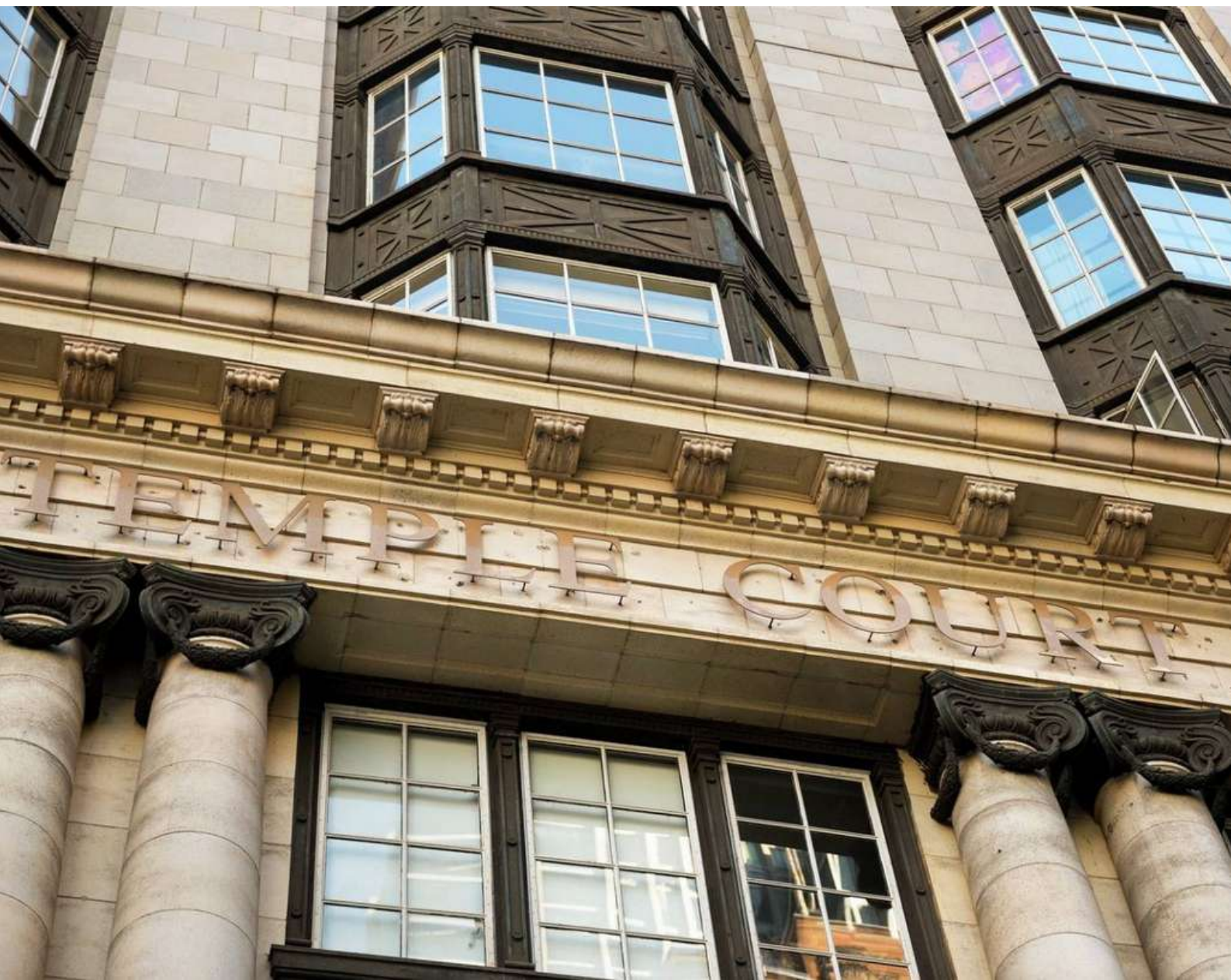


OWNERS CORPORATION
INFORMATION MANUAL & WELCOME BOOK

TEMPLE COURT



OWNERS CORPORATION PLAN NO. 430247Q
422 COLLINS STREET, MELBOURNE 3000

EDITION 6
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Welcome to Temple Court

Welcome to Temple Court, 422 Collins Street, Melbourne 3000.

This information pack has been put together by the Owners Corporation Committee of Management together with The Owners Corporation Manager, LR Reed (City).

Your pack includes:

- Important information on services at Temple Court
- Move in/out procedures & booking lifts
- Understanding Owners Corporation Model Rules, to ensure the safety of the building and harmonious living conditions for all residents
- Induction checklist, including confirmation and acceptance of the Owners Corporation Rules

Temple Court was constructed in 1925 as an office building. Since then it has housed a number of commercial tenants and before its current incarnation as a block of 220 apartments it was known as FAI House.

The building is notable for its Greek revival architecture. Combine this with a Collins Street address and Temple Court has become a popular residential center in the financial and legal district of the Melbourne CBD.

This booklet has been produced to assist residents of Temple Court by providing useful information for new residents and sets out the building protocols or 'House Rules' necessary for the smooth running and mutual enjoyment of the building.

Temple Court is a friendly and hands on community, all existing and any new residents moving to Temple Court are advised there is a zero tolerance for unsavory behavior and causing nuisance.

Please be advised, under no circumstances are any Lots to be sublet.

