

REGULATIONS

REGARDING HOUSE RULES IN BUILDINGS

Subject of the Regulations

Article 1.

This Ordinance prescribes general house rules relating to the use of common areas in the building, the permitted noise level in the use of specific parts of the building, the prevention of waste accumulation in specific parts of the building, the hours of house quiet, as well as deviations in exceptional cases, the obligations of apartment owners who rent out their apartments, and other issues.

Responsibility for maintaining house rules

Article 2.

(1) All persons who in some way use or benefit from special or common parts of the building (hereinafter: Users) are obliged to comply with the house rules.

(2) The co-owner is responsible for adhering to the house rules for all third parties who use his special part of the building or are visiting him.

(3) Failure to comply with the house rules shall be considered improper performance of obligations under the inter-ownership agreement.

(4) Each co-owner is obliged to provide the co-owner's representative with the name, surname and contact details of his/her tenants.

Use of common and special parts of the building

Article 3.

(1) Users are obliged to use parts of the building with the care of a good master, taking care not to interfere with other Users' use of them.

(2) Users are obliged to use the common parts and devices in the building and the building's yard in accordance with their purpose and applicable regulations, and in a manner that maintains order, peace and cleanliness.

(3) Common parts and devices of a building are parts and devices specified by the law regulating the management and maintenance of buildings, or those designated as common parts by an inter-ownership agreement.

(4) Common areas such as courtyards, meeting rooms, drying rooms, laundries, swimming pools, bicycle sheds and the like may be used exclusively in accordance with their intended purpose, or in accordance with the decision of the co-owners on the manner of their use.

(5) Users are obliged to maintain the cleanliness of the common parts of the building and protect them from damage.

(6) Users are obliged to take care of the special parts of the building they use so as not to cause damage to other co-owners.

Immissions

Article 4.

(1) It is prohibited to disturb housing or endanger the health of users with smoke, dust, unpleasant odors, light pollution, or any other emissions.

(2) Common or separate parts of the building in which smoke, dust, odors, noise, light pollution, or any other emissions are generated must be appropriately insulated or arranged in a way that does not interfere with living and does not endanger the health of the user, or to prevent the spread of emissions.

Plumbing and other installations

Article 5.

(1) Users are obliged to maintain water supply and sanitary facilities in specific parts of the building in proper and orderly condition in accordance with applicable regulations.

(2) Users are obliged to implement measures against freezing of water in water supply and other installations and devices in winter.

(3) Users may not throw waste into toilets, sinks, washbasins, etc.

Noise prevention, day and night peace

Article 6.

(1) Users may not create or enable the creation of inappropriate noise or disturb peace and order in the building by shouting, listening to or playing music, or in any other way.

(2) Users are particularly prohibited from taking actions that disrupt household peace and order on weekdays between 3 pm and 5 pm and from 10 pm to 7 am, and on non-working days, i.e. weekends and holidays, between 1 pm and 5 pm and from 10 pm to 9 am.

(3) During the period referred to in paragraph 2 of this Article, the noise level should be limited so that it cannot be heard outside the apartment or room.

(4) When holding celebrations, users may act differently from the provisions of paragraphs 1 and 2 of this Article, if they announce the celebration two days before it is held and if the celebration does not last longer than midnight.

(5) By a decision of the co-owners adopted by a majority of the co-owners, it is possible to regulate the time of daily and night rest referred to in paragraph 2 of this Article and the holding of celebrations referred to in paragraph 4 of this Article in another manner.

Works on special parts of the building

Article 7.

(1) When carrying out work on specific parts of the building, Users are obliged to comply with regulations in the field of spatial planning and construction, the Building Management and Maintenance Act and the provisions of this Ordinance.

(2) When carrying out work on specific parts of the building, the Users are obliged to inform other co-owners and users in an appropriate manner, at least two days before the start of the work, about the type of work, the start and expected duration of the work.

(3) When carrying out work on specific parts of the building, the provisions of Article 6 of this Ordinance on noise prevention shall not apply.

(4) Work in special sections, except for urgent repairs, is permitted exclusively between 8 a.m. and 8 p.m. on weekdays, and between 9 a.m. and 7 p.m. on Saturdays.

(5) On Sundays, public holidays and public holidays, except for urgent repairs, construction work is not permitted in specific parts of the building.

