HOUSE RULES – OWNERS' ASSOCIATION FYNSGADE 1-21

Latest update: September 2026

Please note:
The Danish edition is the primary document. When in doubt on interpretations between the editions, the Danish edition will prevail.

GENERAL:

The present house rules have been adopted by the board.
It is recommended that:

Everyone helps to comply with the house rules

Residents are responsible for visitors and their movements in the area.

Residents follow instructions from the board

Exhibit general considerate behavior.

GO TO CONTENT

CONTACT

bestyrelsen@fynsgadeesbjerg.dk
www.fynsgadeesbjerg.dk

Administrators Aunbøl A/S
Phone: 75 – 45 97 77
(Between 9.00 and 12.00)

HOUSE RULES – OWNERS' ASSOCIATION FYNSGADE 1-21

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CONTACT

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URGENT DAMAGE TO THE PROPERTY

The board must be notified immediately.
In case of damage – see the claim form on our website to fill in, so that the damage is only reported to our insurance company via Willis. The website also contains a guide. It is the individual owner's task to follow the case through and inform the board.
It is important that you provide an in-depth explanation of; **cause, time, description of the damage and extent as well as photo documentation.**
Once the notification form is completed, it must be sent to Willis after the board's approval.
Remember to attach photos and other relevant attachments – e.g. damage report, quotes, police journal, etc.
You must be aware that you have a duty to stop the damage and that you must contact the damage service company outside normal working hours (Belfor: 70153800 or Polygon: 72282818) or a craftsman from the resource list. In addition, you are also welcome to initiate the damage limitation with craftsmen such as dehumidification and the like. You are not allowed to initiate repairs of consequential damage – here you must obtain a quote or ask the insurance company to put their craftsmen on the case via the form.

Not urgent damage – go here.

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DAMAGE TO THE PROPERTY (NOT URGENT)

If damage occurs to the property, the owner responsible for the damage must immediately report it to the board (this also applies if it is guests of a resident who are responsible for the damage). The board can decide whether it is an insurance case or a damage that you must pay/fix yourself via your own insurance. If applicable, the board refers to the contact information for the property's insurance and claims company on the website.
The owners' association has entered into an agreement with the insurance brokerage firm Willis (WTW) which helps assess the damage.

It is the owner who reports the case who is responsible for running the insurance case through documentation and contact with craftsmen.
If stairs, hallways, masonry and the like become dirty in addition to normal use, the occupant responsible for this must immediately make it clean.

If urgent damage – go here.

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THE BOARD

The board must ensure good and proper management of the property's common affairs.

For example, payment of common expenses, establishing rules of conduct, etc.

The accounting work is handled by the management company Aunbøl A/S.

All contact should be made on the board's common email.

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LETTING OUT FLATS

When moving in, a copy of the lease must be sent to the administration company Aunbøl, so that it is always possible to get in touch with the resident in the apartment. Flats cannot be rented out on a short-term basis nor rented out for business. The tenant/owner may not establish a business in the flat either.
It is recommended that the landlord include a prohibition against keeping a dog in the lease. When changing tenants, write to the administrator bb@aunboel.dk and the administrator will order a consumption reading from Ista.
A moving fee of 2 x DKK 300 is charged for moving in and out, respectively. The relocation fee partly finances the repair and painting of stairwells. Likewise, DKK 500 is charged to the administrator of change of tenant.

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WASTE

Waste must be sorted in accordance with Esbjerg Municipality's leaflet on sorting and delivered to the container yard in the labelled containers.

The container yard is only for small waste, and it is the resident's responsibility that larger waste is driven to the recycling centers at Måde/Tarp. This also applies to when moving in and out.

It is not allowed to leave waste that is too large for the containers in the container yard, and it is not allowed to leave any waste outside the containers.
Storage or momentary placement of waste in the yard, basement or in the stairwells is not allowed.
Cigarette buds may not be thrown in the garden or from the residents' balconies.

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CLOSING OFF WATER SUPPLY

If necessary, to shut off the water in the stairwell, you must make an appointment with an authorized plumber. It is not allowed to open/close the water yourself.

No later than 2 days before, you must put a notice in all the stairwells with time, your phone number and apartment.

Important: You will be given a key and stop valves by the board that must be installed at the same time if this has not been done in your apartment. The valves make it possible to change the mixer tap in the future without shutting off the water.

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COMMON AREAS

The common areas must always be cleared.

Storage/storage of garbage, prams, bicycles, etc. in the yard, basement or stairwells is not allowed.

