

THE BOTANICA

**Owners Corporation 348427V
400 ST KILDA ROAD, MELBOURNE**



Thanks to Patient Eye for the photo

OWNER & RESIDENT INFORMATION KIT

April 2020

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Introduction

As a new owner or resident we would like to welcome you to The Botanica and provide some information on the daily operations of the building and the Owners Corporation Rules.

The information is to assist in the smooth operation for both you and the other residents and owners to ensure the continued enjoyment of the property by all.

Attached is a full copy of the Owners Corporation Rules for your reference.

We ask that you familiarise yourself with these rules and ensure:

- (a) If you are an owner that will not be residing at Botanica, that you arrange to pass on a copy of these rules to any agent acting on your behalf. **A copy of the Rules must be attached to any lease.**

or

- (b) If you are a resident owner that you abide by the rules at all times. This includes your visitors and any tradesperson or contractor engaged on your behalf.

There are a number of other items listed below that are of important note or that will be of further assistance to you.

Please note that The Botanica is a ***SMOKE FREE ENVIRONMENT***. Smoking is prohibited in all common areas of the building.

Contact Details

Manager - Owners Corporation

Leon Katz – CIVIUM

Postal Address:

PO Box 715
Port Melbourne, VIC, 3207

Office Address:

Suite 39
574 Plummer St
Port Melbourne, VIC, 3207
Phone: 1300 724 256
Email: leon.katz@civium.com.au

Building Manager

Paul Kalantzis

Mobile: 0467 444 074
Botanica Office Email botanica400@tpg.com.au

The Building Manager is on site between the following hours during which he will be undertaking cleaning and Building Manager duties:

Monday	7.30am	to	3.00pm
Tuesday	7.30am	to	3.00pm
Wednesday	9.30am	to	5.30pm
Thursday	7.30am	to	3.00pm
Friday	8.00am	to	4.00pm
Saturday & Sunday	Bin rotation only		

After Hours Emergencies to Common Property:

Webb Plumbing	1300 238 993
CIVIUM Office	1300 724 256
Building Manager	0467 444 074

Police/Ambulance/Fire 000

Emergency shutdown

In the event of an emergency, you can cut off services to your apartment by:

- **Electricity:** The main switch is located in the switchboard within your apartment. The location of these varies from apartment to apartment but is generally near the entrance to your apartment in the bathroom or laundry.
- **Water:** the water isolation valve is located in the meter cupboard near the lifts on your floor marked "Fire Hose". Each apartment is identified by tag.
- **Gas:** There is a gas isolation valve located in the ceiling space over the common property passageway. This is not readily accessible by residents.

Procedures

Moving in & Out

All residents must contact the Building Manager at least two days prior to their intended date for moving in or out to enable the installation of the lift covers before any furniture/goods are moved. His email is botanica400@tpg.com.au and his phone number is 0467 444 074.

Move in and out days are limited to Monday to Friday between the hours of 10:00am and 3:00pm.

The Building Manager will photograph the entries, hallways and lifts prior to the commencement of the removals and check on completion to identify any existing damage or damage that has resulted from the removal activities.

Entry is strictly via the St Kilda Road basement car park lifts only.

The front entrance is not to be used for delivery or removal of items at any time.

Residents undertaking moves should ensure:

- (i) A copy of the removalists public liability must be provided to the Building Manager
- (ii) That suitable protective matting/drapes/covering are laid on all tiled floor surfaces, including that of the lift allocated for the moving.
- (iii) Packaging materials and cartons are, under no circumstances, to be left on common property at any time, either before, during or after the removal.
- (iv) Any trolleys used MUST be equipped with air tyres and preferably the type referred to as “refrigerator trolley”. Solid wheel trolleys are not permitted.
- (v) Removal companies are to be advised of these specific requirements.

Please note: ***1. A trolley is available free of charge to assist in the moving of any items. Please contact the Building Manager to book the use of this.***
2. The cost of any repairs required to be undertaken to damage caused as a result of the moving of furniture and/or goods through the building will be the responsibility of that resident.

Keys, Remote Controls, Fobs

If a fob is lost or faulty, prior to replacement, the key to internal doors can open the relevant fire door at apartment floor level via the stairway. For security reasons this key will not open external doors.

