

CARMEN'S GARDEN

Owners' / Residents' Handbook

Developer : Eton Propertiss Ltd
Manager : DTZ Debenham Tie Leung Property Management Ltd.

Ref: Handbook/060997

FORWARD

Welcome to Carmen's Garden!

We are delighted to have you here as one of our owners/residents of this prestigious estate. We assure that you will enjoy the comfortable surroundings and various facilities specially created for you.

As Manager of this luxurious development, we are glad to provide our professional property management services and are confident that, with the co-operation and support from all owners/residents, a high standard of management can be achieved.

This Handbook serves as a guide to help you in the further and better understanding of the Deed of Mutual Covenant and Management Agreement ("the Deed of Mutual Covenant") and its effect. The Estate Rules which shall become enforceable as from the date of this Handbook are not intended to cause inconvenience to owners/residents but are conducive to maintaining the value of the properties, promoting amenity of the Estate) and providing maximum comfort and a pleasant environment for all owners and residents. As non-compliance with the Estate Rules will cost time and money to remedy, owners are cordially requested to go through this Handbook and the Deed, of Mutual Covenant to familiarize themselves with the details. In case of any conflict between the provisions of the two the latter shall prevail.

The Estate is managed as a single estate according to the Deed of Mutual Covenant to ensure an attractive high class residential area. In order to maintain a pleasant environment for the Estate, some terms in the Deed of Mutual Covenant and the Estate Rules have been expressly provided to regulate works on decoration, additions & alterations and other activities within the Estate. Your co-operation is highly appreciate in helping the Estate to become a proud place to live in.

Please do not hesitate to contact our staff on daily management matters who are always prepared to assist you. Once again, "Welcome to Carmen's Garden" and we hope you will enjoy living here-

CONTENT

CHAPTER 1 Estate Management	P.1
CHAPTER 2 Management	P.3
CHAPTER 3 Utility Services	P.6
CHAPTER 4 Additions and Alterations	P.8
CHAPTER 5 Moving III & Moving Out	P.11
CHAPTER 6 Owner's Responsibilities and Maintenance	P.12
CHAPTER 7 Security and Crime Prevention	P.14
CHAPTER 8 Fire Prevention	P.16
CHAPTER 9 Typhoon Precautions	P.17
CHAPTER 10 Carpark Regulations	P.18
CHAPTER II Important Notice To Maintenance of Wood Flooring	P.20
CHAPTER 12 Club House	P.22
APPENDIX I	P.33
APPENDIX II	P.34

CHAPTER 1 ESTATE MANAGEMENT

Building Manager

1. Deed of Mutual Covenant

In accordance with the Deed of Mutual Covenant, C. Y. Leung Property Management Company Limited "The Manager" is the Property Manager for a term of 2 years. Each owner is entitled to full and exclusive right of occupation of his premises and the use and enjoyment of the common facilities within the Estate. The Manager has the full and exclusive right to represent the owners and on general matters in connection with the Estate. The Manager retains the right to appoint on the owners' behalf, solicitors, professional consultants or contractors as may be necessary from time to time.

2 Head Office Address, Telephone No. and Office Hours

Suggestions and comments concerning the management of the Estate are always welcome and the same should be made in writing to the Management Office or directly to the Head Office of the Manager.

The address of the Manager is as follows:-

DTZ Debenham Tie Leung Property Management Limited
15/F, 1063 King's Road
Quarry Bay
Hong Kong

Tel : 2992 4567
Fax : 2537 2748

Office Hours:-

Monday to Friday : 0900 - 1300 hours
1400 - 1745 hours
Saturday, Sunday & Public Holidays : Closed

In case of emergency after normal office hours, please contact the Management Office at :-

Carmen's Garden
No, 9 Cox's Road
Kowloon

Tel no. : 2992 0916
Fax no. : 2992 0554

CHAPTER 2 MANAGEMENT

1. Management Control

We provide all management services to the Estate in general including the common parts of the main structure of the Estate, common areas, lifts, pump rooms, refuse chambers, etc. Access to these areas shall be in accordance with the Deed of Mutual Covenant and the House Rules laid down by the Management Office from time to time and no owner or resident should alter or interfere with any equipment contained therein.

2. Management Staff

In order to provide a high standard of management to the Estate, staff and maintenance contractors have been appointed. To enable them to carry out their duties properly, we particularly request the residents to refrain from engaging our staff for private business as they are not permitted to receive any instructions other than those from the Manager. It should be particularly noted that staff are forbidden to ask for tips or any kinds of advantages from the owners or residents.

3. Management Fee

Being an occupant of the Estate; you are responsible for contributing your share of the costs of maintenance, upkeeping and general operation of the Estate, Management fee is calculated in accordance with the Deed of Mutual Covenant and includes the following items of expenditure :-

- a. Government Rent for the common areas;
- b. electricity, water and gas charges for the common areas;
- c. remuneration for the security staff and management staff;
- d. operating costs of the Management Office;
- e. costs of operating, maintaining and servicing the lifts and common facilities;
- f. repair and maintenance costs of pumps;
- g. costs of renewing, repairing the exterior of the Estate and the interior common parts; including the maintenance for common facilities such as, sewers, drains, cables, pipes, wires, communal T. V. system, inter-communication system or services etc;
- h. cost of cleaning the public areas and removal of domestic refuse;
- i. management, accountancy, legal, advisory and other consultancy fees;
- j. insurance premium, of the Estate;
- k. the Manager's remuneration; and
- l. other costs as defined and provided in the Deed of Mutual Covenant.

After completing their purchase, owners will be called upon to pay a management fee deposit and thereafter the management fee will be payable monthly in advance.

