

prestigious ownership



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chapter 1

經理人 The Manager

一、大廈公契

根據「公共契約」康業服務有限公司為本大廈經理人。每位業主均賦有全權擁有、閣下所屬樓宇單位及可享用本大廈內各種公共設施。本公司有絕對的權力代表各業主和住客就有關業庭之一般問題上與政府及公共服務公司磋商，包括延聘律師或專業人士、承造商等。

二、專業服務

本公司乃新鴻基地產發展有限公司全資附屬機構，有超過三十年樓宇管理經驗，目前員工接近五千人，管轄樓宇三百餘幢，遍佈港九新界各地，一向竭誠提供一級服務。由於有新鴻基集團之建築機電工程，水泵維修、電器保養、消防保養、冷氣保養、清潔、保險等專業附屬機構之協助，故能更有效地解決管理上各項重大問題。

1. Deed of Mutual Covenant

In accordance with the Deed of Mutual Covenant, Hong Yip Service Company Limited has been appointed to be the Manager of THE PARCVILLE. Each owner is entitled to the full and exclusive right of occupation of his flat and the use and enjoyment of the common facilities within the building. The Management Company has the full and exclusive right to represent all owners and residents in all dealings with Government, public utility companies etc. and on general matters in connection with THE PARCVILLE. The Management Company retains the right to appoint on the owners'/ residents' behalf, solicitors, professional consultants or contractors as may be necessary from time to time.

2. Professional Service

Hong Yip Service Company Limited is a wholly owned subsidiary of Sun Hung Kai Properties Limited. With over 30 years' experience in estate management, we serve more than 300 buildings throughout the Hong Kong Island, Kowloon and the New Territories. The Sun Hung Kai Group helps us in providing reliable professional services including construction, mechanical and electrical installations, pump maintenance, cleansing, insurance, electrical appliances' maintenance and fire prevention equipment maintenance.

物業管理 Management

一、管理控制

本公司為本大廈經理人並提供全面性管理服務，包括樓宇結構、公共地方、泵房、垃圾房及天台等，住戶若使用上述地方，必須遵照經理人或其代理人所定下之守則，任何業主及住戶均不得擅自更改或干擾任何已安裝之設備。

二、管理人員

本公司已聘請專業管理人員管理本大廈，以期達至高度水準，但仍需閣下鼎力合作，使管理方面更臻完善。謹請住戶勿要求任何管理人員作私人服務，管理員工只遵照本公司指示工作，一律不准向業主或住戶索取打賞或利益。

三、投訴及建議

貴業主/住戶如有任何查詢、投訴或建議，請親臨、致電或以書面通知客戶服務處。

四、管理費繳付方法

閣下現已成為採業庭之業主，因此必須承擔各項保養、維修及日常支出。按「公共契約」規定，此項費用是根據每年開支預算而釐定，而各支出之有關項目，請參閱公契。

本公司每月向各戶發出電腦繳交管理費通知單，請閣下於每月一號以“劃線支票”連同通知單到客戶服務處繳交或放入地下大堂之意見箱內。抬頭人寫「康業服務有限公司」，繳費後將發回正式收據。

