

QUICK REFERENCE GUIDE FOR NEW TENANTS

UTILITY CONNETIONS

TELEPHONE, INTERNET & PAY TV

Contact your preferred telecommunications service provider to arrange connection of internet, telephone & Pay TV services. Please advise the duty concierge or building manager of the connection date, as so access to the premises can be made available for the visiting technician. Access the MDF (Main Distribution Frame) can be made by appointment with building manager.

We would strongly suggest that any internet or telephone connections (Once set up from the MDF) are tested by your provider at the point of connection in the apartment.

ELECTRICITY

Please note that the vendor will be disconnecting electricity within 7 days of settlement. The Lucia apartments have an embedded electricity connection through **WINENERGY**. An embedded network provides reduced rates and is restricted to **WINENERGY**. Therefore residents are unable arrange billing through a different electricity supplier and must utilize **WINENERGY**. To arrange connection, please go to **WINENERGY** Website www.winenergy.com.au or call 1300 791 970 (Australia Only)

GAS & BULK HOT WATER

The Lucia Apartment has a bulk hot water supply with separate meters for each apartment.

These separate meters establish individual resident's gas consumption. Residents will need to arrange for an account to be set up with Origin Energy. This service is restricted to Origin, therefore residents are unable to arrange billing through different gas suppliers and must utilise origin. You can contact Origin by Phone 1300 734 533 or Website www.originenergy.com.au

WATER

Our water supplier is South East water. You will need to visit <http://southeastwater.com.au/Residential/Pages/Residential.aspx> or phone 131 851 to arrange a connection

LIFT BOOKING NOTICE

Please contact the Building Manager to arrange your move in. Phone 0404 425 153 or email luciasouthyarra@gmail.com

1. Before finalizing this booking, we required from your removal company a copy of their *PUBLIC LIABILITY INSURANCE* at most 48 hours before the booked time slot. It is a requirement of the owners Corporation that Removal Company engaged has public liability Insurance. Please Note in case the public liability insurance is not provided:

a. SELF-MOVE: Resident will have to accept the liability on behalf of the removalist and take responsibility for any damage caused during the move or

b. Booking Cancelled: In case, the resident does not accept the liability, this booking will be cancelled and move in/out will be restricted. In such case, you must request a new booking with company that has liability insurance.

2. Please note that on the day, Pre and Post move inspection for damage will be carried out with resident and removalist by the concierge staff to ensure that no damage has been caused during the removal.

3. Moves are allowed only on Monday to Friday 8AM and 4PM. If the move cannot be completed in this time. It is suggested that a pre-pack be done the day before or you make a booking for an additional day. Should you arrive late in the afternoon, say after 2pm you will be refused permission to commence movement of furniture unless we can be assured that all movement will have ceased by 4PM. NO EXTENTION will be given past 4PM.

4. Initial SIX WEEKS MOVE IN TIME SLOT will be from Monday to Friday 8am-8pm and Saturday to Sunday 8am to 12pm

5. On arrival, park on the Daly Street Entry Ramp and Contact Concierge/Building Manager on 0404 425 153. The resident is responsible for providing access to the building and floors.

6. NO FURNITURE OR GOODS ON TROLLEYS TO BE BROUGHT THROUGH THE GROUND LEVEL ENTRANCE FOYERS.

MOVING IN/OUT PROCEDURE

1. The moving of all furniture and goods in and out of 4-10 Daly Street South Yarra must be made by arrangement with Building Management. The Owner or Occupier will be liable for any damage caused to the Common Property by the moving or transportation of the furniture and goods of the Owner (or of the Occupier of the Owner's Lot) in and around the Building. Building Management may, in its discretion, require a surety to be paid prior to moving. Any damage caused as a result of the move will be deducted from the surety or will be paid for by the relevant Owner. The Owner shall indemnify and keep indemnified the Owners Corporation against any costs or liabilities incurred by the Owners Corporation in making good any such damage.

2. The Building Management must be contacted to arrange a date and time to conduct any move. Unless the Owner or Occupier receives permission to move and confirmation of the booking (date and time) from the Building Management, the time slot is not confirmed and the Owner or Occupier cannot move in. All paperwork as required by the Owners Corporation must be completed by the Owner or Occupier before moving in.

3. Prior to attendance at the Building, the Owner or Occupier must provide a copy of the removalist's liability insurance policy to Building Management.

4. The Owner or Occupier must notify all carriers and trades people that they must contact the Building Manager prior to arrival at the Building. If the carriers or trades people are running late, they may miss their time slot and have to reschedule.

5. **A minimum of three days' notice** before the move must be provided to Building Management.

6. The Owner or Occupier must be present to manage the removalist at all times and act as a contact point to facilitate the move and ensure procedures are adhered to for the safety and security of the Building.

7. Building Management will advise which lift, if any, is to be used for the move and will arrange for protective covers to be installed in the lift. Furniture or other items may only be moved into the Building when the protective covers to the appropriate lift have been fitted.

8. Removalists must not prop open doors to the property or lock off lifts except in accordance with instructions by the Building Manager.