4. Methods of payment of Management fees

Please arrange for payment of management fees directly to the Management Office or send it to the Head Office of the Manager on or before the first day of every month by cheque made payable to " DTZ Debenham Tie Leung Property Management Ltd.". An Official receipt will be issued by the Head Office of the Manager upon clearance of cheque payment. Owners are encouraged to use the AUTOPAY system for the payment of management fees.

The management fees may be adjusted from time to time to meet increased costs. Owners should note that penalty charges may be charged on outstanding sums. If any Owner shall fail to pay any management fees within 30 days of the date on which the same falls due, he shall further pay to the Manager :-

- (a) Interest calculated at the rate of 2% per month in respect of any payment in arrears and such interest shall be payable from the due date until the actual date of payment.
- (b) A collection charge of \$500.00 or such larger sum as the Manager may from time to time with the approval of the Owners' Committee, determine to cover the cost (in addition to the legal costs of the extra work occasioned by the default.

Any owner who has not paid his management fees for 2 consecutive months will be denied usage of the club facilities and legal action may be taken against them.

5. Deficit and Surplus

The management fees is based on disbursement basis. The Deed of Mutual Covenant states that should the management fees be insufficient to cover the expenditure, the owners will be required to pay extra contributions to balance the account. However, if the sum collected exceeds the expenditure, the surplus will be held on behalf of the owners and credited to the next year's account.

6. Change of Ownership

Please inform the Management Office in writing of any change of ownership or correspondence address, failing which you will continue to be held responsible for all related payments.

CHAPTER 3 UTILITY SERVICES

No additions or alterations to the common pipes and cables are permitted and you are advised to observe the following:-

1. Electricity

Each flat is provided with ample lighting and power points. For safety reasons, do not overload individual outlets, and replace any wires or plugs of your appliances which show signs of wear and tear. All electricity works must be carried out by qualified electricians. Owners are required to transfer the registration of electricity meter to their name within 14 days after they are given possession of their flat OR after when.

2. Water

Remember that water supply reaches your flat under pressures and even small leakage can cause flooding. Always check that taps are turned off before leaving your premises. You will be held liable for any damage(s) to the common areas or other premises caused by water leakage from your flat. Owners are required to transfer the registration of water meter to their name within 14 days after they are given possession, of their flat OR after when.

Any repair/connection works of the plumbing system must be carried out by a licensed plumber.

3. Telephone

Please apply to Hongkong Telecom for connection.

4. TV and Radio Aerials

A communal TV aerial has been installed in the Estate. Any alteration to the position or extension of the wiring will affect the receiving signal and the Manager will not entertain any complaints after alteration. To preserve the external appearance of the Estate and for the benefit of all residents, no individual external aerials will be permitted. All communal TV aerial installations are covered by maintenance contracts, and any suspected faults in reception should be reported to the Management Office for action. You will appreciate that in the absence of similar complaints from other residents, the faults may lie with your TV set itself.

5. Tower Gas

The Town Gas is ready for use and you are requested to apply for connection yourselves. For your safety, connection of gas cookers and water heaters must be carried out by a licensed contractor. If you suspect a gas leak, immediately turn off the supply meter and open windows for ventilation. Inform the Management Office at a safe place.

6. Lifts

Please keep the lift car and its facilities clean and in good condition. Do not let young children use the lift alone or play inside the lift car. If trapped in case of service breakdown, keep calm and press the alarm button. Wait for rescue.

7. Security System

A door phone has been installed at the entrance of each Tower which is connected to each individual flat. The location of door phone intercom handset of each flat must not be changed. Any defects caused by such relocation will not be entertained. For security purposes, please keep the main lobby entrance gate closed at all times. CCTV system is installed inside the lifts which is connected to the Security Counter of each Tower.

8. Panic Alarm System

A burglar alarm button is installed inside the master bedroom of each flat. Complaints arising from any relocation or extension, of the system causing defects will not be accepted.

9. Letter Box

This is provided for each flat at the entrance lobby of each Tower.

CHAPTER 4

ADDITIONS & ALTERATIONS

Although every effort has been made to ensure your flat is in good condition, you are advised to inspect all finishing and fittings as soon as possible after collecting the keys. Any damage or defects should be reported in writing to the Management Office within 3 days after the handover so that remedial work can be put in hand. Any complaints after the said period will not be entertained.

The choice of decorator is entirely up to residents. Residents should, however, fill in the "APPLICATION OF FITTING-OUT" form and register with The Management Office for the issuance of Working Permit.

In addition to registration, wd. prior to commencement of work, all residents are required to deposit a sum of HK\$5,000.00 (subject to review) to ensure the return of the Working Permit to the Management Office, proper disposal of debris after completion of decoration works and marking good of all damage (if any) caused to the communal area/facilities during the decoration period. In case the deposit is insufficient to cover the rectification costs, the amount of shortfall shall be borne and paid by the resident.

Any residents intending to carry out decoration works shall comply with the following:-

1. Government Approval

No alterations to the structure or public services of the premises is allowed. Residents will be responsible for rectification of any damage to the structure as a result of any work carried out by their contractors. For other alterations within the premises, residents should first obtain written approval from the Management Office and the relevant government authority prior to commencement of any such works. No decoration works and installations are allowed contravention of the relevant regulations and government requirements.

