Welcome to Moore Park Gardens, a vibrant community set amongst over a hectare of landscaped gardens at the centre of all the inner city action with a multitude of entertainment and sporting venues at your doorstep.

Winner of the Royal Australian Institute of Architects Presidents Award in 1999, Moore Park Gardens has no equal. Surrounded by cafes, restaurants, shops, Fox Studios and sporting venues, everything is within easy reach.

There are a large number of facilities of excellent standard built into Moore Park Gardens including a gym, 25m lap pool and retail shops; which is the reason why so many people have made it their own.

This welcome pack will assist you with your orientation of the complex; containing just about everything you need to know in regards to living here, from moving-in to renovating your apartment.

Don’t have much time? Quickly turn to the ‘top 10 need to know’ which covers the most common items raised by residents.

Moving in for the first time? Jump to the moving-in section which will take you through the moving-in procedures and assist you with issues that may arise on commencing your residency; such as with connecting electricity or internet.

Still have a question? Moore Park Gardens has a professional on-site management team who will gladly assist you with your query and also provide rental and sales services to the complex.

Welcome to Moore Park Gardens!
Top 10 need to know!

1. Need help! If your question isn’t answered in this document Moore Park Gardens Management can be contacted on 9310 1801 or management@mooreparkgardens.com.au and will be able to point you in the right direction. Our office hours are 7am to 6pm Monday to Friday and 7am to 1pm Saturdays (excluding public holidays). There is 24 hour on-site coverage at Moore Park Gardens and outside these hours a trained security guard will be able to deal with any urgent matters.

2. Moving-in for the first time. Details on the moving in procedure and a summary of issues that can arise when moving in for the first time can be found in the moving-in section of this document. Please remember to book your move with management well in advance.

3. Building by-laws. There are over one thousand people living at Moore Park Gardens and to ensure harmony amongst this vibrant community there are certain rules (by-laws) residents need to adhere to. These by-laws are created by you, the owners of the complex; they can be changed should the majority agree. You may not agree with all the by-laws but similar to other rules in society they must be followed. What may seem like an un-necessary by-law to you may be important to some one else. By-laws can be enforced by the buildings Executive Committee which can result in fines to residents. Building management is instructed to follow up and report on residents that breach by-laws. A summary of the buildings by-laws can be found at the rear of this document.

4. NOISE! Residents should be aware of the amount of noise they produce as it can flow through to other apartments, particularly from balconies and courtyards. There are by-laws in place governing noise but in general residents should not disturb the peaceful enjoyment of other lot owners at anytime.

If you are going to have a party where the music may be a bit loud let your neighbours know and limit noise to within council guidelines. In general no noise after 10pm weeknights and 12pm Friday/Saturdays’, however
excessive noise at anytime may be in breach of the buildings by-laws.

Please have consideration of your neighbours, if you receive a noise complaint apologise and turn the noise down, do not let it creep back up. Residents are encouraged to first try and resolve noise issues with the offending party, if this doesn’t work noise complaints can be reported to management/security on 9310 1801 and we have created a special section on dealing with noise located in this document.

5. Moving large items through the building. To minimise disruption to residents and to prevent damage to the building moving is restricted to 9am to 5pm daily and only one apartment can move at a time. Please book your move with building management at least 48 hours prior to the move so that the lift and loading area can be reserved. A $200 moving bond must be paid and management will inspect the area when you start and finish the move to ensure there is no damage.

Further information regarding moving items through the building can be found in the ‘moving-in to the building’ procedures in this document.

6. Pets. Moore Park Gardens is a pet friendly building however not everyone may like your furry friend jumping all over you as much as you do. To ensure all residents and pets live in harmony there are some rules regarding your pet that need to be followed.

All pets at the building must be approved by the Executive Committee by first completing a registration form available from building management. By completing the form you agree to the pet approval conditions with the main ones being:

- All pets being kept at the premises must be approved by the Executive Committee.

- Pets must be on a lead or be carried at all times when on the complex, this includes grass areas, corridors and the car park. Essentially everywhere except your apartment.

- Pets must not disturb other residents with ongoing noise.
- If your pet goes to the toilet or causes any other mess on common property including the lawns, PLEASE pick it up and dispose of it thoughtfully, you would be surprised on how many people do not.

7. Repairs & Maintenance. The Owner’s Corporation is responsible for the repair and maintenance of common property. If you have a maintenance item relating to common property (essentially the outer boundary of your apartment and all common areas) please report it to management at management@mooreparkgardens.com.au. Management will log your request and arrange its repair as soon as practicable.