(6) During the execution of works in the building, an appropriate part of the common yard may be temporarily occupied for the storage of construction and other materials, with the agreement of the co-owner's representative.

(7) By a decision of the co-owners adopted by a majority of the co-owners, it is possible to regulate in another way the time during which construction work is permitted.

Pets

Article 8

(1) In special parts of the building, pets are allowed to be kept in accordance with the regulations governing animal protection issues, general acts of representative bodies of local self-government units and the inter-ownership agreement.

(2) Users are required to clean up any form of feces or other debris left behind by their pets from all parts of the building and the building's grounds and to ensure that their pets do not disturb other users.

(3) Pets are not allowed to be kept or left unattended in common parts of the building.

(4) It is not permitted to introduce or feed animals that do not have an owner in the common areas of the building.

(5) By a decision of the co-owners adopted by a majority of the co-owners, it is possible to regulate in another way the rules regarding the keeping and leaving of pets and the introduction and feeding of animals that do not have an owner in the common parts of the building.

Firewood, wood and hazardous substances

Article 9.

(1) It is not permitted to keep flammable or dangerous substances and objects that could cause irreparable damage in the common areas of the building.

(2) Wood, coal or liquid fuel may only be kept in designated common areas of the building or in special areas of the building.

(3) Splitting wood is permitted in the building's yard, taking into account the safety of all building users and an appropriate noise level, and in a specially designated room for splitting.

(4) Users are obliged to use heating devices and liquid gases exclusively in accordance with the regulations governing fire protection.

Retrofitting awnings, roller blinds or shades to the facade of a building

Article 10

(1) On the facades of buildings, balconies, loggias and terraces, it is permitted to install awnings, roller blinds or shades in such a way that they are attached to the common facade, provided that their appearance has been decided upon by a decision made by a majority of the co-owners.

(2) Paragraph 1 of this Article shall not apply to awnings, roller blinds or shades installed before the entry into force of this Ordinance.

Waste disposal

Article 11

(1) Waste shall be disposed of exclusively in common bins, containers or rooms designated for that purpose.

(2) It is prohibited to dispose of waste in common areas not intended for that purpose.

(3) It is prohibited to collect waste in specific parts of the building, as well as things or objects that disturb other Users with an unpleasant odor or pose a danger to the safety, life or health of people.

(4) It is prohibited to spill liquids, dust tablecloths, bedding, carpets, cloths, etc., and to throw objects, cigarette butts, etc. through windows, doors, balconies, and loggias of buildings.

*Keeping flowers in private and common
areas of the building*

Article 12

(1) Flowers, or other plants and vegetation located on a balcony, terrace, loggia, garden, or other separate or common part of a building must be kept in containers that retain water and are secured against falling.

(2) Flowers and plants referred to in paragraph 1 of this Article shall be watered in such a way that the water does not damage balconies, windows, the sidewalk and the facade of the building.

(3) Users are obliged to ensure that planted flowers or other plants and vegetation do not damage balconies, terraces or loggias.

(4) Neatly placed flower pots may be kept in common areas of the building provided that the following conditions are cumulatively met:

- that a decision was made by a majority of the co-owners allowing the same
- that the space for free passage is at least 1.25 meters
- that the places where the containers are placed are not intended as evacuation routes
- to comply with all regulations governing the accessibility of buildings for people with disabilities and reduced mobility
- to comply with all rules and regulations governing the area of fire protection.

Removing snow and ice from common areas of the building

Article 13.

Users are obliged to organize the cleaning of snow and ice from roofs and sidewalks, or to carry out actions to prevent damage to other building users and third parties related to snow and ice on all surfaces located on the building plot.

Doors and windows

Article 14.

(1) The entrance doors to the building and the common yard must be permanently closed and secured with an electric lock or locked in a way that prevents unauthorized third parties from entering the building or common yard.

(2) Users are obliged to ensure that the entrance door to the building is closed.

(3) Doors, windows or shutters that open onto a public traffic area must not be positioned to obstruct passers-by.

(4) During precipitation and wind, users are required to ensure that the windows and doors of the common parts of the building are closed.

Using the elevator

Article 15

(1) Users are obliged to take care of the way in which the elevator is used in the building, to protect the parts and devices of the elevator from damage, and to ensure that the elevator is clean.

(2) Users are obliged to use elevators in accordance with their carrying capacity when transporting construction materials, heavy or large objects.