2. Contractors

No contractor will be permitted to enter the Estate without prior consent from the Management Office. Please make sure your contractor complies with the procedures and standards laid down by the Management Office:-

- a) Decoration works are only allowed between 0900 hours to 1800 hours from Monday to Friday. No decoration works are allowed on Saturdays, Sundays and public holidays.
- b) The Management Office has the right to inspect and register the Hong Kong I.D. Number of any workers.
- c) Keep water closets and drains free of cement, sand and debris.
- d) Debris and refuse are not allowed to be placed at common areas and should be removed from site before leaving the premises each day.
- e) Residents should remind their decorators/movers to take due care in protecting the finishes of the common areas. Any damage caused would be the sole responsibility of the resident.
- f) Residents should remind their decorators/movers to take due care to minimize fire hazards and possible accidents.
- g) For security purposes, all decorators and movers must bear a Working Permit which should be prominently displayed at all times for identification while working within the Estate. This is obtainable from the Management Office upon prior arrangement. The charge for the loss of each Working Permit is HK\$100.00 (subject to review).
- h) Decoration works should only be carried out inside the flat. Works will not be permitted in the common areas of the Estate. The main door should be closed at all times during the decoration period.
- i) Residents should be responsible for the conduct of their contractors/workers and that they shall not cause any nuisance to other owners and residents.
- j) The storage of excessive inflammable materials is prohibited.
- k) All workers are prohibited to gamble, clamour, loiter, dwell or cause nuisance to any residents in the Estate.
- l) Reasonable precautions should be taken to prevent fire.
- m) Waste materials and decoration debris must be placed at the designated area where indicated by the Management Office. The Management Office will arrange removal of waste materials and decoration debris within 6 months from (INSERT DATE OP DMC) thereafter, all costs of debris removal will be on individual owners account.

3. **Illegal External Structures**

It is against both the terms of the Deed of Mutual Covenant and the Law to put up structures of any kind (e.g. projections, cages, etc). Such structures will endanger life and will not be permitted under any circumstances. Any construction, features, and addition on the roof top will not be permitted.

4. **Building Exterior**

4.1 Owners/residents are not permitted to remove, alter or interfere with any part of the exterior or common parts of the Estate or alter or remove any pipeworks.

4.2 No external signs, shades; metal cages, awnings, aerials or any other fixtures or fittings on the exterior/common, area of the Estate are permitted.

4.3 No work shall be carried out in the common areas of the Estate and no obstruction of any passageways will be tolerated.

5. **Electrical Wiring**

Owners are strongly recommended to employ only licensed electricians to carry out electrical wiring or the installation of equipment.

6. **Entrance Door Lights**

All corridor lift lobbies and common areas have been provided with adequate lighting. To preserve general standard of appearance, no resident shall install any light fittings to the corridors or door entrance therein.

7. **Do not place any private things/materials in the common area**

No obstruction/private belongings are allowed in the common areas/lobbies, etc.

CHAPTER 5 MOVING IN/MOVING OUT

Residents are required to give at least 2 days prior notice to the Management Office informing of the date and time when they will be moving in / out so that loading space(s) can be arranged accordingly. Residents should ensure the return of die Working Permit to the Manager, proper disposal of debris after move-in/move-out and making good of all damage (if any), caused to the communal facilities during the move-m/move-out.

In the interest of all, residents are advised to choose an off-peak hour when lifts will be most free.

Residents are recommended to supervise personally their moving-in/out operation and to make sure their packer does not damage the walls of the common areas and removes all packing materials when the job is finished.

The Management Office will help direct residents, moving-in/out, and any instructions given must be complied with.

Any damage to the common facilities/areas will be on that particular owner's account.

No moving-in/out arrangement will be permitted between, 1800 hours to 0900 hours from Monday to Friday or on Saturdays, Sundays and public holidays.

CHAPTER 6 OWNER'S RESPONSIBILITIES & MAINTENANCE

Owners are responsible for the repair and maintenance of the interior of their premises including fixtures and fittings. The costs of repairs will be borne by the owner(s).

1. Restrictions on usage

The premises may only be used for domestic purposes. Owners are prohibited from using their premises for any commercial purposes. Advertising signages are strictly prohibited. If owners suspect any neighbours using their flat for purposes other than residential usage, please contact the Management Office.

2. Air-conditioner maintenance

Please ensure that your air-conditioners are properly maintained and do not produce excessive condensation or noise which may cause annoyance to your neighbours.

3. Water Closets

Please do not mis-use the water closets by depositing refuse in them. Any cost of rectification for blockage shall be borne by the owner(s).

1. Fire Extinguishers

Fire extinguishers and fire fighting equipment are provided in the common areas of the Estate. Your cooperation will be appreciated in prohibiting children from playing with these items.

2. Ta Chai

Residents shall not use or allow their flats to be used for the purpose of funeral parlour, coffin shop, temple or Buddhist hall or permit or allow the flat to be used for the performance of the ceremony, "Ta Chai".

6. Shrines

Neither the installation of permanent shrines at door entrances nor the burning of joss sticks in the common areas is permitted.

7. Insurance

The common facilities/areas of the Estate have been insured against fire damage and public liabilities. The insurance premium will be covered from the management fund. Owners are advised to effect insurance for their own household contents. Please do not do anything whereby any insurance of the Estate or any part or parts thereof against fire may be rendered void or voidable or whereby the premium for any such insurance may be liable to be increased.

8. Refuse Disposal

All refuse should be properly sealed in polythene bags and placed only at the time and location designated by the Management Office.

9. Nuisance

In order to preserve a pleasant living environment, no owner/resident shall permit the playing of mahjong or any musical instrument of hi-fi or operate any wireless or recording equipment or such other activities in any part(s) of the Estate so as to cause disturbance to other owners or residents.

10. Pet Keeping

No dogs, cats or pets are allowed in the flats or within the Estate.

CHAPTER 7 SECURITY & CRIME PREVENTION

1. Security Staff

The Security Staff are 24 hours on duty to ascertain the security of the Estate.