9. No items are to be placed up against Common Property walls or left unattended in the lobby at any time.

10. The moving in or out of furniture and goods is only permitted between 8:00 am and 4:00 pm (Monday to Friday). All moves must be completed by 4:00 pm.

11. Dimensions of doors and the lift can be obtained from Building Management.

12. Owners and Occupiers are responsible for ensuring that all rubbish is cleared from Common Property following a move. Dumping of rubbish including but not limited to cartons, crates or unwanted furnishings is strictly prohibited on or in any part of the Building or Common Property. Any costs associated with rubbish removal from Common Property as a result of the move will be paid for by the relevant Owner or Occupier. The Owner shall indemnify and keep indemnified the Owners Corporation against any costs or liabilities incurred by the Owners Corporation relating to such rubbish.

13. Owners and Occupiers will be held responsible for the cleanliness of Common Property and damage to lift walls and other areas. If any amount owing is not paid by the relevant Occupier within 14 days of the date of moving (and that Occupier is not the Owner of the Lot), then the Owners Corporation may recover the amount from the Owner.

14. Owners and Occupiers must not permit any vehicles to restrict access to the car park.

LUCIA GYMNASIUM RULES

1. The gymnasium and sauna is only for the use of Owners and Occupiers of Owners Corporation No.2

2. The hours of use for the gymnasium and sauna are from 6am to 10:00pm

3. All users of the Gymnasium must use earphones when listening to a personal audio device.

4. Guests of Owners and Occupiers may not use these facilities unless the Owner or Occupier as obtained the permission of Building Management in accordance with the requirements of the Owners Corporation as determined from time to time.

5. The gymnasium and sauna may only be used by residents in a manner that will not cause a hazard to the health, safety and security of themselves and/or any owner, occupier or user of another lot within the Building.

6. Proper gymnasium footwear and attire must be worn at all times.

7. Owners and Occupiers must provide their own towels to wipe down equipment after use.

8. Children under 10 years of age are not allowed to use the gymnasium or sauna.

9. Children between ages 10-16 are only permitted to use the gymnasium whilst under direct Adult supervision (this includes personal trainers etc.)

10. A person who is under the influence of alcohol, drugs or any illegal substances may not use the gymnasium or sauna.

11. Glass objects, drinking glasses, sharp objects, smoking, alcohol or food are not permitted in the gymnasium or sauna.

12. A personal trainer is permitted to train Owners and Occupiers in the gymnasium if he or she obtains the prior consent of Building Management and makes a booking with the Building Management. Building Management may set a limit on the number of personal trainers permitted to run training programs in the gymnasium at any one time.

13. All paperwork as required by Owners Corporation Management must be signed by the Owner or Occupier, and where necessary any authorised personal trainer, prior to using the gymnasium or sauna. This form can be obtained from Building Management. No responsibility is accepted by the Owners Corporation for any injury or damage to any person or property as a result of the Owner's or Occupier's use of the gymnasium or sauna.

14. All users of the gymnasium or sauna use the facility and its equipment at their own risk.

15. Owners and Occupiers will be liable for any expenses associated with repairing damage caused by to the gymnasium equipment, by any users of the gymnasium equipment. Damage arising from misuse of equipment may result in the Owner and Occupier being prohibited from using the gymnasium and/or sauna.

16. Improper use of the gymnasium or sauna may result in bans/restrictions of use being imposed on the Owner and/or Occupier in the Owners Corporation's absolute discretion.

SKY LOUNGE (ROOM & TERRACE) RULES

1. The Sky Lounge comprising a room and rooftop terrace is only for the use of Owners and Occupiers of Owners Corporation No. 2 and their guests. Any Owner or Occupier may hire the Sky Lounge by making a booking with Building Management.
2. The hours of use as determined by the Owners Corporation from time to time must be observed.
3. The time of Sky Lounge is 8AM to 10PM maximum 4 hours 7 days a week.
4. To use the Sky lounge, a booking must be made via the Building Manager at least 48 hours prior to the use of the Sky Lounge.
5. A charge for use of the Sky Lounge may apply as notified to Owners and Occupiers by Building Management from time to time.
6. The Owner or Occupier using this area is responsible for the Owner and Occupier and his/her guests. The areas must be satisfactorily cleaned after use and any additional costs incurred (covering damage, additional cleaning, etc.) will be charged to the Owner or Occupier responsible.
7. Persons using the Sky Lounge must not make any undue noise or behave in a manner likely to interfere with the peaceful enjoyment of any other Owner or Occupier or any other person lawfully using Common Property.
8. Owners and Occupiers must provide all information about the proposed function as required by Building Management, including but not limited to the nature and duration of the function, the number of proposed attendees, and whether and what type of external catering or other suppliers will be attending the function.
9. Time restrictions may apply to bookings.
10. The management of the Sky Lounge area (including bookings, availability, and use) is in the absolute discretion of the Building Management, acting in the interests of all Owners and Occupiers.
11. The booking receipt must be held whilst using the Sky Lounge area to act as proof of booking should a disagreement arise.
12. The hours of use for the Sky lounge as notified by Building Management from time to time must be observed by all Owners or Occupiers using the Sky Lounge.
13. The maximum number of attendees is 20, unless otherwise approved by Building Management.
14. Security may need to be provided at the direction and in the absolute discretion of the Owners Corporation and at the cost of the Owner or Occupier organising the function.
15. All users of the Sky lounge do so at their own risk.
16. Improper use of the Sky Lounge/Garden may result in bans/restrictions of use being imposed on the Owner and/or Occupier in the Owners Corporation's absolute discretion.
17. The Owner or Occupier using the Garden is responsible for the Owner or Occupier and his/her guests. The Garden area must be satisfactorily cleaned after use and any additional costs incurred (covering damage, additional cleaning, etc.) will be charged to the Owner or Occupier responsible.
18. Persons utilising Garden area must not make any noise that might interfere with the peaceful enjoyment of any other Owner or Occupier or any other person lawfully using Common Property.

