

# TWENTY MACLEAY STREET LIMITED

(ACN 000 224 340)

20 Macleay Street, Potts Point NSW2011

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## HOUSE RULES

The Board of Directors has resolved that the following In-House Rules apply to all Shareholders and residents. The rules are intended to ensure a harmonious community, minimise annoyances to residents, and promote the quiet enjoyment for all residing at Twenty.

### 1. Security

- all external doors are to be kept closed & secure.
- visitors need to be buzzed in by the owner / tenant they are visiting only.

### 2. Fire

- fire extinguishers are located on each of the landings on the staircases. Smoke detectors are in the corridors and all units.
- ensure that you are acquainted with the sound of these alarms. If an alarm sounds and there is smoke, attempt to extinguish the fire if possible by any means at hand, including when necessary, calling the Fire Brigade.
- all corridors and units are fitted with sprinkler systems.
- No smoking is permitted in the common areas including on the front steps

### 3. Safety, Security and emergency Management Plan

- Residents, workers, visitors and other persons at the company's property should be aware of and adhere to Twenty's Safety, Security and Emergency Management Plan, as amended from time to time.

### 4. Keys

- to assist in maintaining security please take all reasonable precautions to prevent your front door key from falling into unauthorized hands.
- replacement or additional keys are available from the managing agents at a \$50 deposit, refundable when the key is returned (you must retain your receipt for payment).

### 5. Noise

- Noise pollution is an offence under NSW laws, including the *Protection of the Environment Operations Act 1997* and the *Protection of the Environment (Noise Control) Regulation 2008*. Noise pollution at "Twenty" will be monitored and action taken to ensure compliance. The authorities authorised to take action are the City of Sydney Council, NSW police and Office of the Environment and Heritage.

- The Regulations cited above prohibit use of musical instruments or amplified sound equipment, such as TVs and home entertainment systems, in a manner that "emits noise that can be heard within a habitable room in any other residential premises (regardless of whether any door or window to that room is open):

- (a) before 8 am and after midnight on any Friday, Saturday or day immediately before a public holiday, or
- (b) before 8 am and after 10 pm on any other day.

- To minimise noise from building activity at “Twenty”, contractors are only to work in the building during the following hours;

**7.30am to 5.30pm** Monday to Friday

**7.30am to 2.00pm** Saturday

- contractors are not allowed to work at any time on Sundays.
- Exposed floor boards require the approval of the Board.

• Owners & tenants in units with polished or exposed floor boards must take reasonable care to minimise noise for other residents, particularly those living directly underneath. For example, use of scatter rugs and soft soled footwear are helpful in reducing noise in these cases together with removing hard soled and high heeled shoes on entrance.

## **6. Garbage**

- all garbage must be put in the garbage bins in the southern courtyard. All rubbish must be adequately wrapped to avoid spillage. This particularly applies to any animal (kitty) litter or food that is likely to give off odours in the heat.
- No kitty litter is to be flushed down the toilet system.
- please note that the recyclers WILL NOT accept bottle & glass wrapped or contained in plastic bags.
- rubbish is not to be thrown out of the windows, nor left in corridors.

## **7. Laundry Facilities**

- washing machines and dryers are located in the laundry on the Lower Ground Floor; both are coin operated. Times are approximately 35 minutes and 60 minutes respectively
- no wet clothing is to be hung in access passageway to the drying area; this is to prevent the floor becoming slippery. All care must be taken if water is on the floor

**Laundry Hours: 7.00am to 9.00pm - Monday to Sunday**

- outside of these hours, a timer will turn the electricity off
- please avoid overloading machines, failure to do so may result in blowing a fuse thereby inconveniencing all residents
- washing is NOT to be hung from windows or balconies
- washing Lines are located outside the laundry, pegs are not supplied

## **8. Lift**

Protective covers must be hung when using the lift to move furniture in and out of the building. The lift covers are available from the caretaker, Martin Chen on 0425 284 215.

## **9. Animals**

- Dogs are not permitted in the building.
- On written application to the Board other small pets may be allowed in the building upon conditions as outlined by the Board.
- the animal must be carried across the common areas when entering or exiting the building.
- this applies to shareholders, tenants and visitors.

