

## Welcome to Södra Eken Condominium Association!

We hope that through this letter, we can answer some of the questions that may arise during your first time as a new resident and provide tips on where to find more information. Important information is provided on the screens in the entrances, on our website, and sometimes in the mailboxes.

**Website:** Our condominium association has a website, [www.brfsoedraeken.se](http://www.brfsoedraeken.se), where you can find a lot of information about the association. As a new member, you can apply for login credentials there to access all the information. You will also find our Housing Handbook digitally, which provides tips and descriptions on how to take care of your apartment.

**Changing the name on the door and mailbox:** Contact the Condominium Association's board via email at [sodraeken@gmail.com](mailto:sodraeken@gmail.com), and we will contact JM to change the name the next time they visit us.

**Emergency repairs:** For example, in case of an ongoing water damage in your own apartment or common areas, call customer service at 020-731 731. (After regular working hours, the call will be automatically redirected to the emergency line). For non-urgent repair requests regarding the apartment, send an email to the Condominium Association's board at [sodraeken@gmail.com](mailto:sodraeken@gmail.com). The board will then contact JM.

**For questions regarding invoices, mortgages, and extracts from the apartment registry,** contact the financial manager SBC. Their customer service is open Monday to Friday, 07:00-21:00, and their phone number is 0771-722 722.

**Parking spaces:** There are 43 parking spaces (including 8 with charging stations) that cost SEK 420 per month or SEK 630 for an electric vehicle spot. To express your interest in one, there is a queue at SBC. More information can be found on our website at <https://brfsoedraeken.se/sidor/allmant/fastigheten/parkering>. An administrative fee from SBC is also charged for signing the agreement.

**Storage rooms:** We have 21 storage rooms that cost SEK 315 per month. The queue for these is managed by SBC in the same way as the parking spaces. An administrative fee from SBC is charged for signing the agreement.

**Defibrillator:** A defibrillator is available in the bicycle room at Forshagagatan 74/Gunnarskogsgatan 3. Access is through the courtyard.

**Waste management:** In the courtyard, there are containers for newspapers, plastic packaging, cardboard, household waste, clear glass, and colored glass. Remember to fold the cardboard boxes to create more space. You are responsible for transporting all other waste to the nearest recycling station, preferably Högdalen Recycling Center.

**Food waste:** Bags for food waste are available in the basement at Forshagagatan 74, to the right after the courtyard entrance. It is important that the bag you throw away is dry and properly folded. Use double bags if necessary.

**Insurance:** We have a collective condominium insurance, which is an addition to the regular home insurance. More information can be found on our website.

As a new member of the association, it is important to be particularly observant of the following:

- Air intake filters behind the radiators should be replaced every other year to ensure proper ventilation. The board is responsible for distributing the filters.
- To avoid clogs in the drains, flush the toilets using the larger button (not the water-saving flush). Do not flush large amounts of grease or oils down the drains; instead, wipe them off with paper and dispose of them in the food waste.
- To avoid ventilation issues, clean the filter in the range hood in the dishwasher approximately once a month.
- It is prohibited to install a stronger range hood as it disrupts the ventilation system of the buildings.
- Bicycles should be stored in the bicycle room at Forshagagatan 74. Children's bicycles can be stored in the stroller rooms.

The board is primarily contacted via email at [sodraeken@gmail.com](mailto:sodraeken@gmail.com). Emails are read once or twice a week.

The association also has a private Facebook page called "Brf Södra Eken" where you can become a member.

We hope that you will enjoy your time in the association.

Best regards,

The Board

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