

House book BRF Skellefteåhus 12

To give you who live in the association tips and rules, the board has drawn up a House book with answers to most questions about the accommodation itself.

Subletting

Regarding subletting of an apartment, we follow the Tenant-Owner Housing Act and the Tenancy Act. This means that you must have so-called reasons. If you intend to sublet your condominium, you must submit an application for this to Riksbyggen. Make your application for subletting digitally via "My pages" Riksbyggen.se. Members send their applications directly to Riksbyggen, which speeds up the processing. It is of course possible to use the old method by letter, the form can be downloaded via our website <http://www.skehus12.se>, but it can take considerably longer. The board examines applications and gives permission for the rental, unless the association has justified reason to refuse permission.

If you get permission, keep in mind that...

- you are responsible for paying the monthly fee
- you are responsible for your tenant not disturbing the neighbours
- you should draw up a written contract with your tenant
- you should agree to remove his possession protection.

ATTENTION! An administration fee for subletting is added.

The fee for subletting from 2021 is calculated at 10% of the base amount.

Never granted more than one year at a time.

The bulletin boards

In each gate there is a notice board. What concerns the association is allocated here by the board. You can also find current information at our environmental cabins and our website www.skehus12.se.

Charges

As a member of the association, and thus an indirect co-owner of the property, you pay a monthly fee, calculated so that the association's costs for running the house must be covered. The fee is spread over 12 months and is paid via either bank or postal giro. Forms are sent out by Riksbyggen before each quarter. Please note that the forms marked 1, 2 and 3 must be used in that order.

Drain

During 2001 to 2003, the kitchen and drain pipes in the house were replaced. For them to stick fresh, we should avoid pouring frying liquid down the drain or the toilet. Let it set and discard it instead in the household waste. Report to the property managers if you get a blockage in the drain! Clean the floor drain in the bathroom. In 2019, the bottom sewer pipes were replaced up to the municipal pipes.

Glazed balconies and terraces

You have a glazed balcony for your apartment and there are a few things you have to think about. The harmony of the garden is destroyed if everyone has different colors and designs on the balcony walls and awnings. Changes require the board's permission. Of course, the balcony is not to be used as a barbecue area with a gas or charcoal grill, the fire hazard is too great. If you smoke tobacco on the balcony, the smoke must never become a nuisance for your neighbours. The best thing is to completely avoid smoking as it easily spreads smoke to nearby balconies. The association is responsible in terms of insurance for damage to the facade and glass sections, if the apartment owner not can be considered culpable. Maintenance inside the balcony of built wooden details is the maintenance responsibility of the apartment owner. Use existing color shade. The windows towards the apartment is still the association's responsibility.

Screens between apartments on the ground floor are owned by the association and are installed by property managers when necessary.

And it is also about the overall impression when it comes to banning satellite dishes outside the railing.

Stroller room

In the basements there is a combined stroller- and bicycle room, but there are also some "stroller shelters" at some of the bicycle shelters. More information about space in them is provided by the property managers.

Sauna and exercise

The sauna room is booked via the website or on site with a "tag" which is acknowledged by the property caretakers.

The annual fee is SEK 200.

Free exercise room is available at the address Myntgatan 3B and 3H (key deposit).

Car wash

In the warm central garage, there is an environmentally friendly car wash facility. Everyone who lives in the association can use this car wash. You contact the property managers to get a "tag" that can be loaded with any number of washes at SEK 50. Booking takes place on the website or in the premises.

Fire safety

Fire safety is important, especially in such a large association as Brf 12. The association is obliged to take preventive measures for fire safety purposes. No flammable substances are allowed in storage facilities. As all escape routes must be kept clear, it is forbidden to place things outside the door of the apartment, on the stairs or at the entrance door. Apartment owners are asked to install fire alarms in the apartment. The batteries last for a maximum of 10 years, so check the fire alarm regularly. The association's fire protection officer is property manager Rickard Burman.

