00 p.m. to 6.00 p.m.
[] Evening Session - 7.00 p.m. to 11.00 p.m.

Booking Fee for Multi-Purpose Room (Karaoke Room) and Multi-Purpose Studio

\$S\$10.00 per session inclusive of GST (non-refundable) &
\$S\$200.00 deposit (refundable) per booking

I confirm that I have read the rules and regulations governing the use of the Rooms (Please refer to Section 4B, Pg 20 – 22).

Signature of Applicant Date

FOR OFFICIAL USE

Amount Collected: \$ _____ + *\$S\$50.00 / \$S\$200.00 Deposit

[] By Cash / Receipt No. : _____

[] By Cheque / Receipt No. : _____

Name & Signature of Approving Officer Date

Compass Heights

COMPASS HEIGHTS**APPLICATION FOR CAR PARK LABEL (1st / 2nd Car)**

Name: (Owner / Tenant) _____

Address: (Block No.) _____ (Unit No.) # _____

Tel. No.: (Home) _____ (Office) _____ (Mobile) _____ (Pager) _____

Documents RequiredPlease tick : **Owner - Proof of resident e.g. NRIC & Vehicle Registration Card / Log****Book** **Tenant - Tenancy Agreement or Owner's Authorisation Letter &** **Vehicle Registration Card / Log Book** **Company's Car – Company's Authorisation Letter** **Rental Car – Rental Document & Name of Rental Company :**

Vehicle Registration No.: _____

Make & Type of Vehicle: _____

Registered Owner & Address: _____
(as in log book)

I, _____ of Block No. _____ & Unit No. # _____ understand that I am bound by the rules governing the issue and use of the above item and is required to return the car park label when I am no longer a resident at Compass Heights. I am agreeable to pay S\$20.00 to replace a lost or damaged car park label (Please refer to Section 5, Pg 30 – 32).

I acknowledge that all motor vehicles are parked in the premises at the owner's risk. The management and its agents undertake no responsibility and shall not be liable in any matters whatsoever for any misdemeanor loss or damages to any motor vehicle, its accessories or to the contents therein or any vehicle moving in and out of or parked in the car park.

Signature of Applicant _____

Date _____

Car Park Label(s) Received By: _____ On _____

FOR OFFICIAL USE : No. of Car Park Labels Issued: _____ New Application C - _____ Replacement for Car Park Label (Lost) : C - _____ Replacement for Car Park Label (Damaged) : C - _____ By Cash / Receipt No. : _____ By Cheque / Receipt No : _____

Name & Signature of Approving Officer _____

Date _____

Compass Heights

COMPASS HEIGHTS
APPLICATION FOR PROXIMITY CARD

Name: (Owner / Tenant) _____

Address: (Block No.) _____ (Unit No.) # _____

Tel. No.: (Home) _____ (Office) _____ (Mobile) _____

Documents Required (Please tick) :[] Owner – Proof of resident e.g. NRIC[] Tenant – Tenancy Agreement or Owner's Authorisation Letter

I, _____ of Block No. _____ & Unit No. # _____ understand that I am bound by the rules governing the issue and use of the above items and is required to return the proximity card when I am no longer a resident at Compass Heights. I am agreeable to pay S\$30.00 to replace a lost or damaged proximity card (Please refer to Section 7). Maximum cards per unit are as below:

- | | | |
|------------------------|---|---------|
| a. 1 Bedroom Type | - | 4 cards |
| b. 2 Bedroom Type | - | 5 cards |
| c. 3 Bedroom Type | - | 6 cards |
| d. 4 Bedroom Type | - | 7 cards |
| e. 3 Bedroom Penthouse | - | 6 cards |
| f. 4 Bedroom Penthouse | - | 7 cards |

Signature of Applicant _____ Date _____

Proximity Card Received By: _____ On _____

FOR OFFICIAL USE No. of Proximity Card Issued : _____[] Additional Proximity Card : Proximity Card Serial No.: _____[] Replacement for Proximity Card (Lost) : _____[] By Cash / Receipt No. : _____[] By Cheque / Receipt No: _____