To purchase new keys, remote controls or fobs, the owner or their Real Estate Agent needs to complete a form and send this to the office of Bencorp OCM with payment. The form is available from the Building Manager or Bencorp OCM.

Please Note: Tenants are not authorised to fill out the form.

No keys, remote controls or fobs will be issued for an apartment if there are Owners Corporation fees in arrears for two or more quarters.

Key Safes & Afterhours Lockout Procedure

Please be advised for situations where you may find yourself locked out of the building and possibly after losing your keys and swipe. We have established a keypad at the front door to the right as you face the doors.

For access outside of business hours please ring the afterhours service provider for Bencorp OCM being Webb Plumbing on 1300 238 993, alternatively please note their number can be obtained by calling Bencorp OCM outside of Business hours. Webb Plumbing will provide a temporary code which will provide access to the lobby, car park and recycling area but NOT residential floors.

For those residents who would like to establish a key safe, this would then allow you to store the key and fob needed to use the lift and get into your apartment. To establish a key safe please contact the Building Manager Paul to organize installation of a key safe. A deposit of \$55 will be required, once installed you can then securely store spare access keys and swipes for your Apartment within.

Residents must **not** leave keys / fobs in mailboxes as that compromises the building security and the owner will be liable for any issues caused by such action.

If you have any questions or queries please don't hesitate to contact Leon Katz on either leon.katz@civium.com.au or 1300 724 256.

Building Works and Alterations

Owners must not undertake any alterations or refurbishments without first obtaining Owners Corporation approval. Please see the "Rules for Tradesmen Operating in The Botanica" form which can be obtained from the Owners Corporation or the Building Manager. (copy attached) You should initially contact the Owners Corporation manager to discuss the proposed alterations and determine if approval can be given immediately or if you need to make an application in writing supported by plans or other documentation. Please refer to Rules 3 and 4 in the attached Owners Corporation Rules.

Alterations includes changing the flooring material, particularly from carpet to a timber or tile floor.

Work involving any penetration of or appendage attached to the façade of the building will **not** be permitted.

Visitors

The Building is controlled via a security system which consists of a security camera and an electronic intercom system.

Under no circumstances should any resident allow entry to the building to any unknown person/s, no matter how plausible their explanation may be.

An occupier is responsible for the behaviour and actions of their guests and invitees. The occupier must ensure their guests and invitees do not do anything that may compromise the security or safety of the common property or any person in or around Botanica.

Occupiers should be vigilant in not allowing any unknown person/s into the property if they do not have a security key, fob or remote.

Use of Lift

- The lifts are to be used in an orderly manner, and only in the manner for which they are designed.
- If you experience any issues while in the lift, please follow the emergency instructions in the lift.
- If you jump in the lift, hold the door open or stop the lift during a run, the lift may automatically shut down. If a lift technician is required to attend, the charge of this callout will be at your cost.
- Do not use the lift if the fire alarm is activated.
- If you drop anything down the lift shaft you have the option to either pay for a lift technician to attend and retrieve, or to wait for the quarterly maintenance for retrieval.
- To protect the lift against damage please contact the Building Manager to enable the installation of lift covers when moving goods.

Mail

Please ensure you clear your mailbox regularly and do not leave keys/fobs in your letterbox..

Sewage

Bulky sanitary items being flushed down the toilet may cause a blockage in the sewerage pipes. Please ensure that such items are placed in sealable bags and disposed of in the refuse bins. The cost of the plumber's attendance will be charged to the resident responsible.

Hot Water Services

Each apartment has its own electric hot water unit. These generally have a life of 10 to 15 years and it is the owner's responsibility to ensure they are maintained in good condition. Should a unit burst (and there have been several instances of this), you will be liable for the damage caused including any insurance excess (currently \$1,000). There have been several cases of a bursting system flooding multiple apartments. It is recommended to all owners that they ensure that the hot water service tank be put on a tray that drains externally to limit damage should a burst occur. It is important that you ensure that the drain is free from blockage by occasionally tipping a glass of water into the tray and ensuring that the water runs away.

