

# CHARLIE

## RICHMOND

### Contents

This booklet has been prepared as a means of providing the information required by an owner or tenant of 2 McGoun Street, Richmond and its associated Owners Corporation.

Please take time to read through the contents which discuss:

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TRITIN Property Services Pty Ltd is the elected Body Corporate Manager and is responsible for the day to day running and upkeep of your buildings shared areas. We would like to welcome you to CHARLIE and will be pleased to assist you with any enquiries that you may have on the Owners Corporation or facilities associated with the property.

**Tritin contact details are:**

Telephone: (03) 9600 1082  
Facsimile: (03) 9600 1083  
E-mail: [info@tritin.com.au](mailto:info@tritin.com.au)  
Address: Suite 810 / 365 Little Collins Street  
Melbourne VIC 3000

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### Important Information

#### Maintenance Reporting Procedure

The following procedure should be adopted when reporting maintenance issues. The Owners Corporation Building Manager (Building Manager) should be contacted in the first instance for all issues. In order to have maintenance and defects attended to, a standard maintenance request form is attached. Please complete the form and fax back to the Building Manager on (03) 9600 1083.

#### Emergency Contacts

The attached lists of contractors are the emergency contacts for the following services:

- Fire Sprinklers – Apartment fire sprinkler service
- Electrical Services – Apartment Light and Power
- Security – Apartment and common area access
- Communications – Telephone, TV systems
- Hydraulic Services – Apartment Sewer & Water
- Mechanical Services – Apartment Air Conditioning

The Building Manager is the first point of contact in all circumstances. If the Building Manager is unavailable, then the emergency contacts for these services should be used.

#### Miscellaneous Issues

Any items within your apartment that require rectification works should be noted and issued to the Building Manager during the term of the maintenance period. These items will be reviewed by the Builder or the Builders Representative and the Building Manager.

The Builders or Building Manager may need to arrange a time with apartment owners for access for inspection. Once an inspection has occurred, and should the matter be a warranty issue the Builder can arrange personnel and advise the Building Manager of the anticipated time frame for the rectification works. The Building Manager will then arrange a time suitable with apartment owners when access is available for the Builder and relevant contractors to undertake the works within the apartment.

Once the works are completed the apartment owners are to sign off with the Building Manager that the item has been resolved.

**A MAINTENANCE PERIOD OF THIRTEEN (13) WEEKS APPLIES FROM SETTLEMENT DATE.**

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### Emergency Contact Numbers

In case of emergency please contact the respective service contractors listed below

| <i>SERVICE</i>                                   | <i>COMPANY</i>                     | <i>CONTACT</i>           | <i>CONTACT TELEPHONE</i> |
|--|------------------------------------|--------------------------|--------------------------|
| <b>FIRE SPRINKLERS</b>                           | <i>MAC FIRE</i>                    | <i>MARTYN CARTWRIGHT</i> | <i>Ph. 9740 2664</i>     |
| <b>ELECTRICAL, SECURITY &amp; COMMUNICATIONS</b> | <i>PRIME DATA &amp; ELECTRICAL</i> | <i>RON BROWN</i>         | <i>Ph. 9457 5122</i>     |
| <b>HYDRAULIC, SEWER &amp; WATER</b>              | <i>ALL SYSTEMS PLUMBING</i>        | <i>PHIL CLOUGH</i>       | <i>Ph. 5428 2099</i>     |
| <b>MECHANICAL – AIR CONDITIONING</b>             | <i>RESOLVE AIR CONDITIONING</i>    | <i>DAVID DODD JNR</i>    | <i>Ph. 9548 5905</i>     |
| <b>OWNERS CORPORATION MANAGEMENT</b>             | <i>TRITIN PROPERTY SERVICES</i>    | <i>GABRIELLE LEE</i>     | <i>Ph. 9600 1082</i>     |

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### Fire & Emergency Procedures

- For your safety, you should note that Fire Emergency Evacuation Procedures have been established for this building by the Owners Corporation.
- You should familiarise yourself with the Fire Evacuation Emergency Plan & Fire Orders. This will be forwarded to all occupants after settlement by the Building Manager.
- The fire system at 2 McGoun Street, Richmond is externally monitored. The car park & each residential level are fitted with an automatic sprinkler system and smoke and thermal detectors are fitted throughout the entire building. If there is a fire alarm, the MFB will automatically be advised.
- False Alarm Call Outs incur unnecessary expenses of approximately \$2,000 per call out. **These costs are charged to the occupant identified as being responsible in cases of negligence.**

#### **AVOIDING FALSE ALARMS**

To assist occupants avoiding such occurrences the following situations are known to cause the smoke alarms to be triggered.

- Smoking in common areas, corridors, floor landings, lifts, stairwells etc.
- Utilising the fire hoses for reasons other than a fire.
- Excess smoke including cooking smoke entering common area corridors from apartments eg: smoking, burning toast or other food (in non dangerous situations please open your window and allow the smoke to escape)
- Excess heat/steam entering the common area corridors from an apartment eg: when the apartment front door remains open during the steam cleaning of carpets.
- Spraying fly-spray or air-fresheners near the smoke detectors in the common area corridors.

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### EMERGENCY PLAN & FIRE ORDERS

#### Emergency Phone Numbers

#### POLICE, FIRE BRIGADE & AMBULANCE DIAL 000

### 1. The Plan

This plan describes 2 McGoun Street, Richmond and its immediate surrounds.

An emergency is defined as any actual or imminent event which in any way endangers or threatens to endanger the safety or health of any person or which destroys or threatens to destroy any property within the building and which may have legal implications.

An emergency could include:

- Fire
- Fatality
- Serious injury/assault
- Domestic dispute
- Car accident in car park
- Firearms/weapons
- Bomb threat

This plan is intended to be flexible and covers minor emergencies, which may be managed by the Occupants, to major emergencies, which will be managed by the appropriate emergency services.

A fire bell alarm system, connected to an automatic fire sprinkler system is linked to the Metropolitan Fire Brigade [MFB]. Maintenance contractors also carry out preventative maintenance and repairs on the system.

The continuous ringing of the fire bells and / or an announcement through the EWIS speakers on each level will indicate an emergency situation.

The MFB only has access keys to the common property. MFB personnel will not enter apartments unless authorised or in the event of an emergency situation.

### 2. Identifying the Risks

There are a number of fire hoses and fire extinguishers located in the building and these are clearly marked.

The Building Manager, Owners Corporation Manager and / or contractors will regularly inspect the common property for potential hazards. **Remember that all fire stairs must remain clear at all times.** Trip hazards in the stairwell can threaten the safety of occupants in the building in an emergency. No door mats must be kept in common corridors as they are a trip hazard in an emergency situation.

### 3. Emergency Coordination

When evacuating the building, occupants should evacuate as quickly and as orderly as possible to the assembly area at the corner of McGoun and Thomas Streets or as subsequently advised by the Building Manager.

Stay clear from the building until instructed that all is clear to return to the building by the Metropolitan Fire Brigade Officer.

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#### 4. Post Emergency

Occupants should report any damage to the Building Manager.

The Building Manager will arrange for all emergency systems to be examined and tested.

The Owners Corporation Manager will take appropriate action to have repairs undertaken if the matter is under the auspices of the Owners Corporation. Any private contents insurance matters should be referred immediately to your own insurer for their action.

If collective trauma counselling is required, it will be arranged by The Owners Corporation Manager; otherwise individual trauma counselling may be arranged on an individual basis.

#### 5. Standard Fire Orders

- ❖ Assist any person in immediate danger – **only if safe to do so.**
- ❖ Close door on room of fire.
- ❖ Call the Fire Brigade on **000**.
- ❖ Attack the fire only if safe to do so.
- ❖ You can enter the fire escapes on any level. Ensure the doors are closed.
- ❖ You cannot re-enter any floor or your apartment once the evacuation is in progress.
- ❖ Evacuate to assembly area corner of McGoun and Thomas Street.
- ❖ Remain at the assembly area and ensure everybody from your apartment is accounted for.
- ❖ Return only to the property once instructed to do so by the Metropolitan Fire Brigade Officer.

#### 6. Awareness

- ❖ All occupants should make themselves familiar with the location of exit doors, fire stairs, fire equipment and light switches in fire stairs.
- ❖ Each individual apartment owner should purchase a Fire Blanket and extinguisher to have readily available in their apartment.

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### Guidelines for Occupants Moving in or Vacating

1. **Upon confirmation of your settlement date, YOU MUST** contact the Building Manager on: 0468 939 522 **to arrange a booking time for your move in.** Times will be subject to availability of loading and lift usage.

(i) As there are many people & contractors to provide access to in a short space of time, only two four hour time slots are allocated i.e. 8am – 12noon, and 12.00noon - 4.00pm

**You will not be permitted to move any items into your tenancy unless a booking has been made.**

(ii) Access will be limited and one lift only will be available and dedicated for transportation of goods/furniture. The provided lift protection must be installed to the lift.

(iii) Moves are **not permitted on Sundays or Public Holidays at any time.**

(iv) Please inform your removalist that due to height restrictions, high vehicles can not access the car park. All large items will need to be brought through the main entry lobby off McGoun Street. Smaller items can be brought up from each purchasers respective carpark level, however please note there is a single door providing access into the lobby on the ground floor (Level 1) and level 2 lobbies therefore all items will need to fit through these doors. Lift dimensions are: 2100mm x 1100mm x 2200mm high. A small roof boot on the ceiling at the rear of the lift is also accessible if required.

2. **YOU MUST** advise the Building Manager of the name of the contractor delivering your goods. The Building Manager will explain access details and arrange parking for the removalist.

3. **YOUR REMOVALIST MUST** provide the Building Manager with a copy of their Public Liability Insurance Policy. If your removalist does not provide their insurance details to the Building Manager, they will not be allowed on site and you will not be able to move your goods into the premises. *This is a Public Liability risk issue and insurance is required to protect all owners and common property.*

4. An Indemnity Form **MUST** be signed by the removalist or the tenant. Should either party refuse to sign the Indemnity Form, they will not be allowed to enter the premises. A copy is attached at the back of this booklet for your convenience.

5. Notify all carriers and tradespeople that they **MUST** contact the Building Manager prior to arrival on site. If they are running late, they may miss their time slot and would have to reschedule.

