



# Information Handbook & Guidelines for the residents

E/F Smakkegårdsbo 6, 7 & 7a

Skjoldagervej 70 – 92

2820 Gentofte

<https://smakkegaardsbo.probo.dk>

(Revised in January 2024)

Welcome to the Owners' Association Smakkegårdsbo.

This Information Handbook & Guidelines has been developed to give the residents of E/F Smakkegårdsbo 6, 7, & 7A information about a number of practical conditions, being a good neighbor, and to inform about applicable guidelines for the property.

It is always a good idea to keep an eye on the association's website: <https://smakkegaardsbo.probo.dk> as well as the notice boards in each main entrance, where news, changes etc. will be posted.

It is important that new owners/tenants are informed that the Information Handbook & Guidelines for the residents can be found at <https://smakkegaardsbo.probo.dk>

If information is missing on important matters, you are always welcome to contact the Board of Directors or the Administrator, who will try to answer to the best of their ability.

Best regards

Board of Directors

# INDHOLDSFORTEGNELSE

<b>1 THE OWNER'S ASSOCIATION .....</b>	<b>5</b>
1.1 General meeting.....	5
1.2 Fiscal year .....	5
1.3 Articles of the Association.....	5
1.4 The Board of Directors .....	5
1.5 Property administration .....	6
1.6 Property service (caretaker).....	6
1.7 Sale of owner-occupied apartment .....	7
1.8 Renting out an owner-occupied apartment .....	7
1.9 Insurance .....	7
<b>2 THE PROPERTY.....</b>	<b>8</b>
2.1 Distribution figures.....	9
2.2 Noise.....	10
2.3 Parties.....	10
2.4 Domestic animals/pets.....	10
2.5 Feeding birds & other animals .....	11
2.6 Soccer and other ball games .....	11
2.7 Barbecuing.....	11
2.8 Common facilities.....	11
2.9 Green areas .....	12
2.10 Tables and benches on the lawns .....	12
2.11 Common laundry machines and drying rooms .....	12
2.11.1 Reserving a laundry time.....	12
2.11.2 Cleaning the common laundry rooms and drying rooms .....	13
2.11.3 Purchase of laundry coins .....	13
2.12 Parking.....	14
2.12.1 Bicycles/scooters/motorbikes .....	14
2.12.2 Baby carriages & strollers.....	14
2.13 Garages.....	14
2.14 Basement storage rooms .....	14
2.15 Sudden damages & malfunctions .....	15
2.15.1 Laundry machine (shared laundry facilities) .....	15
2.15.2 Power failure .....	15
2.15.3 TV-signal .....	15
2.16 Staircases & washing of these.....	15
2.17 Garbage, bulky waste, construction waste .....	16
2.17.1 Sorting guidelines .....	16
2.17.2 Residual waste - waste which may be thrown down the chute in the stairwell ..	16
2.17.3 Waste from domestic animals/pets .....	16
2.17.4 Bulky waste/curbside collection.....	17
2.17.5 Construction waste.....	17
2.17.6 Garbage/waste when moving out.....	18
2.18 Cabel-tv (YouSee) .....	18
<b>3 BUILDING PARTS – USE AND MAINTENANCE.....</b>	<b>19</b>
3.1 General maintenance & renovation/modernization .....	19
3.1.1 Notification for shutting off water and heat .....	19
3.1.2 Building parts & installations – belonging to the Owners Association .....	19

3.1.3	Renewal that is not justified by lack of or poor function .....	19
3.1.4	Building parts and installations – not belonging to the Owners Association .....	20
3.1.5	Responsibility for remedying damages and general maintenance .....	21
3.1.6	Responsibilities - illustration .....	23
3.1.7	Guidelines for running electricity in the stairwells .....	24
3.2	Mailboxes .....	25
3.2.1	Name plate (on mailboxes and apartment doors) .....	25
3.2.2	Advertisements and free newspapers .....	25
3.2.3	Mobility impaired and disabled.....	25
3.2.4	Emptying your mailbox when you are absent.....	26
3.3	Apartment doors & doorbells .....	26
3.3.1	Apartment doors .....	26
3.3.2	Doorbells.....	26
3.4	Windows and balcony doors – instructions for use and maintenance.....	26
3.4.1	Painting of windows and doors .....	26
3.4.2	Ventilation .....	26
3.4.3	Reversible windows.....	27
3.4.4	Windows with 2 opening frames .....	27
3.4.5	Sun and heat on large, double-glazed windows .....	27
3.4.6	Balconies & Flower boxes.....	27
3.4.7	Balcony door.....	28
3.4.8	French balcony door.....	28
3.4.9	Satellite dishes.....	28
3.4.10	Skylights/roof windows .....	29
3.4.11	Maintenance of windows and doors.....	30
3.5	Basement doors .....	30
<b>4</b>	<b>ELECTRICITY, WATER &amp; HEAT .....</b>	<b>31</b>
4.1	Electricity.....	31
4.2	Water.....	31
4.2.1	Water consumption – good water behavior .....	31
4.2.2	Water damage .....	32
4.3	Central heating.....	32
4.3.1	Radiator valves .....	32
4.3.2	Heating account.....	32

# 1. THE OWNER'S ASSOCIATION

## 1.1 General meeting

An ordinary general meeting is held each year by the end of May. For further information, see the applicable statutes on ProBo (log in via <https://smakkegaardsbo.probo.dk>)

## 1.2 Fiscal year

The owner association's financial year runs from January 1st to December 31<sup>st</sup>.

## 1.3 Articles of the Association

The applicable statutes -"Statutes for the owners' association, Smakkegårtdsbo 6, 7, & 7A" are registered on August 9th, 2006.

After January 1st, 2006, the new normal articles of the association (Executive Order No. 1332 of December 14<sup>th</sup>, 2004) are also applicable to matters not mentioned in the owner's association's own article of association.

## 1.4 The Board of Directors

The Board of Directors 2023-24 consists of the following members:

### Chairman

Thomas Reddersen, 86, st.tv. /tlf. 20 78 55 57

### Deputy Chairman

Arngod Solberg Webb, 90, st. th. /tlf. 30 42 91 99

### Board Members

Kristina Nørvig, 84, 2. tv. /tlf. 20 67 04 22

Dot Willer, 78, 3.tv. /tlf. 42 40 87 88

Ruth Hansen, 86, st. th. /tlf.

### Substitutes

1. substitute: Cecilie Nielsen, 84, st. th.

Addresses/inquiries to the board can be made via ProBo or by letter in the mailbox of the boardroom in the basement of no. 88 (as it is only emptied once a week, it should not be used for inquiries of an urgent nature).

However, anonymous inquiries will not be processed.

## 1.5 Property administration

The owners' association has hired Advokaterne i Rosenborggade I/S as administrator of the association.

Among other things, the administrator is responsible for the collection of common expenses, including heating and common TV antenna charge (basic package), as well as the preparation of financial accounts.

The administrator also provides the owner association with legal assistance.

### **Advokaterne i Rosenborggade I/S**

Rosenborggade 3  
1130 København K  
[info@bjd-advokater.dk](mailto:info@bjd-advokater.dk)

**Telephone:** +45 33 11 63 64

**Fax:** +45 33 11 91 25

Property administration: Monday - Friday 9 am - 12 pm

Office: Monday - Thursday 9 am – 4 pm, Friday 9 am – 3 pm

## **1.6 Property service (caretaker)**

The owners' association has hired GG Ejendomsservice to take care of various operational and maintenance tasks for the property, such as minor repairs, contact with craftsmen, waste management, stair washing, snow removal, etc.

