

Perbadanan Pengurusan Kiaramas Cendana
ADDITIONAL BY-LAWS PART 2:
RULES & REGULATIONS FOR USE OF RECREATIONAL FACILITIES

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1.00 GENERAL RULES FOR USAGE OF FACILITIES

- (a) To maintain the exclusiveness of condominium living, all the common facilities in **KIARAMAS CENDANA CONDOMINIUM** are intended for use by the residents only.
- (b) Employees of residents are not permitted to use the recreational facilities unless they are signed in as guests on each occasion.
- (c) Each resident is permitted to bring in the following number of guests per unit at any one time for the use of the facilities during designated hours –
 - i) Swimming Pool & Gymnasium – two (2) guests per unit.
 - ii) MPH/Squash/Table Tennis/Tennis Courts – three (3) guests per unit.
- (d) Residents must accompany their guests when using the facilities.
- (e) The residents concerned will be held responsible for any damages caused by their guests or themselves. Any damages caused by previous user(s) of the facilities should be reported to the Management immediately before the commencement of use of the facilities.
- (f) The Management may require any person using any of the facilities to identify himself or herself if necessary.
- (g) Any person found in breach of any rules and regulations may be asked to leave the facility premises by the Management or anyone under the order of the Management.
- (h) While the Management will take every precaution to ensure that the facilities are properly maintained, all occupants and guests use the common facilities at their own risk. The Management is not responsible for any injuries or damage sustained by the users or for any loss and/or damage to their personal property.
- (i) The rules and regulations for the facilities are subject to change without prior notice.

1.01 Disclaimer of Liability

The Management, its agent and its employees shall not be liable in any manner whatsoever for loss of or damage to any person, property or injury to or death of any person in the use of the facilities.

1.02 Amendments and Alterations

The Management reserves the right to amend, alter, vary or change any or all the above rules and regulations for the use of the facilities from time to time as it deems necessary.

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2.00 SWIMMING POOL / WADING POOL AND HOT WATER SPA

OPERATION HOURS

- (a) Opening hours daily : 7 am to 10 pm
- (b) Peak hours:
 - (i) Weekdays : 5 pm to 10 pm
 - (ii) Saturdays : 9 am to 10 pm
 - (ii) Sundays & Public holidays : 7 am to 10 pm
- (c) Do not use the facility when closed or during chemical treatment hours.

2.01 Pool Depth

- (a) Main Pool : 1.32 m
- (b) Pyramid Cascade Pool : 400 – 600 mm
- (c) Hot Spa Pool : 0.45 – 0.9 m
- (d) Wading & Slide Pool : 0.47 m
- (e) Water Feature (Porch) : 0.525 m
- (f) Fish / Lily Ponds : 0.35 – 0.7 m

2.02 Intoxicated Persons

Persons under the influence of liquor, drugs or any other matters or substances including prescribed medications are prohibited from using the pools, staying too close to the water and supervising children due to their impaired judgment & physical coordination.

2.03 Attire

- (a) All users of aquatic facilities must be properly attired in swimwear. A Clean white t-shirt is permitted for decency.
- (b) Users are advised to use swim caps when swimming.
- (c) Children not toilet-trained must wear protective water resistant swimwear while within the aquatic facilities.

2.04 Hygiene

- (a) All users must shower and use the footbath before using the pools. Suntan lotion and body oil must be thoroughly washed off before getting into the pools.
- (b) All users must wash hands and bottoms with soap & water every time after visiting the bathroom.
- (c) Parents must regularly take young children to bathroom to prevent fecal leakage and contamination.
- (d) Changing nappies at footbath, spitting & urinating in the pools, and other similarly unhygienic behavior in and around the aquatic facility are strictly prohibited.
- (e) Do not swallow the pool water. You share it with all users!

2.05 Precautions against contagious diseases & wounds

Persons suffering from any infectious, contagious diseases or with bandages, or open wounds of any type are prohibited from using the pools.
Persons suffering from diarrhea or who recently have had diarrhea are prohibited from using the pools until completely recovered.

