

Main information for new owners / residents of the Side by Side Tower 1 apartments at the Koetsierbaan in Almere provided by the Home Owners Association / Vereniging van Eigenaars (VvE) (version October 2022)

Most important information about Side by Side Tower 1 of the Koetsierbaan in brief.

More detailed information can be found on the following pages and the House Rules (see also the disclaimer on page 6).

1. Tower-1 consists of 72 houses and 62 storage-boxes, the other storage-boxes are located under Tower-2.
2. The gym is exclusively for use by residents of Tower-1 and 2.
3. The parking garage is for use by residents of Tower-1 and 2 and residents of the Wave appartements.
4. All windows and outer walls and the **outside** of your front door are the responsibility of the VvE, for damage that has not arisen from the inside.
5. The parts of the home automation system, the heat recovery system (WTW) and the air-cooling installation in your home are not the responsibility of the VvE, but the periodic maintenance is provided by the VvE.
6. The VvE has home insurance for the building. You need to have a glass insurance yourself as well as insurance for that covers theft and damage to the inside of your house, the so-called home contents insurance.
7. The adjustment of the entry in the domotica system for the first time is at the expense of the VvE, at the start of your (indirect) contract with VvE Beheer Groep and ownership of the home.
8. Installation of a smartphone app for opening the central entrance door is at your own expense.
9. Consider the sound isolation quality of the floor – min 10 dB is mandatory. A floor installer/supplier provides a signed statement. If necessary, inquire with the previous owner.
10. At least once a year there is a General Meeting of Members of the VvE.
11. For special technical questions, especially if you have just moved here, you can call the TC (Mr. Jan Reekers, 06-xxxxxxx), for general questions about the VvE you may contact call the secretary (xxxxxxx). Other management information can be found on pages 2 and 6.
12. Please provide your own private email and telephone number to the secretary, so that we can reach all members fast when needed, and of course, to VvE Beheer Groep.

13. The city of Almere uses a Underground Waste Transport system.
The facility chutes in the building are on the ground-floor behind the door to the storage-boxes. Never leave any waste, carton, package materials etc. behind in the Underground Waste Transport (OAT) area if the chutes are not working for hygiene reasons. **That is considered a safety hazard!!!!**
Note the directions on the chutes for the types of waste. The city and government are strict on separating the different types of waste for recycling and reuse of different materials and for paper and cardboard.
The system blocks easily, so be careful. If it is not functioning call the malfunction number listed on the chutes OAT room or call 06-34659933.
14. Never switch off the air conditioning electric group or a main switch for a long time. You share the system with four other apartments around you that will not have air conditioning because of your action.
15. For general malfunctions, please call the VvE Beheer Groep (088-0036200 day and night, at night only for emergencies), or place a message on the TWINQ system and/or send an email: servicedesk@vvebeheergroep.com.
16. ALERT SBS1 is an Emergency (Whats)App in Tower SBS 1. Use it only for emergencies. Register with Remon van Os, tel. 06-51156758.
17. When selling your apartment: also inform new residents about one-time entrance fees levied by VvE Beheer Groep or have it done through your real estate agent (approx. 1 per mille of the price, VvE Beheer Groep announces the amount annually).
18. Finally: nobody wants to experience nuisance from another person, so avoid noise nuisance or dirt in the building. Adhere to the regulations, clean up your own mess, inform each other when a renovation or repair takes place and help each other where it is useful.

Extended information for new owners / residents of the Side by Side Tower 1 apartments at the Koetsierbaan in Almere provided by the Home Owners Association / Vereniging van Eigenaars (VvE) (version November 2025)

The Home owners Association of Side by Side Tower 1 (VvE SbS1, further VvE) welcomes you as new residents and wishes you a lot of living pleasure in our beautiful apartment complex. In this letter we offer you some useful information. More information can be found at vvebeheergroep.twinq.nl, obtained via your username and password via VvE Beheer Groep. This organization takes care of most of the administration and fault reporting.

Prior to moving

- We would like to receive from you a telephone number where we can reach you in an emergency, and your e-mail address.

Please contact the secretariat:

E-mail secretariat VvE:		
	Appartement	Telefoon

- Provide VvE Beheer Groep in due time with the name under which you want to be mentioned in the bell system at the front door. This listing is made once at the expense of the VvE. The costs for later adjustments are your own responsibility (costs Euro 75 each time).
- It is possible to have an app installed on your smartphone at your own expense that allows you to open the door downstairs. This can be performed by Bakker. Further information via the TC.
- Make sure that the broker provides you with the keys for the outer door to the building, the inner front door to your apartment and so-called e-keys. Check the keys and e-keys for operation on your own front door and all exterior doors.
- Check if the home automation panel (touch screen) in the apartment works.
 - o Are the indoor and outdoor temperatures indicated in the main menu?
 - o Can you switch the lighting on and off?
 - o Is the camera image displayed at the outer door in the central hall after pressing "Open CT"?
- Check the operation of the doorbell of your own front door.
- Check the operation of the fire safety function of your front door. There is a sealing strip under this door.

