

English Version

MEMENTO OFFENBACH 2023



Résidence Offenbach, 33 rue Cartault, 92800 Puteaux



Illustrations from the sales prospect (1973)

You will find a wealth of information about our town on the website of the Town Hall of Puteaux (puteaux.fr), as well as on the site archives.puteaux.fr

Welcome to the Offenbach Residence!

This booklet presents you with various aspects of life in the Parc Offenbach residence, as this is the full name of this large building constructed in 1975 on the heights of Puteaux, whose architecture and decoration are characteristic of the 1970s. Work began in the spring of 1973 on historically significant land. Most of it belonged to Charles Lorilleux, co-owner of the *Encre Lorilleux - Lefranc* company. Behind our residence, at the current site of the Urban Soccer Club, was his factory topped by a tall chimney overlooking the swimming pool. On one side it is bordered by the Moulin square; on the other by the Offenbach square, which gave its name to our residence. Contrary to what you might think, this is not in homage to the famous composer Jacques Offenbach, but to the town of Offenbach in Germany, with which Puteaux has been twinned since 1956.

Our residence is accessible via a vast network of public transport: it is two steps away from the Puteaux train station, where numerous trains (L and U lines) and trams (T2) run, and not far from La Défense (RER A, metro line No.1, various bus lines) and its enormous shopping center, Les Quatre Temps.

Residents of Puteaux have been moving into this residence since 1975. Many have been involved in maintaining the residence's standing, comfort, and good maintenance. This booklet provides essential information for newcomers as well as long-term residents and reminds them of the rules for community living.

Enjoy reading!

The Condominium Board

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Chapter 1: Upon Your Arrival

Facilitating Your Move-In

The Offenbach residence was designed to facilitate moving in. To make use of the various access points, you must contact the caretaker at least 48 hours in advance so he can provide all necessary details: clearing of access routes and parking for the moving truck, dimensions of access doors, elevator and corridor safety measures, weight limits... You should move in between the hours of 8 AM and 6 PM.

Your Contact Details

Upon arrival, introduce yourself to the caretaker and ask him to personalize your mailbox and add you to the list of intercom codes at the entrance to your building. Thus, you will normally receive your mail, and your guests will easily find your contact details. The postal address is "33/35 Rue Cartault, 92800 Puteaux", with the inscription "Résidence Offenbach" being optional. To facilitate mail sorting, it is better if you specify both your apartment number and building.

Your Procedures

Whether you are a owner or tenant, you must also notify yourself to the Syndic (Property Management company) - whose contact details are displayed near the caretaker's office).

Your Access Systems to the Residence and Common Areas

The residence has several opening systems (in addition to your apartment keys) that allow access to common areas:

- ✓ **Intercom codes:** there are several at different entrances of the residence; the code will be given to you by the caretaker. Furthermore, at the entrance to each building, an intercom allows your guests or delivery personnel to call you via the intercom so you can open your building's door for them. They will find your intercom code on the alphabetical list displayed next to the intercom.
- ✓ **Badges:** these grant access to stairwells, halls, basement parking, visitor surface parking, and shared areas (bike storage room). They also allow, under certain conditions, access to the 5th floor of building B2 via the elevators to reach the swimming pool or meeting rooms.
- ✓ A "**master key**": this allows access to the stroller and bike storage room.

Badges can be programmed with limitations for certain accesses and/or deactivated. They are recorded annually in the spring. It is also at that time that the residence access codes are changed.

The previous occupant of your unit or the owner must have given you one or more badges. For around €21 per unit, you can request additional badges from the caretaker. Be aware that according to the internal regulations, the number of badges per unit is limited. These badges operate with batteries which you will need to replace as necessary.

Here are the rules for allocating the number of badges:

Owner of a studio: 3 badges

Owner of a 2-room apartment: 4 badges

Owner of a 3-room apartment: 5 badges

Owner of a 4-room apartment: 6 badges

Owner of a 5-room apartment: 7 badges

Owner only of a storage unit, hobby room, cellar, or parking space:
1 badge.

Note: two badges per unit allow access to the swimming pool. And two badges grant access to the parking spaces if you have an allocated spot (or storage unit). Furthermore, we advise you to leave a duplicate of your apartment keys with one of your neighbors, who can then intervene in case of necessity or emergency (water damage or intervention by external companies, for example). The co-ownership regulations also state that it is mandatory to leave a duplicate key with another resident during prolonged absences.

In some units, a television socket allows you to connect your TV to the collective antenna located on the roof. It sometimes happens that after a storm or strong winds, the antenna may be misaligned and the image reception may become fuzzy. Report this to the caretaker and the syndic.

If you wish to have fibre optic installed in your unit (if it was not installed by your predecessor), inform the syndic who will indicate to your installer where the dedicated cabinet is located.

You Are Undertaking Renovation Work

If you want to undertake work before or after your arrival, if you are hiring contractors and cannot be present during the work, notify the caretaker. Be aware that contractors must handle the removal of waste and rubble, as their collection is not under municipal services. Make sure to respect the capacity limits of each elevator when transporting furniture, debris, and waste.