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2.06 Safety of Children

- (a) Children below 12 years of age must be accompanied and closely supervised by their parents or responsible adults at all times they are near or in the pools.
- (b) Children below 7 years of age must be directly supervised **within arm's reach distance** when in the pools even if they are good swimmers. Drowning is usually silent and takes less than a minute.
- (c) Children below 7 years of age may use PFD (personal flotation devices) in and around the pools for safety.
- (d) Do not allow children to throw sand, stones, foods and other material into the pools. These are safety hazard & water contaminants as well as damaging to pool equipment.

2.07 General Pool Conduct

- (a) **Do not swim alone** especially those with medical conditions like seizure disorders.
- (b) Always swim with a friend who will be able to pull you to safety in case of difficulties in the water.
- (c) Always enter feet first.
- (d) Walk, do not run around aquatic facility especially near the edge of the pools.
- (e) No diving, horseplay and other similarly dangerous activities which may prove to be life-threatening and injurious.
- (f) No indecent manner inclusive of abusive and profane language in and around the aquatic facility.
- (g) No smoking in the pools and the surrounding areas.
- (h) No food & drinks in the pools and immediate pool deck areas.
- (i) No large mats, boards, floats, snorkels and scuba gears in the pools.
- (j) Glassware, breakable objects, and harmful or sharp objects like hair pins, safety pins, bobby pins, curlers, etc. are prohibited in and around the pools.

2.08 Music

Low volume music is allowed at the poolside provided that it does not annoy other users.

2.09 Emergencies & Thunderstorms

During thunderstorms or under any other life-threatening or emergency situations, all users must immediately leave the pools and seek shelter.

2.10 Lifeguard Services

The management declares that **no lifeguard** will be employed or stationed at aquatic facilities. Users are advised to exercise caution and swim safely. Parents must stay alert as the major contributing factor in drowning fatalities among children is the lack of focused and effective adult supervision. The Management will not be held responsible for any injury or death howsoever caused to person/s using the pools and associated facilities.

2.11 Private Functions

- (a) The Management reserves the right to at any time close off part of or all of the facility for its own exclusive use or a resident's function.
- (b) Owners / residents may book the pool area for private functions subject to function booking terms & conditions stipulated by the Management from time to time.

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2.12 Pump Rooms

Pump rooms and filtration areas are out of bound – only authorized personnel are allowed.

2.13 Water Features & Ponds

- (a) Climbing into the water features is prohibited.
- (b) Aquatic pets like fish, tortoise, etc. are not allowed to be released into the ponds.
- (c) Feeding of fish in the ponds is not encouraged.
- (d) Catching of fish or plucking of plants in the ponds is strictly prohibited.
- (e) Do not let your children throw stones or other debris into the water features.

2.14 General Rules & Regulations

Please refer to the Aquatic Facility, General Rules & Regulations for details.

2.15 Specific Rules & Regulations for Hot Spa Pool

- (a) **Age Limit:**
12 years old and above.
- (b) **Temperature:**
Under working condition, water temperature is maintained between 38° - 40° C.
- (c) **Time Restriction:**
Maximum time allowed is 15 minutes per session per person. Prolonged excessive use of this facility can be harmful to your health.
- (d) **Attire:**
Users must be properly attired in swimwear. A Clean white t-shirt is permitted for decency.
- (e) **Health Warnings:**
 - (i) Persons with the following high **health risk factors** are not permitted to use this facility for their own safety:
 - a. Pregnant; Heart Diseases, Diabetes, Hypertension, High/Low Blood Pressure, Seizure Disorders;
 - b. Under the influence of alcohol, narcotic drugs, anticoagulants, antihistamines, vasoconstrictors, and/or medications like tranquilizers that can result in drowsiness or interfere with body's temperature regulating mechanism.
 - (ii) Persons over 65 years old or with poor health who would like to use this facility are advised to obtain clearance from medical specialist & use this facility only under close supervision.
Inform your friend or swim-buddy and immediately get out of the hot water if you experience significant discomfort like dizziness, tingling hands, rapid pulse or irregular heartbeat.
- (f) **Safety Cautions:**
 - (i) Users are not allowed to submerge their heads under the water.
 - (ii) Users with long hair are required to keep their hair in bun or protected by cap.

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2.16 Specific Rules & Regulations for Wading Pool

- (a) Wading pool is strictly for children 5 years of age and below.
- (b) All children using the pool must be actively supervised by parents or responsible adults within arm's reach at all times.

