

Quick Guide: Owners' and Tenants' Manual

PROBUILD

Caulfield Heath.



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Apartment Operations and Maintenance Manual

1.0 INTRODUCTION

The purpose of this owner's manual is to assist the apartment occupant of *Caulfield Heath Apartments* with an understanding and appreciation of the major operating facilities within each apartment.

A copy of the Owners Corporation (OC) Rules is attached to this manual (Appendix 1). You can also find a copy of these Rules in the Library section of the Caulfield Heath online portal "BuildingLink" (www.livecaulfield.com) Owners and Tenants will each be provided with a unique BuildingLink Login ID and password. Contact the Building Manager if you have not received this information.)

Caulfield Heath has a range of shared Community facilities and amenities for you to use and enjoy including;

- pool,
- gym,
- library,
- business centre,
- home theatre room,
- wine store,
- BBQ, and
- Dining & kitchen facilities.

To ensure everyone can enjoy these facilities to the maximum, your Owners Corporation has prepared and will maintain a set of usage guidelines and rules. A set of those guidelines can also be found in BuildingLink.

Please familiarise yourself with the rules and guidelines so that you and your neighbours can enjoy Caulfield Heath and your amenities to the fullest extent possible.

Wine Stores

A climate controlled wine store room is one of the amenities provided for residents at Caulfield Heath. Each apartment and Townhouse has been allocated one locked & numbered storage cabinet with capacity for two dozen standard sized wine bottles. Two keys have been provided to the Owner for their allocated storage cabinet. Wine is stored entirely at Owners risk.

Gym and Pool Lockers

A limited number of Lockers are provided on the pool deck (for pool and gym users) and in the male and female change room facilities adjacent to the pool. Some Lockers are fitted with a digital lock.

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If you want to secure your belongings whilst using the pool or gym the locks can be activated as follows:

Unless already in use, the locker will, by default, be unlocked.

To lock: Press  , input your own 4 digit PIN Code and press .

To unlock: input your 4 digit code and open the door.

Lockers are there for everyone to use and are not for permanent storage. The locks are programmed for a maximum of 3 hours use after which time the lock will automatically release. If you leave personal items in the Locker for longer than 3 hours they will cease to be secure.

Please note that all items stored in the Lockers are stored **entirely at the users own risk**. Neither the Owners Corporation nor the Building Manager take any responsibility for items stored in the Lockers whether the Locker is locked or not.”

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1.1 BUILDING LINK

WELCOME TO THE OFFICIAL CAULFIELD RESIDENTS PORTAL



View your Owners'
Welcome Pack



Submit defect and
maintenance items & stay
informed



Reserve facilities and
resident amenities



Access other documents via
the library



Stay up-to-date with
community wide events
& special offers



Track packages, dry
cleaning & keys with SMS
notifications



View the site translated
into your native tongue



Contact management



Receive important
news or updates instantly



Download the app for
iPhone & Android

YOU WILL RECEIVE YOUR LOGIN DETAILS UPON HANDOVER

www.livecaulfield.com

Powered by
BuildingLink

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The Owners Corporation has installed BuildingLink - a very convenient and useful on-line Owner/Resident and Building Management tool. Using BuildingLink, Owners and Tenants will be able to access a range of information and services relevant to:

- your apartment,
- the Caulfield Heath amenities, and
- The Caulfield Heath community in general.

You will be able to:

- see details of the appliances in your apartment (make, model, warranty information etc),
- log building maintenance issues for the Building Manager's attention,
- book times to use the Kitchen & Dining facility, the Home Theatre room and the Business Centre,
- In due course you'll be able to book move-in/out times, and
- Receive community announcements e.g. notification of a cooking class or a Yoga class etc

BuildingLink will be a source of community information provided by the Owners Corporation and/or Building Manager and there will be a community forum to share information with your neighbours. If, for instance, a parcel or dry-cleaning is delivered to the Building Manager's office for you, you can get a notification via BuildingLink that it's there for you to collect.

You can explore the services likely to be available on BuildingLink by visiting their public site: www.buildinglinkau.com.au. Click on the "Learn More" tab at the top of the page and select "For Owners". The Owners Corporation will start BuildingLink with a standard set of functions and then, over time and with input from the community, they may introduce additional functionality applicable to Caulfield Heath.

Access to the live site for Caulfield Heath Owners and Residents will be by way of a personalised Login and Password which will be provided to you when you settle the purchase or lease of your property. The website address is: www.livecaulfield.com. You'll be able to access the Caulfield Heath BuildingLink site on-line using that web address via your PC, tablet or smart phone."

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2.0 OWNERS CORPORATION MANAGER

If you require additional information which is not contained in this document, please contact the Building Manager who should be able to assist. The Building Manager will be available the following hours;

Monday – Friday 7:00am – 9:00pm.

Saturday 8.00am – 2.00pm.

Phone number is **0449 231 424**

Building Manager: Refer BuildingLink for current information

Building Manager's Office: 6/15 Bond Street, Caulfield North. Vic. 3161

The Building Manager should be the first point of contact for Caulfield Heath Apartment owners and occupants with any building issues.

Owners Corporation Manager

COMPANY: Victorian Body Corporate Services (VBCS)

CONTACT: Mr. Niall KENNY

ADDRESS: 64 Fennell Street, Port Melbourne

TEL: +61 3 8531 8100

FAX: +61 3 8531 8115

E-MAIL: nkenny@vbc.com.au

In case of a significant building issue **out of hours**, please call the VBCS Emergency No: 1300 799 261

2.1 OWNERS CORPORATION – RULES

Owners' Corporation Rules

- 2.1.1 Appendix 1. OC Rules attached. Latest version also available on BuildingLink.
- 2.1.2 Appendix 2. Move-In/Out rules and booking arrangements attached. Refer Section 3.1 below.
- 2.1.3 Facility and Amenity rules. Refer to latest version on BuildingLink.

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3.0 TROUBLESHOOTING

Appliances

If you require a service call on any appliance in the apartment please refer to sections 4.0 and 4.1 of this Manual.

Water supply

In the unlikely event that there is a problem with the water supply to your apartment your first point of call should be the Building Manager or, out of hours, the VBCS Emergency Call line (Ph: 1300 799 261)

In an emergency, you should contact the local water supply company, South East Water on Ph: 132 812

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3.1 MOVING INTO YOUR APARTMENT

The following section summarises relevant points that are important to know prior to you moving into your apartment. Where possible we have included relevant trade literature, operation & maintenance manuals, brochures, etc as applicable to assist you in the operation and maintenance of the same.

Move In & Move Out Bookings

The Rules of the Owners Corporation stipulate that the moving into, or out of the building must be pre-arranged through BuildingLink or, if this is not possible, the Building Manager who will schedule an appropriate time. No moving is to be conducted without this pre arrangement.

Please register your move-in via BuildingLink (www.livecaulfield.com) for a scheduled time.

Each move will be allocated a period not exceeding 2 hours.

To ensure the integrity of the building structure is maintained, lift covers will be installed to help facilitate the move and you will be guided by the Building Manager as to where the removalists' truck may park whilst you load/unload your furniture.

Any damage caused to common property whilst moving will be identified and repaired by the Owners Corporation at the cost of the Owner / Resident.

If you are unable to register your move via BuildingLink, please contact the Building Manager on 0449 231 424 to pre-book your moving date

You will be given a time slot of 2 hours where the use of one lift will be available. The Building Manager will arrange to install lift protectors for each move. It is important that you **DO NOT attempt to move in or out** without first booking a time with the Building Manager.

A Move In/Out booking form (see appendix 2) is available from the Building Manager and is also available on BuildingLink.

NOTE: No moves will be allowed without prior arrangement with the Building Manager.

Car Park Access Height - Maximum 2.1 meters.

If you intend to use a small truck or van to move your furniture and/or belongings via the carpark, please note that the truck or van cannot exceed the carpark gate clearance height of 2.1 meters.

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3.2 DWELLING ACCESS AND KEYING

Dwelling Access and Keying

The keys for the apartment are set up as follows:

- Access to your building and apartment floor will be by way of fob and/or a dual purpose electronic fob/remote device. Access is enabled by placing the electronic remote (the side without buttons) or the fob against the swipe reader at the entrance of each lobby, and within the lifts and stairs. The Owner will be issued with 1 fob and 1 dual purpose electronic fob/remote device.
- Your apartment's front door key is a registered milled key. Each Owner will be issued with 2 front door keys.
- The Owner will also be supplied with 2 balcony keys, 2 of each window key, two wine store keys, and 2 mailbox keys.
- If you lose a key or an electronic fob device or if you need an additional key or fob the Building Manager can arrange that for you (at your cost). NB: Registered keys **CANNOT** be cut by your local locksmith.
- Access and egress to the carpark will be by way of the dual purpose electronic fob/remote device.

The remote device combines the remote and fob into one system. The fob and remote devices will give you access to:

- The building lobby
- Your apartment floor via the lift and stairs (your floor only)
- The shared amenities

In addition to the areas listed above the remote (only) will give you access to:

- The carpark (Button "1" on dual purpose fob/remote device)



Remote Front



Remote Back



Fob

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Pedestrian access to each building will be as follows (Refer the map on next page):

- 8 Station Street: Pedestrian Access Door 1
- 15 Bond Street: Pedestrian Access Door 2 from Bond St, Door 3 from East-West Link & Door 4 from Mews Lane.
- 56 Kambrook Road: Pedestrian Access Door 5 from East-West Link via Kambrook Road or Bond Street.
- 58 Kambrook Road: Pedestrian Access Door 6 from East-West Link via Kambrook Road or Bond Street
- 11 Bond Street: Pedestrian Access Door 7 from Bond St or Doors 8 & 9 from the building's courtyard.
- Townhouses: Kambrook Road (Direct access from Kambrook Road)
(60A – 66B)

Visitor Access - Pedestrians

Visitor access will be as per above-mentioned pedestrian access locations for each building. Visitor will gain access to the building via the intercom system located at the main entry door. Visitors can use lobby intercoms to contact residents for access into the Building and to the relevant floor. To call an apartment, the visitor will need to type in the apartment number and then press OK.

Eg. For Apartment 409, type in 409 and then press OK.



