

**PERSATUAN PENDUDUK LAMAN GLENMARIE SHAH ALAM  
(LAMAN GLENMARIE RA)**

**LAMAN GLENMARIE HOUSE RULES**  
(Up to date as of June 2019)

Schedule of House Rules:

1. Maintenance Fee
2. Carparks
3. General Cleanliness
4. Courtesy and Quiet Hours
5. Pets
6. Renovation & Business Activities
7. Safety
8. Security
9. Use of the Parcel/ common areas

No	Section/ Category	Description of House Rules
<b>MAINTENANCE FEE</b>		
1.0	Maintenance Fee	<b><u>Monthly of RM 100 per house</u></b> must be issued to the Resident's Association bank account of <b>MAYBANK 562 478 162 165</b>
1.1	Maintenance Fee	If via <b><u>Online Banking</u></b> : <b>PERSATUAN PENDUDUK LAMAN GLENMARIE ;</b> <b>MAYBANK 562 478 162 165</b> i. <u>Key in your Unit Number, Road Number</u> ii. <u>Your Phone number</u> iii. Email the receipt to : <b><u>lamanglenmarie@gmail.com</u></b>  If via <b><u>Cheque</u></b> : i. Issue to <b><u>PERSATUAN PENDUDUK LAMAN GLENMARIE</u></b> ii. Email the Bank-in Slip to: <b><u>lamanglenmarie@gmail.com</u></b>
1.2	Maintenance Fee	Payment can be made quarterly, half yearly or yearly.
<b>CAR PARKS</b>		
2.0	Carparks	Residents should park properly on the roadside so that it does not obstruct the traffic flow of other vehicles or cause any inconveniences to the neighbourhood.

2.1	Car parks	Heavy vehicles i.e. trucks, buses, lorries, etc should NOT be allowed to park within the housing area.
2.2	Car parks	DO NOT park your vehicles in the car porch of vacant units unless received consent from the owner.
<b>GENERAL CLEANLINESS</b>		
3.0	General Cleanliness	No open burning of rubbish.
3.1	General Cleanliness	Any burning of praying material should be done using a container with cover to avoid the drift of flame and soot.
3.2	General Cleanliness	No disposal of waste water to backlane. It should be disposed directly to the drain.
3.3	General Cleanliness	Any owner, occupier or tenant of any house shall now throw – or allow to fall, any refuse or rubbish of any description on the common property or any part thereof except in refuse bins maintained by him/her.
3.4	General Cleanliness	Residents to ensure the playground and any other common facilities are taken care of properly and to dispose of rubbish properly after using the facilities.
3.5	General Cleanliness	Please close both sides of the garbage doors of your units to avoid stray dogs / cats / rats tearing up the garbage bags and making a mess.
3.6	General Cleanliness	Do not leave garbage bags / empty boxes / unwanted items along the curb / linear parks / service lanes.
3.7	General Cleanliness	Take preventive action on possible breeding grounds for mosquitoes, rats and any other dangerous animals i.e snake.
3.8	General Cleanliness	Residents have the right to make reports to MBSA or Kementerian Kesihatan on issues in regards to the cleanliness of LG neighborhood.
<b>COURTESY AND QUIET HOURS</b>		
4.0	Courtesy and Quiet Hours	Residents and their guests shall refrain from playing musical instruments, television sets, stereos, radios and other devices at a volume which will disturb other persons.
4.1	Courtesy and	Residents and their Guests shall refrain from using their vehicle horn

	Quiet Hours	unless necessary to prevent disturbance or annoyance to others.
4.2	Courtesy and Quiet Hours	Shall not alter, damage or remove any landscaping features, flowers, plants, trees and other property located in the common property from their location
4.3	Courtesy and Quiet Hours	Resident and their guests shall refrain from creating or allowing to be created, any noise that is disturbing to other Residents between the hours of 12am to 6am
4.4	Courtesy and Quiet Hours	Any case of emergency repair works after permitted hours (8am - 6pm) shall obtain consent from the neighbour and RA representative.

#### **PETS / STRAY ANIMALS**

5.0	Pets	Resident must disposed their pets droppings while walking them
5.1	Pets	Pet owners need to be fully responsible of their pets. Do not let them out without supervision as it may pose danger / mischief / misconduct to the community. Do not let your dogs & cats become strays within the community.
5.2	Pets	Owners are ENCOURAGED to put the signage i.e BEWARE OF FIERCE DOGS for units with dogs. This is to ensure resident will aware on the possible threat and to maintain the understanding and peace in LG
5.3	Pets	Playground, parks & Gazebo are off limits to pets. Repeated offenders may be reported to relevant authorities
5.4	Pets	All owners are required to TAG your pets i.e Dogs etc for identification
5.5	Stray animals	For safety and hygiene reasons, residents are not allowed to feed stray cats or dogs within the residential compound. Food leftovers in the common areas will attract pest like rats and flies.
5.6	Stray animals	All stray animals should be reported or can be adopted