ALL INQUIRIES FROM RESIDENTS, CRAFTSMEN AND OTHERS REGARDING BUILDINGS & INSTALLATIONS MUST BE DIRECTED TO THE PROPERTY SERVICE.

This also applies outside normal opening hours in the event of sudden damage where repairs must be made immediately, e.g., in case of storm or water damage.

### **GG Ejendomsservice**

Teglstrupvej 25  
2100 København Ø  
[gg@gg-ejendom.dk](mailto:gg@gg-ejendom.dk)

Telephone business hours (Monday – Friday 8 am – 5 pm): +45 39 27 90 90

24-hour call/emergency (outside of normal business hours): +45 40 75 84 08

## **1.7 Sale of owner-occupied apartment**

When selling an owner-occupied apartment, the buyer is obliged, in connection with the registration of the takeover of the owner's association's mortgage security, to change the notification endorsement from being to Steffen Lauge Pedersen to that the notifications must be sent to:

Ejerforeningen Smakkegårdsbo 6, 7 & 7A  
c/o administrator Advokaterne i Rosenborggade  
Rosenborggade 3,  
1130 København K

### **1.8 Renting out an owner-occupied apartment**

See rules regarding rental of the apartment in §7 of the Articles of Association by logging on to ProBo (log in via <https://smakkegaardsbo.probo.dk>)

### **1.9 Insurance**

In January 2024, the owners' association took out building insurance with Gjensidige Forsikring.

The insurance covers all common areas and installations.

If you experience damage to the apartment, you must contact the Board for clarification and, if necessary, a review of the damage.

Addresses to the Board can be made via ProBo or by letter in the mailbox of the boardroom in the basement of no. 88 (as it is only emptied once a week, it should not be used for inquiries of an urgent nature).

## **2. THE PROPERTY**

The property consists of 114 owner-occupied apartments, of which there are still a number of unsold apartments (2017). These are owned by A/S Sinus Codanus.

The property is of moderate preservation value in category II (grade 4-6).

The following applies to the property:

All owner-occupied apartments – including unsold ones – participate in the payment of the owner's association's expenses according to the individual apartment's registered distribution figure.

Block no.:	Entrance no.:	Year built:	Residential area:	Number of apartments:	Registration number:
6	82 - 92	1953 -1962	3.592 m <sup>2</sup>	48	5 ae Vangede 6 bg og 6 bm Jægersborg
7	70 - 74	1958	1.783 m <sup>2</sup>	33	6 bq Jægersborg
7A	76 - 80	1959	1.782 m <sup>2</sup>	33	6 bl Jægersborg

## 2.1 Distribution figures



Smakkegårdsbo 6				Smakkegårdsbo 7 & 7a			
Matr. nr. 5 ae Vangede by, Jægersborg				Matr. nr. 6 bl og 6 bq Jægersborg by, Jægersborg			
Nr.	Adresse	Areal m <sup>2</sup>	Fordelingstal %	Nr.	Adresse	Areal m <sup>2</sup>	Fordelingstal %
1	82, st. tv.	77	2,30	1	70, st. tv.	70	2,09
2	82, st. th.	76	2,27	2	70, st. mf.	29	0,87
3	82, 1. tv.	77	2,30	3	70, st. th.	53	1,59
4	82, 1. th.	76	2,27	4	70, 1. tv.	70	2,09
5	82, 2. tv.	77	2,30	5	70, 1. mf.	29	0,87
6	82, 2. th.	76	2,27	6	70, 1. th.	53	1,59
7	82, 3. tv.	63	1,89	7	70, 2. tv.	70	2,09
8	82, 3. th.	63	1,89	8	70, 2. mf.	29	0,87
9	84, st. tv.	65	1,94	9	70, 2. th.	53	1,59
10	84, st. th.	76	2,27	10	70, 3. tv.	59	1,76
11	84, 1. tv.	65	1,94	11	70, 3. th.	69	2,06
12	84, 1. th.	76	2,27	12	72, st. tv.	58	1,74
13	84, 2. tv.	65	1,94	13	72, st. mf.	29	0,87
14	84, 2. th.	76	2,27	14	72, st. th.	53	1,59
15	84, 3. tv.	55	1,66	15	72, 1. tv.	58	1,74
16	84, 3. th.	63	1,89	16	72, 1. mf.	29	0,87
17	86, st. tv.	65	1,94	17	72, 1. th.	53	1,59
18	86, st. th.	77	2,30	18	72, 2. tv.	58	1,74
19	86, 1. tv.	65	1,94	19	72, 2. mf.	29	0,87
20	86, 1. th.	77	2,30	20	72, 2. th.	53	1,59
21	86, 2. tv.	65	1,94	21	72, 3. tv.	50	1,50
22	86, 2. th.	77	2,30	22	72, 3. th.	69	2,06
23	86, 3. tv.	55	1,66	23	74, st. tv.	58	1,74
24	86, 3. th.	64	1,92	24	74, st. mf.	28	0,83
25	88, st. tv.	75	2,25	25	74, st. th.	56	1,68
26	88, st. th.	76	2,27	26	74, 1. tv.	58	1,74
27	88, 1. tv.	75	2,25	27	74, 1. mf.	28	0,83
28	88, 1. th.	76	2,27	28	74, 1. th.	56	1,68
29	88, 2. tv.	75	2,25	29	74, 2. tv.	58	1,74
30	88, 2. th.	76	2,27	30	74, 2. mf.	28	0,83
31	88, 3. tv.	62	1,86	31	74, 2. th.	56	1,68
32	88, 3. th.	63	1,89	32	74, 3. tv.	50	1,50
33	90, st. tv.	65	1,94	33	74, 3. th.	70	2,09
34	90, st. th.	76	2,27	34	76, st. tv.	70	2,09
35	90, 1. tv.	65	1,94	35	76, st. mf.	29	0,87
36	90, 1. th.	76	2,27	36	76, st. th.	53	1,59
37	90, 2. tv.	65	1,94	37	76, 1. tv.	70	2,09
38	90, 2. th.	76	2,27	38	76, 1. mf.	29	0,87
39	90, 3. tv.	55	1,66	39	76, 1. th.	53	1,59
40	90, 3. th.	63	1,89	40	76, 2. tv.	70	2,09
41	92, st. tv.	65	1,94	41	76, 2. mf.	29	0,87
42	92, st. th.	79	2,36	42	76, 2. th.	53	1,59
43	92, 1. tv.	65	1,94	43	76, 3. tv.	59	1,76
44	92, 1. th.	79	2,36	44	76, 3. th.	68	2,03
45	92, 2. tv.	65	1,94	45	78, st. tv.	58	1,74
46	92, 2. th.	79	2,36	46	78, st. mf.	29	0,87
47	92, 3. tv.	55	1,66	47	78, st. th.	53	1,59
48	92, 3. th.	66	1,98	48	78, 1. tv.	58	1,74
I alt:		3343	100	49	78, 1. mf.	29	0,87
				50	78, 1. th.	53	1,59
				51	78, 2. tv.	58	1,74
				52	78, 2. mf.	29	0,87
				53	78, 2. th.	53	1,59
				54	78, 3. tv.	50	1,50
				55	78, 3. th.	68	2,03
				56	80, st. tv.	58	1,74
				57	80, st. mf.	29	0,87
				58	80, st. th.	56	1,68
				59	80, 1. tv.	58	1,74
				60	80, 1. mf.	29	0,87
				61	80, 1. th.	56	1,68
				62	80, 2. tv.	58	1,74
				63	80, 2. mf.	29	0,87
				64	80, 2. th.	56	1,68
				65	80, 3. tv.	50	1,50
				66	80, 3. th.	70	2,09
				I alt:		3339	100