6. Vehicles must not obstruct any entries and must be parked at the front of the property in the Loading Zone on McGoun Street or as otherwise instructed by the Building Manager.

7. Furniture or other items may only be moved into the property when the protective covers to the appropriate lift have been fitted.

8. Furniture or goods must not be stacked or placed against the lift doors, in the main entry foyer, front exterior entry or in any common areas on any level or against walls or columns. Note: metallic finishes will dent.

9. **Please ensure your Removalists** take cardboard boxes and packing away with them. Should this not be done, tenants should carefully follow the instructions for waste disposal for polystyrene, plastic, paper and boxes in this guide. Dumping of cartons, crates or unwanted furnishings is strictly prohibited on or in any part of the building or common property.

10. **The Building Manager or Owners Corporation Manager will inspect the lifts, foyers and common areas for any damage, which will be noted in the Form of Indemnity.**

11. The lift, entry foyers, all floor corridors, including carpets and walls must be left in a clean and tidy condition after works are complete. The occupant will be held responsible for the cleanliness of common areas, damage to lift walls, corridor walls, carpets, doors, etc. An account will be rendered to the occupant for any repairs or additional cleaning that may be required.

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12. Care must be taken to ensure that any fire sprinkler heads are not struck by any object whatsoever. A resulting alarm and call out charge will be issued to the responsible party.
13. The occupant must ensure that all cartons and packing crates are deposited in the area provided by the Owners Corporation. The Building Manager will advise the occupant of the specific location of the rubbish room, recycle room and storage area for packing boxes. Dumping of cartons, crates or unwanted furnishing is strictly prohibited on or in any part of the building or common property. Any offenders will be ordered to remove their debris from the property by the Building Manager.

**We will make every effort to ensure that everybody's needs are met and owners / occupants can move into the building conveniently and quickly. The above guidelines are for the benefit of all owners to ensure that no damage occurs to common property.**



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### Connection of Services

Welcome to your Apartment. To assist in setting up the required accounts with service providers, we refer you to the below contact list as reference for providers available in the Richmond area.

| <i>ITEM</i>               | <i>SERVICE<br/>AUTHORITY</i>                        | <i>CONTACT</i>         | <i>TELEPHONE</i>  |
|---------------------------|---|------------------------|---|
| <b>TELEPHONE</b>          | <i>TELSTRA CORPORATION<br/>TELSTRA CALL CONNECT</i> | <i>NEW SERVICES</i>    | <i>Ph. 13 22 00<br/>Ph. 12 455</i>  |
| <b>WATER &amp; SEWER</b>  | <i>CITY WEST WATER</i>                              | <i>NEW CONNECTIONS</i> | <i>Ph. 131 691</i>  |
| <b>COUNCIL</b>            | <i>CITY OF YARRA</i>                                | <i>MAIN LINE</i>       | <i>Ph. 9205 5555</i>  |
| <b>OWNERS CORPORATION</b> | <i>TRITIN PROPERTY<br/>SERVICES</i>                 | <i>MANAGER</i>         | <i>Ph. 9600 1082<br/><u>(9am to 5.30pm Mon to Fri &amp;<br/>after hours emergencies only)</u></i> |
| <b>BUILDING MANAGER</b>   |   | <i>MICHAEL GUSMAN</i>  | <i>0468 939 522</i>   |
| <b>PAY TV</b>             | <i>FOXTEL</i>                                       | <i>NEW CONNECTIONS</i> | <i>1300 785 622</i>   |
| <b>ELECTRICITY</b>        | <i>ORIGIN ENERGY</i>                                | <i>CONNECTIONS</i>     | <i>Ph. 13 24 61</i>   |

#### ELECTRICITY

**PLEASE CALL YOUR PREFERRED ELECTRICITY PROVIDER TO REGISTER AN ELECTRICITY ACCOUNT FOR YOUR APARTMENT WITHIN 7 DAYS OF SETTLEMENT. *NOTE* THE BUILDERS ELECTRICITY SUPPLY SHALL BE DISCONNECTED ON 31<sup>ST</sup> DECEMBER, 2009.**

The original electricity connection was provided through Origin Energy, please call 132 641 and their customer service department can arrange to have the electricity connection transferred over into your own or your tenants name.

You can also arrange to have the electricity account transferred to your name on Origins Website at [www.originenergy.com.au](http://www.originenergy.com.au) by completing the moving in application at the top right hand corner of their website.

#### GAS

There is no provision for gas in this building.

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### Building Facilities

#### Access to Building

The main entrance is located at 2 McGoun Street, Richmond. There are three levels of car park within the building.

Basement car park is accessed from McGoun Street adjoining the main entry to the building.

Ground floor (level 1) car park is accessed from the right of way driveway at the corner of Thomas and Hull Streets, at the bottom of the public car park.

Second floor car park is accessed from Judd Street.

Please note the visitor car parking is located in front of the basement level car park off McGoun Street. There are also a small number of on street car parks on Judd and McGoun Streets, and a public car park at the side of the building.

#### Mail Deliveries

Apartments have a mailbox that is clearly labelled with the apartment number within the mail room adjoining the main building entry. The mailboxes are individually keyed. The Owners Corporation does not hold keys to your mailbox, therefore if you lose your keys, you will need to arrange for a locksmith to open your mailbox and reissue you with new keys. Access to the mailboxes is provided through a glazed security door and Australia Post will be provided with a security fob in order to deliver your mail.

Please ensure junk mail is collected and removed from your mail box on a regular basis to keep it clean and tidy for all occupants.

Please note that apartments 101 – 104 have direct access of McGoun Street with their own street address. Their mail boxes are located at the front of each property.

#### Security of Occupants

Maintaining security is the shared responsibility of all occupants of CHARLIE. It is therefore essential that extra care be taken when entering or exiting the building. Please ensure that no one unknown to you is permitted to enter the building at the same time as you. By ensuring that everyone entering the building uses their proximity swipe cards / fobs to enter the building everyone can ensure that no one gains unauthorised access to the building.

- **SECURITY CAMERAS**

Please note that the building is under constant video surveillance and all cameras are monitored by the building manager and recorded on behalf of the Owners Corporation. Cameras are located at the main entry to building, at each car park entry, in the main lobby and lifts as well as on the communal terrace and in the gym.

- External entry / exit doors must not be propped open and you should ensure they close securely behind you when entering or exiting the building.
- Occupants can access the building using the proximity card at the front entry and car park gate.
- Visitors are required to contact an occupant via the audio intercom. The intercom is located next to the main entry door at 2 McGoun Street, Richmond. The control provided by the intercom in each apartment permits access via the passenger lift to the floor of the respective occupants only. The occupant presses a release button on the audio intercom handset in their apartment which provides the visitor access. More information on using the intercom is listed below.
- The key to your apartment is on a restricted system, therefore if you require any additional keys they must be ordered through the Owners Corporation Manager (see attached "Additional Proximity Cards (Fobs) / Key Order Form").

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- Owners will be provided proximity swipe cards / fobs for access to the car park & their specific level. Mailbox keys, balcony sliding door keys & other keys for each apartment will be provided at settlement. **IF YOUR CARD IS LOST OR STOLEN PLEASE REPORT IT IMMEDIATELY TO THE BUILDING MANAGER.**
  - For additional proximity cards, please fill in the 'Additional Proximity Cards / Fobs' Order Form (see page 32) and make your cheque payable to OC. 617842K for \$55.00 (inclusive of GST) per additional card required. Send the order form and cheque to Tritin Property Services, Suite 810 / 365 Little Collins Street, Melbourne VIC 3000. Once your cheque has been received by the Owners Corporation Manager, Tritin Property Services will program the proximity card and distribute as per instructions on the order form.
  - *Please note: Additional proximity cards / fobs cannot be approved or provided until settlement of your apartment has occurred and Tritin Property Services has been notified by the Vendor or Purchaser's solicitor.*

*Additional proximity cards / fobs cannot be provided to tenants unless a signed lease document is provided to Tritin Property Services with the Proximity Card Ordering Form.*

*Fobs and keys are not to be identifiable by address of the property in case they are misplaced or stolen.*

### **Car Parking in the Building**

- Access to and from the car park is via the individual access of McGoun Street, Judd Street or the right of way drive way at the bottom of the public carpark. Please refer to the access to the building section under Building Facilities on page 10 for further details.
- We request that you park only in your allocated parking space and that you do not use another car space without the permission of the respective Owner/Tenant. All car parking spaces are clearly labelled with numbering corresponding to your apartment. No items such as furniture, bicycles or other items may be stored in your car park. Please also ensure that your car park is kept clean and tidy and any oil or other stains are removed promptly.
- The maximum allowable height of vehicles entering the car park is 2.1m. Vehicles over that height are prohibited from entering the car park as they may cause damage to overhead sprinklers, ducts or pipe work. Should this occur, it is the responsibility of the vehicle owner to pay for any damage which may be incurred. If it is a visitor or contractor to a particular apartment, the liability will rest with the apartment owner.
- There is visitor parking on the premises from the McGoun Street car park entry. This will be clearly marked.
- As there are pedestrians always walking within the car park, safety must be adhered to at all times. Please be aware of the following:
  - The speed limit in the car park is 5km/h.
  - Please be aware of children and pedestrians around lift lobby areas and car park ramps in the car park.
  - Watch for pedestrians when entering/exiting the car park.
  - Switch on your head lights when in the car park.
  - Always use your swipe card / fob when entering or exiting the car park. Only one vehicle is permitted to enter or exit the car park per each rotation of the car park door. If you fail to use your swipe card, the garage door could end up on the bonnet or roof of your vehicle. The Owners Corporation undertakes regular preventative maintenance on the car park doors and is not responsible if an accident occurs due to tailgating.

### **Car Washing Facilities**

There are no car washing facilities at 2 McGoun Street, Richmond. Car washing on the premises is not permitted at any time due to water restrictions and EPA guidelines.

