

A guide to the members of BRF Pelikanen 5



Summary

BRF Pelikanen 5 is short for Bostadsrättsföreningen Pelikanen 5. The Swedish term of 'Bostadsrättsförening' can be translated into [Tenant-owner's association](#) which roughly corresponds to the English term of [Housing cooperative](#) (see also [information specific to Sweden](#)). A Bostadsrättsförening is a form of living and ownership in between a rental flat and an owned house. As it is a form of housing/living that is not normally used outside of the Nordic countries, please take some time and read up on what this through the above links.

As a guiding rule the association is responsible for the building and its façade, together with the system for heating, water and plumbing. The monthly fee that you pay to the association covers the costs for these basic services, and all other costs the association has. Note that electricity is

not included in the fee and you need to have a private deal with both the network owner and one of the hundreds of electricity companies in Sweden. One example of such a company is Vattenfall.

Broadband, a basic assortment of TV channels and telephony (not the minute fee) is included in your fee to the housing association. There should already exist a socket in your apartment to which you can plug in a router.

The Bostadsrättsförening is run by a board, consisting of a number of people living in the building and elected a yearly which all tenants are invited to during the spring. The yearly meeting will also vote on other matters of importance for the building and Bostadsrättsförening. The rules (Swedish "Stadgar") of the Bostadsrättsförening controls in details the division of responsibility between the owners (you), förening and the board – see the page with our Stadgar.

The tenants living in the building, the members that make up the housing cooperative, are responsible for the interiors which gives a high degree of freedom to affect your style of living (without all the exterior maintenance that comes with owning your own house). It however also gives you a high degree of responsibility to take care of your own apartment! It is also of utmost importance that you not only have an insurance for your apartment (in Swedish called "Hemförsäkring") but you must also have an add-on insurance needed only if you live in a Bostadsrättsförening, this add-on is called a "Bostadsrättstillägg". This add on will cover big parts of costs that you will otherwise personally have to take, if there for example is a water leak in your apartment.

Please note that you do not own your apartment, you own a part of the association which includes the right to live in a certain apartment. This means that you are not free to do whatever you see fit with the interiors of your apartment, moving walls and making changes to systems such as plumbing, the electrical and ventilation may not be allowed without the written permission of the housing association. If you are not sure what is allowed or not, always ask first to avoid costly mistakes.

All communication sent out from Brf Pelikanen 5, is in Swedish. It is the responsibility of everyone living in our building to read and understand the information sent out. If there is some information you do not understand, please first try Google Translate or some other translation service. If you still do not understand, please do not hesitate to contact the board (in Swedish "Styrelse") and we will do our best to explain the information to you. styrelsen@pelikanen5.se

This guide is aimed towards all members of BRF Pelikanen 5. If you have are new to our BRF we want to start by welcoming you to our apartment building. We hope you will enjoy the apartment building as well as your neighbors.

Living in a condominium comes with a mutual responsibility. Being a member does not only grant you rights but also comes with a set of obligations towards the BRF and its other members.

This guide is intended to give you an overview of your rights as well as your obligations towards the BRF and the purpose is to ensure that we all take the best care of our building and the relationship to our neighbors.

Further information can be found in the BRF's statutes that can be downloaded from our website www.pelikanen5.se.

Detailed information

Division of responsibilities

First of all; take care of our apartment building and all its areas.

The housing association is responsible for the external maintenance and the main sewage lines.

By main line is meant those parts of water and sewage that serve more than one apartment.

Electrical installations are the responsibility of the association up to the apartment's electrical exchange. The association is responsible for heating, radiators, intercom and bell.

You are responsible for the entire apartment's function and maintenance, all mechanical and electrical functions, the drains in the apartment with the associated water pipes to the main pipe.

Waste management and recycling

BRF Pelikanen 5 provides the opportunity for waste recycling.

In one of the rooms closest to the back door exit, there are garbage bins for ordinary rubbish and a separate bin for recycling food waste. Bags and holders for food waste can be picked up in the garbage room.

For information on what can be recycled as food waste, click here:

https://www.stockholmvattenochavfall.se/matavfall/villa_radhus/Sortera_ratt_villa/hushall-och-pentryn/

In the second garbage room, you are welcome to recycle:

- Glass (colored and uncoloured)
- Corrugated cardboard / paper packaging (remember to fold cardboard and other bulky items)
- Metal / plastic packaging
- Newsprint
- Batteries
- Lightbulbs

EVERYTHING ELSE, is strictly forbidden to leave in the recycling room. This includes, for example, building materials, electronics, light bulbs, etc. Everyone can take care of this on their own at the special recycling centers that the city operates. You must also not leave anything in the recycling if the containers are full, then you have to wait until they are emptied. Emptying takes place regularly at varying intervals for the various vessels, usually every two weeks.