#### **RENOVATION & BUSINESS ACTIVITIES**

6.0	Renovation	All debris and other materials from renovation and alteration works MUST be properly removed by the owner of the house
6.1	Renovation	The owner or his/her tenant must ensure that any renovation or alteration work can only be carried out between the hours of 8.00am to 6.00pm on Mondays to Saturdays and that no renovation or alteration works whatsoever shall be carried out on Sundays and/or public holidays. Works carried out on Saturdays must observe noise restrictions. In other

		words, no hacking and drilling works.
6.2	Renovation	Home owners are responsible for your contractors' actions. Damages done by the contractors to the immediate unit(s) or common areas during renovation will be borne by the owner.
6.3	Business Activities	Residents shall not use or permit to use the parcel or the common areas for carrying out any activities in connection with supply of items or services for funerals or other funeral related occasions;
6.3	Business Activities	Residents shall not use or permit to use the parcel or the common areas for carrying out any immoral, improper, offensive or unlawful activities including without limitation the operation of brothels
6.5	Business Activities	Residents shall not use or permit to use the parcel or the common areas for carrying out commercial activities i.e food stalls, restaurants, home stays, hotels, event space for rent
6.6	Business Activities	Home based businesses i.e home tuition, children enrichment classes, hobby classes and related activities operated within LG need to be registered with the RA. Commercial photo or video shooting need to obtain consent from RA.-
6.7	Business Activities	Residents shall not use their units for storing dangerous goods i.e. DG rated chemical drums, firearms and the like.
<b>SAFETY</b>		
7.0	Safety	Vehicle speed limit shall not exceed 40km/hr when entering LG
7.1	Safety	Do not abuse and drive through service lane
7.2	Safety	Keep playground clean and safe from harmful construction debris / rubbish / leftover food / cigarette butts.
7.3	Safety	Adults to refrain from playing on the children swings, slides, etc. It is not designed to take an adult's weight.
7.4	Safety	All visitors MUST register at the guard house. Visitors must be informed that security measures may be stricter at certain times and all residents and individuals are expected to comply with security instructions.
7.5	Safety	Any suspicious visitor or activities shall be reported to guard, RA or police

		for further action.
<b>SECURITY</b>		
8.0	Security	Guards MUST retain and record visitors/contractors ID.
8.1	Security	<b>MANDATORY: All residents MUST display valid car Resident's stickers on the RIGHT SIDE of DRIVER's WINDSCREEN easily seen from 10 Meters away.</b>
8.2	Security	All Contractors AND Agents MUST register at the guard house before they are allowed entry into the residence area. Details of house owner shall be furnished.
8.3	Security	Residents shall be responsible for ensuring that their Guests or Invitees comply with the House Rules at all times and that their behaviors are not offensive to the other Residents. Residents shall be liable for any damage or liabilities whatsoever caused by their Guests/Invitees.
8.4	Security	All vehicles with valid stickers up to date only are allowed to enter without registration. Those without stickers are required to register as visitors. Visitor's parking card shall be issued and are required to be displayed at the dashboard all time.
8.5	Security	House owners are not allowed to rent their premises out for commercial operation or worker's hostel.
8.6	Security	Please inform the RA at least three days (3) in advance if there will be a party / function / celebration from your unit. RA shall notify the Residents of such party / function / celebration via WhatsApp notifications or FB postings.
8.7	Security	No contractor(s) shall stay overnight in any of the houses they are working on. Guards need to be sure the unit is vacant when contractors sign out.
8.8	Security	ALL Visitor(s) entering after 11pm would need a confirmation from the house owner.
<b>USE OF THE PARCEL/ COMMON AREAS</b>		
9.0	Use of the	Shall not use or permit to use the parcel or the common areas to setting

	Parcel/ common areas	up of places of worship and/ or prayer in respect of any cult, religion or belief.
9.1	Use of the Parcel/ common areas	Shall not use or permit to use the parcel or the common areas for carrying out any activities which emit, accumulate or disseminate or may emit accumulate or disseminate any unpleasant odour or which accumulate dirt or cause nuisance to the neighbours.
9.2	Use of the Parcel/ common areas	Shall not use or permit to use the parcel or the common property for carrying out any activities dealing with substances and chemicals of an explosive and/or dangerous character and their by-products;
9.3	Use of the Parcel/ common areas	Shall not use or permit to use the parcel or the common property for carrying out any activities which in the opinion of RA are injurious to the reputation of the LG.
9.4	Use of the Parcel/ common areas	Residents to inform RA if they intend to use the green open space or playground for function.
9.5	Use of the Parcel/ common areas	DO NOT dry clothes or do cooking in the open playgrounds or parks to avoid any unpleasant sights and odour as it is a common area. Barbecue in these areas should be planned and approval should be granted by the RA.

Notes:

1. All complaints related to matters under MBSA jurisdiction can be made at <http://aduan.mbsa.gov.my>