2. Crime Prevention

- a) If you see or hear anything of a suspicious nature, please inform the Management Office immediately.
- b) Inspect identification cards of persons claiming to be employees of utility companies, governmental departments etc.
- c) Install new locks when you move into a new flat.
- d) Secure all openings for air-conditioners and ventilation, fans - burglars may gain access to your flat from those points.
- e) Leave a light inside your flat when you go out at night.
- f) Cancel all newspaper and other deliveries before you go away on holiday.
- g) Do not leave a note on your door stating that you have gone out.
- h) Please avoid keeping valuables in your flat.

3. Keys

In the interest of your security, we do not keep any keys to any flats.

If you leave your flat unoccupied during vacations or business trips, we suggest that you advise the Building Superintendent of the name of any person holding keys to your flat. Give him the name and telephone number of someone able to act on your behalf in case of an emergency during your absence.

4. Burglar Alarm

In case of emergency, residents can alert the building staff by pressing the emergency button located at the master bedroom. The building staff will check the premises alerting the alarm and if necessary activate the panic alarm system to alert Chubb Control Centre who will then contact the Police.

After clarification of an alarm, the push button will be re-set by our management staff.

We need to point out that false alarms will result in a waste of time and manpower on the part of the management staff and also the police in answering such alarm. Thus, children should be discouraged from using the system.

5. Visitors

The Management Office intends to provide a safe and secure environment for your enjoyment. All Security Staff have been instructed to check all the visitors in case considered necessary and appropriate before permission is given for entering the Estate. We would appreciate residents advising their guests of these checks and apologize in advance for any inconvenience caused.

CHAPTER 8 FIRE PREVENTION

Testing of fire equipments will be carried out by licensed contractor at regular intervals.

Do not overload your electrical wiring or sockets. No dangerous or inflammable good should be kept in your flat. Matches and other potentially dangerous objects should be kept out of reach of children. Passage-ways, staircases, etc. must be kept clear of obstructions and all smoke lobby doors must be closed at all times.

1. What to do if Fire Breaks Out?
 - a) Keep calm.
 - b) Break the glass of the fire alarm installed in the lift lobby and press the alarm button.
 - c) Dial 999 and report clearly to the Fire Brigade the details of the address.
 - d) Inform the Management Office and next door neighbours.
 - e) Switch off gas and main electrical supply.
 - f) Close all doors and windows, check that the lobby exit doors are closed to stop fire and smoke from spreading.
 - g) Escape using the staircases, Do not use the lifts.
 - h) In case of excessive smoke, keep close to the floor and hold a wet towel over your face.

CHAPTER 9 TYPHOON PRECAUTIONS

During typhoon, please take the following precautions:-

1. All flower pots or articles that can be blown away should be brought inside the flat.
2. Apply strong insulation tape on window glass panels.
3. Make sure all windows and doors are closed tight.
4. Owners of roofs should ensure that drains are cleared and must remove all furniture and domestic goods from the roof.
5. After typhoon, replace all broken or cracked glass panels as soon as possible.
6. Owners are at their own discretion to effect typhoon insurance.

CHAPTER 10 CAKPARK REGULATIONS

1. The parking spaces are for the exclusive use by the owners/residents of Carmen's Garden only and must not be let out to OT allowed to be used by outsiders in any circumstances. The management staff may deny its access.
2. All owners'/residents' cars must bear a valid, parking permit which must be displayed on the top right hand corner of the windscreen for identification purpose. Only one parking permit is issued to each parking space. If valid pass cannot be produced for whatever reasons, the User shall comply with the directions and instructions of the management staff.
3. The User must obey all signs in the carpark, and cannot park his car outside his allocated carparking space.
4. Any alteration to the parking spaces is strictly prohibited.
5. Do not park in the driveway.
6. Owners/Residents should notify the Management Office of any change(s) in the registered information.
7. Vehicles illegally occupying other owner's parking space or public area or park in the resident's carpark without valid carpark labels will be subject to a penalty of HK\$200.00 per day.
8. Drivers must produce their driving licenses for inspection upon request by the management staff.
9. Users shall not park a vehicle in the carpark which is, or is likely to be, in such condition, as to be dangerous to any person or other vehicles in the carpark, or which carries any goods or articles likely to cause any such danger.
10. Users shall not carry out any maintenance repair work to cars in the carpark except in emergency cases and with prior permission of the carpark attendants.
11. No cycling/skating is allowed within the carpark area.
12. All visiting vehicles must register at the entrance and stop as directed by the management staff.
13. No loitering shall be allowed within the carpark area.

14. Owners/residents of vehicles which are found causing damage to the Estate's property must be responsible for all damages and costs incurred.
15. Use of fire hose reels for car-washing is strictly prohibited.
16. For security purposes, the Management Office has the right to register the I.D. of the driver of any visiting vehicles before entering or leaving the Estate.
17. The User shall park his car and otherwise use this carpark at his own risk. Neither the Manager nor the Owner of the carpark nor the Manager's employees shall in any circumstance be liable to the User or any other person whomsoever in respect of any loss or damage or injury to property or person sustained by the User or any other person in the carpark including but not limited to damage to or theft of the User's car or anything therein or thereof.
18. Any complaints concerning the carpark and its management must be submitted in writing to the Management Office.
19. The above rules and regulations are subject to change without prior notice.

CHAPTER 11 IMPORTANT NOTICE TO MAINTENANCE OF
WOOD FLOORING

Wood and Water Don't mix

Just as it is unwise to wash wood furniture, water should never be used to clean wooden floors, regardless of the type of finish.

Do not wet-mop wood floors

Water causes wood to swell and insufficient quality causes the floor to buckle.