If authorised by the apartment resident the locking feature will be released, which will then:

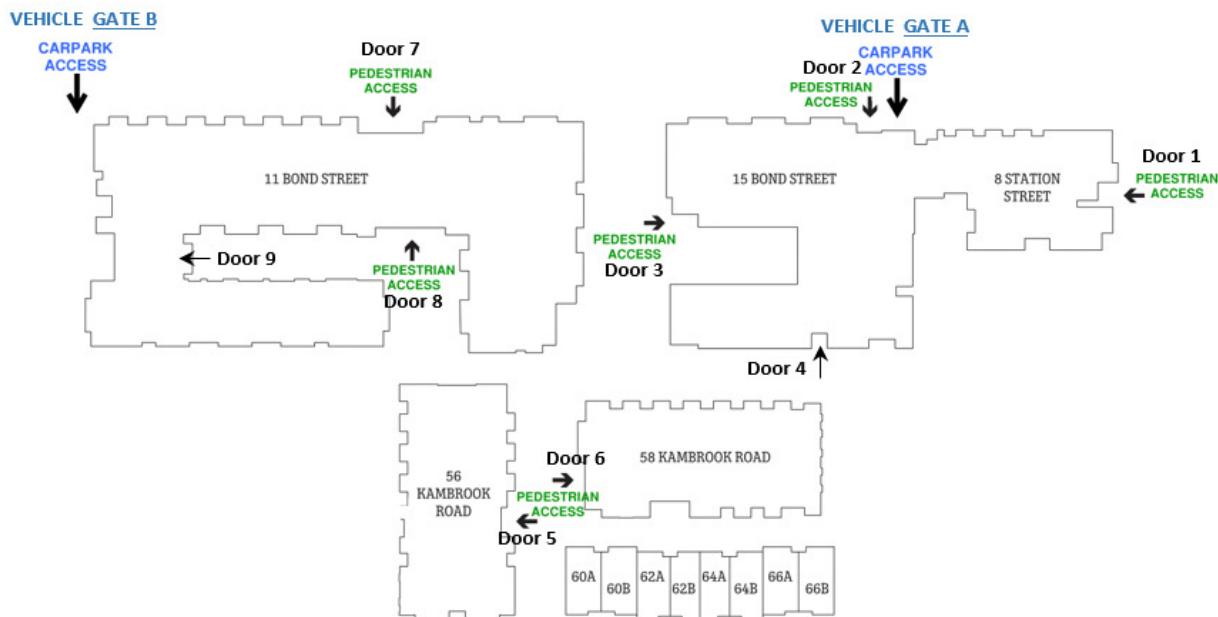
- Unlock the front door if locked after hours,
- Unlock the airlock door,
- Grant lift access within a pre-determined time to access the particular apartment floor. Visitors must then press the relevant floor number in the lift.

Please note visitors will not have access to the building's amenities unless accompanied by a resident.

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Vehicular Access

Vehicle entry/exit gates to the Basement car parks are located off Bond Street via the South entry ramp (A) and the North entry ramp (B). To Access the entry ramp tilt door, Caulfield Heath Apartment owners are to use the supplied dual-purpose fob/remote device. Button 1 will open the garage roller doors at both Vehicle Gate A and B, button 2 has no use. It is recommended that residents of 8 Station Street, 15 Bond Street and 58 Kambrook Road utilise the South entry ramp (Carpark gate A), while residents of 11 Bond Street and 56 Kambrook Road & Townhouses utilise the North entry ramp (Carpark Gate B).



3.3 FIRE PROTECTION SERVICES

Fire Protection Services

The Fire Indicator Panel (FIP) and Alarm Signalling Equipment (ASE) are located within the Ground Floor Lobby of each Building. This is for the monitoring of smoke detection and emergency warning systems within Caulfield Heath Apartments.

The panels are only to be accessed by the Metropolitan Fire Brigade.

Hardwired smoke alarms have been installed within the apartments. The basement car park is equipped with a wet-fire protection system.

Important

To prevent any false alarms occurring as a result of cooking smoke and/or fumes it is imperative that doors and windows are opened in addition to the use of exhaust fan in the range hood to avoid excessive smoke and/or fumes building-up within the apartment

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3.4 AUTHORITY CONTACT LIST

FOXTEL

COMPANY: Foxtel
TEL: 1300 788 796

LOCAL COUNCIL

COMPANY: Glen Eira City Council
TEL: +61 3 9524 3333

WATER

COMPANY: South East Water
TEL Faults and Emergencies: 132 812
General Enquiries: 131 694

ELECTRICITY CONNECTION

Electricity supply is distributed through the building via an embedded network system which is managed and operated by **Active Utilities**. Active Utilities will provide electricity supply billing to each residence as part of the embedded network. A resident may engage an alternative electricity supply retailer (other than Active Utilities) for power supply billing to their property if desired, noting that where discussions are held with any other energy retailer it should be made clear to that particular retailer that the property at Caulfield Village is part of an embedded network managed by **Active Utilities**.

For more information on the embedded electricity network, contact **Active Utilities** and provide account details for account setup, and to arrange for power to be turned on.

Active Utilities: 1300 587 623 or www.activeutilities.com.au

Electricity is individually metered to your apartment. Supply is provided via the switchboard located within your apartment. The board is fitted with circuit breakers to each electrical circuit.

Once your connection has been actioned by **Active Utilities** (or other provider), turn power on in your apartment making sure that all circuit breakers within the main apartment switchboard are in the “On” (up) position. These may trip out if a fault develops in an electrical appliance.

If a trip should occur, the appliance should be isolated from the power outlet and the circuit breaker turned to the ‘On’ (up) position. Push the reset button on the safety switch. If the circuit breaker continues to trip out, then an electrician should be called.

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Note that in some instances a fault within your apartment may cause a trip to the distribution switchboard located outside of your apartment. If this occurs please contact the Building Manager for assistance to reset this circuit breaker.

INTERNET & TELEPHONE CONNECTION

Your telecommunication services are delivered via a private Fibre to the Home network managed by **LBN Co**.

Active Utilities is the default Internet Service Provider for the site however multiple other alternate providers are offered by LBN Co – for the most up to date list of providers and accessibility to your current email address please visit their website.

LBN Co: 1300 797 027 or www.lbnco.com.au

Active Utilities: 1300 587 623 or www.activeutilities.com.au

To activate your internet service, contact your selected Internet Service Provider (Active Utilities or other). Once activated, you can plug your PC directly into the “DATA” point for broadband internet access. Connect a switch, router or wireless router to the “DATA” point for multiple PCs (or other devices) to access the internet.

To activate your telephone service contact your selected Internet Service Provider (Active Utilities or Other). Once activated, you can plug your phone directly into the “VOICE” point for telephone access.

HOT WATER CONNECTION & TEMPERING VALVES

All hot water is supplied to your apartment via a centralised gas fired boiler hot water system. The hot water supplied to your apartment is metered in the same fashion, as the cold water that is metered. Any usage for heating this water as well as the actual water consumed will be charged directly to you.

Hot water is metered individually to each apartment. The hot water supply is provided by **Active Utilities** and, as such, prior account setup is required before hot water supply is connected.

Active Utilities: 1300 587 623 or www.activeutilities.com.au

If you wish to turn off the supply of hot water to your apartment for any reason, this can be achieved by turning on the stop valve. The stop valve is located behind the access panel in the corridor above your apartment entry door.

A tempering valve is installed in your apartment in line with current building regulations. Hot water supplied to your apartment is pre-set to 50 degrees Celsius. The tempering valve, which mixes cold water to the hot, is located behind an access panel located in the ceiling of the bathroom in each apartment. The tempering valve may require periodic (annual) testing and/or maintenance which should be carried out by a licensed plumber (at owner's cost).

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3.5 STORAGE CAGE

Each apartment has its own “stand-alone” or “over-bonnet” storage cage within the Basement car park (or in some instances on one of the apartment levels within a storage enclosure room). The Owners Corporation will identify your storage enclosure during the handover process. The storage cages should be padlocked (Owners/residents must provide their own padlock).

Residents must only use the storage cage allocated to their apartment. The Owners’ Corporation may remove items stored illegally in a cage that does not belong to the owner of the said items.

NOTE: Sprinklers within the Basement are not to be covered, moved or altered. Please refer to your Owner’s Corporation rules for details on use of storage cages.

3.6 GARBAGE AND RECYCLING DISPOSAL

Garbage and recycling disposal units (chutes) are located adjacent to the lift lobby on each floor.

The usage guidelines are as follows;

Cigarette butts, ignition sources or fluids must not be disposed of via the garbage chute. These items need to be taken down directly to the Refuse Rooms (bin storage) located in the basement carpark.

All recyclable items are to be disposed of via the recycling chute. Recyclable items include:



To open the chute door residents simply pull the handle, open the door and hold, whilst placing bagged waste into the chute. Residents should then gently close the door; this will allow the bagged waste to fall down the chute.

The door must remain closed to form both a fire seal and to reduce odours from permeating the lobby space.

All waste should be in tied plastic bags. Oversized or heavy (exceeding 3 kgs) items can **not** be put into the garbage chute. Large items like cardboard boxes should be flattened and delivered directly to the garbage or recycling bins in the basement.

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Bin Storage Room

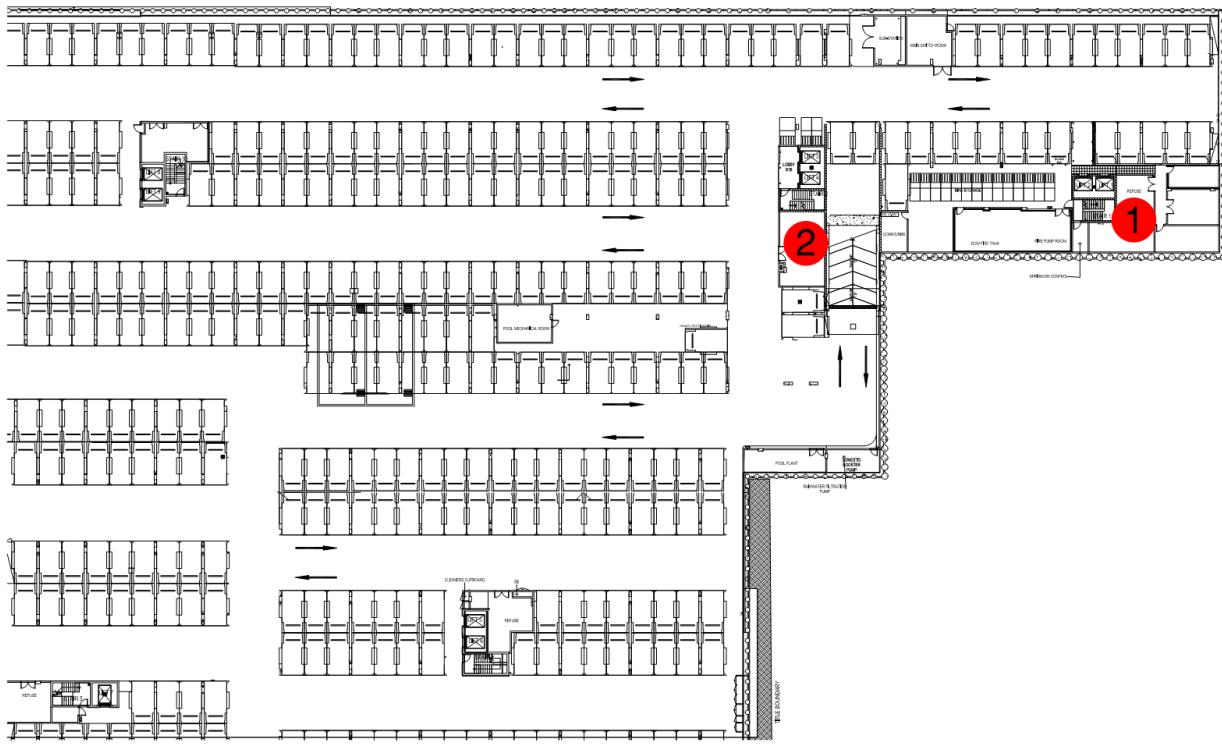
The refuse bin storages are located in the carpark, in the basement of each building in the Refuse and Utilities Room. Recycling bins for common use will also be located here.