Broadband

In the house, a property network that the association owns is installed. In each apartment there is one network socket which is connected to the property network. As a member of the association, you have free access to the internet via a group connection with the internet operator. Broadband 2 administers and manages your connection. Questions about your connection and if you experience disturbances in the network, call Customer Service at Bredband 2 on phone 0770-811. You cannot therefore contact our property managers in matters of disturbance.

NOTE! State Riksbyggen Skellefteå house no. 12 and that we have a property agreement. Bredband 2 is open for error reports:

Weekdays excluding weekends: 09:00 – 18:00

Weekends: 10:00 – 14:00

Renovation

If you intend to carry out extensive renovation, change of load-bearing interior walls or replacement of fans. Contact the administrator at Riksbyggen for advice. The board would like to remind you that repair and installation of electricity and water in the apartment must be carried out in a professional manner, in order to avoid demands for compensation from the association.

Damages discovered in time must be reported to the property manager immediately.

Bicycle room

Our bicycle canopies are intended for those who use their bicycle daily or often. We don't want to see kicks, walkers or damaged bikes in these. Bicycle and stroller rooms are in the basements. For long-term storage and winter storage, refer to the shelters. The regular gate key goes to the basement with shelter. Your bicycle must not be attached to pipes or wires.

Electricity consumption

Electricity costs money. The house's annual electricity consumption amounts to a significant sum. It doesn't hurt to think a little economically and do what we can to keep electricity consumption down, for example switching off when we leave common premises. Individual measurement that we have means that special equipment is installed in all apartments. Metering data is registered continuously and the consumption in each apartment is charged on a monthly basis. The main purpose of individual metering is to reduce energy use overall. If you have many power-hungry products such as kettles, coffee makers and stoves running at the same time, there is a risk that a fuse goes off in the apartment. The main fuse consists of three 16A fuses and the central is in the basement in the door marked "Elcentral". At most centers, you can open the door with your apartment key and replace a defective fuse. Extra fuses are available on site

Entrance

Between 22.00 and 02.00 the front door can only be opened with a key. A neat entrance gives a positive impression of the house and during winter it is important that we all help to maintain the stone steps outside the door free of ice and snow.

Property maintenance

At Riksbyggen Moröhöjden, we have our own caretakers employed who take care of the area in an excellent way. Telephone hours 08.30-09.00, telephone 77 57 31, other times answering machine. In that case, enter your message and a property manager will call you.

E-mail: vaktmastaren@skehus12.se. For urgent problems during the day, call 070-6758136.

Error reporting

Contact the property managers in the first instance. In case of urgent problems in the evenings and weekends, you can call Riksbyggen Day & Night - emergency service on 0771-860 860. Riksbyggen sends out on-call property managers who fix the urgent problem. Note that you yourself may have to bear the cost of an emergency call of about SEK 2,000 if it is not the association's area of responsibility or is not considered urgent

Recreation room 1 Krongatan

The lower leisure room is reserved for the board, study circles, conferences and well-being activities. On special occasions and evenings, well-being activities, bridge evenings or hockey screenings are carried out.

Recreation room 2 Krongatan

Are you going to have a party or other lively events? Rent our upper recreation room at Krongatan 1, and you will avoid to disturb your neighbors. You can also rent it with a music system at a modest cost for members. Whoever books must be of legal age and a member of Riksbyggen Brf 12. Contact the property managers for booking and information.

Questions

If there is anything about the house or apartment that you are wondering about, contact in the first instance the financial or technical manager at Riksbyggen in Skellefteå on phone 0771-860 860. If you have questions about the association, you can also go to the association's website or you can ask your questions to the property managers or via e-mail styrelsen@skehus12.se.

Storage spaces

Each apartment includes a storage room, most of them in the basement, as well as a pantry space that only works during the cold part of the year. You are responsible for what is stored in it these spaces and that they are locked.