SWIMMING POOL RULES

1. The swimming pool is only for the use of Owners and Occupiers of Owners Corporation No. 2.
2. The hours of use for the swimming pool are from 6am to 10pm
3. A person who intends to use the pool must shower prior to use.
4. No diving is permitted in the swimming pool.
5. Smoking is not permitted.
6. Guests of Owners and Occupiers may not use these facilities unless the Owner or Occupier has obtained the permission of Building Management in accordance with the requirements of the Owners Corporation as determined from time to time. Also guests must always be accompanied by the resident.
7. The swimming pool may only be used by an Owner or Occupier in a manner that will not cause a hazard to the health, safety and security of themselves and/or any owner, occupier or user of another lot within the Building.
8. Children must be accompanied and directly supervised by an adult whilst in the swimming pool and surrounding areas at all times
9. Running, ball playing, noisy, boisterous or rough play in or out of the swimming pool and surrounding areas is not permitted, nor is jumping or diving from the edge of the pool.
10. A person who is under the influence of alcohol, drugs or any illegal substances may not use the swimming pool.
11. Drinking alcohol or eating of food is not permitted in the swimming pool area.
12. Glass objects, drinking glasses and sharp objects are not permitted in the swimming pool area.
13. All users of the swimming pool must dry off before leaving the area.
14. Owners and Occupiers and their guests must wear suitable clothing and dry footwear when entering or leaving the pool, and suitable attire when using the facilities. Wearing of swimming attire only or bare feet is not allowed in the Building and lifts.
15. All paperwork as required by Owners Corporation Manager must be signed by any person who intends to use the pool prior to using the pool. This form can be obtained from Building Management. No responsibility is accepted by the Owners Corporation for any injury or damage to any person or property as a result of the Owner's or Occupier's use of the swimming pool.
16. All users of the swimming pool do so at their own risk.
17. Improper use of the swimming pool may result in bans/restrictions of use being imposed on the Owner and/or Occupier in the Owners Corporation's absolute discretion.

WINDOW AND BALCONY

Without limiting any other of these Rules, Owners and Occupiers MUST NOT

1. Place any washing, towel or other article on a Lot in such a way so as to be visible from the Common Property, another Lot or outside the Building
2. Without prior written consent of the Owners Corporation Manager keep anything inside a Lot that is visible from outside the Lot and that when viewed from outside is not in keeping with the rest of 4-10 Daly Street.
3. Install bars, screens or grilles or other safety devices to the exterior of any windows or doors of a Lot without the prior written consent of Building Management.
4. Operate or permit to be operated on a Lot or within it any device or electronic equipment which interferes with any domestic appliance lawfully in use on the Common Property or in another lot.

5. Without the prior written consent of the Owners Corporation Manager attach or hang from the exterior of a Lot or to any Common Property any aerial or any security device or wires.
6. Install any external wireless, television aerial, sky dish receiver, satellite dish or receiver or any other apparatus that can be viewed from the exterior of 4-10 Daly Street
7. Paint, finish or otherwise alter the external façade of 4-10 Daly Street or any improvement forming part of the Common Property.
8. Hang any curtains or drapes visible from outside the Building unless the side of those curtains or drapes visible from outside is lined in tones approved by the Owners Corporation Manager or such other sample fabrics provided by the Owners Corporation Manager for that purpose.
9. Hang or install vertical blinds.
10. Allow the erection of any for sale or for lease or licence or sub-lease boards or signs of any description on the Common Property or which are visible from the outside of a Lot without the consent of the Owners Corporation Manager;
11. Or allow the windows and awnings forming part of a Lot to become unsightly, and must regularly clean the interior and exterior of those windows and replace or remove worn, faded or damaged awnings.

BALCONIES AND TERRACES:

Owners and Occupiers MUST NOT

12. Place, display or hang any chattel or item (including but not limited to any item of clothing, washing, carpets, rugs, or any wind chimes or fairy lights and the like) on or from a balcony or terrace; or
13. Allow any balcony or terrace to become unkempt or overgrown or unsightly.
14. Owners and Occupiers must not construct any shed, enclosure or structure of any nature on a balcony or terrace.
15. Any item that is permitted to be on a balcony or terrace must be secured so that it cannot be dislodged during high winds.
16. No items may be dropped or thrown from a balcony or terrace.
17. No items of any kind may be placed on any ledge.