Shared yard and garden

Article 16

(1) Unless otherwise determined by an inter-ownership agreement or a decision of a majority of co-owners, all Users have the right to use the common yard and garden.

(2) Users are obliged to keep the common yard and garden clean and tidy.

(3) The common yard and garden may not be used for:

- permanent storage of construction and other materials, waste, etc.
- keeping or storing municipal or any other waste, except in designated containers, containers and other collection points, in accordance with the main project or a decision of the co-owners made by a majority of the co-owners
- permanent storage of defective cars, motorcycles and other machinery
- disturbing other building users by creating inappropriate noise
- vehicle washing, unless otherwise determined by a decision of a majority of co-owners
- parking vehicles in a way that prevents the entry and exit of other vehicles
- Arbitrary fencing or blocking of a common area for personal parking of vehicles or storage of belongings
- leaving pets unattended.

Home entrances, staircases, attics, common hallways and walk-through terraces

Article 17.

(1) Users may not leave bicycles, scooters, motorcycles, mopeds, furniture, machines, kitchen appliances, boxes, bags, shoes, waste and other items that could cause a fire or disrupt the surrounding appearance in the entrances, passages, common corridors, terraces, attics and staircases, as well as in the building's courtyard.

(2) By way of exception to paragraph 1 of this Article, it may be determined that bicycles and scooters may be left in previously designated places in the common basement, attic, garden and hallway if the following conditions are cumulatively met:

- that a decision was made by a majority of the co-owners allowing the same
- the free passage in corridors intended for leaving things must be at least 1.25 meters at all times,
- that places intended for leaving things are not intended as evacuation routes
- to comply with all regulations governing the accessibility of buildings for people with disabilities and reduced mobility
- to comply with all rules and regulations governing the area of fire protection.

(3) Baby strollers and wheelchairs may be left in common areas in a way that does not obstruct free passage, ensuring that all regulations governing the accessibility of buildings for persons with disabilities and reduced mobility are complied with, as well as that all rules provided for in the regulations governing the area of fire protection are complied with.

(4) In the areas referred to in paragraph 1, it is not permitted to throw waste or cause any pollution thereof.

(5) Home entrances, staircases, passages and common corridors must be illuminated.

(6) Users of special parts may use common walk-through terraces in accordance with a decision of the co-owners made by a majority of the co-owners.

Shared basement and furnished attic

Article 18

(1) The entrance door to the shared basement and furnished attic must be locked, unless the co-owners, by a majority of the co-owners, pass a decision to provide otherwise.

(2) An attic in which co-owners' storage rooms are located is considered a furnished attic.

(3) In the shared basement garage, users are required to park their vehicles in designated places and in a way that does not obstruct the passage of other vehicles.

(4) In the places referred to in paragraph 1 of this Article that represent common parts of the building, it is permitted to keep things in accordance with the decision of the co-owners made by a majority of the co-owners.

Common parts of the building that are not intended for daily human occupancy

Article 19

(1) Common parts of a building that are not intended for daily use by people are the elevator machine room, the roof, impassable terraces, undecorated attics and shelters.

(2) Access to the places referred to in paragraph 1 of this Article is permitted only to authorized persons, tenants of such premises and representatives of co-owners, unless the co-owners, by a majority of the co-owners, adopt a decision to provide otherwise.

(3) Authorized persons are those who undertake actions to eliminate defects, deficiencies or reconstruction based on special decisions or maintenance contracts.

(4) Third parties may access the places referred to in paragraph 1 of this Article only when accompanied by persons referred to in paragraph 2 of this Article.

(5) The keys to the doors to the locations referred to in paragraph 1 of this Article shall be kept by the co-owner's representative, unless the co-owners, by a majority of the co-owners, adopt a decision to provide otherwise.

(6) Co-owners are obliged to maintain shelters in a building that are registered as common parts of the building in a functional condition in accordance with the regulations governing the field of civil protection.

(7) In the places referred to in paragraph 1 of this Article, it is permitted to keep only those items that serve the needs of maintaining these common parts of the building, unless the co-owners, by a majority of the co-owners, pass a decision to provide otherwise.

House rules violations

Article 20

Financial penalties are prescribed for failure to comply with the provisions of the House Rules in accordance with the provisions of the Building Management and Maintenance Act and the inter-ownership agreement.