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### Car Park Doors

- The opening/closing mechanism of the car park door is controlled by your swipe card / fob.
- Under certain circumstances it will be necessary for the car park door to remain open eg: when maintenance is being carried out or bins are being taken into or out of the property for collection.
- When using garage doors please ensure they close after use. If they are faulty please report it to the Building Manager. Residents must not tamper with the car park door or any control mechanisms.
- For the safety of you and your vehicle, do not follow other vehicles entering or exiting. You must use your own swipe card / fob independently each time.
- For security purposes, do not leave your swipe card / fob in your vehicle.
- There are different carpark entries for different apartments. You will be notified of these details at settlement

**Please note it is not an acceptable practice to place a vehicle or item in the path of the door sensor to prevent it from closing. This practice will result in the malfunctioning of the system and will put other's security at risk.**

**Occupants must refrain from tampering with the garage door control box. When problems occur, please advise the Building Manager on 0468 939 522 or Tritin Property Services of the fault immediately on (03) 9600 1082. Cameras will identify offenders.**

### Lifts

Lifts are activated through the use of proximity cards / fobs located inside the lifts after hours.

Please do not hold the lift doors open after they start to "beep". If this occurs, let the doors close naturally then open them again. Holding them open after they start the cautionary beep only creates a safety risk, damages the lift software and can cause lift failure or malfunction along with inconvenience to you and others.

If the lift becomes stuck:

- Don't panic
- Try pushing the "open <>" button to see if the doors will open
- Try pushing the "G" button for the ground floor
- If both of these fail, press the "bell" for at least 5 seconds. An operator will speak with you and organise a technician to come and free the lift doors.

**IN CASE OF FIRE  
DO NOT USE THE LIFTS**

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### Intercom

The intercom at the main entry is located on the left hand side of the main entry door. To activate the intercom simply type in the apartment number of the apartment you want to call, the intercom will then automatically call the apartment you've selected. The occupant can then allow you access into the building and at the same time call the lift to the ground floor. Once inside the lift, simply press the required floor number, for access to that apartment floor only.

To provide access to any guests at the main entry, wait for them to call your apartment using the process above, then pick up the hand set in your apartment and press the 'key' button. Pressing this button will automatically open the main entry door and send a lift to the ground floor. The lift will be able to come up to your apartment level only.

The process to let guests into the basement car park to use the visitor car parks is the same. Ask your guests to drive up to the basement car park entry off McGoun Street and call your apartment using the same process above. By pressing the same 'key' button you can open the car park tilt door to let them into the car park to access the visitor spaces.

### Balconies

When using your balcony please consider the comfort of those below. Unsecured items on upper levels can be carried by wind to the lower levels. Therefore please adhere to the following:

- During periods of high winds and on departing your apartment, ensure all doors and windows are tightly closed and locked.
- To minimise the likelihood of risk and damage to surrounding people or property during periods of high winds, all loose items should be removed from balconies and terraces.
- Cigarette butts **must not** be discarded over the balcony or left in ashtrays on your balcony, as wind will carry them through to apartments below.
- When cleaning or watering plants, take care to avoid excess water flowing over the edge onto balconies below.
- Please keep your balconies tidy.
- Items other than plants & balcony furniture are not permitted on the balconies. Please refer to the Owners Corporation Rules on page 32 for further details.
- Alterations to balconies are not permitted without the approval of the Owners Corporation. Waterproofing membranes can be broken causing leaks into apartments below or your own. All proposed work to balconies must have clear engineering specifications completed and provided to the Owners Corporation for approval along with other required building permits and insurances.

### Smoking

- 2 McGoun Richmond is a non-smoking building. This means that smoking is not permitted in or on any part of the common property of the building at any time.
- Smoke in the building may result in the fire alarm and or sprinklers being activated, and the attendance of the Metropolitan Fire Brigade.
- A false alarm callout incurs a fee of approximately \$2,000.00 (current for 2009) which will be invoiced directly to the occupant identified as being responsible.
- Do not discard cigarette butts off balconies. Do not empty out your ashtray on the car park floor or leave an ashtray on the balcony which could be blown off.

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### Garbage Disposal

- Please ensure your rubbish is placed in properly sealed plastic bags prior to placing in the designated rubbish shut on each floor. Ensure no spillage or odours escape.
- Do not leave rubbish in bags outside your apartment door, balconies, or on the floor in the garbage areas.
- Recyclables i.e. Bottles, plastics and newspapers are to be placed in the appropriate bin area in the Level 2 car park.
- Rubbish bins are taken out for collection & emptied regularly by the Building Manager.
- All cardboard boxes and packaging must be broken down and neatly packed in the appropriate recycling area. Removalists are required to return and collect empty boxes.
- Do NOT place boxes such as pizza cartons down the rubbish chute. This causes blockages that can be a health hazard and all costs associated with these problems will be charged back to the relevant occupier.

### Recycling

A recycling programme will be implemented to effectively recycle glass, paper products, cans, plastic and bottles. These items should be separated and appropriate bins will be provided for the disposal of these items in the bin store on Level 2.

The waste management contractors **DO NOT** take contaminated recyclables.

### Cleanliness in Public Areas

The Owners Corporation employs a Building Manager to undertake the cleaning of the common areas. Occupants are asked to help minimise rubbish in common areas and damage to walls & floors. Please notify Tritin Property Services (03) 9600 1082 or the Building Manager directly on 0468 939 522 of any damage or mess requiring attention.

### Laundry Use

Ensure doors of enclosed laundries are open when using either the washing machine or drier. Ensure fans to Bathroom/Laundry are operating and exhaust filters to bathrooms and laundries are cleaned annually.

**Washing machines are to be connected by a qualified person thus ensuring connections and washers are correctly fastened to the taps supplied. Failure to do so may result in water leakage, which may cause serious damage to your flooring and adjacent apartments.**

### Air-conditioning

All air conditioning unit filters are to be cleaned on a regular basis and are the responsibility of the apartment owner / tenant. Refer to manufacturers warranty / instruction for operation and care instructions.

### Panel Heaters

#### **WARNING:-**

Do not place towels or clothing over wall hung electric panel heaters during operation as this will cause overheating which may result in a fire.

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### Appliance

#### **WARNING:-**

Please ensure all protection and packaging has been removed from the oven prior to operation for the first time. Refer to manufacturers warranty / instruction for operation and care instructions.

### General

Prior to occupying the apartment please read and familiarise yourself with all manuals and product information provided. Due care must be taken to preserve each contractor's/manufacturer's warranties etc.

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### Apartment Appliance Schedule

#### BUILT IN OVEN

|                       |                                    |
|-----------------------|------------------------------------|
| <b>Make/Model No:</b> | OMEGA 0065IX                       |
| <b>Warranty:</b>      | Refer to Manufacturer's literature |
| <b>Supplied by:</b>   | The Good Guys Brighton             |
| <b>Phone No:</b>      | Ph. (03) 9519-0000                 |

#### COOK TOP

|                       |  |
|-----------------------|--|
| <b>Make/Model No.</b> | OMEGA CCT1BB CERAMIC TOUCH CONTROL COOKTOP |
| <b>Warranty:</b>      | Refer to Manufacturer's literature         |
| <b>Supplied by:</b>   | The Good Guys Brighton                     |
| <b>Phone No:</b>      | Ph. (03) 9519-0000                         |

#### RANGE HOOD

|                       |                                    |
|-----------------------|------------------------------------|
| <b>Make/Model No:</b> | OMEGA SHOISS FRONT RECIRCULATING   |
| <b>Warranty:</b>      | Refer to Manufacturer's literature |
| <b>Supplied by:</b>   | The Good Guys Brighton             |
| <b>Phone No:</b>      | Ph. (03) 9519-0000                 |

#### DISHWASHER

|                       |   |
|-----------------------|---|
| <b>Make/Model No:</b> | OMEGA DF16D2A FULLY INTEGRATED DISHWASHER |
| <b>Warranty:</b>      | Refer to Manufacturer's literature        |
| <b>Supplied by:</b>   | The Good Guys Brighton                    |
| <b>Phone No:</b>      | Ph. (03) 9519-0000                        |

#### PANEL HEATER

|                     |                                    |
|---------------------|------------------------------------|
| <b>Make/Model:</b>  | ATLANTIC OLMPIC 521710             |
| <b>Warranty:</b>    | Refer to Manufacturer's literature |
| <b>Supplied by:</b> | Resolve Air-conditioning           |
| <b>Phone No:</b>    | Ph. (03) 9457-5122                 |

**Warning:-** Do not place towels or clothing over wall hung electrical panel heaters during operation as this will cause overheating which may result in a fire.



# CHARLIE

## RICHMOND

### AIR CONDITIONING

|                                     |                                    |
|-------------------------------------|------------------------------------|
| <b>Make/Model:</b>                  | Various LG models                  |
| <b>Warranty:</b>                    | Refer to Manufacturer's literature |
| <b>Supplied &amp; Installed by:</b> | Resolve Air-conditioning           |
| <b>Phone No:</b>                    | Ph. (03) 9548-5905                 |

### SMOKE DETECTOR

|                       |                                    |
|-----------------------|------------------------------------|
| <b>Make/Model No:</b> | Apollo Series 60                   |
| <b>Warranty:</b>      | Refer to Manufacturer's literature |
| <b>Installed by:</b>  | Prime Electrics                    |
| <b>Phone No:</b>      | Ph. (03) 9457-5122                 |

**Please note:-** The detectors are hardwired to a main system. However, the back-up battery should be checked and changed bi-annually. For faults or enquires please contact the installer.