Insurance

The property is insured (see also home insurance)

Management

The housing association's financial and technical management is managed by Riksbyggen, which includes fee and rent administration, entry and exit and ongoing accounting.

The trustees can be reached on phone 0771-860860.

Garage and parking space

The association has warm garage spaces, cold garages and canopy spaces as well as regular parking spaces with engine heaters and electrical charges. Parking matters and queue lists are taken care of by our property attendants. Due to high demand, the board has decided to limit the number long-term contract for parking for a maximum of three per apartment. Two car parks and a trailer/caravan parking per apartment. Other parking facilities are converted to short-term contract with 3 months' notice.

Glass recycling

Bottles and glass jars must not be thrown away with household waste, but must be placed in the wasteroom's glass container. There is one container for colored glass and another for uncoloured glass. The glass must not contain food residues. Remember to remove lids and caps first.

Neighborhood cooperation

Everyone wants good neighbors. The best way to get it is to be one yourself. To keep track of each other's apartments when traveling and the like is easy and safe.

Gross waste room

We do not have a solid waste room. If you have appliances and other bulky waste, you must transport these yourself for recycling, unless the municipality carries out bulk waste collection.

Craftsmen

For plumbing work that requires shutting the water off, other residents must, in good time, be notified about time and date of the work. It is also necessary to notify the property managers in good time, because only they are allowed to do the shutdown itself. Parking for the craftsmen can be solved if they contact the property managers for a temporary parking card. Put up a notice at the entrance door a few days in advance and warn the neighbours, even in adjacent staircases, when there will be noise for a longer period of time, for example a kitchen renovation in your apartment. Communicate the day and time for the start and end of the work and how to contact you if you have questions. In case of major renovations, it can be an advantage to first talk to our technical manager at Riksbyggen Skellefteå 0771–860 860 to avoid misunderstandings or damage to the property. The property managers have a drill hammer (percussion drill) that you can borrow if you want to drill into the concrete yourself.

Home insurance

As a tenant, you must have home insurance. Housing supplement insurance is taken out collectively by the association. This insurance should not be confused with the home insurance that the resident must have for his own personal belongings (clothes, household goods, furniture, etc.)

Hobby room

Craft rooms are in the basement Myntgatan 5D and at Krongatan 18. For access and key contact the property managers.

Pets

Most people find it nice with dogs, cats and other pets. But it is important to also bear in mind that there are many people who are allergic to fur animals. Picking up dog poop is a matter of course. If you are considering getting an unusual pet, it is best to first contact the manager and consult the municipality's environmental management.

Regards

It may be important to point out that car traffic inside the area means that you as a driver must show special consideration for walking and playing children inside the area. Crawling speed applies.

Burglary

Burglary is something we prefer to avoid. Keeping your eyes open can be a preventive measure. Be aware of posted gates and basement doors. Make sure you always leave a locked or at least closed door behind you. Look into basement storage occasionally and if you discover that there has been a break-in in the basement, post information about this on the notice board so that other residents can check their storage. Always lock your apartment door, even when you are at home.

Always call the police and report the theft on 114 14.

Internet

The association is currently connected to Bredband2. The monthly fee is included in the rent today. Contact Bredband2 when you want to connect. Customer service 0770-811 000
NOTE! State Riksbyggen Skellefteåhus no. 12 and that we have a property agreement.

Cable TV

We currently have an agreement with Com Hem and a number of open digital channels that you can watch if your TV has a built-in digital receiver or a box without a card. These channels are included in the apartment fee. In addition, there is an agreed range of Com Hem Medium 8 favorites, which are included in the apartment fee, where you yourself have to make an active choice of channels at Com Hem. If your picture is bad, you should ask if the neighbor has the same problem. If you both have the same error, then report the error to the property managers. Digital channels only - you must watch with box connected between TV and outlet.