For questions regarding the distribution figures, contact the administration company:

## **Advokaterne i Rosenborggade I/S**

Rosenborggade 3  
1130 København K  
[info@bjd-advokater.dk](mailto:info@bjd-advokater.dk)

**Telephone:** +45 33 11 63 64

**Fax:** +45 33 11 91 25

Property administration: Monday - Friday 9 am - 12 pm

Office: Monday - Thursday 9 am – 4 pm, Friday 9 am – 3 pm

### **2.2 Noise**

All unnecessary noise must be avoided for the sake of neighbors and the association's other residents.

The use of radio, TV, musical instruments, and the like must be kept at a level that does not disturb the neighbors, especially during the hours 11 pm – 8 am on weekdays and between 12 am – 10 am on weekends and public holidays.

Craftmanship work that causes noise and is carried out by CVR-registered craftsmen is only permitted between 8 am and 4 pm on weekdays and not during weekends.

When refurbishing an apartment during the weekends and on public holidays, it is recommended that you notify neighbors in your own building as well as the neighboring buildings in advance by posting notices on the common bulletin boards in the hallway by the main entrance to the buildings.

If your own DIY work causes noise, it is only permitted between 8 am and 8 pm on weekdays, and between 10 am and 6 pm on weekends and public holidays.

The use of private washers and dryers may only take place between 8 am – 8 pm.

### **2.3 Parties**

Prior to holding parties, notice should be given, in reasonable advance, to your neighbors, by means of notices on the common bulletin board in your own building (as well as in the neighboring buildings) of any noise disturbances in connection with holding the party.

Windows and doors must be kept closed while the party is taking place, especially due to nuisance caused by loud music.

### **2.4 Domestic animals/pets**

It is permitted to keep 1 dog or 1 cat, as long as this is not a nuisance to the property or other residents. Dogs must always be kept on a leash when walking around the common property areas, and dog owners are obliged to immediately remove the dog's remains on the property areas, including pavements.

Cat litter and other waste from domestic animals/pets must be wrapped and sealed securely in plastic bags. THE BAG MUST NOT BE THROWN INTO THE WASTE CHUTE but must be disposed of in the waste

container 'Til Husdyrsaffald' either in waste container enclosure/Grønnegården by no. 92 or between no. 74-76.

## **2.5 Feeding birds and other animals**

It is strictly forbidden to feed birds and other animals on the premises and on the balconies, as this attracts pigeons, seagulls, rats, and other vermin.

## **2.6 Soccer and other ball games**

Soccer and other ball games may not take place on the grounds of the property.

## **2.7 Barbecuing**

Grilling/Barbecuing is not allowed on the balconies due to the risk of fire and possible nuisance to the neighbors.

Use of barbecues is permitted by the common tables and benches set up on the grass but must not be done close to the façade of the buildings out of consideration for the other residents and the risk of fire.

Disposable grills must not be placed directly on the lawn but must be placed on nearby pavement or stone.

After use, disposable grills/barbecues, and other effects, including waste, must be removed and the tables/benches cleaned.

## **2.8 Common facilities**

The property has a number of communal facilities that are made available to all residents:

- Block 6 in no. 84 laundry with 1 washing machine and 3 drying rooms
- Block 6 in no. 90 laundry with 1 washing machine and 3 drying rooms
- Block 7 in no. 70 laundry with 1 washing machine and 3 drying rooms
- Block 7A in no. 76 laundry with 1 washing machine and 3 drying rooms
- 2 outdoor clotheslines – one by no. 80 and one by no. 92
- Bicycle racks are available in the cellars of all blocks
- Outdoor bicycle racks are available by no. 74 and no. 80 and across from no. 84 and no. 92

The owners' association is responsible for the maintenance of the common facilities.

## **2.9 Green areas**

Residents may not plant flowers or the like in the green areas in front of each block or elsewhere in the area.

It is not permitted to walk through the bushes, and cigarette butts, paper and other waste must not be thrown on the grounds of the owner associations property.

## **2.10 Tables and benches on the lawns**

Tables and benches can freely be used by the property's residents.

Consideration must be given to other residents, and you must remove any waste as well as clean the table and bench after use.

## **2.11 Common laundry machines and drying rooms**

### **2.11.1 Reserving a laundry time**

Reserving a laundry time is done by writing your name and address on the list on the bulletin board in the laundry room.

Only one time slot can be reserved at a time.

However, it is permitted to reserve a drying room without reserving a laundry time – just write “drying room only” in the time slot.

Laundry times and drying rooms are divided up as follows:

#### **1st laundry time – 8 am – 12 pm**

Drying room 1 is associated with this laundry time and must be emptied no later than 9 am the following day.

#### **2nd laundry time – 12 pm – 4 pm**

Drying room 2 is associated with this laundry time and must be emptied no later than 1 pm the following day.

#### **3rd laundry time – 4 pm – 8 pm**

Drying room 3 is associated with this laundry time and must be emptied no later than 5 pm the following day.

It is not permitted to use the laundry machines before 8 am or after 8 pm in consideration of the residents who have apartments above the laundry rooms.

If a laundry time is not started within 30 min. the time slot can be used by someone else without further ado.

If you do not use the entire laundry time, then cross out your name when you are finished. This way someone else might be able to use the remaining time.

If the laundry machine won't start, it may be because the door is not closed properly. In the event of an operating failure contact GG Ejendomsservice:

### **GG Ejendomsservice**

Teglstrupvej 25  
2100 København Ø  
[gg@gg-ejendom.dk](mailto:gg@gg-ejendom.dk)

Telephone/business hours (Monday – Friday 8 am – 5 pm): +45 39 27 90 90  
24-hour call/emergency (outside of normal business hours): +45 40 75 84 08

The switch on the wall may not be used.

#### **2.11.2 Cleaning the common laundry and drying room**

When the laundry machine has been used, remove any soap residue from the machine.

When the drying room is emptied, it is the responsibility of the user to sweep the room, shut off the heat, close the windows and turn off the light.

#### **2.11.3 Purchase of laundry coins**

1 laundry coin costs 15,- kr.

It is possible to buy coins for the laundry machines in the following ways:

**A:** By depositing the desired amount into the association's account Reg. No. 5321/Account no. 0000 252 131 (remember to write your name and address).

**B:** By putting the amount (notes only – no coins) in the mailbox of the boardroom in the basement of Skjoldagervej 88, (go to the right after the basement door to get to the boardroom). Use an envelope or similar and remember to write your name and address on the envelope.