The emptying and cleaning of the supplied bins will be coordinated by the Owners Corporation via the Building Manager.

Bin Storage Room Access

- 1 - Basement Refuse room will remain unlocked
- 2 - Basement Refuse room will remain locked due to the presence of a mechanical compactor

Shown in the map below of basement beneath 8 Station Street & 15 Bond Street

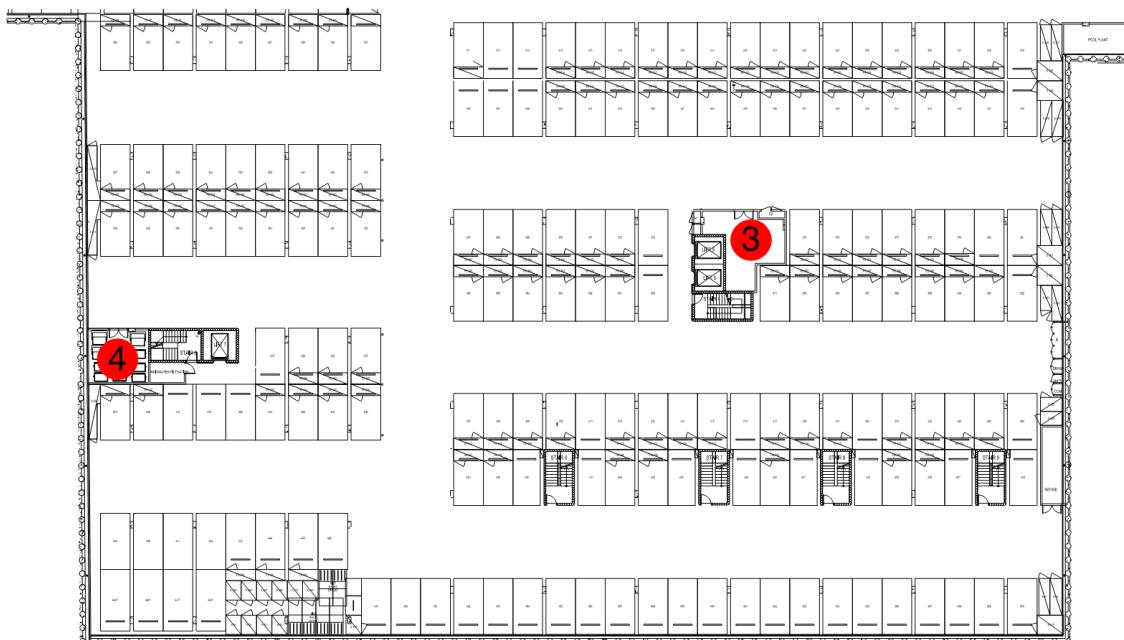


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3 - Basement Refuse room will remained unlocked

4 - Basement Refuse room will remained unlocked

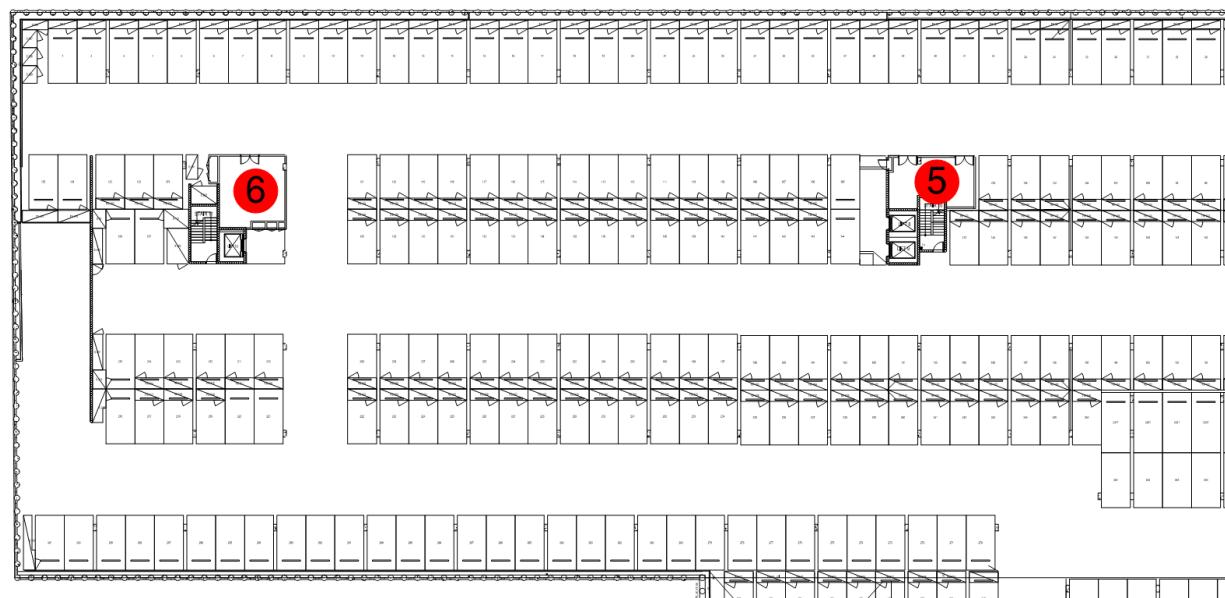
Show in the map below of basement beneath 56 & 58 Kambrook Road



5 - Basement Refuse room will remained locked due to the presence of a mechanical compactor

6 - Basement Refuse room will remained locked due to the presence of a mechanical compactor

Show in the map below of basement beneath 11 Bond Street



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3.7 MAIL COLLECTION

Your mail will be delivered to your letterbox in the Mailroom of your Building (located on the Ground Floor in the Lobby). Two mailbox keys have been provided.

Should you require additional keys or if you have lost your keys, please see the Building Manager.

If you are expecting a parcel delivery at a time when you are unlikely to be at home, you should address the parcel to yourself C/- the Building Manager's office (C/- The Building Manager, Caulfield Heath, 6/15 Bond Street, Caulfield North. Vic 3161'). Once the parcel is delivered, the Building Manager will advise you (most likely via BuildingLink) that there is a parcel at the office ready for you to collect. You may be required to provide photo ID to collect the parcel.

3.8 MECHANICAL SYSTEM (HEATING, COOLING & EXHAUSTS)

This section provides basic information about the heating/cooling/ventilation systems within your apartment.

The Caulfield Heath Apartments' mechanical systems comprises installation of the following:

- Reverse Cycle Split-system air conditioning units (including associated condenser pipe work, ductwork, filters, grilles, etc).
- Fully ducted air conditioning units (including associated condenser pipe work, ductwork, filters, grilles, etc).
- Exhaust system (including fans, ductwork, grilles, etc. which are vented out through a sealed exhaust)
- Electrical installation

Air Conditioning

A combination of fully ducted air conditioning units, and split system air conditioners provide conditioned air throughout the apartment. Each air conditioning unit must be turned on and off from either the control panel or the remote controls. The controls are located in your apartment controlling the temperature and fan speed. The temperature is monitored and regulated by a thermostat, which is built into the fixed wall key pad or split system unit. The condenser unit for each apartment is most likely located in the roof-top plant area. The Building Manager will know where your condenser unit is located in the event you need to arrange maintenance or repairs to the unit.

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3.9 USE OF LIFTS

The Caulfield Heath Apartments have 9 no. lifts serving all buildings except the Townhouses.

When moving furniture and other bulky items, please take into consideration the internal size of the lifts. The dimensions of each lift are:

- Doorway opening is 1m wide
- Doorway height is 2.2m high
- The lifts are 2m deep, 1.4m wide and 2.4m high.

All lifts are of equal size with the exception of the lift on the north side of 11 Bond Street. The dimensions of that lift are:

- Doorway opening is 1.1m wide
- Doorway height is 2.2m
- This lift is 1.7m deep, 2m wide and 2.5m high.

If large or bulky items are being moved in/out you MUST make arrangements, in advance, with the Building Manager to install Lift Protectors. Any costs incurred to repair damage caused by residents or their guests moving items in the lift will be charged to the resident.

4.0 INTERNAL FINISHES, FIXTURES & FITTINGS AND MAINTENANCE PROCEDURES

This project incorporates a range of high quality internal finishes. We have included a Materials Fixtures & Fittings Schedule which summarises the appliances, finishes and light fittings that have been fitted to your apartment.

Where possible, we have also included relevant trade literature, operation manuals, care instructions, warranty information etc in the full version of your Apartment Operations and Maintenance Manual. Owners have been provided with a full version of the manual on a USB memory stick and a copy is also available on BuildingLink.

Warranty durations for the appliances in your apartment begin from the date of settlement. (The Building Manager will know relevant warranty commencement dates.) Any problems with appliances within their warranty period should go through E&S Trading as they have records of all appliances and are able to easily manage the issues.

(E&S Commercial Office: (03) 8808 7977 or email projects@estrading.com.au)

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4.1 APPLIANCE FAULT (OUTSIDE WARRANTY PERIOD)

If you require a service call on any appliance in the apartment you should start as follows:

- **If you are an Owner:**
Please refer to the relevant manufacturer's contact details in the full version of the Owners' Manual.
- **If you are a tenant:**
You should contact your landlord or their Managing Agent. Advise them of the problem and have the manufacturer's contact details handy to give them (Manufacturer's contact details are in the full version of this manual).