The board ensures maintenance and renewal of common areas. Contact the board if deficiencies and the like are observed.

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BICYCLES

Bicycles may only be parked in the following places:

-
- In the bicycle racks set up in the basement
- In the bicycle racks set up by the front doors.

Any abandoned bicycles are removed at the annual working day if deemed necessary.
At least 14 days' notice is given via the board/Aunbøl before the bikes are removed without liability.

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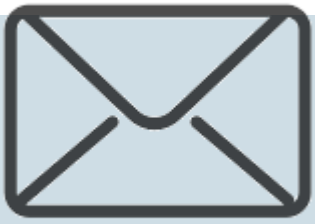

MAILBOXES

Changing the name of the mailboxes is the residents' own responsibility. It is important that you regularly empty your mailboxes and if you do not want advertisements, you must make sure that you have an "advertising no thanks" put on your mailbox via www.fk.dk.
Name change on the board at the entrance door is the responsibility of the board. The board is notified by Aunbøl about residents moving in and out.

You can notify Aunbøl about residents moving in/out on bb@aunboel.dk

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PETS

Pets are allowed in the property, but on the condition that the pet is not a nuisance to the other residents.
Pets are not allowed to be walked in the garden but play on the grassy areas is allowed. The owners' association also refers to the Dog/House Pet Act.
If a resident has received more than 2 warnings from the board due to complaints regarding the pet, the board may require it removed. When renting out, it is recommended that the lease holds a ban on keeping dogs.

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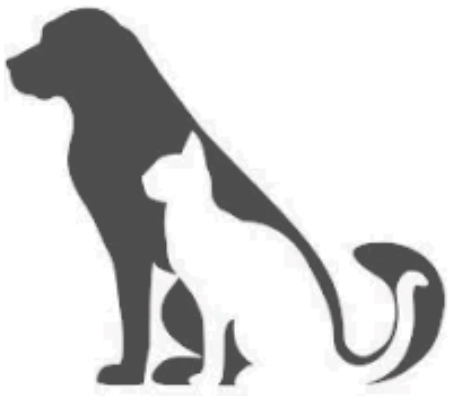

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PESTS

An infestation of pests must be reported by the individual owner to Esbjerg Municipality immediately.

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FRONT DOORS, BASEMENT DOORS AND GATES

The front doors must always be kept closed, except when moving or in similar cases.

In case of problems with the door pump's function on the front doors to the stairwells, contact the board.

The basement door and the gate to Gasværksgade must always be kept closed and thus locked.

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THE GARDEN

Vegetation and grass must be treated gently, which means that the flower beds outside the stairway/between the paths must not be walked on.

Pets are not allowed to be walked in the garden but play on the grassy areas is allowed. The owners' association also refers to the Dog/Livestock Act.

Under no circumstances may birds or cats be fed in the yard or garden.
No parties are allowed in the common areas, but barbecues, dining, playing and other stays are allowed. It is allowed to have few guests in the garden with consideration for the other residents. Waste must be cleaned up immediately. Any moved benches must be put back in place.

All 75 apartments have equal rights to the entire garden.

Remember to use your own toilets - you are not allowed to pee in the garden.
After using the garden grill, remove the ashes and clean the grill grate.

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BARBECUE

All residents are welcome to use the property's barbecue in the garden. Grate and various accessories incl. bucket for coal/ashes are located at the entrance to the basement.

Of course, you must clean and tidy up immediately after use so that the grill is ready for the next user. The grate is cleaned and the ashes are removed.

A gas grill is allowed on the balconies, and of course with consideration for neighbors. Here, common sense is used in relation to frequency/wind direction and odour nuisance.

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GARAGES

It is only allowed for residents of the owners' association to use the garages.

Out of 75 apartments, 19 have a garage in the parking garage. However, all apartment residents have the right to move around in the garage for access with bicycles/mopeds in the designated areas.

See the special statutes on the website for information about maintenance of the parking garage. The common area in the garage is maintained by garage owners.
It is not allowed to rent out the garages to people outside the property.

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RULES OF CONDUCT

- Everyone helps to comply with the house rules.
- The residents are responsible for visitors and their movements in the area.
- The residents must follow instructions from the board.
- Everyone displays a generally considerate behavior.
- In the case of insurance claims, the board must be notified before the claim is reported.
- Owners/tenants are obliged to stop/limit damage as soon as possible.