Important: renovation work must always leave access free to the various water shut-off valves in the apartments. And it is the responsibility of companies to ensure the safety and protection of common areas; co-ownership may act against those who commission such work.

Good to know: five spots are reserved for companies that are doing work in our residence. They are located at the rear of the visitor parking and closed off by small gates. Directly to the caretaker, who will assign you a spot during your works.

As the residence is made of very durable sprayed concrete, you can only perform minor drilling in load-bearing walls with a powerful and quick tool; a simple drill bit is not sufficient—use a concrete perforator instead.

For more significant work on a load-bearing wall (drilling through a door, enlarging an opening), it is MANDATORY to obtain authorization at the Annual General Meeting of co-owners, presenting a feasibility study by an architect. If significant works are undertaken without agreement at the AGM, the owner's legal responsibility may be engaged.

For everyone's benefit, arrange with your neighbors to agree upon time slots during which you will perform the loudest operations, of course excluding nighttime hours, Saturday afternoons, Sundays, and public holidays.

And to respect good neighbourly rules, it is recommended to put up a small sign in the elevators of your building apologising for the duration of your works.

Chapter 2: When You Leave

Your Move-Out

Just a few days before you leave, inform the on-duty caretaker of your moving date and time. For practical details regarding the move-out, follow the same procedures as for moving in.

Before Reclosing the Door

As a precaution, do not forget to turn off the gas, water, radiators, and electricity in your unit, and close the shutters. If your apartment is equipped with gas, you will find a shut-off valve at the inlet of your cooking range and another one in the utility cupboards on the landing. The hot and cold water shut-off valves are located either in these cupboards or can be accessed via sight-glass openings in bathrooms, toilets, corridors, or kitchens. Please note that an apartment may have several sets of valves situated in different locations supplying various rooms.

Chapter 3: Enjoying the Residence

Decorating your balconies or gardens

Garden enthusiasts can decorate their balconies or gardens if they are on the ground floor. When watering plants, do not let water flow outside the balconies to avoid flooding lower floors' balconies or open shutters. The best solution is to place waterproof pots under them. Finally, for safety reasons, it is forbidden to hang pots outside the balconies. In no case should balconies and gardens be used as drying areas for clothes, storage rooms, or places to keep animals.

The Residence's Swimming Pool

The pool solarium of the residence, located on the roof of Building B1, is generally open from May 1st to September 30th, every day from 9am to 10pm. It offers a fantastic relaxing spot for all owner-residents and tenants authorized by their landlords according to the rules defined by the regulations. Access is via the 5th floor of B2 using the keycard in the elevators of B2, then to the glass door (entry and exit).

Two cloakrooms, a shower, and a WC are at your disposal. Like any collective pool, the water, heated and treated, is subject to regular health authority control which can require its closure if hygiene conditions are not respected. Children must obligatorily be accompanied by an adult and may also play in a large sandpit that is disinfected several times per year.

Attention: access doors close automatically at 10pm. A large clock, visible from the basin, reminds those who have lost track of time.

Since the pool is available to several hundred residents, it is necessary for each to respect basic shared living rules (take a shower before each swim, do not shout, remove your shoes, do not run, dive or jump, capris and shorts are forbidden, etc.). For this purpose, a special regulation (read further) is posted. You are invited to read it well and explain it to the children.

If you receive guests

They can park their car in the exterior visitor's parking; you just need to open the barrier or gate with your keycard. For information, a municipal parking lot is located slightly away on Cartault Street (first hour free).

Every day after 12pm and from Saturday at 12pm until Monday at 7am, the residence gates are closed and can be opened using your keycard or a code (attention, for entry AND exit). Do not forget to communicate this code to your guests. But some doors also open with an up/down button for exiting.

If you receive guests late in the evening, spare your neighbors' ears: during summer, conversations on balconies can be heard throughout the residence. Provide ashtrays for smokers to avoid them throwing ashes and cigarette butts above the railings. During the day, you may accompany your friends to the pool provided they are not more than two and that they respect the regulations.

Your obligations

Like all co-ownerships, residents (tenants or owners) of the Offenbach Residence must respect the various regulations and pay their charges.

The General Meeting of co-owners

At the end of each year or at the beginning of a new calendar year, co-owners gather by convocation of the Syndic for an Annual Ordinary General Meeting, or AGM (of the current accounting period from October 1st to September 30th). It is important that the majority of co-owners participate (in person or delegating a power of attorney to someone before) because if the quorum is not reached, resolutions cannot be voted on and an Extraordinary General Meeting must be called, with additional fees and therefore additional charges.

Extraordinary General Meetings can also be organized at any time for exceptional events (Syndic's absence, resignation of the new Condominium Board, urgent works...). Co-owners must inform the Syndic of the address to which to send the convocations.

