



Brf Ryttmästaren 1
Johan Enbergs väg 3
171 62 Solna
Telefon:
Org.nr: 769604-4309

We welcome you to

Brf Ryttmästaren 1



Information from Brf Ryttmästaren 1 to you as one of our residents/who are a member of the housing cooperative

CONTENT

1.	General information	3
1.1	About the housing cooperative.....	3
1.2	Notices at the entrance.....	3
1.3	Renovating.....	3
1.4	Waste disposal	3
1.5	Cable-TV, broadband and phones.....	4
1.6	Fire safety.....	4
1.7	Storage	4
1.8	Bicycle storeroom	4
1.9	Laundry room.....	4
1.10	Parking.....	4
1.11	Sub-letting.....	4
1.12	Radiators	5
1.13	Resting chairs.....	5
2.	Communal rules	5
3.	Important phone numbers	5
3.1	Maintenance/felanmälan	5
3.2	Emergencies/duty officer	5
3.3	TV and broadband.....	6
3.4	Finances	6
3.5	The board	6
4.	Balconies.....	6
5.	PCB	6
6.	Energy declaration.....	6
7.	OVK – Obligatory ventilation check	6
8.	Yearly accounts and the community charter	7

Appendices

1. Sub-letting
2. Radiator maintenance
3. Balcony maintenance

Versions

Ver.	Status	Date	Author	Altered sections	Reason for alteration
1.0	Edition 2014	2014-03-20	The Board	Updated information	Based on earlier edition
2.0	Edition 2015	2015-05-11	The Board	Updated information	Based on earlier edition
2.1	Edition 2016	2016-09-18	The Board	Updated information	Based on earlier edition

1. General information

1.1 About the housing cooperative

Ryttmästaren 1 is a housing cooperative (Bostadsrättsförening) in the Västra skogen area of the Solna municipality. It is an active cooperative and owns two properties with corresponding sites consisting of 84 apartments. The street addresses of the properties are Johan Enbergs Väg 3 and Johan Enbergs Väg 5, with the postal code 171 62.

There are currently a number of apartments rented out to tenants. These apartments will be continuously sold off as their respective tenants move out.

The date that the housing cooperative was registered is 1999-06-08.

Technical administrator: Nytorget Fastigheter AB <http://www.nytorget.se/>

Economic administrator: HSB

1.2 Notices at the entrance

The following information is displayed at the entrance:

- The members of the board.
- Important phone numbers for the buildings caretaker as well as on duty servicemen.
- Relevant messages from the board, caretaker and/or residents.

1.3 Renovating

- **Always** contact the board before any renovating work is initiated.
- No damage is allowed on loadbearing concrete walls.
Only coal fibre type fans are allowed in the kitchen. These must not be connected into the regular ventilation system.
- When renovating a bathroom the old cast iron drainage must be replaced.
Economic compensation, 5000 SEK including VAT, is available as long as a separate receipt is provided.
- Piping and electrical wiring must be performed by a suitably trained tradesman.
- It is important to cover the ventilation in bathroom, kitchen and guest bathroom since concrete dust may otherwise spread through the ventilation system. The settings on these must not be tampered with.
- Balconies belong to the property and must not be repainted.

1.4 Waste disposal

- The four bins located between the two houses are only intended for household waste. Make sure to properly tie the bag together so as to prevent leakage and/or odours.
- **Only newspapers** are allowed in the room marked "Papper". Cardboard must be taken to a recycling station.
- There is a container, in the room designated for bulkier waste, intended for smaller electronic waste, one for lamps and lightbulbs as well as two containers for smaller pieces of bulky waste in general.
- Nothing should be placed on the floor in either of the two rooms of this building.

- Chemical reagents of any kind, such as paint cans, must not be placed in this building but should be taken to an appropriate recycling station,
- Cardboard, glass, plastic, batteries and metal is disposed of at the recycling station by the entrance to Motorborgen.

1.5 Cable-TV, broadband and phones

- The housing cooperative has a group deal with Canal Digital and the charge is added to the monthly charge/rent.
- The housing cooperative also has a group deal with Bredbandsbolaget, which includes IP-telephony. Cables for connecting have been wired to the apartment door. In order to connect residents are required to personally contact Bredbandsbolaget.
- There is a landline installed in all apartments.

1.6 Fire safety

- Stairways are to be used during an evacuation as elevators are not to be used.
- Fire alarms are located on each floor as well as inside all apartments.
- Barbecues on the balcony are **not** allowed.
- Cigarette butts must **not** be thrown from balconies.
- Storing of motorcycles, mopeds or similar fuel driven vehicles in the bicycle storage room is **not** allowed.
- Fire extinguishers can be found on every floor and blankets can be found in the laundry room.