Name & Signature of Approving Officer _____ Date _____

Compass Heights

COMPASS HEIGHTS
REQUEST FOR REFUND OF DEPOSIT

Name:(*owner/tenant) _____

NRIC/Passport No: _____

Address: _____

Tel. No.:(Home) _____ (Office) _____ (Mobile) _____

Refund for :

- Renovation Work
- Moving-in / Moving-out
- Deposit for use of Barbecue Pit
- Deposit for use of * Function / Multi Purpose Rooms (Karaoke Room) / Multi Purpose Studio

Date of Completion of work/usage: _____

Amount to be refunded: S\$ _____

 – There is no damage caused to the Common Property. – The following damages to the Common Property were caused :

Please deduct a sum of S\$ _____ and refund the balance of S\$ _____

Signature of Applicant_____
Date Received**For Official Use**

Amount Refunded : S\$ _____

 Cash from Receipt No: _____ Cheque No: __________
Name & Signature of Approving Officer_____
Date*Compass Heights*

COMPASS HEIGHTS

RESIDENTS' UPDATING FORM

To: The Management Corporation Strata Title Plan No. 2762
C/o Management Office
11 Sengkang Square
#02-32 Compass Heights
Singapore 545076
Fax No. : 64890196



Tenanted Ou

UPDATE OF PARTICULARS

Compass Heights Block: _____ Unit No.: _____
SUBSIDIARY PROPRIETOR'S (OWNER'S) PARTICULARS

Name: (1) _____ IC NO. _____ HP _____
(2) _____ IC NO. _____ HP _____
(3) _____ IC NO. _____ HP _____
(4) _____ IC NO. _____ HP _____

Mailing Address: _____

Number of Vehicle(s) : _____ Vehicle No.: (1) _____
(if any) (2) _____
Number of access cards : _____ Please specify: (1) _____
(2) _____
Email address : _____ (3) _____
(4) _____
(5) _____
(6) _____
(7) _____

Signature Date

TENANT'S PARTICULARS

Name: (1) _____ (2) _____
Contact No. : (H) _____ (O) _____
(HP) _____ (Fax) _____

Number of Vehicle(s) : _____ Vehicle No.: (1) _____
(if any) (2) _____
Number of access cards : _____ Please specify: (1) _____
(2) _____
Email address : _____ (3) _____
(4) _____

Tenancy duration : From _____ to _____

Please provide the first page of your tenancy agreement.

Signature Date

Compass Heights

COMPASS HEIGHTS

BY-LAW

CAR PARKING BY LAW FOR COMPASS HEIGHTS

- (1) No parking of visitors' vehicles after 1.00am unless prior written approval has been obtained from the Management Corporation.
- (2) Any vehicle without a valid carpark label or visitors' vehicles parked after 1.00am (unless prior written approval has been obtained) or any other unauthorised vehicles parked in the estate to be wheel clamped and the release fee shall be S\$100.00 or any other cost which may be incurred as determined by the Council.
- (3) No heavy industrial and commercial vehicles (of height more than 2.1 meters) are allowed to park within the estate unless prior written approval has been obtained from the Management Corporation.

The above By-laws were passed at the Second (2nd) Annual General Meeting of the Management Corporation Strata Title Plan No 2762 on 29 May 2005.

LITTERING BY LAW

- (1) Any Subsidiary Proprietor, or occupier or person shall not deposit, throw or litter on the common property or onto any other Subsidiary Proprietor's lot, any material or item whatsoever, and any subsidiary proprietor or occupier or person who is in breach of this by law shall be subjected to a fine of up to S\$1,000 or such sum as shall be determined by the Council.
- (2) Provided always that the management corporation in enforcing this by law shall recover all costs, fee and expenses whatsoever incurred in enforcement of this by law and the management corporation shall recover such costs, fees, expenses, fines and any other charges from the subsidiary proprietor or occupier or person concerned on a solicitor-client full indemnity basis.