The main objective of the AGM is to elect members of the new Condominium Board, approve accounts and vote budgets for following years. It is an opportunity to review works done in the past year and prepare those for the next one. It is also the moment where co-owners can decide to change Syndic if the current one does not provide satisfaction.

Each resolution from the General Meeting is subject to a vote.

Regulations

The Offenbach Residence has four main regulations:

- ✓ The Co-ownership Regulations: mandatory since the law of July 10th, 1965; generally provided by the notary at the signing of the final deed. The Residence's regulations were published in 1973 and revised in 2006. This regulation specifies each lot's co-ownership percentages (tantièmes) and defines private and common parts, the rights and obligations of co-owners and tenants, and organizes the building administration.
- ✓ The Internal Rules (see appendice): its purpose is to complement and specify the Co-ownership Regulations. It contributes to creating quality living in neighborly relations.
- ✓ The Swimming Pool Regulation (see appendice)
- ✓ The Parking Regulation (see appendice)

The Condominium Board

The Condominium Board brings together a team of co-owner volunteers elected by the Annual General Meeting to assist the Syndic and control its management. Its members (11 maximum) oversee personnel selection, presentation of accounts for receipts and expenses, choice of companies for routine building maintenance, examination of estimates, etc. During its first meeting, it elects a president and a vice-president. But it can also, if the majority of its members decides so, operate collegially without a president or vice-president.

The various Boards of Directors that have succeeded each other have tirelessly kept the many installations of our Residence in working order, from the generator group to the pool machinery, passing through our enormous heating plant.

Co-owners with good will who wish to join the Condominium Board are welcome. Their candidatures are subject to a vote during the AGM; each member is elected for one year, renewable.

Common Parts

The Offenbach Residence features many common parts and regularly maintained equipment.

Entrances/exits

You have several options. It is up to you to choose what suits you best.

To the extreme left of the residence, a door allows direct access to B1A via the basement.

In the middle, two entrances with gates allow access: to the right, a long corridor leading to a hall at the garden level of B2; and to the left, the monumental staircase leading to the atrium from which one can access all buildings.

Two swing doors allow cars to enter and exit the underground parking. A door, on the right, allows pedestrians to access the underground parking, cellars, and elevators of all buildings.

Tip: by passing through the underground parking, you will have no steps to access your home!

To the right of the residence, you can finally pass through the exterior visitor's parking to access B2's back entrance.

Grand hall: it is common to B2 and B3 and houses the caretaker's office. You may use freely the lounge area (with a coffee table and four armchairs). You may also borrow books and periodicals at your disposal in the library. And complete it with your own books and periodicals you wish to part with!

Notice boards are also at your disposal in all halls. There, you can read official information from the Syndic and Condominium Board (the same as in each elevator). Some are reserved for private announcements by residents. Just hand them over to the caretaker who will post them.

Parvis: you may stroll there, meet neighbors to discuss, read, make calls, etc. But it is forbidden to carry out noisy activities there, such as listening to music or practicing certain sports (skateboards, scooters, skateboards, football, cycling, etc.). It is also forbidden to leave animals in freedom there, and lawns must not serve as "dog parks" for these creatures.

Bicycle rooms: two former boxes of the underground parking are converted for bicycles in the -1 level of B3. Make sure you properly secure them to the frames with solid locks. And read the internal regulation posted there.

You also have a special room located near Building B2's entrance at the garden level. The door opens with your keycard.

Stroller and bicycle room: it is located to the left of the elevators of Building B2, at the garden level. The door opens with a "master key".

Exterior parking: it is strictly forbidden for tow-trucks cars and reserved for your visitors who must not leave their car there for **more than 72 hours in a month**, in accordance with the regulations. You must open the gate and/or barrier with your keycard. At exit, it suffices to advance your car so they will automatically open.

Waste rooms: one is located at the garden level, not far from the elevators, near B1's exit; another is at the back of B2. A third is in B3, -1, next to the CPAM parking. In these rooms are grey containers for all non-recyclable waste (in closed garbage bags), and yellow containers for recyclables (a precise list is posted). Several containers are also located at the far end of the underground parking of B1A at the garden level. Packaging must be crushed and cartons flattened to take less place in the containers.

Bulky items (large packaging, furniture in poor condition, etc.) must be placed on the sidewalk to the right of the gate when leaving the visitor's parking, only on Sundays, Tuesday and Thursday evenings after 10pm or the following morning before 7am. We point out the presence of a glass collection container between numbers 4 and 6 on Cartault Street.

If you have **items to give away (furniture, home appliances, clothing, books, knick-knacks, toys, etc.)** you can donate them to a charitable association (Emmaüs-Bougival, see website, or contact Benoit Marchon, 06 82 21 43 57).

Swimming pool: see above.

Meeting room: located on the 5th floor of Building B2, it is closed with a key held by the caretaker and the Condominium Board. It is accessible via the elevators with the same keycard as for the swimming pool. Its use is limited to meetings of the Condominium Board, Annual General

Meetings or common activities of residents, provided they are not noisy nor dirtying and that they respect usage conditions, defined by a charter of usage. You can request its use from the Condominium Board for regular or occasional activity (gymnastics, yoga, board games, etc.). They will indicate you the conditions of use and give you the charter of usage.