Smoke Detectors

Smoke detectors in apartments are not connected to the building fire panel and must be maintained by the owner. Some may be hardwired in with battery backup and others may be solely battery operated. You should investigate the units in your apartment and introduce an appropriate battery/unit replacement schedule.

In the event of an alarm going off in an apartment by smoke, but no genuine fire, **do not open your internal apartment door to air the apartment.** This may activate the smoke detectors in the common property which are connected to the Fire Panel and activating an

automatic fire truck attendance. False alarm costs will be charged to you (currently about \$900 per truck).

Under no circumstances should smoke alarms be covered or disconnected.

Services

Parking

Parking of vehicles is permitted in your allocated space only. Parking on common property is not permitted. In the event that a vehicle is found unlawfully parked in your car space, please advise the Building Manager.

Any oil left in parking spaces by a vehicle is to be cleaned by the resident immediately. Due to occupational health and safety requirements drip trays cannot be placed in the parking spaces.

Tradesmen

Please ensure that if you have any tradesmen attending your unit that appropriate arrangements are made for access and that the Building Manager is advised when they will be on site to ensure that only duly authorised persons are working within the building and only within authorised areas.

Tradesmen are also to be advised that equipment is to be taken through the basement car park, not through the front entrance.

The Building Manager will be able to assist with access and location of service points. Contact the Building Manager re parking and working hours.

Owners are responsible for the behaviours and actions of their tradesmen. This applies on common areas and within apartments.

Please ensure that your tradesmen are given the attached page “Rules for Tradesmen operating in The Botanica”.

Connection of Services

- Gas: A common gas supply is provided to all apartments for cook tops. As separate metering is not possible, the Owners Corporation meets the total cost for all apartments.

Please note: NO other gas installations such as gas heaters or decorative fire places are permitted because of ventilation issues and gas pipe size.

Residents must not set up their own gas account.

- Telephone: You may choose the supplier of your own choice. The Building Manager will provide access to the Main Distribution Frame (MDF) for any wiring issues.
- Water: The water supply company for the building is South East Water.
- Electricity: You may choose the supplier of your own choice. Please note that your apartment’s hot water service is an electric unit.
When vacating a unit please ensure that the electricity is turned off at the main switch within the unit, as reconnection by the next resident cannot be completed without this having been done.

- Newspapers: Papers that have been delivered are ordered by specific residents and paid for by them. Taking a paper if you have not ordered it is theft.
- Internet: There are multiple very high speed providers eg TPG, Telstra, DGTek and NBN.

Rubbish

Household rubbish is to be placed in the rubbish chutes located in the stairwells on each level, and must not be left in common areas. Please do not place bottles in the chute. Please ensure that rubbish is double bagged and tightly secured to avoid spillage and bags are of an appropriate size for the chute.

Newspapers and boxes will block the chute, and are to be folded and placed in the recycle bin located in the recycle room. Large bags should be placed in the green bins in the basement near the driveway.

All bottles and papers are to be taken to the recycling room on the lower car park level, next to the lifts and definitely not put in the rubbish chute. Dropping glass containers down the chute creates a significant OH&S risk.

Please note that the Owners Corporation cannot accept “Off Site” / Builders waste being placed in the building’s bins.

Private bins at the rear of the Commercial Lots are not to be used for Resident rubbish. These bins are for the exclusive use of the Commercial Lots only.

Hard Rubbish Collection

The Owners Corporation arranges hard rubbish collection with the City of Port Phillip. Residents will be advised of the dates for hard rubbish collection by a notice in the lifts or on the notice board.

Bicycles

Bicycles are **not permitted** to be wheeled through the front entry, lifts or into the apartments at any time.

Bicycles are to be stored in the bike racks provided in the basement car park. Storage provided is at **no cost**, however the Owners Corporation accepts no liability for any damage or theft that may occur.

Victoria Police advise caution on leaving valuable items in storage in the car park.

Maintenance

The Owners Corporation is responsible for the maintenance of the common property areas. Should you notice an area, service or equipment that is in need of attention please notify the Building Manager or the Owners Corporation Manager immediately.

If you are a tenant in the building any maintenance or faults within your apartment should be reported to your leasing agent for attention as required.

Maintenance for owner occupiers within your apartment is your own responsibility.

