

CLARENDON TOWERS

80 Clarendon Street, Southbank Vic 3006

(Owners Corporation No: 417405Y)

HOUSE RULES

And

GENERAL INFORMATION

Welcome to Clarendon Towers

Welcome to Clarendon Towers. We ask all residents, no matter how long you are here for, to take time to read and understand the following house rules. These rules contain directions, which are necessary for the proper management and /or running of this building for the enjoyment and safety of all residents.

To assist you moving into your new home, you will need to contact the following authorities for connection / provision of services.

CITIPOWER:	31 280	24 hour emergency
SOUTH EAST WATER	131 694 1392837	New Connection 24 hour emergency
TELSTRA	132 200 132 203	New Connection Fault Line
GAS	Gas is provided through the Body Corporate. You do not need to arrange connection.	
MET INFORMATION (Train and tram information)	131 638 http://www.metlinkmelbourne.com.au/	
BUILDING MANAGER	9690 8644 0419 380 254 don@clarendontowers.com.au	

Management

The Committee of Management for Clarendon Towers is responsible to all members of the Owners Corporation for the overall operation of the building. The committee meets on a regular basis and addresses issues raised by residents. If you wish to raise an issue with the committee, write to the Committee of Management and leave your letter in an envelope in the Body Corporate Mail Box located in the Mail Room on the 1st level or contact the Owners Corporation Manager.

The Owners Corporation Manager is The Knight Alliance. This organisation ensures that the Owners Corporation operates in accordance with the Owners Corporation Act 2006 and is accountable for all administrative, secretarial and accounting requirements.

The staff member of The Knight Alliance who is responsible for Clarendon Towers is Ms. Mary Matler who can be contacted as follows:-

Office: 9509 3144
Facsimile: 9509 3188

The day to day running of the building is entrusted to our Building Management. The building management supervises the day to day functions within the building. Those functions include managing essential services, cleaning, security, and rubbish removal, moving in and out, the issuing of keys and access cards and the policing of the rules of the Owners Corporation etc.

The building management can be contacted as follows:-

Building Manager: Kumodya P Don (Don)
Assistant Manager: Simon Williams

Office 9690 8644
Facsimile: 9690 3414
Mobile: 0419 380 254
E-Mail: don@clarendontower.com.au

The building manager's office is located to the right hand side of the entry foyer as you walk in the Haig Street entrance.

Security

It is in everybody's best interest that the security of the building be maintained at a high standard. We employ Security Officers to patrol the building and car park on a permanent basis. Security will also enforce the Owners Corporation Rules with respect to noise and parties after hours.

Emergency Procedures

If you hear the fire alarm **you must** evacuate the building immediately (if it is safe to do so) using either one of two stairwells,

- Assisting people if safe to do so.
- Walk down to level 1;
- Exit via either the front foyer doors or the west emergency exit door (located next to the Haig Street car park door).
- Do not use the lifts.
- The assembly point for all residents is under the overpass at the top end of Haig Street. Stay at the assembly point until you are directed to re enter the building.

Smoke Detectors

Each apartment has smoke detectors fitted and are hard wired with battery back up (a flat battery warning will sound when needing replacement usually once a year).

The detectors are NOT linked to the building fire alarm system.

Each corridor of this building has several smoke detectors fitted, which **are** linked to our fire control system.

Do not allow smoke from a toaster or cooking to permeate into the passageways.

If you accidentally set off a floor fire alarm, you will be held responsible for the cost of the call out of the emergency services.

Smoking

Smoking is not permitted in the common areas of this building. The only place you can smoke in this building is in your apartment.

Eating Food & Drinking

The eating of food and the drinking of any alcoholic beverage is not permitted in the common areas of this building unless there is an authorised function.

Accessing the Building.

To access this building you need a Clarendon Towers swipe card. The only pedestrian entry is on Haig Street. The reader is black with the writing "Eud" on the front. It is located just beneath the Intercom call unit. You need to bring your swipe card near but not necessarily touching the Black Reader unit. By doing this you activate a signal which is processed to allow the door to open for you.

