

RESIDENT INFORMATION

PRECINCT

601 VICTORIA STREET

ABBOTSFORD

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INTRODUCTION

Welcome to the 'PRECINCT'. We hope you enjoy living here.

'PRECINCT' will be 'home' to those who live here. For some this means a long term commitment to owning and living in a valuable asset; to others it is a short-term place of residence. It is your responsibility to respect the rights of your neighbours.

This information booklet has been compiled by Essential Community Management to help you enjoy the experience of living at this property, whilst at the same time assisting to avoid unnecessary problems, costs or inconvenience to yourself or others.

You will note, that the Rules of the Owners Corporation, (see page 24), were established prior to settlement. These Rules have been passed as required by Law at the Inaugural Meeting of the Owners Corporation by the Developer and are legally binding on all Residents and guests at Precinct.

Please take the time to read the details within this booklet which will assist in maintaining a harmonious living environment for everyone at 'PRECINCT', your chosen place of residence!

*PLEASE NOTE – NO EXTRA SECURITY LOCKS MAY BE INSTALLED TO THE MAIN APARTMENT DOORS. THIS IS DUE TO THE DOORS RATED AS FIRE DOORS. AS SUCH THERE IS NO SPACE IN THE DOOR FOR ANY OTHER LOCKS.

PLEASE NOTE ALL RESIDENTIAL FRONT FIRE DOORS ARE REQUIRED TO BE AUDITED ANNUALLY BY THE LOT OWNER, ANY FURTHER QUERIES PLEASE CONTACT THE BUILDING MANAGER*

GUIDELINES FOR RESIDENTS MOVING IN OR VACATING

1. **YOU MUST** contact the Coordination Manager, **Rita Li** on 03 9981 0077 or email: info@essentialcommunity.com.au to arrange a booking time for your move in.

You will not be able to move in to your apartment unless a booking has been made.

2. **YOU MUST** advise the Resident Building Manager of the name of the contractor delivering your goods.
3. **YOUR REMOVALIST MUST** provide the Resident Manager with a copy of their Public Liability Insurance Policy. If your removalist does not provide their insurance details to the Resident Manager, your removalist will not be permitted on site and they will not be permitted to enter the premises. This is a Public Liability risk issue.
4. **ALL MOVES INTO THE BUILDING MUST GO VIA THE MOVE IN PLANS ISSUED PER BUILDING BY THE RESIDENT MANAGER.**
5. **NO GOODS ARE ALLOWED VIA THE GROUND FLOOR MAIN FOYER ENTRIES.**
6. It is recommended that all removalists be advised that **they will need a trolley to move the furniture etc.** from their truck, which they will have to park in Flockhart Street or the loading bay in the building, subject to the number of trucks delivering at one time.
7. An Indemnity Form **MUST** be signed by the removalist and yourself. Should your removalist refuse to sign the Indemnity Form, they will not be allowed to enter the premises. This will be arranged by the Resident Manager.
8. Please notify all carriers and trades people that they **MUST** contact the Resident Manager prior to arrival on site.
9. Vehicles must not obstruct the carpark entry, or Loading Zone area.
10. Furniture or goods on trolleys **must not** be brought through the entrance foyers. All goods to the building are to be moved via the car park only if possible.
11. The lift key is to be obtained from the Resident Manager, to facilitate loading and unloading of the furniture etc. to and from the lifts.
12. Furniture may only be moved into 'PRECINCT' when the protective covers to the appropriate lift and entries have been fitted.
13. Ensure the task of moving goods to and from the lift is as quick as possible.
14. Furniture or goods must not be stacked or placed against the lift doors on any level.
15. **Please encourage your Removalists** to take cardboard boxes and packing away with them. Should this not be done, residents should carefully follow the instructions for waste disposal for polystyrene, plastic, paper and boxes.
16. Ensure the lift key is returned to the Resident Manager when the moving process has been completed.
17. **The Resident Manager will inspect the lifts, foyers and common areas for any damage, which will be noted in the Form of Indemnity.**

Please note: The respective resident/s will be held responsible for all damage to the common property.

MOVING IN PROCEDURES:

Upon confirmation of the settlement date, **it is essential** that arrangements be made to move in. Bookings are to be made during office hours only i.e. Monday – Friday, 9:00am – 5:00pm via RitaLi on mobile 0499 922 022, email: precinct@essentialcommunity.com.au Only half day bookings are permitted i.e. Monday – Sunday, 9:00am – 12:00noon and 1:00pm to 4:00pm.