Window Cleaning

The Owners Corporation arranges for regular external window cleaning. Many windows can be cleaned by Residents from inside their apartments.

Conduct

Residents are responsible for the conduct of their guests and visitors.

Balconies

Please do not dispose of cigarette butts or any other items over the balcony edge on to the apartment, street and courtyards below. These items are to be disposed of in the correct manner. Please ensure that cigarettes are fully extinguished.

Residents are not permitted to hang any washing or cause any article to be placed on balconies which extends beyond or is draped over the railings of a lot or common property "or are visible from outside the building"

When you are cleaning your balcony or watering plants, please be considerate of people below and run off. For this reason you must **not** hose or pressure clean the balcony area; wet mop area only.

Noise

Noise readily transmits through the building fabric to other apartments. Please be mindful of other residents at all times and ensure that noise levels are kept to a minimum. In particular, loudly closing doors, use of power tools, moving chairs on hard surfaces, having late night conversations on your balcony and loud audio/TV will impact on other residents. Occupants are reminded that between 11.00pm and 8.00am it is a breach of the Rules to create noise that disturbs any other owner or resident.

Inappropriate noise is not permitted at any time

Signage

Window advertising is prohibited without the expressed permission of the Owners Corporation. Please refer to the Owners Corporation Rule 15. It is unlikely that permission will be granted.

"For Sale" and "For Lease" boards are not permitted to be erected at the property.

Animals

All animals must be carried or on a leash at all times when on common property. If any animal creates any mess in any of the common area it should be cleaned up thoroughly and the area deodorized immediately by the pet owner/supervisor.

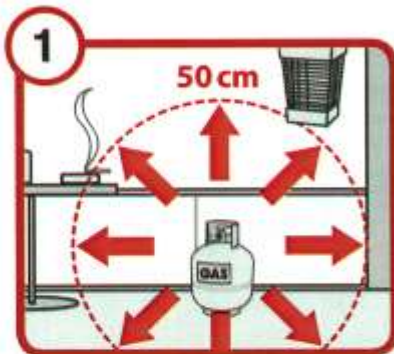
If an animal causes a nuisance, a caution will be issued to the animal's owner and if the problem continues, an order will be produced for the removal of said animal.

Cat & Dog litter must be doubled bagged and tied securely before it is placed in the rubbish chute. Bags containing litter may be placed directly in the green bins in the basement car park near the driveway.

FIRE SAFETY ON BALCONIES

Important safety advice from the City of Melbourne and the Metropolitan Fire Brigade (MFB) to help reduce the risk of fires starting and spreading from balconies to exterior walls and adjoining apartments.

Please take the following actions immediately to ensure your safety and prevent property damage.



1 Always store gas bottles outside, upright and away from sources of heat.



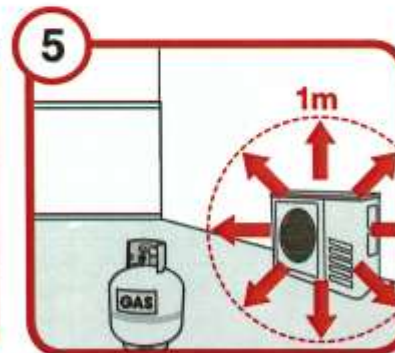
2 When using a barbecue maintain a safe distance of 50 cm from exterior walls, anything else that could burn, as well as any electrical ignition sources.



3 Smokers should use heavy, high-sided ashtrays (made of glass, ceramic or metal) to prevent them tipping over. Always fully extinguish cigarettes.



4 Remove rubbish, clutter and flammable items from balconies and keep furniture away from exterior walls.



5 Keep goods and materials a safe distance of 1 metre clear of air conditioner units



6 Keep a dry powder fire extinguisher easily accessible. Use only in case of a small fire and if you feel physically and mentally able.

For further information on fire safety, MFB's Home Fire Safety booklet (accessible in English and 21 other languages) is available at: www.mfb.vic.gov.au

For further information on gas safety, visit the Energy Safe Victoria website at: www.esv.vic.gov.au

For Translating and Interpreting Service, contact 13 14 50.

In case of a fire, call 000 (triple zero)

Short Stay accommodation

Residents are reminded of the legislation in this area, a summary is below.