1.7 Storage

Each apartment has a storage unit. These are found either on the ground floor or in the basement and are marked with the same number as their corresponding apartment.

1.8 Bicycle storeroom

A bicycle storeroom can be found in the basement and bicycle racks belonging to the housing cooperative on the ground level outside.

1.9 Laundry room

Booking a time slot is done by placing ones "laundry room lock" in the booking board. The key to this lock belongs to the apartment and shall be handed over to the new owners when moving out. Each lock carries the number of its corresponding apartment.

1.10 Parking

- Information and rules concerning municipal street parking can be found at <http://www.solna.se/stadsbyggnad-trafik/gator-trafik/parkering/boendeparkering/>
- Applications for a place in Motorborgen are directed to: solnaparkering@euro.se

1.11 Sub-letting

The housing cooperative has a policy for sub-letting. It can be found on the website and in the appendices of this information booklet.

1.12 Radiators

The housing cooperative uses a waterborne heating system. To adjust the heat, use the thermostat (see attachment).

1.13 Resting chairs

Folding chairs can be found at the entrance as well as level 4 and 7.

2. Communal rules

See appendices.

Keep in mind:

- It is forbidden to hinder the movement of ambulance personell or fire fighters. All shared spaces must therefore be clear of bicycles, prams etc.
- Some neighbours are allergic to animals and/or smoke.
- If you want to celebrate something make sure to put up a notice in good time and refrain from playing loud music late at night. Since there are neighbours that work odd hours or have an early start.
- There are vermin (rats etc.) that feed of the waste that we leave behind or throw out.
- It's not allowed to shake mats or similar items from balconies or windows.
- Intruding renovating work must only be performed 08:00-18:00 on weekdays or 10:00-17:00 on weekends; especially drilling.
- When performing concrete work (for instance when replacing the drain in the bathroom), neighbours must be informed through a notice on the noticeboard.
- There is only one elevator for the whole building, be mindful not to occupy it more than is necessary.

We will ensure to take good care of our houses as well as each other, use common sense and communicate with each other. If any issues arise or if something needs to be discussed, contact the board via the suggestion box. Make sure that your name is provided.

3. Important phone numbers

3.1 Maintenance/felanmälan

- Nytorget Fastigheter AB
Reporting emergency issues: weekdays 8.00-16.30
Reporting other issues: weekdays 8.00-12.00
Switchboard: 08-640 08 00
E-mail: felanmalan@nytorget.se
Any questions for Nytorget can be submitted via their website:
www.nytorget.se or by calling the number provided above.

3.2 Emergencies/duty officer

- Securitas duty officer: 08-657 77 22 (outside office hours)

Only for **absolute emergencies** that cannot wait! The resident might potentially have to cover the cost.

- Elevator duty officer, All-Hiss: 08-85 94 30 (all hours of the day)

3.3 TV and broadband

- Canal Digital: Phone 0770-332211
- Bredbandsbolaget: Phone 0770-777 000

3.4 Finances

- HSB ServiceCenter: 010-442 11 00, weekdays: 8.00-16.30

Questions regarding fees/rent, transfers or deposits can also be directed to servicecenter.stockholm@hsb.se

3.5 The board

- Phone 0709-20 99 10.
- Website: www.ryttmastaren1.se
- styrelsen@ryttmastaren1.se

4. Balconies

Always contact the board before starting any work on the balcony since special rules apply, but also because a building permit is sometimes required. Balcony maintenance is described in the appendices.

5. PCB

In our building some of the joints have been closed with a material containing PCB which was used up until the 1970s when it was banned. Since 2007 a governmental decision means that these must be replaced.

This material is in the walls facing the balconies. The housing cooperative has been granted dispensation and will replace these before 2018.

It is important that any potential renovating work on the balcony is reported to and approved by the board.

6. Energy declaration

Our property consists of two buildings that each consumes circa 160 kWh/m² per annum, of which 20 kWh/m² is electricity.

Similar buildings use 135-165 kWh/m² per annum; new houses use 110 kWh/m² per annum.

For a complete declaration see our website or contact the board.

7. OVK – Obligatory ventilation check

The ventilation system used by the housing cooperative requires checks every three years. In preparation for these OVK information, regarding entry into all apartments for measuring the air, cleaning and potential measures for which the resident might have to pay (for instance replacing faulty equipment) will be provided.

No changes to the ventilation system are allowed without the approval of the board.

8. Yearly accounts and the community charter

The most recent yearly accounts as well as the community charter can be found on the website or provided by the board upon request.