Do not use apply any products containing water to on wooden floors

Some self-polishing wax contain water. Do not use any brand of oil soap, regardless of the producer's recommendations.

Beware of potential problems that you may have before moving-in

Your fitting-out contractor may abuse the wooden floor. Make sure that he shall provide sufficient protection to the whole floor before commencement of work. Never let them carry out wet trades on wood flooring like mixing mortar or diluting paint,

Your maid may accidentally pour water on wooden floor when she is doing the clean-up. Advise her not to put any container with water on it. If water runs on the wood, it will be trapped underneath and cause the floor to buckle. You may need to replace: the whole floor!

How to take care of your wood flooring

Everyday care should, follow about the same routine as caring for carpet or rugs : vacuum or dust mop to remove dust and accumulated soil.

Remove oil-base spots with mineral sprits.

Remove food spill immediately and wipe the area with a. DAMP - not wet - towel or sponge.

Routine re-waxing in traffic lanes is recommended but do not over-do it. Use a paste or liquefied paste wax which requires buffing to produce a shine. Supply wax with a cloth or wax spreader and, if using a liquefied product, wipe up excess while wet. When dry, buff the waxed area using an electric buffer.

Wood floor breathes. Keep your premises well ventilated at all times, particularly on humid days.

When you really need to mop the wood floor

Make sure that the mop is DAMP – not dripping wet - then either wipe dry immediately with a dry towel or at least switch on air conditioners to let surface moisture dry' out immediately.

Further notes

There is clearance at wall line underneath the skirting for the wood floor to expand when the flooring was installed. Wood floor moves slightly during the change of climate. Make sure your fitting out contractor does not block the clearance if he is going to replace new skirtings.

Don't be surprised when you hear cracking noise from wood floor in winter time. Wood shrinks a bit in winter and the noise may even be louder if you have re-coated the wood floor with thick glossy polyurethane coating. But it is nothing to be worried about.

NATURAL WOOD FLOOR IS BEAUTIFUL AND LASTS FOR A VERYLONG LONG TIME. BUT IT NEEDS YOTTB PROPER CASE.

CHAPTER 12 CLUB HOUSE

I. INTRODUCTION

The Club House is designed, for the exclusive use and enjoyment of the residents of Carmen's Garden. The Club House facilities include the Gymnasium, Aerobics Room, Children's Play Room, Sauna, Home Theatre; Multi-Purpose Room, Swimming Pool, Tennis Court and Squash Court.

Except the Swimming Pool, the Club House opens from 07:00 a.m. to 10:00 p.m. daily and will be closed, for cleaning and maintenance periodically. The Club House will be closed when typhoon signal no. 8 or above is hoisted.

In order to ensure that the Club House is operated in the best way to suit the needs of the residents and avoid possible injury to people using the fitness equipment and other facilities, certain rules and regulations are necessary. Users of the Club House are kindly requested to strictly observe these rules and regulations. **The Management Office or its agent does not bear the responsibility for any injury, loss or damage to the users or their properties sustained or caused in the Club House.**

Residents shall be held responsible for any damage they may make to the Club House and the Management Office reserves the right to amend or add to any Rules and Regulations without prior notice.

The respective rules and regulations will be posted at the entrance of the Club House for easy reference.

II. ETIQUETTE

a. Guest Rules

Residents may bring a certain number of guests into the Club House during opening hours in the manner prescribed by the Management Office from time to time.

Any resident bringing guest(s) to the Club House shall accompany such guest(s) at all times whilst in the Club premises and shall be responsible for such guest's or guests' general behaviour, his observance of these rules and regulations, and his liabilities to the Club House, if any. The use of the club facilities by such guest(s) shall be at the absolute discretion of the Management Office,

Before any guest(s) shall be permitted to use any of the Club facilities, the resident shall provide such information regarding the guest(s) as the Management Office requires for recording and signing-in in the attendance register at the reception desk.

The Management may from time to time, especially during peak periods restrict the number of guests that residents can bring to the Club House. Details of the above may be posted, up on the notice board of the Club House from time to time.

b. Attire

All persons admitted to the Club premises shall at all times observe a reasonably conservative standard of attire in keeping with the relaxed atmosphere of Club House.

As regards attire:-

Gentlemen are required to wear a shirt except in the swimming pool areas;
Ladies swimwear should not be too revealing;
Swimwear may only be worn in the swimming pool areas and is not permitted in other areas of the Club House;
Appropriate attire should be worn for Gymnasium, Pool Room and Relaxation Rooms;
Attire for the Gymnasium, should be without rivets, buckles or protruding buttons which may cause accidents and injuries as well as damage to equipment.

As regards footwear:-

Shoes must be worn at all times throughout the Club premises except in the swimming pool areas;
Shoes/slippers must not be worn in the swimming pool area;
Clothes and footwear may only be changed in the changing rooms.

c. Persons under 18 years of age

Children under the age of 5 may only enter the Club House if accompanied by an adult who shall be fully responsible at all times.

Children between the ages of 5 and 18 are eligible for membership cards and are subject to the regulations herein.

d Club premises

Membership cards must be produced on existing the Club premises or whenever requested by the management staff. A maximum number of 5 cards will be issued at a registration charge of \$100.00 each. Additional cards thereafter will only be issued considered at an additional cost of HK\$200.00 each. The Management reserves the right to refuse issuance of residents' card.

The Management does not accept any liability for loss or damage caused, to personal property within the Club premises. Any articles found anywhere in the Club House shall be collected and stored for a period of one month. Items unclaimed after the said period shall be treated as abandoned and shall be disposed of as the Manger directs.