The above by law was passed at the 3rd Annual General Meeting of the management corporation strata title plan no. 2762 on the 27 May 2006.

Compass Heights

COMPASS HEIGHTS

BY-LAW

CAR PARKING BY LAW (COMPASS POINT)

“All vehicle not parked in a designated car park lot or any unauthorised parking in a handicap lot or any vehicle causing an obstruction in the car park shall be liable to be wheel-clamped. The release fee shall be S\$100.00 (exclude GST) or any sum to be determined by the Council.

The above by-law was passed at the 4th Annual General Meeting of the Management Corporation Strata Title Plan No 2762 on 2 June 2007.

COMMON AREA BY LAW FOR COMPASS HEIGHTS

“All personal items placed by owners / occupiers at the common area (not limited to stairway, service ducts, lobbies) shall be removed by the Management Council without prior notice and such items shall be disposed off at the full discretion of the Management Council, and the owner shall be charge a removal fee of \$200.00 (excl GST) plus an administrative fee of 20% of the removal fee.

All removed items shall be claimed within 2 weeks from the removal day thereof, and an admin fee of S\$50.00 (excl GST) shall be imposed to the owner / occupiers for the return of such items”.

The above by-law was passed at the 5th Annual General Meeting of the Management Corporation Strata Title Plan No 2762 on 31 May 2008.

ADDITIONAL BY-LAW ON SWIMMING LESSONS AT COMPASS HEIGHTS

To consider and if approved, resolve by way of special resolution, to pass additional by-laws that Council be and if hereby authorized to determine and vary as and when deemed fit, the following on swimming lessons :-

1. Swimming lessons can only be conducted on Mondays, Tuesdays, Wednesday and Sunday, from 9 am to 12 noon and 3 pm to 6 pm.
2. All instructors must be certified by Singapore Sport Council.
3. A maximum number of 6 registered instructors is allowed.
4. Instructors' fees will be published at the notice board.
5. A refundable deposit based on 10% of the total monthly fee will be collected by the Managing Agent. The deposit will be refunded to the instructors upon end of the swimming lessons provided the instructors do not violate the rules. The list of rules will be available on the application form.
6. Residents can invite their relatives to attend the swimming lessons. The number of such relatives can only make up to 20% of the entire class. Deposit from the instructor will be forfeited if this rule is violated.

Compass Heights

PRESCRIBED BY-LAWS**Noise**

1. A subsidiary proprietor or an occupier of a lot shall not create any noise on a lot or the common property likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot or of any person lawfully using the common property.

Vehicles

2. —(1) A subsidiary proprietor or an occupier of a lot shall not —

(a) park or leave; or

(b) permit any invitees of the subsidiary proprietor or occupier to park or leave, any motor vehicle or other vehicle on the common property except with the prior written approval of the management corporation.

(2) The management corporation shall not unreasonably withhold its approval to the parking or leaving of a motor vehicle or vehicle on the common property.

Obstruction of common property

3. —(1) A subsidiary proprietor or an occupier of a lot shall not obstruct the lawful use of the common property by any person, except on a temporary and non-recurring basis.

(2) If the management corporation has specified, by resolution, the manner in which furniture or large objects are to be transported through or on common property, a subsidiary proprietor shall not transport any furniture or large object through or on common property except in accordance with that resolution.

Damage to lawns, etc., on common property

4. A subsidiary proprietor or an occupier of a lot shall not, except with the prior written approval of the management corporation or as permitted by an exclusive use by-law made under section 33 of the Act for his benefit —

(a) damage any lawn, garden, tree, shrub, plant or flower being part of, or situated on, the common property; or

(b) use for his own purposes as a garden any portion of the common property.

Alteration or damage to common property

5. —(1) A subsidiary proprietor or an occupier of a lot shall not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property except with the prior written approval of the management corporation.

(2) An approval given by the management corporation under paragraph (1) shall not authorise any additions to the common property.