閣下亦可採用銀行之自動轉賬服務。如有疑問，請向客戶服務處查詢。本公司職員恕不接受現金繳費。

五、管理費盈虧

管理費支出採用實報實銷方式。

如管理費不敷開支時，各業主須按所繳管理費比例分攤不足之數，如有盈餘，則撥入下一財政年度賬目內。

六、業權轉換

如有業權轉換，業主應即以書面通知客戶服務處有關新業主姓名、地址等詳細資料，否則現任業主仍需負責繳付一切有關管理費用。

七、大廈守則

為提供有效率管理服務，經理人或其代理人可按實際環境需要，經大廈業主委員會審訂，制定或修改大廈守則，各業主及住戶務請遵守，以達睦鄰之道及保持大廈之優美居住環境。

八、佈告箱

大廈內各項設備，例如水、電、氣體燃料等，可能因例行檢查或故障而需暫停服務或供應時，客戶服務處將盡速於大廈入口處之佈告箱公佈，請各業主及住戶時常留意佈告箱。

九、業主委員會

業主委員會經由公開選舉選出之業主代表組成，代表各業主與管理公司互相諮詢。委員會目的在增進客戶服務處與住戶間之溝通，攜手合作共創社群精神，從而促進各住戶之利益。

倘閣下有意參與大廈及有關住戶利益之事務，請與客戶服務處聯絡。

1. Management Control

As Manager, we provide all management services to the building in general including the main structure of the building, common areas, pump rooms, refuse chamber and the roof. Access to these areas is in accordance with the rules laid down by the Manager or its agent and no owner or resident should alter or interfere with any equipment contained therein.

2. Management Staff

In order to provide a high standard of management service to all owners, professional staff and contractors have been appointed. To enable them to carry out their duties properly, we particularly request the residents to refrain from employing our staff for private business as they are not permitted to receive any instructions other than from the Manager or its agent. It should be particularly noted that staff are forbidden to ask for tips or any other advantages from the owners or residents.

3. Complaints and Suggestions

Any complaints or suggestions concerning the building can be made either verbally or in writing to the Customer Service Office.

4. Methods of Payment of Management Fee

Being the owner of THE PARCVILLE you are responsible for contributing your share in the costs of maintenance, upkeep and general operation of the building. The Management Fee amount is formulated according to the basis set out in the Deed of Mutual Covenant, please refer to it for details.

Please arrange payment of management fees to be made by post or in person to the Customer Service Office or put into the Suggestion Box at Lift Lobby, on the first day of every month by cheque payable to "Hong Yip Service Co., Ltd." An official receipt will be issued upon payment.

Owners are encouraged to use the AUTOPAY system for the payment of management fees. The Customer Service Office accept no cash.

5. Deficit and Surplus

The management expenses is on actual disbursement basis. Should the management fees be insufficient to cover the expenditure, owners will be required to pay the deficit proportionally. However, if the sum collected exceeds the expenditure, the surplus will be held on behalf of residents and credited to the account of the following financial year.

6. Change of Ownership

Please inform the Customer Service Office of any change of ownership, failing this will lead to your being (owner for the time being) held responsible for further payment.

7. House Rules

In order to provide efficient management service, the Manager will make or amend house rules according to different circumstances and to be approved by the Owners' Committee. Owners and residents are requested to observe these house rules so as to maintain good relationship with neighbours and the pleasant living environment.

8. Notice Board

Public facilities, such as water, electricity or gas, may be temporarily suspended due to regular maintenance or other reasons. Relevant notices will be put on the notice board accordingly. Please pay regular attention to the notice board.

9. Owners' Committee

The Owners' Committee comprises members elected as Owners' Representative for joint consultation with the Management Company. The purpose of this committee is to enable residents and the management to work together to establish a good relationship and to develop a community spirit for the benefit of all the residents concerned.

Residents who would like to know further details should contact the Customer Service Office directly.

收樓須知 Taking-over Your Premises

一、改善工程

當閣下收樓時，可能發現單位尚有少許未盡完美之處，請以指定形式通知顧客聯絡組之同事，使能盡速通知承建商進行改善工程，倘閣下對此有任何疑問，亦可隨時向客戶服務處查詢。

二、電錶

為使貴單位在第一時間有電力供應，發展商早已代閣下申請電錶。閣下請填妥收樓時所派發之轉名表格，以便本公司代為完成轉名手續。

三、水錶

發展商亦已為閣下申請水錶，請填妥收樓時所派之轉名表格及交回客戶服務處，以便完成轉名手續。

四、煤氣

倘閣下已決定使用煤氣時，請致電2880 6988向中華煤氣公司申請。

五、電話

每個單位已有預留之電話線，業主只需致電1000向電訊盈科申請，便可獲分配電話號碼及使用電話服務。

六、住戶登記

請閣下填妥住戶登記表，交回客戶服務處以便記錄，及作住戶證申請之用。

1. Improvement Works

When you take-over the premises, you may find some minor defects or irregularities. Please inform the Liaison Team staff in the prescribed way and they will liaise with the contractor for the improvement works as soon as possible. Should you have any queries regarding this matter, the Customer Service Office will be pleased to assist whenever necessary.

