

## **The Owners' Society Nordre Munkegaard**

The apartment blocks were built in 1959-1962 by the developer Aage V. Jensen. The complex is consisting of 11 apartment blocks and a small business centre. Totally we have 496 apartments of varying size and three non-residential premises. We also have 66 garages and 70 basement-rooms for rent in addition to a box-room for each apartment in the basements. The apartment blocks were divided into individual flats for sale in 1969. Slightly less than 20% of the flats are still owned by the Aage V. Jensen Foundation and other apartments are subletted.

Three of the apartment blocks have 7 stores, 8 blocks have 4 stores and three of these have 2-store annexes. The business centre houses the supermarket Netto, a kindergarten, and one available rental.

During 2012-2014 Nordre Munkegaard was thoroughly renovated. All apartment blocks got new roofs, the insulation on top of the blocks were renewed and increased to 400 mm average. The outer brick-walls were checked and repaired where necessary. In the apartments all windows and balcony doors were changed, and front doors towards external galleries were changed. The heating and hot water supply systems were partly renovated. In the business centre, the external wood constructions were repaired and painted.

### ***Management***

The Owners' Society is managed by a board of directors with a chairman, 4 other members and 2 deputies. The board are elected at the annual meeting in May. The tenants have their own representatives who are elected according to the Rent Act.

The society's administrator collects common costs on a quarterly basis. He also takes care of bookkeeping, accounting, distribution of heating costs, legal advice, etc.

The tenants in apartments owned by the Aage V. Jensen Foundation have their own administrator.

The Owners' Society employs a caretaker and a staff taking care of the daily management, maintenance and cleaning of the area.

For contacts see the list of addresses and telephones.

### ***Some headwords***

#### **Cleaning**

The caretaker manages the cleaning of common areas including staircases. In addition the caretaker and his staff may remove garbage, damaged bicycles, etc. on decision from the board of directors.

## **Gardens**

The gardens in front of apartments in the ground floor are part of the common area and may be used by the residents in these apartments. It is a condition that the residents keep their gardens and cut hedges and other vegetation to a level below 180 cm.

In case of repairs and projects decided by the board of directors, the caretaker, his staff and craftsmen must have free access to the gardens. Having given notice, the caretaker can demand the gardens to be cleared for the craftsmen to work there. As the gardens are part of the commons, the Owners' Society does not need to re-establish the gardens.

## **Green areas**

The Owners' Society and the tenants' representatives have a joint committee which gives recommendations on development and maintenance of the green areas to the board of directors.

## **Heating**

The central heating system is of the one-pipe variety in all apartment blocks except in the 2-story annexes. Thermostatic valves may only be installed by licensed craftsmen and must be of the one- or two-pipe variety, corresponding to the system in your apartment.

All radiators are supplied with a radiator meter which will be checked once a year as the basis for distribution of heating costs.

Heating costs are collected by the common costs or the rent and regulated once a year.

## **Insurance**

The Owners' Society has taken out usual insurance policies against fire and property owners risks. The insurance does not cover damage from hidden pipes. Hence, it is not allowed to build in pipes for water or heating into the walls or floors. The society covers the risk on windows-glass themselves. In addition to these insurance policies we recommend you to take out normal house content and personal liability insurance.

## **Laundry**

A common laundry is located in the basement of Dalstroegget 81. The key to the basement gives access to the laundry. The laundry machinery is owned and maintained by Nortec A/S.

You will need a pay-chip to activate the washing machines and tumblers. If the previous resident of your apartment did not leave a chip, you may obtain one from the caretaker. You must prepay your laundry at <http://e-vaskeri.dk/>. If you do not have a password, please ask the caretaker.

## **Locks and keys**

Keys for the basements can be bought at the caretaker. Such keys will also open to the laundry room and to the local recycling station.

Locks and keys to apartments, box-rooms, garages and rented rooms in the basement shall be maintained by the residents. The caretaker must have an extra key to rented basement-rooms and

to some of the box-rooms to assure easy access to common installations. It is also recommended to leave an extra key for apartments at the caretaker.

***NB!*** *The caretaker will only lend your keys to craftsmen on your previous consent.*

### **Maintenance of common installations**

The Owners' Society maintains common installations for water, heating, gas, soil pipes and power. The residents are responsible for maintenance of their own installations from where they are branched off from the distribution lines.

### **Nameplates**

Nameplates for mailboxes and doors can be ordered at the caretaker well in advance of moving in. Please do not make your own nameplates for the mailbox.

"No leaflets" stickers can be ordered on the Internet at Post Danmark.

### **Radio, TV, telephone and Internet**

The apartments have outlets for cable TV and radio in one or more rooms. The cable TV and radio comes as a basic package with TV and radio stations from Denmark, Sweden, Norway and Germany. Extra TV channels can be bought at the supplier YouSee which is also responsible for the service of the net, telephone 7070 4040.

If you cannot find the TV or radio channel you are interested in we recommend you trying the Internet. It is not allowed to install parabolic and other antennas without previous consent of the society.

Each apartment has at least one telephone outlet connected to the distribution frame in the basement.

You may subscribe to an Internet connection via the telephone outlet, TV outlet or via the mobile Internet.

### **Smoking**

You are not allowed to smoke inside staircases, lifts and in basements. Do not litter with fag ends.

### **The small gardens**

The Owners' Society has two areas on both sides of Dalstroegget with small gardens which can be borrowed by the residents. In the gardens you may grow flowers, vegetables and berries. Borrowing of the gardens is announced every spring and gardens will be distributed on a first come, first served basis.

### **Waste and garbage**

Residents are themselves responsible for depositing waste and garbage as stated in the flyer on the topic.

**Web-site**

The Owners' Society's web-site, [www.nordremunkegaard.dk](http://www.nordremunkegaard.dk), is used to inform the residents and other interested persons about the society and about decisions taken by the board of directors, tenants representatives, the administrators and the caretaker.

The web-site is with a few exceptions in Danish. The society hopes in course of times to publish the most important information in English, too. If you are interested in the development of the web-site, please contact the webmaster.

**Windows and doors**

See the separate flyer and user guide for windows and doors.

The Owners' Society, March 2015.