### HOT WATER SERVICE

|                       |  |
|-----------------------|--|
| <b>Make/Model No:</b> | Stiebel Eltron Instant HWU ELECT DHB-E18<br>Stiebel Eltron Instant HWU ELECT DHB-E27 |
| <b>Warranty:</b>      | Refer to Manufacturer's literature   |
| <b>Installed by:</b>  | All Systems Plumbing (Vic) Pty Ltd   |
| <b>Phone No:</b>      | Ph. (03) 5428-2099   |

# CHARLIE

## RICHMOND

### Standard Colour/Finishes Schedule

### Classic Scheme

| ITEM/FINISH                      | PRODUCT  | AREA   |
|----------------------------------|--|--|
| <b>PAINT</b>                     |  |  |
| Paint – Apartment Walls          | Dulux Colour Specifier, 'Natural White' Low Sheen Acrylic  | General walls,   |
| Paint – Bathroom Walls           | Dulux Colour Specifier, 'Natural White' Low sheen wash and wear. Semi Gloss Acrylic to wet areas.                            | All bathroom walls   |
| Paint – Ceiling                  | Dulux Colour Specifier, 'Natural White' Flat Acrylic   | All apartment ceilings.                                      |
| Paint – Skirtings/Architraves    | Dulux Colour Specifier, 'Natural White' Low Sheen Acrylic.   | All timber fix, doors & door frames, skirting & architraves. |
| Paint – Apartment Entry Doors    | Dulux Colour Specifier. 'Domino' Semi-Gloss Enamel.  | All apartment entry doors.                                   |
| Paint – Internal Apartment Doors | Dulux Colour Specifier. 'Natural White' Semi-Gloss Enamel  | All internal apartment doors.                                |
| <b>LAMINATE</b>                  |  |  |
| Laminate                         | Laminex. Lamiwood 'Oyster Linea' Natural Finish. 18mm THK.   | Kitchen Joinery door and cupboards.                          |
| Laminate                         | Laminex. Lamidwood 'Parchment' Flint Finish 18mm THK.  | Kitchen joinery trim frame.                                  |
| <b>STONE</b>                     |  |  |
| Stone                            | Laminex. ESSA Reconstituted Stone 'Purity' Polished 20mm thick   | Kitchen bench top.   |
| <b>SPLASHBAK</b>                 |  |  |
| Mirror                           | Viridian Mirror Splashback 'Clear Décor' Silver Mirror 6mm THK   | Kitchen splashback.  |
| <b>FLOOR COVERINGS</b>           |  |  |
| Carpet – Apartments              | Victoria Carpets. Tudor Twist Supreme. 'Crusade' Dyed to match Cavalier Bremworth Trojan Twist colour 'Corinth.' 80/20 36 OZ | Carpet to Classic Scheme Apartments.                         |
| <b>TILES</b>                     |  |  |
| Floor / Wall Tiles               | National Tiles. Stratos Limestone unpolished. 'Limestone' MAXFL1041. Textured Surface (Unpolished) 300mm x 300mm             | Kitchen floor tile, bathroom floor and wall tile.            |
| Bathroom Feature wall tile       | National Tiles. Classic Fluorite Savane-M Now MAXWLO16. 'Matt Brown' 100mm x 300mm   | Feature tiles to showers and bath hobs.                      |
| Balcony Tile                     | National Tiles. Stratos 'Wet Cement' MAXFL135 Textured Surface 300mm x 300mm   | All balconies / terraces.                                    |

# CHARLIE

## RICHMOND

### Standard Colour/Finishes Schedule

### Modern Scheme

| ITEM/FINISH                      | PRODUCT  | AREA   |
|----------------------------------|--|--|
| <b>PAINT</b>                     |  |  |
| Paint – Apartment Walls          | Dulux Colour Specifier, 'Natural White' Low Sheen Acrylic  | General walls,   |
| Paint – Bathroom Walls           | Dulux Colour Specifier, 'Natural White' Low sheen wash and wear. Semi Gloss Acrylic to wet areas.                | All bathroom walls   |
| Paint – Ceiling                  | Dulux Colour Specifier, 'Natural White' Flat Acrylic   | All apartment ceilings.                                      |
| Paint – Skirtings/Architraves    | Dulux Colour Specifier, 'Natural White' Low Sheen Acrylic.   | All timber fix, doors & door frames, skirting & architraves. |
| Paint – Apartment Entry Doors    | Dulux Colour Specifier. 'Domino' Semi-Gloss Enamel.  | All apartment entry doors.                                   |
| Paint – Internal Apartment Doors | Dulux Colour Specifier. 'Natural White' Semi-Gloss Enamel  | All internal apartment doors.                                |
| <b>LAMINATE</b>                  |  |  |
| Laminate                         | Laminex. Lamiwood 'Licorice Linea' Natural Finish. 18mm THK.   | Kitchen Joinery doors and cupboards.                         |
| Laminate                         | Laminex. Lamidwood 'Parchment' Flint Finish 18mm THK.  | Kitchen joinery trim frame.                                  |
| <b>STONE</b>                     |  |  |
| Stone                            | Laminex. ESSA Reconstituted Stone 'Purity' Polished 20mm thick   | Kitchen bench top.   |
| <b>SPLASHBAK</b>                 |  |  |
| Mirror                           | Viridian Mirror Splashback 'Clear Décor' Silver Mirror 6mm THK   | Kitchen splashback.  |
| <b>FLOOR COVERINGS</b>           |  |  |
| Carpet – Apartments              | Victoria Carpets, Tudor Twist Supreme 'Crossbow.' 80/20 36 OZ  | Carpet to Modern Scheme Apartments.                          |
| <b>TILES</b>                     |  |  |
| Floor / Wall Tiles               | National Tiles. Stratos Limestone unpolished. 'Limestone' MAXFL1041. Textured Surface (Unpolished) 300mm x 300mm | Kitchen floor tile, bathroom floor and wall tile.            |
| Bathroom Feature wall tile       | National Tiles. Café Grind Matt 32300 3209E now MAXWLO17. 'Black Matt' 100mm x 300mm                             | Feature tiles to showers and bath hobs.                      |
| Balcony Tile                     | National Tiles. Stratos 'Wet Cement' MAXFL135 Textured Surface 300mm x 300mm                                     | All balconies / terraces.                                    |

# CHARLIE

## RICHMOND

### Standard Colour/Finishes Schedule

#### Common Areas

| ITEM                                 | PRODUCT   | AREA   |
|--------------------------------------|---|--|
| <b>PAINT</b>                         |   |  |
| Paint – Lobby Walls                  | Dulux Colour Specifier. 'Winnow' PWIA4<br>Washable Low Sheen Enviro 2 | General lobby / corridor walls.  |
| Paint – Lobby Feature Walls          | Dulux Specifier. 'Domino'<br>Low Sheen Acrylic                        | Feature lobby walls.   |
| Paint – Lobby Ceiling                | Dulux Colour Specifier. 'Winnow' PWIA4<br>Flat Finish Enviro 2        | General lobby / corridor ceilings.   |
| Paint – Skirtings/Architraves        | Dulux Colour Specifier. 'Natural White' Low Sheen Acrylic.            | All timber fix, doors & door frames, skirting & architraves.   |
| Paint – Skirtings/Architraves        | Dulux Colour Specifier. 'Domino' Low Sheen Acrylic.                   | Architraves below Domino Feature Walls.  |
| Paint – Apartment Entry Doors        | Dulux Colour Specifier. 'Domino' Semi-Gloss Enamel.                   | All apartment entry doors.   |
| Paint – Service Doors                | Dulux Colour Specifier. 'Winnow' PWIA4 Semi-Gloss Enviro2.            | All corridor service doors.  |
| <b>FLOOR COVERINGS</b>               |   |  |
| Carpet – Common                      | Victoria Carpets. Tullibrook, 'Sandlewood.' 80/20 48 OZ               | All common areas of apartment floor levels and within lift.<br><br>Note this carpet is exactly the same colour as the modern scheme, however as it is a heavier ounce it has another name. |
| <b>TILES</b>                         |   |  |
| Main Entry Lobby and Level 3 Terrace | Honed Bluestone Tiles 300mm x 600mm. 10mm THK                         |  |

#### **NOTES**

- 1) Colours have been selected from the Dulux Colour Specifier range unless otherwise noted. (Paint applied maybe another brand of equal or better quality).
- 2) Paint types are to be acrylic unless otherwise noted

# CHARLIE

## RICHMOND

### External Finishes Schedule

| ITEM                     | PRODUCT   | AREA   |
|--------------------------|---|--|
| <b>CONCRETE</b>          |   |  |
| C 1                      | Class 2 off form precast concrete panel with 100% 'brighton lite' mix and Reckli 'Donau' textured finish running horizontally across panel. |  |
| <b>RENDER</b>            |   |  |
| R 1                      | Acrylic Render Finish. Product Grade Sandstone 3060 Dulux Colour 'Namadji'  | External spandrels and selected soffits.                         |
| R 2                      | Acrylic Render Finish. Product Grade Sandstone 3060 Colour 'Ricochet'   | External walls and soffits.                                      |
| R 3                      | Acrylic Render Finish. Product Grade: Sandstone 3060 'Brighton Lite 2'  | Custom made colour to match 'Brighton Lite' Precast panels       |
| <b>EXTERNAL CLADDING</b> |   |  |
| M 1                      | Horizontal Metal Cladding<br>Colourbond Cladding Colour 'Monument'  | Level 7 and 8 box<br>Level 1 - 3 McGoun Street                   |
| M 3                      | Aluminium Composite Panel<br>Alucobond Cladding Colour 'Pure White 10'  | Selected Balconies   |
| M 6                      | Aluminium Composite Panel<br>Alpolic FR Colour 'Apple Red'  | Gymnasium  |
| M 8                      | Aluminium Composite Panel<br>Alpolic FR Colour Brushed Stainless Steel  | Entry Canopy Ceiling Box   |
| M 9                      | Metal Cladding<br>Colourbond Colour "Citi"  | Feature Vertical Cladding 'Stripe' to Judd Street Façade         |
| M 10                     | Aluminium Composite Panel<br>Alucobond Colour 'Anthracite'  | Lobby Feature columns  |
| <b>POWDERCOAT</b>        |   |  |
| PC 1                     | Dulux Powdercoat Finish Type 1<br>Colour 'Metropolis Bronze Peel'   | General Aluminium Window Frames, Balustrade Cappings and louvres |
| AL 1                     | Anodised Aluminium Gloss Colour 'Evershield 'Platinum'  | Vertical Fins to façade boxes                                    |