Cleaning of the stairwells is handled by a professional company.
Interior maintenance is the responsibility of the individual owners.
Interior maintenance in the apartments includes not only wallpapering and painting, but also maintenance and renewal of floors, doors and all equipment, including power lines, switches, meters, radiators with valves, water pipes, taps, drains, joints. In short, everything that is installed within the walls of the apartment.
Owners may not make any changes to the property's exterior, exterior woodwork, have satellite dishes, signs, advertisements, etc. without the written consent of the board.
It is the responsibility of the individual owner to maintain the woodwork, such as the sliding door sections.

See Responsibility of owners for more details.

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STROLLERS

There is a pram room in the basement.

It is not allowed to leave prams/strollers in the stairwells.

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COOKER HOODS

It is not allowed to install a cooker hood with a motor in the apartment!

If one is installed, it must be disconnected from the fixed system. This is because a common automatic ventilation system has been installed in the building and this cannot run properly unless only an extractor with automatic closing is installed.
Installation of a motorized cooker hood for the common system will result in the cost of regulating the system after dismantling will be charged to the owner.

Contact the board if you have any doubts.

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WORKING DAY

1 to 2 annual working days/garden days are held annually. Here various small tasks are solved. The day ends with lunch arranged by the board.

Both owners and tenants can attend the day, which is a great opportunity to meet neighbors and discuss ideas about the building and garden.
The General Assembly has decided that failure to attend the day costs DKK 300 per apartment.

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NOISE

In general, consideration must always be shown towards the other residents. There must be quiet in the property at 22:00 on weekdays and at 23:00 on weekends.
If a party is held, all surrounding residents must be informed 1 week in advance and after 23:00 music must be kept to a minimum. The party must take place in the apartment and not on the balcony or in common areas.

Craftsman's work may only take place during the following periods:
Weekdays: between kl. 8:00 – 19:00
Weekend: between 10:00 – 18:00

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FEEDING ANIMALS

Under no circumstances may birds and cats be fed in the yard or from the balconies, as this attracts rats.

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Balconies

In general
Balconies are considered part of the common elements of the property, unless otherwise is explicitly stated in the articles of association. This means that the owners' association has the general maintenance obligation for the balconies' load-bearing structures, railings and drainage.

The owner's obligations
The individual owner has a duty to keep the balcony clean and free of snow, leaves and the like, as well as ensure that drains and drainage are kept in working order. The owner must exercise general care so that the balcony is not damaged as a result of neglect, water accumulation or lack of cleaning.

Changes and coatings
The flooring and surfaces of the balconies are covered by the owners' association's right of disposal, and no changes, replacements or coverings of the surface may be made without prior written approval by the board. This includes, but is not limited to, the installation of hardwood floors, tiles, artificial grass, carpets, plastic coverings, or any other type of covering that may affect drainage, construction, or maintenance. No satellite dishes, antennas, etc. may be set up.

The Impact of Changes
Changes made without approval are considered a violation of the articles of the association, and the board can order the owner to re-establish the balcony at his own expense within a specified deadline. Failure to comply may result in the owners' association re-establishment at the owner's expense.

Appearance and overall impression
No changes may be made that affect the property's façade, appearance or the overall architectural impression. The board may require the removal of changes that is considered to be contrary to the property's common expression.

Basis of interpretation
This memorandum is indicative for the interpretation of § 26 and is included as the board's administration practices regarding balconies' maintenance and alterations.

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BASEMENT AREAS

It is not allowed to use the basement corridors as storage space.

This is especially true for the corridors by the basement rooms.
All effects and waste that are placed in the basement areas will be removed without responsibility.

The placement/disposal of effects/waste will result in an additional cost for the association for removal. If the owner of the effects is known, this additional cost will have to be borne by the owner.

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REPLACING WINDOWS

The individual owner has a duty to maintain the windows in the apartment, this applies to lubrication of the moving parts, replacement of seals, replacement of punctured glass, replacement of additional wear parts and other maintenance.
Replacement of window sections involve both door and windows facing the balcony, as well as remaining windows facing the outer façade.
When changing, the association's chosen materials and types must be used and thus it is not possible to choose freely. Approximately three projects can be approved annually for changing sets facing the balcony per year. Remaining small windows can in most cases be approved.
If the owner wants a subsidy for the replacement of the window section or windows, he or she must send an application to the board via the board's email, which will then be processed at the following board meeting. The owner is then informed of when the change can be made. Grants are assessed based on one of the following two scenarios:

1. If the window section is mismaintained/broken down and you want to replace, you can apply for a subsidy.
Here, subsidies are given for materials, but at a maximum of DKK 15,000. For single windows, a subsidy of DKK 3000 is given for materials. Wages for assembly must be paid by the owner.