There is no charge for Monday to Friday move in/out but a charge will apply for Saturday/Sunday and Public Holiday moves. Please contact the office for pricing.

A booking ensures inconvenience to residents and yourself is minimised.

Please arrange your move, as soon as you are aware of the dates, as the bookings can become full very quickly.

The Resident Manager is available on site to assist with coordinating the move-in of residents.

The Resident Manager will arrange the following:

- Explain access details and arrange parking for the removalist. It is preferable that one removalist firm be engaged to expedite the process and minimise disruption.

Please note:

- Brochures have been attached from companies offering 'special rates and/or deals'.
- Assists in arranging additional Apartment Keys, Common Access Keys, Swipe Cards and Garage door remote controls at a fee.
- Your Resident Manager will inspect common areas prior to and after the move. It is vital that the removalist issue a copy of their insurance policy to the Resident Manager prior to arriving on site. This will ensure that any damage to the building during moving will be covered accordingly and that any public liability risk is covered, otherwise your removalist will not be allowed on site.



FORM OF INDEMNITY

**PRECINCT
P.S. 630844F**

Your removalist will be requested to fill out the following form prior to them being granted access to the building. This is to ensure that any damage done to common property during your move is rectified at the expense of the removalist or the resident moving in.

I/We from
(Employee) (Company Name)

I/We of
(Owner) (Owner Address)

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

FURTHER, THE COMPANY / OWNER AGREES TO REIMBURSE THE OWNERS CORPORATION OF 'PRECINCT' 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 RESIDENT MANAGER BOTH PRIOR TO, AND FOLLOWING THE SUBJECT MOVE.

SHOULD YOU DISAGREE WITH THE ASSESSMENT MADE BY THE RESIDENT 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 MOVECONDITION REPORT AFTER MOVE

.....
.....
.....
.....
.....

DATE DATE:

.....
(Employee's Signature on behalf of Company)

.....
(Employee's Signature on behalf of Company)

.....
(Owner's Signature)

.....
(Owner's Signature)

APARTMENT KEY - ORDER FORM

'PRECINCT' OC 630844F

STEP 1 – Fill in your details. (Please use black pen)

SYSTEM NO:,.

Full Name Mr/Mrs/Ms/Miss/Dr:..... Apartment No:

Delivery Address For Keys:.....

.....Postcode:.....

Phone Number: Fax Number:.....

Email Address:..... *****MUST PROVIDE EITHER EMAIL/FAX*****

Are you an AGENT?:

NOTE: If you are an AGENT you will need to attach a copy of the Managing Authority & Signed Lease Agreement with the order form

SIGNATURE: DATED:

STEP 2 – How Many Apartment Keys Do You Require? - \$32 each (inc. GST plus postage)

Key Code: T..... Quantity Required:

STEP 3 – Email/Fax this order form to the Owners Corporation Manager and they will authorize the form by signing below.

Authorised Signature
Ph: 99810077 Fax: 99810078
info@essentialcommunity.com.au

- ☐ Owners Corporation Manager
- ☐ Administration Manager
- ☐ Manager of Building Managers
- ☐ Resident Building Manager

STEP 4 – Upon one of the above Managers approving your order, they will email/fax the form back to you.

STEP 5 – Send form together with payment to:

Detail Door Hardware
143 Fryans St
South Geelong, VIC 3220

Phone: 03 5221 4133
Fax: 03 5229 4633
keys@ddhardware.com.au

Preferred Payment Method:

☐ **CHEQUE**

☐ **CREDIT CARD DETAILS**

Name on Card:

Type:

Number:..... Expiry Date:

*****Detail Door Hardware will issue, send, and collect payment directly from you*****

SECURITY SWIPE/GARAGE DOOR REMOTE - ORDER FORM

'PRECINCT' – P.S. 630844F

STEP 1 – Fill in your details.

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

Address:.....

Mobile Number: Email:.....

*****Please fill out information requested legibly in Block lettering.*****

Are you an AGENT?

NOTE: If you are an AGENT you will need to attach a copy of the Managing Authority & Signed Lease Agreement with the order form.

SIGNATUREDATED

STEP 2 – How many security swipes do you require?

Please supply X security swipes @ \$55 (inc GST) each = Total Cost \$.....