Laundry coins will be handed out twice a week and put in your mailbox: Tuesday (pay by 12 pm Monday) and Friday (pay by 12 pm Thursday).

If you encounter any problems, contact GG Ejendomsservice:

Telephone business hours (Monday – Friday 8 am – 5 pm): +45 39 27 90 90  
24-hour call/emergency (outside of normal business hours): +45 40 75 84 08

## **2.12 Parking**

Parking is only permitted on the access roads in the marked parking areas. It is not permitted to park along or on the pavements next to the buildings.

A maximum of 1 car per apartment may be parked in the parking areas on the access roads.

Commercial vehicles (vans), trailers, caravans, motorhomes etc. May not be parked on the property of the association.

### **2.12.1 Bicycles/scooters/motorbikes**

Bicycles must be placed in the racks in the basements or in the racks outside.

Bicycles that are no longer in use must be removed or placed in the owner's own basement storage room.

Due to limited space in the basements, each resident must have a maximum of two bicycles standing in the racks in the basement. Other bicycles must be stored in the owner's own basement storage room.

Scooters/motorbikes must not be stored in the basement due to the risk of fire.

### **2.12.2 Baby carriages & strollers**

Baby carriages & strollers may not be placed in the stairwells, but must be stored in the basement.

## **2.13 Garages**

The owners of the unsold apartments also own a number of garages that can be rented by the residents.

The garages are managed according to a waiting list by:

### **Nord Ejendomsadministration ApS**

Buddingevej 289

2860 Søborg

Telephone (weekdays between 10 am and 1 pm): +45 39 57 00 20

## **2.14 Basement storage rooms**

Each apartment has the right to use 1 storage room in the basement.

Freezers and other items with power consumption may not be installed in the basement storage rooms without permission from the Board of Directors.

## **2.15 Sudden damages & malfunctions**

In the event of sudden damages outside normal working hours, if rectification is urgent, such as storm and water damage as well as blocked toilet drains, contact GG Ejendomsservice:

24-hour call/emergency (outside of normal business hours): +45 40 75 84 08

### **2.51 Laundry machine (shared laundry)**

If the laundry machine will not start even though it is connected to the power, do the following:

- Call til GG Ejendomsservice – telephone: 40 75 84 08 and report the error
- Put a note on the laundry machine to inform other residents that it is out of order and that GG Ejendomsservice is been informed
- GG Ejendomsservice will inspect the machine next weekday and request service if this is necessary

### **2.15.2 Power failure**

Contact GG Ejendomsservice:

Telephone business hours (Monday – Friday 8 am – 5 pm): +45 39 27 90 90

24-hour call/emergency (outside of normal business hours): +45 40 75 84 08

### **2.15.3 TV signal**

In the event of signal failure contact YouSee:

**YouSee Customer Service:** +45 70 70 40 40

**Cable TV Support:** +45 70 70 42 44

## **2.16 Staircases & washing of these**

Effects must not be placed on the stair landings. Shoes or anything else must not be placed on the door mats. This is partly due to the risk of fire and partly due to ease cleaning of stairs.

Effects such as posters and notices must not be posted on walls or entrance doors in the hallway. Information you need to convey to neighbors/other residents must be posted on the common bulletin board by the main door to the building.

Windows and main doors in the stairwells must be kept closed during rain, snow, and stormy weather.

All traffic in the stairwells must be done with care, especially during moving. Residents who are either moving- in or out are responsible for cleaning the stairwell after moving, if this is needed, including removal of marks and the like on the walls.

Cleaning of the stairwells take place once a week.

## **2.17 Garbage, bulky waste, and construction waste**

### 2.17.1 Sorting guidelines

We **have to** sort our garbage/waste into 10 different categories:

- Residual waste (Restaffald)
- Food waste (Madaffald)
- Paper (Papir)
- Glass (Glas)
- Plastic (Plast)
- Metal (Metal)
- Cardboard (Pap)
- Textiles (Tekstiler)
- Small electronics (Småt Elektronik)
- Hazardous waste/Red Environmental box (Farligt Affald/Rød Miljøboks)

Residents must follow Gentofte municipality's guidelines for sorting waste, which can be downloaded from the municipality's website:

[Waste sorting for flats - Gentofte.dk in English](#)

Signs have been placed above the various containers in both Grønnegården at no. 92 and between no. 74-76 for easy reference as to what may be put in the containers.

### 2.17.2 Residual waste – the waste which must be put down the waste chute in the stairwell

Only residual waste may be thrown into the waste chute.

Residual waste mainly consists of kitchen waste, hygiene waste and smaller pieces of discarded materials. Also see the municipality's website:

[Waste sorting for flats - Gentofte.dk in English](#)

The waste must be securely wrapped in sealed plastic bags before being thrown down the waste chute.

Remember to put dusty waste such as brooms, soot, ash, and vacuum cleaner bags in a plastic bag and tie a knot before you throw it down the waste chute.

### 2.17.3 Waste from domestic animals/pets

Cat litter and other waste from domestic animals/pets must be wrapped and sealed securely in plastic bags. THE BAGS MUST NOT BE THROWN DOWN THE WASTE CHUTE but must be disposed of in the waste container with the sign above it marked 'Til Husdyrsaffald' either in Grønnegården at no. 92 or between no. 74-76.

### 2.17.4 Bulky waste/curbside collection



Gentofte Municipality collects bulky waste at the end of the access roads to the property twice a month.

A calendar with dates for collection of bulky waste/garbage is posted on the bulletin board inside each main entrance.

Residents must follow Gentofte municipality's guidelines for bulky waste/garbage, which can be downloaded from the municipality's website:

[Waste sorting for flats - Gentofte.dk in English](#)

The items/garbage that you want collected may only be placed on the pavement on Skjoldagervej off the access roads to the property.

The items/garbage must be set aside for collection the day before collection at the earliest and at the latest at 6 am on the collection day. **Only transparent plastic bags may be used.**

If you have items/bulky garbage you wish to be collected, you must store it in your own basement storage room or apartment until the day before collection when it can be placed on the pavement at the end of the access road to the property – **IT MUST NOT BE PLACED in Grønnegården by no. 92 or between no. 74-76!**

These rules must be observed, partly to keep the area neat and orderly, and partly to ease GG Property Service in their daily work.

Failure to comply with the above rules may result in additional costs for the association, which is why residents whose garbage/waste can be "identified" will be sent a bill for disposing of their misplaced garbage/waste.

### **2.17.5 Construction waste/garbage**

When rebuilding and modernizing the apartment, construction garbage/waste and the like must not be left in the basement, Grønnegården or on the pavement outside the buildings.

Construction garbage/waste **is not** considered as bulky waste/garbage, and therefore it is the responsibility of the resident to ensure that it is disposed of at Gentofte Genbrugsstation (Gentofte Recycling Station) in accordance with current legislation.

#### **Gentofte Genbrugsstation**

Ørnegårdsvej 15  
2820 Gentofte

#### Opening hours:

Monday – Friday 8 am – 6 pm, weekends, Sundays and public holidays 10 am – 6 pm.  
(Closed on December 24, 25, 26 and 31, as well as January 1).

[www.gentofte.dk/erhverv/erhvervsaffald-og-miljoe/byggeaffald/](http://www.gentofte.dk/erhverv/erhvervsaffald-og-miljoe/byggeaffald/)

### **2.17.6 Garbage/waste when moving out**

It is the responsibility of the resident to dispose of furniture and other contents/garbage which they do not wish to take with them when moving out.