2.17 Specific Rules & Regulations for Water Slide

- (a) All riders / sliders must be at least 48 inches (1.2 m) tall. Younger children are not permitted to ride with their parents / guardians.
- (b) Maximum age limit is 5 years of age.
- (c) Riders and / or supervising adults are not permitted to catch other riders and/or children exiting the slide.
- (d) Remove all jewelry like watches before using slide.
- (e) Take one step at a time and hold onto the handrail when climbing the steps to the top of the slide.
- (f) Never attempt to climb up the slide itself to get to the top or middle of the slide.
- (g) Do not crowd the platform. Only one child is allowed to be on the platform and to slide down at any one time.
- (h) Be patient, wait for your turn. No pushing and overcrowding at platform.
- (i) Only feet first sitting up sliding with hands folded over your chest is permitted.
- (j) Before sliding down always ensure that the bottom of the slide is clear.
- (k) Once at the bottom, get off and move away quickly so that it's clear for another child to slide down.

2.18 Swimming Hours

The pool and spa are open from 7.00 a.m. to 10.00 p.m. No person shall be allowed to use the pool and spa when they are closed.

2.19 Children Using the Pool

Children under twelve (12) years of age using the pool and spa, must be accompanied and supervised by their parents or any adult who shall be responsible for their safety and conduct.

2.20 Shower and Footbaths

For hygienic reasons, showers must be taken without exception by all users before entering the pool and spa. All sun-tan lotion/oil must be removed from the body before entering the pool and spa. Users are required to use footbaths before entering the pool and spa.

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2.21 Swimming Attire

Proper swimming attire must be worn by all users of the pool and spa at all times. Management's decision on what is proper swimming attire shall not be disputed. Swimmers are advised to wear swimming caps when swimming.

2.22 Horseplay etc

No horseplay or similar activities shall be allowed in the pool and spa or its surrounding areas.

2.23 Pool Treatment

No swimming will be allowed during chemical treatment hours.

2.24 Floats, Scuba Gear etc,

NO large mats/boards, floats, snorkels and scuba gears shall be used in the pool and spa.

2.25 Diving

No diving is allowed.

2.26 Thunderstorms etc

All users of the pool and spa are strongly advised to leave the pool during thunderstorms or under any life-threatening or emergency situations or circumstances.

2.27 Harmful Objects

Glassware, breakable and any harmful objects (such as hair pins, curlers, safety pins, bobby pins, etc.) are forbidden in the pool and spa.

2.28 Food and Drinks

(a) Food and drinks are not allowed in the pool and spa and immediate pool deck areas.

(b) Smoking in the pool and spa and surrounding areas is strictly prohibited.

A Fine may be imposed on a Resident for any violation of Rule & Regulation 2.28(b) above. Please refer to Appendix 1 for further details.

2.29 Personal Property

The Management will not be responsible for any loss and/or damage to personal property left in the changing rooms or in any other parts of the building.

2.30 Pump Room

The filtration plant and pump room of the swimming pools and spa are out of bounds to all residents.

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2.31 Persons suffering from Diseases

No person suffering from any infectious, contagious diseases or with bandages or open wounds of any type may use the pool and spa. Spitting or any other unhygienic acts in and around the pool, spa or deck area are strictly prohibited.

2.32 Radio/Cassette/CD Players

Portable radio/cassette/CD players are permitted in the pool provided the volume is controlled and does not annoy other users around the pool.

2.33 Persons under the influence of Liquor, Drugs etc

No person who is under the influence of liquor, drugs or any other form of intoxicating matter or substance shall use the pool and spa.

2.34 Guests

The pool, spa and its surroundings are intended for use by the residents only. Guests of residents are permitted (subject to rule 1.0 (b) and (c) herein) only when accompanied by the residents and only to the extent that other residents are not inconvenienced.

2.35 Management Authority

The Management shall have the authority to expel from the pool areas and spa, any person disobeying the rules or endangering the safety of himself or other persons.