The private parts

They concern your home in general, your cellar, your parking space in the basement, your hobby room. You are free to use them as you wish provided you do not disturb the building's tranquility. However, it is strictly forbidden to use your parking space as an annex of your cellar or as storage. And your vehicles must not overhang onto circulation surfaces.

Noise

For everyone's well-being, you are invited not to make **useless or aggressive noises, day and night**. The French law of 1995 specifies that there is no time for making noise! Nevertheless, take care to spare your neighbors' ears between 10pm and 7am (washing machines, conversations on balconies, music...), and Sundays and holidays.

Noisy works, with or without electric tools, can only be carried out Monday to Friday, from 8am to 12noon and from 2pm to 7pm, and Saturday from 9am to 12noon. They are strictly forbidden on Sundays and holidays.

Generally, if you receive friends, do bricole (DIY) or other noisy activities, have the tact to warn your neighbors a few days before (by a little note signed in the elevators, for example). You will be thanked by them. Finally, if you prefer to clean very early, remember that vacuuming on radiators

reverberates through all floors of the residence! Also respect nap times of young and old alike.

What to do in case of nuisance? If you are annoyed by neighborly noises, try first to resolve the problem amicably directly with your neighbor. If this approach has no effect, alert the Syndic who may send a letter. Or have an official report made by the municipal police, which will result in the nuisance being summoned to cease this noise.

Harmony of the building

Certain modifications, albeit concerning private parts, cannot be carried out freely. These concern load-bearing walls, shutters, entrance doors, windows, pipelines and drains belonging to the community. Next, there are visible ornaments from the exterior like for example antennas, satellite dishes, floral decoration, professional plaques, signs, etc. Consult the Co-ownership Regulations or address your owner. If you have doubts, the Syndic can also help you with your choices or simply propose an alternative solution.

Pest control

Certain little beasts resist. Among these are cockroaches (or blattes) that pass through ventilation ducts, heating lines, water drains. Report them to the Syndic as soon as you see them in your home. At your request, they will arrange for a pest control service that will treat your home with an anti-cockroach product (in form of gel droplets placed at different locations).

If you refuse this service to come to your home, you must carry out at your expense a pest control by a specialized company, and provide a certificate to the Syndic.

Rat control

A specialized company regularly comes to prevent rat proliferation. Rectangular black boxes are scattered in various locations of the Residence: do not touch them and do not move them. And above all, take care to throw your garbage bags IN a container and not on the ground, as they then become good meals for these creatures! And think well to reseal the container's lid after.

Chapter 4: Energies

Cold and hot water

The Offenbach residence is equipped with a centralized water distribution system. Hot water (60°C) is supplied by a gas boiler located in the basement (2 other boilers alternatively ensure heating). Water supply to apartments is done via vertical ducts using pressure boosters, which allow hot and cold water to reach the top floors. For safety reasons (to avoid water damage in your absence), it is strongly recommended to **close the shut-off valves for hot and cold water before any extended departure of several days.**

In case of a leak on one of these valves, alert quickly the Syndic and the caretaker. The presence of water leaks can have important consequences on consumption and therefore on the bill. According to the General Council of Water, a drip from a tap wastes about 50,000 litres of water per year, costing €150. Water loss due to a leak originating from a fissure or an unsealed joint (for example a toilet flush) can reach 150,000 litres of water per year, costing €300.

The replacement of taps downstream of the building's ducts, after the shut-off valves, is at your charge. Be sure to replace tap joints as soon as they drip, whistle or make "cattle crush" noises. For a few euros, you save on the general water bill and reduce noise (which can spread over several floors).

Cold and hot water billing is included in your charges.

Important:

The residence has recently suffered many catastrophic water damage events that have severely damaged apartments and common parts (particularly elevator machinery). As a result, co-ownership insurance contracts have considerably increased, which reflects on co-owner's charges. We therefore ask for great vigilance in this domain. Thus, think about giving your mobile number to the caretaker: in case of problem (whatever it may be), he can contact you quickly and thus avoid further damage.

Heating

Central heating powers the whole Residence. It is automatically regulated according to external temperature, measured by probes. It allows a pleasant life in the residence. Heating charges are included in your charges.

However, poor insulation can significantly cool your home, with a temperature drop of 4 to 5°C compared to other apartments. If not already done, we highly advise installing double glazing. Only correct insulation of your apartment will assure you comfort and avoid too high heating charges. We recall that the price of gas KWh regularly increases and will continue to do so.

Have energy-saving reflexes like closing radiators when you leave on winter holidays. Close radiators in rooms where you do not stay. Dress warmly at home if you are a bit cold-blooded. We also remind you that ADEM (Agence de l'Environnement et du Développement Durable) advises sleeping in a room with low heating (17°C).