## **2.18 Cabel TV (YouSee)**

The property has cable TV. YouSee delivers the signal and provides service of the system. The facility itself is owned by the association.

All apartments registered for cable TV through the association pay for the YouSee Grundpakken (basic package).

The intermediate package, the full package and other YouSee products can be purchased by the individual apartment itself by agreement with YouSee. For more information see [www.yousee.dk](http://www.yousee.dk).

To unsubscribe/withdraw from the association's agreement, contact the Property Administration:

### **Advokaterne i Rosenborggade I/S**

Rosenborggade 3

1130 København K

[info@bjd-advokater.dk](mailto:info@bjd-advokater.dk)

**Telephone:** +45 33 11 63 64

**Fax:** +45 33 11 91 25

Property administration: Monday - Friday 9 am - 12 pm

Office: Monday - Thursday 9 am – 4 pm, Friday 9 am – 3 pm

In the event of an error in the reception conditions, contact YouSee::

**YouSee Customer Service:** +45 70 70 40 40

**Support regarding Cabel-tv:** +45 70 70 42 44

## **3. BUILDING PARTS – USE AND MAINTENANCE**

### **3.1 General maintenance and renovation/modernization**

Maintenance of the individual apartments is the sole responsibility of the owner.

It is emphasized that maintenance and renovation work must be carried out correctly in a professional manner, and that changes to the installations that belong to the property's common installations only must be carried out in agreement with the Board of Directors

#### **3.1.1 Notification for shutting off water and heat**

Shutting off the water and heat supply in the property may only take place by agreement with GG Ejendomsservice (property management):

[gg@gg-ejendom.dk](mailto:gg@gg-ejendom.dk)

Telephone normal business hours (Monday - Friday 8 am – 5 pm): +45 39 27 90 90

The affected residents in the building must be informed in advance before the closure takes place.

#### **3.1.2 Building parts and installations – belonging to the Owners Association**

Maintenance and renewal of building parts and installations due to lack or poor function are carried out at the request of the Owner's Association and by craftsmen hired by the Owner's Association.

The costs in connection with the works are borne by the Owners' Association.

#### **3.1.3 Renewal that is not justified by lack of or poor function**

If an owner wants to make renovations/changes to building parts and installations, in connection with modernization e.g., moving radiators, running electricity in the stairwells etc. The Owners' Association requires that the plans be submitted to the Board of Directors.

It is the owner's duty to obtain all necessary building permits from the authorities, as well as documentation that the requested renewals/changes to building parts and installations do not affect the function of other building parts and installations.

If the Board of Directors accepts the implementation of the renovations/changes requested by the owner, the work must then be carried out by authorized craftsmen.

Expenses in connection with the work are borne by the owner.

Work carried out without the Board's consent can be required to be redone at the owner's expense.

The owner cannot claim reimbursement of expenses for renewals/alterations of building parts and installations with reference to missing or poor function if the condition has not been submitted to the Board of Directors prior to commencement of the work.

### **3.1.4 Building parts and installations – not belonging to the Owners Association**

As far as the maintenance and renewal of building parts and installations that do not belong to the Owners' Association, it is also the owner's duty to obtain all necessary building permits.

It is expected that "do-it-yourself work" only occurs to the extent that it is work that can legally be carried out by lay people without the involvement of authorized craftsmen.

All other work is expected to be carried out by authorized craftsmen, and in these cases the owner is entitled to freely choose craftsmen, provided that they contact GG Ejendomsservice (GG Property Service) before start-up.

If there will be a need for interventions in common building parts or temporary closure of the Owners Association's installations, e.g., shutting off the water in connection with replacing taps, pipes etc. in connection with the work, contact GG Ejendomsservice (GG property Service)

Expenses in connection with the work are borne by the owner.

In case of doubt, the owner must contact the Board of Directors or the Administrator before starting the work.

### 3.1.5 Responsibility for remedying damages and general maintenance

The following applies to all owner-occupied apartments and their residents.

Problem	Adress to		Who is going to pay	
	Property Service	The owner	Owners Association	The owner
<b>Drain installation</b>				
Fall stem (main drain pipe)	X		X	
Drain pipe up to fall stem incl. trap		X		X
Floor drain, toilet, bathroom- and kitchen sink		X		X
<b>Balconies</b>	X		X	
<b>Antenna</b>				
Antenna system			X	
Antenna box		X		X
<b>Doors</b>				
Front doors incl. lock and keys	X		X	
Basement doors incl. lock and keys	X		X	

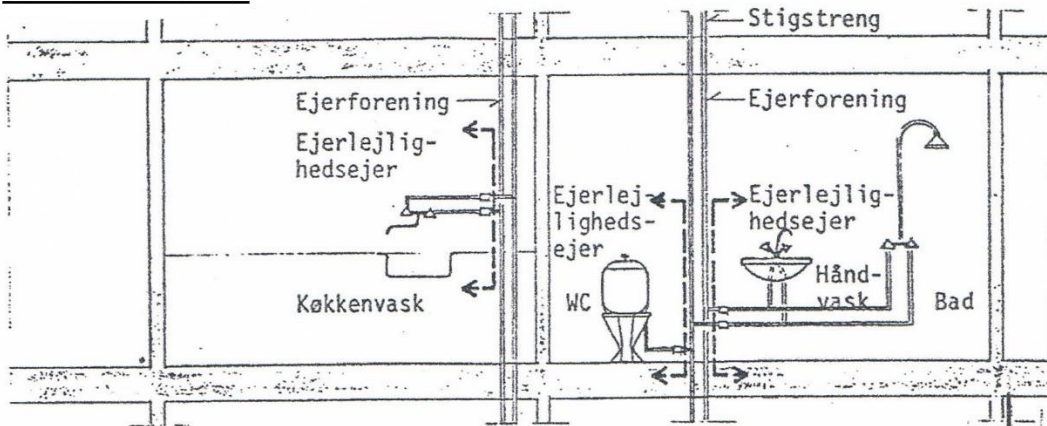
Apartment doors (from entrance to apartment) excl. lock and keys	x		x	
Door bells		x		x
<b>Electric installation</b>				
Before electricity meter	x		x	
Beyond electricity meter (incl. electricity meter)		x		x
<b>Water installation</b>				
Risers/other common pipes	x		x	
Side pipes (branch pipes) from risers		x		x
Lack of hot water	x		x	
Faucets and gaskets		x		x
<b>Water damage</b>				
If no resident is responsible	x		x <sup>1*</sup>	
If apartment owner or other resident is responsible		x <sup>2</sup>		x <sup>3</sup>
<b>Heating</b>				
Lack of heating	x		x	
Radiator	x		x	
Radiator valve	x		x	
<b>Windows</b>				
Inside maintenance		x		x
Exterior maintenance	x		x	
Windows/glass incl. punctured windows	x		x	
Lubrication of fittings/handles etc.		x		x

- 1 Damage to furniture, carpets etc. due to water damage must be covered by the owner himself or the owner's insurance.*
- 2 Inquiries are made to the perpetrator of the damage – can be the owner himself.*
- 3 The person causing the damage is obliged to pay, as damage to household goods, carpets, etc. due to water damage is covered by the owner himself or the owner's insurance.*

