



Clifton Waters  
RETIREMENT VILLAGE



# VILLAGE BY- LAWS

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November 2020

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Welcome to your new home, we hope you will enjoy the lifestyle offered by our Village and that this will include the use of our Common Areas and Common Facilities with your family and friends.

We believe retirement living should be worry free and as enjoyable as possible. We have created the following By-Laws to ensure that everyone in the Village has the opportunity to live in a harmonious environment.

Residents and their guests are asked to respect the following:

### 1. DAMAGE TO VILLAGE PROPERTY

The Resident may be required at his or her own cost to make good any damage which may be caused to the Resident's Premises or to any part of the Village by reason of any act or omission or by reason of any neglect or negligence on the part of the Resident or any guest or visitor of the Resident.

The Resident will reimburse the Manager upon demand the cost of any repairs or other works carried out by the Manager arising from the deliberate or negligent act of the Resident or any guest or invitee of the Resident.



## 2. FIRE SAFETY

In the interest of fire safety, the following items and/or practises are not permitted:

- kerosene heaters
- double adaptors – you are encouraged to use power boards with an overload switch
- storage of excessive amounts of flammable materials e.g. newspapers
- roller blinds blocking the access of external doors either internal or external
- furniture and/or items blocking clear exit and entry into the premises
- to store or permit to be stored in the Unit or any part of the Common Facilities or Common Areas any dangerous materials or goods

Residents are to comply with all fire regulations applicable to the Resident's Premises and the Village

## 3. GAMBLING

Gambling will not be permitted in the Common Areas or Common Facilities of the Village. However, approval may be granted to conduct a limited raffle according to the following criteria:

- Prize value to maximum of \$200
- All proceeds of the raffle must be used within the Village
- Each raffle must be approved by the Clifton Waters Resident's Association Inc.
- The Manager shall approve only a limited number of raffles per year



- Raffle winners must be notified either in the Village Newsletter for raffles with internal ticket sales only, or in the Bairnsdale Advertiser for raffles with external ticket sales.

#### 4. GARDENING & LAWN MAINTENANCE

Our maintenance staff attend to all lawn mowing and garden maintenance of Common Areas and specific units where contracted (excluding the growing of fruits and vegetables in the common vegetable garden). The policy for landscaping is that the Manager establishes the front garden to the plan accepted by the Board. All aspects of the maintenance of the entire garden are then the responsibility of the Resident, including but not limited to weeding, watering, pruning and fertilising unless otherwise agreed.

Please do not place plants in the front garden without written permission from the Manager.

The Manager will assume the responsibility of maintaining the garden when the Resident and/or their family is unable to undertake the task. However, this will be at the Resident's cost. This maintenance will be scheduled in accordance to the standard equivalent to the Common Areas.

#### 5. ILLNESS

Please notify the Manager of any infectious or contagious illness that affects the Resident or any occupier of the unit.



The Resident will use their best endeavours to notify the Manager of their need to be an inpatient at a medical facility.

## 6. MAIL

Australia Post delivers all mail to the Village in a Post Office Bag. Mail is then sorted by volunteers with the assistance of the Manager. Please ensure your mail is addressed correctly, incorrect mail will be returned to sender. Mail should be addressed in the following manner

Mr & Mrs Smith  
Box XX  
Clifton Waters Retirement Village  
Wy Yung VIC 3875

Only mail addressed to residents of the Village will be delivered.

## 7. MAINTENANCE REQUESTS

Please make requests for maintenance to the office, either in person or by phone.

Maintenance works will be programmed according to the nature of the request and the priority of requests made throughout the Village.

After hours *emergency* maintenance issues are managed through the on-call program, please call the office to be directed to the appropriate staff member, plumber or electrician.



After hour calls deemed not an emergency will be on charged to the resident.

## 8. NOISE LEVELS

Please consider other residents when entertaining visitors, listening to music, TV or radio to ensure that volume levels are not excessive.

## 9. PETS

The Resident shall not keep or permit to be kept on the Premises or on any part of the Common Areas any animal or bird without the prior written consent of the Manager. The Resident acknowledges the right of the Manager to revoke or withdraw such consent if any pet creates a nuisance which does not cease within a reasonable time after notice thereof is given by the Manager to the Resident. The Resident shall ensure that proper control is maintained over pets brought into the Village by his or her visitors, and in the case of a dog, such animal must be restrained on a leash at all times.