Gas

A certain number of kitchens in the residence are gas-fed. Your bill will be calculated individually according to your consumption.

As a user, you are responsible for routine maintenance and use of your installation. You are also responsible for any appliance (including its connection elements) that you install, as well as all works you have made done. Unless they were modified, the original connections of the residence comply with regulations from July 1st, 1996. However, you can have your installation checked by requesting a compliance certificate (called Qualigaz). There are four times less fatal accidents due to gas than due to electricity in France; nevertheless, to prevent carbon monoxide intoxications, you must maintain ventilation in the room where you use gas.

Electricity

Each resident can now choose their energy supplier (electricity and gas).

Except for common parts, your electricity bill is calculated according to your personal consumption. Meters are accessible at the floors.

Many original installations of the residence no longer meet standards; new arrivals must check their electrical panel and possibly bring it up to standard.

Electrical regulations have evolved a lot since the building's construction. If you are moving in, we advise having an electrician carry out an inspection. And if you modify your electrical installation, you are required to ask for a compliance certificate (known as Consuel).

In case of general electricity outage in the residence or neighbourhood, a generator group starts automatically and immediately to avoid residents being stuck in elevators.

Chapter 5: Your Safety

Safety in the Residence is everyone's business. A badge, a lost key, or a moment of carelessness can allow people with ill intentions to enter.

The Keys

The Residence is secured by badges that grant access to common areas (lobbies, basements, entrances, various rooms...). Their number depends on the size of your apartment (see Chapter 2).

Don't forget to get back your keys if you have lent them to someone or to contractors. In case a badge is lost, report it immediately to the guard and the co-ownership council: your badge will then be deactivated.

Guard Duty

The guard ensures surveillance of people coming in and out of the building, delivery of mail, cleaning of lobbies and elevators, etc. You can call him at the lobby (01 47 74 53 89) or on his mobile phone (06 60 33 77 11). During holiday periods, substitutes carry out routine tasks.

On weekdays, from 8 pm (the lobby's closing time) to 8 am the next day, and 24 hours a day during weekends and public holidays, you can call the on-call numbers for the various companies contracted with the co-ownership that are listed on the panels to the right of the lobby and at each building's entrance.

Entrances and Exits

Some break-ins into the building occur by following residents themselves! Do not leave gates or doors open; ask any unknown person who follows you if they have a residence badge.

Finally, when you drive into the underground parking, stop for a few seconds just after passing through the swing door. For your own safety and that of others, check in your rearview mirror if anyone is getting under the door before it fully closes.

Mail

Letters are sorted every morning by the guard (except on Saturdays, when the post office does not deliver). If you must be away for a long time, ask the guard to hold your mail in the lobby so that it does not fill up your mailbox, which could attract potential burglars. The post office can also arrange for automatic forwarding of your correspondence.

Parcels

When a parcel is left in the lobby, the guard fills out a form which he places in the recipient's mailbox. With the form, they can come and collect it from the lobby. In particular, don't wait several days, as the lobby cannot store a large number of parcels.

Chapter 6: Incidents and Emergencies

What to do in case of emergency or when incidents occur?

Burglary and Theft

If you become a victim of burglary or theft, report it to the police and inform the caretaker, syndic, and Condominium Board. Furthermore, a video surveillance camera system has been installed in several common areas and can allow the perpetrators of such thefts to be identified.

Elevator Outages

If you find yourself stuck in an elevator (unfortunately, this sometimes happens), try to stay calm! Press the button with the yellow bell icon for a long time until an operator answers. They will ask you for the elevator number (indicated on a label above) and inform you that a technician will come very quickly to free you (usually within less than one hour). A tip: keep your mobile phone with you when using the elevator, you can notify your loved ones (however, communications do not go through if you are stuck on certain floors or in the basement).

Fires

Since 2015, smoke detectors have been mandatory in apartments. If you are a tenant, it is the landlord's responsibility to provide them. Preferably choose those with CF marking (the control and follow-up are more rigorous than CE marking), and whose battery lasts 5 or 10 years.

At the end of its life, it emits a beep: think then to change it quickly.

In case of fire in your apartment

If you cannot control the fire: Alert the firefighters (☎ 18 or 112), then the caretaker or maintenance agent. Leave your home by closing your

door properly and following the signs for emergency stairs; do not leave the staircase doors open; do not use the elevator.

In case of fire in another apartment: Alert the firefighters (☎ 18 or 112), then the caretaker or maintenance agent.

If smoke makes the corridor or staircase unpassable: Alert the firefighters (☎ 18 or 112), then the caretaker. Stay in your apartment. Show your presence by a window or on your balcony while waiting for firefighters to arrive.

A closed and wet door, made watertight by means such as towels or damp sheets, for example, offers more protection for longer. Breathe downwards: at floor level, smoke is less dense and temperature more tolerable. A damp cloth placed over nose and mouth improves breathing.

In case of fire in the main lobby and underground parking:

Use the fire extinguishers mounted on walls. In the parking lot, sandboxes equipped with shovels allow engine fires to be put out.