2.36 No Lifeguard Provided

- (a) The Management declares that no lifeguard will be employed or stationed at the swimming pool and the wading pool.
- (b) The Management advises the occupants and guests to exercise care when using the pool, spa and to take care of their respective charges.
- (c) The Management will not be responsible for any injury/death whatsoever caused to person(s) using the swimming pool and spa.

2.37 Reservation of Poolside Facilities

- (a) The poolside facilities may be reserved by residents for their private functions. Owners / residents may book the pool area for private functions subject to function booking terms & conditions stipulated by the Management on the Function Booking Form from time to time.
- (b) Reservation for the poolside facilities must be applied to the Management office at least one (1) week in advance.
- (c) All reservation would be on a first-come-first-served basis, subject to the Rules and Regulations stipulated by the Management from time to time. However, the Management reserves the right not to permit such reservation should it inconvenience other residents.

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- (d) The charge for each reservation of the poolside facilities shall be stipulated in the Function Booking Form. The reservation fee shall be nonrefundable for any reason whatsoever unless the Management is informed of any changes at least 72 hours in advance.
- (e) A deposit as stipulated in the Function Booking Form (which amount shall be determined from time to time by the Management) is required when making a reservation.

3.00 COURTS (MPH, Squash, Tennis & Table Tennis)

OPERATION HOURS

Multi Purpose Hall/Squash	7.00am—11.00pm
Tennis/Table Tennis	7.00am—10.00pm

3.01 Bookings

- (a) Bookings of courts can be made at the guardhouse between 07:00 a.m. to 07:00 p.m. All bookings can be made up to three (3) days in advance, and all bookings shall be on first-come-first-served basis. A fine of RM 50.00 shall be imposed for no-show without valid reasons and notification to Management Office at least 24 hours prior to allocated time slot.
- (b) Only one hour per session per court per booking per unit at any one time is permitted.
- (c) Only owners and residents of the complex are permitted to book and use the courts after completion of Booking Form for Courts. Owners and residents may be required to show a valid Resident Card at the time of booking.
- (d) Owners of tenanted units are deemed to have assigned their rights to use the recreational facilities to their tenants.
- (e) Any bookings not being used 10 minutes after the reserved time will be re-allocated to others without prior notice. Guest(s) must leave the court in the event that the Resident fails to accompany their guest(s) after thirty (30) minutes from the start of the booking time.
- (f) Telephone bookings are allowed ONLY if calls are made from house intercom.

3.02 Attire

- (a) All users must be properly attired in sportswear for the games.
- (b) Only clean non-marking athletic footwear can be worn on the courts.

3.03 Balls & Racquets

- (a) Racquets with unprotected sharp edges are not permitted.
- (b) Only non-marking balls are permitted in the squash court.

3.04 Food & Drink

- (a) No smoking, eating & littering.
- (b) Drinking—only water or isotonic drinks in non-spill bottles are permitted.

A **Fine** may be imposed on a Resident for any violation of Rule & Regulation 3.04(a) above. Please refer to Appendix I for further details.

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3.05 Court Usage (Squash/Tennis Courts)

- (a) Each court is meant for its specific game. The courts are not to be used as a children's playground or for any other purposes.
- (b) Ball games, roller skating, skate boarding and horse play of any sort are prohibited in or about the courts.
- (c) All users must immediately vacate the courts when their session has ended.
- (d) All users must refrain from making excessive noise so as to not disturb other residents.
- (e) No radio, tape recorders, TV sets, electronic or mechanical instruments or equipment shall be used in the courts without permission from the Management.

3.06 Table Tennis

- (a) The table is not allowed to be relocated or folded without prior consent from the Management.
- (b) Climbing and sitting on the table is strictly prohibited.
- (c) No food, drinks and cigarette trays are allowed to be placed on the table.

3.07 Multipurpose Hall

- (a) Only one game is allowed at any one time. Basketball and badminton are not allowed to be simultaneously played.
- (b) The Multipurpose Hall may be allowed to be used for activities deemed suitable by Management from time to time, taking into consideration –
 - i) Noise levels
 - ii) Potential risk of damage to floor and walls
 - iii) Potential nuisance to other Residents
- (c) Residents must return Nets, posts and equipment to their assigned places after using the Courts

A **Fine** may be imposed on a Resident for any violation of Rule & Regulation 3.07(c) above. Please refer to Appendix I for further details.