Building management is only authorised to carry out certain repairs without additional approval. Some repairs may require further approval from the Executive Committee due to their nature or cost. You will be advised if this is the case and in such instance resolution of the matter may have to wait until the next Executive Committee meeting for approval.

8. Renovations. Residents wanting to renovate their apartment should first seek approval off the Executive Committee via building management. A renovation application form is available from building management and there is further information regarding renovations in this document.

It is important that residents obtain approval for renovations as their renovation can affect other lot owners due to not only faulty workmanship (for example your new shower leaking into a neighbours property), but also by disturbing other residents due to the mess and noise created from the renovation. Conditions are imposed on renovations to minimise disruption to residents and to ensure the work is carried out in a work-man like manner.

9. Visitors Parking. Residents are not permitted to park in the visitors parking spaces. Just because you don’t have a second car space or there are plenty of visitor’s spaces available is not an excuse to breach this by-law. The majority of residents want their guest’s to be able to come to the building and park at their doorstep, this is one of the great things about Moore Park Gardens. There is a by-law governing visitors parking and the Executive Committee will pursue breaches of this by-law vigorously which may result in fines or for tenants termination of your tenancy agreement.
10. Building Security. Moore Park Gardens is a big complex in an inner city area, providing a perfect opportunity for thieves. Please be cognisant of building security by not allowing persons to follow you through entrance and garage doors and by keeping your doors and windows locked at all times. If you notice any suspicious activity please contact building management/security immediately on 9310 1801.
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Building History & Overview

Originally a brewery established in 1893 by the Larger Beer Company, the 2.6-hectare property was acquired by the Resch family in 1900 and became a Sydney Landmark – Resch’s Brewery.

Sensitive restoration of the existing heritage buildings, along with the development of a variety of modern apartments commenced in the early 1990’s and took approximately 10 years to build, with the final stage (Caley) being completed in the year 2000.

The development was integrated with the surrounding community, by creating a number of buildings with their own identities and a series of quiet, publicly accessible open spaces across the site.

The main entrance to the complex is off Bourke Street which leads into a long tree lined paved driveway (Charles Moore Avenue) which provides plentiful visitors parking and contains entrances to the residential car parks. There is also an entrance at 6-8 Crescent St which provides rear car park entrance to most buildings and also the main foyer entrances for the Caley building.

Moore Park Gardens consists of 560 Residential apartments and 11 commercial premises spread across 12 distinct buildings. While large in size the complex has a village like atmosphere which is a credit to its design.

The apartment complex is broken up into four different strata plans which means there are four groups of owner's or Owner's Corporations that own different parts of the complex. Overriding the Owner's Corporations is the Moore Park Gardens Community Scheme which is responsible for the shared facilities of the complex such as the main driveway, pool/gymnasium area and also sets common rules for the building to ensure harmony across all areas of the complex.

The complex is split as follows:

**Strata Plan 51517 (Stage 1) – Completed 1995**

- Retail Area
- Reckitts
- Argyle
• Lemont
• Bowers
• Waverley

**Strata Plan 60182 (Stage 2) – Completed 1999**

• Dowling
• Foveaux
• Palmer

**Strata Plan 62884 (Stage 3) – Completed 2000**
- Caley

**Strata Plan 54721 (Stage 4) – Completed 1997**
- Grosvenor
- Hopetoun

**Deposit Plan 270095 (Moore Park Gardens Community Association)**

- Common driveway area and is also responsible for running the shared facilities such as the pool and gymnasium area.
Who to Contact?

Building Management (Moore Park Gardens Management (Shearer Property))

Building management takes care of the day to day running of the complex including all repairs, maintenance and resident issues. The management office is on the ground level at the entrance to Charles Moore Avenue underneath the Reckitts building which is just off Bourke Street.

Moore Park Gardens Management also provides sales & letting services to the building and leases the vast majority of apartments at the complex.

Hours: Monday to Friday 7am to 6pm, Saturday 7am to 1pm (excluding public holidays)
Address: 780 Bourke Street, Redfern 2016
Phone: 9310 1801
Fax: 9310 1822
Email: management@mooreparkgardens.com.au
Website: www.mooreparkgardens.com.au

Security

Security is on-site outside of building management hours so that there is someone on-site 24 hours a day to deal with emergencies.

