

HOUSE RULES – “WINSLOW GARDENS” Strata No. 1888

www.winslowgardens.com.au

OVERVIEW

This document is a summary of the House Rules applicable to Winslow Gardens. It is **not comprehensive** and may **overlap existing By-Laws** and where any ambiguity arises in the interpretation or wording of these House Rules the standing specific By Law will prevail and the SC will look to revise and tighten these House Rules to ensure clarity and transparency. The House Rules are intended to summarise frequently asked questions by the Owners and Tenants and provide a code of behaviour and protocols for everyone to be aware of how we want Winslow Gardens to operate. It is also intended that these House Rules will provide all Resident Owners, Tenants and Visitors with answers and protocols **to know what is expected of them** to protect and enhance the value and quiet enjoyment of their and/or investment property.

These House Rules are referred to in By Law, Number 38 of Strata 1888 By Laws.

For detailed By-Laws you should refer to the full set on our website or ask our Strata Manager or your legal advisers.

For general guidance please refer to the Strata Manager, Mr. John O'Neill or Elizabeth Bateman on Telephone 02 9387 7488, email admin@oneillstrata.com.

DEFINITIONS

The word Lot Owner, Proprietor or Owner shall mean the Person or Persons or legal entity that has legal title to a Lot in "Winslow Gardens" - SP 1888, 66 Darling Point Road, Darling Point NSW 2027.

The word Occupier or Tenant shall mean a Person or Persons who have a License from the Proprietor to occupy and use a Lot in "Winslow Gardens" whether or not any financial or legal arrangements for such License exist.

The word "Resident" applies to both owners and occupiers.

The Owners Corporation shall be referred to as Owners Corporation or 'OC'

The Strata Committee shall be referred to as Strata Committee or 'SC'

1. BALCONY USE

It is permitted to have a BBQ on a balcony, provided that any smoke drift does not cause a disturbance to other residents.

It is not permitted to dry clothes over the balcony (including pool towels and costumes) as it detracts from the appearance of the building.

2. BROADBAND - FOXTEL

High speed broadband (NBN) has been connected to the building. Residents must contact their retail supplier if they wish to connect.

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Cable Installation – before any cabling work is carried out on Common Property, owners must lodge an application with the Strata Building Manager for approval to have cabling run on Common Property to your unit. No application will be approved if it involves cabling being visible on Common Property. ie in your lobby. The main concern is that the appearance of the Common Property is not altered.

3. BICYCLE STORAGE

Bikes are to be stored under cover and locked to the grate at North side of lower car park – and NOT on upper railing on North car port area. There may also be limited space at rear of turning bay on upper car port level – however this may be less secure as bikes should not be chained to upper railing. The reason for this is to prevent damage to the powder-coated railing.

Bicycles are permitted to be stored on the owner’s parking lot provided the bike and vehicles are within the owner’s parking space.

4. COMPACTOR – RUBBISH DISPOSAL

Recyclable cartons, newspapers, bottles, glass containers and cans must be placed in the Yellow topped bins located in the end of the upper carport or the fire hydrant cupboard near the fire stairs door on each level.

All other rubbish (wet) is to be securely wrapped and placed down the compactor chute. Please ensure such rubbish does not exceed 2-3kg.

No waste from renovations or relocations is to be placed down the compactor chute or in Body Corporate rubbish bins. **(Please see point 5 below regarding Council Clean Ups)** *Apart from the obvious noise issue caused by bottles and rubble any hard rubbish will damage the mechanical compactor.*

5. COMMON PROPERTY – APPROVAL FOR USE

Use of the Common Property (eg, the swimming pool area and surrounds), for a small party or gathering (ie. less than 12 people), does not require approval. However it is always appreciated if a notice advising use of common areas is provided for ALL residents via a note in letterboxes giving contact numbers of host and date and times of the event.

For groups over 12, requests must be in writing to the Strata Building Manager and should include the date and time (start/finish), purpose of event, number of guests and any other relevant items (eg. jumping castle on site) and must give at least 2 weeks’ notice to allow consideration.

Requests will not be approved if the host is not a permanent resident of Winslow Gardens. The resident host must be in attendance.

The overriding consideration will be the quiet enjoyment of all residents. If there is a reasonable concern voiced by residents or if there are complaints about past functions then generally, the request will not be approved.

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No approval will be given for exclusive use of the upper Pool Area or any noisy function. Children's parties must therefore be well controlled. Party times for use of the Common Property are not to exceed 5 hours within a period of 10am to 9pm daily. Glass near pool area is clearly not a great idea and is strictly forbidden on the tiled pool surround. See also Rule 19 below.