3.08 Private Lessons or Coaching

Instructors must register with the Management Office and are subject to certain terms and conditions which may be determined by the Management Office from time to time if and when it is deemed necessary.

3.09 Lighting and Fans

All lights and fans must be switched off when leaving the indoor courts

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3.10 Children

Children under the age of 6 are not permitted in the courts unless accompanied and closely supervised by adults who will be directly responsible for their safety and conduct.

3.11 Health Clearance

All users are advised to seek medical consultation and clearance before embarking on any forms of exercise and games.

4.00 SAUNA

OPERATION HOURS 7 am to 10 pm.

4.01 Age Limit

Users must be 16 years of age or above. Children under sixteen (16) years of age are not permitted in the saunas unless accompanied by adults.

4.02 Duration

Maximum time allowed is **20 minutes per session per person** (even 10 to 15 minutes can be excessive for some people). Prolonged excessive use of this facility is hazardous to health.

4.03 Attire

Users must be properly attired in swimwear. Clean white t-shirt is permitted for decency.

4.04 Health Warnings

- (a) Beginners are advised to begin once a week at short duration and gradually increase to a daily frequency only if their bodies are able to cope with the use.
- (b) Persons with the following **high risk health factors** are not permitted to use this facility for their own safety:
 - (i) Pregnant;
 - (ii) Heart Diseases, Diabetes, Hypertension, High/Low Blood Pressure, Seizure Disorders;
 - (iii) Under the influence of alcohol, narcotic drugs, anticoagulants, antihistamines, vasoconstrictors, and/or medications like tranquilizers that can result in drowsiness or interfere with body's temperature regulating mechanism
- (c) Persons with poor health and/or elderly persons over 65 years old who wish to use the facility are advised to obtain clearance from medical specialist & use only under close supervision.
- (d) Get out of the sauna immediately if you experience significant discomfort like dizziness, light headed, tingling hands, rapid pulse or irregular heartbeat.

Persons using the saunas are strongly advised to consult their physician for medical check-up before using the saunas as the Management will not be responsible for any mishaps whatsoever and howsoever arising from such use.

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4.05 General Conduct

- (a) Users must shower and thoroughly rinse off all soap before using the sauna.
- (b) For hygiene, please sit on a towel.
- (c) Drink plenty of water or juice before and after to maintain body fluid.
- (d) While in sauna, frequently splash your body with water to wash off dirt and stabilize your temperature.
- (e) Beware of wet slippery surface.
- (f) No smoking, drinking and eating is allowed in the saunas.
- (g) Shoes shall NOT be worn in the saunas.
- (h) All lights and main heating switch controls must be switched off after use.

4.06 Prohibitions in Sauna

- (a) No fragrant oil, lotion, soap and other foreign material.
- (b) No food, drinks and glass containers.
- (c) No footwear.
- (d) No metal jewelry.
- (e) No splashing of excessive amount of water onto the heater.
- (f) Do not touch the heater and its component once it is switched on.
- (g) Do not place combustible material over the heater.

5.00 GYMNASIUM

OPERATION HOURS

- (a) 7 am to 10 pm daily.
- (b) The Gym may be opened earlier than 7 am on a special need basis and at the discretion of the Management, but will not be extended to later than 10 pm.
- (c) Peak Hours:
 - (i) Week days : 5 pm to 10 pm
 - (ii) Saturdays, Sundays & Public Holidays : 9 am to 10 pm

5.01 Eligibility

- (a) This gym is strictly for owners / residents and their invited guests.
- (b) All owners / residents may be required to produce their RESIDENT CARDS to the guard-on-duty upon request for verification when they wish to use the Gym. Only the person named on the card is allowed entry.
- (c) The Management or guard-on-duty reserves the right to deny entry to any persons unable to produce their Resident Cards.

5.02 Children

- (a) Toddlers & children below age 16 are prohibited from using / entering the Gym for their own safety.
- (b) If situations warrant, older children aged 12 to 16 may use the Gym only under full supervision of certified instructors or parents who will be fully responsible for their health, safety and conduct.