2. Electric Meter

In order to have electricity supply to the unit without delay, the developer has already applied the meter on your behalf. Please complete the change of name application form and return the same to the Customer Service Office to complete the procedure.

3. Water Meter

The developer has also applied water meters for owners. You are therefore advised to complete the Form F(c) and return to the Office of the Water Authority, through the Customer Service Office, to complete the procedure for change of registered name.

4. Gas Meter

Should you decide to commence the gas supply to your flat, please call the Hong Kong and China Gas Company Limited at 2880 6988 to instruct the commencement of service.

5. Telephone

There are telephone line sockets installed in your flat. All you have to do is to call the PCCW-HKT at 1000 to instruct the commencement of service and award a telephone number.

6. Resident Registration

Finally, you are requested to fill in the resident registration form and return it to the Customer Service Office for record purposes as well as the application for resident card.

入伙事項 Moving-in

- 一、當住戶遷入新居時，請事先行通知客戶服務處，以便安排貨車停泊事宜。
- 二、為他人著想，住戶應盡量安排人流較少的時間內進行搬運工作，同時遵照客戶服務處人員之指示。
- 三、為本身利益起見，住戶應親自監督一切入伙事宜，並確保搬運時大廈升降機、牆壁、公眾地方及設施不受損壞；同時在工程完成後，更須清理所有廢物。否則有關人士須賠償一切損失。
- 四、客戶服務處將盡力協助各住戶進行有關入伙事項，惟各住戶必需充份合作。

1. When occupants move into the new flat, special arrangements for parking of lorries should be made beforehand with the Customer Service Office.
2. For the interest of all, occupants are advised to choose off-peak hours for moving-in, and should follow the instructions of the Customer Service Office Staff.
3. For the interests of oneself and other residents, occupants are recommended to supervise personally their moving-in operation and to make sure their packers/delivery workers do not cause damage to lifts, common areas, common facilities and to remove all unpacked material, debris when the job is finished. The owners will be held responsible for all the damages or losses that arised.
4. The Customer Service Office will do the best to help occupants moving-in, but your co-operation is essential for the overall benefits of the building. So, please observe the moving-in rules and regulations set by the Customer Service Office.

公用事業服務 Utility Services

本大廈各單位均裝有入牆電線、氣體燃料供應喉管、電話線、水管及公共電視插掣，請注意安全及使用守則。

一、電力

各單位已安裝充足的電燈及插蘇位。為安全理由，切勿令電力負荷過重，若發現電線或插蘇因使用日久而變得陳舊，請即更換。任何電線工程必須由政府註冊及持有執照之電器技工進行。

二、水

接駁洗衣機及修理水喉的工作必須由持有水務局執照之水喉匠進行。自來水是利用水壓輸送到各單位，因此，即使是輕微的漏水亦足以引起水浸。住戶在外出時，必須檢查是否已將水龍頭關妥。若某單位因漏水而導致大廈的公眾地方或其他住宅單位蒙受損失時，該單位的業主必須負責一切賠償。

三、電話

各單位已裝有電話線，住戶只需向電訊盈科申請駁線便可使用。

四、電視天線及對講機

每單位皆裝有公共電視天線插掣，為保持大廈觀瞻，請勿增設個別戶外天線。各住戶如欲增加或更改插掣位置，可與客戶服務處聯絡，至於有關費用，須由住戶自行支付。所有電視天線均有保養合約，如發現 府上接收情況不妥，請即通知客戶服務處跟進。若客戶服務處未有接獲同類投訴，則可能是 府上的電視機問題。由於對講機及公共天線為十分精密之電子裝置，切勿自行更改其位置，否則如有損壞，客戶服務處概不負責。

五、氣體燃料

接駁煮食爐、焗爐及熱水器的工作，必須由核准承造商進行，若懷疑有氣體洩漏時應立即將總掣關上，以截止氣體供應，並打開窗戶讓空氣流通及通知有關氣體公司派員檢查。住戶需定期檢查 府上之氣體裝置，以策安全。如有疑問，請諮詢香港中華煤氣公司之意見。

There are concealed cables and pipes providing utility service and communal TV outlet within your flat. Please use them safely and properly.

