

 <p>Numbered access plan of MH3</p>	<p><b><u>LE LIBERTÉ consists of:</u></b></p> <p><b><u>Building 1 (main):</u></b> 28, 30, 32, 34, 36, 38, 40 rue Salvador Allende  <b><u>Building 2:</u></b> 28 to 50 square des Georges Pernoud  <b><u>Buildings 3 and 4:</u></b> 21 to 50 square de la Brèche</p> <p>André Malraux Park is nearby.          "Nanterre Préfecture" RER station is 300 meters away.</p>
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	<h2>Présentation de l'équipe – Team's presentation:</h2>
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- **Ms Bouvin Aurélie > Coordinating Responsable:**  
 She is the representative of the trustee on site, she ensures the follow-up and the monitoring of the companies which intervene on the co-ownership. She manages the problems reported in the complaints register at the lodge.  
**Office at 34. On the second pedestrian gallery - Tel: 06.32.52.53.21 or 01.47.24.39.83**  
**Email: [coordinatrice@libertemh3.fr](mailto:coordinatrice@libertemh3.fr) Monday to Friday → 8 a.m. to noon & 2 p.m. to 5 p.m.**
- **Mr Schmitt Théo > Technical agent (maintenance).**  
 It carries out the maintenance, preventive and curative maintenance work not carried out by the companies under contract with the co-ownership. He can accompany technicians during general contractual technical visits  
**Email: [maintenance@libertemh3.fr](mailto:maintenance@libertemh3.fr)**
- **Ms. Aroun Nabila (morning hostess) and Mr. De Almeida André (afternoon host)**  
 During the opening hours of the lodge, they welcome and inform the residents.  
 They manage the keys to the building, those entrusted by the residents, and postals packages.  
**They record all problems or complaints in the complaints register.**

	<h2>La loge – The lodge</h2>
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- **The lodge** is located on the pedestrian gallery, at entrance n° 28 of the building.  
 Phone number: 01.47.21.05.62.  
 Email: [accueil@liberte@outlook.fr](mailto:accueil@liberte@outlook.fr)
- **Opening hours → Monday to Friday : 7:30 a.m. to 12 :30 p.m. and 2 p.m. to 7:00 p.m.**
- **Receipt of packages: (Only in your absence....It's a service and not an obligation)**  
**Only "Colissimo" delivers packages directly to the lodge.**  
 Maximum 5 kg per package, no perishable products  
 Maximum 5 packages per resident simultaneously, the following will be refused.  
**Please clearly indicate** your address and phone number when ordering.  
**To be removed within 2 or 3 days maximum, with proof of identity.**

	<h2><u>Emergencies</u> (leaks and breakdowns in the building)</h2>
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- **If the lodge is open:**  
 Report the problem by moving, by phone or by email.
- **Incivility, theft, damage: Contact the POLICE directly (N°17), do not attempt anything !**
- **The residence's staff is not authorised to enforce order**

- **A fire: Call the fire department directly (N°18)**



**Trustee / Syndicate council / Co-ownership regulations**

- **The trustee :**

CITYA, 68 rue des Cévennes 75015 PARIS

Tél. : 01 44 26 22 62

Ensures the management of the entire condominium. emménagement

- **The Syndicate Council:**

Composed of volunteer co-owners, elected at the General Assembly.

They work on the control of the co-ownership accounts, the management of the real estate complex and the information of the co-owners and tenants.

The union council meets once a month to study all the files.

- **The co-ownership regulations :**

He governs the building. **This regulation is applicable to all.**

A copy can be viewed in the office of the Coordinating Responsable.



**Association « Acri-Liberté » loi 1901**

**The association is located on the pedestrian gallery :** 36 rue Salvador Allende - 92000 NANTERRE

Tel. 01 47 21 59 75 - Mail: [acriliberte@yahoo.fr](mailto:acriliberte@yahoo.fr)

- **Permanence**

Every Wednesday from 9 p.m. to 10 p.m. at the association's premises.

- **Open to all residents and run by volunteers.**

It offers recreational, cultural, sporting or well-being activities.

It publishes a monthly newspaper "Le bateau ivre" distributed in mailboxes free of charge.



**Moving / Moving in**

**Contact or come to the lodge with your lease or proof of purchase for :**

- Deposit a duplicate of your keys in our secure cabinet, if you wish.
- Have your name affixed to your mailbox and to the intercom panel.
- Know how to receive protective covers for the walls and floors of lifts. (a deposit check of 500€ will be requested).