KEY CONTACTS

LR Reed has been appointed as the Manager for the Owners Corporation at Temple Court. LR Reed is responsible for managing and administering the Common Property and Financial Administration of the Owners Corporation.

Any matters relating to the Owners Corporation should be directed to the Manager, LR Reed:

OWNERS CORPORATION MANAGER

Lina Lee
General Manager Linal@lrreedcity.com.au 03 8684 8888

Meghan Young
Executive Assistant Meghany@lrreedcity.com.au 03 8684 8888

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Level 1, 405 Collins Street, Melbourne, Victoria 3000
Phone: 03 8684 8888 **Email:** lrreedcity@lrreedcity.com.au
Business Hours: Monday to Friday - 9am-5pm

BUILDING MANAGER

Hugo Lubin
Site Building Manager Tplcourt@tpg.com.au 0437 585 290

Business Hours: Monday to Friday - 9am-5pm, Saturday & Sunday 9am-12pm
Website: Templecourtapartments.com.au

WHAT IS AN OWNERS CORPORATION?

OWNERS CORPORATION

An Owners Corporation (formerly body corporate) is incorporated by registration of a plan of subdivision or a plan of strata or cluster subdivision. If land or part of a building is set aside for common property in a plan of subdivision then an Owners Corporation must be created. An Owners Corporation can also be created to manage shared services within the land affected.

An Owners Corporation manages the common property of a residential, commercial, retail, industrial or mixed-use property development. Common property is defined in the plan of subdivision and may include parts of the land, buildings and airspace that are not defined as lots, road or reserves. Common property is collectively owned by all lot owners as 'tenants-in-common' rather than a particular person.

Common property can include shared driveways, common gardens, stairs, paths, elevators, lobbies, pools, gyms, and other facilities available to be used by owners and occupiers.

THE ROLE OF THE OWNERS CORPORATION COMMITTEE

An Owners Corporation Committee is a group of up to 7 Members (Lot owners) who are appointed each year at the Annual General Meeting. The Committee governs management of the Owners Corporation until a new Committee is appointed at the next Annual General Meeting. In most cases, the Owners Corporation delegates powers to the Committee of Management to make decisions about the building's day-to-day operations.

THE ROLE OF A BUILDING MANAGER IN AN OWNERS CORPORATION

In larger properties, the Owners Corporation may choose to employ a Building Manager to assist with the building's day-to-day operations. The Building Manager communicates with the Committee and Owners Corporation Manager to report all issues they encounter during their daily activities.

THE ROLE OF AN OWNERS CORPORATION MANAGER

The role of an Owners Corporation Manager is to ensure that the Owners Corporation operates effectively and meets all legislative requirements. A professional and experienced Manager should be appointed to this role. The Manager is responsible for the Owners Corporation's operations. This includes regularly communicating with the Committee, providing advice and direction, and completing various tasks. If a Committee is involved, it is critical for the Manager to work closely with its members, in order to properly understand how the Committee wants the Owners Corporation managed.

Each of these roles play an integral part in the management of common property.

House Rules:

These guidelines have been designed to promote the mutual enjoyment of the premises for all residents.

These guidelines or 'House Rules' are provided to help ensure that the living standards at Temple Court are maintained at an acceptable standard. The Committee of the Owners Corporation has established these rules.

Please read them carefully and ensure that all the occupants of your apartment familiarise themselves with these guidelines, and that they are observed.

The Building Manager and the Owners Corporation Manager are responsible for ensuring that the 'House Rules' are complied with. If you have any queries about these rules or the operation of the building, please contact the Owners Corporation Manager during normal business hours.

GENERAL RULES:

Residents must not use, or allow the Lot, parking area, or storage area to be used for:

- Any purpose that is illegal or that may damage the reputation of Temple Court
- Any purpose that may contravene the planning regulations of Temple Court
- The exclusive use of carrying on a business or place of work
- Any purpose that may cause a nuisance or hazard to other residents
- Any purposes that may reasonably concern or inconvenience other residents.

We trust that you will adhere to and respect these rules as they are. They are not meant to be restrictive, but to create a code of conduct so that all residents equally enjoy their time at Temple Court.

These 'House Rules' should be read in conjunction with the attached Owners Corporation Rules.



BUILDING RULES:

MOVING IN/OUT:

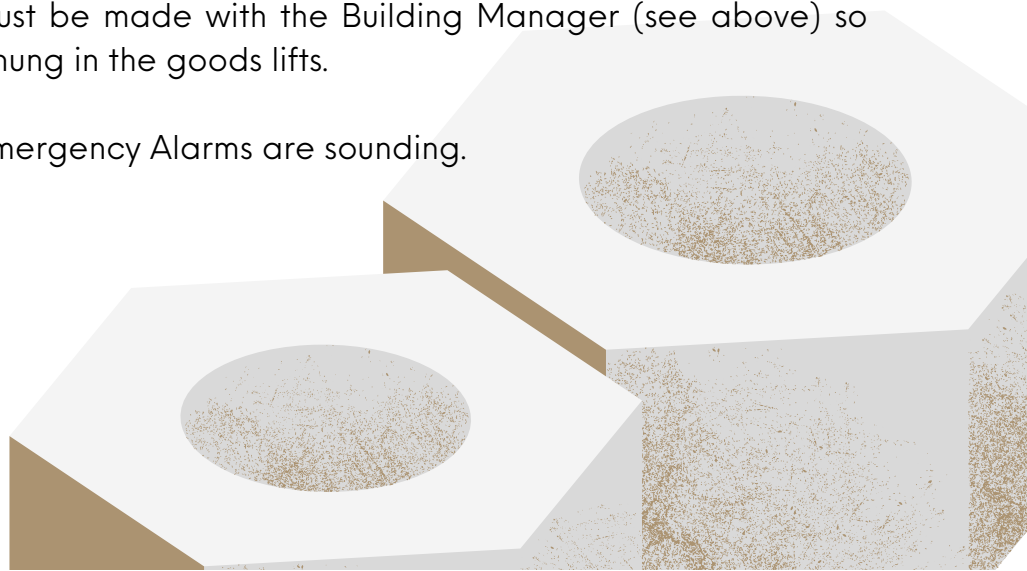
When you are moving in or out of your Temple Court apartment you must contact the Building Manager and advise him of the times when you will be doing this. The Building Manager can then organise for protective covers to be hung in the Lift to protect them from damage and the lift can be closed off for use by your removalists if necessary.

- The movement of all furniture and goods into or out of the building must be by arrangement with the Building Manager.
- Moves are only permitted between 9.00am and 12noon and 12:30 and 3:30pm Monday to Friday.
- 9.00am to 12.00pm on Saturdays.
- A minimum of 24 hours is required. 48 hours is always appreciated.
- On completion of the operation, you must ensure that all rubbish is cleared from the common areas and that any cardboard boxes are disposed of by flattening them and leaving them in the recycling area in Level 1 at the Little Collins Street end of the building.
- You are responsible for the cleanliness of the lifts and common areas, and any damage that may occur. An account for cleaning and / or repairs may be rendered if the Building Manager feels it appropriate. You are also responsible for the actions of your removalists.
- You are responsible for organising parking permits with the City of Melbourne (check with Building Manager).

USE OF LIFTS:

The building has two sets of two lifts. If goods are to be moved in or out of the building, arrangements must be made with the Building Manager (see above) so protective covers can be hung in the goods lifts.

Do not use the lifts if the Emergency Alarms are sounding.



BUILDING RULES:

NOISE:

All residents are expected to minimise sound coming from their apartments in the interest of mutual enjoyment of Temple Court. In a close environment noise can be a problem.

Please ensure that any social gatherings in your apartment are conducted in a reasonable manner and that any effect on your neighbors is minimal. Closing the doors to the hallways and doors and windows (and curtains) facing onto the light wells may help contain the noise. When your guests leave, please ask them to do so quietly.

- Please keep noise to a minimum when in the hallways entering or leaving your apartment.
- Noise from TVs, Gaming, Stereo Systems, musical equipment, pets or social gatherings in your apartment must be kept to a minimum between 10.30pm and 8.00am. Closing light well windows and doors will also help minimise transfer of this noise
- The doors to the stairwells will bang shut quite loudly if not closed by hand. Please close all doors by hand.
- Rubbish disposed of in the rubbish chute at the Little Collins Street end of the building causes noise as it falls down through the building, and disturbs residents in nearby apartments. Rubbish should be taken down to the Rubbish Area on Level 1 between 10.30pm and 8.00am to minimise the disturbance to other residents.

Should you feel that the noise from a neighboring apartment is excessive during these times, please contact the Building Manager at the first appropriate opportunity to report the anti-social behavior.

The Building Manager will then contact the resident of the Lot and come to an understanding or take whatever action that may be appropriate.

SHORT STAY ACCOMMODATION:

Changes to the Owners Corporations Act 2006 were introduced in February 2019 to help prevent short-term accommodation apartment buildings being used to host unruly parties.

The reforms allow owners corporations and residents to take action against owners and guests, who are now jointly and individually liable for any compensation, fines, and awards for damage to common property.

BUILDING RULES:

WASTE MANAGEMENT:

The garbage chute is located next to the elevators at the Little Collins Street end of the building. This garbage chute is to be used only for securely wrapped garbage the size of a regular supermarket plastic bag.

This facility is not to be used for the following:

- Bottles
- Cardboard or paper recycling
- Newspapers
- Rubbish created by pets (please double bag and take to Bins on Level 1)
- Large bags filled with household garbage

A number of large garbage bins are available on Level 1 at the Little Collins Street and Collins Street ends of the building to cater for the above garbage items. There are also bins marked for recycling purposes, and an area for cardboard and paper recycling.

If the garbage chutes become blocked do not pile your rubbish bags next to the chute. Take them down to the garbage area on Level 1. Consideration of these rules will keep the common areas looking neat and tidy.

If you accidentally create a mess in the Common Areas, notify the Building Manager (details at the end of this document) and the mess will be cleaned

PARKING:

The car parking spaces at Temple Court are allocated and are reserved for titled owners. Residents must only park their vehicle/s in their allocated car park.

There are no visitor car spaces available, all visitor cars are not permitted access into the car park at Temple Court.

Please be advised, residents must not block access to other car spaces, or entry/exit points under any circumstance.

Residents are also reminded that the access gate is controlled by remote control, which must be kept secure at all times. If the remote control is lost or stolen please notify the Owners Corporation Manager, immediately so that arrangements can be made to deactivate that control.