1. Electricity

Each flat is provided with ample lighting and power points. For the sake of safety, do not overload individual outlets, and replace any wires or plugs of appliances which show signs of wear. All electrical work must be carried out by registered/ licensed electricians.

2. Water

Connecting of washing machines to water pipes etc., and any plumbing repairs, must be carried out by a licensed plumber. Remember that water supply reaches your flat under pressure and even slight leakage can cause flooding. Always ensure that taps are turned off before leaving your flat. You will be held liable for any damages to common areas or other flats caused by water leakage from your flat.

3. Telephone

Your flat is already wired for a telephone line socket. Please apply to the PCCW-HKT for connection.

4. Doorphone & Communal Antenna System

A communal TV aerial is installed in each unit of the building. Should you require additional outlets, or wish to have any existing installation altered at your own expense, please inform the Customer Service Office. To preserve the external appearance of the building and for the benefit of all residents, no individual external aerial will be permitted.

All communal TV aerial installations are covered by maintenance contracts, and any suspected faults in reception should be reported to the Customer Service Office Staff for action. It is reasonably believed that in the absence of similar complaints from other residents, the faults may lie with your TV set itself.

The doorphone and communal antenna system is a sophisticated electronic device. Do not relocate its position yourself. The Customer Service Office will not be responsible for any damages to the system as a result of relocation.

5. Gas

For your safety, connection of gas cookers, ovens and water heaters must be carried out by a licensed contractor. If you suspect a gas leakage, immediately turn off the supply, open windows for ventilation, and inform the gas supplier. Ask the Hong Kong & China Gas Co. for regular safety check for your gas installations and consult them if you are in doubt.

加建及改建 Additions & Alterations

業主若擬增加或更改各單位內裝置，須先向客戶服務處查詢。任何因未經認可之工程所造成的損毀，均須由業主自費負責恢復原狀。

一、政府核准

倘閣下在住宅內進行任何工程，請事前確定該項工程是否有抵觸有關政府部門之法例。倘任何工程未獲得屋宇署或其他有關部門之書面核准而擅自動工者，可被要求將更改部份恢復原來面貌直至有關部門滿意為止，其所需一切費用，概由閣下支付。

二、室內裝修及改置

當業主裝修時，應確定其加建／改動工程絕不影響大廈之結構或公共設施。大廈外牆不能更改。而任何遷拆／更改室內牆壁等工程須事先向客戶服務處申報。倘業主需要進行室內裝修或改建時，必須將有關承造商之詳細資料通知客戶服務處。承造商須將在工程期間產生之裝修廢料用尼龍袋包好，並自行搬往指定之泥頭收集處，以確保於工程完成後把一切裝修廢料清理妥當。如發現公共設施有任何損毀或有未清走之裝修泥頭雜物等，客戶服務處將要求該業主作出有關之賠償。

三、承造商

若沒有大廈客戶服務處允許，任何承造商均不准進入大廈內工作。業主必須督促其承造商遵守客戶服務處所定的規則及標準：—

- (1) 裝修工程不得在下午六時後至翌日早上九時前進行，同時不得在星期日及公眾假期進行裝修工程。
- (2) 裝修進行時，必須把大門關上，以免塵土飛揚至公眾地方。
- (3) 勿將混凝土、沙石瓦礫倒入坐廁或去水渠內。
- (4) 搬運傢俱或裝修材料時，切勿損毀升降機、走廊、牆壁及其他公眾地方。
- (5) 不得留下建築材料、垃圾、裝置物件、工具及泥頭在任何公共地方，否則業主須負責一切清理該等物件之費用。
- (6) 不可疏忽而引致任何垃圾或建築材料由大廈高空跌下，傷及途人。
- (7) 工作完畢後，需關妥所有門窗、電掣、水龍頭、氣體開關等等，方可離開。
- (8) 不可儲存過量易燃物品。
- (9) 裝修工人切勿在大廈內聚賭、遊蕩及製造騷擾，以免影響大廈其他住戶。
- (10) 採取適當預防火警措施。