6. COUNCIL CLEAN UP

Woollahra Council provides a quarterly clean up service. Timing is advised to Owners annually by Council. In addition, the SC reminds residents of the next pick up date, usually a week before the pickup.

Do not leave your items to be thrown out in the Cleaners area or in the car park. It is not a rubbish tip. Keep the items in your storage box or unit and place the items outside the building on front nature strip as per the timings advised in building circulars.

7. GARAGE SPACE – RENTAL TO NON- RESIDENTS

The proprietor of a Lot, who is not using their allocated parking space who wishes to rent this parking space to a non-resident, shall advise the Owners Corporation and register with Strata Manager the full Name, Address, Telephone number, Driving License and Car Registration Number of the intended tenant. This information shall be kept by the Owners Corporation for security purposes. If relevant the Lot owner shall ensure that the electronic garage door opening device is returned to him/her at the end of the tenancy. The owner of a rented garage space shall not give any other key or electronic device to a non-resident. Any change in the tenancy is to be advised to the Strata Manager on behalf of Owners Corporation within 7 days.

Approval must be obtained from the SC before such tenancy is commenced. Such approval cannot be unreasonably withheld. Sale of a parking space to a non-resident is not permitted.

8. FIRE SAFETY AND ESCAPE PLAN

A recommended checklist and evacuation plan has been designed to assist residents in the event of a fire. It is the residents' responsibility to familiarize themselves with this plan. A copy is on the Winslow Gardens website (www.winslowgardens.com.au), and additional copies may be obtained from the Strata Building Manager.

In addition where a Lot owner or occupier causes the fire alarm to activate and cause a visit from the NSW Fire Brigade for the attendance of a 'false alarm' the cost and charge to the Owners Corporation will be referred back to the Lot owner for payment, unless determined by the SC to be a reasonable error or omission.

9. GROUP LAUNDRIES; OUTDOOR CLOTHES LINE AND CAR WASH BAY

The building provides 4 Common area laundries with large washer and dryer for any resident to use. These are located on Ground Floor near city end of rear garaging – a key is required for access to this laundry. Laundries can be found at Darling Point end of building by entering stair well and then laundries on Levels 4; 8 and 12.

An outdoor clothes line in the upper pool area is also available for any resident to use.

In addition the building has a car wash bay area with hose outside lower car park gate.

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10. INTERCOM CONTROL OF LIFTS

When you receive a call on your intercom and you want to let the visitor into the building, you should follow these steps:

- Identify the visitor
- While the picture is displayed on your intercom press the KEY button on the intercom which releases the front glass sliding doors.
- DO NOT ALLOW ACCESS TO ANYONE YOU DO NOT KNOW AND ARE NOT PREPARED TO TAKE RESPONSIBILITY FOR.

11. MOVING FURNITURE, BUILDING MATERIALS, ETC

A resident or workmen moving building materials, furniture or other large household items into or out of their unit must arrange to have any such items moved through the two rear lobby doors – not the front door.

Movements and work will only be permitted in the periods below which are the regulations of the Woollahra Council:

- Monday to Friday - 7.30am to 4.00pm NO NOISY WORK BEFORE - 8.00am
- Saturday - 7.30am to 1.00pm NO NOISY WORK ALLOWED AT ALL
- Sunday and Public Holidays NO WORK ALLOWED AT ALL

Noisy work includes the use of jackhammers, compressors and hammering or drilling etc.

In the event of furniture being moved or a lift being used continuously by workmen, the resident concerned may contact the Cleaner or Strata Manager or SC member and obtain a special lift key which will enable one of the lifts to be set aside for the necessary movement. To prevent damage to the lift, the walls and floor of the lift concerned must be covered with our special set of lift curtains and floor coverings. The Cleaner will arrange the erection and removal of the curtains and floor covering.

It is the responsibility of the resident to ensure that the workmen or persons using the lift on their behalf do not commence work until the curtains and floor coverings are in place.

The cost of repair of any damage caused to the lifts or common areas will be recovered by the Owners Corporation by way of a Special Levy on the Lot Owner concerned.

Vehicles used by workmen, furniture vans, or delivery vehicles of any kind must not obstruct the access of other vehicles to the lobby or rear car parks at any time.

It is the responsibility of the resident to ensure waste packaging from relocation or new furniture/appliances is disposed of by the removalists or suppliers.

It is the responsibility of the resident to ensure that all security doors are closed, that the lift and common areas used are properly cleaned after the work/removal has been completed DAILY.

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12. PARCEL DELIVERY

Parcel delivery may be inside or outside the front sliding glass doors. **IT IS NOT SECURE.** The OC does not take any responsibility for the security of any parcels.