BUILDING RULES:

SMOKING:

Smoking is not permitted in any of the Common Areas. This includes the stairwells, the light wells and the forecourts at ground level at Collins and Little Collins Street.

Note: From 1 December 2021, new rules come into effect - "A Lot owner or occupier in a multi-level development must ensure that smoke caused by the smoking of tobacco or any other substance by the owner or occupier, or any invitee of the owner or occupier, on the Lot does not penetrate to the common property or any other Lot."

LIGHT WELLS:

The light wells are Common Areas and are to be enjoyed equally by all residents. Please note that the Light Wells significantly echo and magnify the noise coming from your apartment. Rubbish and cigarette butts must not be dropped out your windows and down the Light Wells.

BICYCLES:

There is limited storage for bicycles available in the Temple Court car park. Access is via remote control that opens the car park gate wide enough for a bicycle to be brought in to the car park. The bicycle spaces are available upon application to the Building Manager, and a bond is payable for the use of the remote control.

If you do not have an allocated space and wish to keep your bicycle in your apartment, you must ensure that the wheels of your bicycle are clean and dry before entering the Temple Court building at either the Collins or Little Collins Street end.

If you find that you have left tracks on the tiles or carpets notify the Building Manager as soon as possible so that cleaners can fix the mess before it leaves a permanent mark.

TERRACES & WINDOWS:

The terraces and external windows are a feature of Temple Court and they are our face to the city. It is important that they are kept clean and tidy.

The terraces and windows are not to be used for the drying or airing of clothes or towels. Curtains or blinds must have a white backing to present a consistent look to the building. These rules also apply to windows that face onto light wells.

BUILDING RULES:

KEYS/FOBS & ACCESS:

Access to Temple Court is by two coded electronic swipes;

- one for building access and one for garage access (if applicable).

Your Managing Agent will provide you with the keys to your apartment when you move into Temple Court and will arrange for you to receive the fob/swipe for the building. All keys/swipes/fobs must be returned when you vacate the premises.

Should you lose any of your keys, you must notify the Building Manager or Owners Corporation Manager as a matter of priority - so that the keys can be cancelled to prevent unauthorised access to the building. The keys to each apartment are the responsibility of the individual residents. There is no master key available.

SECURITY & SAFETY:

Security is the responsibility of every resident at Temple Court. Residents should feel confident that the building is secure, but ultimately residents must rely on each other to ensure that the building provides a secure environment for all its occupants.

- Under no circumstances should residents allow strangers entry to the building, regardless how plausible their explanations or pleas might be.
- As you enter or leave the building do not allow any unknown persons to enter the building. Show them how to operate the communication panels and advise them "The building rules do not allow me to let you in".

If you exit the building via the Stairwell at the Collins Street end of the building you must ensure that the door closes securely behind you. This door, and the others that provide access to the building, must not be kept open under any circumstance.

EMERGENCIES:

- An evacuation plan specifically prepared for Temple Court is displayed at each lift foyer. Please ensure that all occupants of your apartment are familiar with this plan.
- In case of fire, please ensure to get to safety first.
- Please remember that if there is a fire within your Lot, to always close your apartment door behind you. Do not leave the door open, this can allow smoke or fire to spread.
- If you are unsure of of the evacuation plan, please check with the Building Manger.
- Lot Owners are responsible for providing their tenants a fire safety plan. False Alarms caused, will be subject to potential costs

BUILDING RULES:

VISITORS:

The residential security system at Temple Court consists of an electronic intercom system with an electronic door release.

When a visitor arrives they must 'buzz' you from the electronic panels situated at both the Collins and Little Collins Street ends of the building. They do this by entering your apartment number using the numbers on the keypad and then pushing the button with the 'key' symbol and speaking to you via the intercom. When you are satisfied with the identity of your visitor, press the door release button on your intercom to automatically unlock the security doors allowing your visitor access to the building.

If your guest has not been to Temple Court before, you will need to advise them of which floor you are on, and greet them at the lifts as they arrive.

Please do not open the outer doors for people you don't know, even people delivering items to your apartment. You should meet these people downstairs and either take delivery of the items there, or accompany them to and from your apartment.

These rules have been designed to keep the building secure, so you are asked to respect and follow them at all times.

PETS:

New residents are request that a courtesy notification of having a pet within your Lot should be made in writing to the Owners Corporation..

1. The owner of the pet must register the animal with the Building Manager.
2. The animal is not to be exercised or allowed to roam freely in Common Areas.
3. The owner of the pet shall be responsible for any damage caused by their animal.
4. The owner of the pet cleans up any mess created by their animal.
5. Rubbish and waste created by the animal must not be disposed of down the garbage chute. Rather, it must be double-bagged and put directly into the bins in the Rubbish Area of Level 1 at the Little Collins Street end of the building.
6. Owners of the pet are responsible for ensuring that the animal does not make sounds that contravene the guidelines discussed above for Noise.

BUILDING RULES:

INSURANCE:

The Owners Corporation has an Insurance Policy that covers Owners Corporation property. It does not extend to cover any damage to privately owned fittings such as carpets, curtains, blinds, light fittings, appliances etc, regardless of how the damage occurred. Public Liability cover does not extend to the interior of apartments or terraces.

Residents should arrange their own Contents Insurance to cover the above items.