Please refer to the following page for Materials Fixtures & Fittings Schedule

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Description	Location (Classic/Premium)	Specification	Supplier	Image
Rangehood	All Kitchens	Manufacturer: Smeg Model: 60cm undermount rangehood Finish: Integrated Code: PUM60X	E&S Trading	
Rangehood	Premium – Upgrade Option	Manufacturer: DeLonghi Model: 60cm undermount rangehood Finish: Integrated Code: DE60UM	E&S Trading	
Oven	Classic	Manufacturer: Smeg Model: Thermoseal Oven Finish: Satin SS Code: SA561X	E&S Trading	
Oven - Light	Premium/Towhouses	Manufacturer: Smeg Model: Thermoseal Oven – Linear Aesthetic Finish: Silver glass and SS Code: SC106SG8	E&S Trading	

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Description	Location (Classic/Premium)	Specification	Supplier	Image
Oven - Dark	Premium/Townhouses	Manufacturer: Smeg Model: Thermoseal Oven – Linear Aesthetic Finish: Black glass and SS Code: SC106SN-8	E&S Trading	
Oven	Premium - Upgrade	Manufacturer: Electrolux Model: 60cm Multifunction Proluxe Duo Oven Finish: SS Code: EVEP626BB	E&S Trading	
Dishwasher	Classic/Premium (1BR, 1+1BR, & 2BR)	Manufacturer: Smeg Model: Swing Wash System Finish: 45cm Integrated - Joinery panel to suit Code: STA464A	E&S Trading	

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Description	Location (Classic/Premium)	Specification	Supplier	Image
Dishwasher	Classic/Premium/ Townhouse (3BR)	Manufacturer: Smeg Model: Swing Wash System Finish: 60cm Integrated - Joinery panel to suit Code: DWAFI149	E&S Trading	
Dishwasher	Premium – Upgrade Option	Manufacturer: Fisher & Paykel Model: Integrated Double Dish Drawer Code: DD60DI7	E&S Trading	
Cooktop	Classic	Manufacturer: Smeg Model: 60cm cooktop with Wok burner & Canelli knobs Finish: SS Code: CIR66XS	E&S Trading	
Cooktop	Premium/Townhouses	Manufacturer: Smeg Model: Linear Aesthetic - 60cm cooktop with Canelli knobs Finish: SS Code: P1641XA	E&S Trading	

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Description	Location (Classic/Premium)	Specification	Supplier	Image
Cooktop	Premium – Upgrade Option	Manufacturer: Delonghi Model: Gas Cooktop 5 Burner Finish: Glass Code: DEGH70BG	E&S Trading	
Integrated Fridge	Upgrade Option	Manufacturer: Fisher Paykel Model: Active Smart 519Ltr, bottom freezer Finish: White Code: E522BLE3	E&S Trading	
Integrated Fridge	Premium - Upgrade Option	Manufacturer: Fisher Paykel Model: 517Ltr Fridge Finish: White Code: E521TRT3	E&S Trading	
Vanity Basin	Classic	Manufacturer: Designer Bathware Rick McLeans Model: Artistic Basin Finish: White Code: #078	Designer Bathware Rick McLeans	
Basin	Classic	Manufacturer: Parisi Model: Box 270 Wall Basin – 32mm standard plug and waste Finish: White Code: AC1951/S	Parisi	

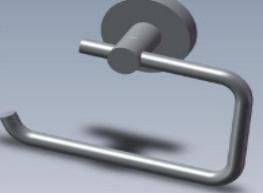
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Description	Location (Classic/Premium)	Specification	Supplier	Image
Basin	Premium/Townhouses	Manufacturer: Villeroy and Boch Model: Architecturea underslung basin Finish: White Code: 41525001	Argent	
Basin	Premium/Townhouses	Manufacturer: Villeroy and Boch Model: Loop and Friends – Underslung Basin Finish: White Code: 61622001	Argent	
Basin Mixer	Classic	Manufacturer: Astra Walker Model: Icon Project mixer tap Finish: Polished Chrome Code: A69.02.PRJ	Astra Walker	
Basin Mixer	Premium/Townhouses	Manufacturer: Astra Walker Model: Metropolis Basin Mixer Finish: Ice Grey Code: A76.02	Astra Walker	
Mixer Tap	Classic (Kitchen & Laundry) Premium/Townhouses (Laundry)	Manufacturer: Astra Walker Model: Icon Project sink mixer Finish: Polished Chrome Code: A69.08.PRJ	Astra Walker	

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Description	Location (Classic/Premium)	Specification	Supplier	Image
Mixer Tap (Kitchen)	Premium/Townhouse	Manufacturer: Astra Walker Model: Icon Project sink mixer Finish: Ice Grey Code: A69.08	Astra Walker	
Shower	Classic	Manufacturer: Astra Walker Model: Icon Project rail shower with multi-function rose Finish: Polished Chrome Code: A76.43.V9	Astra Walker	
Shower	Premium/Townhouses	Manufacturer: Astra Walker Model: Icon Project Rail Shower with Multi-function Rose Finish: Ice Grey Code: A76.43.V2		
Shower Mixer	Classic	Manufacturer: Astra Walker Model: Icon Project wall mixer Finish: Polished Chrome Code: A69.48.PRJ	Astra Walker	
Shower Mixer	Premium/Townhouse	Manufacturer: Astra Walker Model: Metropolis Wall Mixer Finish: Ice Grey Code: A76.48	Astra Walker	
Waste	Classic	Manufacturer: Astra Walker Model: Click Clack 32mm plug and waste Finish: Polished Chrome Code: A70.02	Astra Walker	

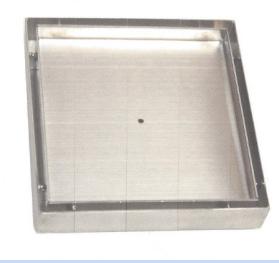
Apartment Operations and Maintenance Manual

Description	Location (Classic/Premium)	Specification	Supplier	Image
Waste	Premium	Manufacturer: Astra Walker Model: Pop up waste with overflow Finish: Ice Grey Code: A70.03.V2	Astra Walker	
Waste	Townhouses	Manufacturer: Watermark Model: P & W Brass Pop Up 40x70mm CP Finish: Polished Chrome Code: A70.02	Watermark	
Shower Shelf	Classic	Manufacturer: Astra Walker Model: Icon Project shower shelf Finish: Polished Chrome Code: A69.59.PRJ	Astra Walker	
Shower Shelf	Classic/Premium/ Townhouses	Manufacturer: Astra Walker Model: Icon Project shower shelf Finish: Ice Grey Code: A69.59.PRJ	Astra Walker	
Toilet Roll Holder	Classic	Manufacturer: Astra Walker Model: Icon Project toilet roll holder Finish: Polished Chrome Code: A67.61.PRJ	Astra Walker	
Toilet Roll Holder	Premium/Townhouses	Manufacturer: Astra Walker Model: Toilet roll holder Finish: Ice Grey Code: A67.61.V2	Astra Walker	

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Description	Location (Classic/Premium)	Specification	Supplier	Image
Double Towel Rail	Classic	Manufacturer: Astra Walker Model: Icon Project double towel rail Finish: Polished Chrome Code: A67.57.6.PRJ	Astra Walker	
Single Towel Rail	Classic	Manufacturer: Astra Walker Model: Icon Project single towel rail Finish: Polished Chrome Code: A67.55.6.PRJ	Astra Walker	
Double Towel Rail	Premium/Townhouse	Manufacturer: Astra Walker Model: Icon Project double towel rail Finish: Ice Grey Code: A67.57.6	Astra Walker	
Single Towel Rail	Premium/Townhouse	Manufacturer: Astra Walker Model: Icon Project single towel rail Finish: Ice Grey Code: A67.55.6	Astra Walker	
WC	Classic	Manufacturer: Argent Model: Isis back to wall plan soft close seat Finish: White Code: KO 060101 SRCB	Argent	
WC	Premium/Townhouse	Manufacturer: Villeroy and Boch Model: O.Novo back to wall pan – Soft close Finish: White	Argent	

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Description	Location (Classic/Premium)	Specification	Supplier	Image
Shower Waste	Classic/Premium/ Townhouse	Manufacturer: Bermuda Model: Mega Square Tile Insert Floor Waste Finish: Chrome Code: 11203.01	Bermuda	
Shower Screen	Classic/Premium/ Townhouse	Manufacturer: Designer Bathware Rick McLeans Model: Semi frameless sliding shower screen 2100h, Finish: Polished Chrome Code: LS-0827	Designer Bathware Rick McLeans	
Sink	Classic/Premium/ Townhouse	Manufacturer: Smeg Model: Underslung sink single bowl with basket waste Finish: SS Code: BST34	Smeg	
Sink	Classic/Premium/ Townhouses (3BR)	Manufacturer: Smeg Model: Underslung sink 1.5 bowl with basket waste BST34 Finish: SS Code: UM4530	Smeg	
Laundry Trough	Classic/Premium/ Townhouse	Manufacturer: Abey Model: Built in tough Finish: Code: LTS45 skinny	Abey	

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Description	Location (Classic/Premium)	Specification	Supplier	Image
Laundry Trough	Classic/Premium	Manufacturer: Clark Model: Eureka 35L Laundry Tub and Cabinet Finish: White Code: 7111		
Washing Machine	Classic/Premium/ Townhouses	Manufacturer: Austworld Model: Level Washing Machine Stop Mini Ceramic Disc Lever Handle Finish: Chrome Code: LH2015	Dura	
Bath	Townhouses	Manufacturer: Bette Model: Select Rectangular Bath without overflow Finish: White Code: B3412B	Bette	
Divertor Mixer	Townhouses	Manufacturer: Astra Walker Model: Divertor Mixer Finish: Ice Grey Code: A76.48.V4	Astra Walker	
Divertor Mixer	Townhouses	Manufacturer: Astra Walker Model: Metropolis bath mixer Finish: Ice Grey Code: A76.05.S	Astra Walker	
Robe Hook	Classic	Manufacturer: Astra Walker Model: Icon robe hook Finish: Polished Chrome Code: A69.93	Astra Walker	

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Description	Location (Classic/Premium)	Specification	Supplier	Image
Robe Hook	Premium/Townhouse	Manufacturer: Astra Walker Model: Icon robe hook Finish: Ice Grey Code: A69.93	Astra Walker	
Carpet	Classic (Living/Bed)	Manufacturer: Cavalier Bremworth Model: Levante – 100% pure wool tufted level loop pile, GECA certified. Colour: Simum Code: 7/539	Cavalier Bremworth	
Carpet - Light	Premium/Townhouses (Living/Bed)	Manufacturer: Whitecliffe Imports Model: W Collection Samba Finish: Waltz Code: 1701	Whitecliffe Imports	
Carpet - Dark	Premium/Townhouses (Living/Bed)	Manufacturer: Whitecliffe Imports Model: W Collection Samba Finish: Pumice Code: 1701	Whitecliffe Imports	
Porcelain Tile	Classic (Bathroom Floor & Wall, Kitchen Floor and Laundry Floor)	Manufacturer: National Tiles Model: Simplicity Range Finish: Sand. Min grout lines (1-2mm). Grout to match tile Size: 400 x 400 x 6mm thick R9 Code: NT13-2000FL	Tile Effect	
Porcelain Tile	Classic (Laundry Skirting Tile)	Manufacturer: Tile Effect Model: Finish: Porcelain tile to match floor tile Size: 400 x 100 x 6mm thick Code: As above	Tile Effect	