Accessing the Lifts

As with the front foyer doors, you need to swipe the lifts to access your floor. Your card only allows you access to your floor and any of the car park floors. You do not need to swipe a card to access level 1, just press the button in the lift. The reader unit is located just below the lift control unit.

Accessing the Car Park

To enter & exit the car park you need a Clarendon Towers ikey remote. Press the top button on your ikey remote when you are at the yellow line on either side of the car park door to open the door. You can also use your swipe card to exit the car park (Exit only) as a reader is located near the door.

Accessing the Pool, Gym & Sauna

To access the pool, gym area you need your Clarendon Towers Apartment key. All Apartment keys will open the door to this area.

Animals

Clarendon Towers is one of a very few residential apartment buildings in the CBD that allows resident dog and cat ownership. It is indeed a privilege and with it comes responsibilities that ownership of a pet in our special environment entails.

Non resident owners, eg tenants are not permitted pets in the building. This is in line with Leasing Agents tenancy agreements.

All animals must be either carried or on a leash while in the common property area. If any animal creates any mess in the common area, it must be cleaned up and disposed of promptly by the owner and the area deodorised immediately by the animal's owner or supervisor.

When traveling in the lifts, Pet owners are asked to show consideration to others by restraining their animals.

Balconies

Balconies for each apartment are the responsibility of each owner and should be kept clean and tidy with no clothing, towels etc hanging over the railing or visible from street level.

Balconies should be mopped clean. Do not use buckets of water or running water as the excess falls on balconies below.

When watering pot plants or shrubs, ensure that the plants are not watered to excess. Pot plants must have drip trays underneath.

Due to high winds that spring up unexpectedly, do not even rest items like glass on hand rails. Any items left on the balcony must be secured to the building.

Do not throw, dispose or allow any missile or object to leave your balcony this includes cigarettes.

Any BBQ's must be either gas or electric.

Bicycles

The riding of skateboards, roller blades and similar conveyances is not permitted on common property. Bicycles may be ridden in and out and around the car park area only.

Car Park

Park your vehicle in the car space allocated to your unit. **Do not** park in someone else's car space. There is NO visitor or spare car parking spaces at this building. All vehicles parking in this building must display a current resident car park sticker. If you do not have a sticker, please see the Building Management. Drive at only at the displayed speed limit whilst in the car park and we suggest with your headlights on.

Cleaning

A cleaning contractor is engaged to keep the common areas clean and tidy and remove all recyclable rubbish from each refuse room several times a week. The inaccessible windows are cleaned three times a year, you will be notified when the clean is to take place.

Fire hoses are not to be used to wash cars. All fire hoses are pressure sensitive and linked to the building fire alarm system.

If you wish to use one of the taps located in the car park, please see Building Management for the key.

Damage

Report any areas of the common property which are damaged or not working to your Building Manager so that they may be attended to promptly.

Door keys

A restricted key system is in place within Clarendon Towers and in order to obtain a key for your apartment you need to contact the Building Managers or your real estate agents. The Building Manager will arrange the supply of the relevant key(s). There is a cost associated with purchasing a new or extra key.

Many residents leave a spare key with Building Management. In the event that you lock yourself out of your apartment and you have left no spare key or the event occurs outside the hours we provide either a building manager or security guard. Your only recourse is to call a Locksmith who will be able to give you access at your cost.

Foxtel

Your apartment has two TV/ Cable TV access points. We have a Foxtel satellite dish on the roof.

Lifts

Smoking is not permitted in lifts. This is prohibited by law.

If a lift stops between floors for any reason, **DO NOT PANIC**. Press the **YELLOW** bell symbol in and hold for about 5 seconds. You can release when you hear the phone start to dial a twenty four hour emergency line operated by Kone Elevators. Advise them of what is wrong and where you are.

Moving in & out

Moving In and Out of the Building

These procedures apply for any moves in or out of the building and also for any large deliveries.