Non-resident owners should arrange a 'Landlords Contents' Policy that should include Public Liability cover to protect their investment.

If any resident is responsible for damage caused to an apartment or common area they shall be responsible for the cost of repair. All repair work should be coordinated through the Building Manager. Under no circumstances will the Building Manager allow work to be undertaken in any apartment without written instructions from the owner or their agent.

It is essential that details of any potential insurance claims are immediately provided to the Owners Corporation Manager, who if necessary will request the Owners Corporation Insurer to handle the claim.

Note: Washing machines should not be left operating when you are absent. Turn off taps and checked regularly that the discharge hose is secure in the trough bypass hole. Washing machines, dishwashers and Hot Water Systems cause most water damage to apartments.

Please also ensure that smoke alarms are always in working order within the Lot. Smoke alarms save lives, when regularly checked and serviced.

Please do not disable or cover alarms.

SIGNAGE

It is not allowed for any reason whatsoever to place signage where it is visible from outside your apartment; on parking spaces; on storage areas; or on common areas. It is intended that the building should look its best at all times.

There is a notice board at both ends of the building: in the mailroom at the Collins Street end of the building, and near the bins on the first floor at the Little Collins Street end of the building. These notice boards can be used for the posting of information relevant to other residents at Temple Court.

BUILDING RULES:

RENOVATIONS:

The Building Manager must be provided with a detailed works schedule noting the time required to carry out the works, the dates of commencement and anticipated completion, together with the Council Permits, or written acknowledgement from the Council that a permit is not required.

The proposed alterations or renovations will then be reviewed at the next meeting of the Owners Corporation Committee and approval may be granted when the owner has signed a form agreeing with the following

- Only traders registered with the HIA Master Builders Association or the Building Practitioners Board with an Insurance policy to cover legal liability (\$10 million) in respect of any damage to property, injury to persons, consequential damage, fidelity guarantee and Worksafe shall be engaged.
- That under no circumstances will you breach the walls or floor of your apartment.
- That no work will be undertaken on weekends or public holidays.
- That working hours shall only be between 8:00am and 4:00pm.
- That no materials or debris will be left or stored on the common areas, building surrounds or in the street.
- That the movement of all equipment and materials to and from your apartment will be coordinated with the Building Manager, and that the lifts will only be used for this purpose when protective covers have been hung to protect the walls.
- That the hallway and lift will be cleaned as often as considered necessary by the Building Manager during the works at the owner's expense.
- That on completion of the works any damage that may have occurred to the common areas (walls, ceilings, floors, carpets, tiles, lifts, etc) must be reinstated to their original condition at the owner's expense. The Owners Corporation Committee shall determine the nature and extent of any repairs, replacement and reinstatement necessary.

STORAGE CAGES:

Owners of storage cages are required to keep these areas neat, tidy and free of rubbish or any obstructions. Items that could act as a fire hazard or fire accelerant are not permitted in cages.

MAILBOXES:

Residents are encouraged to check mailboxes regularly. Mailbox theft does occur, and although Temple Court is quite secure we cannot prevent these things from happening. In order to avoid disappointed, check your mailbox daily if you are waiting on a package.

OWNERS CORPORATION MODEL RULES

1. HEALTH, SAFETY AND SECURITY

1.1 Health, safety and security of lot owners, occupiers of lots and others

A lot owner or occupier must not use the 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.

1.2 Storage of flammable liquids and other dangerous substances and materials

(1) Except with the approval in writing of the owners corporation, an owner or occupier of a lot must not use or store on the lot or on the common property any flammable chemical, liquid or gas or other flammable material.

(2) 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.

1.3 Waste disposal

An owner or occupier must ensure that the disposal of garbage or waste does not adversely affect the health, hygiene or comfort of the occupiers or users of other lots.

2. COMMITTEES AND SUB-COMMITTEES

2.1 Functions, powers and reporting of committees and sub-committees

A committee may appoint members to a sub committee without reference to the owners corporation.

3. MANAGEMENT AND ADMINISTRATION

3.1 Metering of services and apportionment of costs of services

(1) The owners corporation must not seek payment or reimbursement for a cost or charge from a lot owner or occupier that is more than the amount that the supplier would have charged the lot owner or occupier for the same goods or services.

(2) If a supplier has issued an account to the owners corporation, the owners corporation cannot recover from the lot owner or occupier an amount which includes any amount that is able to be claimed as a concession or rebate by or on behalf of the lot owner or occupier from the relevant supplier.

(3) Subrule (2) does not apply if the concession or rebate;

(a) must be claimed by the lot owner or occupier and the owners corporation has given the lot owner or occupier an opportunity to claim it and the lot owner or occupier has not done so by the payment date set by the relevant supplier; or

(b) is paid directly to the lot owner or occupier as a refund.

OWNERS CORPORATION MODEL RULES

4. USE OF COMMON PROPERTY

4.1 Use of common property

- (1) An owner or occupier of a lot must not obstruct the lawful use and enjoyment of the common property by any other person entitled to use the common property.
- (2) An owner or occupier of a lot must not, without the written approval of the owners corporation, use for the owner or occupier's own purposes as a garden any portion of the common property.
- (3) An approval under subrule (2) may state a period for which the approval is granted.
- (4) If the owners corporation has resolved that an animal is a danger or is causing a nuisance to the common property, it must give reasonable notice of this resolution to the owner or occupier who is keeping the animal.
- (5) An owner or occupier of a lot who is keeping an animal that is the subject of a notice under subrule (4) must remove that animal.
- (6) Subrules (4) and (5) do not apply to an animal that assists a person with an impairment or disability.