Water Leaks

If you become a victim of an abrupt and abundant water leak from an upper floor or in your own apartment, close the water shut-off valves on the landing levels inside cabinets of supply ducts, and within the apartment at the level of the different 'sight glasses' usually placed in bathrooms, toilets, or kitchens.

In case of more diffuse infiltrations, check the seals on taps and drains. To prevent these inconveniences, you can quite easily apply silicone to the fittings.

Gas Leaks

In case of a smell of gas, do not cause flames or sparks: do not use phone – even mobile – nor flashlights, switches, doorbells, or electrical appliances. Open the window and ventilate the room. Cut off the gas at the meter (accessible in landing cabinets), then exit via the stairs to call GRDF (☎ 08 00 47 33 33) or the firefighters (☎ 18 or 112), then alert the caretaker or maintenance agent.

Stains

Immediately report to the caretaker any stains you have caused or discovered in the residence. The faster a soiling is cleaned, the more easily it can disappear.

Insurance

The condominium's insurance policy covers most claims for common areas. However, it does not cover your personal belongings. You must take out a multi-risk insurance policy for your own apartment, whether you are a tenant, owner, or property owner-leaseholder.

If the damage you notice is caused by a neighbor or yourself, you must quickly make a declaration to your insurance company (usually within five working days – check according to your contract) indicating your policy number, date and nature of the claim. You must immediately inform the **condominium Property Manager (Syndic)** and all parties involved in the incident, generally first by phone then by registered letter with acknowledgment of receipt.

In case of water damage, use the amicable statement sent to you by your insurer; the procedure will be simplified. To evaluate the amount of damages, do not discard any damaged, wet or burnt item. Gather anything that can justify the existence and value of the damaged goods: invoices, warranty cards...

Express yourself by email or letter. Do you have questions? Are you encountering difficulties? Would you like to share your suggestions or criticisms?

Contact the Syndic and Condominium Board. You have two options:

By email at the following addresses:

Syndic (contact details displayed near the lobby) and cs@offenbach-puteaux.fr (Condominium Board)

By writing in the notebook deposited in the lobby

Do not hesitate to speak up: a trivial incident can sometimes be combined with other incidents and hide a more serious problem. The Syndic and Condominium Board are thus required to be informed, can discuss it at a meeting, and will provide you an answer.

Also register on the Residoffenbach mailing list to receive all information concerning the Residence in your inbox. Simply request it by email to the Condominium Board.

APPENDICES

Internal Rules of the Offenbach Residence

The present internal rules are intended to complement and clarify the co-ownership regulations. To maintain the proper functioning of "Residence Offenbach", it is important that residents, both co-owners and tenants, actively contribute to creating a certain quality in neighborly relations, particularly by respecting the following provisions:

ARTICLE 1

Residents must not throw papers, ashes, cigarette butts, matches or generally any waste and objects from their windows, terraces, and balconies into the common areas, including stairs, vestibules, basements, access to lower levels and box exits, parking lots, and the terrace on the fifth floor.

ARTICLE 2

Parents are responsible for accidents and damage caused by their children. Accordingly, they must forbid them to:

play in the common areas (stairs, vestibules, basements, elevators, parking lots, green spaces ...),

write, paint, tag or engrave on walls, interior or exterior doors,

damage plantings.

ARTICLE 3

Abandonment, even momentary, of any object is prohibited in common areas. Bicycles and children's cars must be stored in the rooms reserved

for them, with no other objects allowed. Residents must lock these rooms after use.

ARTICLE 4

Underground parking and visitor parking: see Appendix 1 and Article 15.

Swimming pool: see Appendix 2 and Article 15.

ARTICLE 5

Deliveries of bulky or unclean merchandise must be carried out before 10 a.m. on the morning day.

Beneficiaries of deliveries or services must supervise their suppliers and ensure they cause no damage in common areas and elevators.

ARTICLE 6

Garbage must be properly placed in trash bags only in waste containers located at places provided for this purpose.

ARTICLE 7

Vases and flower pots are tolerated on balconies and loggias provided they are placed in a tray that retains water, to avoid staining the facades and inconveniencing residents of lower floors and passersby.

ARTICLE 8

Occupants must not shake or hit against facades or through windows, rags, brooms, tablecloths and rugs or any other objects.

ARTICLE 9

Residents must not disturb their neighbours with noise, whatever it may be (radio and television sets, computers, telephones, musical instruments, household appliances, tools, video game consoles, clogs, conversations, animal cries, etc.), both in common areas and private ones, without including balconies and green spaces, at any time of the day, and particularly between 10 p.m. and 7 a.m.

Objects capable of emitting vibrations (washing machine, tumble dryer, dishwasher, etc.) must be isolated from the floor.

Noisy works with or without power tools can only be carried out from Monday to Friday, from 8 a.m. to 12 p.m. and from 2 p.m. to 6 p.m., and on Saturday from 9 a.m. to 12 p.m. They are strictly prohibited on Sundays and public holidays.