STEP 3 – How many garage door remote controls do you require?

Please supply X remote @ \$155 (inc GST) each = Total Cost \$.....

STEP 4 – Email this form together with a copy of your signed lease(Tenant/Agent only) to info@essentialcommunity.com.au.

STEP 5 – Once form is received, an invoice will be issued and sent to your email address. You will need to follow the payment method.

STEP 6 – Once your payment has been received, the Resident Building Manager will program your security swipes and advise you when they are ready for collection.

STEP 7 – Should you have any queries, please contact:

Owners Corporation Manager: 99810077

INFORMATION SHEET**Resident Building Manager:**

Email: precinct@essentialcommunity.com.au

Mobile: 0499 778 811

Chess Removals

Ph: 8336 0125

Wridgways

Ph: 9873 4711

Peter Sadler Removals

Ph: 1800466838

Individual Owners are responsible for connection of the facilities within their apartment.

- Telephone ~ Telstra: For connection contact 13 22 00
Or your preferred supplier
- Electricity ~ Active Utilities:
For connection ph 1300 587 623 or online www.activeutilities.com.au
- Water ~ Citi West Water: 131691
- Pay TV ~ Foxtel:
For connection ph 1300 567 709 or online www.foxtel.com.au.
- Gas Hot Water Origin 1324601 or 132463 ask for hot water connections in apartments.

You need to contact Origin to have your hot water connected to your apartment turned on. Each individual unit has a separate meter that is read and billed by Origin directly to each occupier.

Please note you must connect to Origin or you will not have any hot water in your apartment.

Kitchen/Laundry Appliances:

Manufacturers' Instruction Manuals and Warranties will be provided by the Developer for each of these appliances upon settlement.

GOVERNING BODIES

THE OWNERS CORPORATION

The 'Owners Corporation' is the incorporated body of all owners of a particular Strata-Titled site/development, in this case, the owners of 'PRECINCT'.

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; eg. Main entrance foyer, corridors, lifts etc.
- General administration associated with cleaning, repairing and insuring and the smooth running of 'PRECINCT'.
- Appointing an Owners Corporation Manager – Essential Community Management Pty. Ltd

THE COMMITTEE OF MANAGEMENT

The Committee of Management consists of a representative body of elected owners with the power to make decisions and rules for the comfortable running of the building. The members of the Committee are elected annually at the Annual General Meeting of Owners.

Any Owners Corporation member (i.e. owner of an apartment) can attend the Committee Meetings as an observer if approved by the committee. To do so, please email your request through to Essential Community Management info@essentialcommunity.com.au.

The Committee instructs the Manager with the administration and repairs of the common areas of the property. 'PRECINCT' has appointed "Essential Community Management" as the Manager as approved at the Inaugural Meeting of the Owners Corporation.

Owners Corporation Manager:

Essential Community Management Pty Ltd
Phone: 9981 0077, Fax: 9981 0078
E-mail: info@essentialcommunity.com.au
or via mail: PO BOX 894, PORT MELBOURNE. VIC 3207.

Note:

Any resident with questions or matters to report, should either contact Essential Community Management (details above) or any member of the Committee of Management.

DESIGNATION OF RESPONSIBILITIES**‘PRECINCT’
P.S. 641022P****OWNERS CORPORATION MANAGER
RESPONSIBILITIES**

Ensure Resident Manager Efficiency.
 Undertake Owners Corporation Insurance.
(Building/Public Liability cover etc.)
 Owners Corporation Levy Invoicing and Receipting of Payments Received.
 Ensuring Owners Corporation Rules & Regulations are maintained
 Payment of Accounts received
 Maintain the Owners Corporation's Records.
 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.

**TENANCY MANAGING AGENT
RESPONSIBILITIES**

Procuring Tenants.
 Preparation of Lease Documentation.
 Rent Collection.
 Ensure Rules and Regulations are adhered to by Tenants.
 Maintenance of Leased Apartments.

**Essential Community
Management**

Ph: 9981 0077
Fax: 9981 0078

RESIDENT MANAGER'S RESPONSIBILITIES

Ensure Owners Corporation Rules & Regulations are adhered to by all residents.
 Ensure Common Property & Common Areas are properly maintained.
 Provide first class service to all residents as per the requirements/instructions of Owners Corporation.

Hours of Work:

7.00am - 4.00pm Monday to Friday

Outside the above times and only in emergencies relating to the common property they can be contacted on their mobile.

