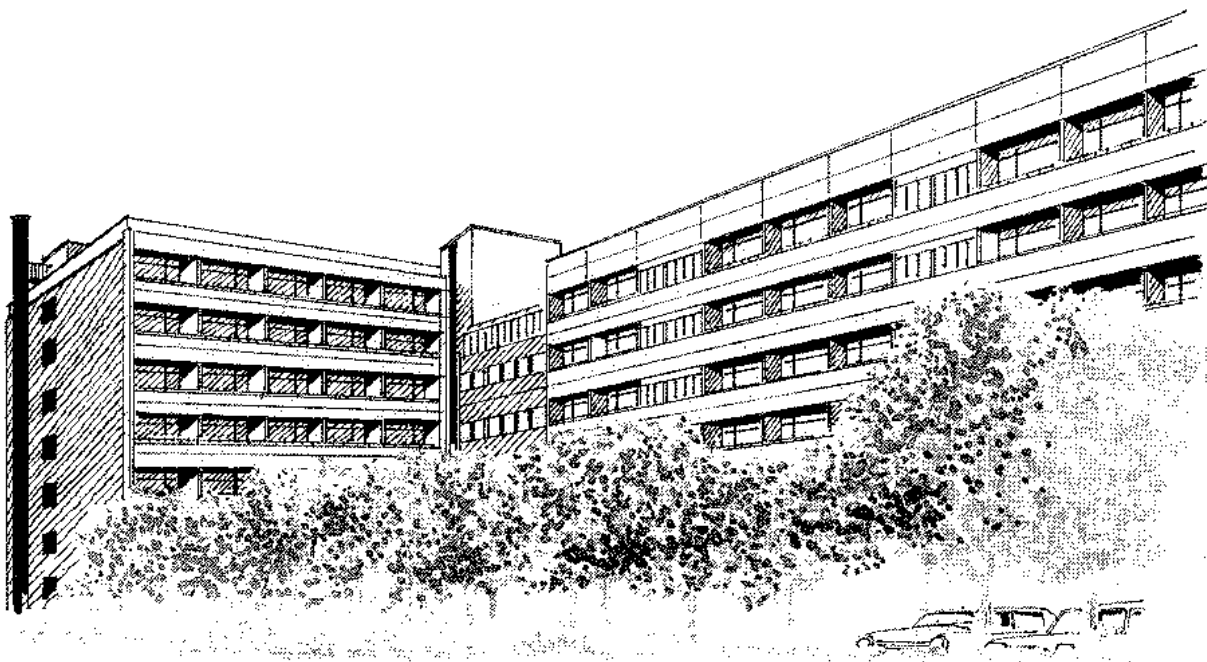


# Owners Association of Drejøgården



## Welcome

March 2016

<http://drejoegaarden.dk>

**Drejøgade 26 - 28**

**2100 København Ø**

# Welcome to the Owners Association of Drejøgården

When requiring an apartment in Drejøgården you automatically become a member of the owners association of Drejøgården.

The Board of Associates would like to welcome you to Drejøgården.

This folder is meant as a guide to find your way around the property and as an explanation on how you take advantage of the communal facilities in the building and the rules concerning the use. We also urge you to read the House Rules.

Firstly, you might want to visit Drejøgården's website:

<http://drejoegaarden.dk>

On this website you can find updated information. In addition to that, the website is used for communication with the board and the janitors.

If you have questions concerning the building, the janitors can be of assistance. The janitor's office is located in the basement beneath the spiral staircase next to the entrance of 26F. You need to contact the janitors if you want to rent the reception room or rent a parking space.

The building is from 1974. It consists of 7 stairwells with a total of 250 apartments including a supermarket and an underground parking lot. In the building, you can also find 3 roof terraces, laundromat, 2 underground bicycle parking, function room, garbage disposal room, a reception room and 1 basement storage for each apartment.

On the property, you can also find green areas with various plants, trees and bushes.

Our aim is to make the common areas a place to appreciate and where you want to spend time. It is therefore expected that all users of the common areas take good care of them.

## Janitor's Office

The janitor's office is located at the entrance to the basement at 26F.

The office is open:

Monday: 8.00 – 8.30 AM

Wednesday: 7.00 – 7.30 AM

Friday: 12:30 – 13:00 PM

In addition to contacting the office during office hours, it is possible to email the janitors:

[kontoret@drejoegaarden.dk](mailto:kontoret@drejoegaarden.dk) or leave a note in the mailbox. If it is an urgent matter, you can contact the janitor on this phone no.: 77 55 43 00 (only during office hours) or at phone no. 25 14 07 19 (weekdays between 8:00 – 14:00 AM)

## **Specifically for the owners**

### **General Assembly**

The general assembly, which is the main authority, is held once every year in April. At least 14 days prior to the assembly, you will be summoned and when so, you will also receive budget proposals and annual financial statements. These must be approved by the annual general assembly.