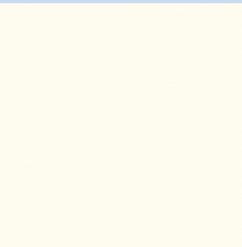
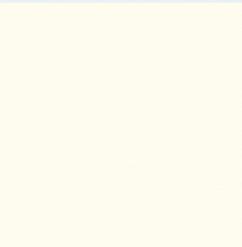
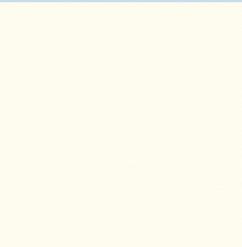
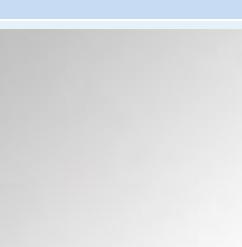
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Description	Location (Classic/Premium)	Specification	Supplier	Image
Ceramic Tile	Classic (Bathroom Wall - above 1200h, to ceiling in shower alcove only & Laundry Splashback – only where trough provided)	Manufacturer: Classic Ceramics Model: White Wall Tile. Min grout lines (1-2mm). White grout to match same thickness to match adjacent stone or equivalent approved. Finish: Matt Size: 200 x 200 x 7.5 thick	Tile Effect	
Porcelain Slab	Classic (Kitchen Splashbacks)	Manufacturer: CDK Stone Model: Laminam.IT – Filo/Brino.	CDK Stone	
Stone Tile - Light	Premium/Townhouse (Bathroom floor & wall, & Dado panel 1200h)	Manufacturer: Tile Effect Model: Whitewood Vein (lightest) Finish: Honed Finish. Grout colour to match. Size: 400 x 400 x 10 thick	Tile Effect	
Stone Slab - Light	Premium/Townhouse (Kitchen benchtop, Kitchen splashback, & Bathroom vanity)	Manufacturer: Tile Effect Model: Ivory Fantasy 20mm thick Finish: Honed and sealed. Polish square edge with min. pencil edge	Tile Effect	
Stone Slab - Light	Premium/Townhouse (Bathroom floor & wall, & Dado panel to 1200h))	Manufacturer: Tile Effect Model: Whitewood Vein (Dark) Finish: Honed Finish. Grout colour to match. Size: 400 x 400 x 10 thick	Tile Effect	
Stone Slab - Dark	Premium/Townhouse (Bathroom Shower Walls & Laundry Splashback)	Manufacturer: Tile Effect Model: Ice Black 20mm thk granite Finish: Honed and sealed. Polish square edge with min. pencil edge	Tile Effect	

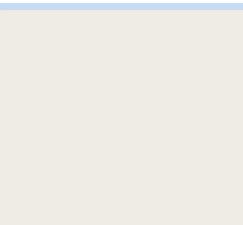
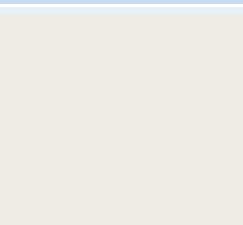
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Description	Location (Classic/Premium)	Specification	Supplier	Image
Reconstituted Timber Veneer	Classic (Kitchen Joinery & Bathroom Shelf)	Manufacturer: Evenerne Model: Evenerne Alpikord Planked Oak Finish: Groove Finish, 2 coats UV resist./non yellowing clear matt polyurethane lacquer (0% gloss). Edge Finish to match. Grain direction as indicated.	Evenerne	
Reconstituted Timber Veneer - Light	Premium/Townhouse (Kitchen Joinery & Bathroom Joinery)	Manufacturer: Evenerne Evenerne Even Romano Finish: 2 coats UV resist./non yellowing clear matt polyurethane lacquer in a matt finish (0% gloss). Edge Finish 2mm laminated edge to match. Grain direction as indicated.	Evenerne	
Reconstituted Timber Veneer - Dark	Premium/Townhouse (Kitchen Joinery & Bathroom Joinery)	Manufacturer: Evenerne Model: Evenerne Even Walnut Finish: 2 coats UV resist./non yellowing clear matt polyurethane lacquer in a matt finish (0% gloss). Edge Finish 2mm laminated edge to match. Grain direction as indicated.	Evenerne	
2 Pak Factory Paint Finish	Classic/Premium/ Townhouse (Island Bench)	Manufacturer: Dulux Finish: Natural White, Satin finish, 30% gloss. Code: PN1E1	Dulux	
Laminate	Classic/Premium/ Townhouse (Kitchen & Laundry Kicker)	Manufacturer: Laminex Model: Innovations Finish: Brushed Stainless Steel, Metallic Finish 957	Laminex	

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Description	Location (Classic/Premium)	Specification	Supplier	Image
Laminate	Classic (Laundry & Linen Cupboard Doors)	Manufacturer: Laminex Model: Parchment Finish: ABS edging to match	Laminex	
Laminate	Premium/Townhouse (Laundry benchtop, under bench joinery and overheads)	Manufacturer: Laminex Model: Parchment Finish: ABS edging to match	Laminex	
Melamine	Classic & Premium (Robes to 2 nd and 3 rd bedroom, kitchen, bathroom, and laundry carcasses)	Manufacturer: Polytec Model: White melamine Finish: ABS edging to match	Polytec	
Melamine - Light	Premium (Robe carcasses to Master bedrooms)	Manufacturer: Polytec Melamine Model: Tuross Oak Matt Finish: ABS edging to match	Polytec	
Melamine - Dark	Premium (Robe carcasses to Master bedrooms)	Manufacturer: Polytec Melamine Model: Cocoa Spruce Finish: ABS edging to match	Polytec	
Mirror (Silver)	Classic/Premium/ Townhouse (Selected Joinery & Bathrooms)	Manufacturer: Viridian Glazing Model: 6mm Décor Mirror Finish: Clear, 3mm pencil round polished edge, concealed fixing	Viridian Glazing	

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Description	Location (Classic/Premium)	Specification	Supplier	Image
Powdercoat – Light & Dark	Premium/ Townhouse (Bathroom vanity legs & Shadowlines)	Manufacturer: Dulux Model: Powdercoat Finish: Electro Shimmering Code: 90638186K	Dulux	
Powdercoat – Dark Delete this item	Premium/ Townhouse (Bathroom vanity legs & Shadowlines)	Manufacturer: Dulux Model: Powdercoat Finish: Electro Shimmering Code: 9068186K	Dulux	
Paint	Classic/Premium/ Townhouse (General Walls)	Manufacturer: Dulux Model: Dulux Acrylic Wash & Wear Finish: Natural White Dry Areas Finish – Enviro Washable Flat Wet Areas Finish – Low Sheen Doors, Frames & Skirtings Finish – Aqua Enamel Semi-Gloss Code: PN1E1	Dulux	
Paint	Classic/Premium/ Townhouses (General Ceilings)	Manufacturer: Dulux Model: Dulux Acrylic Wash & Wear Finish: Natural White Dry Areas Finish – Enviro Washable Flat Wet Areas Finish – Low Sheen Code: PN1E1	Dulux	
Polyvinyl	Classic/Premium/ Townhouses (Kitchen, Bathrooms, Laundry Door, Storage Cupboards)	Manufacturer: Albedor Industries Model: Albedor Custom 2 Pak Panel, 18SSW faceline Finish: Satin White, 40mm centres, door breaks to occur centred on grooves Size: Code: #41930-001	Albedor Industries	

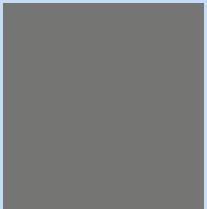
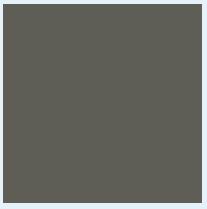
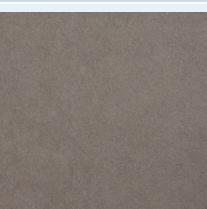
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Description	Location (Classic/Premium)	Specification	Supplier	Image
Engineered Quartz Stone	Classic (Kitchen Benchtops)	Manufacturer: Tile Effect Model: Bianco – Neve 1012 Quartz 20mm (edge thick) Finish: Polished square edge, min pencil round top & bottom	Tile Effect	
Timber Floor - Light	Premium/Townhouse (Kitchen)	Manufacturer: French Oak Floors Model: 190 x 12mm tick board to match Havwoods Oak White Wash Finish: Wash, brushed and matt lacquered. Long edges microbevel install using endorsed installer as per manufacturer's instructions	French Oak Floors	
Timber Floor - Dark	Premium/Townhouse (Kitchen)	Manufacturer: French Oak Floors Model: 190 x 12mm tick board to match Havwoods Europlank Oak Chocolate. Finish: Wash, brushed and matt lacquered. Long edges microbevel install using endorsed installer as per manufacturer's instructions	French Oak Floors	
Downlight	Classic/Premium/Townhouse	Manufacturer: Illuminated Group Model: Illum584 recessed LED downlight, 10W 750 lumens	Illuminated Group	
LED Strip Light	Classic/Premium/Townhouse (Kitchens)	Manufacturer: Illuminated Group Model: Illum912 LED striplight, 8W, IP64 rated	Illuminated Group	

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Description	Location (Classic/Premium)	Specification	Supplier	Image
Wall Light	Balconies	Manufacturer: Lights & Tracks Model: Light Scene, Hinkley Lighting USA – Aria Collection, Wall Sconce – 2300KZ Finish: Buckley Bronze Finish	Lights & Tracks	
Wall Light	Premium – Upgrade Option	Manufacturer: HPM Model: 275w Single Heat Lamp Finish: White Code: R 615	HPM	
External Finishes				
Textured Paint	External Walls Building A, C, D & Soffits A, C, D	Manufacturer: Dulux Model: Acratex Finish: Heifer – LVR 54 Textured Paint Code: P14B2	Dulux	
Textured Paint	External Walls Building B, E & Soffits B, E	Manufacturer: Dulux Model: Acratex Finish: Grey Pebble – LVR 63 Textured Paint Code: P14B1H	Dulux	
Textured Paint	External Walls TH & Building E, Balcony Balustrades & Soffits	Manufacturer: Dulux Model: Ploughed Earth – LVR 17 Textured Paint Code: PN1H9	Dulux	

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Description	Location (Classic/Premium)	Specification	Supplier	Image
Textured Paint	External Walls Building E, Balcony Balustrade Building E & Soffit Building E	Manufacturer: Dulux Model: Acratex Finish: Teahouse – LVR 18 Textured Paint Code: PN2A6	Dulux	
Powdercoat Finish	Balcony Handrails, Fencing & Gates to Buildings A, D, F, TH)	Manufacturer: Interpon Model: D1000 Finish: Sable Asteroid Code: GN271A	Interpon	
Powdercoat Finish	Balustrades & Fencing to Building B, D & F)	Manufacturer: Dulux Model: Electro Scintillation Code: 906-8186K	Dulux	
Ceramic Tile	Balconies	Manufacturer: Tile Effect Model: 600x300 Code: BF60624	Tile Effect	
Timber	Balcony canopy and soffit linings	Manufacturer: Innowood Model: Spotted Gum Finish: Brushed Code: IBWC14025	Innowood	

5.0 APPENDICES

5.1 APPENDIX 1: OWNERS COOPERATION RULES

Refer to USB for full copy of Owners Cooperation Rules and in BuildingLink.

5.2 APPENDIX 2: MOVE IN/OUT FORM

Refer to USB for printable form identifying the strategy for moving in/out of the building and in BuildingLink.