Resident Manager
Mobile: 0499 778 811
Or email
precinct@essentialcommunity.com.au

BUILDING MANAGER JOB DESCRIPTION

Classification: Senior Building Manager
Premises 'PRECINCT'
Location: 601 Victoria Street, Abbotsford VIC 3067
Immediate Supervisor: Director of Essential Community Management

FUNCTION/TASKS

The aim of the Building Manager is to provide first class service to all residents and their visitors in the complex in accordance with the requirements of the Owners Corporation and the Directors of Essential Community Management Pty Ltd.

The objective is to develop a clean, friendly, happy and safe environment within the Complex. The Resident Manager must therefore display a fair and friendly approach to all residents requiring educative and enforcement skills.

The Resident Manager must ensure the Complex is maintained in an immaculate condition at all times.

All residents whether an owner/occupier or rental tenant, are to be treated equally.

The Resident Manager is on duty and available between the hours of 7.00am to 4pm Monday to Friday. The Resident Manager is also on 24hour call for **emergencies only**.

It is not practicable to cover every minute detail of every task as outlined in the Job Description, however it is expected the Resident Manager display a high degree of common sense and maturity in the execution of their duties.

On occasions where there is uncertainty as to the appropriate action to be taken, guidance should be sought from the Managers of Essential Community Management.

DUTIES**1 OFFICE MANAGEMENT**

- 1.1 To be accessible to residents on a daily basis to meet their requirements.
- 1.2 Receive feedback and requests from residents.
- 1.3 To meet Contractors and carry out necessary briefings and act in a supervisory capacity.
- 1.4 Maintain the necessary records, logbooks and reports as requested by the Owners Corporation Managing Agent.
- 1.5 Receive incoming phone calls.
- 1.6 Ensure supervision of residents moving in or vacating the premises, advising Managing Agent of any damage sustained to the premises as a result of the same.
- 1.7 Maintain a record of residents' details and contact numbers.

2. SECURITY - DAILY CHECKS

2.1 Exterior

- 2.1.1 At the commencement of duty and in the evenings check the Buildings, fences, buildings, path areas and garden areas for damage, graffiti etc.
- 2.1.2 Check all outside lighting and ensure that it is in working condition.
- 2.1.3 Patrol car parks to check for damage, break-in and unauthorised vehicles.
- 2.1.4 Check carpark gates are operating.
- 2.1.5 Enter all items in management register.
- 2.1.6 Ensure Owners Corporation Rules are adhered to by all residents.
- 2.1.7 Ensure items left in car parks are removed by the respective resident.

2.2 Interior

- 2.2.1 Carry out internal patrol to check main entrances, stairwells, and common areas for damage.
- 2.2.2 Note any apartment doors left open and ascertain security status.

3. MAINTENANCE DAILY

- 3.1 Ensure common areas (i.e. Owners Corporation Property) in the Buildings are maintained in a serviceable and presentable condition. Call in appropriate contractors for repairs, ensuring however that these actions are reported to the Owners Corporation Manager by e-mail.
- 3.2 Ensure that the rubbish areas in the Buildings are clean and maintained in a hygienic condition.
- 3.3 Check rubbish collection is carried out and return bins to appropriate position.
- 3.4 Check all Owners Corporation facilities in the Buildings and ensure that they are in serviceable condition.
- 3.5 Arrange for the replacement of all unserviceable lights in the Buildings as required.
- 3.6 Ensure the garden areas are watered and maintained as required.
- 3.7 Ensure that all Building entrances are maintained in first class condition.
- 3.8 Provide adequate supervision where contractors are engaged, ensuring work is continually assessed and any work that is not completed to your satisfaction is immediately reported to the Owners Corporation Manager.

4. MAINTENANCE WEEKLY

- 4.1 Arrange for replacement of Owners Corporation supplies.
- 4.2 Ensure all signs are in position and in good condition.
- 4.3 Ensure mailboxes are cleaned.
- 4.4 Program the cleaning of all stairwells so that each has been cleaned by the end of each week.