# CHARLIE

## RICHMOND

### Sub Contractors & Suppliers Listing

|                                     |                                  |                  |                   |
|-------------------------------------|----------------------------------|------------------|-------------------|
| <b>Air Conditioning</b>             | Resolve Air-Conditioning         | David Dodd       | Tel: 9548 5905    |
| <b>Balustrades &amp; Handrails</b>  | Axiom Design                     | Harvey McAlpin   | Tel: 9731 1291    |
| <b>Bench Tops</b>                   | City Stone                       | Fender Fung      | Tel: 9546 0203    |
| <b>Brick/Blockwork</b>              | Bridian                          | Renco Hagen      | Tel: 9459 2524    |
| <b>Carpentry</b>                    | ZDM Contracting                  | John Dupuche     | Tel: 0419 366 505 |
|                                     | CBD Carpentry                    | Scott Smith      | Tel: 9376 0822    |
| <b>Carpet</b>                       | Stahmers Carpet                  | Matt Stahmers    | Tel: 9555 5902    |
| <b>Cladding</b>                     | Architectural Cladding Australia |                  | Tel: 9799 4043    |
| <b>Door Hardware</b>                | Keeler Hardware                  | Jamie Janides    | Tel: 9681 3199    |
| <b>Door Frames</b>                  | M&J Quality Doors                | Mark Dimech      | Tel: 9357 6444    |
| <b>Doors</b>                        | M&J Quality Doors                | Mark Dimech      | Tel: 9357 6444    |
| <b>Electrical</b>                   | Prime Electrics                  | Ron Brown        | Tel: 9457 5122    |
| <b>Electrical Appliances</b>        | Bayswater Bulk                   | John Bazogias    | Tel: 8519 1100    |
| <b>Joinery – Apartments</b>         | A & A Ibrahim                    | Jim Ibrahim      | Tel: 9555 2005    |
| <b>Joinery – Common Areas</b>       | Auscraft                         | Evan Barbaressos | Tel: 9794 9404    |
| <b>Lighting Supply</b>              | Prime Electrics                  | Dan Elliot       | Tel: 9457 5122    |
|                                     | Fabbian Lighting                 | Karen Jenkins    | Tel: 9696 5155    |
|                                     | Gardens at Night                 | Scott Ridd       | Tel: 9824 4937    |
| <b>Mail Box</b>                     | Project Mail Systems             | Barry Grove      | Tel: 9773 0377    |
| <b>Mechanical</b>                   | Resolve Air Conditioning         | David Dodd       | Tel: 9548 5905    |
| <b>Mirrors</b>                      | V & J Mirrors                    | Geoff Little     | Tel: 9877 2680    |
| <b>Painting</b>                     | Higgins Coatings                 | Manny Verigos    | Tel: 9646 9999    |
| <b>Passenger Elevators</b>          | Kone                             | Ben Tang         | Tel: 9934 8032    |
| <b>Plaster</b>                      | Mainline                         | Andrew Hobday    | Tel: 9686 2225    |
| <b>Plumbing</b>                     | All Systems Plumbing             | Phil Clough      | Tel: 5428 2099    |
| <b>Plumbing Supplies (Tap ware)</b> | Reece                            | Julie Crotty     | Tel: 9350 4432    |
| <b>Pool</b>                         | Australian Kit Pools             | Andrew Meddings  | Tel: 1800 997 480 |

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|                               |   |                 |                |
|-------------------------------|---|-----------------|----------------|
| <b>Robes</b>                  | Perfect Australian Wardrobes and Shower Screens | Andrew Lenson   | Tel: 9357 7204 |
| <b>Roller Door (Car park)</b> | Airport Doors                                   | Dean Evans      | Tel: 9971 1444 |
| <b>Roofing</b>                | All Systems Plumbing                            | Phil Clough     | Tel: 5428 2099 |
| <b>Shower Screens</b>         | Perfect Australian Wardrobes and Shower Screens | Andrew Lenson   | Tel: 9357 7204 |
| <b>Tile Supply</b>            | National Tiles                                  | Sarah Walker    | Tel: 9644 6318 |
| <b>Tiling</b>                 | Napocca Tiling                                  |                 | Tel: 8790 4019 |
| <b>Toilet Exhaust</b>         | All Systems Plumbing                            | Phil Clough     | Tel: 5428 2099 |
| <b>Waterproofing</b>          | Jadeco  | Warren Campbell | Tel: 9740 3655 |
| <b>Windows</b>                | IND Windows                                     | James Kisorbo   | Tel: 9729 0411 |

# CHARLIE

## RICHMOND

### Owners Corporation Management

#### The Owners Corporation

The 'Owners Corporation is the incorporated body of all owners of a particular strata site/development, in this case, the owners of 2 McGoun Street, Richmond.

The Owners Corporation is responsible for:

- Maintaining the 'common' areas of the property which includes land and/or facilities not on title to any one particular owner; e.g.: main entrance foyer, corridors, lifts, rooftop etc.
- General administration associated with cleaning and maintenance and overseeing the smooth running of CHARLIE.
- Renewal & Maintenance of Building Insurance (Building/Public Liability cover etc.)
- Appointing a Manager – Tritin Property Services Pty Ltd.

#### Owners Corporation Managing Agent Responsibilities

The duties and responsibilities of the Owners Corporation are contained in the Owners Corporations Act 2006 and Owners Corporations Regulations 2007.

Some of the responsibilities include:

- Maintaining the Owners Corporation Register;
- Renewal & Maintenance of Building Insurance (Building/Public Liability cover etc);
- Preparation and Lodgement of Insurance Claims;
- Owners Corporation Levy Invoicing and Receipting of payments received;
- Payment of Creditors;
- Ensure common property areas are properly maintained;
- Ensure Owners Corporation Rules and Regulations are adhered to;
- Preparation of the Annual Budget for the approval of Members;
- Preparation of Financial Statements;
- Arrange and attend Owners Corporation Meetings as required;
- Distribute Minutes of Meetings for the Information of Owners (AGM only);
- Engaging qualified contractors to carry out preventative maintenance and repairs;
- Provide Owners Corporation certificates to be included in the Section 32 sale documentation for apartment sales;
- Attending to all correspondence;
- Lodgement of BAS/GST Statements, Income Tax Returns & Group Certificate;
- Maintaining and administering bank accounts;
- Maintenance of records;



# CHARLIE

## RICHMOND

- Preparation of Financial Accounts for Audit;
- Management of Maintenance Fund Plan and Capital Replacements;
- Ensuring compliance with the Owners Corporations Act 2006 and Owners Corporations Regulations 2007;
- Executing documents under seal as delegated.
- Debt collection and management
- Regular site inspections
- Provide general assistance to the Owners Corporation for it to carry out and perform its duties and obligations under this schedule.

We hope that you will enjoy the lifestyle which your new apartment will provide. Any assistance we can provide, please don't hesitate to contact our office.

Tritin Property Services can be contacted on: Phone: (03) 9600 1082 Fax: (03) 9600 1083 Email: [info@tritin.com.au](mailto:info@tritin.com.au) OR

By Post to: Tritin Property Services Pty Ltd, Suite 810 / 365 Little Collins Street, Melbourne VIC 3000.

# CHARLIE

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### Insurance & Damage to Apartments

The Owners Corporation has an insurance policy, which covers the Owners Corporation structure, common areas fixtures and fittings, public liability, office bearers etc. The Owners Corporation policy **does not** cover any damage to privately owned fittings within apartments, including carpets, curtains, blinds, light fittings and electric fittings or appliances not built into the apartment and which can be removed, regardless of how the damage occurred. The public liability cover does not extend to cover the interior of any apartment, balcony or car space.

*It is the responsibility of owners to arrange their own contents and public liability insurance. Owners acting as landlords, owner occupiers and tenants require an appropriate policy.*

*Please note the owners corporation insurance brokers can assist you with quotes and an appropriate insurance policy for your apartment and are available on the below details.*

If you wish to be noted on the Owners Corporation Insurance Policy as a mortgagee, please contact United Insurance Group quoting the below details. A small fee is charged for the notation which is the responsibility of each owner to attend to:

**United Insurance Group**  
**Suite 306 / 365 Little Collins St**  
**Melbourne VIC 3000**  
**Ph: (03) 8676 0503**  
**Please Quote: OC. 617842K**

If an occupant is responsible for damage caused to another apartment or lot or to common property, that occupant may be liable for the cost of reinstatement. Owners should be aware that any damage caused by their tenant is the responsibility of the owner and appropriate recognition of occupant's responsibility should be set out in lease documents.

It is essential that Tritin Property Services be advised immediately of any potential claim against the Owners Corporation insurance and written details provided within 24 hours of the incident. Your claim will then be forwarded to the Owners Corporation insurer for assessment.

#### **Risk of Water Damage**

Most water damage is caused by dish washers, washing machines and overflowing basins.

**Do not leave dishwashers or taps running when you are absent and turn off all washing machines and dishwashers if you are not in attendance at the property or the machines are not in use.**

# CHARLIE

## RICHMOND

### Leasing / Selling Procedures

#### OWNERS' RESPONSIBILITIES

- The Owners Corporations Act 2006 requires all owners to give tenants of their lots a copy of the rules of the Owners Corporation at the commencement of the tenancy and a copy of any new rules as soon as possible after the new rules are made.
- The Owners Corporations Act requires all owners to comply with the rules of the Owners Corporation and ensure their tenants and guests do the same.

#### ESTATE AGENT' RESPONSIBILITIES

- For Sale, for Lease and Auction signs are **NOT** permitted at 2 McGoun Street, Richmond
- Strict attention must be paid to the security of the building during inspections and auctions. A Real Estate Agent must be at the main entry. A Real Estate Agent must escort any prospective purchasers/tenants through the building.
- Real Estate Agents **MUST** supervise all inspections of apartments either for sale or rent. Real Estate Agents must ensure that during inspections potential purchasers do not wander the premises unsupervised, if this occurs, your Real Estate Agent may be asked to leave the premises for security reasons.
- The Owners Corporation Manager must be notified of any Auctions of apartments.
- The estate agent must do everything to ensure the presentation of the apartment being offered for sale or lease is first class and no actions or advice be provided to outside parties that may be injurious or damaging to the reputation of the property.

The estate agent must notify the Building Manager of an upcoming inspection or auction.

*It is to the benefit of all owners and occupants that these rules are adhered to, to ensure the security and integrity of the property are maintained.*

#### Agents must ensure that they:

- Inform the Owners Corporation Manager of new owners and tenants.
- Incorporate a copy of this Handbook in any lease document.
- Do not misrepresent the Special Rules or other information in this Handbook.
- **Make the appropriate arrangements with the Building Manager regarding new occupants moving in or out of the building.**
- Obtain all keys, proximity cards, etc. from occupants at the time of vacating the premises and that a copy of this handbook remains in the apartment.
- Advise the Building Manager or Owners Corporation Manager of any possible breach of security i.e. lost keys or proximity cards.