In any case, any shouting, whether day or night, is formally forbidden and punishable by law (notably between 10 p.m. and 8 a.m.; articles 472 and 482 of the Penal Code).

ARTICLE 10

Possessors of devices that generate interference are responsible for troubles caused to the reception of radio and television broadcasts.

ARTICLE 11

Residents must never throw solid bodies or products into sinks, washbasins, toilets that could corrode their surface or damage drainage ducts.

ARTICLE 12

Movements and demigrations must be carried out after notifying the caretaker, while avoiding damage to common areas and elevators.

If damages are observed, residents must have the moving company sign a detailed statement, allowing subsequently the restoration of premises at the expense of the mover or his insurance. Otherwise, the cost of restoration will be borne by the responsible resident.

ARTICLE 13

Domestic animals must be kept on a lead, in arms or in cages, in all common areas, including gardens and parking lots, and must not be walked on lawns and gardens of the Residence. Their presence is formally prohibited throughout the fifth floor.

ARTICLE 14

The caretaker is responsible for enforcing these rules and is empowered to report infractions committed by residents. Such infractions will be immediately reported to the Syndic and the Management Board.

ARTICLE 15

Any person who causes damage, in addition to repairing the harm caused, may be subject to legal proceedings.

Offenders will bear the consequences of non-compliance with the provisions of these regulations. Accordingly, and depending on the circumstances, any violation may result in:

- sending registered letters by the Syndic in order to obtain a judgment against the offenders ordering them to pay for repairs for damages they are responsible for,
- the obligation under penalty¹ to comply with all the provisions of this internal regulation,
- assessment of compensation², as damages and interest to the benefit of the Co-ownership,
- initiating legal proceedings.

Furthermore, the Syndic shall determine the appropriate actions, where applicable, in any other case not covered by these regulations.

Specifically concerning the swimming pool, visitor parking, and underground parking, the following additional sanctions will be applied:

Swimming Pool

Any violation of this regulation may lead the Syndic to deactivate access on the 5th floor for all badges owned by the offender, until the annual closure of the swimming pool.

Visitor Parking

If a parked vehicle exceeds its time limit, access to the visitor parking (entry and exit of cars) will be blocked by deactivating the car badges assigned to the concerned resident for a period of thirty days.

Underground parking

¹ The amount of the penalty is set by the Syndic in coordination with the Condominium Board.

² The amount of compensation is set by the Syndic in coordination with the Condominium Board.

Any violation of this regulation may lead to the deactivation of access to the underground parking areas for all badges assigned to the concerned resident (vehicle entry and exit), for a duration to be determined.

ARTICLE 16

Co-owners who rent out their apartment and/or their parking space must inform their tenants of all these provisions and specify that they are subject to their strict application.

Ratified during the General Meeting of Co-owners of the Residence Offenbach on December 5, 2013

Swimming pool rules of the Offenbach Residence

Anyone who enters the premises of the fifth floor is subject without reservation to these rules.

These guidelines do not aim for a restriction of freedom but are simply a reminder of common courtesy, so that everyone can enjoy this leisure space in peace and quiet.

General Rules :

- Opening and closing dates, as well as daily schedules, are fixed by the Condominium Board.
- Access is reserved to permanently occupying families. It is carried out via the building B2 elevators .
- Each resident family may invite only two persons at a time :
 - The guests cannot enter nor remain alone in the premises of the fifth floor .
 - They must be accompanied by their host who will inform them of these rules.
 - A guest cannot themselves invite someone.
- Children under 10 years old must be under the responsibility of an adult who accompanies and monitors them at all times.
- Young children not yet toilet-trained must wear a specially prepared swimsuit diaper.
- Soaping shower³ is mandatory before each bath, especially if one has applied sun protection (risks of pool closure imposed by DDASS in case of poor water quality results observed during frequent controls carried out by this organization.).

³ Risks of pool closure imposed by the DDASS in case of poor water quality analysis results observed during frequent controls conducted by this agency.

- As in all public pools, and for hygiene reasons, it is forbidden to bathe in bermuda shorts, swim trunks, cycling briefs, bathing shorts, underwear and t-shirts (with the exception of anti UV medical t-shirts).
- Furthermore, it is forbidden:
 - to reserve several armchairs per person,
 - to reserve an armchair while absent, by putting a garment, a towel or any other object upon it.
- Animals, even kept on a lead, are prohibited on the fifth floor.
- Circulation in bathing clothes is forbidden outside the fifth floor.
- It is forbidden to abandon or throw papers, waste or various objects elsewhere than in the trash bin reserved for this purpose.
- Professional photographers do not have the right to take photos, except with written authorisation from the Syndic only. In case of agreement, photos must be taken outside opening hours of the pool.
- In case of apartment exchanges for a limited period, with badge lending, it is essential to inform by writing the caretaker. The resident remains responsible for his substitutes.