- a breach of this rule may result in the Board revoking the right of the occupant to keep a pet in their unit.
- Note that nuisance dogs and cats are covered by the *Companion Animals Act 1998*

#### **10. Bicycles**

- A limited number of bicycles are allowed on site subject to written application to the Board and their approval. Bikes must not be taken into the foyer, lift or apartments at Twenty and must be stored using the bike racks provided in the northern courtyard.

#### **11. Moving In or Out**

- to minimise inconvenience to other occupants, moving in or out of the building is restricted to the following times;

**7.30am to 5.30pm                      Monday to Friday**

**7.30am to 2.00pm                      Saturday**

- ***NO moving in or out in permitted on Sundays and/or Public Holidays, or police action will be taken***

- to assist in moving in or out, and on request, the caretaker Martin can be contacted on 0425 284 215 to open the front doors completely. A minimum 48 hours notice is required.
- occupants are expected to clean up any mess and remove any rubbish resulting from moving in or out.
- NO potential tenant, resident or purchaser may move into the building until they have been interviewed and approved by the Board of Directors.
- NO renovations or alterations to a unit can be made until the plans have been reviewed & approved by the Board.

#### **12. Insurance**

- “Twenty” is insured against Fire and other disaster. The insurance does not cover private property in units, nor unit furnishings including carpet and paintwork within the unit.
- Shareholders and/or tenants are strongly advised to take out their own contents insurance in respect of property and furnishings of the unit(s) they occupy.

#### **13. Complaints**

- all complaints & comments concerning the management or administration of the building should be referred to the managing agents, Sydney Company Title Management on 02 9556 1505, so that it is tabled at the next Board meeting. Alternatively, mail can be posted to Twenty’s Board of Directors, 27/20 Macleay Street, Potts Point, NSW 2011.

#### **14. Selling**

- shareholders should direct their solicitors to the managing agents, Sydney Company Title Management on 02 9556 1505, should they have any queries regarding the company when preparing contracts for sale of shares.
- prospective purchasers must be interviewed & approved by the Board, and arrangements for an interview should, at first instance, be directed to the managing agents. Purchasers must bring 3 written references to their interview with Board members.
- A share transfer fee in addition to all other fees during the sale process is payable to the company upon lodgment of the transfer with the company secretary. The fee is currently \$250 plus GST.

**15. Renovations of units**

- Application must be made to the Board setting out full details and plans of the intended renovation. The plans may be referred to an architect/engineer for advice at the cost of the shareholder; the board in approving renovations will set appropriate conditions including the requirement to pay a bond which will be refunded upon the completion of the works subject to compliance with all conditions of the approval.

**16. Auction**

- On site auctions permitted with the written approval of the Board.
- It is the seller’s responsibility to provide security on the front door on the day of the auction.

**17. Letting**

- Apartments made available for rent or lease must conform to the company’s Rental Policy and Guidelines. Copies are available from Sydney Company Title Management on 02 9556 1505. Note that shareholders will be charged a fee of \$250 for tenant interviews and induction.

**18. Awnings**

- Following a number of requests and the increasingly hot summers, the Board has decided to approve awnings. As it is necessary to have uniformity, the only awnings acceptable are those manufactured by Issey Sun Shade Systems (phone 02.9810.0700) and the approved colour/fabric is SWKX 392.

**19. Levies**

- Levies must be paid by the due date. Levies more than 30 days over-due will attract interest of 10% per annum.

**20. Installations – Foxtel**

- Notice of proposed installation of Foxtel connections needs to be provided to SCTM & an agreed time set.

**21. Windowsills – Plants**

- Plants on windowsills need to be secured. When watering it is necessary to be mindful of apartments below you, and people in the common area courtyards.

**22. Company Power Supply**

- Unless authorised to do so, residents and others at the Company’s premises are not permitted to use the power supply in common areas.

**We welcome you to your new home at Twenty Macleay Street Limited**

I, ..... of Unit ..... / 20 Macleay Street has received a copy of the above House Rules.

Signed..... Dated ...../...../20