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5.03 Fitness Instructor

- (a) Residents are not allowed to bring in individual / instructor for personal / group training purposes without prior registration with the management office.
- (b) The individual / instructor will be charged a fee to be determined by the Management.

5.04 Attire

- (a) Users must wear appropriate clothing & footwear meant for gym workouts. Jeans, sari, bare feet, socks-and-sandals, slippers...etc. are not allowed.
- (b) Attire which may cause possible infringement on the safety of oneself & other users, or potential damage to equipment is prohibited.
- (c) The Management reserves the right to determine suitability of attire worn by users.

5.05 Hygiene

- (a) Smoking, eating & littering are strictly prohibited in the Gym
- (b) Drinking is limited to water or isotonic drinks in non-spill bottles.
- (c) Please bring a towel to wipe off your sweat on the equipment and benches in consideration of other users.

A **Fine** may be imposed on a Resident for any violation of Rule & Regulation 5.05(a) above. Please refer to Appendix I for further details.

5.06 General

- (a) Users of the gymnasium are to be appropriately attired. No street/outdoor shoes such as boots, high-heeled shoes or leather shoes except rubber-soled shoes are to be worn in the gymnasium.
- (b) No smoking, drinking or eating is permitted in the gymnasium.
- (c) All equipment in the gymnasium is to be used only for its specified purpose and no equipment is to be taken out of the gymnasium. Any equipment removed from its original position must be returned to its original position after use.
- (d) All lights and fans must be switched off after use.
- (e) Children from twelve (12) to sixteen (16) years of age entering the gymnasium must be accompanied by an adult.
- (f) Children under the age of twelve (12) years are prohibited to enter the gymnasium for their own safety.

5.07 General Conduct

- (a) Users who are not familiar with the use of equipment / instruction SHOULD seek advice from the management office.
- (b) Users on medication, have heart conditions or other health problems are advised to obtain clearance from medical experts before embarking on any exercises in the Gym.
- (c) Users are expected to conduct themselves in proper manner in consideration of others. No loud or noisy activities that are annoying and deemed inappropriate by the Management.

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- (d) No 'dropping' of weights.
- (e) Do not leave personal belongings unattended. Gadgets like hand phone, MP3, etc. must be inaudible to others and safely strapped to users for safety reasons.
- (f) No hogging of exercise machines. A resident is restricted to 30 minutes of usage per session.
- (g) Users will be held responsible for any damages to the equipment used.
- (h) Personal exercise equipment is not allowed to be brought into the Gym.
- (i) All equipment must be returned to their original places and power switched off after use. Unauthorized removal of any equipment from the Gym will be considered as theft and reported to the police.
- (j) Please switch off all electrically powered equipment, air-conditioners, lights and fans before leaving the Gym.

6.00 BARBEQUE PIT

The barbeque pit is open to all residents and must be booked one week in advance through the Management Office. A standard charge, as stipulated in the Function Booking Form is required for the bookings of the barbeque pit. All functions must end by 10.00 p.m.

7.00 CHILDREN'S PLAYGROUND

PERMITTED PLAYING HOURS 7.00 am – 10.00 pm daily.

7.01 Play Areas

- (a) Toddler's Play Room
- (b) Outdoor playground (poolside)
- (c) Multi-function gym

7.02 Use of Equipment/Structures

- (a) All equipment placed and/or installed in the common play areas had been provided for safety, comfort and convenience of all owners / residents and therefore shall not be damaged, removed or altered without permission from the Management.
- (b) All equipment must be used with caution bearing in mind your children's personal safety.
- (c) Different equipment requires different safety considerations.
- (d) Wet equipment must not be used. Moisture & wet surfaces are fall and slipping hazards.
- (e) Report any loose or broken parts of the equipment immediately to the management office. Damaged structures are off limits until repair or replacement works are completed.
- (f) All children play equipment / structures are strictly meant for children enjoyment. Adults, minders & teenagers are not permitted to use them for safety reasons.
- (g) Owners / residents allow their children to utilize the facility at their own risks and acknowledge that their utilization of the facility carries with it the potential for death, disability or other serious injury. Therefore, assume all risks except when the injury or death is caused by sole negligence of the Management.

7.03 Safety of Children

- (a) The level of supervision provided significantly determines the kind of equipment a child is permitted to use. There is a major difference between "supervision" and simply "being there".