2. If the window section is maintained but has an uncontrolled breakdown, the entire amount is paid by the owners' association. This is decided by the owners' association's carpenter.

Continued →

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REPLACING WINDOWS - CONTINUED

Window section
When replacing the window section, Rationel Aldus or Velfac Ribo 3 sections must be used. 1 section with door. 1 section with openable window. 1 section with fixed window. A subsidy is given for materials of a maximum of DKK 15,000.

Single windows
When replacing ordinary plastic windows, windows made of plastic or wood/aluminum that externally resemble the existing ones must be used. A subsidy is given for materials of a maximum of DKK 3000.

Balcony doors
When replacing balcony doors, a similar one must be installed. A subsidy is given for materials of a maximum of DKK 7000.

Other
For other sizes of windows or doors, subsidies will be assessed in each case. When replacing double windows on the balcony side in penthouses, two single windows can be installed.

At the start of the work, the board must be informed.

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PARKING

Parking in the property's parking spaces is on a "first come, first served" basis and only 1 car is allowed per apartment.
The owners' association has entered into an agreement on parking control with Q-park. Rules for parking are stated on signs in the parking lot.

All residents can apply for a parking license for a car registered in the resident's name.
Applications are made through the administration company Aunbøl.

Guest parking
Guest parking can be created through the Q-park app. Instructions for creating a user for the apartment can be obtained from Aunbøl.
Only one user per apartment can be created as an "administrator" through the app.
Guest parking can be created corresponding to 100 hours over one month, and up to 24 at a time.

Craftsman cars
The individual resident must ensure that any need for parking is created for any craftsmen the individual has to use.

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WASHING AND REPAIRING VEHICLES

Washing and repairing of motor vehicles must not take place in the property's garage areas.

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JANITOR

The janitor's primary task is to make sure that the residential complex's container yard is neatly cleared for the residents, as well as empty trash cans at the parking lots on the property.
There may also be minor maintenance tasks around the property such as changing light bulbs, checking heating systems, assessing internal damage, etc.

Tasks:

- Organization of the container yard.
- Emptying of garbage cans at the parking lot.
- Change of bulbs in and outside stairwells as needed.
- Help in assessing any damage addressed to the board.
- The contact with the janitor takes place via the board's email.
- The caretaker is not responsible for repairs or help in the individual apartments.

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SNOW REMOVAL

Grøn Art takes care of snow removal and salting.

The level corresponds to that of the public sector.

In case of problems with clearing/salting, contact the board.

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GARDENING

The owners' association has entered into an agreement with DoHave regarding the maintenance of the garden.

In case of problems with the garden's maintenance, contact the board.

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KEY FOBS AND KEYS

The association uses CL låseteknik as a supplier of keys and fobs.

Lost fobs must be deregistered by CL låseteknik and a new one must then be created at your own expense. It is important that the old one is deregistered so that access is restricted. If your key fob stops working, a new can be acquired from CL at the owners' associations expense.

If craftsmen needs access on behalf of the owners' association it is possible to leave a key in the mailbox in the container yard, if you don't expect to be at home.
These keys are subsequently returned to the apartment's mailbox.

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DRAINS, TILE GROUT/SEALANTS AND VENTILATION

Regularly clean the drain on the balcony, as well as the drain and extraction vent in the shower and in the kitchen. It is strongly recommended that boiling water is regularly poured into the kitchen drain.

Tile joints in the shower cubicle must be maintained and watertight. Any lack of maintenance can cause damage for which the owner will be made responsible/liable for compensation.

Contact the board if you have any doubts.

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HOUSE RULES – OWNERS' ASSOCIATION FYNSGADE 1-21

HEAT READING

When moving out, the individual resident is responsible for ordering a reading of the heat/water meter via Aunbøl. The fee for the reading/statement is at the owner's expense.

Ista Clorius handles all heat reading/registration. Ista can be contacted via Aunbøl.

For your own sake, the board recommends regular checking of heat meters in the apartment. These meters are replaced at the owner's expense approx. every 10 years throughout the building.