4.2 Vehicles and parking on common property

An owner or occupier of a lot must not, unless in the case of an emergency, park or leave a motor vehicle or other vehicle or permit a motor vehicle or other vehicle;

- (a) to be parked or left in parking spaces situated on common property and allocated for other lots; or
- (b) on the common property so as to obstruct a driveway, pathway, entrance or exit to a lot; or
- (c) in any place other than a parking area situated on common property specified for that purpose by the owners corporation.

4.3 Damage to common property

- (1) An owner or occupier of a lot must not damage or alter the common property without the written approval of the owners corporation.
- (2) An owner or occupier of a lot must not damage or alter a structure that forms part of the common property without the written approval of the owners corporation.
- (3) An approval under subrule (1) or (2) may state a period for which the approval is granted, and may specify the works and conditions to which the approval is subject.
- (4) An owner or person authorised by an owner may install a locking or safety device to protect the lot against intruders, or a screen or barrier to prevent entry of animals or insects, if the device, screen or barrier is soundly built and is consistent with the colour, style and materials of the building.
- (5) The owner or person referred to in subrule (4) must keep any device, screen or barrier installed in good order and repair.

OWNERS CORPORATION MODEL RULES

5. LOTS

5.1 Change of use of lots

An owner or occupier of a lot must give written notification to the owners corporation if the owner or occupier changes the existing use of the lot in a way that will affect the insurance premiums for the owners corporation.

Example

If the change of use results in a hazardous activity being carried out on the lot, or results in the lot being used for commercial or industrial purposes rather than residential purposes.

5.2 External appearance of lots

(1) An owner or occupier of a lot must obtain the written approval of the owners corporation before making any changes to the external appearance of their lot.

(2) An owners corporation cannot unreasonably withhold approval, but may give approval subject to reasonable conditions to protect quiet enjoyment of other lot owners, structural integrity or the value of other lots and/or common property.

5.3 Requiring notice to the owners corporation of renovations to lots

An owner or occupier of a lot must notify the owners corporation when undertaking any renovations or other works that may affect the common property and/or other lot owners' or occupiers' enjoyment of the common property.

6. BEHAVIOR OF PERSONS

6.1 Behavior of owners, occupiers and invitees on common property

An owner or occupier of a lot must take all reasonable steps to ensure that guests of the owner or occupier do not behave in a manner likely to unreasonably interfere with the peaceful enjoyment of any other person entitled to use the common property.

6.2 Noise and other nuisance control

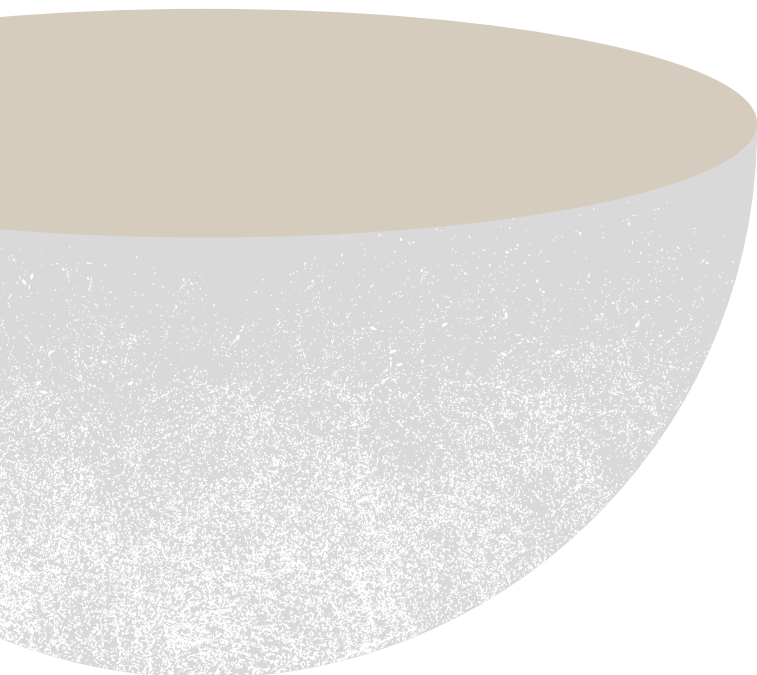
(1) An owner or occupier of a lot, or a guest of an owner or occupier, must not unreasonably create any noise likely to interfere with the peaceful enjoyment of any other person entitled to use the common property.

(2) Subrule (1) does not apply to the making of a noise if the owners corporation has given written permission for the noise to be made.

OWNERS CORPORATION MODEL RULES

7. DISPUTE RESOLUTION

- (1) The grievance procedure set out in this rule applies to disputes involving a lot owner, manager, or an occupier or the owners corporation.
- (2) The party making the complaint must prepare a written statement in the approved form.
- (3) If there is a grievance committee of the owners corporation, it must be notified of the dispute by the complainant.
- (4) If there is no grievance committee, the owners corporation must be notified of any dispute by the complainant, regardless of whether the owners corporation is an immediate party to the dispute.
- (5) The parties to the dispute must meet and discuss the matter in dispute, along with either the grievance committee or the owners corporation, within 14 working days after the dispute comes to the attention of all the parties.
- (6) A party to the dispute may appoint a person to act or appear on the party's behalf at the meeting.
- (7) If the dispute is not resolved, the grievance committee or owners corporation must notify each party of the party's right to take further action under Part 10 of the Owners Corporations Act 2006.
- (8) This process is separate from and does not limit any further action under Part 10 of the Owners Corporations Act 2006.