You can test whether this strip closes properly by sliding a sheet of paper against the threshold on the inside and then gently closing the door. The sheet of paper should then be stuck. If the skin is still loose, contact the TC.

Furnishing the house and renovation

- If your apartment already has a parquet or laminate floor, ask the broker for the "min-10dB statement" for this floor. The previous owner must provide it to you. Without such a statement, you run the risk that you will have to renew your floor (or have it renewed) later due to noise complaints.
- If you are having a new parquet or laminate floor laid, ask the supplier/floor installer for this statement.

Without such a statement, you also run the risk that you will have to renew your floor due to noise complaints.

- The House Rules state that work that causes noise nuisance may be carried out on Monday to Saturday, no public holidays, between 8 am and 10 pm. On Sundays and public holidays, this is between 10 am and 6 pm. Please consult with your neighbours about possible breaks. Please report major renovations to the Technical Committee (TC) in good time.
 - Have new water connections and drains checked by a professional plumber before sealing walls or floors.
- This is to prevent damage to yourself and neighbours, and to prevent claims.

Moving and using the elevator

- On the day of your move, one of the two lifts can be reserved for you for the duration of the move. The other lift will remain undisturbed for your roommates during your move.
- Report your moving plans to one of the members of the Technical Committee (TC) in good time. Before the day of the move, an elevator key will be made available to you at an agreed time and against payment of a deposit of € 20.

e-mail TC: tc.sidebyside@gmail.com		
	TC-member	Appartement
	Jan Reekers	187
		Telephone

- Please note that the internal dimensions of the lift are 200 x 90 x 215 cm (length x width x height).
- If your furniture is larger than the maximum dimensions stated above, it is possible to request a special technical provision. This must be done in good time, i.e. at least 1 working week before the move. For leaving residents the down-payment for this provision is €250,00 at a time and to be paid in advance by TIKKIE to the TC. The down-payment will be balanced with the invoice by the elevator company. For arriving residents the real costs will be invoiced as other costs.
- **NB: THIS PROVISION IS NOT AVAILABLE ON SATURDAY OR SUNDAY.**
- Your movers or you are expected to clean traces of the move.
- The costs for the repair of damage(s) to lift(s), doors, walls and/or floors caused by you and/or your movers during your move will be for your account. A certified mover is insured for those costs.

After moving

- If you have any questions about your new home, the members of the TC are happy to answer them.
- ALERT SBS1 is an Emergency (Whats)App in Tower SBS1.
Use it for emergency only. Sign up with the TC for this app if you want to be notified in case of an emergency.

Use of the waste (disposal) room (OAT = Underground Waste Transport system/ Ondergrondse Afval Transport-systeem) and other bulky waste

- The previous occupant gave you an electronic key to open the chutes.
- Carefully follow the instructions for placing waste in the chutes and the different types of (recyclable) waste.
- The paper/cardboard chute in particular is sensitive to oversized pieces of cardboard. Please put cardboard only in small pieces in that chute.
- If a chute is clogged, please call the relevant calamity number of Duravermeer (06-34659933) and report the number of the chute with a malfunction. The details are on the lid of the chute.
- If chutes are clogged and will not function, take your rubbish back with you. The room/space is not intended for temporary storage of dirt and is considered a hazard. If you want to offer glass separately, there are containers at all points in the city and around shopping areas.
- For regulations regarding bulky waste, we recommend that you consult the site of the municipality of Almere, call the municipality or consult with the TC.

Use of fitness equipment and common room (Multi-Functional Room, MFR)

- Follow the directions at the entrance to the fitness area and on the equipment.
- Store loose objects after use.
- The use of the fitness equipment is at your own risk.
- Be careful with the equipment and report malfunctions in good time to the manager of Tower 2, Gerard Groot, tel. 06-11956416
- The MFR (Multifunctional Space) is available to residents for meetings. A separate regulation for its use is under development.

Complaints and/or malfunctions

- Malfunctions to installations within the home are always at the expense of the owner.
- Failures to installations outside the home are the responsibility of the VvE.
- Broken windows in your own home, including the outside windows, are covered by your own insurance and are not the responsibility of the VvE.
- Owners can report malfunctions and/or damage directly via telephone number 088-00 36 200 (reachable day and night, at night only for emergencies), via a report on Twing or by e-mail to our manager VvE Beheer Groep (servicedesk@vvebeheergroep.com). If desired, you can first ask for advice from one of the TC members (contact details see p. 2). Practice shows that many malfunctions can be solved directly by them.

Technical installations in your apartment and insurance

- **Airco**

All apartments have a cooling system (air conditioning). The consumption is measured separately and charged to you by the VvE. Maintenance of the system takes place annually on behalf of the VvE. Especially in the summer, never switch off the air conditioning group for a long time or the main switch in the Abitana cabinet or the main switch in the meter box. In that case, four other apartments above and below you do not have air conditioning.