四、違例之天台及室外建築物

倘業主／住戶擅自在天台或室外加建任何建築物，例如鐵籠、簷蓬、花架、露台等，皆屬違法及可傷及生命，故懇請各業主及住戶合作，切勿擅自加建。

五、大廈外牆

所有業主或住戶不得遷拆、更改或干擾大廈外牆及公共設施，或改裝任何排水喉管。為保持大廈外觀，請各業主/住客切勿擅自安裝任何招牌、鐵籠、露台、天線等。

六、大門燈飾

所有走廊及樓梯均已裝有足夠燈光，為保持走廊之美觀，住戶請勿在大廈及走廊加設任何燈飾。

七、電線安裝

倘閣下需要更改電線或增加設備時，請僱用持有執照之電器承造商進行，以確保安全。

八、窗花

所有窗花必須安裝在窗之內側，大廈窗框均為鋁合金製造，因此安裝窗花時，務請特別小心。

九、冷氣機

冷氣機均已安裝在特定位置，請勿更改安裝。如因更改/安裝冷氣機而引致大廈任何損壞，有關業主須負責修妥損壞部份。

住戶應確保其冷氣機獲適當保養，同時採取步驟防止其發出噪音及將冷凝水引至去水管，以免影響鄰居。

選擇冷氣機時應考慮其寧靜度及以不滴水為佳，並須定期保養，藉此減少維修。冷氣機滴水、發出嘈音或熱氣不但滋擾他人，更抵觸香港法例，違者可被罰款一萬元。

十、晾衣架

每個住宅單位已經裝妥晾衣架，住戶不能將之更改或移動至其他位置，並請勿在走廊、前後梯、窗戶裝置晾衣繩或晾衣竹。

Should you intend to carry out additions or alterations of in-premises facilities, you are strongly advised to consult the Customer Service Office beforehand. Make good to damage resulting from any unauthorized work will be at your own expenses.

1. Government Approval

Please ensure that any works you propose to carry out in your premises do not contravene the Building Ordinance or any other Government regulations. It is the responsibility of each owner to obtain approval of the Buildings Department or any other relevant Government Department prior to commencement of works. If approval has not been obtained, you may be required to reinstate the premises to the satisfaction of the relevant authority at your own expenses.

2. Decorations and Alterations

Additions or improvement works must not affect the main structure or services in the building. External walls must not be altered in any way and there should not be any attempt to remove or structurally alter the internal walls. Residents who wish to carry out internal decorations or alterations should provide the Customer Service Office with full particulars of the contractor. To ensure no debris/ waste and damage will be left/ caused to common facilities/ areas, all debris/ waste should be put into nylon bags and dumped at the Debris Collection Point. The concerned owners should be held responsible for any damage or loss that arised.

3. Contractors

No contractor will be permitted to enter the building without consent from the Customer Service Office. Please make sure your contractor complies with the procedures and rules laid down by the Customer Service Office as follows:-

- (1) No decoration work should be carried out between 6:00 p.m. to 9:00 a.m. and on Sundays or public holidays.
- (2) The main door should be closed during the course of decoration work so that dust will not be spread throughout the common areas.
- (3) Keep water closets and drains free of cement, sand and debris.
- (4) Take care not to damage lifts, lobbies and common areas during the course of handling of materials, furniture, etc.
- (5) No building material, rubbish, fitting, tool and debris etc. will be allowed to be placed or left in the common areas. This would cause inconvenience or fire hazard to the owners/residents of the building. The concerned owners/residents will be responsible the removal cost of any rubbish left behind by their contractor.
- (6) Not to permit any rubbish or building materials to fall from the building as this will cause danger to passers-by.
- (7) Close all windows and doors, turn off gas and water taps, stop-cocks, electrical switches, etc. before leaving the premises.
- (8) Storage of excessive inflammable materials is prohibited.
- (9) All workers are prohibited to gamble, clamour, loiter, dwell or cause nuisance to any residents in the building.
- (10) Reasonable precautions should be taken to prevent fire.