Here you can recycle things that there are no containers for in the recycling room:

- Recycling stations are located, for example, on Bjurholmsgatan / Gotlandsgatan and on Åsögatan / Götgatan.
- The recycling center is located closest to Östberga.

Balconies

It is not allowed to whip carpets on your balcony or in the stairwell. Carpet stand can be found in the yard. It is also not allowed to barbecue on the balconies (because the risk of fire is too great). However, it is possible to do it on the outdoor courtyard where the association also has a barbecue at the members' disposal.

Basement storage

Here you store personal belongings. Please note that for fire safety reasons, it is not permitted to place objects in the basement corridor or spaces outside the storerooms themselves.

Broadband

We have an agreement with Bredband 2 that provides broadband connection via fiber in our property. The fee for broadband is included in the monthly cost. In the event of any malfunctions that are not due to your own router, you can troubleshoot here:

<https://www.bredband2.com/privat/kundservice/driftinformation/>

If you have other problems with your broadband, contact Bredband 2.

BRF supplement (Bostadsrättstillägg)

As a member of BRF Pelikanen 5, you need to sign a BRF supplement when you insure your home.

Bicycles

Your bicycle must be stored in one of the association's two bicycle rooms or in the yard. We know that the bicycle rooms are insufficient, but there are currently no other spaces available.

The courtyard

The courtyard may be used for private events, but it is all members' courtyard, so no booking can be made. Cigarette butts must not be left on ground, nor ashtrays and the like, and remember to leave the courtyard in the condition you want it to be found when you get there.

Bicycles parked in the courtyard must be parked in bicycle racks. No private belongings (apart from bicycles) may be stored permanently in the courtyard.

Dishwashers

There must be a protection under your dishwasher that in case of a leakage prevents any water from passing through the floor. Freezers with a water connection must also have such protection.

Entrance and stairs

For fire safety reasons, nothing may be stored in the entrance or stairwell (such as prams and bicycles). This is partly because the stairwells are escape routes, and partly because a fire spreads faster if there are objects in the stairwell. Keep in mind that even smaller objects in a smoke-filled stairwell can result in people falling and then having difficulty getting out on their own.

It is possible to display flowers in the stairwell windows. However, these must be marked with the owner's name and taken care of by the same.

Fire protection

All apartments must have a working smoke alarm. If you do not have one, contact the board. The fire cell door in the basement that connects entrance 13 to entrance 15 (it is the door right next to the door to the laundry room) must be kept closed.

The stairwells must be kept free of equipment that can make evacuation more difficult in the event of an emergency, such as in the event of a fire or smoke filling. This means that, for example, bicycles and prams cannot be allowed in the stairwells.

Kitchen fans

Kitchen fans must not be motor-driven AND connected to the ventilation. If a fan is to be connected to the ventilation, it may only be equipped with a damper. Or it is possible to have a carbon filter fan that is not connected to the central system.

Graffiti and posters

Unfortunately, there are some graffiti and unauthorized posting on our facades. We do our best to immediately clean up from graffiti through Rubin's care. The facade and some exterior doors have also been treated to facilitate the removal of graffiti. In the area, there is often unauthorized posting, which can damage the facades. We on the board want to prevent this by removing posters as soon as possible, but also want to encourage other members to do the same to minimize the exposure time and thereby reduce the probability of posters being put up repeatedly.

The house

The house was built in 1902 and has since been renovated in stages. Among other things, an extensive renovation was carried out in 1986. The tenant-owner association Pelikanen 5 was formed in 2002 and in the spring of 2005 the property Katarina Bangata 13 and 15 and Bondegatan 2 were bought by Livia / Nordea. Some interesting details; the basement under Bondegatan 2 consists of a 14th century monastery and is today part of Restaurant La Cucaracha. The premises have previously also been an accordion factory. Nordea's current bank premises have previously functioned as department stores (Södra Varuhuset) and housed one of H&M first ever department stores.

Intercom and bell

- Notify the board if you want your mobile number to be activated in the intercom system.
- When you get a call from the intercom, press 5 to open the front door.
- If you have problems with the intercom or your door bell, report it to the board styrelsen@pelikanen5.se

Keys

We are careful not to unnecessarily distribute copies of keys to the property. If you need more keys, contact the the board member who handles these requests. (see our website) to get a requisition which you then take to Södermalmslås.

Note that the green key (Mottura lock) can only be copied by the security door manufacturer PROLOC.

The key code is on each member's security card.

