

Welcome to the Private Housing Cooperative HSB Östra Torn in Lund

A housing cooperative (bostadsrättsförening in Swedish) is jointly owned by the members who live there. You own a share in a cooperative and have the tenancy rights to your flat, this means that you have the right to live in your flat.

Being a shareholder in a housing cooperative gives you both rights and responsibilities, but also the chance to develop where we live into something unique which can be rewarding. Residents are jointly responsible for the buildings and the outdoor areas. Practically speaking, the committee is elected by the members in order to carry out these day to day tasks. If more residents get involved in the workings of the cooperative or the committee, then hopefully we can improve the space we live in, the communal services we can provide and the neighbourly spirit.

You are responsible for regular upkeep of the inside of your flat. This means that you, in principle, have the right to decorate as you wish and to choose which fittings are installed, but you will need the permission of the committee if you plan to make changes to load-bearing walls, existing drainage, the heating or plumbing. If you plan to carry out other major changes not mentioned previously then you must to contact the committee.

Annual General Meeting (årsstämma)

Once a year all members are called to the Annual General Meeting (normally held in April) where the accounts for the previous year will be presented and the future of the cooperative will be discussed. The committee and auditors (revisorer) are also elected at this meeting. Motions can also be put forward at the AGM if you wish to see an important change in the running of the cooperative which you think is necessary. The latest possible day to propose a motion is the last day in February before the AGM.

Committee Meetings

About every four weeks, the committee, the trustee (förvaltaren) and the superintendent (vicevård) meet. The dates for these meetings are posted on the cooperative's newsletter. Letters (skrivelse) to the committee can either be delivered by hand through the door at our office (expeditionen) (for location see below) or by email to styrelsen@otorn.org. Letters should be handed at least a week before the next meeting. If the letter is not delivered in time for the upcoming meeting, then it will be brought up at the following meeting. Do not forget to include in the letter your name, address, telephone or email address so that we can contact you.

Committee

The current members sitting on the committee is posted on the noticeboard in your stairwell. Note that the common email address for the committee is styrelsen@otorn.org

The Cooperative's Office (Expeditionen) Musikantvägen 10C!

There are specific opening hours when our trustee/superintendent is on duty. Opening hours are posted on the noticeboard in the stairwell. You may need to go to the office in order to do a number of different errands (see below).

The email address is: forvaltaren@otorn.org

The superintendent/trustee administers the allotments (kolonilotter), garage hire, the guest flat, the fund for repairs (inre reparationsfond) as well as the money for each yard ("gårdspengar").

At the office you can also hire tables and chairs, wallpapering tables, staplers etc. You can also buy filters for the airing hatches (vädringslucka).

For up to date contact information for the trustee/superintendent see the noticeboard in your stairwell

Caretaker (fastighetsskötare)

The caretaker's address is Musikantvägen 8C. In case you need to report a fault, please follow the procedure under "Report a Fault" (see below).

Report a Fault

Use the following number if you need to report a fault such as a leaky tap, faulty drains, a fault in one of the washing machines in the laundry room, a problem with the sauna/hobby room/recycling centre etc. Other major faults and damages should also be reported using this number.

HSB Skåne

Open weekdays between 8.00am - 4.00pm

Telephone: 046-210 85 00 or <https://www.hsb.se/skane/felanmalan>.

The On Call Service - NB! Only to be used in case of an emergency e.g. a leakage that won't stop.

In case of out of hours emergency, call the HSB Såne service. Please give the reference "Brf Östra Torn + the address".

Weekdays 4.00pm - 7.00am, as well as all day saturday, sunday and public holidays.

Telephone: 046-210 85 00

Please remember that calling SOS Alarm unnecessarily may incur extra charges for the cooperative.

Childrens Buggy Storage

Storage for buggies is available in almost all stairwells. The door is located just next to the postboxes.

Communal Cycle Storage

Communal cycle storage is located in the white lockup on the south side of the football pitch. The entrance to the lockup is on the west-facing end.

The Sauna, located at Musikantvägen 6C

The key to the sauna can be obtained from the cooperative's office. You can buy a key for 150 kr on the expedition. The booking form as well as the rules that apply are to be found on the door outside the sauna.

The Tennis Court/Football Pitch/Boule court

.. are all located in the middle of the housing estate.

Please respect your neighbours by keeping noise to a minimum on the tennis court, the football pitch and the boule pitch as well as on the childrens playgrounds after 22:00.

