



Information for residents

Lehtokerttu is a calm and quiet, friendly housing company, close to both nature and services. We're located in the district of Pääskyvuori and our neighborhood is called Laukkavuori.

All the information on this sheet is also available on our webpage at www.lehtokerttu.fi. Important contact details as well as information on the members of Lehtokerttu's board can be found on the bulletin boards in the downstairs lobbies in each house. You can always ask the service company, neighbors, housing company manager, and/or board members if you have any questions.

HAUSVISE RESIDENT SITE

The housing company offers the use of Hausvise resident site through which the management company informs residents and apartment owners about current issues as well as posts general bulletins on the site. You can access the information and documents on the site by logging in.

To log in, residents and apartment owners need to give the management company their email address. After the email address has been updated in the management company's system, you can log in to Hausvise. Please contact [toimisto\(at\)isannointigranberg.fi](mailto:toimisto@isannointigranberg.fi) for more information.

WHOM TO CONTACT

Real estate management company Isännöinti Granberg Oy is responsible for the administrative and financial issues of the housing company. You should contact the management company also with questions about the housing company charge and pay-per-use charges.

Housing Company Manager Titta Granberg, Authorized Manager, IAT, ITS
(02) 276 1555, titta.granberg@isannointigranberg.fi
www.isannointigranberg.fi

Satakielen Lämpö Oy is responsible for the upkeep of the buildings and yards and takes care of small fixing and maintenance jobs as well.

When moving into or out of the housing company, please inform the service personnel about this electronically via a form available online on Lehtokerttu's webpage, and they will change the name on your door as well as in the downstairs lobby. If you need the form on paper, please contact the service personnel.

Service person Samuli Syrjälä, 0400 829 785, satakielenlampooy@pp.inet.fi

Outside of business hours, **Luotea** (customer service 010 590 2000) is responsible for any issues that require urgent attention.

Siivous J. Lahtinen keeps the public areas of our housing company clean. www.siivouslahtinen.fi

You can contact the **housing company board or its president** with issues relating to e.g. the actions of the real estate management company, or with housing company matters for which the management or service companies are not responsible.

The email address of the housing company board is hallitus@lehtokerttu.fi

GENERAL BUILDING RULES AND REGULATIONS

Familiarize yourself carefully with the enclosed general building rules and regulations.

You should report any disturbances to the housing company manager in written form and, if needed, call the police.

The main entrances are locked between 6 p.m. and 6 a.m., and you may not leave them open for anyone.

If you are a smoker, please be respectful toward your neighbors. Make sure cigarette smoke doesn't find its way from your balcony to neighboring apartments. Cigarette butts shall not be thrown on the ground or in the storm drains, but instead they shall be disposed of in the ashtrays outside or with your household waste.

Dogs are welcome but pet poop doesn't belong in the yard, and pet owners are to pick up after their pet right away. Please also make sure that your pet doesn't pee in the yard.

Renovating

The Limited Liability Housing Companies Act requires that the owner of an apartment give notice to the management company about renovations and changes in the apartment. Minor changes, such as painting a wall or hanging a picture on the wall, however, do not require a notice. Before doing any work, which may disturb asbestos materials, you are required to get expert help to test if asbestos is present or not.

The renovation notice form and instructions are available on the management company's webpage.

Cooker hoods

Connecting a cooker hood to the air vent is prohibited, as this would cause smells from the cooking to spread to other apartments. Only cooker hoods that circulate air are allowed (activated carbon air filter). Remember to close all other fresh air intakes (doors, windows) when using the function that circulates air.

Air source heat pump

Installing an air source heat pump in apartments with balconies is allowed. However, you need to first apply for permission by filling in the renovation notice form on the management company's website.

COMMON FACILITIES AND OUTDOOR AREAS OF THE HOUSING COMPANY

You can access common facilities in the houses with your apartment key.

The **sauna** is located on the ground floor of house B. The sauna is heated on Fridays and Saturdays. Depending on how many reservations there are, the board may decide to only have the sauna heated on Fridays from June to August. Reservations are made weekly on the list attached to the sauna area door.

The **laundry and drying rooms** are located on the ground floor of house A (the door to the right of the main entrance). Reservations can be made Mondays through Saturdays from 7 a.m. to 9 p.m. The reservation list as well as the instructions for using the facilities are on the bulletin board in the laundry room corridor.

There is a washing machine, a dryer, and a mangle in the laundry room. Should you need to, you can ask neighbors or board members for help in using the equipment.

The management company sends an invoice for sauna and laundry room use every four months.

Storage facilities for bikes and strollers are located on the ground floor of each house.

In the storage facilities, you can store strollers, mobility aids, and grocery carts. In the storage rooms there are also trash pickers, which residents may borrow.

A storage facility for **grill equipment and toys** is in house A, close to the grill patio.

Storage lockers for each apartment are located on the ground floor of each house. Belongings may only be stored in these lockers. For fire safety reasons it is not allowed to store any belongings elsewhere in the common spaces, and anything stored outside of the lockers will be removed by the housing company.

Refrigerated lockers for residents are on the ground floor of house B. You may book one for a small monthly fee via the management company.

The air raid shelter is located on the ground floor of house B.

Satakielen Lämpö Oy manages the **parking spaces** in the area. To enquire about renting a parking space, please contact **V-S Isännöintitalo Oy** (www.isannointitalo.fi).

There is space for **parking motorcycles, mopeds, and electric scooters** in the area between the waste bins and Keltasirkunpolku.

Waste and recycling

In the yard, there are bins for mixed and biowaste; for plastic, glass, metal, and paper waste; and for used household batteries. Large pieces of loose waste, such as pallets, microwave ovens, light fixtures, or paint, shall not be left around the waste bins, as the waste company charges a high price for taking those away.

