



Apollo Heights

A to Z Guide for Owners & Visitors

Supplementary to the General Agreement, this guide includes key information to owners and visitors to Apollo Heights.

Apollo Heights is collectively owned, so we must work collaboratively to look after it. The team of volunteers on the Management Committee are working hard for the village, managing projects to improve village standards and enhance owners' value, as well as the management of accounts and funds.

If anyone can volunteer any time of their own, please reach out to the Committee; we would love your help!

This is a living document, and your input would be welcomed.



A

AGM

The annual general meeting (AGM) for Apollo Heights is held at the beginning of the year and invitations are sent well in advance.

B

Bins

There are a number of small bins around the pool areas which are emptied as part of our cleaning contract.

Please also see Waste & Recycling

C

Common Expenses

The budget for the Common Expenses is discussed and agreed upon each year at the AGM. Owners are billed every six months (January and July) and the amounts are determined by the ownership share they hold, detailed in the General Agreement and in the property Title Deeds.

Under Article 38H of Cap. 224, every unit owner must pay their share of common expenses, calculated according to their ownership percentage. This obligation is statutory, not contractual — meaning:

- Owners cannot refuse to pay.
- Arrears follow the **property**, not the person.
Both the old and new owner are liable if the property is sold without clearing arrears.
- Empty, abandoned, or unused apartments must still pay and procedures are in place to recover these expenses

It is important that the Committee is informed promptly of any change in ownership.



Communal Areas

Common or communal areas are very clearly defined in your property title deeds and each owner's percentage stipulated in the general agreement.

D

Dogs

Dogs must not be allowed around the pool areas. Please keep dogs under close control, on a lead, and pick up after them.

*Please also see **Pets & Animals***

E

Emergencies

For fire, medical, or police: **112**.

For building-related emergencies (leaks, structural issues), contact the Management Committee – info@apolloheightsmc.com

F

Fire

Please beware of fire risks and note that open flame barbeques are not permitted on Apollo Heights.

G

Gardens

Our common area gardens are professionally managed and boast an array of beautiful flowering plants and fruiting trees for us all to enjoy.

Private gardens must be kept tidy.

H

Holiday

Many short-term guests here are holiday makers, unfamiliar with the village. Owners who let their properties must provide adequate information to holiday makers on all the basic resort etiquette.

Also see Tenants



I

Insurance

The Management Committee ensure that all buildings within Apollo Heights are insured and premiums are paid through common expenses. Owners must seek their own insurance for contents and interior improvements.

J

Jointly-Owned Property

This includes all shared areas and infrastructure. Your deed will confirm your percentage share.

Also see Communal Areas

K

Keys & Access

Owners are responsible for their own property keys. The Committee hold master keys for common areas only.

L

Land Registry

Official records of ownership are held by the Land Registry. The Committee does not receive automatic updates — owners must notify the Committee of any ownership change.

Letting

Owners who rent their properties out to long term must provide the Management Committee with their tenant details, so that important village communication can be shared effectively.

Also see Tenants

Lighting

The communal lighting around the village is controlled by timers which are adjusted throughout the year in line with daylight times. Please contact the Committee to report any issues info@apolloheightsmc.com

M

Management Committee

Elected by owners to manage the building, finances, maintenance, and compliance with the law. The Management Committee team is:

Rowan Elliott (UK)

Margot Clarenbeek (NL)

Anna Traynor (RUS)

Supported by Michael Traynor (UK) - Village Manager

Contact- info@apolloheightsmc.com

N

Noise

Quiet hours apply, especially late evenings and early mornings. Please be considerate of neighbours.



O

Owners

The Management Committee must know the owners of every apartment; this is one of the core legal requirements of the jointly-owned buildings system in Cyprus.

The committee keep records of every owner, their contact details (phone/email) and correspondence address.

This information is essential for:

- Communal fee collection
- Legal notices & compliance
- Voting rights
- Safety & liability
- Transparency & governance

Also see Tenants & Lettings

P

Parking

Your deed grants exclusive right of use to your allocated parking space. Please do not park elsewhere.

Visitor spaces are for short-term use only.