The Hobby Room - located at Musikantvägen 26C

Keys are kept by Jörgen Persson, Musikantvägen 24C, Björn Gedda, Klarinettgränden 7B and Kenneth Persson, Klarinettgränden 3 A, as well in the cooperative's office.

The hobby room has planing benches, tools, a column drill, a bandsaw, a mitre saw, sanders etc. Before using the electrical machines, you are obliged to sign a liability waiver. This is done at the office.

The Allotments

The cooperative has approximately 70 allotments which members are allowed to use free of charge. However, we expect, of course, that they are taken care of and weeded regularly. If you are interested in looking after an allotment, please contact the superintendent during office hours. Tools are kept in a store room outside of Klarinettgränden 7C. The person responsible for 7C's yard has the key. There is also a cultivator which you may borrow.

Guest Room

The cooperative has a small guest room which you may book through the office. It costs 200 kr per night and you are allowed to book for a maximum of 10 nights in a row with the exception of the period in between Christmas and the Twelfth Day, where you may only book 5 nights in a row. You will need to sign for the key at the cooperative's office. The key must also be returned to the same place. (for office opening times see notice in your stairwell). You are responsible for cleaning the guest room before you leave.

Additional Housing Cooperative Insurance

As of the 1st of January 2008, the cooperative has signed a collective Additional Housing Cooperative Insurance (bostadsrättstillägg) with Länsförsäkringar insurers. Note that this is

not the same as home insurance. This is an added extra which you normally have on top of your ordinary home insurance.

Subletting

In order to sublet your flat, you will need the permission of the committee. You will need to apply to the committee and your application will be processed at the forthcoming committee meeting after which approval may be given.

In order to sublet you will need to have a valid reason. Valid reasons include when the resident is admitted to hospital for a long period, when they have to work or study away from home or wish to try cohabiting with a partner.

It is normal to give permission to sublet for a period of a year which can then be extended at a later date.

Bathroom Renovation

Upon replacing the original (non approved) drain in the bathroom floor, the cooperative will pay for the cost of parts and labour for the replacement. A fixed amount of 3000 kr will be paid out. Please provide a detailed receipt/invoice to the superintendent/trustee in order to get the money back.

The cooperative will also pay for the cost of labour associated with an asbestos survey of your bathroom. If the survey shows signs of asbestos then the cooperative will pay for the cost involved with removal and sanitation of the tiling. The results of the asbestos survey should be handed in to the committee or superintendent in order to claim money back. As previously, please provide a detailed receipt/invoice to the superintendent/trustee in order to get the money back.

If you replace the vinyl flooring in the bathroom (from the 1970's) with new vinyl flooring then the cooperative will put 3500 kr towards this. Please provide a detailed receipt/invoice to the superintendent/trustee in order to get the money back.

When renovating your bathroom, contractors must be approved wetroom installers (våtrumsbehörighet GVK), as well as approved electricians and plumbers (el och vvs). Proof of this should be able to be provided to the committee/cooperative.

Awnings (markis)

Awnings over windows or balconies are allowed to be a maximum of 3 metres. The colour of the fabric is allowed to be striped English red (engelsk röd) and beige/white or plain English red.

Balcony Glass Enclosures

If you plan to enclose your balcony with glass windows please use the approved blueprints which can be obtained from the cooperative's office. Separate planning permission must be obtained from the Municipality (kommunen).

Before work to enclose the balcony is started, proof of planning permission must be shown for the committee/cooperative and a contract between you and the cooperative must be drawn up regarding the future upkeep of the enclosure. In addition, your nearest neighbours must also give their approval to the planned enclosure.

When enclosing a balcony on the ground floor, the existing balcony parapet has to be removed. You may choose between having normal glass or a piece of white board for more privacy as the lower part of the enclosure.

If you are enclosing a ground floor balcony, you are allowed to extend the balcony and extra 1m from the edge of the concrete floor. The extension should be done using pressure-treated timber which has been coated using wood oil.

Trellis

If you plan to build a trellis then this should be done according to a blueprint which can be obtained from our office. The colour of the woodstain must be number BY43 (English red). A trellis may extend out to a maximum of 3 metres from the building's facade. You are permitted to have one angled trellis of a maximum 2 metres in height. The entrance must be at least 1 metre wide. Patios are not allowed to be enclosed. If the trellis is to be mounted facing a neighbour's balcony then the permission of the neighbour must be sought beforehand.

Paved Patio

A paved patio may extend out to a maximum of 3 meters from the building's facade. Paving may be done using soil bricks (marktegel), concrete slabs, or alternatively pressure-treated timber.