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- (b) All children **below the age of twelve (12)** years must be accompanied and **closely supervised by responsible adults** who shall be responsible for their conduct and safety. Young and even older children are not capable of foreseeing dangerous situations by themselves.
- (c) Parents are advised to educate young children on safe play habits & to act responsibly while at play areas for their own safety.
- (d) Please ensure that the equipment your children play on is **appropriate to their age**, maturity level & physical strength.
- (e) Do not dress children in loose or **stringed clothing** or other stringed items like purses or necklaces and scarves if playing at play areas as these items may catch on equipment structures resulting in fall and strangulation.
- (f) Wearing helmet while playing on playground equipment may cause head entrapment.
- (g) For **outdoor metal equipment & structures**, we advise the supervisory adults to check for hot surfaces before allowing young children to play on them to prevent contact burn injuries. Babies & toddler may not react fast enough by getting off when in contact with hot surfaces.
- (h) After swimming, children must be dried off before getting onto any equipment.

7.04 Food & Drinks

Eating & drinking within the play areas is not permitted.

7.05 Smoking

Smoking within any of the play areas is strictly prohibited.

7.06 Litter

- (a) Littering is prohibited.
- (b) All litter must be deposited into designated refuse bins around the complex.
- (c) Scattered litter, spilled food & drinks are **fall and slipping hazards**.

A **Fine** may be imposed on a Resident for any violation of the above Rule & Regulation. Please refer to Appendix I for further details.

7.07 Dangerous Play

- (a) Horseplay, sand throwing or any harmful, reckless & inappropriate plays are strictly prohibited.
- (b) No ball-kicking within the play areas and other parts of common property.

7.08 Personal Items

- (a) Try-cycles, bags, and personal items must not be left lying about on the floor. These are tripping hazard.
- (b) Any **harmful objects** including cutters, hockey sticks & baseball bats are strictly prohibited.

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7.09 Safety Guidelines For Swings

- (a) Only one child to a swing for a ride.
- (b) Sit on the swing; not stand or kneel.
- (c) Hold on tightly with both hands when swinging.
- (d) Stop the swing completely before getting off.
- (e) Avoid swinging empty swing.
- (f) Do not twist swing chain.
- (g) Do not play or walk near the swing when in use.

7.10 Safety Guidelines For Spring-Centred Seesaw

- (a) Only one child per seat
- (b) Children must always sit facing one another, not turned around.
- (c) Hold on tightly with both hands while on seesaw.
- (d) Keep the feet to the sides out from underneath the seesaw.
- (e) Never sit beneath a seesaw; stand and rock in the middle; or climb onto it.

7.11 Safety Guidelines For Spring Rocker

- (a) Only one child at one time.
- (b) Use only in seated position; never stand on the rocker.
- (c) Do not place fingers or feet in between the coil of the spring.

7.12 Safety Guidelines For Slides

- (a) Slides as part of the outdoor composite play structures may be enjoyed by pre-school age and school-age children. Toddlers are advised to use the indoor play structures.
- (b) Take **one step at a time and hold onto the handrail** when climbing the steps to the top of the slide.
- (c) Never attempt to climb up the slide itself to get to the top or middle of the slide.
- (d) Do not crowd the platform. Only one child is allowed to be at the platform and slide down the slide at one time.
- (e) Be patient, wait for your turn. No pushing and overcrowding at platform.
- (f) Only **facing forward feet first sitting up sliding** with hands folded over your chest is permitted.
- (g) Before sliding down always ensure that the bottom of the slide is clear.
- (g) Once at the bottom, get off and move away quickly so that it's clear for another child to slide down.

7.13 Safety Guidelines For Climbing Equipment

- (a) Climbing equipment refers to a variety of equipment such as but not limited to horizontal ladder with rings, arch climber & chain-net climber. They are not recommended for preschool age children (2 – 5) as they are **challenging & risky even for older children.**
- (b) Help guide your children to properly use climbing equipment appropriate for their skills and ability level.
- (c) Use only if the child **has upper body strength and tall enough** to reach the bars or rings without assistance.
- (d) Never use and play with wet climbing equipment.
- (e) Grip with both hands and stay well behind the person in front.
- (f) Beware of swinging feet.

