



Welcome to New Tenants and Greetings to Our Settled Residents

Please take a moment to read this information sheet and keep it handy for future reference.

Notice Board

There are notice boards in each building. Notices will appear on the board from time to time to advise residents of problems which need their attention or to give information which will facilitate use of the building/complex for the benefit of all residents. Minutes of the Owners Committee meetings can be found here too.

PLEASE READ THE NOTICE BOARD AND WEBSITE REGULARLY.

Strata By-Laws

Strata By-Laws are posted on the notice boards. If you would like your own copy of the By-Laws applicable to this strata scheme you can request one from Clisdells Strata Management (contact details below). The By-Laws are also available on the website <http://10broughtonstreet.com>. By-Laws differ from one strata scheme to another. It is wise to familiarise yourself with our By-Laws.

Fire

In case of fire ring 000 for the Fire Brigade. Please also advise Clisdells.

Do not store flammable or explosive liquids or material anywhere on the property.

Security

Security is only as good as residents allow it to be. **Do not admit strangers to our buildings.**

Please make sure that the security doors to your building are securely closed and locked at all times. These main entry points to our buildings are an essential security safeguard for all residents

Please do not leave your garage door/s open unless you are in the vicinity of the garage. Leaving garage doors open or unlocked allows outsiders to take note of what is being stored inside.

Please report burglaries, break-ins or suspicious persons lurking in the area to the Police.

We appreciate your co-operation.

Water, Including Hot Water

Please acquaint yourselves with the taps in the stairwell cupboards and in your unit which turn off the water from the main supply to the whole of your unit. Taps should be turned off if there is a leak to prevent the overflow of water in your unit and onto common property.

Car Parking

Each unit has its own garage. Car spaces for visitors are also provided. These car spaces are not allocated to any particular unit.

Electricity

Mains electricity meters are located in a locked cupboard in the ground floor garage area of each building. If there is an emergency and access is required, residents should contact Clisdells.

Each unit has its own fuse box which contains a switch to turn the power on and off.

Washing

Washing hanging on balconies is unsightly. Please do not hang washing on your balcony where it can be seen from below. Washing can be hung below the level of the balcony railing.

Garbage

Garbage bins are situated in the three bin bays on the outskirts of the property.

Garbage must be placed in plastic bags or wrapped. No oil or liquids are to be placed in the bins.

Collection day is Friday early AM. Bins are put out on the street front by our cleaners every Thursday morning, cleaned then brought back in on Friday, after they have been emptied.

Recycling

Cardboard cartons must be flattened and placed in the appropriate bin. If the bin is full, the disposal of the cartons is your responsibility. There are two large bins for cardboard recycling located behind the bin bay close to the railway bridge. These have yellow lids.

E- waste is to be disposed of in the large blue bin located behind the bin bay also close to the railway bridge.

Both e-waste and cardboard recycling bins are cleared once a month.

Bottles - Please ensure that the instructions for glass disposal are followed and only the correct type of glass and plastic is placed in the bin for recycling.

Please do not put recycle material in plastic bags.

Large Items

Residents are responsible for the disposal of items too big to fit into bins. Please do not leave old carpet, building materials, old fridges and old furniture in the common areas of the complex or on the footpath when no pick-up has been scheduled.

The Owners Corporation reserves the right to remove anything left on common property and charge the person responsible for the cost of doing so.

Canterbury Bankstown Council provide six large item collections per year. These will be organised by the Owners Corporation and notices will be pinned on noticeboards prior to the pick-up dates. Please contact the Owners Corporation Secretary with any questions/requests.

Air Conditioners

All air conditioners within the building are required to have condensate water captured and are not allowed to drip.

Prior consent from the Owners Corporation to install an air conditioning unit is required. Please direct requests to Clisdells.

Noise

All residents are subject to the provisions of the Noise Abatement Act, however the Strata Schemes Management Act goes even further and noise cannot be created, at any time of the day or night, that can be heard in another unit.

The Strata Scheme By-Laws stipulate that:

"you must not make any noise that is likely to disturb the peaceful enjoyment of another resident"

Animals

The By-Laws stipulate that animals are permitted to be kept on the strata scheme as long as residents receive permission to do so from the Owners Corporation. The animal must remain within your unit space. Please contact Clisdells to apply.

PLEASE NOTE: Tenants must obtain the prior approval of the unit owner to keep an animal.

Tennis Court

Booking of the tennis court must be done via the website <http://10broughtonstreet.com>. Please note rules for tennis court use on the tennis court notice board.

Drains & Sewerage

Please do not put matter into toilets and drains which can result in them being blocked. If toilets/drains become blocked, sewer water could flow back into your unit and other units causing considerable damage.

Access in Emergencies

Co-operation is essential in providing access to carry out repairs in your unit that may be causing a problem in another unit such as shower leaks. Please offer assistance where necessary.

Managing Agent

The Owners Corporation has appointed a Managing Agent (Clisdells) whose responsibilities include ensuring prompt attention to repairs and maintenance which are the responsibility of the Owners' Corporation.

For instance, if there is a water leak from your unit, contact the Managing Agent. If you are unsure what to do or where to go for assistance, any Executive Committee member will be happy to help.

Contact numbers for future reference:

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| Clisdells Strata Management | 9556 5222 |
| clisdells@clisdells.com.au | |
| Clisdells After Hours emergencies | 0498 555 424 |
| Canterbury Bankstown Council | 9707 9000 |

Owners Corporation:

Pearlie McNeil (unit 72) Secretary (in charge of waste)
Bill Whale (unit 92) Chairperson (in charge of maintenance)
Sandra Wright (unit 56) (in charge of logistics)
Daryl Colquhoun (unit 43) Treasurer
Nitesh (unit 98) (in charge of IT and electrical)
Bev Stoch (unit 18) (in charge of logistics)
Robyn Bell (unit 93) (in charge of gardens)

Complex website <http://10broughtonstreet.com/>