

## ADMINISTRATIEVERENIGING BUIKSLOTERMEER

en de vereniging van eigenaars Buikslotermeer A, B, C, D en E  
Amerbos 2, 1025 ZM Amsterdam  
telefoon/fax 020 6326723  
website: [www.vvebuikslotermeer.nl](http://www.vvebuikslotermeer.nl)

## EXTERNE ADMINISTRATEUR

Rappange VVE administratie  
Prinsengracht 255-259, 1016 GV Amsterdam  
telefoon 020 6240363  
email: [avb@rappange.com](mailto:avb@rappange.com)

## To new residents of this building

We live in a large building and have many neighbours. When moving here, please realise that you are moving to a large building with many neighbours. Our regulations (Dutch: Reglement van Splitsing en Eigendom, Huishoudelijk Reglement) are designed to guarantee pleasant living conditions for everybody. You will find a selection of these regulations below.

### SAFETY

- 1) Lock the front door of your apartment with all three locks.
- 2) Keep the window of the master bedroom closed when you are away.
- 3) Please do not open the main entrance door for people you don't know.
- 4) Do not let strangers follow you when entering the building. If you feel that someone is trying to gain unauthorised access, it might help to use the other door.
- 5) If you suspect danger: call 112.

### DEALING with OTHER RESIDENTS and the ASSOCIATION OF OWNERS

- 1) Our apartments are very noisy. Especially if you have hard coverings, you may unknowingly become a great nuisance to your neighbours. Think of running children, stiletto heels. **Noise is the cause of almost all conflicts among residents.** Please make sure your floor is isolated properly, and wear "quiet shoes" inside the apartment.
- 2) Before 8am and after 7pm on Sundays and holidays you cannot undertake activities that cause noise (such as drilling and hammering). You can go ahead and do construction work between 8am and 7pm from Monday to Saturday, but even then: **bear in mind that you have neighbours.**
- 3) Damages as a result of leakages? The civil liability insurance (Dutch: WA-verzekering) of the person causing it should reimburse you. The homeowners association does not act as a mediator. Also: do not forget to take on a liability insurance yourself.
- 4) If you need more information about living here, then contact your landlord or neighbours. The members of the complex committee are also here to help you – their contact info can be found in the main hall.

### ACTIVITIES of the HOMEOWNERS ASSOCIATION

- 1) Are you renting out your apartment? You will need to seek approval of the board beforehand by e-mail: [avb@rappange.com](mailto:avb@rappange.com). Do you rent your apartment? Then you might be illegally living in this building. Be careful: a recent lawsuit led to clearance of an apartment. Be sure to ask your landlord to show you our permission letter, or discuss your concerns with the complex committee.
- 2) We have a caretaker that works in and around the flats, until 2:30pm. He can provide technical advice and, in some cases, assistance. His telephone number is +31 6 414 32 962 or +31 20 632 67 23.
- 3) People that work for the homeowners association, like the members of the complex committee, may give you feedback on your behaviour. For example, if the outside corridor in front of your apartment is not clean or because you make too much noise. You are expected to deal with this feedback respectfully. You have received the regulations and you are expected to follow them. You can also find them on [vvebuikslotermeer.nl](http://vvebuikslotermeer.nl).

**Next Page**

## **ADMINISTRATIEVERENIGING BUIKSLOTERMEER**

en de vereniging van eigenaars Buikslotermeer A, B, C, D en E  
Amerbos 2, 1025 ZM Amsterdam  
telefoon/fax 020 6326723  
website: [www.vvebuikslotermeer.nl](http://www.vvebuikslotermeer.nl)

## **EXTERNE ADMINISTRATEUR**

Rappange VVE administratie  
Prinsengracht 255-259, 1016 GV Amsterdam  
telefoon 020 6240363  
email: [avb@rappange.com](mailto:avb@rappange.com)

### **YOUR STAY in and around the APARTMENT**

- 1) The walls of our apartments have no cavities. This might lead to condensation and moisture. This seems to happen especially in the bedroom(s) facing the A10. Open the windows frequently to ventilate, especially after showering or when you are living with a large number of people.
- 2) Is the elevator malfunctioning? The relevant phone numbers are in the main hall.
- 3) If you put your garbage on the balcony or the corridor, it attracts pests. Worse, birds will destroy garbage bags and make sure your trash can be found everywhere.
- 4) Every fourth Thursday, you can place your larger waste items on the side walk, in front of the letter boxes.
- 5) If you want to use the underground waste container, you need a pass. You have received it either from the previous owner, from your landlord, or from the municipality.
- 6) Bicycles are to be put inside your storage room. The bicycle parking places outside are for visitors.
- 7) Every apartment resident has to clean the outside corridor at the entrance door, including the ceiling, the floor and the woodwork. Especially the drainage gutters need attention. Failure to clean may result in cleaning charges.