5. MAINTENANCE MONTHLY

- 5.1 Review fire procedures.
- 5.2 Prepare management report for the Owners Corporation Manager prior to all Committee and Annual General Meetings.
- 5.3 Ensure waste bins are cleaned and disinfected by the appropriate contractor.
- 5.4 Check carpark for oil spots, and advise the Owners Corporation manager accordingly to ensure their removal.
- 5.5 Liaise with the Committee to confirm the quality of the gardening works.
- 5.6 Check that the Essential Services Logbooks are being properly maintained and the contractors for the Essential Services are performing their monthly inspections as required by the Certificate of Occupancy and Form 15 Certificate.

6. MAINTENANCE QUARTERLY

- 6.1 Check that the Essential Services Logbooks are being properly maintained and the contractors for the Essential Services are performing their monthly inspections as required by the Certificate of Occupancy and Form 15 Certificate.

7 MAINTENANCE ANNUALLY

- 7.1 Check that the Essential Services Logbooks are being properly maintained and the contractors for the Essential Services are performing their monthly inspections as required by the Certificate of Occupancy and Form 15 Certificate.

Building Facilities**ACCESS TO BUILDING / SECURITY OF RESIDENTS**

- Maintaining security is the shared responsibility of all residents of 'PRECINCT'.
- It is therefore essential that extra care be taken when entering or exiting the building, ensuring that no one unknown to you is permitted to enter at the same time.
- External entry / exit doors must not be propped open and you should ensure they close securely behind you each time.
- Residents can access the building using the electronic swipe provided at settlement.
- Visitors can advise the resident they wish to visit by pressing the appropriate apartment number on the intercom located at the front of the building. The resident presses a release button on the video/intercom in their apartment which provides the visitor access through the main foyer and the relevant air lock door to obtain access to the lift lobby, where the appropriate lift will allow access to the respective floor only.

ADDITIONAL APARTMENT KEYS AND/OR COMMON AREA KEYS

- There is a key to your apartment and a key to the common areas which allows access into storage areas and the fire stairs (to your floor only). These are on a restricted key system. Therefore, these keys can only be purchased via Essential Community Management Pty Ltd or the Resident Manager. If you require additional keys to the common areas or your apartment, please fill in the 'APARTMENT KEY/COMMON

ACCESS KEY' Order Form provided at the rear of this booklet and fax it through to Essential Community Management Pty Ltd on 9981 0078, or the Resident Manager for authorisation. The key will be forwarded to the address stated on the form and payment made as you request on the form.

ADDITIONAL SECURITY SWIPE AND/OR GARAGE DOOR REMOTE

- The electronic swipe will get you into the common areas of the building and the garage door remote will get you into the car park. ***Do not leave your electronic swipe or remote control in your vehicle at any time.***

To order additional electronic swipes or an additional garage door remote, please fill in the '**SECURITY SWIPE/GARAGE DOOR REMOTE**' Order Form provided at the rear of this booklet and send it with your cheque for the non-refundable charges of \$55.00 (inc. GST for swipe cards) and \$155.00 (inc. GST for garage door remote controls) to Essential Community Management Pty Ltd. Once this cheque has been received, Essential Community Management Pty Ltd will authorise the Resident Manager to code an electronic swipe and/or garage door remote for you. You will be called when the keys and/or the remote control are ready for pick up, or you may instruct Essential Community Management Pty Ltd to leave it in your mail box.

One garage door remote will be provided per car park you have purchased, at settlement.

CAR PARKING BENEATH THE BUILDING

- Private car parking is provided in the building.
- 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/Lessor.

GARAGE DOOR

- The opening / closing mechanism of the garage door is controlled by your electronic swipe.
- Under certain circumstances it will be necessary for the garage door to remain open eg. maintenance.
- For the safety of you and your vehicle, do not follow other vehicles entering or exiting. You must electronic swipe independently.
- For security purposes, do not leave your electronic swipe in your vehicle.
- Entry into the car park is via Marmion Place.

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.

Residents must refrain from tampering with the garage door control box. When problems occur, advise Essential Community Management of the fault immediately.

LIFTS

- The lift door size for the elevator to your apartment are as follows:

Tower A & B :-

	LIFTS
Internal Size	2000mm length 1450mm wide
Internal Height	2675mm
Lift Door Opening	1000mm wide 2100mm high

Tower C :-

	LIFTS
Internal Size	2000mm length 1450mm wide
Internal Height	2675mm
Lift Door Opening	1000mm wide 2100mm high

Tower D :-

	LIFTS
Internal Size	2000mm length 1450mm wide
Internal Height	2675mm
Lift Door Opening	1000mm wide 2100mm high

Tower E :-

	LIFTS
Internal Size	2000mm length 1450mm wide
Internal Height	2175mm
Lift Door Opening	1000mm wide 2100mm high

- If the lift doors need to be held open for a period of time eg. moving personal belongings, a bypass key should be obtained from the Resident Manager.