Hours: Outside building management hours
Phone: 9310 1801 or 0408 642 278 direct (only outside management hours)

Strata Management

The strata manager acts as the secretary for the Owner’s Corporation taking care of the buildings finances and is the person to contact in regards to levy enquiries and payments. The Strata Manager is also the conduit to the Executive Committee for all correspondence and will issue notices to owners on behalf of the committee including levy notices and breach of by-law letters.
Executive Committee

The Executive Committee is made up of apartment owners and makes decisions regarding the running of the complex. All owner’s have the option to be on the Executive Committee whom are elected annually at the buildings Annual General Meeting (AGM).

Building management and the strata manager rely on the Executive Committee to make decisions which are outside their scope of approval.

To contact the Executive Committee please direct your correspondence to either strata or building management who will pass the correspondence on to the secretary. Please note that your correspondence may not be addressed until the next Executive Committee meeting (quarterly).

Executive Committee meetings are held quarterly: February, May, August and November. Owners are allowed to attend meetings but are not allowed to participate with the meeting unless they are invited by the committee. The Annual General Meeting is held October/November of each year.
Moving-in to the Complex.

The following list outlines the procedure for moving-in to the building and also covers the main questions building management is asked from new residents:

1) **Moving** - Moving in or out of the building **must** be booked with building management at least 48 hours prior to the move. One elevator and a loading bay will then be allocated for use during the move in/out period. Residents are only permitted to move between 9.00am & 5.00pm and only one person is allowed to move at a time. You are advised to make your booking prior to locking in a removalist company.

2) **Removalist truck parking** - For unloading items, parking is available in the loading bays located in the car parks near the lifts. There are height restrictions for the car park entrance for each building as follows;

- Reckitt/Argyle/Lemont/Bowers/Waverly/Caley – 2.1m
- Dowling/Foveaux/Palmer/Grosvenor/Hopetoun – 3.1m

If the truck exceeds these height restrictions there are other locations around the complex that trucks can park, please refer to the moving instructions or building management for details of these areas. Residents are not permitted to move items through the buildings entrance foyers.

3) **Day of your move** - On the day of your move see building management to complete a moving acknowledgement form (outlines all the guidelines to be adhered to), collect a lift key and leave a $200 cash bond. Building management will complete an inspection prior to the move and then again on completion of the move. If there is no damage to common property the bond will be returned.

4) **Resident Information Sheet** - When moving into the complex building management require a resident information sheet to be filled in, this is to assist in emergency situations should we need to contact you, please see the office for a form.

5) **Emergency Keys** – You can keep a spare key at the management office for emergencies only, such as if you are locked out. Building management and security will only provide your keys to names that are on your resident information sheet, there are no exceptions to this policy. Please note these are emergency keys only and will not be provided to private tradespeople.
6) **Mail** – Please make sure you redirect your mail correctly as we are regularly approached with incorrectly addressed mail. You must list not only the apartment but building number as follows:

For example unit 519 in Dowling apartments:

D519  
Dowling Apartments  
780 Bourke Street  
Redfern NSW 2016

7) **Parcels** – Please note that parcels cannot be left at the management office due to the sheer volume of parcels the building receive each day.

8) **Internet & Telephone** – Please contact your service provider to have your telephone line and internet connected. The service provider may need access to the MDF room to organise this connection and building management/security can provide this access at anytime. If you are having problems with your connection, in 9 out of 10 times it is an issue with your provider, not with the buildings infrastructure. The Owner’s Corporation is only responsible for ensuring there is a working line from the MDF room to your apartment, all connections are carried out by your provider.

9) **Gas** - An account needs to be established with a service provider for gas to be connected. The provider will send a contractor to your apartment to take readings or may ask for readings over the phone to set up this account. Hot water and gas meters are located either under the kitchen sink or in the laundry. If a contractor/technician is required to attend site the residents must organise to meet them, building management will not give apartment access to private contractors for security reasons.

10) **Electricity** - An account needs to be established with a service provider for electricity to be connected. The electricity meters are located outside the apartment in a cupboard in the hallway. The technician will have a key to access these cupboards or building management can provide access. Some residents have issues setting up their electricity account, this is usually with providers other than Energy Australia. Be sure to provide the building you are in which will assist in the provider locating your meter number.
11) **Garbage & Waste Disposal** – Most apartment levels have a garbage chute and recycling bin on their level. Please only put small items down the chutes. There are large waste and recycling bins in the car parks for big items. Council can also collect household items such as mattresses, please speak to management about this.