**Les badges pour les entrées (bâtiment / parking) –**

**Badges for entrances (building / car park)**

The assigned badges are **individual and not transferable**. In case of loss or breakage, you must report it immediately to the supervising guardian who will deactivate them to ensure the security of the residence. The badges can be replaced **at the price of 15 € payable by check to the order of "SDC le Liberté MH3**. Requests (purchase/loss) must be made in writing by the owner or the apartment management agency: name, lost badge number, building, parking level, must be specified in the request.



**Raccordement à la Fibre optique – Internet installation**

**A file and an intervention sheet are available, at the lodge or from the Supervisor.**

It defines a procedure that should be strictly adhered to.

**Please, notify the lodge at least one day before the procedure.**

**The intervention can be done from Monday to Friday, during the lodge's opening hours.**

On D-Day, **the technician AND the resident** must go to the lodge **before AND after** to sign the form.

The resident requesting the connection is responsible for the work of the intervening company.

In case of deterioration of the common areas, he will be held responsible.

**Mandatory professional card, (no ID CARD, license or other), otherwise the intervention will be refused!**



## Les travaux – The works


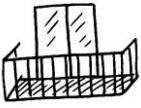



- **Hours for DIY or any noisy operation:**

**Monday to Friday :** 8 a.m. - 12 p.m. and 2:30 p.m. - 7:30 p.m.

**Saturday:** 9 a.m. - 12 p.m. and 3 p.m. - 7 p.m. - **Sunday and public holidays:** 10 a.m. - 12 p.m.

Inquire at the Syndic or with the Coordinating Responsible for any work project (windows, loggias, etc.).

- **Before installing a professional plaque** in the co-ownership space, companies are requested to request authorization from **the Supervisor of the residence**.
- **For heavy work** (on load-bearing walls, partitions, etc.), it is essential to have **received the written authorization of the syndic** obtained by a vote in the GA. (\*cf. CO-OWNERSHIP REGULATIONS.)

<b>Communal heating</b>		<b>ALONE, the company ENGIE is authorized to intervene. An intervention (outside the heating period only) in an apartment (private part) remains the responsibility of the applicant. If problem: contact the Coordinating Responsible or the Lodge.</b>
<b>BALCONIES</b>		<b>Balconies must not be used as storage rooms, drying racks or feeders for pigeons. Wash your balcony with lot of water is not permitted. Balcony boxes on the railing are not permitted. Please do not throw your cigarettes out the windows or balconies. (risk of fire)</b>
<b>STROLLERS AND BIKES</b>		<b>Each building has a room for this purpose. Access is via the entrance halls of the pedestrian gallery. Landings are not garages (*cf. CO-OWNERSHIP REGULATIONS.).</b>
<b>CLEFS - KEYS</b>		<b>The dressing room is equipped with 2 armored doors. It is advisable to leave a set of keys to your apartment OR a telephone number to be contacted quickly in the event of absence during interventions: fire, flood, meter reading, disinsectization, etc.</b>
<b>GAZ -GAS</b>		<b>The storage and use of gas cylinders is strictly PROHIBITED. (*cf. CO-OWNERSHIP REGULATIONS.).</b>




## Stationnement - Vehicle parking

**Parking on the fire lane around LIBERTE is totally prohibited.**

- It is an access road for firefighters and emergency vehicles.
- It is for our safety.
- It also serves the car park entrances (-3, - 4 and outdoor boxes).

All numbered parking spaces **are private spaces**. Outside of these, no parking **is allowed**.

Parking spaces must not be used as storage rooms → Insurance Regulations.

	<b>Déchets ménagers / Recyclage / Encombrants</b>
	<b>Household waste / Recycling / Bulky waste</b>

- **Household waste :**

Residents can dispose of their garbage through the garbage chutes located on each floor.

Do not place anything on the floor of these chutes. Cleaning staff are not paid to remove abandoned waste.

- Use 15 liter maximum garbage bags to avoid damaging the pipe.
- Do not throw glass bottles, heavy objects, rubble that cause noise disturbance, damage the pipe and perforation of containers.
- Anything that does not fit in the garbage chute must be lowered directly into the dumpster rooms (GRAY cover) located on the fire department lane:

**Level (- 3) for numbers 28, 32, 34, 38, 40**

**Level (- 3) for number 30 by building elevator**

**Level (- 2) for number 36**

They are accessible with **your entrance hall access badge**.

- **Recyclables:**


YELLOW lidded bins are intended for recycling only.