4. Illegal Rooftop and External Structures

It is against both the terms of the Deed of Mutual Covenant and the Building Ordinances to put up structures of any kind (e.g. projections, cages, awnings etc.) at the rooftop or external wall of the building. Such illegal structures will endanger life and will not be permitted under any circumstances.

5. External Walls of the Building

Owners/ residents are not permitted to remove, alter or interfere with any part of the external walls or common parts of the building or alter any pipeworks.

Owners/ residents should maintain the good appearance of the building and no external signs, shades, metal cages, awnings, aerials or any other fixtures or fittings on the building are permitted.

6. Entrance Door Lights

All corridors, lift lobbies and common areas have been provided with adequate lighting. To preserve the building's outlook, no resident shall install any extra lighting at corridor or door entrance.

7. Electrical Wiring

Owners are strongly recommended to employ only licensed electricians to carry out addition or alteration works to any permanent electrical installations.

8. Window Grilles

Window grilles should only be installed on the interior of the windows. The window frames are made of aluminium and therefore great care should be taken in the installation of grilles.

9. Air-conditioner Installation

Air-conditioners have been installed at specified location of the premises. Please do not re-locate the air-conditioners. Should the building be damaged as a result of any alteration/ installation, the concerned owner will be held responsible.

Please ensure that your air-conditioners are properly maintained to avoid its production of excessive condensation water or noise which causes annoyance to your neighbours. Please divert the condensation water to the drain pipe provided.

Excessive condensation or noise will cause annoyance to neighbours. Therefore, regular inspection and maintenance will protect you from offence against the law and possible fine of HKD 10,000.

10. Drying Racks

Drying Racks have been provided to each flat and may not be altered or relocated under any circumstances.

業主/住戶的責任 Owners'/ Residents' Responsibilities

一、單位用途

根據「買賣合約」，住宅單位只限作住宅用途。業主不得利用其單位作任何商業或辦公室用途，大廈內各處均不准張貼廣告。倘若發現鄰居利用其單位作其他用途時，請通知客戶服務處，以便立即採取適當行動。

二、坐廁

請勿隨意將垃圾拋進坐廁，倘因此而引致淤塞，修理費用將由業主/住戶支付。

三、滅火筒

公共地方安裝有滅火筒及其他防火設備，請各業主/住戶切勿擅自取用或阻塞有關設備。

四、走火通道

為保持走火通道暢通無阻，切勿在公眾地方、走廊及樓梯放置雜物，如垃圾桶、花盆、單車、鞋架、雨傘架等。

五、保險

大廈之公共設備，公用地方及樓宇結構已購買火險及第三者保險，有關保費將由管理費支付。至於私人單位內設備之家居保險則須由各業主自行購買。請勿作出任何會影響或導致保險費加重之事項。

六、晾曬衣物

請勿在正面窗戶、公共地方或天台晾曬衣物，以保持雅觀。

七、垃圾清理

客戶服務處與清潔公司已安排適當時間收集垃圾，各住戶須將垃圾膠袋縛好，然後放在後樓梯垃圾收集處，否則，清潔工人可能不清理閣下之垃圾。

八、保持大廈清潔

客戶服務處雖然僱用清潔公司負責保持大廈的公用地方清潔，但仍有賴全體居民的通力合作，才可確保大廈內地方清潔。家長應告誡兒童，切勿隨意拋擲廢物，或將物件由高處拋下。