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- (g) Never race and watch your steps when climbing up or down the ladders or rungs.
- (h) Everyone must start on the same end of the equipment and travel across in the **same direction**.
- (i) Do not attempt to cover too large a distance in one move.
- (j) Do not climb onto the top of the equipment and jump down.
- (k) Do not crowd exit area.
- (l) Having too many children on a structure at the same time is dangerous.
- (m) When dropping from the bars or rings, **jump down with knees bent and land on both feet**.

8.00 CONFERENCE ROOM

- (a) The Conference Room may be used for Meetings, Seminars and Conferences
- (b) The Conference Room may not be used for any religious ceremonies whatsoever.
- (c) Reservation must be applied to the Management Office using the Booking Form
- (d) Reservations are subject to the Terms & Conditions stipulated on the Booking Form. The Management Office reserves the right not to accept any Application for reservation without giving any reason whatsoever.

9.00 SPECIAL NOTE

The Management, its agent and its employees shall not be liable in any manner whatsoever for loss of or damage to any person, property or injury to or death of any person in the use of the facility

- (a) **Compliance**
All users are expected to adhere to the rules & regulations stipulated therein and observe personal safety cautions while enjoying the facilities / common property within the complex.
- (b) **Personal Property**
The Management will not be responsible for any loss of and / or damage to any personal property left in the facilities or any other parts of the complex.
- (c) **Personal Risks**
 - (i) While we have taken great care in ensuring that the facilities / common property is in good & safe working condition, users (owners, tenants & guests) must bear in mind that all activities present certain inherent risks & hazards, and use the facilities / common property at their own risk.
 - (ii) The Management, its agent (if any) and its employees shall not be liable in any manner whatsoever for loss of or damage to any personal property or injury to or death of any person in the use of the facilities / common property, unless due to willful or gross negligence on the part of the Management.

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10.00 AMENDMENTS AND ALTERATION

The management reserve the right to amend, alter, vary or change any or all the above rules and regulation for the use of facilities from time to time as it deems necessary.

- (a) The Management reserves the right to amend, alter, repeal or add any or all of the existing House Rules from time to time as it deems fit without prior notice to the owners / residents.
- (b) Notice on any amendments made shall be posted on the Notice Board and / or at the entrance to the facilities and will be removed after a period of time.
- (c) Any subsequent amendments made henceforth are to be integrated with the existing House Rules adopted from the developer. In the presence of any conflicting interpretations / contradictions and misunderstanding covering the same subject matter due to inconsistent clause / sub-clause / words used or meanings inferred, the latest version endorsed by the Management (Joint Management Committee / Management Corporation) and the Commissioner of Building shall prevail and supersede the other(s).
- (d) If in doubt, please clarify with the management office.

11.00 INSTRUCTION

- (a) Instructors / coaches / trainers employed by the owners / residents must be registered with the management office otherwise they may not be allowed to enter the complex.
- (b) As employees, they are not permitted to utilize the recreational facilities in the complex other than for the purpose of their employment.
- (c) Owners / residents are responsible in ensuring that their employees are aware of and abide by our House Rules.
- (d) They may be charged a service fee and subject to terms and conditions to be determined by the Management from time to time.
- (e) They are not allowed to bring in guests into the premises and / or use the facility to train non-residents.
- (f) All lessons are to be conducted strictly during off-peak hours.
- (g) Group tournaments / competitions for any sporting / recreational activities in relation to the trainings given are strictly limited to residents.
- (h) An owner / resident may bring in his / her guests to be jointly trained subject to our rules and regulations therein.

12.00 IMPOSITION OF FINES

Para 7, Third Schedule of the Strata Management (Maintenance & Management) Regulations 2015 empowers the Management Corporation to impose FINES in respect of breaches of By-Laws or any Additional By-Laws. The FINES imposed on specific offences are approved at General Meetings. A unit Owner shall be liable for the FINES incurred by his occupants.

Fines imposed in respect of specifically identified offences committed in breach of any by-laws of ACT 757 and/or the House Rules and Rules & Regulations for Use of Recreational Facilities are included in Appendix I. The Appendix forms part and parcel of these House Rules.