12) **By-laws** – Please familiarise yourself with the buildings by-laws summarised at the back of this document. These rules must be obeyed by all residents and tenants will be in breach of their tenancy agreement should they be disobeyed.
Building Information & Facilities

Gymnasium & Pool Area

The gymnasium and pool area is located in the Waverly building which is at the end of Charles Moore Avenue, behind the roundabout. Access to this area is through a gate located on a path to the side of the pool using the swipe card to gain entry.

The gym is equipped with a number of exercise machines and there is also a sauna for your relaxation. Residents are only allowed to use personal trainers that are registered with management. Please contact management if you want your personal trainer to train you at the buildings facilities.

The pool is a 25m lap pool which is heated in the winter months only (generally late April/early May until October). No glass or smoking is permitted in the pool area and children must be supervised.

The Gymnasium & Pool hours are 6am to 10pm daily. This area is locked up outside of these times.

Emergency Procedures

All buildings are equipped with corridor smoke detectors and the Dowling and Grosvenor buildings with an emergency warning system.

If you hear an alarm sound please evacuate the building via the fire stairs. The lifts must not be used during an evacuation. Most buildings fire stairs have a system that automatically pumps air into the fire stairwell during an evacuation to prevent smoke entering the stairwell. This may make the fire doors feel heavier than usual when opening them.

Residents who are unable for any reason to descend via the fire stairs should register with the building manager to enable rescue in the event of an emergency. In the event of an evacuation they should enter the fire stairs and remain on the landing until either rescued or advised that it is safe to leave.

The evacuation meeting point is in Charles Moore Avenue. All residents and guests should wait there until the evacuation sirens stop and/or as directed by the Fire Service, Building Manager or Building Security.
Noise complaints & procedures

1. If you have a noise complaint it is recommended that you first try and reconcile the noise issue with the offending party. Most persons are not conscious of the amount of noise they are generating and will usually reduce the noise immediately if it is brought to their attention.

2. If you are unable to reconcile the noise issue a complaint can be logged with building management/security who will investigate the noise issue, make a log of the event and may ask the resident to reduce the noise. If the noise continues such as due to a party the police may be contacted. Please note that building management/security can not forcibly make residents stop making noise.

3. For ongoing noise issues such as due to regular parties Building Management will notify the Executive Committee for a notice to be sent to the owner of the apartment. It is important that evidence of the noise is documented.

4. If noise persists the Executive Committee may issue a notice to comply to the owner of the apartment, however an ongoing record of noise issues must be established. Following this action may be taken via the CTTT who can make an order for the noise to cease.

Further Information Regarding Noise Issues:

- It is important that a third party such as security or building management witnesses the noise. If the matter is pursued further via the CTTT third party evidence will be required as otherwise it is a matter between two parties.

- Building management/security do not have any powers to physically stop noise apart from requesting the person turn the noise down and reporting the matter to the Executive Committee. Any resident is able to personally action noise complaints by contacting the police or even pursuing the matter via the CTTT if the matter is ongoing.

- For noise disputes regarding day to day activities where noise transmits through walls such scraping chairs on floorboards/tiles or slamming kitchen cupboards it is recommended you try and reconcile this with the neighbouring apartment directly. Often the resident is not aware they are causing this noise and for the vast majority of times they will take immediate action to minimise
the noise such as by putting rubber on the bottom of chairs or being more careful when closing doors.

**Showers and toilets**
Showers and toilets are available at the pool and gymnasium area should they be required.

**Community Room**
There is a community room located in the Waverly building opposite the gym area. This room is available for hire by owners or occupiers of a lot within the complex. Hiring the room is subject to strict conditions which include no party’s, alcohol and minimal guest numbers. Please refer to the community room booking form available from building management for more details.

**Car washing**
There are car washing bays located in the car park area of each building. Please do not park your car in these areas unless you are washing your car.

**Garbage & Recycling**
For most buildings there is a garbage chute and recycling bin next to the lifts. Please note that only small bags of household rubbish should be disposed in these chutes. Larger items should be taken to the garbage rooms located in the car park. There are also recycling bins located in this area.

Large household items such as fridges and mattresses can be disposed of in the car park recycling areas for collection by council.

**Video Surveillance**
There are CCTV cameras located in various spots around the complex including most entrances and car parks.

**Building Security**
Please be vigilant of building security by not allowing persons to follow you through entrance and car park doors. Residents in lower and ground level apartments should also keep their doors and windows locked at all times.