Residents shall themselves see to it that electrical and electronic equipment is recycled appropriately and transport it to e.g. waste treatment centers or sorting stations. For more information, see www.lsjh.fi/en.

It's important to keep the area around the waste bins tidy, so that rats or other vermin don't come to our yard. Waste is to be put in the provided bins. If something drops, pick it up and put it in the correct bin.

Grill and patio

Residents may use the grill and patio freely; no booking is needed.

The table, chairs, grill grate, and cleaning equipment for the grill are in the storage room located next to the patio in house A. Patio rules are also on the wall of the storage room.

Cleaning and vacuuming your car

A car washing space for residents in the area is located next to Seriässä's building. The water pump works with one-euro coins. On the other corner of the building, you can find an electrical outlet to plug your vacuum cleaner to and vacuum your car.

Charging your electric and hybrid vehicles

Residents in the neighborhood can charge their electric and hybrid vehicles in the parking lot next to Seriässä's building. Register online at www.wattery.io and contact Satakielen lämpö to get permission to use the charging stations.

MISCELLANEOUS

Electricity and water

There are electricity and water meters for each apartment. Residents shall sign their own electricity contract with a provider of their choosing. Water meters are read automatically three times per year, and the management company sends consumption-based invoices to shareholders.

Fiber optic connection

In the housing company, a fiber optic broadband connection from DNA is available. A 25M connection speed is included in the housing company charge. To enable access, residents need to register with DNA at their customer service, where faster connection speeds can also be ordered for a separate price.

Emergency plan

Please read the housing company's emergency plan online at <https://pelsu.fi/lehtokerttu> (change language in the menu on the webpage).

Stickers for limiting unaddressed delivery and advertisement

The housing company has had uniform stickers made to limit unaddressed delivery. One sticker forbids all unaddressed delivery, while the other forbids only advertisement. You can ask for the sticker you'd like to put up on your door via email: hallitus@lehtokerttu.fi

We hope you'll enjoy living in our housing company!

The board for Asunto Oy Lehtokerttu

General building rules and regulations

On the property and in the buildings, in addition to laws and city regulations, these general rules and regulations, as well as any separate decisions of the housing company board, must be observed.

GENERAL REGULATIONS PERTAINING TO ORDERLY CONDUCT

No one shall cause disturbance to others by their conduct or in other ways unnecessarily disrupt the comfort of living of others. In addition, residents of this housing company shall, too, in all other ways conduct themselves in a manner befitting of the preservation of domestic peace. Residents of this housing company shall also make sure that their guests observe these regulations.

1. THE MAIN ENTRANCES are locked between 6 p.m. and 6 a.m.
2. OVERLOADING THE ELEVATORS or transporting goods that may damage them is prohibited.
3. IN COMMON AREAS, smoking and loitering is prohibited, and you must move quietly in these areas. Belongings may only be stored in designated areas. Putting up signs or advertisements, and installing antennas is allowed only with the consent of the housing company. Decorating of stairwells must be agreed upon with the board.
4. BEATING OF CARPETS AND BED LINEN is permitted only in areas designated for this purpose, on weekdays between 8 a.m. and 8 p.m. and on Saturdays between 9 a.m. and 4 p.m. On apartment-specific balconies, only airing of bed linen and brushing of clothes is allowed.
5. INSIDE THE APARTMENTS, disturbing the neighbors must be avoided. Silence must be observed between 11 p.m. and 7 a.m. With consent from neighbors, however, family gatherings etc., that continue past 11 p.m., can be allowed.
6. FOR ANY DESTRUCTION OF BUILDINGS, breaking of windows, scratching of walls etc., the perpetrator shall compensate damages in full. In case of water leaks or other damage to plumbing, residents must immediately inform a representative of the management or housing company to avoid demands for damages.
7. ON APARTMENT-SPECIFIC BALCONIES, preparing food and feeding birds is prohibited. Dropping cigarette butts from the balconies is prohibited. It is not allowed to store belongings on the balconies so that they can be seen from the yard.
8. PETS must be kept on a leash outside of the apartments and they may not cause any disturbances to residents. Walking pets on or next to playgrounds is not allowed and pets may not soil the buildings or grounds of the housing company.
9. PARKING is only allowed in designated parking spots. It is allowed to park a vehicle in the yard only temporarily for drop-offs and pick-ups.
10. HOUSEHOLD WASTE and other waste must be placed duly bagged in the waste bins in the yard; and paper, glass, and metal waste must be placed in the appropriate bins. Residents are themselves responsible for transporting all other waste to appropriate waste stations.
11. RENOVATIONS AND CHANGES IN THE APARTMENT
The owner of an apartment is obligated to inform the management company in written form, before starting any work in the apartment, about tearing down or installing floor, ceiling, or wall surfaces, or structures; about work on the moisture barrier, plumbing, or electric wiring; and about all work that causes dust. Installing an antenna or an air source heat pump etc., as well as other work on the balcony and outside of the apartment, requires consent from the housing company. Work may not begin before obtaining written consent from the company. Notices and consent applications are processed without delay. The terms of the consent must be followed.
Renovation in apartments that causes STRUCTURE-BORN SOUND (drilling, hammering, sawing etc.) is forbidden on weekdays between 8 p.m. and 8 a.m. and on Saturdays between 6 p.m. and 8 a.m. On Sundays and public holidays such renovations are entirely forbidden. The only exception allowed is emergency work, if not doing the work would cause damage to the housing company. Such urgent work usually takes place via on-duty service personnel.
A notice on the downstairs bulletin boards is required if a renovation takes more than two (2) days.
12. BREAKING these building rules and regulations can lead to demands for damages, seizure of apartment, or termination of rental agree