## 10. REDIRECTION OF MAIL

Residents are advised that for a period of ninety (90) days from the date of departure, we are able to forward your mail to your new current address. If you wish to have your mail forwarded, please advise the office in writing.



Mail received after this time will be returned to sender.

## 11. REMOVAL OF DISCARDED ITEMS

On the departure of a Resident, the Manager may be required to enter the Resident's Premises to remove any personal belongings from the Resident's Premises and grounds.

Items removed may be donated to Clifton Waters Resident's Association Inc., St John's Second-hand Store or discarded as rubbish.

Cash received from items sold by Clifton Waters Resident's Association Inc. during the annual fete will be donated to Clifton Waters Resident's Association Inc.

Effectively, the Resident, his or her notified next of kin and/or executor shall give up title to all items left at the Resident's Premises at the conclusion of the occupancy period.

## 12. RUBBISH

Please do not leave rubbish or other materials on the Common Areas or Common Facilities in a way or place likely to interfere with the enjoyment of those areas by someone else.

All recycling rubbish must be placed in the recycling bins at the rear of the hall in accordance with the recycling program.



### 13. SCOOTERS | WHEELCHAIRS

If the Resident owns or uses a motorised wheelchair or scooter, you are advised to please maintain adequate insurance of that wheelchair or scooter including cover for loss or damage and personal injury or property damage to third parties

### 14. SMOKING

All Common Areas and Common Facilities of the Village are non-smoking areas, also Residents must not smoke nor allow smoking by guests or visitors inside the Resident's Premises.

When smoking outdoors please be aware of where residual smoke is carried and ensure that it does not impact on your neighbours.

### 15. SPEED LIMIT

The speed limit on internal roadways in the Village is 15kph and all public road rules apply. Road users acknowledge the roads, are in places, shared with pedestrian traffic.

Vehicles must not be parked on the roadway in a manner obstructing traffic at any time.

Road rules also apply to motorised wheelchairs and/or scooters.





## 16. UNOCCUPIED UNITS

Please advise the Manager of absences exceeding one night.

The Resident shall not without first advising the Manager in writing of his or her intention to do so, allow the Resident's Premises to remain unoccupied for any one continuous period in excess of sixty days.

## 17. USE OF BARBEQUE AREA

All residents are welcome to use the barbeque facilities constructed on the common property subject to the following rules which shall apply to all guests or invitees of the Resident:

- The barbeque area is open for use between the hours of 7:00am – 11:30pm
- The barbecue area shall not be used by a guest or invitee unless accompanied by the Resident.
- The barbeque area will be left in a condition clean, tidy and fit for use

## 18. USE OF UNIT

Residents will not hold or permit to be held any sale or auction in the resident's premises or on any part of the Common Areas or Common Facilities without the prior written consent of the Manager

The Resident will not display or allow to be displayed at the Resident's Premises any placard, advertisement or sign.



## 19. VISITORS

Residents are encouraged to have their family and friends within the Village, but are requested to ask their guests to show full consideration for the Common Areas and Common Facilities and for the safety and property of residents.

The Resident shall be responsible for the behaviour of any of his or her visitors or guests and for their breach of any of the By-Laws herein contained, including the use of the guest suites.

## 20. VILLAGE AMENITIES AND ACTIVITIES

In any case in which entitlement to the use and control of village amenities or activities areas has been granted to a resident club or association, the Resident shall make use of those amenities and facilities only in accordance with the proper rules and directions of that club or association and shall pay any prescribed club fee.

## 21. WILLS & POWER OF ATTORNEY

The Resident will advise the Manager of any power of attorney made and to whom the power is given. We suggest that Resident makes a valid Will and advises the Manager of the location of such Will.



RESIDENT NOTES:

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For more information on the Clifton Waters Retirement Village By-Laws, please contact the Community Manager on 03 5152 4905 or just drop into the office located at 3 Douglas Drive, Wy Yung Victoria 3875.



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