Pets & Animals

Strictly speaking, in accordance with the General Agreement, dogs should not live on Apollo Heights. It was agreed in 2025 at the AGM that no new dogs will be introduced to the village. Pet owners must responsibly care for their pet, ensure limited disruption to others by keeping the animal under careful control and picking up waste.

We have a large population of stray cats in the village. There is an official feeding station set up for them in the garden areas so that they can be monitored for safety and the population controlled by neutering. Please do not place out food for the cats around the village. This is to avoid the serious risk of attracting vermin.

Property Expenses

In addition to the common expenses for Apollo Heights (January & July) property owners will be charged Aphrodite Hills Resort common expenses (April) and Kouklia Council Tax (October).

Q

Questions

Please contact the [Management Committee info@apolloheightsmc.com](mailto:info@apolloheightsmc.com)

R

Refurbishments

Before planning any changes to your home, please contact the Management Committee to discuss. The General Agreement outlines the strict procedures that must be adhered to in order to maintain the uniform appearance of all properties within Apollo Heights.

For reference, the following are the standard paint codes for the building exteriors:

- Pink exterior walls - Paint Code CH2 0182
- Off white exterior walls – Paint Code Prufi Ext WHT KR06 – 18, KR12 – 60, KR13-630
- Yellow window surrounds – Paint Code S-1015Y



S

Security

We have 24-hour security controls on Apollo Heights and record CCTV for everyone's safety and security. Any suspicious activity must be reported immediately to security (telephone 26828060)

Storage Rooms

Apartments with exclusive right of use of storage rooms are approved for residential accessory use only.

Exclusive use grants sole control over the space but does not permit commercial or business use.

Communal storage areas must be kept clear, doors closed and power/lights off when not in use.



Swimming Pools

Our swimming pools are professionally managed and meet the strict safety, health and hygiene requirements for category 3 swimming pools in Cyprus.

For the safety and enjoyment of all owners and guests, it is important that we are all vigilant about who is using the pool and their behaviour. Any concerns which cannot be addressed immediately in person, should be raised with Security (telephone 26828060).

Safety

- No lifeguard on duty – use at your own risk
- Do not swim alone
- Do not swim after dark
- No diving, rough play or running
- Children must be supervised
- No climbing/walking on dividing walls
- No glass or breakables
- Management not responsible for accidents/incidents

Hygiene

- Use the restroom – footwear required
- Shower before using the pool
- No heavy petting
- Infants must wear swim nappies
- No pets
- No food/drink in pool; no alcohol/food in pool area

Courtesy

- Use bins or take rubbish with you
- Keep noise to a minimum
- Remove toys/inflatables after use
- No reserving of sunbeds or umbrellas
- Do not move sunbeds/umbrellas from the pool area
- Please close umbrellas as you leave

Security/Emergency

- 24-hour Brinks Security patrols (telephone 26828060)
- Emergency Services (telephone 112)
- Paphos General Hospital (telephone 26 803100)
- Aphrodite Hills Medical Centre (open 10–3 telephone 99 905230)

T

Tenants

As part of the legal framework for jointly-owned buildings, the management committee must be informed of who is living in each apartment; this is for safety and emergency access requirements.

We request:

- Tenant names & contact details (phone/email)
- Managing agent contact details (phone/email) for short-term holiday lets
- Start and end dates of the tenancy

U

Utilities

With most companies in Cyprus there is the ability to set up an online account where you can receive invoices and pay your bills online.

You can also use jccsmart.com in Cyprus to set up an online account linked to your bank and pay bills directly.

- Kouklia Water - n.erakleous@Kouklia.org.cy
- AIK Electricity (EAC) – eac.com.cy
- Telephone/Internet examples – Cyta, Fusion IT, BlueNet

V

VRV

Electricity supply to all VRV units that are charged to Apollo Heights will be stopped from 1st July 2026. Personal control of an account and supply with the EAC must be set up before this date for owners who wish to maintain the system. Please refer to the VRV notice sent in April 2026 on email and on the website apolloheightsmc.com

Vehicles

Please drive carefully around the village and stick to the safety speeding restrictions.