If you have suggestions to renewals or improvements in Drejøgården, these proposals must be handed to the Board of Associates 3 weeks before the assembly and no later than March 31<sup>st</sup>. The proposal will then be dealt with at the following general assembly.

Many owners attend the general assembly, but if you are unable to attend you can be represented by another owner provided that this person has your written mandate. You can find a form for this on the website prior to the general assembly.

### **Common Expenses – Account payment of heat and water**

Every month you will have to pay your share of the communal expenses, which is calculated on basis of your distributional number. Furthermore, you may have to contribute to major maintenance projects concerning the property.

In addition to the communal expenses, you will have to pay an on account payment to cover your annual consumption of water and heat. The total amount is paid via giro or BS (Payment service).

### **The Board of Associates**

The Board of Associates is elected by the general assembly and consists of 1 chairman, 1 vice chairman, 3 ordinary members and 2 substitutes (see website for information on current board members).

The Board of Associates meets approximately once a month or if needed. If you want to bring something to the board's attention, you can contact the board in writing through the janitor's office or via the website.

# To All Residents

## Admittance Control

All doors to the common areas of the building have locks to which you need to use an electronic key (key tag). There are 2 key tags for each apartment (which you will receive from the previous owner). In addition to that, it is possible to buy extra key tags from the janitor's office. The price is listed on the website or at the janitor's office.

## Parking

Drejøgården has a parking area with about 50 parking spaces. You need to have a parking license or a guest parking ticket to park inside the private area. Parking license can be bought at the janitor's office and guest parking ticket is also handed out at the janitor's office.

Furthermore, there is a private owned parking lot under the building, which contains about 100 parking spaces. Only owners of a special parking license to the basement parking are allowed there. You need to fill out a lease contract with the owner of the basement parking.

For further information, see note at the entrance of 28F (in the basement).

## Laundromat

The laundromat is situated in the basement between 26E and 26F. You can access with your electronic key tag and the laundromat is open 24 hours. In order to pay for the washing machines you need to acquire a "Laundromat key tag" from NORTEC. If you have not received this from the previous owner, you can order one from <http://www.nortec.dk>. Payment is done via <http://e-vaskeri.dk>.

The laundromat consists of 4 normal size washing machines, 1 large washing machine, 1 centrifuge, 1 rotary ironer and 3 tumble driers. The soap in the washing machines is dosed automatically.

To avoid broken washing machines, bras with metal inserts must be placed in a washing bag!

It is not possible to schedule a washing time online, however we urge you to pay attention to your washing time since many residents use the washing machines in the laundromat.

## **Garbage disposal room**

Outside the staircase to 26A (facing Drejøgade) the garbage disposal room is located. It is where you must dispose your bulky waste, the toxic waste, batteries, plastics, metals, electronics and bottles.

Next to the basement of 26F, you will find the other garbage disposal room. This room is only for cardboard and paper waste.

To access the disposal rooms, you must use your key tag.

## **Basement storage**

To each apartment belongs 1 basement storage which you will take over from the previous owner of your apartment. You will have to provide your own lock.

In addition to that, it is possible to rent extra basement storage as a resident. Currently, there is a waiting list. The janitor can place you on the waiting list.

## **Internet and TV/Radio**

All apartments have internet access, which is delivered by Dansk Kabel TV. As a standard feature, all apartments have a 512Kbit-line for free. You can decide to upgrade for payment.

Likewise all the apartments have a plug installed for television and radio delivered by YouSee.

As a standard you can watch the basic television box from YouSee, which is paid by the common expenses. Should you like additional television channels, you must contact YouSee.

For further information on internet and TV/Radio look at the website.

## **Roof terraces**

The 3 roof terraces are for all owners/tenants in Drejøgården. Make sure to read the rules for use of the terraces since it is important to try avoiding any annoyance for the nearby apartments.

The roof terraces are located on the 6. Floor in staircase F, on 5. Floor in staircase A and on 1. Floor between staircase 26F and staircase 28.

## **Underground bicycle parking**

In the basement beneath 26A and 26F you will find bicycle parking free of use. These areas are for bicycle parking only.

## **Reception room (for party etc.)**

In the basement beneath staircase F you can find the reception room. It is possible to rent the room at the janitor's office. You need to pay a deposit to book the reception room. In the reception room, you will find a kitchen with table ware for about 40 people. Furthermore, there is a dishwasher, refrigerator/freezer, stove, coffee machine, music center, chairs and tables. The reception room must be cleaned after use.

## **Additional useful information**

Drejøgården has a glass insurance (window glass). This means that all windows in the building's 249 apartments and the windows in the common areas, are covered by the insurance.

You should deposit an extra key to your apartment at the janitor's office. It is stored safely in a locked box. It is of course voluntarily, however should a water pipe leak for example while you are not home, it is possible to limit the damage quicker.

Should you notice an error on one of the washing machines, the elevators or for example vandalism, please notify it to the janitor's office.

Please also read the house rules which can be found on the website.