ADDITIONAL RULES

*Regs 104 and 220 Subdivision (Owners Corporation) Regulations 2001
Subdivision Act 1988*

1 SUPPORT AND PROVISION OF SERVICE

1.1 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 so that:

- (a) any support or shelter provided by that lot or the common property for any other lot or the common property is interfered with;
- (b) the structural and functional integrity of any part of the common property is impaired; or
- (c) the passage or provision of services through the lot or the common property is interfered with.

1.2 A proprietor or occupier of a lot must not install a safe without the written consent of the Owners Corporation and before submitting to the Owners Corporation a structural engineering report in respect of the proposed installment.

2. BEHAVIOUR BY PROPRIETORS AND OCCUPIERS

2.1 A proprietor or occupier of a lot must not:

- (a) create any noise or behave in a manner likely to interfere with the peaceful enjoyment of the proprietor or occupier of another lot or of any person lawfully using common property; or
- (b) obstruct the lawful use of common property by any person.

2.2 A proprietor or occupier of a lot when on common property (if on any part of a lot so as to be visible from another lot or from common property) must be adequately 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 in the common property.

2.4 A proprietor or occupier of a lot must not consume or permit to be consumed alcohol on the common property.

3 CLEANING OF A LOT

A proprietor or occupier of a lot must keep that lot clean and in good repair.

4 DAMAGE TO COMMON PROPERTY

A proprietor or occupier of a lot shall not mark, paint or otherwise damage or deface any structure that forms part of the common property without the approval in writing from the Owners Corporation.

ADDITIONAL RULES

*Regs 104 and 220 Subdivision (Owners Corporation) Regulations 2001
Subdivision Act 1988*

5 MOVING OF CERTAIN ARTICLES

5.1 A proprietor or occupier of a lot must not move any article likely to cause damage or obstruction through common property without first notifying the Owners Corporation or the Managing Agent in sufficient time to enable a representative of the Owners Corporation or the Managing Agent to be present.

5.2 A proprietor or occupier of a lot may only move an article likely to cause damage or obstruction through common property in accordance with directions of the Owners Corporation, the Managing Agent or the Managing Agent's representative.

6 INTERFERENCE WITH COMMON PROPERTY AND STORAGE AREAS

6.1 A proprietor or occupier of a lot must not, without the prior written consent of the Owners Corporation, remove any article from the common property placed there by direction or authority of the Owners Corporation and must use all reasonable endeavours to ensure that those articles are used only for their intended use and not damaged.

6.2 A proprietor or occupier of a lot must not, without the written authority of the Owners Corporation or its Managing Agent, interfere with the operation of any equipment installed on the common property.

7 RESTRICTED USE OF COMMON PROPERTY

7.1 The Owners Corporation may take measures to ensure the security and to preserve the safety of the common property and the lots affected by the Owners Corporation from fire or other hazards and without limitation may:

(a) close off any part of the common property not required for access to a lot on either a temporary or permanent basis or otherwise restrict the access to or use by proprietors or occupiers of any part of the common property;

(b) permit, to the exclusion of proprietors and occupiers, any designated part of common property to be used by any security person as a means of monitoring security and general safety of the lots;

(c) restrict by means of key or other security device the access of proprietors or occupiers; and

(d) restrict by means of key or other security device the access of the proprietors or occupiers of one level of the lots to any other level of the lots

ADDITIONAL RULES

*Regs 104 and 220 Subdivision (Owners Corporation) Regulations 2001
Subdivision Act 1988*

8 SECURITY KEYS

8.1 If the Owners Corporation restricts the access of the proprietors and occupiers under rule 7, the Owners Corporation may make the number of security keys as it determines available to proprietors free of charge. The Owners Corporation may charge a reasonable fee for any additional security key required by a proprietor.

8.2 A proprietor or occupier of a lot in possession of a security key must not without the Owners Corporation's written consent duplicate the security key or permit it to be duplicated.

8.3 A proprietor or occupier of a lot must promptly notify the Owners Corporation if a security key issued to him is lost or destroyed.

9 GARBAGE

9.1 A proprietor or occupier of a lot must not deposit or throw garbage onto the common property,

9.2 A proprietor or occupier of a lot must dispose of garbage in the manner specified by the Owners Corporation from time to time but otherwise;

(a) glass items must be completely drained, cleaned and deposited in unbroken condition in the area designated for such items by the Owners Corporation;

(b) recyclable items, without limitation, paper, cardboard and plastic as from time to time nominated by the Owners Corporation must be stored in the area designated for the items by the Owners Corporation; and

(c) all other garbage must be drained and securely wrapped in small parcels deposited in the garbage chute (where one is provided) situated on the common property;

(d) all cardboard boxes and packaging must be broken down and neatly packed in the garbage area.