PROLOC AB

ULVSUNDAVAGEN 110, BROMMA

Tel: 08-264810

070-918 90 10

richard.poole@proloc.se

Lifts

The lifts are serviced by Stockholms Hisservice.

What do you do if the elevator is stationary?

- Check that the error persists after one hour.
- On a weekday: If the error is not acute, call Stockholm's Hisservice and make a report.
- On weekends and nights: Only report acute errors during weekdays after 5 pm and on weekends.

Call Stockholm Elevator service on telephone 08 - 522 255 66

Management

The technical administration is handled by Rubin Facilitetsservice. They take care of the property in general. Any reports of errors are made at:

<https://www.rubin.nu/kontakt/felanmalan/>

The financial management is handled by Fastighetsägarna Stockholm (08-617 75 00), phone hours Monday-Thursday 8-17, Friday 8-16. The property owners are contacted regarding monthly fees, mortgages, register extracts, etc.

Moving in and out

When moving in and out, you must be extra careful with stairwell surfaces and lifts. The walls of the lift must be covered to avoid scratch marks and floorboard must be used if there is a risk that the floor can be scratched.

Quiet in the house

It should be reasonably quiet in the house between 23.00 and 07.00. If you are having a party, it is a good idea to inform your neighbors in advance by setting up a notice in the stairwell and if you are disturbed, it is best to contact your neighbor yourself and point out a possible problem.

Radiators

The apartments' radiators are part of the property's heating system. This means that it is forbidden to remove or replace radiators without permission from the board, this also applies to temporary work. All interventions in the heating system affect the property's total heat circulation and dimensioning and can thus involve additional costs in the form of increased energy consumption or work for adjustment / correction.

Renovation and remodeling

In the event of major changes, the board's permission must be obtained before the work begins. This includes everything that affects so-called waterproofing layers, demolition of load-bearing structures and, for example, moving the kitchen from one room to another. If you are unsure, it is better to ask than not to do so.

We have time limits for renovation projects that in one way or another are noticeable outside the home. The times that apply are weekdays 8-17. Feel free to warn your neighbors if the renovation involves noise-same measures.

Also remember to clean the stairwell and elevator both during and immediately after the renovation period and to cover the elevator and stairwell to avoid damage. Do not store building materials in the stairwell, and it is forbidden to throw building materials in the association's garbage room!

Recycling and garbage disposal

Garbage must be placed in the garbage room and materials for recycling in the recycling room. For the sake of other members, rubbish bags should be placed in the rubbish bins and not overfilled.

For the recycling room to work, you must respect when the containers are full and not overfill because then they will not be emptied by the contractor. The emptying frequency varies for the different materials and is adapted to normal conditions. When the containers get full, for example on big weekends, you have to respect this and either wait to throw it away or go to a nearby recycling station, there are several in the area. See also "Waste Management and Recycling".

Subletting

In order for you to be able to sublet the apartment, the board must approve the rental before the tenant moves in. Otherwise, it is a violation of the association's statutes.

Email the board in advance and request an application form for subletting.

A copy of the sublease contract must also be sent to the board.

- The board does not grant a sublease of an apartment if the lease period referred to is shorter than three months.

- The board does not grant subletting of an apartment if five tenant-owners in the association have already been granted subletting of an apartment during the same period for which the application relates.
- The board grants the subletting of an apartment for a maximum of one year at a time. When applying for a rental period longer than one year, the application is to be renewed on a yearly basis.

The tenant-owner is responsible for the sub-tenant following the association's rules and regulations.

If major disturbances occur, your condominium can be assessed as forfeited, whereupon a forced sale becomes necessary.

The statutes

If you want to know more about the content of the association's statutes, you are welcome to download the association's statutes from the association's website, www.pelikanen5.se.

TV

We are connected to ComHem. A basic offer is included in the monthly fee. If you want to expand your range, contact ComHem.

The laundry room

The rules for the laundry room follow below. These are also posted on the door to the laundry room.

- Clean up after washing:
 - Wipe the machines
 - Clean the dust filter in the tumble dryer
 - Sweep the floor and - if necessary - wet dry the floor
- Leave the key fob until you are done so that the neighbors can see who is washing right now.
- Respect the time so that you are ready when it is time for the next washing time (also applies to drying).
- Time booked and not yet used during the first hour may be taken over by someone else.
- When washing bras with stirrups, etc., a laundry bag must be used.
- In the event of faults on machines, notify the board at styrelsen@pelikanen5.se

Vermin

If you discover vermin, contact Anticimex immediately for decontamination and report this to the board at the same time.

The website

On the association's website (www.pelikanen5.se) you will find updated information about the association and the property. Here is also the current board, its contact information and division of work.