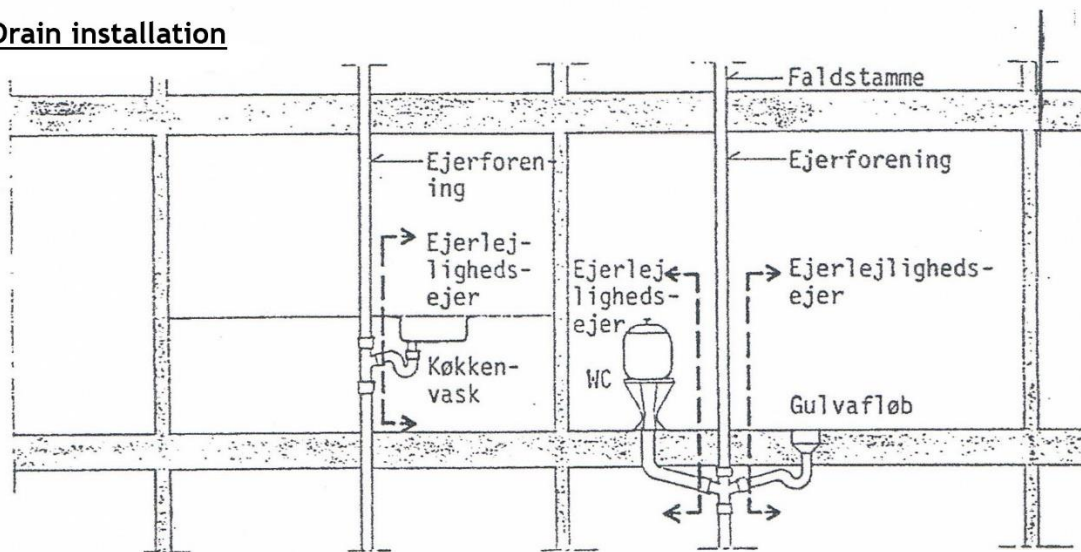


### 3.1.6 Responsibilities - illustration

#### Water installation



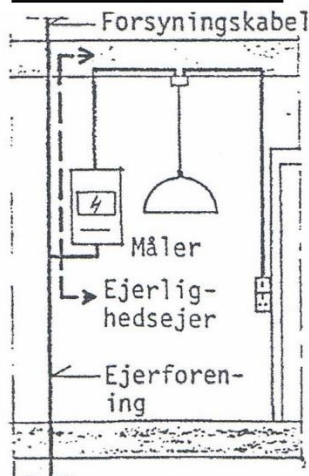
#### Drain installation



#### Heating installation



#### Electric installation

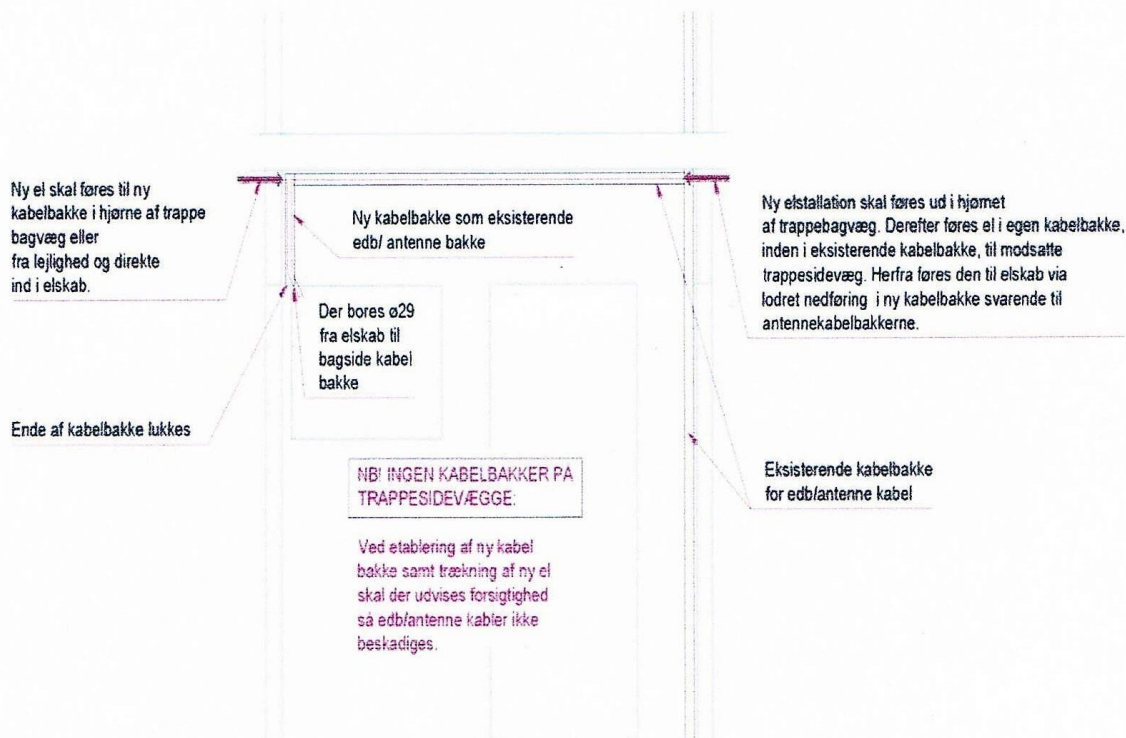


If you require further clarification on any of these matters please contact the Board of Directors.

### 3.1.7 Guidelines for running electricity in the stairwells

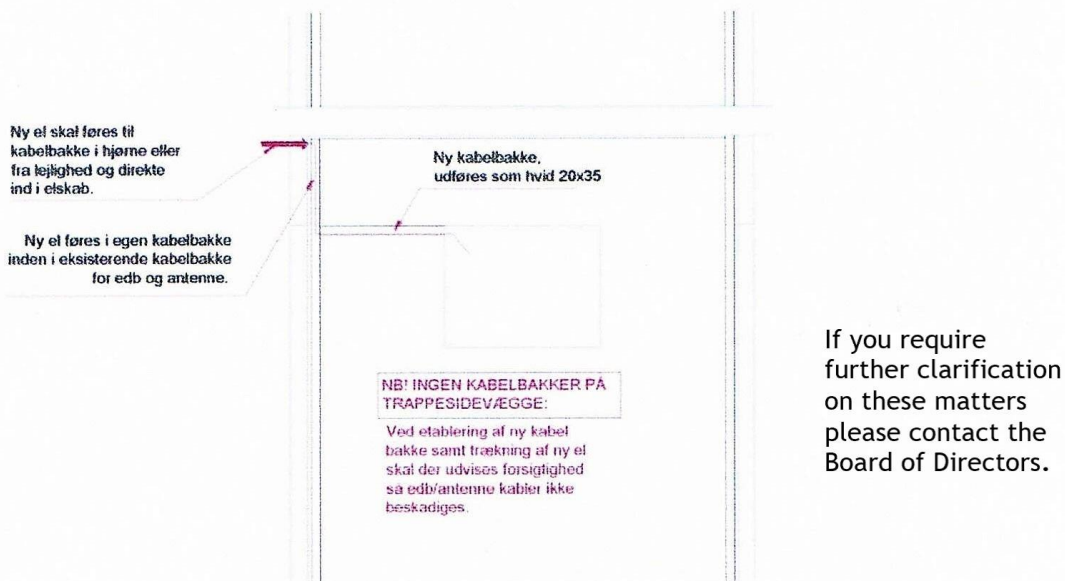
#### BLOK 7 OG 7A

#### Electrical cable routing on the back wall of the stairs for new electrical installation



#### BLOK 6

#### Electrical cable routing on the back wall of the stairs for new electrical installation





## 3.2 Mailboxes

Home-made notes or labels other than Post Nord's official labels may not be placed on the mailbox.