Put everything loose in the dumpster for recycling. For sorting, you can consult the site of the building ([www.libertemh3.fr](http://www.libertemh3.fr)), that of the town hall or the display in the premises near the dumpsters.

If in doubt, put in the GRAY container.

- **Bulky items:**

The town hall organizes the collection of bulky objects each month. Consult the **calendar of dates displayed in your entrance hall** or on the pedestrian gallery. Bulky items to be dropped off **on Monday before noon** on collection day.

	<b>Ventilation (VMC) - Bâtiment 1 uniquement</b> <b>Ventilation (VMC) - Building 1 only</b>
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The bathrooms, kitchens and toilets are equipped with controlled mechanical ventilation.


Remember to clean them regularly.

**It is forbidden to connect an extractor hood or a dryer to the opening of the VMC.**

**This illegal connection is an aggravating factor in the event of a fire.**

Take care not to obstruct the suction vents as this disturbs the balancing of the ventilation circuits.

Also, do not obstruct the natural ventilation openings located above the windows.

	<b>Trappes de visite / Compteurs d'eau chaude</b> <b>Inspection hatches / Hot water meters</b>
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- **In case of checking reading hot water meters you must allow access, otherwise you will have to pay a flat rate.** An inspection hatch allows access to the common ducts. It is located in the kitchens, bathrooms, toilets... In these ducts pass the pipes where the cold and hot water stopcocks are installed.

- **This equipment is private and must be checked and manipulated at least four times a year:**

Open the inspection hatches: \*Check that there is no water leak in the service shaft

\*Turn the stopcocks to avoid blockage by limestone.

**Access to them must be left free at all times** for inspection or intervention. (\*cf. the CO-OWNERSHIP REGULATIONS)

	<b>Robinets – contrat d'entretien / Faucets – maintenance contract</b>
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The condominium has signed a "water saving" maintenance and repair contract for leaks in accessories deemed to be private:

- **Shut-off valves: sink, washbasin, bath, shower, bidet, and toilet flushes.**

- A technician is present every Monday to carry out the interventions recorded in the registers kept by the hostesses **no later than the previous Friday morning**.

For EVERYTHING else, please contact a plumber of your choice.

**In the event of a leak in your apartment:**

- Depending on the time of the incident, contact the lodge or the Coordinating Responsible.

Aquagest/Ista will intervene as soon as possible.

Apart from its contract, **the company does not provide any plumbing work, even for payment.**



## Désinsectisation – Contrat d'Entretien / Disinfestation– maintenance contract

The condominium has signed a "disinfestation" maintenance contract for the private and common areas with the company Sapien. This is a one-time visit per year. A notice will be posted in the common areas (halls + elevators) at least 2 weeks before.

For this intervention to be as effective as possible, all apartments must be treated !

### Remember to:

- ➔ Leave a set of keys at the lodge in case of absence.
- ➔ Clear the hatches of the technical ducts, the furniture under the sink, washbasin, WC, to facilitate access for the technician.



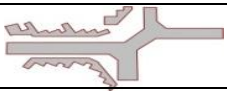
## Point Infos / Information Point

Informations are displayed in the common areas of the residence (glass cabinets in the halls, in the elevators, on the pedestrian gallery, next to the caretaker's lodge, cork panels at the mailboxes).

### **Remember to check them regularly !**

The cork boards at the mailboxes are also used to post small ads between residents.

Don't hesitate to use them ! =)



## Travaux et Bricolage

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## Works and DIY

### **Notice to Residents and Businesses.**

The law and regulations do not prohibit doing work at home, even if this work is in the vast majority of cases noisy and therefore causes inconvenience to the neighborhood.

However, certain precautions must be taken if you plan to do work :

- First, you must notify your neighbors and the caretaker's lodge several days before the start of the work.
- Then, you must respect (or have companies respect) **the neighborhood hours for the work**, when using tools/machines that are likely to cause a nuisance to neighbors, due to their duration, repetition or intensity (such as drills, planers, grinders, saws, etc.).

- **Monday to Friday:** 8 am to 12 pm and 2:30 pm to 7:30 pm.
- **Saturdays:** 9 am to 12 pm and 3 pm to 7 pm.
- **Sundays/public holidays:** 10 am to 12 pm.

- Finally, you must respect the common areas of the Residence:
  - **Protect the floors** (elevators, carpets on landings, stairs).
  - **Clean every day** in case of dust or other debris.
  - **The RUBBLE must be removed by you to the landfill, and must not be thrown/left in the garbage rooms (and their containers), parking lots or other common areas of the residence.**

**Thank you for your Understanding !**