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CONTACT

bestyrelsen@fynsgadeesbjerg.dk
www.fynsgadeesbjerg.dk

Administrators Aunbøl A/S
Phone: 75 – 45 97 77
(Between 9.00 and 12.00)

HOUSE RULES – OWNERS' ASSOCIATION FYNSGADE 1-21

RESPONSIBILITIES OF OWNERS

General

The individual owner has a duty to carry out continuous, internal maintenance of his or her apartment. The maintenance obligation includes cleaning, inspection and replacement of minor parts and components that are necessary for the normal functioning of the apartment and to avoid damage to the property. The owner must exercise ordinary care when using installations, and lack of maintenance may result in liability for damage to the property's common facilities or other apartments. As an owner, you have the maintenance obligation on all pipes from the branches and out – all horizontal pipes. Therefore, it is important that when renovating a new bathroom, for example, that you remember to have these pipes replaced.

Filters, extraction and ventilation

The owner must regularly clean and, as necessary, replace grease filters and carbon filters in the extractor hood, filters in any ventilation or extraction systems where access is given from the apartment, and ensure that air intakes and exhaust valves are kept free of dust and dirt. Lack of maintenance that results in reduced function, clogging or moisture damage is the owner's responsibility and must be repaired at their own expense.

Water traps and drains

The owner is responsible for cleaning and maintaining water traps in the kitchen, bathroom and utility room as well as floor drains and grates, including removal of hair, grease and dirt. If a blockage occurs as a result of lack of maintenance, the costs of repairs are borne by the owner.

Continued →

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HOUSE RULES – OWNERS' ASSOCIATION FYNSGADE 1-21

RESPONSIBILITIES OF OWNERS - CONTINUED

Taps, shower heads and toilets

The owner must descale shower heads and aerators (sieves in taps), make sure that taps and toilets work properly and do not run water, and report leaks, drips or water spills that may affect common property to the board or janitor immediately. Repairing damage caused by negligence of the above is the responsibility of the owner.

Dish washers, washers and similar equipment

For the property's installations and machines located in the owner's apartment (e.g. extractor hood, ventilation unit, washing machine, dishwasher, etc.), the owner must ensure cleaning of filters, hoses and drains, use in accordance with the instructions for use and prevention of leakage, moisture and clogging. Cooker hoods with motors may not be installed without prior written permission from the board, as such installations may affect the property's common ventilation system and require technical approval. Damage caused by lack of maintenance or unauthorized installations are required to be rectified by the owners' association at the owner's expense.

Consequence of lack of maintenenace

If the owner fails to fulfil his or her maintenance obligations and this results in malfunctions, clogging, moisture or water damage, the board may order the owner to carry out repairs within a set deadline or have the work carried out at the owner's expense. The board may also claim compensation for damage to the property's common components or other owners' apartments if the damage is caused by lack of maintenance.

Basis of interpretation

This memorandum is indicative of the interpretation of section 27 and constitutes The owners' association's administrative practice regarding the individual owner's internal maintenance.

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LIST OF RESOURCES

For the common good, everyone in the association is encouraged to make personal resources available to the association, especially in connection with working days.
There is no obligation to help once in a while from either the individual member or the board.

For the Owners' Association's common facilities, we often, but not exclusively, use the following companies:

- Plumbing: Star VVS Tlf. 75453322
- Plumbing/sewage: Deres Blikkenslager Tlf. 75125011
- Electrician: AK-JK Installation Tlf.75165550
- Painter: Petersen og hundebøl Tlf. 75120737
- Sewer: K-rens Tlf. 75160763
- Carpenter: Gørding Tømrergård Tlf. 51277150
- Carpenter:Jens Ytzen Tlf. 40753133
- Lock smith: CL Låseteknik Tlf. 75120098

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HOUSE RULES – OWNERS' ASSOCIATION FYNSGADE 1-21

PHONE AND ADDRESS LIST

Owners' association Fynsgades board:
Marie Balslev Petersen Fynsgade 7. 3. tv.
Slavko Dudak Fynsgade 3. 1. th.
Torben Madsbøll Fynsgade 17. 1.tv.

Administrator:
Ejendomsselskabet AUNBØL A/S: 75 45 97 77

Property insurance:
Insurance broker WTW (Willis) Gjensidige

When moving:
Ista Clorius (Vand/Varme)
- Resident line (kl. 10-15): 77 32 33 34
- Moving readings (kl 10-15): 77 32 33 77
Sydenergi (Electricity): 70 11 50 00
Yousee (Antenna): 70 70 40 40

Useful phone numbers:
Syd- og Sønderjyllands Police: 76111448 or 114. (urgent:112)
Emergency medical service, Esbjerg: 70110707
Frelsens Hærs Genbrugscenter (takes reuseable goods): 75142422

Nearest defibrillator: At the main entrance of Tobakken

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