

Welcome to BRF VILUNDA ALLÉ

The Vilunda Allé tenant-owners' association welcomes you as a new neighbor and member! We hope you will feel at home here and to help with that we would like to provide some useful information.

You have purchased a tenant-owned flat. What does that mean exactly?

“The ownership of a flat comes with certain rights and responsibilities. To have tenant-owner rights means that the members of a tenant-owners' association own and manage the building and land belonging to the association. The members decide together when the building needs renovating as well as when there is a need to undertake larger environmental initiatives.

All members can influence finances and property management, both through the governing board and through their own actions. A tenant-owners' association has no profit-making purpose, but rather works in the financial interests of its members.”

(cited from HSB's webpage: <https://www.hsb.se/stockholm/om-hsb/in-english/cooperative-housing/>).

What are my rights/responsibilities in the association?

You have the **right** to:

- participate in the Annual Meeting to say your part, decide and/or vote on certain issues.
- provide opinions, suggestions for improvements and the like to the board (e.g. through a motion submitted to the annual meeting).
- participate in activities arranged by the association (e.g. clean-up of the bike shed)
- generally help out with other matters concerning the association.

It is your **responsibility** to:

- pay the determined monthly membership fee by the due date indicated on the invoice.
- take out homeowner insurance with a housing supplement (*bostadsrättstillägg*).
- maintain the interior of the flat.
- maintain the grounds around the buildings by not littering or leaving trash of any kind lying around.
- follow the decisions laid out in the association's bylaws and the rules of conduct established by the board.
- show consideration towards other members and neighbors.

HELP TAKE CARE OF OUR COMMON ASSETS!!!

Important phone numbers:

Financial Management Service (Ekonomisk förvaltning HSB Boservice i Uppland, Enköping): 0171-47 83 00 – For questions about your monthly fees, autogiro and payments please contact HSB Boservice Enköping.

Property Management (*Fastighetsförvaltning*): 0771-722 722 – When something in your flat is broken or you want to report something faulty/broken in a common area (such as the stairwell or entryway) call or fill in the online form on the SBC website: <https://www.sbc.se/felanmalan>
NB! This does not include problems with the lifts (see below)

Lifts: For problems with the lifts, please contact **Elevate: 0735-011 923**

Broadband/TV/Telephone: 08-525 07 300

Contact Ownit to register as a customer for broadband and TV service (and possibly phone service). This is required even if you do not want any additional services. In addition to the phone number above, you can reach Ownit by e-mail or through their website:

E-mail: info@ownit.se

www.ownit.se/kundservice

Please remember that the TV box from Ownit should be left in the flat should you move house.

What do I do...

...if there is a fire, flood or serious event?

Use common sense in case of fire and call the Emergency number 112 in acute situations. For non-emergency situations call the Property Management number (**010-442 11 00**) used for fault reporting.

...if my neighbors are disturbing me?

Start by speaking directly to your neighbor to try and work things out.

...if I would like to have a parking space?

The board secretary can let you know if any spaces are currently available and takes care of parking contracts. You can email p@vilundaalle.se to inquire.

...if I need a place to park my bicycle?

There are bike sheds behind building 13 and your door key fits the locks. **Please remember that these areas are for bicycles only and should not be used as storage areas.**

...if I discover pests or vermin in the flat/building?

You must immediately contact the Anticimex extermination company. The association has a contract with Anticimex who will do an inspection and help to eliminate the problem.

...with my rubbish/trash?

Trash must be correctly separated in the rubbish room. You'll find clearly marked containers for disposal of household trash, organic food waste, glass, newspapers, cardboard, plastic, and metal.

Break down and flatten cardboard boxes and containers to make space for others. If you see that the containers are full, please wait until they are emptied before throwing away your trash. **Do not place trash outside of the containers!**

NB! Large trash items do not belong in the rubbish room but instead should be disposed of at the SORAB recycle station in Smedby.

...if I have suggestions for improvement of the association?

Submit a motion to the board via a letter, e-mail or a phone call. Contact information can be found on the bulletin board in each building's entrance or at www.vilundaalle.se

...if I would like to become a board member?

Contact a current board member or a member of the nomination committee (*valberedningen*) to let them know you are interested.

More information can be found on the bulletin boards in each building entrance or on our website www.vilundaalle.se where you can also find the association by-laws.