

Residents Guide

Moving In and Out

Lift Key

To assist with your moving please make sure you obtain a lift key which can be used to lock the lift for your exclusive use during the move. Do not hold the doors open by obstructing them – this causes damage to the door mechanism. Any costs arising from damage to the lift, lift doors, call out charges for a lift mechanic etc. will fall to the owner of the lot.

If you are a new tenant the key is available from your agent. If you are a new owner please contact the secretary for details.

If you are moving large items there is a lift curtain available for Lift Number 1. This will protect the lift interior and your items. To have the curtain installed please send an e-mail using the link on the “useful numbers” page on this web site – 1 weeks notice is required.

Security

Please make sure that during the move security is maintained. The front door must not be left open whilst unattended.

Damage to Common Property

Any damage caused through the move will be charged to the owner of the lot.

Pool and Common Area Protocol

Number 3 has unique common area, including the pool. The pool is cleaned weekly in summer and fortnightly in the winter months. The gardens are tended monthly. Residents are encouraged to make full use of all facilities but we require the following guidelines to pool and common area use be respected and adhered to.

Use of the pool and surrounds for parties and gathering.

- A minimum of 7 days notice is required to be given to the building committee for any gathering of parties of more than 10 people. Please use the form shown in this section of the web site
- A notice must be posted in each lift to inform residents of the time and date of the party
- Temporary structures must be safely erected and removed on the same day as the party
- Please ensure the integrity of our security by not leaving the building doors propped open
- Residents are responsible for the behavior of their guests (whatever their age) and children are to be supervised at all times
- The pool area must be cleaned and returned to normal immediately after an event or, if the finish is later than 9pm, it must be pristine by 9am the following morning

- Please respect other residents and our neighbours by curtailing excessive noise and monitoring the screaming of children in the pool
- Glassware must not be used anywhere near the pool

Please note that common areas are not able to be reserved for exclusive use

Toilet and Shower Facilities

- There are shower and toilet facilities in the pool hut, the front door access fob opens the facilities door.
- Hosts are responsible for ensuring the pool room is clean and adequately supplied both before and after the function

Parking

Residents must not use the “Visitors Parking” spaces other than for short periods for the purpose of loading/unloading, dropping off/picking up passengers. The parking spaces at the front should only be used by residents for periods less than 30 minutes.

Pet Policy

3 Clement Street is a very 'Pet Friendly' building, however to ensure the comfort of all other residents the Executive Committee must approve all pets before they take up residence. Only one animal per apartment is normally approved.

The following details must be sent to the committee for all Pets.

1. Type of animal
2. Breed
3. Max height when fully grown (dogs only)
4. Max weight when fully grown (dogs only)
5. Disposition

The following types of dog and crosses are considered to be suitable:

- Shih-Tzu
- Pug
- Cavalier
- King Charles Spaniel
- Border Terrier
- Beagle
- Cocker Spaniel

Note: If you are not an owner then the owner must countersign the letter sent to the committee.

Garbage Removal

Domestic Garbage:

We operate a recycling program which recycles Paper and Plastic & Metal. Residents should place these items in the trays provided in the utility cupboard on each floor. Please make sure that all containers are rinsed and clean before they are put out for re-cycling. Our cleaners will empty the recycling bins on Mondays, Wednesdays and Fridays.

PLEASE DO NOT PUT ANYTHING OTHER THAN RECYCLEABLE ITEMS IN THESE TRAYS.

All other garbage should be securely wrapped and placed in the rubbish chute which in the utility cupboard on each floor. Please make sure that all items are securely wrapped before being deposited in the chute.

Items that are too large to fit in the chute should be taken to the garbage collection area which is to the right of the building accessible from Clement Street. Please place the garbage in the appropriate bin or recycling bin.

Larger Items

Residents are responsible for getting rid of larger items (furniture/white goods). You should contact Sydney City Council (see Useful Contacts on this site) to find out when they are next collecting from Clement Street and make sure the items are placed on the pavement ready for collection.

Dangerous Goods

Items such as batteries, paint and other chemical items **MUST NOT BE PUT IN THE GARBAGE COLLECTION AREA**. Residents must take these items to a authorised disposal point

Keys (Access Device)

Access devices for common areas are security controlled and cannot be copied. Devices must be requisitioned through the agent (tenants) Strata Management Company (Owners) at a cost of \$50.00 each which is refundable.

- Front Door Fobs operate the front door, the pool door and the pool facilities.
- Garage door remotes operate the Garage Roller Door (some also operate the front door)

Apartment keys are the responsibility of the owner. If you do change the locks on apartment doors please ensure the new locks comply with the fire regulations otherwise the entire block will not be issued with the fire safety certificate. The owner will be responsible for any costs incurred due to changed locks.

Lost Access Devices (FOBs and Remotes)

Lost FOBs and Remotes should be handled as follows:

- **Tenants**
Contact your agent. You will need to supply the serial numbers of any FOBs and Remotes you have so that the missing device can be identified.
- **Owners**
Contact BCS. You will need to supply the serial numbers of any FOBs and Remotes you have so that the missing device can be identified.



Note: If the lost access device poses a security threat, for example if building address can be identified, then please make sure that you report this as a matter of urgency so the device can be removed from the list of valid devices.

Window Cleaning

All windows are cleaned twice yearly in June and December. The actual dates will be posted when dates are known. Residents are responsible for making sure any fly-screens that are not removable from the outside are removed prior to the windows being cleaned. Fly-screens that can be removed from the outside will be removed by the window cleaners but the screens will not be cleaned – that is the responsibility of Residents.

Annual Fire Inspection

All residents will receive notification of the annual fire inspection. Please make sure you are available for the inspection (takes approximately 5 minutes/apartment). If you cannot be available please leave your key with a neighbour. If the inspector cannot get access to your apartment the whole building fails the test and we will not get the mandatory certificate. If this happens the lot owner will be held responsible for any additional costs including fines that are incurred

Balconies – Maximum Weight

Note that there is a recommended maximum weight of 500kgs/SqM on balconies. Please consider the weight of pots and planter boxes when placing them on balconies.

Updated 25th Feb 2014