13. PETS

No pets are allowed on the premises including the Common external areas and pool, unless they are appropriately required and certified (eg, companion animal).

14. RENOVATIONS

Under current regulations there are 3 types of Renovations – Cosmetic; Minor and Major.

Plans must be submitted to the Strata Building Manager and permission obtained from the SC and the Owners Corporation before work is commenced and may require a special By Law. A bond of \$10,000 will be required for major renovations. A commencement date and a finish date will be required with the original request. A DRAFT By Law is held at our Strata Manager with a certification checklist guide.

Cosmetic work does not require approval and no bond is required. Cosmetic work includes:

- (a) installing or replacing hooks, nails or screws for hanging paintings and other things on walls,
- (b) installing or replacing handrails,
- (c) painting,
- (d) filling minor holes and cracks in internal walls,
- (e) laying carpet,
- (f) installing or replacing built-in wardrobes,
- (g) installing or replacing internal blinds and curtains,
- (h) any other work prescribed by the regulations for the purposes of this subsection.

An owner of a lot must ensure that:

- (a) any damage caused to any part of the common property by the carrying out of cosmetic work by or on behalf of the owner is repaired, and
- (b) the cosmetic work and any repairs are carried out in a competent and proper manner.

Minor renovations require approval by the SC.

Minor renovations include:

- (a) renovating a kitchen,
- (b) changing recessed light fittings,
- (c) installing or replacing wood or other hard floors,
- (d) installing or replacing wiring or cabling or power or access points,
- (e) work involving reconfiguring walls (but not structural changes),
- (f) installing a reverse cycle split system air conditioner

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Before obtaining the approval of the SC, the owner of a lot must give written notice of proposed minor renovations to the Strata Manager, including the following:

- (a) details of the work, including copies of any plans,
- (b) duration and times of the work,
- (c) details of the persons carrying out the work, including qualifications to carry out the work,
- (d) arrangements to manage any resulting rubbish or debris.

The owner of a lot must ensure that:

- (a) any damage caused to any part of the common property by the carrying out of minor renovations by or on behalf of the owner is repaired, and
- (b) the minor renovations and any repairs are carried out in a competent and proper manner.

Major renovations include any changes to wet areas and changes involving structural walls. A bond will be required as will a special bylaw. It is the responsibility of the lot owner to prepare the draft bylaw – the SC may be able to assist by way of a template for such works. It is also the responsibility of the lot owner to obtain Council approval where that is required.

Generally speaking the approval policy will be restricted to two major renovation being conducted at any one time.

No renovations of any type will be approved in the holiday periods from mid December to mid January or Easter.

Written confirmation of renovations complying with Council regulations (soundproofing, waterproofing, electrical or plumbing etc) will be required at the completion of the job and before refund of the bond. In addition the SC will sign off on any damage to the common property prior to a Bond refund. For minor renovations, once the lot owner provides engineering certificates/compliance certificates to the Strata Manager, the bond will then be returned.

It is the responsibility of the resident to ensure waste material from renovations is disposed of by the tradesmen and under no circumstance, is such waste to be placed in the bins or the waste chute.

For major renovations, Owners must arrange a joint unit inspection (dilapidation report) with neighbours above, beside and below and of common property (i.e. your floor lobby, adjoining common area walls and the main lobby). This will ensure that if there are any claims of damage to a unit or common property, claimed to be caused by the renovation, there is an inspection report/photo's to establish the original condition.

Renovation work is only permitted to be carried out in the periods below, which are the regulations of the Woollahra Council.

Monday to Friday - 7.30am to 4.00pm	NO NOISY WORK BEFORE 8.00am
Saturday - 7.30am to 1.00pm	NO NOISY WORK ALLOWED AT ALL
Sunday and Public Holidays	NO WORK ALLOWED AT ALL

Noisy work includes the use of jackhammers, compressors and hammering etc.

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15. RENTAL OF UNITS and SHORT TERM HOLIDAY RENTALS

No approval will be given for signs advertising a unit for rent to be erected anywhere on Common Property. Short term rentals (including AirBNB and Stayz), are not permitted under any circumstances.

16. SALES OF UNITS

An owner intending to offer a unit for sale must inform the Strata Manager prior to making any inspection arrangements and also name the agent involved.

Notices may not be placed anywhere on the Common property, nor any notices, banners or other signs be affixed to any window or balcony of any unit without permission from the SC.

Inspection should be by appointment. However a limited number of fixed inspection times will be permitted subject to certain conditions. For any inspection no tables, chairs, or literature are to be placed in the ground floor lobby or its surrounds. Security doors must remain closed and are not to be fixed or left in an unlocked position.