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### Payment of Owners Corporation Fees

Owners Corporation Fees are payable quarterly in advance and fee invoices will be forwarded to your mailing address for your attention. Please ensure Tritin Property Services is notified of any change in correspondence address.

Any change of address must be issued to the Manager in writing in accordance with the requirements under the Owners Corporations Act 2006.

Tritin Property Services Pty Ltd offer flexible payment options for payment of fees. These include BPay, Direct Debit, Direct Credit, cheque & credit card.

#### **BPay**

BPay is a secure service which provides you with the facility to effect transactions over the telephone or internet.

You will need to enter our Biller Code and your individual reference number located at the bottom of your statement next to the BPay logo.

Your participating bank can assist you with BPay. Most banks required you to register for BPay to provide the bank the authority to enable funds to be taken from your account.

You can also visit [www.bpay.com.au](http://www.bpay.com.au) for further details.

#### **Direct Debit**

Direct Debit is an excellent option for payment when you lead a busy life. A direct debit application and Service Agreement are available upon request. Direct Debit would allow Tritin Property Services to transfer funds up to an agreed amount (in line with Owners Corporation quarterly fees) automatically from your account or credit card on an agreed day. This means you are left to live your life and not worry that fees are outstanding.

#### **Cheque**

Cheques should be made payable to "OC. 617842K" and forwarded to:

Tritin Property Services  
Suite 810 / 365 Little Collins Street  
Melbourne VIC 3000

#### **Credit Cards**

Please call Tritin Property Services on (03) 9600 1082 to arrange payment of fees by MasterCard & Visa over the phone. Please note a 1.905% merchant fee applies on credit card transactions.

Any queries relating to fee payment, please don't hesitate to contact our office on (03) 9600 1082.

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## RICHMOND

### Owners Corporation Rules ~

Charlie - P.S. 617842K

#### I. DEFINITIONS

In these rules:

- (a) **"Act"** means the Subdivision Act 1988 & Owners Corporations Act 2006;
- (b) **"Owners Corporation"** means Owners Corporation on Plan No. P.S. 617842K;
- (c) **"Building"** means the building constructed on the Land;
- (d) **"Common Property"** means any common property described on the Plan of Subdivision;
- (e) **"Development"** means all the land and improvements comprised in Plan of Subdivision No P.S. 617842K and known as 2 McGoun Street, Richmond or Charlie Richmond.
- (f) **"Land"** means the whole of the land described in the Plan;
- (g) **"Lot or Lots"** means a Lot or Lots on the Plan of Subdivision;
- (h) **"Manager"** means the person for the time being appointed by the Owners Corporation as its manager or if no person is for the time being appointed, the secretary of the Owners Corporation;
- (i) **"Member"** means an owner of a lot on the Plan of Subdivision;
- (j) **"Occupier"** means any person occupying or in possession of a lot of the Plan of Subdivision and can include a member;
- (k) **"Plan"** or **"Plan of Subdivision"** means Plan of Subdivision No 617842K;
- (l) **"Proprietor"** means a member of the Owners Corporation;
- (m) **"Regulations"** mean the Subdivision (Owners Corporation) Regulations 2001 & Owners Corporations Regulations 2007;
- (n) **"Security Key"** means a key, magnetic card or other device used to open doors, gates, and locks.

#### 2. USE AND BEHAVIOUR BY PROPRIETORS, OCCUPIERS AND INVITEES

**A Member, must not, and must ensure that the Occupier of a Member's lot does not:**

##### 2.1

- (a) use the common property or the common facilities or permit the common property or common facilities 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;
- (b) use or permit the common property or the common facilities to be used for any purpose other than that for which they were designed;

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- (c) do or suffer to be done in or upon the common property or the common facilities any act, matter or thing that may render any insurance in respect of the building void or voidable or by reason of which the rate of premium of any such insurance may be liable to be increased;
  - (d) use or permit any lot, the common property or common facilities 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 member or occupier of any lot or the families or visitors of any such member or occupier;
  - (e) use or occupy any lot or lots or any part thereof as a restaurant, café, food related retailer or alcohol distributor for carrying on any trade or business;
  - (f) fail to accept liability for and compensate the Owners Corporation in respect of all damage to the common property or personal property vested in it caused by any such Owner, Occupier or their invitees;
  - (g) fail to clear on each and every day the contents of the member's mail receiving box;
  - (h) fail to inform and require compliance of all Owners Corporation rules and regulations on any occupier, guest, visitor or invitee of any kind;
  - (i) use or permit to be used any part of the member's car parks otherwise than for the purpose of parking a motor vehicle and not to assign, sub-let or grant any licence to any person to use such car park without the consent in writing of the Owners corporation;
  - (j) a proprietor or occupier must only use their allocated car park and must not use that part of a lot designed for use as a car parking space for any other purpose without the prior consent of the owner's corporation.
  - (k) use or permit to be used any part of the member's car parks for the purposes of storage;
  - (l) obstruct the lawful use of common property by any person;
  - (m) use a lot or permit it to be used, so as to cause a hazard to the health, safety and security of an owner, occupier or user of another lot;
- 2.2 a proprietor or occupier of a lot when on common property or on any part of a lot so as to be visible from another lot or from common property must be clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the proprietor or occupier of another lot or to any person lawfully using common property;
- 2.3 a proprietor or occupier of a lot must not smoke, eat, drink alcohol or other beverages in glass containers or receptacles of any kind in the stairwells, lifts, foyers, car park, lobbies or any area forming part of the common property;
- 2.4 a proprietor or occupier of a lot must not dispose or permit the disposal of cigarette butts, litter or any other materials over balconies or in common property except in those areas designated from time to time by the Owners Corporation;

### 3. VEHICLES, DRIVEWAYS AND CAR PARK

**A Member must not, and must ensure that the Occupier of a Member's lot does not:**

- (a) use or permit to be used any part of the member's car parks otherwise than for the purpose of parking a motor vehicle and not to assign, sub-let or grant any licence to any person to use such car park without the consent in writing of the Owners Corporation;

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- (b) park or leave a vehicle on the common property so as to obstruct a driveway or entrance to a car park or in any place other than in a parking area specified for such purpose by the Owners Corporation;
- (c) drive or operate any motor vehicle on any internal surface in excess of 10kph;
- (d) permit bicycling, rollerblading, skate boarding, roller skating, or ball games in the car parking areas, driveways, or access pathways or any part of the common property;
- (e) park, either for short or long term periods, any Occupier's vehicle in any car park space, driveway, except in the space or spaces as delineated on title as belonging to each individual lot;
- (f) interfere with the operation, function or control of the electronic vehicle access gate;
- (g) wash any vehicle in any area or car parking space or any common property whatsoever;
- (i) allow any build up or discharge of oil or any other fluids from any parked vehicle and ensure that all vehicle parking surfaces are cleaned and any oil, grease and fluids of any kinds are removed immediately upon notice of the same by the Owners Corporation. The Owners corporation reserves the right upon notice should the occupant fail to immediately remove any build-up to clean the car park lot and invoice the owner for the cost of the same.
- (j) use the car park lot for storage of any item outside of its intended use as a car parking facility;
- (k) the proprietor may not install any storage unit, storage facility or bicycle rack within a member's car park lot without first having supplied plans of the same to the owners corporation or its agent and having received prior written approval for the same.
- (k) bicycles are only to be left in the designated bicycle storage area.
- (l) permit any bicycle to be brought into a lot of the foyer, stairwells, lifts, and hallways, garden areas, walkways, balconies or other parts of the common property as may be designated by the owner's corporation or its building manager from time to time.
- (n) motor bikes / scooters are only to be parked in designated car spaces
- (o) a proprietor or occupier of a lot must ensure that no motor vehicles are washed within the car park or any part of the common property.

#### 4. NOISE:

##### **A Member must not and must ensure that the Occupier of a Member's lot does not:-**

- (a) make or permit to be made any undue noise in or about the common property or any lot affected by the Owners Corporation;
- (b) make or permit to be made noise from music, machinery or other, including social gatherings, musical instruments, television sets, radios, stereos, CD players or the like which may be heard outside the owner's lot between the hours of 10.00pm and 8.00am;
- (c) create upon the Members lot any noise likely to be objected to or which would be likely to interfere with the peaceful enjoyment of the Proprietor or Occupier of another lot or of any person lawfully using common property;

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- (d) not to hold any social gathering or create noise likely to be objected to in the common areas or on balconies, courtyards or patios and must ensure that any such noise is minimised by closing all doors, windows and curtains of his or her lot and also such further steps as may be within his or her power to effect between the hours of 10.00pm and 8.00am;
- (e) allow guests to leave or Members or Occupiers to leave or return to a lot between 10.00pm and 8.00am without making sure they do so in a quiet and orderly manner as to not cause any disturbance to any other Members or Occupiers;
- (f) without limiting the generality of the foregoing, use hammer drills, jack hammers, or carry on any building, renovations or the like in a lot on weekends or public holidays or outside the hours of 9.00am to 5.00pm on weekdays.

### 5. ANIMALS:

**A Member must not, and must ensure that the Occupier of a Member's lot does not:**

- (a) keep any animal on the common property, common facilities or within the Member's lot after being given notice by the Owners Corporation to remove such animal after the Owners Corporation has resolved that the animal is causing a nuisance;
- (b) exercise any animals on common property, allow any animal to roam freely or allow any animal to defecate or urinate on common property at any time;
- (c) fail to clean up after any animal debris or make good any damage to common property;
- (d) fail to clean up each day any animal debris from balconies, courtyards or patios within a Member's lot;
- (e) keep any animal on a balcony, courtyard or patio within the Member's lot if the Member, occupier or an invitee is not present;
- (f) keep any animal within a Member's lot without having first notified the Owners Corporation of the same.