(3) This by-law shall not prevent a subsidiary proprietor or an occupier of a lot, or a person authorised by such subsidiary proprietor or occupier from installing —

(a) any locking or other safety device for protection of the subsidiary proprietor's or occupier's lot against intruders or to improve safety within that lot;

(b) any screen or other device to prevent entry of animals or insects on the lot;

(c) any structure or device to prevent harm to children; or

(d) any device used to affix decorative items to the internal surfaces of walls in the subsidiary proprietor's or occupier's lot.

(4) Any such locking or safety device, screen, other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been

Compass Heights

installed, in keeping with such guidelines as the management corporation may prescribe regarding such installations, and with the appearance of the rest of the building.

(5) The subsidiary proprietor and occupier of a lot shall —

(a) maintain and keep in a state of good and serviceable repair any installation or structure referred to in paragraph (3) notwithstanding that it forms part of the common property and services the lot; and

(b) repair any damage caused to any part of the common property by the installation or removal of any locking or safety device, screen, other device or structure referred to in paragraph (3) notwithstanding that it forms part of the common property and services the lot.

Behaviour of subsidiary proprietors and occupiers

6. A subsidiary proprietor or an occupier of a lot, when on a lot or the common property, shall be adequately clothed and shall not use language or behave in a manner likely to cause offence or embarrassment to the subsidiary proprietor or occupier of another lot or to any person lawfully using the common property.

Children playing on common property

7. A subsidiary proprietor or an occupier of a lot shall take all reasonable steps to ensure that any child, of whom he has control when playing upon the common property, shall not —

(a) cause any damage to the common property; or

(b) create any noise likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot.

Behaviour of invitees

8. A subsidiary proprietor or an occupier of a lot shall take all reasonable steps to ensure that his invitees (including customers and staff) do not behave in a manner likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot or of any person lawfully using the common property.

Depositing rubbish, etc., on common property

9. A subsidiary proprietor or an occupier of a lot shall not deposit or throw on the common property any rubbish, dirt, dust or other material or discarded item except with the prior written approval of the management corporation.

Drying of laundry

10. A subsidiary proprietor or an occupier of a lot shall not, except with the prior written approval of the management corporation, hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the subdivided building, other than at areas designated for the purpose and there only for a reasonable period.

Cleaning windows

11. A subsidiary proprietor or an occupier of a lot shall keep clean all exterior surfaces of glass in windows and doors on the boundary of the lot which are not common property, unless —

(a) the management corporation resolves that it will keep the glass or specified part of the glass clean; or

(b) that glass or part of the glass cannot be accessed by the subsidiary proprietor or occupier of the lot safely or at all.

Storage of flammable materials

12. —(1) A subsidiary proprietor or an occupier of a lot shall not, except with the prior

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written approval of the management corporation, use or store upon his lot or upon the common property any flammable chemical, liquid, gas or other flammable material.

(2) This by-law shall not apply to chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

(3) Nothing in this by-law authorises any subsidiary proprietor or occupier of a lot to use or store upon his lot or upon the common property any flammable chemical, liquid, gas or other flammable material in a manner that would contravene any relevant written law applicable to the use or storage of such substances or materials.

Refuse disposal

13.—(1) A subsidiary proprietor or an occupier of a lot within a strata title plan that has chutes or shared receptacles for the disposal of refuse or for recyclable material or waste shall —

(a) ensure that before any refuse, recyclable material or waste is thrown into the chute or receptacle it is —

(i) in the case of refuse, securely wrapped in plastic bags or other similar materials; or

(ii) in the case of recyclable material or waste intended for recycling, separated and prepared in accordance with the applicable recycling guidelines; and

(b) not dispose of any large object into the chutes which may obstruct the free fall of refuse in the chutes.