Please do not hold the lift doors open after they start to “beep”. If this happens, 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 computer and can cause lift failure or malfunction along with inconvenience to you and others.

In case of a fire – DO NOT USE THE LIFTS

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:

- Cigarette butts **must** not be discarded over the balcony or left in ashtrays on your balcony, as wind will carry them through the complex.
- When cleaning or watering plants, take care to avoid excess water flowing over the edge onto those below.
- Balconies are to be kept tidy. Do not leave unsecured items on your balcony, which could be blown over by wind. It can get very windy on the higher levels!!!
- The drying of laundry, towels, clothing etc. **are not permitted** on balconies.
- Ensure all outside Balcony furniture is securely fastened down during times of high winds.
- If you wish to install air-conditioner, first you must obtain the permission from the Owners Corporation Manager for where they can position the external Condenser on their balcony. (No air-conditioning pipes or conduits may be run down any external walls.
- If you wish to install light fitting/s to your balcony or courtyard, first you must obtain permission from the Owners Corporation Manager. The Owners Corporation will specify the type of fitting approved for all apartments and the conduit installed must be painted in the same colour as the ceiling.

BUILDING PROCEDURES**NO SMOKING**

- **‘PRECINCT’ is a No-Smoking building in all the common areas. Including the external garden and recreation areas.**
- Smoking is not permitted in any of the common areas 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 call made in such instances incurs a fee of approximately \$3,500.00 which will be invoiced directly to the owner/resident identified as being responsible.**
- It is therefore in your interest to ensure you and your guests adhere strictly to this rule.

RUBBISH DISPOSAL

- There is a rubbish chute located on each level and a Bin room located in the car park area in the Ground Floor.
- Recycling facilities for glass and paper are in the Rubbish Room, which is located on each of the car park levels near the lifts.
- Do not leave rubbish in bags outside your apartment door, balconies, or the floor in the garbage area.
- **Bottles, plastics and newspapers are to be taken to the rubbish room and placed in the appropriate recycling areas.**
- Rubbish bins are emptied regularly.
- **All cardboard boxes and packaging must be broken down and neatly packed in the garbage area.** Removalists should be encouraged to return to collect empty boxes.
- Please ensure your rubbish is in **thick sealed plastic bags to prevent leakage** through to the common areas on the way down to the garbage area.

TO ENSURE DAMAGE OR BLOCKAGES TO THE RUBBISH CHUTE DO NOT OCCUR:

1. DO NOT place newspapers, umbrellas, bedding, glass bottles, cigarettes, cartons, coat hangers, brooms, mops, large plastic wrappings from furniture, white goods, any sharp objects etc. down the chute.
2. Ensure waste placed down the chute is in small, sealed and strong plastic bags.
3. Glass, broken glass (wrapped), newspapers and big rubbish bags **MUST BE** personally taken down to the garbage area and placed inside the garbage room in the allocated bins.

Cleanliness in Public Areas

The Owners Corporation employs a cleaning contractor to undertake the cleaning of the common areas. Residents are asked to accept responsibility for maintaining the facilities provided and minimising litter and damage to the walls and floors.

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' and display the Fire Evacuation "Emergency Plan & Fire Orders" in your apartment.

**Further copies of "Fire Evacuation - Emergency Plan and Fire Orders"
are available from Essential Community Management**

FALSE ALARMS

- False Alarm Call Outs incur unnecessary expenses of approx. \$3,500 each time. These costs are charged to the resident identified as being responsible in cases of negligence.

Avoiding False Alarms

To assist residents avoid such occurrences in future the following situations are known to cause the alarm to be triggered:

- Smoking in common areas; corridors, floor landings, lifts, stairwells etc.
- Utilisation of fire hoses for reasons other than a fire.
- Excess cooking smoke entering common area corridors from an apartment eg. Burning toast or other food (in non-dangerous situations only windows should be opened to allow excess smoke to escape).
- Excess heat/steam entering common area corridors from an apartment eg. When the apartment front door remains open during the steam cleaning of carpets.

EMERGENCY PLAN & FIRE ORDERS

1.