- When vacating or moving into the building, a minimum of two days notice must be given to the Building Manager;
- **A booking must be made with the Building Manager before the carrier is confirmed;**
- The Building Manager will supply the Carrier with a key to lock off the lift Number 3, which will have protective covers on and detailed instructions for loading /unloading and access to the building.
- Lift 3 Dimensions: 1.45m wide x 1.95m deep x 2.7m high with a 1.0m wide x 2.1m high doorway;
- The Building Manager will also arrange to unlock and turn off the alarm on the double doors to Blakeney Place. Outside these doors on Blakeney Place is a loading zone from 8am to 5.30pm Monday to Sunday. This is the entry point for all moves in and out and large deliveries. At no time are deliveries or moves to be conducted through the front doors.
- Movements in the building should be made between **9.00am and 4.30pm Monday to Friday** and **9.30am to 3.30pm on Saturday (strictly no moves on Sundays)**. Movements may attract a \$250.00 deposit, which is refundable upon return of the lift key and inspection of the common property. If any damage is caused to common property due to the movement the cost to repair the damage will be deducted from the deposit. The Building Managers will supervise all moves.
- Your Carrier must be made aware of the Building Managers requirements.
- All owners must ensure that this information is forwarded onto their respective Real Estate Agents. Failing to do so will delay your tenants from moving in or out of the building.

Newspapers

Newspapers are delivered here each morning for those apartments that have ordered a copy. The papers are placed on the reception desk in the foyer from about 6.30am. We have a FREE newspaper delivered every Monday to Friday. That paper the MX is available from 4.30pm each weekday to all residents.

Noise

Living in a multi storey, high rise apartment building requires some change of habit and consideration to other residents. Whilst the building is sound proofed as much as possible, noise can still travel, especially the bass in a sound system. You are not permitted to make any objectionable noise in your apartment or in the common property, or interfere in any way with the peaceful enjoyment of other residents. Guests leaving parties especially after 11:00pm must give proper consideration to residents within this building. If you are holding a party it is your responsibility to ensure the guests leave quietly and with a minimum of fuss.

Parcels

The building managers are able to accept, if you so wish, any parcel or package that arrives here for you or hold a parcel or package for collection by another person or organisation, on your behalf. We provide this service on the understanding we take all care but no responsibility for any parcel received or allegedly delivered.

Recreation area (pool, gym, sauna)

The pool, gym and sauna is located on level 1 near the mail room and is available to all residents twenty four hours a day, seven days a week. This area has been set aside for residents to use as their fitness work out area, it is not designed, nor should it be used for any other purpose. All persons using the pool, gym or sauna do so at their own risk. The Owners Corporation and their agents assume no responsibility for any accident or injury in connection with the use of these facilities.

As with all common areas, no food or glass drink containers are permitted in this area.

Rubbish

The refuse room is located near the lift foyer heading towards the 04 apartments. Please ensure that all rubbish is bagged and that only household refuse is deposited down the chute.

Under no circumstances is cardboard, paper, foam, pizza boxes, electrical goods, glass bottle, kitchenware etc to be disposed via the chute. These items cause blockages in the chute, which can result in health hazard problems for the building.

Recycling containers are provided for glass, plastic and paper in the refuse room. **Do not dispose of rubbish down the chute after 10:00pm** as the noise from the rubbish traveling down the chute can disturb other residents.

Visitors

All visitors to your apartment need to “call” you using the intercom system. Only once you are “called” will you be able to operate the electronic lock on the front foyer entry doors and the “lift call” button.

Visitors must press your apartment number followed by the *BLUE BELL* button. This “calls your apartment” You will hear a loud noise from the intercom and see a picture of the person calling you. You can talk with the person in the foyer by talking into the handset. If you know them, press the *green* button located near the handset. This will open the front foyer door. If you want the visitor to come to your apartment, press and hold the *lift call* button. This enables your guest to enter any lift within the next three minutes and press the button for your floor.

If you do not recognise the person asking for entry, do not allow access.

Please note: **There are NO Visitor Car Parking Spaces here at Clarendon Towers.**

Summary

The Committee of Management and the Building Management want all residents, owners & guests to enjoy their time at Clarendon Towers.

Building Management trusts that by ensuring that all residents and visitors to the building abide by the above rules it will ensure a quality of life second to none in this beautiful building situated right in the heart of Southbank.