Moore Park Gardens is a relatively safe building however it is a large complex
making it difficult for security to monitor; we do have issues with theft from time to time however most of these incidents could have been prevented had residents kept their properties locked.

If you see any suspicious activity please contact building management/security on 9310 1801.

**Bike racks**
Bike racks are provided in the car park for resident use. Please be sure to secure your bike with a bolt lock as opposed to a chain as chains can easily be cut through. Bikes are unfortunately stolen from the car park from time to time and residents leave bikes in the car park at their own risk.

**Access swipe cards**
Access swipe cards are required to enter all buildings and car parks. These cards are programmed to individual apartments and only allow access for the building that the apartment is located in.

Additional or replacement access swipe cards can be purchased from building management for a cost of $55 which is non-refundable. Residents requiring a new access card must complete an access card request form.
Apartment Information

Apartment Maintenance & Repairs

The Owner’s Corporation is only responsible for maintenance and repairs to common property. With-in your apartment this includes items such as:
- Front entrance door only.
- Windows and balcony doors.
- Common property walls only. This is the outer most wall of your apartment including the ceiling.
- Bathroom floor tiles and common property walls.

All other issues must be repaired by the apartment owner.

Smoke Detectors

All apartments are fitted with a smoke alarm. Most are hardwired into the electrical circuit and have either a 9V or rechargeable back up battery.

If the smoke alarm beeps this often means the 9V battery needs to be replaced. Residents are required to change the batteries at their own cost, if the battery has been changed and it continues to beep please contact building management.

As part of the annual fire inspection access is required to all apartments to check the smoke detector and fire door. All residents will be informed well in advance of these inspections.

If the unit smoke alarm is set off for minor cooking smoke DO NOT open your apartment entry door as the smoke may activate the common area smoke alarms which will then activate a full emergency evacuation of the building and you may be liable for the false alarm call out fee imposed by the Fire Brigade.

Foxtel

Most apartments in Moore Park Gardens have the full Foxtel service available through cable TDT set top boxes. Only apartments in the Grosvenor and Hopetoun buildings have limited or no service availability. Please contact Foxtel to organise connection or for more information.
Gas
An account needs to be established with a service provider for gas to be connected. Residents need to pay for gas to their apartment plus contribute to the building’s hot water heating cost which is proportioned across the apartments based on your usage.

Your gas provider may send a technician to your apartment to take readings or to set up your gas account. Hot water and gas meters are located either under the kitchen sink or in the laundry. If a contractor is required to attend site residents must organise to meet them, building management will not give apartment access to any contractors for security reasons.

Hot water
Hot water is supplied to apartments by a main line from large gas boilers in the building. Individual apartments have a hot water meter to measure the usage in that apartment. See gas above.

Electricity
An account needs to be established with a service provider for electricity to be connected. The electricity meters are located outside the apartment in a cupboard in the hallway. The technician will have a key to access these cupboards.

Internet & Telephones
To connect internet and telephone lines residents must contact a service provider. The service provider may need access to the MDF room to allow connection, they can get access to this room via building management. Please guide them to where the office is located.
Forms
Following is a list of forms that will contain information and procedures about the subject heading and the application form if required. All building forms are available from the management office and can be emailed to you in soft copy on request:

Pet Application Form
All pets at Moore Park Gardens must first be approved by the Executive Committee. Please complete the pet application form which outlines the approval process and outlines the conditions for having a pet at the building. Please note that for puppy’s you will not be able to register the pet until it has received its registration papers and has been micro-chipped.

Renovations Application Form
The majority of renovations need approval from the executive committee before they can commence. Please complete this form to lodge your application which also outlines further procedures regarding the approval process. Building management can assist you with the information required for your application if needed however this is mentioned in the form.

Please note that building management has been requested not to send through incomplete applications for approval.

Renovations Agreement Form
Once your renovation application has been approved by the Executive Committee you must submit this form to building management at least a week prior to commencing your renovation. This form outlines the conditions you must agree to when undertaking your renovation and also provides information to building management on how long the renovation will take and what sort of noise/mess may be generated as a result of the works. Building management will then put a notice up so that residents are aware of the work being undertaken. Please note a security bond may be required as part of your renovation.

Moving Acknowledgement Form
If you are moving into/out of the building or moving any item through the
building that could damage common property you must sign this form prior to commencement agreeing to the buildings moving conditions. You must also pay a $200 moving bond which will be refunded should there be no damage caused by your move.