Basement storage

Remember not to store things that are prone to theft in the storeroom. It is your signed home insurance that applies and insurance companies are a bit fussy when it comes to valuables in the council. Stores in shelters may need to be temporarily emptied during inspection/repair or by shelter needs in case of crisis.

Kitchen hood

When our house was built at the end of the 60s, the kitchen hood was not yet a matter of course. The vents in the kitchens were adapted instead of coping with the kitchen noise. This means that it is not recommended to install any kind of kitchen hood, because that can sabotage the house's ventilation system.

A so-called **Alliance fan** for apartments, on the other hand, works well.

Alarm

In an emergency situation - fire, burglary, personal injury - call SOS alarm 112.

Playground

Inside our farms there is play equipment for children and very modern equipment. In addition, there is the municipality's playground, soccer field in the forest by the preschool.

Feeding birds

Feeding of birds is not allowed not take place in the courtyards or from balconies on the associations land, as leftover food risks attracting rats and other pests. Put the food out in the forest instead and the birds will feel safe.

Carpet cleaning

We have a common coarse washing machine in the laundry room basement Myntgatan 3L and on Krongatan 14. Use this when you wash carpets or heavier textiles.

Exercise

There is free exercise equipment in the basement Myntgatan 3 B and 3 H.

Keys

There are two types of keys to the property. The household key goes to the basement and to the laundryrooms. Aptus plastic tag goes to keyless door locks in heated garages and booking tags to laundry, car wash and sauna. Spare keys can be ordered from the property managers.

Newly moved in?

Then you should be most welcome to begin with! If you have already read through this handbook and are looking for the latest information about our association, you will receive information via our home page www.skehus12.se. If you want more information about the accommodation itself, you can also talk to the property managers or our manager at Riksbyggen in Skellefteå.

Vermin

In fact, even in our modern era, vermin of various kinds can appear in our home. Should your apartment be affected, or if you discover vermin in something common space, you are obliged to immediately contact Anticimex on 0911-23 27 00. Tell them that the association has property insurance so that the cleaning costs will not affect you.

Reconstruction

Are you thinking about renovating or rebuilding your apartment? Then there is a lot to think about. For insurance reasons, many works must be carried out by qualified personnel and some walls have a load-bearing function. Are you in any way in doubt about what you can change in the apartment, contact the administrator at Riksbyggen. The board would like to remind you that repairs and installation of electricity and water in the apartment must be carried out in a professional manner, in order to avoid claims for compensation from the association.

Damages discovered in time must be reported to the property manager immediately.

Make sure to do the disturbing moments during the day and on weekdays. *See Craftsman.*

Prescription of lien

Foreclosure of tenant rights/redemption of loan. If you mortgage your condominium, the mortgage for the writing must be registered with the administrator, who sends a confirmation and certified copy of the association's registration certificate to the bank. When redeeming a loan, a receipt or a canceled mortgage registration document must be shown to the administrator so that the mortgage registration can be registered.

Paper collection

Containers for recycled paper are available in our environmental cabins. It is fine to throw away unwrapped newspapers in the containers. Otherwise, put the newspapers in a paper bag. If the containers are full, can you put the newspapers in the newspaper container at the ICA store. Never put a newspaper bag on the floor in the garbage room or in the hallway!

Satellite disc

We are quite well supplied with TV channels. Therefore, the board has taken the decision not to approve its own satellite discs on balconies or facades for aesthetic reasons and for safety's sake.

Parking

Both the parking lot and the garage are owned and managed by our association. Are you interested in a parking lot or garage, contact the property managers. Parking surveillance within the residential area is carried out by Aimo Park AB. The entire residential area is "area with parking prohibited". In our residential area, all parking is prohibited unless you have rented a space or are in visitor parking (max. 12 hours). However, you may stop for active loading/unloading of vehicles. The vehicle must be removed as soon as loading/unloading completed.

Carpet stand

There is a number of carpet stands in the area. Do not use the balcony when the carpets are dirty. It may be hard to drag the carpets, but it is considerate to the neighbours.