III. Rules & Regulations for club facilities

1. Gymnasium

- 1.1 Users are requested to register on the Attendance Book
- 1.2 Children under the age of 16 are NOT allowed to use the fitness equipment or must be accompanied by adults at all times.
- 1.3 The use of equipment in the gymnasium will be on a first-come-first-served basis.
- 1.4 Users must wear shorts and top or a leotard, or track suits and shoes that give good shock absorption and firm support.
- 1.5 Users with high blood pressure, heart disease or who have consumed alcohol should not use fitness equipment or strenuous exercise. Users should ensure their physical fitness before using the undergo equipment. If in doubt, user should consult his medical doctor.
- 1.6 Users of the gymnasium must have sufficient knowledge in using the equipment and should seek assistance if required.
- 1.7 Before beginning exercise program, users are advised to consult a medical doctor and/or relevant professionals in order to avoid causing injury and / or damage to the equipment.

- 1.8 Instructions for use of the gymnasium equipment are displayed on or near the equipment. These instructions must be strictly adhered, to in the interests of safety. Any malfunction or damage of the equipment must be reported to the Management Office immediately.
- 1.9 Please ensure that the equipment is properly adjusted before use.
- 1.10 Do not drop the weight plates. Lift only as much weight as you could Control safely.
- 1.11 Please put the equipment back to its original position and leave it in a safe condition ready for the next user.
- 1.12 Anyone using the equipment does so entirely at their own risk. It is left to users to ensure that they know how each item of equipment should be used and also how it should be set to suit their own particular requirements.
- 1.13 Please take every care when using the equipment and in particular read the instructions before handling, and do not over-estimate your strength or abilities.
- 1.14 All persons should stay away from the equipment while they are in use.
- 1.15 Keep head and limbs clear of weights at all times.
- 1.16 Smoking, drinking and eating are not allowed in the gymnasium.
- 1.17 No pets/dogs are allowed.
- 1.18 Users shall be liable for any damage or loss caused the facilities in the gymnasium.

2. Multi-purposes Room

- 2.1 Advance booking must be made with the Management Office for use of the multi-purpose function, room:-
 - 2.1.1 Booking must be made in person at the Reception and is on a first-come-first-served basis. Telephone Booking will not be accepted.
 - 2.1.2 A maximum. of 3 days booking m advance will be allowed..
 - 2.1.3 The Multi-Purpose Room will be locked 24-hours. Residents are requested to approach the Reception to collect the key for access to the multi-purpose room before use.

After use, please ensure that the door is properly locked. Persons who fail to return the key to the Reception will be fined HK\$200.00

- 2.1.4 If any person who has booked the Multi-Purpose Room but fails to arrive at the Reception after the lapse of the first 15 minutes of the booked hours, the Management Office may at its discretion, permit other residents to use the room.
- 2.1.5 Kindly refer to Appendix I on P.33 for booking fees/deposits.
- 2.2 Other users are restricted to use the facilities within the booked hours.
- 2.3 Children below the age of 12 should be accompanied by adults at all times.
- 2.4 No pets/dogs are allowed.
- 2.5 Guests are only allowed to use the Multi-Purpose Room while accompanied by residents who shall be fully responsible for all liabilities incurred by such guests.
- 2.6 There are no catering facilities provided, however, you may arrange for caterers for functions such as birthday parties. You must ensure that the rooms properly cleaned up after use. Failure to do so, the Management Office may arrange cleaners to clean up the place and the cost incurred will be deducted from the deposits.
- 2.7 The deposit will be refunded to the user in full without interest provided that no damage(s) has been caused and/or the place was cleaned up.
- 2.8 The Management Office; reserves the right to deny any residents from using the Multi-Purpose Room.
- 2.9 Users shall be liable for any damage or loss caused to the Multi-Purpose Room and/or its facilities.

3. Home Theatre

The Home Theatre is equipped with audio/visual facilities.

- 3.1 Prior booking of the Home Theatre must be made with the Management Office.
 - 3.1.1 Booking must be made in person at the Reception and is on a first-come-first-served basis. Telephone booking will not be accepted.

- 3.1.2 A maximum of 3 days booking in advance will be allowed.
- 3.13 The maximum booking hours per unit of residence is 3 hours per day.
- 3.1.4 The Home Theatre will be locked 24-hours. Residents are requested to approach the Reception to collect the key for access to the Home Theatre prior to use.

After use, please ensure that the door is properly locked. Persons Who fail to return the key to the Reception will be fined HK\$200.00.
- 3.1.5 If any person who has booked the Home Theatre but fails to arrive at the Reception after 15 minutes of the booked hours, the Management Office may at its discretion, permit other residents to use the room.
- 3.1.6 Pleas. refer to Appendix I on P.33 for booking fees/deposits.
- 3.2 Other users are restricted to use the facilities within die booked hours.
- 3.3 Children below the age of 12 should be accompanied by adults at all times.
- 3.4 No pets/dogs are allowed.
- 3.5 Guests are only allowed to use the Home Theatre while accompanied by residents who shall be fully responsible for all liabilities incurred by such guests.
- 3.6 No food/drinks are allowed in the Home Theatre.
- 3.7 Users are requested to inspect the equipment and other fixtures before using the facilities. Any damage to the equipment will be made good or indemnified by users.
- 3.8 Do not smoke in the Home Theatre.
- 3.9 The Management Office reserves the right to stop any residents from using the Home Theatre.

4. Children's Play Room

- 4.1 Only children under the age of 12 may use the play area. They shall be accompanied by adult at all times.
- 4.2 The Management reserves the right to regulate the number of residents and their guests using the Children's Play Room.