APPENDIX 1:

OWNERS COOPERATION RULES

In Accordance With



Owners Corporation Rules

Owners Corporation No : 1
PS 721881S

Precinct 1,
Caulfield Heath,
Caulfield North, Vic

To Be Registered By:
BPG Caulfield Village Pty Ltd
ACN: 143 652 493
(date)

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1. OBJECTIVES

The Rules are to be interpreted having regard to the following objectives:

- 1.1** Enhancing the amenity of every Lot forming part of the Development and the safety and security of Lot Owners, Residents and Visitors.
- 1.2** Protecting and improving the investment of each Lot Owner;

2. DEFINITIONS

"Act" means the *Owners Corporations Act 2006*.

"Authority" means any Commonwealth, State, regional and local government or other regulatory authority, body or agency, and any court or tribunal or statutory corporation or any employee or agent of any of them.

"Building" means the building(s) constructed on the Land.

"Committee" means the committee appointed pursuant to the *Owners Corporations Act 2006*.

"Common Property" means that part of the land contained in any part of the Plan of Subdivision that is not included in a Lot.

"Development" means all the land that forms part of Precinct 1, Stage 1, 2 & 3 of the Caulfield master plan.

"Land" means the whole of the land described in the Plan.

"Lot" means any Lot on the Plan of Subdivision.

"Lot Owner" means an owner of a Lot on the Plan of Subdivision.

"Manager" means the Owners Corporation Manager appointed by the Owners Corporation pursuant to the *Owners Corporations Act 2006* as amended.

"Member" means a Lot Owner or person belonging to the Owners Corporation.

"Occupier" means any person occupying or in possession of a Lot and can include a Member.

"Owner" has the same meaning as "Lot Owner".

"Owners Corporation" (also referred to as "OC") means the Owners Corporation(s) of PS 721881S including Owners Corporations 1-6 as applicable.

"Owners Corporation Rules" means these Rules.

"Plan" means Plan of Subdivision N°: 721881S.

"Regulations" means the *Owners Corporation Regulations 2007* (as amended from time to time).

"Resident" has the same meaning as "Occupier".

"Resident Amenities" means the facilities within the common area of Owners Corporation 1 of the Scheme, inclusive of;

- Swimming centre (pool, spa and sauna)
- Gym
- Theatre room
- Wine store
- Residents' lounge, dining and kitchen rooms
- Business Centre
- Gardens and walkways

"Rules" has the same meaning as "Owners Corporation Rules".

"Scheme" means all of the buildings and other property included in the Plan.

“Security Key” means a key, magnetic card or other device used to open and close doors, gates, windows or locks or to generate alarms, security systems or communication systems in respect of a Lot or the Common property.

“Services” means the Services and utilities provided for a Lot or the Common Property including water, gas, electricity, lighting, sanitation, air-conditioning and ventilation, elevators, fire control, security, telephone, facsimile, computer services and communications together with all plant and equipment needed to provide them.

“Visitor” is a person who is not gainfully employed by the Lot Owner or Lessee or does not reside in a Lot affected by the Owners Corporation.

“Works” includes removing, demolishing, damaging, despoiling, developing, altering or excavating all or any part of the Scheme.

3. OBSERVANCE OF RULES

- 3.1** The duties and obligations imposed by these Owners Corporation Rules on a Lot Owner or Occupier must be observed not only by the Lot Owner or Occupier but by the tenants, sub-tenants, guests, servants, employees, agents, children, invitees and licensees of all Lot Owners or Occupiers.
- 3.2** Each Lot Owner and Occupier must take all reasonable steps to ensure that his/her invitees do not behave in a manner likely to interfere with the quiet enjoyment of any other Lot by the Lot Owner or Occupier of any other Lot or of any persons lawfully using the Common Property.

4. BUILDING WORKS

- 4.1** An Owner or Occupier of a Lot must not undertake any Works within or about or relating to a Lot except in accordance with the following requirements:

- 4.1.1** All Works require written Owners Corporation approval, and shall be carried out in accordance with these Rules and the directions of the Owners Corporation; and
- 4.1.2** Such Works may only be undertaken after all required permits, approvals and consents under all relevant laws inclusive of all EPA guidelines have been obtained and copies given to the Owners Corporation Manager, and then strictly in accordance with those permits, approvals and consents and any conditions, thereof; and
- 4.1.3** The Owner or Occupier of a Lot must at all times ensure that such Works are undertaken in a reasonable manner so as to minimise any nuisance, disturbance or inconvenience from building Works to other Owners or Occupiers.
- 4.1.4** An Owner or Occupier of a Lot must not proceed with any such Works until the Owner or Occupier:
- 4.1.5** Submits to the Owners Corporation detailed plans and specifications of any Works proposed which affect the external appearances of any part of the building or Common Property, or which affect the building structure or Services or the fire or acoustic ratings of any component of the building; and
- 4.1.6** Supplies to the Owners Corporation such further particulars of those proposed Works as the Owners Corporation may request to enable the Owners Corporation and its consultants to be reasonably satisfied that the proposed Works accord with the aesthetics and amenity of the building and do not compromise the overall Services; and

- i. Receives written approval for those Works from the Owners Corporation, such

- approval not to be unreasonably withheld but which may be given subject to the conditions that:
- ii. The reasonable costs of the Owners Corporation (which may include consultants or building practitioners engaged by the Owners Corporation to consider those proposed Works) are borne by the Owner or Occupier; and
 - iii. A bond as determined by the Committee is to be paid by the Owner or Occupier and such approval shall not be effective until such costs have been paid; and
 - iv. Causes to be effected and maintained for the period of the building Works, contractor's all risk and public liability insurance policies to the satisfaction of the Owners Corporation and delivers a copy of the policies and certificates of currency in respect of these policies to the Owners Corporation.
- 4.2** The Owner or Occupier of a Lot must ensure that the all Works are carried out in compliance with the terms of any approval given by the Owners Corporation and with the reasonable directions of the Owners Corporation concerning the method of building operations, means of access, use of Common Property, onsite management and building protection and hours of work, and that Works are carried out so as to minimise any damage to or dirtying of the Common Property or any parts of the Building.
- 4.3** The Owner or Occupier of a Lot shall immediately make good all damage to and dirtying of the Common Property or any parts of the Building which are caused by such Works, and if the Owner or Occupier fails to do so the Owners Corporation may, in its absolute discretion, make good the damage and dirtying and in that event the Owner or Occupier shall indemnify and keep indemnified the Owners Corporation against any costs or liabilities incurred by the Owners Corporation in so making good the damage or dirtying.
- 4.5** The Owner or Occupier of a Lot must, at the Owner's or Occupier's expense, promptly comply with all laws relating to the Lot including any requirement, notice and order of any governmental authority.

5. HEALTH SAFETY & SECURITY

An Owner or Occupier of a Lot must not, and must ensure that an Occupier does not:

- 5.1** Use the Lot, or permit it to be used, so as to cause a hazard to an Owner, Occupier or user of another Lot.
- 5.2** Permit any child over whom the Owner or Occupier has control to remain unaccompanied by a responsible adult on Common Property comprising a car parking area, driveway or other area of possible danger or hazard.
- 5.3** Store flammable chemicals, liquid or gas on the Lot or on the Common Property without the written approval of the Owners Corporation unless the flammable materials are in the fuel tank of a motor vehicle. However a small gas cylinder for the purpose of a gas BBQ is permitted.
- 5.4** Dispose of refuse and hard rubbish on the Common Property other than in a manner approved by the Owners Corporation.
- 5.5** Parents and adults responsible for the behaviour of children must supervise those children using the Common Property.
- 5.6** The Owners Corporation cannot accept responsibility for injury or safety of children using the Common Property.

6. MANAGEMENT & ADMINISTRATION

- 6.1** Owners Corporation 1 will provide Resident Amenities management and administration

services to all limited Owners Corporations within the Scheme.

- 6.2** Owners Corporation 1 may appoint a licensed Manager to assist it to provide management and administrative services to all Owners Corporations within the Scheme.
- 6.3** All Owners Corporations within the Scheme will raise fees in such a way that fees to all Owners Corporations payable by an Owner may be consolidated on one account notice.
- 6.4** All Owners Corporations will, or will cause their appointed Owners Corporation Manager (the Manager) to maintain a register of Owners and Occupiers and such register will include adequate contact details and other information as may reasonably be required to ensure that notices can be properly served on Owners and or Occupiers and such that, in the event of an emergency, the Owners Corporation or its Manager can contact Owners and Occupiers to ensure their safety.

6.5 Owners Corporation may recover costs:

6.5.1 Owners Corporation may fix a Member's breach;

If a Member or Occupier breaches these Rules the Owners Corporation may, at the Member's or Occupier's cost, do anything the Member or Occupier should have done under these Rules but which has not been done or which the Owners Corporation reasonably considers has not been done properly.

6.5.2 Owners Corporation may recover costs on demand;

The Member or Occupier must pay on demand by the Owners Corporation:

- a) all costs incurred by the Owners Corporation because of any breach of these Rules or the Regulations by the Member or Occupier, including legal costs (on a solicitor-own client basis) and recovery of any Owners Corporation fee;
- b) compensation in respect of any damage to the Common Property, the Building or personal property vested in the Owners Corporation caused by the Member, Occupier, licensee or Visitor; and

6.5.3 Owners Corporation may charge interest;

A Member must pay on demand interest to the Owners Corporation on any amount payable by the Member under these Rules or the Regulations which remains unpaid for 14 days from the due date for payment, calculated on daily balances from the due date for payment until the amount is paid in full. The rate to be applied to each daily balance is the rate prescribed from time to time in the *Penalty Interest Rate Act 1980 (Vic)*. Interest charged on outstanding levies or fees shall be calculated on the total amount of the levy or fee outstanding and calculated on the number of days of default.

6.5.4 Owners Corporation Meetings;

Meetings of the Owners Corporation will be held in accordance with the Regulations.

6.6 Consent of the Owners Corporation:

A consent given by the Owners Corporation under these Rules will, if applicable, be revocable and may be given subject to conditions including, without limitation, a condition evidenced by a minute of a resolution that the Member or Occupier of the Lot to which the consent or approval relates is responsible for compliance with the terms of the consent.

6.7 Applications and complaints;

Any applications or complaints to the Owners Corporation must be addressed in writing to the Owners Corporation or to the Owners Corporation Manager in the Prescribed Form as per Part 10 of the Act.

7. INSURANCES

7.1 Owners Corporation 1 will undertake its responsibilities under Sections 59 & 60 of the *Owners Corporation Act 2006* and will insure any buildings on its Common Property and will arrange adequate public liability cover. Where construction within the subdivision makes it appropriate for a limited Owners Corporation to take out building cover the responsibility for arranging the cover(s) will rest with the unlimited Owners Corporation however the responsibility for meeting the cost of that insurance may be transferred to the respective limited Owners Corporation.

7.2 An Owner or Occupier of a Lot must give written notification to the Owners Corporation to seek approval prior to any proposed changes if the Owner or Occupier plans to change the existing use of the Lot in a way that will affect the insurance premiums for the Owners Corporation. An Owner or Occupier will, on demand by the Owners Corporation, reimburse the Owners Corporation for any incremental increase in any premium occasioned by the Member's or Occupier's use of their Lot.