Short Term Letting

Under recent legislation reforms in Victoria – in effect from Friday 1 February 2019 – Owners Corporations and residents will be able to take action against owners and guests, who will be jointly and individually liable for any compensation, fines, and awards for damage to common property.

As most short-stay apartments used to hold unruly parties are booked for up to seven days and six nights, the reforms only affect these bookings. Longer stays are not affected.

Unruly parties at short-stay apartments

The changes permit the Victorian Civil and Administrative Tribunal (VCAT) to:

- Impose fines of up to \$1100 for breaches of the Act
- Award compensation of up to \$2000 to affected residents for loss of amenity
- Stop apartments that have been used for unruly parties from being rented out for short-stay accommodation for a period of time.

Breach notices

Owner's corporations will be able to issue breach notices if guests:

- Make unreasonable or excessive noise
- Interfere with residents' enjoyment of their lots and/or common property
- Create health and safety hazards
- Damage a lot or common property, or
- Obstruct common property.

Prohibition order on apartments

If an apartment is issued with three breach notices in a 24-month period, VCAT will be able to make orders restricting that apartment from being let for short-stay purposes for a period of time.

The breach notices must be issued for separate events (rather than a single event which attracts multiple complaints).

Resolving disputes

Disputes about unruly parties can be resolved using the process set out in the *Owners Corporation Act 2006*.

Rules for Tradesmen operating in The Botanica

The Building Manager is to be notified in advance of intentions to renovate and/or improve an apartment. The following procedures are to be adhered to at all times.

1. Commencement
 - a. No work is to commence without prior written approval by the Manager of the Owners Corporation.
2. Safety
 - a. It is the owner's responsibility to ensure that their tradesmen keep all common areas safe for all residents.
 - b. It is the owner's responsibility to ensure that their tradesmen operate in a safe and professional manner at all times.
3. Hours
 - a. Work is only permitted between 8:30am-5pm on weekdays.
 - b. Work is not permitted on weekends or public holidays.
 - c. Work may be done from 7:30am on weekdays, if it is imperceptible to other residents. Laying protective sheets on common area carpets is permitted from 7:30am.
4. Parking
 - a. There are no dedicated bays for tradesmen. It is the owner's responsibility to provide parking. Please be aware that the lower car park has a low height clearance of 1.9m
5. Rubbish
 - a. Building waste of any sort must not be placed in the rubbish chute or in The Botanica bins.
 - b. All waste must be removed from site in a timely and appropriate manner.
6. Common areas
 - a. Protective coverings to be used over common area carpets. These must be removed each evening and replaced before work re-commences.
 - b. The carpets must be cleaned at the end of every day by the Owner or the Tradesman.
7. Noise / dust
 - a. All efforts must be made to contain noise and suit within owner's premises
8. Entrance/exit
 - a. All tools, equipment and building materials must be brought in through the basement entrance. Under no circumstances may any materials be brought through the ground floor lobby.
 - b. The Building Manager is to be consulted on whether the lift needs to be dressed.
9. Damages
 - a. Any damage to common areas may be recovered by the Owners Corporation.

Owners Corporation Rules
OWNERS CORPORATION PLAN NO. 348427V
BOTANICA APARTMENTS
400 ST KILDA ROAD MELBOURNE

Consolidated Rules made by the Owners Corporation under the Owners Corporation Act
2006

1. Use of Common Property & Lots

A member must not, and must ensure that the occupier of the member's lot does not:

- (a) use the common property or permit the common property to be used in such a manner as to unreasonably interfere with or prevent its use by other members or occupants of lots or their families or visitors, nor interfere with or prevent access to any other member's lot; or
- (b) park or leave a vehicle on the common property so as to obstruct a driveway or entrance to a lot or in any place other than in parking area specified for such purpose by the Owners Corporation; or
- (c) use or permit a lot affected by the Owners Corporation to be used for any purpose which may be illegally injurious to the reputation of the development or may cause a nuisance or hazard to any other member or occupier of any lot or the families or visitors or such other member or occupier; or
- (d) make or permit to be made any penetration or damage to any dividing wall between lots that may reduce the fire rating qualities; or
- (e) make or permit to be made any undue noise in or about the common property or any lot affected by the Owners Corporation; or
- (f) make or permit to be made noise from music or machinery which may be heard outside the owner's lot between the hours of 11.00pm and 8.00am; or
- (g) use the common areas for the drying or washing of clothing; or
- (h) store or allow the storage of any goods including linen, bedding, towels, laundry bags, newspapers or any other items belonging to a member or member's tradesperson or tenant in the common areas including the garage. Any damage caused to the common area or any costs incurred to clean up the common area must be borne by the member responsible for the untidiness or damage; or
- (i) play any games in the common areas; or