All changes to the outdoor living area should be approved beforehand by the committee. An application, including drawing, should be handed in to our office at Musikantvägen 10C. Before work commences the occupier of the flat must sign an agreement with the cooperative regarding the future maintenance and repair.

Rubbish and Recycling

Glass packaging

Please separate coloured and clear glass.

Glass packaging does not include porcelain or crockery (e.g. drinks glasses), ceramics or light bulbs.

Glass packaging is often recycled and goes to make new bottles or jars, but can also be used in the construction industry as to make glass wool as an example.

Waste paper

Waste paper includes newspapers, brochures, flyers and catalogues.

Waste paper does not include carbon paper, self-copy paper, plastic, labels and self-adhesive envelopes.

Waste paper is recycled to make new newspapers, paper carrier bags etc.

Plastic packaging

At least 50% of the packaging must be made up of plastic. Some examples of plastic packaging are; mustard bottles, ketchup bottles, vegetable oil bottles, shampoo bottles, liquid soap and washing up liquid bottles, sandwich spread tubs and the plastic lids from margarine tubs. There is a limit of 5 litres for any single piece of plastic packaging.

Plastic carrier bags, refuse sacks, building materials and plastic trays can all be made from recycled plastic packaging.

Cardboard packaging

At least 50% of the packaging must be made up of cardboard in order to be recycled. Examples of cardboard packaging are; milk cartons, sour milk and fruit juice cartons, cartons from dry foodstuffs like cereals and frozen goods cartons. Paper packaging from flour, sugar and bread, as well as wrapping paper and corrugated cardboard are all included in this category.

The cardboard packaging that you leave for recycling can be made into transport packaging, drywall board, and corrugated cardboard.

Metal Packaging

Metal packaging includes; tinned goods, tins and cans made from aluminium and metal foil for food. Please empty, rinse and compress packaging before throwing them in the recycling container. If you have trouble compressing it, try removing the base of the tin so that it can be compressed more easily.

Metal packaging is recycled to make new tins, reinforcing bars and motor parts.

Strip lamps, Compact Fluorescent Light bulbs, Incandescent light bulbs

These can be deposited in the appropriate container.

Batteries

Should be deposited in the special container for batteries. Batteries for mobile phones and other types of small batteries can also be left here. However, batteries from motorbikes and cars must be left at one of the Municipality's Recycling Facilities (run by SYSÄV).

Food Waste

This includes leftover or raw food waste e.g. fruit and vegetable peelings, used coffee filters and the coffee ground and tea bags.

The brown paper bags used for collecting food waste can be obtained from green containers found in your nearest Recycling Centre (sophus).

General Waste

General waste is classed as any other rubbish which does not come under one of the above categories. It was formerly known as Household Waste.

Bulky Waste/The Skip

For bulky waste there is a skip placed in the car park to the south of Musikantvägen 26. The key to your flat fits two of the padlocks there. Note that it is not permitted to dispose of fridges or freezers which contain freon. It is also not permitted to dispose of electrical items (anything which is powered by electricity, has copper cables in it, or has batteries) or other environmentally hazardous waste e.g. car tyres, leftover paint etc.

Please compress or fold large cardboard containers or dismantle/separate pieces of furniture so that they take up as little space in the skip as possible.

The skip is emptied as and when necessary. If it is full please inform the superintendent or caretaker.

Please note that electrical items, white goods and other environmentally hazardous waste is NOT allowed to be disposed of in the skip.

We must pay a surcharge if such items are found in the skip which we all pay for through our monthly rent.

Garden Waste

The places to dispose of garden waste are located by the car park to the south of Musikantvägen 26 by the garages as well as by the car park next to Musikantvägen 8.

Environmentally Hazardous Waste, Leftover Paint, Larger Furniture, White Goods (fridges, freezers, washing machines, dishwashers), Electrical Goods

These items must be disposed of at one of the Municipality's Recycling Facilities. In Lund our nearest SYSÄV recycling facility is located in the Gastelyckan area

(<http://www.sysav.se/Templates/avc.aspx?id=365>) in the East side of Lund. You can also deposit paper, timber, electronic and electrical goods, metal, garden waste, car batteries, light bulbs etc. at this recycling centre.

Address:

SYSÄV Återvinningscentral

Kalkstensvägen, Lund

Telephone: 046-2116045

For opening hours see www.sysav.se

Practical Advice Regarding Recycling

The symbols ON THE CONTAINER indicate what can and cannot be deposited there.