8. COMMON PROPERTY

A Lot Owner or Occupier must not:

8.1 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 Lot Owners or occupants of Lots or their families or Visitors.

8.2 Obstruct lawful use of the Common Property, the passageways, stairs, pathways and driveways and any easement which provides access to another Lot, or emergency pathway or exit within Common Property.

8.3 Park or leave a vehicle or permit a vehicle such as furniture moving vehicles, to be parked or left on the Common Property so as to obstruct a driveway or entrance to a Lot or in any place other than in a parking area specified for such purpose by the Owners Corporation.

8.4 Damage any walls, floors, ceilings, lifts, doors, plants, gardens and lawns within the Common Property. If the Owners Corporation incurs a cost due to any damage then the Owners Corporation may recover the cost from the Member or Occupier responsible.

8.5 Park in a car park designated for Visitor parking.

8.6 Cause a false fire alarm. If the Owners Corporation incurs a cost from the responsible fire Authority because of a false fire alarm, the Owners Corporation may recover the cost from the Member or Occupier responsible. Under the MFB Act it is an offence to cause a false fire alarm and criminal charges may apply.

8.7 Smoke in any part of the Common Property or drink alcohol in any part of the Common Property. **Note:** Consumption of alcohol may be permitted in the Resident Dining Amenities under rules determined from time to time by the Owners Corporation.

8.8 Cause a false fire alarm. If the Owners Corporation incurs a cost from the responsible fire Authority because of a false fire alarm, the Owners Corporation may recover the cost from the Member or Occupier responsible. Under the MFB Act it is an offence to cause a false fire alarm and criminal charges may apply..

8.9 Allow any child under the Member's or Occupier's control to play on any part of the

Common Property; and allow any child under the Member's or Occupier's control to be in any part of the Common Property which may be dangerous or hazardous to children, including any car park, driveway, stairs or swimming pool, unless the child is with an adult.

- 8.10** Allow any person under the Member's or Occupier's control to use skateboards, roller skates or roller blades on the Common Property.
- 8.11** Remove any item from the Common Property that has been placed there by the Owners Corporation.
- 8.12** Enter any plant room.

9. LOTS

9.1 A Member or Occupier must not:

- 9.1.1** Obstruct the lawful use of Common Property by any person.
- 9.1.2** Make any noise or behave in a way likely to interfere with the peaceful enjoyment of any person in another Lot or lawfully using Common Property (refer to EPA noise guidelines).
- 9.1.3** Allow any hazardous, offensive or unlawful thing to happen including anything causing annoyance, nuisance, danger or damage to any person or property.
- 9.1.4** Paint, finish, mark, damage, deface or otherwise alter the exterior of any building or external improvement forming part of any Lot or the Common Property.
- 9.1.5** Tint or otherwise treat any windows or other glazed parts of their Lot or the Common Property without prior written approval from the Owners Corporation or its Manager. The Owners Corporation has the right to set and to enforce standards and specifications for window treatments.
- 9.1.6** Install internal window furnishing other than blinds in white or off-white colour or white plantation shutters or white timber look venetian blinds with a minimum width of 50 millimeters that do not conform to standards and specifications established by the Owners Corporation. Sheets, towels, paper, or reflective film are not permitted materials to use as window furnishings.
- 9.1.7** Install blinds or screening materials on the exterior of the Lot, namely on or above balcony, without approval from the Owners Corporation or its Manager.
- 9.1.8** Obstruct any of the entrances, exits or passages to any Lot or to or on the Common Property.
- 9.1.9** Throw anything over any balcony or from any Common Property.
- 9.1.10** Do anything that may invalidate or suspend any insurance policy affected by the Owners Corporation.
- 9.1.11** Hinder or obstruct any contractor or workman employed by the Owners Corporation.

- 9.1.12 Use offensive language or behave in a way that may cause offence or embarrassment to another person.
- 9.1.13 Congregate in any part of the Common Property, excluding the Resident Amenities located within Owners Corporation 1.
- 9.1.14 Throw litter including cigarette butts or cigarette ash on the Common Property.
- 9.1.15 Bring commercial shopping trolleys into the building.
- 9.1.16 Leave rubbish or refuse, waste or unwanted goods belonging to the Owner or Occupier outside in any common area.
- 9.1.17 Burn rubbish or other material in their Lot or in the Building or on Common Property.
- 9.1.18 Leave personal belongings such as shoes, racks, mats, and plants on the front door step of their Lot or any part of any common areas.
- 9.1.19 Use any balcony or terrace as a storage space.
- 9.1.20 Where a privacy screen in the form of a privacy shelf has been installed, an Occupier must not use that shelf as a ledge to support any article including but not only, pot plants or decorative items.
- 9.1.21 Interfere with or modify any Services.
- 9.1.22 Interfere with or modify any intercom, television aerial or communication systems.
- 9.1.23 Operate any electronic or other equipment which interferes with any television, radio, telephone, computer or domestic appliances lawfully being used on any other Lot or the Common Property.
- 9.1.24 Install or use any intruder alarm that makes a sound that can be heard from outside their Lot.
- 9.1.25 Hang any clothing, towel, bedding or other item in a place that can be seen from outside their Lot.
- 9.1.26 Use or permit a Lot affected by the Owners Corporation to be used for any purpose which may be illegal or injurious to the reputation of the Development or may cause a nuisance or hazard to any other Lot Owner or Occupier of any Lot or the families or Visitors of any such Lot Owner or Occupier.
- 9.1.27 Use or permit a Lot to be used for business or commercial purposes.
- 9.1.28 Make any alteration to the structure or to the external appearance of the Lot without first having obtained the approval of the Owners Corporation.
- 9.1.29 Make any structural alteration to a party wall without the approval of the Lot Owner of the adjoining Lot and the Owners Corporation.
- 9.1.30 Neglect the maintenance and care of their Lot, as determined by the Owners Corporation or its Manager.
- 9.1.31 Erect or display any sign including "Lease" or "For Sale" signs that is visible from another Lot or from the Common Property without the prior approval of the Owners Corporation. If any sign is required to be removed then the Owners Corporation may recover any costs incurred from the Member or Occupier responsible.
- 9.1.32 Use any designated carpark for any other purpose, including but not only for the

storage of items (outside an approved storage cage), than as parking space for a registered vehicle. The Owners Corporation has the right to cause the removal of an abandoned vehicle if the Owner, Resident or Occupier has ignored reasonable prior written requests to do so.

- 9.1.33 Park or allow any vehicle to be parked on a Lot or any road or any other land contained in the Plan of Subdivision that is not designated for car parking.
- 9.1.34 Permit any bicycle to be stored in Common Property other than in the spaces provided for that purpose.
- 9.1.35 Carry out or allow on a Lot or on any road or any other land in the vicinity of a Lot any dismantling, assembling, repairs or restorations of any type of motor vehicle.
- 9.1.36 Lease, licence or grant a right of occupancy of a Lot unless:
 - a) It is by a written lease, licence or tenancy agreement of at least three months duration and, if it is a tenancy agreement, it complies with the provisions of the *Residential Tenancies Act 1997 (Vic)*; and
 - b) The lease, licence or tenancy agreement has a copy of the current Owners Corporation Rules attached to it and a special condition whereby the Occupier agrees to comply with these Rules; and
 - c) If the Owners Corporation requires, the Occupier signs an agreement confirming acceptance of these Rules

9.2 A Member or Occupier must:

- 9.2.1 Keep their Lot clean and in good repair.
- 9.2.2 Make sure that all fire safety and other emergency equipment installed in their Lot are properly maintained and tested, and that back up batteries for smoke detectors are replaced as necessary.
- 9.2.3 Clean the windows and exterior of their Lot (only to the extent that there is direct access to the exterior of the Lot from their Lot), and keep them in good repair.
- 9.2.4 Acknowledge that an aesthetically consistent standard of external appearance of all the buildings benefits all Members. Consequently, Members accept that the OC will set and enforce standards for the external appearance and maintenance of all external facades (primarily external facing wall surfaces) and accept that, at its cost, the OC will maintain (including paint as and when necessary) the external facades of all buildings comprising the general area covered by the OC irrespective of the ownership of those external facades. Members and Occupiers will allow reasonable and timely access for the OC and/or its contractors to carry out such maintenance including, but not only, painting and window cleaning.
- 9.2.5 Promptly repair/replace all broken glass with glass of the same or similar quality. Any repairs/replacement must be completed by a suitably qualified tradesperson and in full compliance with these Rules and with any directions of the OC.
- 9.2.6 Keep any plants, gardens and lawns on their Lot trimmed, well watered and in good condition.
- 9.2.7 Keep their allotted car space clean, tidy and free of oil and other stains.
- 9.2.8 Keep their Lot secure.
- 9.2.9 Use the Services, driveways, pathways and any other facilities in a Lot or on any part of the Common Property only for their designated purpose.

- 9.2.10 Use any items placed on the Common Property by the Owners Corporation only for their designated purpose.
 - 9.2.11 Promptly notify the Owners Corporation on becoming aware of:
 - i. Any damage or defect in a Lot, the Common Property or to any Services; and
 - ii. Anything likely to cause danger or risk to any person or property in or near a Lot or the Common Property.
 - 9.2.12 Must be appropriately clothed when on any part of a Lot visible from another Lot and when on any part of the Common Property; and
 - 9.2.13 Comply with any directions given orally or published by the Owners Corporation Manager in respect to or about the Common Property for:
 - i. Parking and driving on or about the Common Property.
 - ii. Use of the Resident Amenities.
 - iii. Move-in and move-out arrangements including the ad hoc moving of furniture and appliances etc.
 - 9.2.14 Pay on demand by the Owners Corporation all legal costs on a solicitor-own client basis which the Owners Corporation pays, incurs or expends in consequence of any default by the Owner or Occupier in the performance or observance of these Rules or Regulations, including non-payment of Owners Corporation levies and fees.
- 9.3** Regularly clear items from their mailbox.
- 9.4** Must ensure that, where a Member or an Occupier keeps an animal in their Lot, the animal is properly restrained and kept on a leash or carried in a cage at all times when on Common Property. This Rule applies equally to an Owner or Occupier who has a Visitor who brings with them an animal.
- 9.5** Must ensure any animal kept in their Lot or visiting their Lot does not urinate or defecate on Common Property. Any accident of this nature must immediately be thoroughly and hygienically cleaned-up by the Owner, Occupier or Visitor who is in control of the animal at the time.

10. BEHAVIOUR

A Lot Owner or Occupier must not:

- 10.1** Fail to comply with any reasonable direction or request of any person employed by the Owners Corporation.
- 10.2** Behave in a manner that causes nuisance to other Residents.
- 10.3** Make or permit to be made noise from music or machinery that may cause a nuisance to another Resident (refer to the EPA noise guidelines).
- 10.4** Keep an animal on-site if the Owners Corporation has resolved that the animal is a danger or is causing a nuisance to Residents or the Common Property, and the Owners Corporation has given reasonable notice of this resolution to the Owner or Occupier who is keeping the animal. In this regard, the Owners Corporation cannot resolve to place on notice the Owner

of an animal that assists a person with an impairment or disability.

