

Alterations to Apartments

A Renovators Guide to Conforming with the Owners Corporation Consolidated Rules

1. Purpose:

The Owners Corporation through its Committee of Management recognizes that owners may wish to undertake improvements and renovations to their assets. Such alterations and renovations can impact neighbors, hence the existence of the Consolidated Rules which has been approved by the vote of all owners.

This Note is to assist Owners who wish to make alterations requiring the use of the lifts, or gain access for personnel or vehicles for such purposes through the Common Areas of this Property to comply with the Consolidated Rules.

The process of renovation will cause inconvenience to other residents. Any owner undertaking renovations must contact immediate neighbors including those above and below to explain the scope of the proposed works and the duration of the renovation and keep those neighbors informed of the same at least monthly, during the process of renovation.

2. The Owners Corporation Consolidated Rules take precedence over this Note. However set out below is an explanation of requirements Owners and Tenants and your Invitees must follow. You are responsible for any breach of the Rules howsoever caused.

3. Noise

Rule 3.2 defines your responsibilities. In particular note that work involving noise is **limited to the time between 9.00 am and 4.00 pm and not at all at weekends and public holidays. Practically this means 10am to 3.30pm.**

4. Use of Common Property.

4.1 Rule 4 defines your responsibilities.

Common Property includes:

- 1- Lifts and Lift Foyers
- 2- Underground Car parks
- 3- Driveways and Aisle ways
- 4- Building Services to your Apartment
Including Fire Control systems, Floor drainage
and all plumbing services.
- 5- Boundary Walls and Concrete floor slabs in your Apartment.

Alterations to Apartments

A Renovators Guide to Conforming with the Owners Corporation Consolidated Rules

- 4.2 Smoking – **all of the Common Property is a non-smoking zone and all Invitees are required to observe this requirement.**
- 4.3 Vehicles – arrangements must be made with the Resident Manager **at least 2 working days for access** if vehicles are to enter Common Property.
5. Access to Your Apartment.
- 5.1 All deliveries are to be arranged with the **Resident Manager at least 2 working days in advance.**
- 5.2 **Access shall be through the Basement Car parks only.** No access is permitted through the Ground Floor Foyer. This applies to both goods and workmen.
- 5.3 Lifts cannot be used for transport of goods and materials **until the lift is suitably padded and the floor is protected.** This shall be arranged with the Resident Manager, (See 5.1 above).
- 5.4 **Foyer carpets shall be protected** against damage by YOU or your Agents.
- 5.5 **You** are responsible for any damage to the Lift or Foyer and liable for the cost of any repairs.
6. Major Works
- 6.1 Major works include alterations to the existing layout of your Apartment and changes affecting services and wall and floor finishes. Rule 6 and Rule 7 apply particularly to Major Works.
- 6.2 You must obtain prior written consent from the Owners Corporation before commencing the Works. In Particular Rule 7.3 must be adhered to.

Alterations to Apartments

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Particular attention is drawn to Rule 7.3.4 requiring a “Building Works Agreement” and evidence of Insurance Policies.

A Security Deposit of \$5000 or 5% of the cost of the Works whichever is the greatest shall be provided to the Owners Corporation.

6.3 The Resident Manager is the first point of contact before and during the progress of the Works. You shall advise him of all matters relating to the Works including the name and contact details of your Supervisor/Project Manager.

6.4 You are required to appoint a Supervisor/Project Manager at your cost to co-ordinate the Works and to ensure the Work is properly carried out in accordance with all Regulations, the Specification and Drawings and the requirements of the Rules and this Note.

This includes the co-ordination of all Sub-Contractors (if any).

The Project Manager must be on site when works are being undertaken.

6.5 No chasing into floor slabs or boundary walls of your Apartment is permitted. No penetrations affecting fire safety or noise transfer to adjacent property is permitted.

6.6 Alterations involving removal of wall or floor tiling shall be done with care. Water proofing of the exposed surfaces shall be renewed and inspected and approved by your Supervisor/Project Manager before any new finishes are applied. All floor drainage wastes are to remain.

A guarantee certificate shall be provided by the Contractor if water proofing is required. The guarantee must be for 6 years. The guarantee must be supported by a recognized insurer.

6.7 Removal of Carpet floor covering and replacement with timber or other finish requires an Acoustic Report – refer to Rule 7.9 “Floor Coverings”.

6.8 Building waste is to be removed from the Park Central site by the Contractor(s) via the Lifts and Basement Car parks. **No waste is to be placed in the Rubbish Rooms.** Lifts and Car parks are to be kept clean.

Alterations to Apartments

A Renovators Guide to Conforming with the Owners Corporation Consolidated Rules

- 6.9 The use of the lifts for the transport of materials and waste is limited to not more than two days per week. The Contractor shall organize the work to meet this requirement. No lift shall be used for alterations & renovations unless it is padded and the floor protected.

The Contractor shall arrange with the Resident Manager 2 working days in advance for the lift to be protected.

A fee of \$100/day shall be payable by the Owner for the use of the Lift. This fee is necessary to offset the cost of protecting the lifts and foyers from dust, to meet the cost of electricity in extra running of the lift and to minimise the inconvenience to other residents. The fee will continue on a weekly basis for as long as the lift is used.

- 6.10 Care shall be taken not to damage Floor and Wall Surfaces in Foyers or Car Parks. **Any damage repair will be a charge to the Owner.**