### 6. BALCONIES, PATIOS, COURTYARDS AND EXTERNAL APPEARANCE

**A Member must not, and must ensure that the Occupier of a Member's lot does not:-**

- (a) allow any balcony or open area forming part of a lot to become unkempt, or unsightly;
- (b) hang any clothes, wind chimes, decorations, store bicycles or other articles from or on the outside of a member's lot or the common property or on or from any balcony, entrance or landing of a member's lot or the common property except in specific areas if any designated for that purpose by the Owners Corporation;
- (c) install any flywire screen, tinting, awning, security door or any other exterior fixture or fitting without first having obtained written permission to do so from the Owners Corporation;
- (d) keep any plants, planter boxes or pots on any balcony, patio or courtyard that are not maintained in good health and condition and further that the size and type of plant shall not extend beyond the boundary of the lot or obstruct the views from another lot. Care must be taken when watering or cleaning to ensure no water or refuse or other item falls onto another Member's lot;
- (e) construct or erect any sheds, kennels or structures of any nature or description on any balcony, patio or courtyard without having first obtained the written consent of the Owners Corporation;
- (f) install any external wireless, television aerial, sky dish receiver, satellite dish or receiver, wiring, cables, pipes or any other apparatus to the external face of the building;



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- (g) install any air-conditioning unit in a lot or on a balcony, patio or courtyard without having received prior written permission from the Owners Corporation;
- (h) hang curtains, blinds or window coverings of any type visible from outside the lot without prior written consent from the Owners Corporation and unless those curtains, blinds or window covers have a backing of white, off-white or cream colour.
- (i) obstruct entrance to a lot or balcony / courtyard or other area forming part of a Member's lot the Building Manager, Owners Corporation Manager or Owners Corporation contractor for the purposes of maintenance, repair or cleaning of the building structure including glass on balconies, gutters, building signage, lighting or other as required by the Owners Corporation or Manager from time to time;
- (j) a proprietor or occupier of a lot must not paint, tint, finish or otherwise alter the external façade of any building or improvement forming part of the common property or their lot.

### 7. RUBBISH

**A Member must not, and must ensure that the Occupier of a Member's lot does not:-**

- (a) store or keep waste or garbage other than in proper receptacles in an area specified for such purpose by the Owners Corporation;
- (b) keep all garbage and refuse within the member's lot in tidily secured containers and place the member's garbage or refuse for collection in conformity with hygiene regulations of the Owners Corporation or the City of Yarra as determined from time to time and to remove such garbage and refuse from the member's lot only in accordance with such regulations and at such times as shall be designated acceptable to the Owners Corporation and to ensure that all garbage of a wet nature shall be appropriately strained and wrapped to prevent spillage and that any ashes, dust, cleaning refuse, scourings, broken glass, metal pieces and similar materials shall similarly be appropriately wrapped to ensure the safety of occupants, contractors and Council collection employees;
- (c) deposit any items or articles of rubbish including but not limited to any items of a non-household nature or furnishings, fittings or fixtures into any receptacle except as may be provided from time to time by the Owners Corporation as separate collection for items of this nature;
- (d) deposit cans, bottles, cardboard and other recyclable items in the general waste bins or any area except in the recycling bins or area provided for such;
- (e) throw or allow to fall or permit or suffer to be thrown or to fall any paper, rubbish, refuse, cigarette butts or other substance whatsoever out of the windows, doors, balconies, stairwells onto another member's lot or the common property. Any damage or cost for cleaning or repair caused by breach hereof shall be borne by the occupier of the member's lot;
- (f) an owner or occupier must ensure that the disposal of garbage or waste does not adversely affect the health, hygiene or comfort or the occupiers or users of other lots.
- (g) an owner or occupier is liable to compensate the Owners Corporation for a service call out relating to removal of inappropriate items from the garbage chute that has caused a blockage or damage to the garbage chute system. The owner is liable to compensate the Owners Corporation for the same should the tenant fail to do so in 7 days.

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### 8. RELOCATIONS, DELIVERIES, TRADESMAN AND MOVING OF ARTICLES

**A Member must not, and must ensure that the Occupier of a Member's lot does not: -**

- (a) give less than twenty-four (24) hours notice to the Owners Corporation or its representative before any furniture, fittings, furnishings or equipment may be moved in or out of any lot and the moving of same must be done in a manner and at the time directed by the representative of the Owners Corporation;
- (b) arrange for deliveries of any kind or nature unless the Member or designee is at or on the premises to accept and arrange for the same at each member's sole cost and liability;
- (c) ensure that the loading and unloading of vehicles shall be made entirely within the development at such locations and at such times as to cause minimum interference with other vehicular traffic and strictly in accordance with the regulations made by the Owners Corporation from time to time;
- (d) damage, obstruct or interfere with the lift, stairways, corridors or any common property when moving any items in or out of any lot;
- (e) use the lift for moving furniture and furnishings into or out of a unit without first having obtained the consent of the Owners Corporation and then only by observing the specific instructions determined by the Owners Corporation.

### 9. BUILDING WORKS (excluding Judd Street Pty Ltd and / or their assignee): -

- 9.1 a member must not, and must ensure that the Occupier of a Member's lot does not undertake any building works within or about or relating to an Owners Corporation member's lot except in accordance with the following requirements:
  - (a) such building works may only be undertaken after all requisite permits, approvals and consent under all relevant laws have been obtained and copies of which have been given to the Owners Corporation manager or their representative and then strictly in accordance with those permits approvals and consents and any conditions thereof;
  - (b) the proprietor 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, annoyance disturbance and inconvenience from building operations to other lot owners and occupiers;
- 9.2 the proprietor or occupier of a lot must not proceed with any such works until:
  - (i) the proprietor or occupier submits to the Owners Corporation plans and specifications of any works proposed which affect the external appearance of the building or any of the common property or which affect the building structure or services or the fire or acoustic ratings of any component of the building; and
  - (ii) supplies to the Owners Corporation such further particulars of those proposed works as the may be requested to enable the Owners Corporation to be reasonably satisfied that the proposed works are in accord with the reasonable aesthetic and orderly development of the total building, do not endanger the building and are compatible with the overall services to the building and the individual floors; and
  - (iii) the proprietor or occupier receives written approval for those works from the Owners Corporation.
- 9.3 the proprietor or occupier of a lot must ensure that the proprietor or occupier including servants agents and contractors undertaking such works comply with the proper and reasonable directions of the Owners Corporation concerning the method of building operations, means of access, use of common property and on-site management and building protection, delivery of materials, parking of vehicles, disposal of waste and hours of work;

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- 9.4 the proprietor or occupier of a lot must ensure that the servants agents and contractors are supervised in the carrying out of such works so as to minimise any damage to or dirtying of the common property and the services therein;
- 9.5 the proprietor or occupier of the lot must supply to the Owners Corporation a copy of the servants agent and contractors all risk insurance policy taken out for protection of the Owners Corporation during works and any possible consequential damage caused as a result of the same;
- 9.6 the proprietor or occupier of a lot shall immediately make good all damage to and dirtying of the building and common property which are caused by such works and if the proprietor or occupier fails to immediately do so after provision of notice, the Owners Corporation reserves the right in its absolute discretion to make good any such damage or dirtiness and charge the cost of the same to the owner;
- 9.7 arrange for tradespersons (except in emergencies) or any nature or kind to perform works to be accomplished except during normal working hours 8.00am to 5.00pm Monday to Friday and there shall be no work done by tradespeople on weekends or public holidays at all.
- 9.8 a proprietor or occupier of a lot must promptly notify the Owners Corporation or its manager on becoming aware of any damage to or defect in the common property or any personal property vested in the Owners Corporation.
- 9.9 the proprietors or occupier of a lot shall compensate the Owners Corporation in respect of any damage to the common property or personal property vested in the Owners Corporation caused by that proprietor or occupier or their respective tenants, licenses or invitees.

### 10. SIGNAGE (excluding Judd Street Pty Ltd and / or their assignee)

**A member must not, and must ensure that the Occupier of a Member's lot does not: -**

- 10.1 permit any placard, advertisement or signage in or upon the member's lot or upon the common property unless the Owners Corporation first consents in writing and then only in accordance with the terms and conditions specified in such consent;
- 10.2 an owner or occupier of a member's lot shall not permit any advertising material, logos, sign writing to any external window or glazing or external solid face of a lot without the written consent of the Owners Corporation;

### 11. DAMAGE, REPAIRS AND MAINTENANCE

**A member must not, and must ensure that the Occupier of a Member's lot does not:-**

- 11.1 damage, deface or obstruct in any way or for any purpose whatsoever any driveway, pathway, stairway, landing or any other owners corporation property located on, in or attached to the common property, provided further that if the Owners Corporation expends money to make good damage caused by any member or tenants, guests, servants or their invitees of any of the lots, the Owners Corporation shall be entitled to recover the amount so expended as a debt in any action in any court of competent jurisdiction from the owner of the lot;
- 11.2 interfere with or attempt to redirect any maintenance works being attended to by tradespersons or others who have been appointed by the Owners Corporation specifically for working being undertaken;
- 11.3 interfere with the operation, function or control of any of the common property fixtures, fittings or equipment;
- 11.4 store any inflammable liquid or chemical on any lot or any part of the common property nor suffer to be done any act or thing whereby any policy of insurance on the buildings and other improvements in the parcel or any part thereof may be invalidated or become void or voidable or which may render any increased premium payable in respect of such insurance

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This rule does not apply to:-

- (a) chemicals, liquids, gases or other material used or intended to be used for domestic purposes; or
- (b) any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

- 11.5 interfere or activate any of the building's fire protection services including but not limited to alarms, sprinklers, smoke detectors, fire extinguishers and fire hydrants except in the case of an emergency provided further that the Owners Corporation may recover the cost of any charges for false alarms or making good any damage from the Occupier or Member;
- 11.6 a proprietor or occupier of a lot must grant to the Owners Corporation its servants and agents upon the member being given twenty-four (24) hours prior written notice, the right of access to any balcony forming part of the Lot for the purpose of maintenance of the external walls of the common property and the cleaning of the outside of the windows and external façade of the owners corporation (immediate access for emergencies);
- 11.7 a proprietor or occupier of a lot must ensure that all smoke detectors and fire equipment installed in the lot are properly maintained and tested (excludes sprinklers linked to the main building system);
- 11.8 a proprietor or occupier of a lot must ensure that the front door to the apartment is maintained in accordance with the fire regulations and Certificate of Occupancy as a fire door and that no additional locks, chains, deadlocks or peepholes be installed on the door which may interfere with its use as a fire exit or void the integrity of the structure as a fire exit door under the fire regulations;
- 11.9 a proprietor or occupier of a lot must ensure compliance with all statutory and other requirements relating to fire and fire safety in respect of the lot;
- 11.10 a proprietor or occupier of a lot must ensure that any air-conditioning unit is maintained in accordance with the manufacturer's instructions and that any drainage trays are regularly emptied so as to ensure that water is not falling onto another lot within the Owners Corporation or common property;
- 11.11 a proprietor or occupier of a lot must ensure that all accessible doors, windows and balcony glass are properly maintained and regularly cleaned.
- 11.12 a proprietor or occupier of a lot must not modify any air conditioning, heating or ventilation system or associated ducting servicing that lot without the prior written consent of the Owners Corporation.
- 11.13 a proprietor or occupier of a lot must not install covering to any storage areas without the prior written consent of the Owners Corporation. Any covering must comply with the fire regulations. i.e. Being fire retardant and of a colour approved by the Owners Corporation.