- 10.5** An Owner or Occupier of a Lot who is keeping an animal that is the subject of a notice given by the Owners Corporation to remove an animal must remove that animal.

11. POWER OF OWNERS CORPORATION TO ENTER INTO AGREEMENTS

- 11.1** The Owners Corporation has the power to enter into agreements to own and/or lease plant and/or equipment and for the management, maintenance and repair of the Common Property to ensure that the Common Property is maintained to a quality, design and standard consistent and compatible with the quality, design and standard of the Development as a whole.
- 11.2** The Owners Corporation may enter into agreements with wholesale suppliers of utilities, including but not limited to, electricity, water and gas, and services such as insurance, telecommunications, information technology and waste management, to provide those utilities and/or services to each Lot Owner.
- 11.3** The Owners Corporation will grant access to the Common Property as may be reasonably required by any contractor and or service provider engaged under arrangements envisaged in clauses 11.1 and 11.2 above to deliver utilities and or services to the Owners Corporation or to Owners and Residents. This access may include access to any areas of Common Property as the manager of the Owners Corporation sees fit to house equipment necessary to provide the said services and or utilities envisaged on a permanent or casual basis as may reasonably be required from time to time. The Owners Corporation will not unreasonably withhold the necessary permissions(s).

12. DISPUTE RESOLUTION

- 12.1** The grievance procedure set out in this rule applies to disputes involving a Lot Owner, an Occupier or the Owners Corporation.
- 12.2** The party making the complaint must prepare a written statement setting out the complaint and inviting the other party or parties to a meeting.
- 12.3** The Owners Corporation committee must be notified of the dispute by the complainant.
- 12.4** The parties to the dispute must meet and discuss the matter in dispute, along with either the grievance committee or the Owners Corporation, within twenty working days after the dispute comes to the attention of all the parties.
- 12.5** A party to the dispute may appoint a person to act or appear on his or her behalf at the meeting.
- 12.6** If the dispute is not resolved the grievance committee or Owners Corporation must notify each party of his or her right to take further action under sections 10 of the *Owners Corporation Act 2006*.
- 12.7** This process is separate from and does not limit any further action under sections 10 of the *Owners Corporation Act 2006*.
- 12.8** Where the Owners Corporation takes action under Section 11 of the *Owners Corporation Act 2006* any costs incurred by the Owners Corporation for whatever reason may be recovered from a Lot Owner who has been the subject of the action.

13. SPECIAL RIGHTS

Subject to the Act, the obligations and restrictions set out in these Rules are subject to any rights that may be given to any person by the Owners Corporation. If there is any conflict between these Rules and any rights given by the Owners Corporation, then the rights given by the Owners Corporation prevail in respect of the person to whom those rights are given.

13.1 Resident Amenities; the Owners Corporation may require the Owners Corporation Manager to manage the Resident Amenities.

The Owners Corporation will develop and maintain (and may amend from time to time as they see fit) operational rules and policies in relation to both the use of and behaviour of Members, Residents and guests using the Resident Amenities.

13.1.1 A Member or Occupier must not:

- i. Interfere with a Manager performing their duties under any management agreement entered into with the Owners Corporation.
- ii. A Member must not interfere with another's rights.
- iii.

13.1.2 A Member or Occupier must:

- i. Abide by the operational policies developed for the benefit of all Members.

13.2 Development Works; the Owners Corporation passes the rights to the Owners Corporation Manager for the use of common area for the restricted purposes of Works directly relating to the development.

As such the Owners Corporation Manager will develop and maintain a communication policy to ensure that any development Works that require use of common area is notified to Members or Occupiers.

14. SECURITY

14.1 A Member or Occupier must not do anything that may prejudice the security or safety of the Common Property or any person in or near the Common Property.

14.2 A Member or Occupier must not allow anyone they cannot vouch for to follow them through security doors or entrances into any part of the Common Property.

14.3 Security cameras may be operating and recording throughout the Common Property.

14.4 Cost of retrieval of footage will be at the Owners cost; and

14.5 No footage will be released without the proper authorities' request.

14.6 A Member or Occupier;

- is responsible for the safe keeping of any Security Key provided for their Lot, and
- must make sure that their Security Keys are not used by any person other than another Member of Occupier.

14.7 A Member must include a requirement in any lease, licence or tenancy agreement for the tenant or licensee to return the Security Keys to the Member or his/her Agent at the end of the occupation of the relevant Lot.

14.8 A Member or Occupier must not make any unauthorized copies of Security Keys.

14.9 A Member or Occupier must immediately tell the Owners Corporation if a Security Key is lost or damaged; and

14.10 A Member or Occupier must not change the locks on any Common Property.

14.11 The Owners Corporation may;

- Restrict access to any part of the Building or the Common Property by securing that part and restricting access to Security Key holders;
- Make the number of Security Keys it determines necessary available to Members or

- Occupiers free of charge; and
- Charge a reasonable fee for any additional Security Key(s) requested by a Member or Occupier.

15. EMERGENCY PROCEDURES

15.1 Fire drills

A Member or Occupier must:

- observe all fire and emergency drills. This includes participating in any Building evacuation;
- make sure that they and their Visitors are aware of all safety and emergency procedures; and
- observe and obey all instructions given by any person acting in the role of fire warden and who is supervising the orderly evacuation of the building, or Common Property during any drill or emergency.

15.2 Imminent danger

If there is any danger or threat concerning their Lot, the Building or the Common Property (for example a bomb threat), a Member or Occupier must immediately

- notify the Owners Corporation or the Building Manager of the danger or threat;
- obey Owners Corporation or Building Manager's instructions, including evacuating the Lot, the Building or the Common Property; and
- obey instructions of the police, fire brigade or any other relevant Authority.

15.3 Emergency equipment

A Member or Occupier must:

- not use or interfere with any fire safety or other emergency equipment except in the case of an emergency;
- not obstruct any fire stairs or fire escape;
- comply with all fire laws in respect to their Lot, including installing all required fire fighting equipment and smoke detectors; and
- make sure that all fire safety and other emergency equipment installed in their Lot are properly & regularly maintained and tested.

16. ACCESS TO A LOT BY THE OWNERS CORPORATION

16.1 Except in the case of an emergency (in which case no notice shall be required), after giving a Member or Occupier at least 24 hours notice, the Owners Corporation may require and will not unreasonably be denied access to a Lot (including the ceiling and locked areas of a Lot and storage cage[s] to;

- I. Inspect the interior of the Lot,
- II. Inspect and test any Services,
- III. Trace and repair any leak from or defect in any Service; and
- IV. Maintain the Services

16.2 In exercising the Owners Corporation's rights under this rule 16, the Owners Corporation must use reasonable endeavours to cause as little disruption as possible to the Member's

or the Occupier's use of the Lot.

- 16.3** If the Owners Corporation repairs a leak or defect in any Service which leak or defect is caused by the Member or Occupier, the Member or Occupier must pay on demand by the Owners Corporation all costs reasonably incurred by the Owners Corporation in repairing the leak or defect.

17. WINE STORAGE

The Owners Corporation will allocate and provide to the Owner of every Lot (for clarity, to the Owner of every Apartment and Town House) exclusive use and access to one Wine Storage Cabinet in the Common Property Wine Storage area. The Owners Corporation will from time to time determine rules for the use of the Wine Storage Cabinet and for the Common Property in which the cabinet is located. Any wine stored in a Wine Storage Cabinet is stored entirely at the Member's or Occupier's own risk. The Owners Corporation cannot and will not accept any liability for the safety, security or condition of wine stored in any Wine Storage Cabinet.

18. DEVELOPER'S RIGHTS

Notwithstanding anything to the contrary herein contained, so long as BPG Caulfield Village Pty Ltd ("BPG" [The Developer]) or the Victorian Amateur Turf Club (VATC) is an Owner of at least one Lot, then all the Rules herein shall not in any way whatsoever apply to or be enforceable against BPG and/or VATC or their mortgagee(s) or chargee(s) where to do so would prevent, hinder, obstruct or in any way interfere with any Works of any nature or description that BPG and/or VATC, its mortgagee(s) or chargee(s) may be engaged in or which they may need to carry out in order to complete construction of the Building(s) and facilities comprised in the Development.

19. TOWNHOUSE SPECIAL CLAUSES

- 19.1** The Owners Corporation bears responsibility for the maintenance and upkeep of the garden beds located in planter boxes at each townhouse frontage.
- 19.2** Access to those planter boxes for the sole purpose of maintenance and care is as per legislative rights to common areas by the Manager. The Owners Corporation may enter without notice being given or permission granted by individual Lot Owners.
- 19.3** Maintenance of the shared access stairwell between each pair of townhouses is the responsibility of the Owners Corporation, however all costs associated with any maintenance to or within the stairwell is the responsibility of those Lot Owners sharing access to the affected stairwell between each townhouse.
- 19.4** The Owners Corporation can access the shared stairwells at any time in order to perform any required inspections or maintenance without notice being given or permission granted by Lot Owners.

APPENDIX 2:
MOVE IN/OUT FORM

caulfield heath

Caulfield Heath Move In/Out Strategy.

Welcome Caulfield Heath Residents,

The Rules of the Owners Corporation stipulate that the moving into, or out of the building must be pre arranged through BuildingLink or the Building Manager who will schedule an appropriate time. No moving is to be conducted without this pre arrangement.

Please register your move in via BuildingLink for a scheduled time (www.livecaulfield.com You will need your login ID and password to access BuildingLink).

Each move will be allocated a period not exceeding 2 hours.

To protect the building's lifts, lift covers will be installed prior to any move in/out and you will be guided by the Building Manager as to where the removalist's truck may park whilst furniture is unloaded/loaded.

Any damage caused to common property whilst moving will be identified and repaired by the Owners Corporation at the cost of the Owner/Resident.

Name of Owner/Resident:	Apartment № & address:	
Signature:	Date of move:	Real Estate Agent:

CONDITON REPORT PRIOR TO MOVE IN		CONDITION REPORT AFTER MOVE IN	
Floors / Carpets		Floors / Carpets	
Lift		Lift	
Walls Level N°		Walls Level N°	
Ceiling Level N°		Ceiling Level N°	
Comments:			
INSPECTION ON ARRIVAL Owner/Resident or Removalist Rep			
Company Name:			
Telephone N°:			
Driver's Name:			
Signature			
Resident	Building Manager		
Name:	Name:		
Signature:	Signature:		
<ul style="list-style-type: none">• <i>The Owner/Resident acknowledges that any costs incurred to rectify damage caused to common property whilst undertaking the move will be the responsibility of the Owner/Resident.</i>• <i>The Owner/Resident has been allocated a period of 2 hours to complete the move. The Owner/Resident accepts any cost incurred for time exceeding the 2 hours.</i>			
<i>On behalf of Owners Corporation, we thank you for your cooperation in this matter</i>			