

CambiaVo

ACERMODENA



MINISTERO DELL'INTERNO



Sistema per l'Integrazione e l'Accoglienza a Modena

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Comune di Modena



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The ABCs of a Condominium

Rules for living together soundly and peacefully





A

Administrator: Required by law (if there are more than 8 homeowners, regardless of the number of people living in it).

The administrator, or building manager, is appointed by the homeowners' assembly and has the duty to maintain and regulate the use of common areas and services, in the interest of all those living in the condominium. The administrator does not have the power to settle issues between private individuals, unless these involve common areas or services.

The homeowners' assembly represents a group of homeowners. Tenants - those who rent - may also attend the meetings held for the homeowners, but can only vote on certain issues, for example: management fees for heating and air conditioning services.



B

Bicycles, baby strollers, tricycles, scooters, etc. cannot be left in the building entrance, in stairways, on landings, or in any common area, in general, if not specifically designated for that purpose. Any expenses incurred for removal of any of the above stated objects will be charged to their owners. Lifts must not be used for bicycles or scooters.

C

Condominium: A building with spaces and areas that can be used by everyone, and others that can only be used by those who are entitled to do so.



D

Decorum and decency: Any behavior causing unwanted noises or smells, or that goes against good morals, decency, and decorum affecting the condominium, must be avoided.

E

Energy: Saving energy, protecting the environment, and using equipment and facilities correctly helps prevent against damages and possible fines everyone will then be responsible for paying.

Remember to always close the water and gas taps before going to sleep, and especially if you leave the apartment for a few days. Remember to turn off the lights in the common areas. Do not throw anything into the toilet, sink etc. that may clog the drain pipes of your apartment and the one below yours. If you will be gone for a while, it would be best to leave a telephone number with the administrator.



F

Family: Children must not be left alone in the common spaces and areas. Parents are required to supervise their young children so that they do not disturb others or cause any damage. Children under 12 years of age cannot use the elevator unless accompanied.

G

Gas: Only electricity for domestic use is provided for in the condo. Therefore, methane gas or LPG gas tanks cannot be used.

H

Hobbies: You can pursue your hobbies if you are able to take all the appropriate measures and precautions aimed at preventing disturbances, damage, inconveniences, dangers, and also respect the rules regarding safety and personal protection for yourself and others, for example: gardening activities.



J

Junk and garbage: Cannot be abandoned on the premises and the common areas. Even if inside closed bags or containers, it cannot be abandoned near dumpsters, but must be thrown inside them, nor can it be thrown out of windows or from balconies into the internal common spaces or courtyards.



L

Locales and spaces for common use: Includes entrance hall, stairs, landings, corridors, passageways to the garages, windows, and doors found in the common areas. These cannot be occupied by temporary constructions or objects of any kind and must be left clean and free from any type of waste or garbage.

Balconies, terraces, and the shutters of stores, windows, and balconies are the property of the individual, but must be kept according to the common rules regarding their maintenance and the decorum of the condominium. Do not leave vehicles parked on common sidewalks, access ramps for underground premises, or in common areas that are not exclusively used for parking.

M

Maintenance and care: All residents must provide for the maintenance and repair of their own apartment, especially if any lack of maintenance can cause harm to others. All residents must contribute to the expenses required for upkeep and maintenance, even with regards to decorum, of the spaces and areas used in common with other residents. If necessary, collective volunteer activities can be organized.

N

Neighborly rules: Following the rules is an index of respect and tolerance towards others.



O

Off hours: Children have the right to play. Adults have the right to work and rest. Do not disturb from 1:00pm to 3:00pm and after 11:00pm until 8:00am. Respect your neighbors.

P

Participation: Among the benefits of living in an apartment building, there is also the possibility of sharing common services and goods. You can share your own time and offer it to others for activities that can be useful to everyone, just like a time bank.

Q

Questions: If there are any doubts regarding the rules, the use of common areas, and your own rights and duties as a tenant or owner, the administrator is the main person of reference to contact.



R

Rules: required to respect the image of the building

- 1 Keep clean, free, and in order: courtyards, terraces, walkways, balconies, and common areas.
- 2 Do not graffiti walls or other surfaces.
- 3 Flowers are beautiful, but flowerpots must saucer and be properly secured to prevent them from falling. Watering must be done with care, without damaging the building, and being careful of those below.



- 4 Laundry, clothing, or similar items must not be kept on balconies, windowsills, or blinds that are generally visible from public streets, nor must they be hung in the garden, courtyards, outside of windows, or on balconies.
- 5 Rugs, clothing, or similar items must not be shaken over public areas or areas open to public thoroughfare, nor must they be hung out of windows or on the railings of terraces or balconies that overlook public spaces and areas if they are a hazard or create disturbances.
- 6 Objects placed on windowsills, balconies, or on any other parts of the building that protrude over public areas, or areas open to public thoroughfare, must be properly secured so as to prevent them from falling.
- 7 Tenants and/or owners are obligated to use only the centralized TV system and must not install antennas of any kind on windows, balconies, etc.

S

Spending: condo and maintenance fees: These fees are the expenses required for upkeep and use of the common areas of the condominium and also for the services rendered that can be useful to all.

The costs are calculated every year within the financial statement for the condo and are divided among owners and tenants. Owners must pay all fees relevant to works carried out and building maintenance (for example: roofing, asphaltting the courtyard, exterior and interior painting of the common areas).

Tenants must pay the fees relevant to common services (for example: use of the lift, cleaning stairs and common areas, heating, replacement of light bulbs in the common areas, maintenance of greenery).

Payment of these fees is mandatory.

T

Tapestry blinds and outdoor window frames: Window treatments, including curtains, blinds etc., or double frames, cannot be installed on outer windows, doors, and balconies without first consulting the Home-owners Assembly regarding type, colour, and characteristics.



U

Units: An apartment constitutes a housing unit with all its appurtenances, which includes balconies and/or garages. A store also constitutes a housing unit.



V

Vicinity with neighbors: Sounds and noises that might disturb your neighbors must be avoided, especially between 1:00pm to 3:00pm and after 11:00pm until 8:00am. Do not disturb with singing, loud radio or TV, do not drag heavy objects, and do not use noisy appliances (washing machine, vacuum cleaner, etc). Each tenant is responsible for the actions of his/her family and guests. You must pay for any damage caused to the apartment, to your neighbor's apartment, or to the common areas of the condominium. Neighbors are nearby!

Z

Zoo: The condominium is not a zoo: You must not keep or raise animals that may constitute a hazard due to their aggressiveness, or for hygienic reasons, or the tranquility of others. Only pets, such as dogs, cats, birds, or fish are allowed within private properties, as long as they do not disturb or harm other residents or the common areas. The common greenery cannot be used as a toilet for your pets. It is mandatory that all excrements be removed.

NOTE: For all that is not specified in the ABCs, please refer to the Condominium Rules you received from the Administrator. That which is not provided for in these documents is established in the Civil Code.

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