Please park within your own designated bay only.

Also see Parking

Voting Rights

Only owners who are up to date with communal fees may vote at AGMs.

W

Waste & Recycling

Please place any domestic waste in sealed bags within the large green bins and ensure lids are closed.

Domestic waste collections are on Tuesdays and Fridays – please contact Kouklia Community Council (telephone number 26812812) should you notice a missed waste collection.

Recycling collections are made early on Thursday mornings. Please see the information below on what can be recycled and please do not put out this recycling for collection until late on a Wednesday evening.

For glass recycling, please use the bell container located at the entrance to Aphrodite Hills.



APHRODITE HILLS AND HA-POTAMI, AREAS OF KOUKLIA COMMUNITY, ARE NOW INCLUDED IN THE PACKAGING RECYCLING PROGRAMME.



EVERY THURSDAY MORNING from 06:00 a.m.

Starting 9th of June 2022, the Aphrodite Hills and Ha-Potami areas which belong to the Kouklia Community, enter the Green Dot Recycling Programme from door to door.

The categories in which we separate our products are as follows: PMD, Paper and Glass. For the PMD and Paper categories, items must be placed in transparent and brown bin bags respectively before being placed on the pavement outside your residence for collection from our crew. The collection will be made every Thursday morning. Glass will be collected from the designated bottle banks (bell-shaped) which have been placed in well-known places in the areas where you live.

DESCRIPTION OF RECYCLING PROGRAMME



PMD and Paper are collected from door to door from the pavement of your residence once a week providing the packages are placed correctly in transparent and brown bin bags. Both types of bags can be purchased from supermarkets.



If you live in an apartment building and there is a blue Green Dot bin outside your building, then **place into it PMD category items only.**



Paper may also be tied together into a ream or placed into large cardboard boxes.



Glass is not collected from your house, therefore, please dispose of your glass bottles and jars in the designated green bottle banks that are located in well-known places in the areas where you live and they are easily accessible to everyone.

DO NOT FORGET

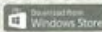
Please place your recyclables on the pavement outside your residence **every Wednesday night.**

For more information please contact the Community Council at 26 812812.

<p>PMD</p> <p>PLASTIC BOTTLES, CONTAINERS AND BAGS</p>	<p>PAPER</p> <p>CARDBOARD BOXES AND PAPER CONTAINERS</p>	<p>GLASS</p> <p>GLASS BOTTLES</p>
<p>METAL PACKAGING</p>	<p>NEWSPAPERS, MAGAZINES</p>	<p>FOOD JARS</p>
<p>TETRA PAK TYPE PACKAGING</p>	<p>ADVERTISING LEAFLETS AND OFFICE PAPER</p>	
<p>NOT IN HERE</p> <p>PLASTIC TOYS PLASTIC CHAIRS PLASTIC PLATES / CUPS POLYSTYRENE</p>	<p>NOT IN HERE</p> <p>PAPER WRAPPING NAPKINS / TOILET PAPER JUICE CARTONS PAPER PLATES / CUPS POLYSTYRENE</p>	<p>NOT IN HERE</p> <p>GLASS PANES CUPS BULBS PORCELAIN PLATES GLASSWARE</p>



FIND OUT ABOUT RECYCLING
Download the ReCycling CY App on your smart phone FOR FREE.



Find out everything about recycling. Download the ReCycling CY App on your smart phone for free.

www.greendot.com.cy
T. 7000 0090



SCAN ME

Y

Your Responsibility

Owners have *legal, mandatory responsibilities* under Cyprus' jointly-owned buildings law. These include:

- Paying your share of common expenses
- Maintaining your own unit – to avoid damage and risk or nuisance to neighbours
- Respecting common areas
- Complying with building rules and decisions.

Z

Zero Tolerance

If you see a problem, please report it to the Management Committee info@apolloheightsmc.com so that we can help address it.

It is important that we all work together to make this a welcoming community, promoting inclusivity and respect for all. Whilst the Management Committee work hard managing the running of Apollo Heights, it is our shared responsibility to look after it.