- (j) use the common property for any meeting or gathering “including garage areas”

2. Trades people Engaged by Members, Occupiers & Deliveries

Each occupier must:

- (a) supervise trades people employed by them, to ensure that the common property is not damaged or left unclean;
- (b) keep security doors shut at all times to maintain effective security of the building;
- (c) ensure that trades people employed by them do not park on the common property, or obstruct access to other occupiers’ car parking spaces and that they are informed that any unauthorized parking occurs at the tradesperson’s risk and may result in the vehicle being towed away.

3. Structural Works

3.1 A member must not carry out structural works, alterations or additions to their lot until receipt of:

- (a) prior certification by the engineer nominated by the Owners Corporation from time to time that such works will not adversely impact the structural integrity of the building; and
- (b) prior written approval of the Committee of the Owners Corporation.

3.2 No structural works may be carried out or structures placed in any courtyards other than the erection and maintenance of boundary fences without the prior written approval of the Committee of the Owners Corporation.

4. Building Works

4.1 A member may only carry out or have carried out building works after:

- written approval, where required, has been obtained from the responsible authority for the works to be carried out; and
- the building surveyor nominated by the Committee of the Owners Corporation from time to time has approved the application for the building works; and
- the Committee of the Owners Corporation has provided written approval of the works.

4.2 Members must ensure that only materials, colours and designs approved by the Architect nominated by the Committee of the Owners Corporation from time to time may be used for balconies, external windows, external glass, external doors, alarm systems, external tiling and external features of any lot.

5. Services

Members must:

- (a) not interfere with any of the common area services or the services or meters applicable to any other lot; and
- (b) not block any drains in any common area; and
- (c) report any repairs that are needed to any service or common property to the Committee of the Owners Corporation and the Bodies Corporate managing agents; and
- (d) pay for the replacement of any keys or remote control devices to common areas lost by them or their occupiers; and
- (e) not, without prior arrangement with the Committee of the Owners Corporation, exclusively use the elevator for their own purpose.

6. External Appearance of the Property

6.1 No painting or other changes are to be made to the external façade or the façade facing the internal courtyard, or to any other area which can be seen by the public without the prior written consent of the Owners Corporation.

6.2 A member must not:

- (a) make or cause to be made any alterations or additions to the exterior of the lot; or
- (b) paint or decorate the exterior of the lot; or
- (c) install any canvas blind or other awning outside any window of the building.

7. Wire Doors, Air Conditioning Units, etc.

7.1 Members must not affix wire doors, air conditioning units or any other items to the exterior of their lot without the prior written permission of the Committee of the Owners Corporation.

7.2 When applying for permission, a member should provide where applicable plans, drawings and other relevant details of the proposed changes.

8. Security

A member must:

- (a) ensure that, at all times, external building doors are securely closed after exit/entry to the building and be responsible for their visitors complying with this special rule;
- (b) ensure that access gates to car parks are closed at all times after exit/entry;
- (c) not prop, wedge or otherwise prevent closure of any security doors in the common areas;
- (d) keep the garage access code confidential and not disclose it to any third party, including any tradesperson.