- 4.3 No pets/dogs are allowed to enter into the Children's Play Room.
- 4.4 No food and drinks are allowed in the Children's Play Room.
- 4.5 No smoking, spitting and/or littering are allowed.

5. The Saunas

Separate saunas are provided for male and female residents and the following rules should be observed:-

- 5.1 People using the Saunas should either be nude, or wear a swimsuit. Take in a towel to sit on. Only flat, soft soled shoes may be worn. Please do not put on any oil; cream or greasy lotion. Have a shower first if necessary,
- 5.2 Always keep file door closed. To increase heat, pour water on the coal,
- 5.3 Please report any malfunction to the Club House Staff.
- 5.4 Please do not smoke or take any food or drink into the Sauna.
- 5.5 Children between the age of 5 to 16 may only use the Saunas if accompanied by an adult. Children under the age of 5 are not permitted to use the Saunas,
- 5.6 Anyone with high blood pressure or heart problems should not use the Saunas.

6. Swimming Pool

- 6.1 The Pool is intended for the exclusive enjoyment of the residents of the Estate. Users must produce the Residents' Cards before entering the pool area.
- 6.2 The opening hours are 7:00 a.m. to 8:30 p.m. from Monday to Sunday. The pool will be closed for lunch horn between 12:00 noon to 1:00 p.m. daily, except on Mondays which will be 10:00 a.m. to 2:00 p.m. for regular maintenance.
- 6.3 The management reserves the right to close the pool for a fixed interval to allow maintenance and repair.
- 6.4 No entry is permitted when the pool is closed.

- 6.5 The pool will be immediately closed upon the hoisting of a thunderstorm warning signal or typhoon signal no. 8 or higher by the Hong Kong Observatory and shall remain closed until such time as the signal is lowered
- 6.6 The Management reserves the right to refuse entry of persons once the pool has reached its full capacity.
- 6.7 Children -under the age of 12 shall only be permitted to use the pool if accompanied by an adult who shall remain in attendance and be fully responsible for any child under his/her control.
- 6.8 No surfboards, flippers snorkels, model boats, water polo or other toys are permitted, except floatation aids approved by the Manager.
- 6.9 Smoking and consumption of any food and beverage is strictly prohibited in the pool area.
- 6.10 No glass containers, bottles or other objects made of glass shall be brought into the swimming pool area.
- 6.11 No person shall throw or otherwise dispose of any litter, paper or rubbish whatsoever except into bins or containers provided thereof.
- 6.12 No radio, cassette players or other portable stereo equipment are allowed in the pool side areas.
- 6.13 Residents are requested to use the changing rooms located within the Club House at all times.
- 6.14 Spitting is not allowed in the pool area.
- 6.15 No pets/dogs shall be admitted to the pool area.
- 6.16 Persons suffering from any contagious infections or contagious disease are not permitted to enter the swimming pool.
- 6.17 Before entering the pool, all persons must use the shower and foot bath.
- 6.18 Guests must be accompanied by residents at all times whilst using the pool facilities.
- 6.19 Users of the pool should remove sun-tan oil by showering before entering the pool.

- 6.20 Users of the pool must not interfere with or destroy any of the safety devices or equipment provided.
- 6.21 All persons using the pool shall behave in such manner as not to cause annoyance or danger to other swimmers. Pushing, chasing and "splash bombing" are strictly forbidden.
- 6.22 All swimmers are requested to follow the instructions and advice of the lifeguards in the pool area. All enquiries and complaints regarding management of the Swimming Pool should be referred to the staff of the Club.
- 6.23 The Manager reserves the right to refuse admittance to the pool any person who habitually disregards any of these requirement, or who causes annoyance or danger to other users of the pool
- 6.24 The Management reserves the right to close the pool or the pool area at any time and for say length of time for the purpose of cleaning, maintenance repairs or redecoration of the pool and the poolside areas.
- 6.25 The pool or poolside area shall not be used for private parties.
- 6.26 The swimming pool attendants/lift guard may forbid any person ignoring these regulations from using the pool or ask them to leave the pool area.
- 6.27 Lockers are provided in both Male & Female Changing Rooms and are on a first-come-first-served basis. Users may obtain keys from the Reception, and return the key afterwards. A charge of HK\$100.00 will be charged for a lost key.

7

Tennis Court

- 7.1 On a first-come-first-served basis, the tennis court will be available for booking made in person, at the Reception up to a maximum of 7 days in advance and requisite fees must be paid in advance. (Please refer to Appendix I on P.33 for booking fees). Telephone booking will not be accepted.
- 7.2 Users must register and produce their Residents' Cards and user permits before they are permitted, to use the courts.
- 7.3 If any person who has booked the tennis court but fails to show up at the Reception after the lapse of the first 15 minutes of the booked session, the Management Office may, at its own discretion, permit other residents to use the court.

- 7.4 No play shall continue at the end of the session booked even if the game in progress has not been completed.
- 7.5 No persons are allowed to play unless wearing tennis shoes and properly dressed.
- 7.6 No pets whatsoever shall be admitted in the courts or its surroundings.
- 7.7 No coaching services are permitted unless approved by the Manager.
- 7.8 For tournaments, league games or matches specially arranged by the Manager, the court will be reserved and no play will be permitted on any such courts except for the aforesaid purposes.
- 7.9 Lights for night tennis will be switched on at the request of players who will pay for the additional electricity charge.
- 7.10 No person shall throw or otherwise dispose of any litter or rubbish whatsoever except into bins or containers provided thereof.
- 7.11 If, in the opinion of the Manager, the courts are unfit for use on account of typhoon or rainstorm, the courts will be closed and notice to this effect will be exhibited.
- 7.12 In case of cancellation of courts due to rain, thunderstorm or typhoon, relocation will be arranged subject to the following:-
- 1) Chits issued must be returned to the Reception within 3 days after the date of booking. Any late application relocation of courts will not be entertained.
 - 2) All chits for court relocation must bear a transfer chop and be used within 3 months from the date of application for relocation.
- 7.13 The Manager shall not be responsible for any loss or damage to personal property.
- 7.14 The Manager shall not be responsible for any accident or injury which may occur Through the use of the tennis courts.