Gate code locks

Gruvgatan's gates have code locks because uninvited guests previously stayed in the stairwell. More risers may be equipped with code locks if the need arises.

Renovation

Are you thinking about renovating or rebuilding your apartment? Then there is a lot to think about. For example, some changes require a building permit and many works must be carried out by qualified personnel for insurance reasons. If the water needs to be turned off, you must always contact the property managers - and in good time!

Minor changes may be made in the apartment. You may, for example, lay new floors, put up new cupboards or replace appliances in the kitchen. However, more extensive changes require the board's permission, e.g. if you want to take down a wall or carry out work on the property's pipes, heating or ventilation systems, changes in cork cabinets, etc. Contact our manager at Riksbyggen or the property managers for information.

Auditors

A condominium association must have auditors to review the financial statements and appropriation of profits. A certified public accounting firm and one or more lay auditors will be adopted at our annual meeting in late fall.

Smoking

For everyone's well-being, we keep stairwells and other common areas smoke-free. It is also nice not to see smoked cigarettes thrown outside the entrance and on the lawn. Smoking on the balcony may be less pleasant for other apartment owners. It is necessary to ventilate properly after smoking so that the smell does not rise straight up or blow to your neighbor's balcony.

Sun protection

Awnings can be installed instead of glazing of the ground-floor apartments with certain color reservations. Please note that you must have the board's permission to set up an awning! Contact our administrator at Riksbyggen.

Garbage disposal and recycling

In our association, we have environmental cabins with recycling and sorting. The environmental rooms are designed and sized for our household waste. The rubbish must be sorted by source and placed in the correct container. It provides better well-being and keeps our costs down.

Garbage and waste must not be left next to containers or outside the environmental room. If it is full, you can use another environmental room or wait until after emptying. All cardboard must be folded. Larger boxes from furniture and online orders must be left at a recycling centre.

There is one at the ICA Moröhallen. Please note that it is not permitted to place environmentally hazardous waste such as car batteries and discarded refrigerators/freezers. Furniture, appliances and larger quantities after renovations must be transported to Degermyran's waste facility or saved for annual solid waste collection days in spring and autumn. The gate key goes to the environmental cottages. Contact the property managers if you feel unsure. Extra emptying and cleaning as well as fees for missorted waste can lead to higher fees which of course affect everyone. Thanks for your consideration!

Statutes

The association's statutes follow Riksbyggen's standard statutes and the Housing Act.

Main pipes

Drains were renovated in 2001 and are in good condition. Bottom drains were replaced 2019. The bottom drain extends from the drain trunks from the apartments to the municipal drain.

Board

A condominium association must have a board. Riksbyggen Skellefteåhus no. 12 has an elected board that is appointed at the association's member meeting in late autumn. Board work in an association of our size can be quite heavy. We who work on the board do this in our spare time. Keep in mind that we also have a need for privacy, so contact us via the specified channels, such as e-mail and letter, which appear under the heading Comments.

Cleaning

Cleaning of stairwells is done by cleaning companies. Other common premises are cleaned by property janitors. Keep in mind that if you leave a common room, such as a laundry room, without picking up trash after you, it takes time from the property managers who have other important functions in the area.

Disturbing neighbors

As a rule, carelessness is behind it when the neighbor disturbs. It usually resolves itself with a call. If it doesn't help, or it happens frequently, you should let Riksbyggen know in writing, with a clear indication of the date and time each time you have been disturbed. It is a prerequisite for being able to take legal action against disturbing neighbours.

Should there be severe disturbance that cannot be accepted in a multi-residential area and the disturbance occurs at night, the security company can be called in as a last resort. The person who disturbs or the person who leaves a false accusation will then be charged the cost of calling out. See instructions and phone number on the notice board at the entrance.