Inside and around the basin

It is formally forbidden:

- To enter there in shoes (only sandals, flip-flops and espadrilles used while showering are authorised).
- To have meals or drinks there.
- To smoke or vape (usage of electronic cigarettes).
- To disturb residents by shouting, whistling, running or playing loudly.
- To use radio sets, mobile phones or any other similar device constituting an inconvenience for the tranquillity of other users.
- To bathe if one is injured, bears wounds, bandages, cutaneous affections, or suffering from contagious diseases.

- To dive and jump into the water.
- To throw objects.
- To use balloons and pneumatic equipment (the small safety buoys for children and aqua gym objects are tolerated).
- To project water onto other users and outwards.
- To spit, urinate and defecate in the basin.

At the fifth floor level (solarium, access corridors, cloakroom, etc.)

It is formally forbidden:

- To play with a hose pipe.
- To urinate and defecate in the cloakrooms (toilets are made for that).
- To throw waste (papers, etc.) or any other object over the parapets.
- To block in an open position the access door to the basin (child safety).
- To consume alcoholic drinks.
- To smoke or vape (usage of electronic cigarettes).
- It is tolerated to have a picnic, provided one takes their waste home or throws it in the trash bin reserved for this purpose.

Responsibility and surveillance :

- Users of the swimming pool are personally responsible for accidents and damage they may cause.
- Parents are responsible for acts committed by their minor children.
- The swimming pool, its surroundings and all dependencies of the fifth floor are common areas and therefore fall under everyone's responsibility.
- Co-owners will impose on themselves, their families as well as on their guests, the care to respect general discipline.
- The caretaker may intervene within his functions of surveillance.

- Members of the Condominium Board have authority over any person present in the premises of the fifth floor for enforcing said rules.

Sanctions :

- Any breach of these rules may lead the Syndic to deactivate access to the fifth floor for all badges possessed by the offender and this, until the annual closure of the pool. If guests do not respect these rules, all their host's badges can be deactivated.
- Any person who causes damage, in addition to repairing the harm caused, may be subject to judicial proceedings.
- Furthermore, the Syndic will decide what to do, if necessary, in any case not foreseen by these rules.

Validated at the General Assembly of Co-Owners of Residence Offenbach on December 5, 2013 and March 16, 2021.

Parking regulations of the Offenbach residence

Visitor parking

General Rules

It is strictly reserved for visitors who come to see residents of the co-ownership (whether they are owner-occupants or tenants).

For imperative safety reasons (firefighters' access), no vehicle can park outside of marked spaces, notably in circulation areas or before the entrance of the residence.

Parking two or three wheeled vehicles must be carried out at the entrance of the parking and nowhere else: a specific space is strictly reserved for parking such vehicles (scooters and motorcycles) belonging to owner-occupants, tenants of the residence or visitors who come to see them.

Wild parking is forbidden.

Parking spaces can only serve for parking insured vehicles. Uninsured vehicles and/or those recognised as wrecks are prohibited. Otherwise, removal will be requested at the expense of the vehicle's owner.

Entrances and exits

The opening of the gate is carried out by the resident (owner-occupant or tenant).

Badges authorising the opening of the gate are in no case entrusted or given to visitors or other persons outside of the residence.

A holder-owner-occupant or a tenant handing over his badge to any person foreign to the co-ownership engages his responsibility in case of non-compliance with said rule.

Parking duration

The maximum parking duration of vehicles in the visitor parking is limited to 72 hours, consecutive or not, per calendar month.

Sanctions

If the time limit of a parked vehicle is exceeded, access to the visitor parking (entry and exit of cars) will be blocked by deactivating the car badges assigned to the concerned resident for a duration of thirty days.

The caretaker is mandated by the Syndic to enforce these rules among residents and visitors.

Furthermore, the Syndic will decide what to do, if necessary, in any case not foreseen by these rules.

Underground parking lots

General Rules

Wild parking is forbidden, including for two and three wheeled vehicles.

Each parking space or private garage is reserved for its owner or the tenant having a named lease agreement.

Parking spaces cannot serve as deposit depots of objects.

Storing flammable materials inside the underground parking lot is strictly prohibited.

It is forbidden to smoke in underground parking lots, as well as in all other common areas of the building (interior and exterior).

Sanctions

Offenders will bear the consequences of non-compliance with the provisions of these rules. Accordingly, and according to circumstances, any breach may lead, depending on the circumstances:

- sending registered letters by the Syndic, in order to obtain, in addition to condemnation of offenders to pay repairs for damages they are responsible for,
- the obligation under penalty (astreinte) to comply with all provisions of these internal rules,
- the deactivation of access to underground parking lots for all badges assigned to the concerned resident (entry and exit of vehicles), for a duration to be determined,
- receiving an indemnity, as damages and interests on behalf of the Co-Ownership,

The caretaker is mandated by the Syndic to enforce these rules among residents.

Furthermore, the Syndic will decide what to do, if necessary, in any case not foreseen by these rules.

Validated at the General Assembly of Co-Owners of Residence Offenbach on December 5, 2013.