10 STORAGE OF FLAMMABLE LIQUIDS

A proprietor or occupier of a lot must not:

(a) except with the written consent of the Owners Corporation, use or store on the lot or common property any flammable chemical, liquid, gas or other flammable material other than chemicals, liquids, gases or other material intended to be used for domestic purposes or in the fuel tank of a motor vehicle; or

(b) do or permit anything which may invalidate or suspend any insurance policy effected by the Owners Corporation or cause any premium to be increased without the prior written consent of the Owners Corporation.

ADDITIONAL RULES

*Regs 104 and 220 Subdivision (Owners Corporation) Regulations 2001
Subdivision Act 1988*

11 PETS AND ANIMALS

A proprietor or occupier of a lot must not keep any animal upon a lot or the common property after being given notice by the Owners Corporation to remove such animal once the Owners Corporation has resolved that the animal is causing a nuisance.

11.2 A proprietor or occupier of a lot must ensure that any animal belonging to them does not urinate or defecate on common areas.

11.3 A proprietor or occupier of a lot must ensure that any animal belonging to them must be kept on a lead while in the common areas.

12 VEHICLES ON COMMON PROPERTY

12.1 A proprietor or occupier of a lot must not park or leave a vehicle on common property so as to obstruct any driveway entrance to a lot, or in any place other than in a parking area specified for such purpose by the Owners Corporation.

12.2 A proprietor or occupier of a lot must not park or permit to be parked any vehicle, trailer or motor cycle other than within parking spaces designated by the Owners Corporation and the Owners Corporation reserves the right to remove offending vehicles, trailers or motor cycles.

12.3 A proprietor or occupier of a lot must not permit oil leakages from any motor vehicle, trailer or motor cycle onto common property and must reimburse the Owners Corporation for the cost of cleaning or removing any oil stains to the garage or other part of the common property.

12.4 A proprietor or occupier of a lot must not use that part of a lot designed for a car parking space for any other purpose without the written consent of the Owners Corporation.

13 FIRE CONTROL

A proprietor or occupier of a lot must not use or interfere with any fire safety equipment except in the case of an emergency and must not obstruct any fire stairs or fire escape.

14 SIGNS, BLINDS AND AWNINGS

14.1 A proprietor or occupier of a lot must not erect or fix any sign or notice to any part of the common property except as required by law.

14.2 A proprietor or occupier of a lot must not install or permit the installation of any curtains, blinds or other window coverings other than as permitted by the Managing Agent from time to time.

14.3 A proprietor or occupier of a lot must not install or permit the installation of any awnings other than as permitted by the Owners Corporation.

ADDITIONAL RULES

*Regs 104 and 220 Subdivision (Owners Corporation) Regulations 2001
Subdivision Act 1988*

15 WINDOW TINTING

A proprietor or occupier of a lot must not allow any glazed portions of the lot or the common property that surrounds the lot to be tinted or otherwise treated with the intention to change the visual characteristics of the glazing.

16 PAINTING, FINISHING, ETC

A proprietor or occupier of a lot must not paint, finish or otherwise alter the external facade of any building or improvement forming part of the common property or their lot.

17 CLOTHES DRYING AND APPEARANCE OF A LOT

A proprietor or occupier of a lot must not store, place, display or hang any chattel or item (including without limitation any item of clothing) on or from a balcony or ten-ace forming part of the common property or the lot without the consent of the Owners Corporation except for pot plants, chairs and tables.

18 COMPLIANCE WITH RULES BY INVITEES

18.1 A proprietor or occupier of a lot must take all reasonable steps to ensure the invitees of the proprietor or occupier complies with these rules.

18.2 A proprietor of a lot which is the subject of a lease or license agreement must take all reasonable steps, including any action available under the lease or license agreement, to ensure that any lessee or licensee of the lot and any invitees of that lessee or licensee comply with these rules.

19 COMPLIANCE WITH LAWS

19.1 A proprietor or occupier of a lot must at the proprietor's or occupier's expense promptly comply with all laws relating to the lot including, without limitation, any requirement, notices and orders of any governmental authority.

19.2 A proprietor or occupier of a lot must not use the lot for any purpose that may be illegal or injurious to the reputation of the development comprised of the lots and the common property or which may cause a nuisance or hazard to any other proprietor or occupier of a lot or their representative invitees.

20 FOR SALE AND LEASE BOARDS

A proprietor or occupier of a lot must not allow the erection of any for sale or for lease boards on the common property.

PREFERRED SERVICE SUPPLIERS & CONTACTS

**EMERGENCY: (FIRE,
POLICE &
AMBULANCE)**
000

**PRECISION
LOCKSMITHS (8AM-
5PM)**
03 9699 6811

**WYNN'S LOCKSMITHS
(24 HR)**
03 9495 1122

CITIPOWER
13 12 80
GREATER WEST WATER
13 44 99

**PEST CONTROL –
DAWSONS
(24 HR)**
03 9222 2222

**ELECTRICIANS
(24 HR)**
0416 079 689
0478 117 711

CRIMESTOPPERS
1800 333 000

PLUMBERS
0418 323 139
0401 291 654

**CITY HANDYMAN
(9AM-5PM)**
0412 719 718
info@cityhandyman.com.au

TV ANTENNA
0416 171 111

FOXTEL
13 19 19

**MELBOURNE CITY
COUNCIL**
03 9658 9658