2 keys are provided per mailbox. The keys are the responsibility of the resident.

If a key is lost, you must pay for a new one.

If you lose both keys, you are liable for a new lock incl. keys. It is therefore recommended that you note the serial number of the keys and keep it in a safe place.

If the accident happens and you lose your keys, contact GG Ejendomsservice (GG Property Service):

### GG Ejendomsservice

Teglstrupvej 25

2100 København

[gg@gg-ejendom.dk](mailto:gg@gg-ejendom.dk)

Telephone normal business hours (Monday – Friday 8 am – 5 pm): +45 39 27 90 90

#### 3.2.1 Name plate (on mailbox and apartment door)

No later than 2 weeks after moving in, GG Ejendomsservice must be contacted by e-mail: [gg@gg-ejendom.dk](mailto:gg@gg-ejendom.dk) for arranging setting up of name on the mailbox and apartment door.

It may be necessary for GG Ejendomsservice to gain access to the apartment in order to replace the name on the letterbox slot on the apartment door.

#### 3.2.2 Advertisements and free newspapers

If you do not wish to receive advertisements and/or free new newspapers, you must contact the post office.

Alternatively, you can opt out of this whenever you want at [www.postnord.dk/nej-tak-til-reklamer](http://www.postnord.dk/nej-tak-til-reklamer) - you will receive a sticker/label, which must be placed on the mailbox in the bottom lefthand corner.

#### 3.2.3 Mobility impaired and disabled

If you are unable to empty your mailbox, you can through Social Services, the Danish Society for the Blind or other cooperating disability organizations require to have shipments to the person in question delivered directly to the home.

You will receive a sticker/label to be placed on your mailbox in the bottom lefthand corner.

### **3.2.4 Emptying your mailbox when you are absent**

It is recommended that if you are away for a long period of time, traveling or absent for other reasons, that you make arrangements with someone to empty your mailbox while you are away. This avoids an overstuffed mailbox.

If an apartment is unoccupied due to e.g., sale, it can be arranged with GG Ejendomsservice, that the mailbox be temporarily closed.

## **3.3 Apartment doors & doorbells**

### **3.3.1 Apartment doors**

Nothing must be screwed, nailed, or glued on to the apartment doors.

### **3.3.2 Doorbells**

The doorbells belong to the individual apartment, and it is therefore the owner's responsibility to replace batteries when necessary.

The doorbell must not be replaced with another type of doorbell.

## **3.4 Windows and balcony doors – instructions for use and maintenance**

The windows towards the garden side were replaced in 2015, and the glass in the balcony doors was changed to energy glass in 2016.

### **3.4.1 Painting of windows and doors**

Exterior painting of windows and doors may not be carried out by the individual owners/tenants but is carried out by professionals prompted by the Board of Directors.

Internal maintenance of windows and doors is the responsibility of the owners/residents.

The following is a brief use and maintenance guide.

### **3.4.2 Ventilation**

If condensation forms on the inside of double-glazed windows, this is a sign that the air in the home is too moist/damp.

This can be remedied by placing the window in the ventilation position around the clock for a few days.

Daily ventilation of all rooms is important. It is recommended creating a draft twice a day. Insufficient ventilation results in a poor indoor climate. This can result in e.g., coughing, headaches, irritated eyes, skin rash, and respiratory allergies. Moisture in the home is also a breeding ground for mold, etc.

### **3.4.3 Reversible windows**

The window can be set in the fresh air position using the closing handle (locks in the closing bracket). The window will be open approximately 1 centimeter.

In addition, the window can be opened in the "loose" position, where the window is approximately 10 centimeters open. **HOWEVER, THIS MUST BE AVOIDED IN STRONG WINDS AND STORMY WEATHER** – since the window in this position is not locked in any way.

The window can be turned all the way around by releasing the child protection lock (the black button on the right side of the bracket, which must be pushed in). The window is automatically locked in this position by means of the child protection.

### **3.4.4 Windows with 2 opening frames**

The window can be set in the fresh air position using the closing handle (locked in the closing bracket). The window will be open approximately 1 centimeter.

In addition, the window can be set in any open position by closing the window handle down. **HOWEVER, THIS MUST BE AVOIDED IN STRON WINDS AND STORMY WEATHER.**

Note that where a push bar is fitted, this is just an extra safeguard of the open window in calm weather.

### **3.4.5 Sun and heat on large, double-glazed windows**

Be aware that if you have very dark curtains which are drawn on a sunny day, the temperature of the glass can become so high that it can crack.

### **3.4.6 Balconies & Flower boxes**

Balconies are maintained both inside and outside by the Owner's Association. The residents are not allowed to paint or carry out maintenance work on the balconies themselves.

Flower boxes can be hung on the outside of the balconies, provided they are securely hung. Alternatively, flower boxes can be hung on the inside of the balconies.

Discoloration of the balcony fronts due to flower boxes and the watering of them, etc. – the Owner's Association can demand the removal of them at the owner's expense.

Soil, plants, etc. from flower boxes must not be thrown into the waste chute, but must be disposed of in the green garden container between no. 75-76 or in Grønnegården across from no. 92.

### **3.4.7 Balcony Door**

The door is a double door where both halves can be opened.

The left part can be held in any position by closing the door handle down. HOWEVER, THIS MUST BE AVOIDED IN STRONG WINDS AND STORMY WEATHER.

The balcony door has no fresh air position where the door can be locked. Fresh air position can be established by opening the small window above the balcony door.

### **3.4.8 French balcony door**

The door is a "turn-tilt" type.

By turning the handle to vertical, the door can be "tilted" inwards. HOWEVER, THIS MUST BE AVOIDED IN STRONG WINDS AND STORMY WEATHER – as the door in this position is not locked in any way.

By turning the handle horizontally, the door can be opened.

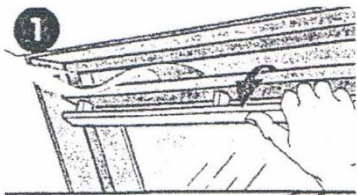
There are no retaining/locking devices on the door.

### **3.4.9 Satellite dishes**

It is not permitted to set up satellite dishes or the like on the property.

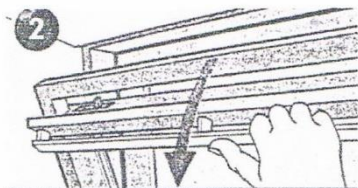
### 3.4.10 Skylights/roof windows

The roof windows are of the VELUX brand.



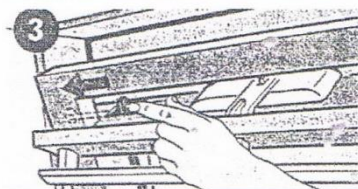
#### 1. Ventilation flap with air filter – fresh air when the window is closed.