## 12. CHARGING OF INTEREST AND RECOVERY OF AMOUNTS OWED TO THE OWNERS CORPORATION

- 12.1 the Owners Corporation will charge penalty interest of no more than 2% per annum less than the rate for the time being fixed under section 2 of the Penalty Interest Rates Act 1983;
- 12.2 the Owners Corporation may recover any amount owed to the Owners Corporation in a court of competent jurisdiction including all legal costs incurred by the Owners Corporation in collection of the same;
- 12.3 the owner of a lot must not permit tenants or occupiers to avoid paying the cost of damage, false alarms or other amounts from time to time owed to the Owners Corporation. If the amount is not paid within 7 days, or within the agreed period, the proprietor will become liable to the Owners Corporation for the amount.

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### 13. SUPPORT AND PROVISION OF SERVICES

- 13.1 except for the purposes of maintenance and renewal and with the written consent of the Owners Corporation, a proprietor or occupier of a lot must not do anything or permit anything to be done on or in relation to that lot or the common property to that:
- (c) any support or shelter provided by that lot or the common property for any other lot or the common property is interfered with;
  - (d) the structural and functional integrity of any part of the common property is impaired; or
  - (e) the passage or provision of services through the lot or the common property is interfered with.
- 13.2 a proprietor or occupier of a lot must not install a safe in a lot without the written consent of the Owners Corporation and before installing must submit to the Owners Corporation a structural engineering report in respect of the proposed installation.

### 14. SECURITY

- 14.1 the Owners Corporation may charge a reasonable fee for any additional security key required by the proprietor;
- 14.2 a proprietor or occupier of a lot must promptly notify the Owners Corporation if a security key issued to him is lost or destroyed;
- 14.3 a proprietor or occupier of a lot or their invitees must not do or permit anything, which may prejudice the security or safety of the common property or any person in or about the building.

### 15. SWIMMING POOL

- 15.1 the following conditions apply to the use of the swimming pool area which must be observed by a proprietor or occupier of a lot and persons under their control:
- (a) children may use the swimming pool only if supervised by an adult;
  - (b) glass objects, drinking glasses and sharp objects are not permitted in the swimming pool;
  - (c) alcohol and food are not permitted in the swimming pool or on common property at all;
  - (d) the swimming pool is for the use by residents and no more than two guests at any one time, although guests are to be accompanied by a resident at all times;
  - (e) running, ball playing, noisy or hazardous activities are not permitted in the swimming pool;
  - (f) hours of use are between 6.30am and 10.00pm;
  - (g) all users of the swimming pool must dry off before leaving the areas;
  - (h) footwear must be worn to and from the swimming pool;

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- (i) a proprietor or occupier of a lot and persons under their control must ensure that when in the swimming pool appropriate attire is worn at all times. I.e. Nude bathing or sun bathing is not permitted;
- (j) all users of the swimming pool do so at their own risk.

### 16. GYMNASIUM

- 16.1 The following conditions apply to the use of the gymnasium area which must be observed by a proprietor or occupier of a lot and persons under their control:
- (a) children are not permitted to use the gymnasium at any time;
  - (b) glass objects, drinking glasses and sharp objects are not permitted in the gymnasium;
  - (c) the gymnasium is for use by residents only;
  - (d) alcohol and food are not allowed in the gymnasium;
  - (e) smoking is not permitted in the gymnasium;
  - (f) all users of the gymnasium must carry a towel at all times;
  - (g) hours of use are between 6.30am and 10.00pm;
  - (h) suitable footwear must be worn to and from the gymnasium and whilst in the gymnasium at all times;
  - (i) all users of the gymnasium must turn off all lights and air conditioning when leaving;
  - (j) all users of the gymnasium do so at their own risk;

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### Occupational Health & Safety

TRITIN Property Services recognises its responsibility on behalf of the Owners Corporation for providing a safe and healthy workplace, and is committed to ensure that the health and safety of all Owners Corporation employees in the workplace are protected.

The primary focus of all activities within 12-13 Judd Street, Richmond will be the provision of customer service excellence whilst balancing the management of occupational health and safety for all employees.

The goal for the Owners Corporation in occupational health and safety is the pro-active prevention of work related injuries and illnesses, and the development and promotion of safe systems of work.

The Owners Corporation must acknowledge that the active cooperation of all employees is required for ensuring a safe and healthy working environment. Consequently, TRITIN Property Services as the appointed management of DC 617842K CHARLIE is committed to a consultative approach to occupational health and safety.

All employees are expected to contribute to the improvement of health and safety within the workplace. All employees will help facilitate cooperation on health and safety issues and will assist in implementing measures designed to ensure the health and safety of all employees.

To achieve and maintain a standard of excellence in the management of occupational health and safety:

Management will, where required and when practical –

- Ensure safe and healthy working conditions.
- Provide and maintain suitable equipment.
- Establish safe and healthy work practices.
- Ensure all employees are properly instructed and supervised.

Employees will –

- Observe health and safety practices and procedures.
- Maintain safe conduct in the performance of their work.
- Wear protective clothing and equipment as required.
- Report any health and safety problems.

The commitment of TRITIN Property Services to the occupational health and safety of the Owners Corporation's employees is as important as its commitment to other business objectives. This policy will be regularly reviewed in the context of legislation and company changes.

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### FORM OF INDEMNITY

**CHARLIE ~ DC. 617842K**  
**2 McGoun Street, Richmond VIC 3121**

Your removalist will be required to fill out the following form. This is to ensure that any damage done to common property during your move is rectified at the expense of the removalist or the occupant moving in/out.

I/We ..... From .....  
*(Employee)* *(Company Name)*

I/We ..... moving in/out of .....  
*(Owner/Occupant)* *(Apartment Number)*

UNDERTAKE TO TAKE ALL DUE CARE AND DILIGENCE DURING THE MOVING PROCESS.

FURTHER, THE COMPANY / OWNER AGREES TO REIMBURSE THE OWNERS CORPORATION OF 'CHARLIE' ANY EXPENSE INCURRED BY THEM IN REINSTATING TO ORIGINAL CONDITION ANY SURFACE OR ITEM WHICH MAY BECOME DAMAGED OR MARKED BY THE COMPANY'S / OWNER'S ACTIONS.

IN THIS REGARD, INSPECTIONS WILL BE CARRIED OUT BY THE OWNERS CORPORATION MANAGER BOTH PRIOR TO AND FOLLOWING THE SUBJECT MOVE.

SHOULD YOU DISAGREE WITH THE ASSESSMENT MADE BY THE OWNERS CORPORATION MANAGER, YOUR IMMEDIATE RESPONSE WILL BE REQUIRED; FAILURE TO RESPOND IMMEDIATELY WILL RESULT IN ALL FURTHER RIGHTS OF APPEAL BEING FORFEITED.

| CONDITION REPORT PRIOR TO MOVE                     |  | CONDITION REPORT AFTER MOVE                        |  |
|--|--|--|--|
| Outer Glass Doors                                  |  | Outer Glass Doors                                  |  |
| Stairs   |  | Stairs   |  |
| Floors   |  | Floors   |  |
| Walls  |  | Walls  |  |
| Lift   |  | Lift   |  |
| Level ..... Walls                                  |  | Level ..... Walls                                  |  |
| Level ..... Carpet                                 |  | Level ..... Carpet                                 |  |
| Date .....   |  | Date .....   |  |
| .....<br>Employee's Signature on behalf of Company |  | .....<br>Employee's Signature on behalf of Company |  |
| .....<br>Owner / Occupant moving in / out          |  | .....<br>Owner / Occupant moving in / out          |  |



# CHARLIE

## RICHMOND

### PROXIMITY FOB, CAR PARK REMOTE & KEY ORDERING FORM

'CHARLIE APARTMENTS' - DC. 617842K  
2 MCGOUN STREET, RICHMOND VIC 3121

#### STEP 1 - Fill in your details

Full Name Mr/Mrs/Ms/Miss: ..... Apt No .....

Address: ..... Postcode: .....

Phone Number: (BH): ..... Mobile Number: .....

Are you a TENANT? .....

NOTE: TENANTS are to attach a copy of their signed lease agreement to this order form.

Signature: ..... Dated: .....

#### STEP 2 - Please indicate quantity of fobs / keys / car park remote required and collection / payment preference.

Proximity Fob / Car park remote / keys: ..... Quantity Required: .....

- Please call me when the fob/key/remote are ready to be picked up
- Please deliver my fob/key/remote to: .....
- Payment is by Cheque (to DC 617842K)

Costs for the proximity fobs / keys / remotes vary and need to be confirmed on order.

**STEP 3 - Fax this order form to Tritin Property Services on (03) 9600 1083 to purchase the items above and the Owners Corporation Manager will check the relevant details and sign below.**

Gabrielle Lee (signature). Body Corp Manager Ph: (03) 9600 1082 Fax: (03) 9600 1083

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### MAINTENANCE REQUEST FORM

Date of request:

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Name:

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Address:

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Contact Person:

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Phone No:

Facsimile No:

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Description of Maintenance Item:

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Item completed:

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Please complete all details on this form and return to:  
Tritin Property Services Pty Ltd  
Suite 810, 365 Little Collins Street, Melbourne Vic 3000  
Phone 9600 1082 Fax 9600 1083