(2) A subsidiary proprietor or an occupier of a lot within a strata title plan that does not have any chute or shared receptacle for the disposal of refuse or for recyclable material or waste —

(a) shall maintain such receptacles within his lot, or on such part of the common property as may be authorised by the management corporation, in clean and dry condition and (except in the case of receptacles for recyclable material) adequately covered;

(b) shall ensure that before refuse, recyclable material or waste is placed in the receptacle it is securely wrapped or, in the case of tins or other containers, completely drained or, in the case of recyclable material or waste intended for recycling, separated and prepared in accordance with the applicable recycling guidelines;

(c) for the purpose of having the refuse collected, shall place the receptacle within an area designated for that purpose by the management corporation and at a time not more than one hour before the time at which refuse, recyclable material or waste is normally collected;

(d) when the refuse has been collected, shall promptly return the receptacle to his lot or other area referred to in sub-paragraph (a);

(e) shall not place anything in the receptacle of the subsidiary proprietor or occupier of any other lot except with the permission of that subsidiary proprietor or occupier; and

(f) shall promptly remove anything which he or the refuse or recycling collector may have spilled from the receptacle and shall take such action as may be necessary to clean the area within which that thing was so spilled.

(3) Nothing in this by-law requires any subsidiary proprietor or occupier of a lot to dispose of any chemical, biological, toxic or other hazardous waste in a manner that would contravene any relevant written law applicable to the disposal of such waste.

Keeping of animals

14. A subsidiary proprietor or an occupier of a lot shall not keep any animal upon his lot

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or the common property which may cause annoyance to the subsidiary proprietors or occupiers of other lots.

Duty to maintain lot

15. A subsidiary proprietor or an occupier of a lot shall maintain his lot including all sanitary fittings, water, gas, electrical and air-conditioning pipes and apparatus thereof in a good condition so as not to cause annoyance to the subsidiary proprietors or occupiers of other lots.

Lot not to be used for purpose injurious to building reputation

16. A subsidiary proprietor or an occupier of a lot shall not use his lot for any purpose (illegal or otherwise) which may be injurious to the reputation of the subdivided building.

Change in use of lot to be notified

17. A subsidiary proprietor or an occupier of a lot shall, without delay, notify the management corporation if the subsidiary proprietor or occupier changes the existing use of the lot.

Prevention of fire and other hazards

18. —(1) A subsidiary proprietor or an occupier of a lot shall not do anything or permit any of his invitees to do anything on the lot or common property that is likely to affect the operation of fire safety devices in the parcel or to reduce the level of fire safety in the lots or common property.

(2) A subsidiary proprietor or an occupier of a lot shall also not do anything or permit any of his invitees to do anything on the lot or common property that is likely to create a hazard or danger to the owner or occupier of another lot or any person lawfully using the common property.

(3) Without prejudice to the generality of paragraph (2), a subsidiary proprietor or an occupier of a lot shall not place, put up or display any article or object on or by any window or on any balcony of, or outside, the lot in a manner which is likely to cause any damage to property or injury to life to any person lawfully using the common property.

Control on hours of operation and use of facilities

19. —(1) The management corporation may, by special resolution, make any of the following determinations if it considers the determination appropriate for the control, management, administration, use or enjoyment of the common property, comprised in its strata title plan:

(a) that commercial or business activities may be conducted on the common property only during certain times;

(b) that facilities situated on the common property may be used only during certain times or on certain conditions.

(2) Every subsidiary proprietor and occupier of a lot shall comply with a determination referred to in paragraph (1).

Provision of amenities or services

20. —(1) The management corporation may, by special resolution, determine to enter into arrangements for the provision of all or any of the following amenities or services to one or more of the lots, or to the subsidiary proprietors or occupiers of one or more of the lots comprised in its strata title plan:

(a) security services;

(b) garbage disposal and recycling services;

(c) cleaning or domestic services;

(d) promotional services or advertising.

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(2) If a management corporation makes a resolution referred to in paragraph (1) to provide an amenity or service to a lot or to the subsidiary proprietor or occupier of a lot, the management corporation must indicate in the resolution the amount for which, or the conditions on which, it will provide the amenity or service.

Made this 30th day of March 2005.

TAN TEE HOW
*Permanent Secretary,
Ministry of National Development,
Singapore.*

[ND 311/13-301 Vol. 7; AG/LEG/SL/30C/2004/2 Vol. 1]

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