Moving Instructions Guide
This form provides residents with all the information they need to know when moving in and out of the building. Eg. Where to park?, height restrictions, etc.

Personal Trainers Registration Form
If residents want to use personal trainers in the gym they need to obtain approval from the executive committee by completing this form and submitting to building management.

Community Room Booking Form
To hire the community room complete this application form and submit to building management. Please note that there are several conditions restricting the use of this room and these are outlined in this form and also in this document.
By-Laws

A full copy of the buildings by-laws can be obtained from the Strata Manager or Building Management. This document is quite long and goes in to some detail for many topics, we have therefore summarised the main by-laws below that are most frequently referred to (as mentioned this list is not exhaustive):

Noise

An owner or occupier of a lot must not create any noise likely to interfere with the peaceful enjoyment of the owner or occupier of another lot. Please keep your noise to a minimum and respect your neighbours right to live in peace.

Vehicles (Parking on Common Property (Visitor Parking))

An owner or occupier of a lot must not park or stand any vehicle on common property without the written approval of the Owner’s Corporation. Do not park in the visitors parking.

Obstruction of Common Property

An owner or occupier of a lot must not obstruct the lawful use of common property by another person. Please don’t leave anything on common property in particular in the hallways or carpark, it is not your personal storage area.

Damage (Changes) to Common Property

An owner or occupier of a lot must not damage common property in anyway without the written consent of the Owner’s Corporation. If you do damage common property own up and notify building management. Don’t carry out renovations or alter any part of the common property including your balconies without approval.

Behaviour of Owner’s and Occupiers

An owner or occupier of a lot when on common property must be adequately clothed and must not use language or behave in a manner likely to offend another owner or occupier. Understand that your neighbours may have different beliefs and values, please try and respect them.
Children Playing on Common Property
An owner or occupier of a lot must not let children play on common property unless they are accompanied by an adult. *In particular please don’t let kids play in the car park where they risk being hit by a car.*

Behaviour of Invitees
An owner or occupier of a lot must take reasonable steps to ensure invitees adhere to the buildings by-laws. *Don’t let your friends give you a bad name by disturbing your neighbours particularly following a party.*

Depositing Rubbish and Other Materials on Common Property
An owner or occupier of a lot must not leave rubbish or other items on common property unless it is in a designated area. *There are plenty of bins available for your rubbish and recycling, people do not want to walk through your rubbish to get to the bins so please ensure you fully dispose of your items.*

Drying of Laundry Items (Items on Balconies)
An owner or occupier of a lot must not hang washing or any other items from their balcony or common property that is likely to be visible from outside the building or from another lot. *To maintain the value of the building it needs to look neat and tidy, not like a Laundromat.*

Cleaning of Windows & Doors
An owner or occupier of a lot must keep clean all glass in windows and doors on the boundary of the lot including that which is common property. *The Owner’s Corporation will take care of the outside of inaccessible windows only.*

Storage of Flammable Liquids
An owner or occupier of a lot must not store flammable liquids on common property or in a lot without prior consent of the Owner’s Corporation. *This is for everyone’s safety.*
Moving Furniture and Other Items Through Common Property
An owner or occupier of a lot must not transport furniture or any other large item through common property without first notifying building management. *Please book any moves or renovations with building management; it will be a lot easier with the lift covers up and a lift key.*

Floor Coverings
An owner of a lot must ensure that all floor space is adequately covered to prevent noise transmission through the floor that disturbs the peaceful enjoyment of a lot by another owner or occupier. *If you are going to install floor boards or tiles please lodge an application with the Owner’s Corporation so that they can ensure the property sound insulation is used.*

Keeping of Animals (Pets)
An owner or occupier of a lot must not keep an animal within a lot without prior consent of the Owner’s Corporation. *Please lodge an application with building management.*

Appearance of the Lot (Changing the External Appearance of Your Lot)
An owner or occupier of a lot must not without the written consent of the Owner’s Corporation maintain anything within the lot, in particular on balconies, when viewed from outside the lot is not in keeping with the rest of the building. *We need to maintain the design and appearance of the building, please do not change your lot in any way, in particular balconies.*

Lot Cleanliness and Repair
An owner or occupier of a lot must keep the lot clean and in good repair. *Particularly if it can be seen from other areas of the complex.*

Fire Control
An owner or occupier of a lot must not use or interfere with any fire safety equipment except in case of emergency. *It is there to save your life, notify building management if you think any fire equipment is faulty or has been tampered with.*