Emergency Phone Numbers	
Police	000
Melbourne Police Station	9247 5384 or 9247 5385
Fire(MFB)	000
Ambulance	000

THE**PLAN**

- 1.1 This plan describes 'PRECINCT' and its immediate surrounds.
- 1.2 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 in 'PRECINCT' or which destroys or threatens to destroy any property within the building and which may have legal implications.
- 1.3 An emergency could include:-
 - Fire
 - Fatality
 - Serious injury/assault
 - Domestic dispute
 - Car accident in undercover car park
 - Firearms/weapons
- 1.4 This plan is intended to be flexible and covers minor emergencies, which may be managed by the Residents, to major emergencies, which will be managed by emergency services.
- 1.5 After any emergency a written report is to be forwarded to Essential Community Management.
- 1.6 'PRECINCT' consists of over 470 Apartments.
- 1.7 A fire bell alarm system, which is connected to the automatic fire sprinkler system is linked to the Melbourne Fire Station. Appropriate contractors also maintain these sprinklers.
- 1.8 The continuous ringing of the fire bells will indicate an emergency situation.
- 1.9 The Melbourne Fire Station has access keys only to the common property. MFB personnel will not enter apartments unless authorised / or in the event of an emergency situation.

2. IDENTIFYING THE RISKS

- 2.1 The risks are those associated with high-density living.
- 2.2 There are a number of fire hoses and fire extinguishers located in the building and these are clearly marked.
- 2.3 Essential Community Management during their inspections of Owners Corporation areas may identify potential hazards and take appropriate remedial action. Remember that all fire stairs must remain clear at all times. Ongoing problems will be reported to the Owners Corporation Management Committee.

3. Emergency Coordination

- 3.1 When evacuating the building, residents should evacuate as quickly and as orderly as possible to the nominated assembly area.
- 3.2 The all clear to return to the buildings will be given by the Officer-in-Charge of the Emergency Service.

4. Post Emergency

- 4.1 Residents should report damage to Essential Community Management.
- 4.2 Essential Community Management will arrange for all emergency systems to be examined and tested.
- 4.3 Essential Community Management will take appropriate action to have repairs undertaken.
- 4.4 If collective trauma counselling is required, it will be arranged by Essential Community Management, otherwise individual trauma counselling may be arranged on an individual basis.

5. Standard Fire Orders

- 5.1 Assist any person in immediate danger – **only if safe to do so.**
- 5.2 Close door on room of fire.
- 5.3 Call the Fire Brigade on **000**
- 5.4 Attack the fire **only if safe to do so.**
- 5.5 Evacuate to assembly area opposite main car park entry.
If stairs are smoke filled, return to apartment and await assistance.

Consideration to use of balconies to attract attention should be given, **only if safe to do so.**

6. AWARENESS

- 6.1 All residents should make themselves familiar with the location of exit doors, fire stairs, fire equipment and light switches in fire stairs.
- 6.2 Each apartment should consider having a Fire Blanket readily available in the apartment.

INSURANCE & DAMAGE TO APARTMENTS

The Owners Corporation has an insurance policy, which covers Owners Corporation property, providing similar cover to normal household insurance.

It covers the building itself but does not cover any damage to privately owned fittings, including carpets, curtains, blinds, light fittings and electric fittings or appliances not built into the unit 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 require an appropriate policy.

We recommend you speak to the Owners Corporation Insurance Brokers to take out your Internal Contents and Public Liability policy.

Please note that if there is a water leak from your apartment i.e. water overflowing from it and it creates damage to the apartment below you will be held personally liable for all damage done to the below apartment/s.

If you wish to be noted on the Owners Corporation Insurance Policy as a mortgagee, please contact:

Alina Crisan
Whitbread Insurance Services Pty Ltd
Phone: 613 8646 0264;
a.crisan@whitbread.com.au
Quote P.S. 630844F – PRECINCT.

There is a charge to the individual for this service. This is not Owners Corporation cost.

If a resident is responsible for damage caused to another apartment or lot or to common property, that resident 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 resident's responsibility should be set out in lease documents.

It is essential that details of any potential insurance claim are forwarded to Essential Community Management immediately. Your claim will be forwarded to the Owners Corporation insurer for assessment.

RISK OF WATER DAMAGE

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

Do not leave machines or taps running when you are absent, and ensure you turn off taps when machines are not in use. Also, regularly check the discharge hose on washing machine is secure.