With a light pull on the grip strip at the top, the ventilation flap opens, whereby fresh air comes through the built-in air filter. The window remains locked, and insects, dust and snow do not penetrate.



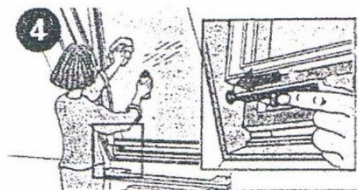
#### 2. Opening and closing window.

By pulling the grip list further towards you the window opens. The window frame can be left open in several positions. When the window is to be closed, the window frame is swung upwards. The window is locked by closing the ventilation flap.



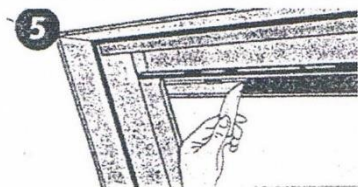
#### 3. Ventilation position.

With the built-in crossbar, the window can be held in the open position. The bolt is located at the top left of the window and is pushed into the bushing at the top of the side frame.



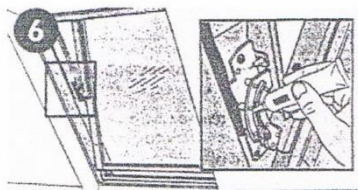
#### 4. Cleaning the window.

When polishing the external glass, turn the window frame all the way to the stop point. The frame can be secured by pushing the bolt out into the bushing at the bottom of the side frame, so that both hands can be used while cleaning the window.



#### 5. Cleaning the air filter.

The air filter can be removed and washed in ordinary detergents. The window must be turned to the cleaning position in order to remove the filter from the filter rail. A new filter can be purchased from VELUX.



#### 6. Lubrication of fittings.

It is recommended to lubricate the two hinges and the fittings at the top of the window with grease once a year. Special grease can be purchased from VELUX.



#### Cleaning of covering.

The covering around the window should be cleaned of leaves and the like once a year, so that rainwater can run freely.

#### Avoid condensation on the window.

In rooms with high humidity, condensation can form on the inside of the insulating glass. This can be prevented partly by placing a radiator under the window, partly by ensuring more frequent ventilation of the room.

### **3.4.11 Maintenance of windows & doors**

#### **Lubrication**

Doors and windows are moving parts and must therefore be lubricated.

Windows and doors on regular hinges must be lubricated with acid-free oil. The same applies to the locks which keep windows and doors closed.

Rollers on the turning windows must be maintained with consistency grease. Aluminum sliding brackets must instead be lubricated with silicone.

#### **Resin buds**

Windows and doors are made of pinewood.

Wood contains resin, and since wood is a living material, some of the resin will work itself out and lie on the surface.

When it has settled as "hard pearls" on the surface, it can be removed with ordinary household alcohol on a soft cloth.

If the resin lies as "buds" in or under the surface (feels like dust in the paint) you should wait to remove it until it has penetrated the surface and lies as "hard pearls".

#### **Cleaning of the windows and frames**

Cleaning of woodwork is carried out with ordinary cleaning agents.

#### **Painting of windows and doors**

Exterior painting of windows and doors may not be carried out by the individual apartment owners/tenants but is carried out by professionals prompted by the Board of Directors.

Internal maintenance of windows and doors is the responsibility of the owners/residents.

#### **Punctures windowpanes**

In the case of a punctured windowpane, contact the Board of Directors.

### **3.5 Basement doors**

To avoid burglary, all doors to the basement are fitted with door pumps to ensure that the doors close completely and are thus locked. The doors must not be kept open by placing stones, pieces of wood, plastic blocks, or by removing the door pump.

If a door does not close automatically, GG Ejendomsservice must be informed of which door there are problems with.

[gg@gg-ejendom.dk](mailto:gg@gg-ejendom.dk)

Telephone normal business hours (Monday – Friday 8 am – 5 pm): +45 39 27 90 90  
24-hour call/emergency (outside of normal business hours): +45 40 75 84 08

## 4. ELECTRICITY, WATER & HEATING

### 4.1 Electricity

The owner/tenant is responsible for connecting, reading, and settling electricity consumption.

In the event of a power failure, contact GG Ejendomsservice:

Telephone normal business hours (Monday – Friday 8 am – 5 pm): +45 39 27 90 90

24-hour call/emergency (outside of normal business hours): +45 40 75 84 08

When changing the cable routing in the stairwell, the Board of Directors must approve the routing paths.

### 4.2 Water

#### 4.2.1 Water consumption – good water behavior

Residents are requested to be aware of and to repair any dripping faucets, cisterns, etc. and to limit daily water use. Residents are also encouraged to follow the advice below regarding good water behavior. This saves the Association (and thus the owners) costs for water and helps the environment:

- |             |  |
|-------------|--|
| Bath        | If you take a short shower instead of a bath in the tub (a bath in the tub “costs” approx. 180 liters of water).<br><br>If you choose to install an energy-saving showerhead, you will halve the water consumption to between 6 and 12 liters per minute (a normal showerhead uses 10-20 liters of water per minute).                              |
| Toilet      | If you install a water-saving toilet instead of the old toilet (a water-saving toilet uses a little as 3 liters of water, whereas older toilets use up to 15 liters each time it is flushed) – you save up to 12 liters of water, each time you flush it.<br><br>If you repair a leaking toilet cistern...   |
| Faucet      | If you repair a dripping faucet...   |
| Dishwashing | If you wash your dishes in a dishwashing tub or dishwasher instead of letting the water run – you save many liters of water. The water runs approx. 16 liters of water per minute from an open tap.<br><br>Did you know that a new A-rated dishwasher only uses the amount of water that is used in one minute to wash dishes under running water. |
| Cooking     | If you use a dish tub when cleaning vegetables...  |

Put a jug of water in the fridge in the morning, so you always have fresh cold drinking water...

**Laundry** If you replace your old washing machine with an A-branded one – you typically save over 100 liters of water.

You can find more energy saving tips at [www.Bolius.dk](http://www.Bolius.dk)

#### **4.2.2 Water damage**

If the apartment must be repaired as a result of water damage or the like, for which the apartment owner has no responsibility, contact the Administrator:

**Advokaterne i Rosenborggade I/S**

Rosenborggade 3  
1130 København K  
[info@bjd-advokater.dk](mailto:info@bjd-advokater.dk)

**Telephone:** +45 33 11 63 64

**Fax:** +45 33 11 91 25

Property administration: Monday - Friday 9 am - 12 pm

Office: Monday - Thursday 9 am – 4 pm, Friday 9 am – 3 pm

#### **4.3 Central heating**

Block 7 and 7A have a shared central heating system, and block 6 has its own central heating system.

##### **4.3.1 Radiator valves**

In case of defective/stuck radiator valves, call GG Ejendomsservice:

Telephone normal business hours (Monday – Friday 8 am – 5 pm): +45 39 27 90 90

24-hour call/emergency (outside of normal business hours): +45 40 75 84 08

##### **4.3.2 Heating account**

The owners' association annually prepares a heating account for the association. Possible additional payment or repayment of advance payments is made with the collection of the association contribution.

If there is any uncertainty about the amount of used heat, contact the Administrator for clarification.