- **Domotica-systems**

The touch screen in your home is the brain of all home functions. If the touch screen does not function properly, please contact the TC (contact details page 2).

○ Visitors

This function allows you to see who is ringing the bell for you downstairs at the main entrance. You will then have the option to speak to this person and decide whether or not to grant access to the building.

○ Settings

Here you can choose the language (NL-Eng) at your screen. NB; not all options at 'settings' are still functioning.

○ Lighting

This function offers the possibility to set all kinds of lighting scenarios. The middle circles in the picture represent the ceiling connections, the circles on the edge the sockets. Sockets are double. You can switch off the left part via the screen, the right part is always powered. Both ceiling connections in the living room are dimmable. You do the dimming itself by clicking on the relevant light point on the screen, moving the controller and agreeing.

○ Ventilation

This function enables - after using the ventilation system in the kitchen and/or bathroom - to switch back to the 'low' output level. See further under 'Heat recovery system'.

○ Heating

This function offers the possibility to set different temperatures for different days of the week and different times of the day. For repairs, you must contact a recognized installer yourself.

The thermostat in the living room has the sole function of measuring the temperature in your home and passing these values on to the home automation or Domotica system. For proper operation it is necessary that the thermostat hangs reasonably freely.

- Fire alarm unit

The fire-alarm unit in the hallway is mandatory by Dutch law.

Do Not remove or disable this, it may save your life in a emergency!!!!

Keys malfunctions and other (e)-keys

You can have extra keys for your front door made yourself. This is not possible with the key for the main entrance door. This is a certified key. If the e-key does not respond (properly), then the battery may need to be replaced. You can also contact the TC for this. A battery costs € 5 each and is replaced for you by the TC and the e-key is reprogrammed.

- Main Metering panel

In the metering panel in the hallway you will find three meters for:

- Electricity
- City (district) heating system
- Water

It is also possible to put a router in this cupboard.

In case of questions, reports and/or complaints, you can contact the provider directly, possibly after consultation with the TC.

You may (very) occasionally experience a sewage smell in this cupboard.

This air comes from the siphon at the bottom of the meter cupboard and is created by natural evaporation of the water in the gooseneck. You can remedy this inconvenience by adding some water to the siphon.

- Heat recovery system (Warmte-Terug-Win-System)

The WTW-system is installed in one of your cupboards/storage rooms.

The air outlets are in the ceilings of the various rooms. The system ensures that you still have enough fresh air with closed windows. The system can be operated with switches in the kitchen and bathroom. With those switches you can set the system to 'mid' or 'high'. 'Low' is only possible via the home automation (Domotica) system, possibly automatically at a fixed time of the day.

The filters of the heat recovery system must be vacuumed regularly (make sure that the filters are put back in the same position, if you turn them over, the remaining dirt will be blown back into the house) and replaced at least

once a year at the maintenance that is carried out on behalf of the VvE. If necessary, you can obtain new filters from the TC in the meantime for € 12.50 each.

It might be that you also (very) occasionally experience a sewage smell (see 'metering cupboard'). The solution is identical: pour some water into the siphon under the heat recovery unit.

- **Fuse panel ("Abitana-panel")**

The so-called Abitana panel is located in one of your cupboard/storage spaces rooms. This panel contains three blocks on the right side: 'switch', 'telephone' and 'TV'. With the help of cables, you can make connections here with every network socket in your living room/bedroom. The sockets in the rooms are numbered and these numbers correspond to the numbers in the cupboard. In this way you can provide the rooms with internet, telephone, or TV.

- **Insurances**

The VvE has a building insurance for Side by Side Tower 1. We strongly recommend you have your own glass insurance and an insurance for theft and damage to the inside of your home, the so-called home contents (inboedel) insurance. We recommend avoiding thermal fracture of the large windows in the loggia by maintaining adequate ventilation along the inside of the windows during strong solar radiation. For more information contact the TC.

We wish you lots of living pleasure.

Board of the VvE Side by Side 1, Koetsierbaan Almere

Names and addresses members of the board of VvE Side by Side Tower 1,

Koetsierbaan Almere

Naam en functie	Email	App.	Telephone
Martin van Diedenhoven (chair)	dew.projectadvies@kpnmail.nl	-	06-51951529
Johanna (secretary)		223	06-57536421 06-51274524 06-15018022
Robert Reekers (treasurer)	robertreekers@hotmail.com	297	06-11423299
Jan Homma	jan.homma@gmail.com	185	06-53823686
Jan Reekers (tech delegate)	tc.sidebyside@gmail.com	187	06-51156758

Disclaimer: This overview is not a legally valid document. For legal documents we refer to the Articles of Association (Statuten), House Rules (Huishoudelijk reglement) and minutes of General Meetings of Members (Algemene Ledenvergadering, ALV), etc. All documents may be found at VvEbeheergroep.twinq.nl, using your login username and password that has been provided to you by VVE Beheer Groep.