The Owners Corporation is opposed to an auction taking place on the site but recognizes that the owner can arrange this. However, it is a condition that such auction takes place entirely within the owner's lot.

A suitable “For Sale/Auction” sign may be placed on the Common Property at Darling Point Road and the Harbour side of the steps leading down to Darling Point Road. The sign is to be no larger than 2.0m x 1.5m. It may be displayed for a maximum time of 30 days prior to auction and must be removed within 3 days of the auction date, irrespective of the sale or not of the property.

If a property is for sale by private treaty a “For Sale” sign can only be displayed for 30 consecutive days. The sign can be reinstated after a further period of 60 days and so on until the property is sold or withdrawn from sale.

Note: The SC will consider any application for a degree of relaxation to the above conditions if an owner wishes to sell by auction, provided the owner complies with the under mentioned terms:

During the 3 weeks prior to the auction day, inspections may take place other than by appointment on 2 days each week for a maximum period of 2 hours each day. On each occasion, one other suitable sign can be displayed on common property for the 2-hour period when the unit is open for inspection. The sign is to be removed at the end of each period. During such inspections there must be a representative in the lobby in addition to the representative in the unit. The sign should not be larger than 90cm x 60cm.

17. SECURITY

Residents must ensure that ALL security doors are always properly closed. CCTV cameras record 24/7 most comings and goings including the lifts and car parks.

Electronic access to the building is controlled by an electronic fob device or key in the event of a door power failure. Visitors or tradesmen should only be admitted by the residents of the lot concerned.

In the event that a resident loses their keys or fobs, the Strata Manager or a SC member should be notified immediately.

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Replacement and additional keys or fobs may be obtained from the Strata Manager. The cost is the responsibility of the lot owner – a refundable bond of \$100/key applies.

18. SWIMMING POOL – PRIVATE POOL

The pool is for use of residents and guests ONLY. It's a private pool, not a public one. Guests of residents may use the pool only when accompanied by an adult resident. Children under 18 must be accompanied by an adult resident at all times.

The pool gate must be kept closed at all times. It is illegal under the swimming pool safety regulations for this gate to be kept open.

No animals (including visitor's animals) are allowed in the Swimming Pool area.

- GUEST NUMBERS (including children) ARE LIMITED TO TWELVE (12) and the maximum time per day for that group is 6 hours.
- Hours of use 6am – 9pm.
- Pool chairs to be replaced on upper lawn after use.
- Users of the pool must not enter the foyer and lifts dripping wet and must ensure that they are properly dried and attired before entering the lifts. It is the residents' responsibility to ensure their guests, particularly children, comply with this rule.
- No rubbish to be left in the pool area. This includes food scraps, drink containers and plastic bags.
- Glass bottles/containers are not to be taken onto the tiled pool surrounds.
- No pool toys to be left in the pool area or on common property.
- Report breakages or Pool issues to a SC member, Cleaner or Strata Manager immediately.
- The toilet Block can be accessed by your key and these facilities must be left clean and tidy with door locked after use.

19. TENANTS

The Owner is requested to highlight the building protocols and House Rules to his/her tenant and leave a copy within the unit.

Commencement or termination of tenancy arrangements should be reported to the Strata Manager. The Owner must contact the Strata Manager or Cleaner to arrange for the lift walls and floor to be covered when residents move in or out. The Resident must ensure the workers are briefed on this and enforce this rule which is to protect the Common Property. Entry through the front door of the main lobby by the removalists is not permitted – use rear lobby doors only.

20. CAR and MOTOR BIKE PARKING

The common area visitor parking in front of the main foyer is for the short- term use of residents, resident's visitors and tradesmen on a short term job. "Short term" is defined as no longer than 8 hours.

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The common area parking spaces are not for long term parking by owners, residents or visitors. Long term parking by residents or tenants must be in the ALLOTTED unit parking bays or on the street. **The common area car parking is not for the use of those who have more vehicles than car spaces or do not put cars in their ALLOTTED garage space.**

It is clearly very thoughtless to leave cars in common parking areas when ALLOTTED car spaces sit empty.

Trades Parking is at the Rear of the Building in the marked Trade parking areas along the northern fence.

Notices on vehicles will be issued for repeat offenders.

21. EMERGENCY NOTICES

Please contact the Strata Manager or SC member in the event of any building fault including laundries, lights, doors or other issues of concern. We have experienced and designated service providers for Winslow Gardens maintenance issues.

On behalf of
Strata Committee & Owners Corporation – Strata 1888
Winslow Gardens