You must not disturb your neighbors at any time of the day. After 22.00 and before 07.00 in the morning we do not play loud music or drill and nail the walls. Be aware that there are neighbors who work shifts. When you have a party, we want you to primarily rent our party venue at Krongatan 1. Occasional planned parties may occur but talk to the neighbors before or post a message in the stairwell.

Opinions

Having opinions and views is good. Feel free to formulate your thoughts in a letter to the board, Riksbyggen Skellefteåhus 12, Hörnellgatan 16, 931 30 Skellefteå or email to the board sen@skehus12.se

Security door

It can feel safe to have a solid security door in the home with a seven-position lock. Think however, that in an emergency it is more difficult to get out and rescue personnel to get in. Do not use seven-way locks when you are alone at home.

Contact list

Important telephone numbers are: Property managers 0910-77 47 31 Telephone hours 08.30-09.30. In case of urgent problems during the day, call the property managers on 070-675 81 36. In the evening and on weekends, you contact the Day & Night emergency service 0771-860 860. Administrator at Riksbyggen 0771-860 860. You will get answers to most questions directly if you talk to the property managers who, if they do not have a direct answer, can find out what applies.

Access to the apartment for supervision or work

The condominium association has the right to gain access to the apartment when necessary to exercise supervision or performing work. If the tenant fails to prepare the association for access to the apartment, when necessary, handouts can be ordered. This is evident from the association's statutes. In the bylaws, it is stated that the association has the right to terminate the occupancy rights holder for eviction if access to the apartment is refused and the occupancy rights holder cannot show a valid excuse. This also applies to secondary tenants.

Laundry rooms

It is important that everyone who uses the laundry knows how the machines work. The risk of injuries and annoying stops is then reduced. If you are unsure about something related to the laundry room, you can ask the property managers to help you, they also accept error reports. Rules and booking rules are posted in the laundry rooms. Follow those rules and the conditions for well-being in the house will increase. The laundry room is booked with a booking cylinder - one for each apartment. The apartment number is on the cylinder. Post a message at the laundry you have booked if you know you will arrive a little later. Then there should be a greater chance that it will still be free when you come to wash. One laundry room is available for booking via the website. **Keep the time of booked washing appointments!** Clean the laundry room and drying room when you're done! Don't forget to clean the filter in the dryer! It is always sad to have to clean up after others. Feel free to check an extra time that the machines and buckets in the drying room are empty!

Maintenance

See the website "Who is responsible for what?"

Escape routes

Escape routes are marked with luminous signs in the premises of the area.

Nomination committee

At each annual general meeting, a nomination committee is elected to propose candidates to the board and auditors, whom the next annual general meeting will elect. See the annual report.

Heat and water

It is possible to influence the energy consumption so that the costs for the association are reduced. For example, we can make sure that the temperatures in the apartments are not too high, to avoid washing dishes under running water. If any faucet becomes resistant when you turn it off and drips, call the property managers as soon as possible. The association takes the cost of changing the gasket - letting the faucet drip is more expensive!

Annual general meeting

Ordinary general meeting is held in the late autumn of each year within six (6) months after the end of each financial year, but no earlier than two (2) weeks after the auditors have handed over their report. The time and place are announced on the notice boards at the entrances at least two weeks before the meeting.

Any motions must be submitted to the board no later than one (1) month after the end of the fiscal year on June 30. At the annual general meeting, we deal with, among other things, the annual report and elect the board, auditors and election committee.

Transfer of condominium

When you sell your condominium, a copy of the documents (transfer agreement, deed of gift, deed of estate) must be sent to the administrator. The board must approve the entry and exit application. If the condominium is mortgaged, this must first be delisted. If the buyer is to take over the loan, the lender must approve this in writing. An agreement on the transfer of a condominium by purchase must be drawn up in writing and signed by the seller and the buyer. The purchase deed must contain information about the apartment to which the transfer relates and about the price. The corresponding shall apply in applicable parts in case of exchange or gift.