8

Squash Court

- 8.1 The squash courts are for the exclusive use and enjoyment of the members.

- 8.2 On a basis of first-come-first-served, the Squash Courts will be available for booking made in person at the Reception up to a maximum of 7 days in advance and requisite fees must be paid in advance. Telephone booking will not be accepted. (Please refer to Appendix I on P.33 for booking fees)
- 8.3 Users must register and produce their Residents' Card and user permit before they are permitted to use the courts.
- 8.4 If any person who has booked the court but fails to show up at the Reception after the lapse of the first 15 minutes of the booked session, the Management Office may, at its own discretion, permit other residents to use the court.
- 8.5 No play shall continue at the end of the session booked even if the game in progress has not been completed.
- 8.6 Neither black soled shoes nor shoes which may stain the floor can be worn in the courts. All players must be properly dressed. Only non-staining squash shoes shall be used.
- 8.7 No pets whatsoever shall be allowed in the courts or its surroundings.
- 8.8 No coaching services are permitted unless approved by the Manager.
- 8.9 For tournaments, league games or matches specially arranged by the Manager, the courts will be reserved and no play will be permitted in any such courts, except for the aforesaid purposes.
- 8.10 Smoking is not allowed in the courts and surroundings.
- 8.11 No food or drinks are allowed in the courts.
- 8.12 No person shall throw or otherwise dispose of any litter or rubbish whatsoever except into bins or containers provided thereof.
- 8.13 Only two players are allowed in one squash court except for coaching purpose arranged by the Manager.
- 8.14 The Manager shall not be responsible for any loss or damage to personal property.
- 8.15 The Manager shall not be responsible for any accident or injury which may occur through the use of the squash courts.

Appendix I

Carmen's Garden

Club Fees and Charges

1.	Membership Card	-	Registration fee for the first 5 cards	HK\$100.00
		-	Registration fee for the 6th card and thereafter	HK\$200.00
2.	Home Theatre	-	deposit	HK\$ 2,500.00
		-	fee per hour	HK\$ 40.00
3.	Multi-purpose Room	-	deposit	HK\$ 2,500.00
		-	fee per hour	HK\$ 40.00
4.	Tennis Court (per hour)	-	day time	HK\$ 30.00
		-	night time	HK\$ 60.00
5.	Squash Court (per hour)			HK\$ 30.00
6.	Sauna			Free
7.	Gymnasium			Free
8.	Swimming Pool			Free

Appendix II

USFUL TELEPHONE NUMBERS

Carmen's Garden Management Office	Tel.: 2992 0916
Carmen's Garden Club House	Tel.: 2736 6867
Debenham Tie Leung Property Management Limited	Tel.: 2992 4567

EMERGENCY SERVICE

Police Station (Tsimshatsui)	Tel.: 2721 0137 2731 7276
Free Ambulance Service (St. John)	
Hong Kong Island	Tel.: 2576 6555
Kowloon/New Territories	Tel.: 2713 5555
Hospital (Queen Elizabeth)	Tel.: 2958 8888

PUBLIC UTILITIES

Hong Kong & China Gas Co Ltd	Tel.: 2963 3388
Hong Kong Electric Co Ltd	Tel.: 2843 3111
China Light & Power Co Ltd	Tel.: 2678 2678
Water Authority	Tel.: 2824 5000

TELECOMMUNICATIONS

HK Telecom General Enquiries	Tel.: 1000
Directory Enquiries	Tel.: 1081
IDD & Cardphone Enquiries	Tel.: 013
Telephone Repair Service	Tel.: 109

TIME & Weather

Time & Temperature Enquiries	Tel.: 18501/1878200
Tropical Cyclone Warning Signal Enquiries	Tel.: 2835 1473

PUBLIC TRANSPORT

China Motor Bus	Tel.: 2565 5556
City Bus	Tel.: 2873 0818
First Ferry	Tel.: 2131 8181
Far East Hydrofoil Co Ltd	Tel.: 2859 3333
Hong Kong Ferry (Holdings) Co	Tel.: 2542 3082
Hong Kong Macau Hydrofoil Co Ltd	Tel.: 2521 8302
Kowloon-Canton Railway	Tel.: 2602 7799
Light Rail Transit	Tel.: 2468 7788
Mass Transit Railway	Tel.: 2750 0170
Peak Tramway Co Ltd	Tel.: 2522 0922
Shun Tak Shipping Co Ltd	Tel.: 2522 3333

BROADCASTERS

ATV	Tel.: 2339 9111
TVB	Tel.: 2719 4828
Star TV	Tel.: 2532 1888
Wharf Cable Ltd	Tel.: 2611 6868
Radio TV Hong Kong	Tel.: 2339 6300
Metro Broadcast Corp Ltd	Tel.: 2364 9333
Commercial Radio	Tel.: 2336 5111

GOVERNMENT DEPARTMENT

Drainage Services Department	Tel.: 2877 0660
Environmental Protection Department	Tel.: 2835 1018
Post Office	Tel.: 2368 6448

We would like to express our appreciation for your co-operation in observing the foregoing basis rules. They are drawn for the protection of your interests, and to make your period of residence as enjoyable as possible. The rules of this Handbook may be amended from time to time when necessary.