If a piece of packaging has more than one type of material, please separate them before depositing them. For example, the margarine tub is made from paper and the lid is made of plastic. Glass bottles often have lids made of either metal or plastic. Some metal tins have lids made of plastic.

Please clean packaging before depositing them. This reduces unpleasant odours and makes it easier to recycle later.

Fold and compress packaging made from metal, cardboard and carton. Save space by placing many smaller packages in another larger piece of packaging.

Do not deposit packaging in paper or plastic bags. You might have a sorting system at home where you sort your packaging into plastic or paper bags. Make sure that you empty the contents of the bags into the recycling containers, but do not include your plastic or paper bags. This does not apply to General Waste or Food Waste.

If you are unsure about what to recycle then you can find more practical advice on this website (in Swedish)

www.lund.se/Medborgare/Bygga-bo--miljo/Avfall--atervinning/Lunds-Renhallningsverk/

Code of Conduct for the HSB Östra Torn Housing Cooperative

The members of the housing cooperative are required to observe the following:

- Be prudent with and take good care of the cooperative's property.
- Inform the committee or the superintendent immediately if damage has been done to property which cannot be undone.
- Do not leave the taps on even if the water has been turned off.
- Avoid damage to the interior of your flat due to open windows or doors.
- Do not leave the stairwell door open during the night. Remember that the cost of heating the stairwells comes out of the monthly fee that you pay to the cooperative as well as the fact that the risk of theft increases.
- In the event that you discover vermin or pests, inform the superintendent or the committee-approved sanitation company immediately.
- Do not beat or shake rugs or mats out of your window or from balconies. Please use the appropriate beating stands found in the yard.
- Please deposit refuse in the appropriate container.
- Do not keep refuse containers in the stairwells or on balconies.
- Keep the stairwells clean and tidy.
- Remove bikes and doormats on the day that stairwells get cleaned.
- Only store bikes under staircases in your stairwell.
- Do not store motorbikes in the building.
- Follow the rules and regulations carefully regarding the central antenna and do not without the permission of the committee put up outdoor antennas or satellite dishes.
- Keep dogs and cats and other pets within sight so that no problems with their sanitation occur.
- Keep dogs on a lead outdoors and within the outdoor living area.
- Do not let dogs and cats go into the laundry rooms.
- Follow the rules regarding laundry rooms.
- Do not smoke in the communal areas and stairwells.
- Do not drive on the paving in the yard area outside your flat.
- Follow any other rules and regulations as set out by the committee and the superintendent.

Quick Reminders

Blocked drain	Report it as a fault (see Report a Fault section for contact details)
Leakage in the bathroom	Report it as a fault (see Report a Fault section for contact details)
Leaky tap	Report it as a fault (see Report a Fault section for contact details)
Problems with the heating	Report it as a fault (see Report a Fault section for contact details)
Problems with fridge, freezer etc.	Is your own responsibility. Contact a tradesman.
Sealing of windows	Is your own responsibility.
New electrics or plumbing	Is your own responsibility. Must be carried out by an approved tradesman. Contact the committee before drains are moved. Inform the tradesman that they are NOT allowed to park in the turning places. Please ask them to park in the designated car park instead.
Heating and ventilation	The heating in your flat is controlled by a thermostat for the whole building. Help save on heating bills by ventilating your flat in short sharp bursts.
Laundry rooms	Please respect the rules which are situated on the noticeboard in your respective laundry room.
Water	Please be economical with your water usage.
Hobby room/sauna/ Woodwork room	Please respect the rules.
Bulky Waste	Waste which does not come under any of the categories for recycling e.g. used furniture, must be disposed of in our skip or at the nearest SYSAV Recycling Facility. Broken white goods, electronic goods and environmentally hazardous waste should always be disposed of at the SYSAV Recycling Facility.
Parking	Car parking is allowed in one of the designated car parks on in your garage (rented separately). The emergency access route must not be blocked.

TV and internet

Faults are to be reported to the supplier.

For internet: Ownit www.ownit.se or telephone: 08-52507300

For TV: Comhem www.comhem.se or telephone 0771-550000

Other points

Please be considerate to your neighbours and try to avoid making a disturbance (e.g. when you bath or shower, do a clothes wash using your own washing machine, have the stereo, TV or radio on, play an instrument or do repairs to your flat). You are allowed to hammer or drill between 8.00am and 8.00pm.

Stairwells are heated using communal money. Please close the outside door. Thank you.