9. Cleanliness

9.1 Members must:

- (a) ensure that their lots remain clean and tidy;
- (b) when using the rubbish chutes ensure that all rubbish is securely wrapped or tied in plastic bags. Bottles, newspapers or larger objects are not to be placed in the chutes and are to be taken to the recycle room;
- (c) items placed in the recycle room are to be in terms of the specific instructions displayed in the room. Glass and papers separated accordingly;
- (d) be responsible for any additional cleaning arising from the use by them of any part of the common property and shall be liable for all costs thereby incurred;
- (e) unless alternate arrangements are made by the committee of management, window cleaning is the responsibility of the individual owners and or residents

9.2 Members must not:

- (a) leave garbage in any common areas other than a designated refuse disposal area;
- (b) throw or cause to be thrown any articles from windows/balconies;
- (c) store or place any articles of any nature in any cupboards intended for the use of electrical, fire fighting, telephone services or Owners Corporation purposes.

10. Vehicle Parking

10.1 Members shall be liable for any unauthorized parking and for vehicles that may be towed away at the member or occupiers of the lot's sole cost and expense.

10.2 Members must not:

- (a) park vehicles in any place in the building other than their own "except in the case of leasing or by mutual swapping agreements" which has been approved by the committee of management.
- (b) park vehicles in common areas;
- (c) use vehicle parking spaces for storage of any other items (e.g. boxes, furniture, bicycles etc).

10.3 Visitor's vehicles are not to be parked on the property, unless a mutually agreed prior agreement has been made, to use another unit's car parking space.

10.4 Cleaning of grease, oil or any fluid from vehicles in parking spaces is the responsibility of individual owners (this is not the responsibility of the Owners Corporation or any of its contractors).

11. Noise Disturbances

Members must ensure that use of machinery, equipment, stereos, radio, television, musical instruments of any kind or other appliances or apparatus or the conducting of any activity does not constitute an annoyance to other occupants.

12. Common Property, Plant & Equipment

12.1 Members must not interfere with or alter, enhance or divert any apparatus or equipment servicing the building, including common areas without prior written consent of the Committee of the Owners Corporation.

12.2 Any works undertaken in respect to ventilation, structure, apparatus or equipment servicing the building (including the common areas) shall be first approved by the relevant Corporate Service Personnel engaged by the Committee of the Owners Corporation.

13. Balconies/External Appearance

Members must not:

- (a) construct any balcony without the written approval of the Committee of the Owners Corporation;
- (b) cause any article to be placed on balconies which extends beyond or is draped over the railings of a lot or common property "or are visible from outside the building";
- (c) install or cause to be installed any external TV aerial or air conditioning (hot or cold) unit, without first obtaining written approval of its proposed location from the Committee of the Owners Corporation.
- (d) use balconies for long term storage;
- (e) use balconies as drying areas for clothes, towels, tablecloths etc.

14. Sale or Lease of Lots

Members must not:

permit any auction sale to be conducted or take place on common property without prior notification to the Committee of the Owners Corporation which shall provide the necessary security arrangements at the cost of the member under notification to the Owners Corporation Managing Agent;

15. Signage

A Member must not and ensure that an occupier does not: Use its Lot or any part of it or any part of the common property for any public announcement or for the display of any signage, placard or advertisement for any purposes whatsoever unless

the signage, placard or advertisement has been approved by the Owners Corporation Committee and is affixed as directed within that approval.

16. Owners Corporation Insurance

Members must not:

- (a) cause or allow to be caused any act or action whereby any policy of insurance on the building or other improvements in the parcel or any part thereof may become void or voidable or which may increase the premium payable in respect of any such insurances. "Note: a non-smoking policy exists in the common areas" or
- (b) store or permit to be stored, in a lot or accessory or in the common property, except in the fuel tank of a motor vehicle, any petrol or diesel fuel or any other fuel used for propelling a motor vehicle or any other flammable liquid or gas.

17. Animals

Members or occupiers of a lot must ensure that an animal is to be removed from common property after the Owners Corporation has resolved that the animal is causing a nuisance.

18. Bicycles/Scooters

Bicycles and scooters are not permitted to be brought through the front entry or into the lifts. They are to be stored in the car park area.

19. Moving In and Out

The Resident Building or Maintenance Manager is to be provided with at least 2 days notice of any removal activity both in and out of the building to allow lift covers to be installed and only the lift so covered is to be used.

All removals are to be conducted through the basement, without exception.

No trolleys "or large items" are to be taken through the main entrance.

20. Occupiers Bound by These Rules

Occupiers of all lots in the building are bound by and required to comply with these special rules as if they were members.

