

Twenty Macleay Street Limited Apartment Renovation Policy

This policy sets out the principles and procedures applied by the Directors of Twenty in relation to apartment renovations and improvements. It relates primarily to individual apartments rather than common areas, and covers the application, approval and work processes where shareholders wish to make changes to the apartments they occupy. It sets out the obligations of shareholders to undertake renovations in a manner that, among other things, preserves and enhances the quality of the building, causes minimum disruption and inconvenience to other residents and ensures that safety and other standards are met.

Principles

1. All renovation activity at Twenty is subject to Board approval. Renovation refers to any structural and/or substantive change to the interior of any apartment within the building, including changes to the kitchen or bathroom fittings and fixtures and changes to the wall and floor coverings. Shareholders planning to refurbish or renovate their apartments are required to present to the Board a written application, using the form developed for this purpose (attached) and setting out the details of the proposed changes.
2. The Board may request additional information in relation to the proposed changes where needed. In general, the amount of detail and supporting information required by the Board should be proportional to the nature of the building work proposed. For example, the proposed amalgamation of two adjoining apartments would require considerable documentary support, including architectural and structural engineering studies, while, say, replacing kitchen cupboards could be considered with more basic information.
3. The Board will consider all applications in a timely manner at the first available Board meeting.
4. Applications will only be rejected where one or more of the principles set out below are breached:
 - The structural integrity of the building must not be compromised;
 - All work (other than painting) is to be performed by properly qualified and licensed tradespeople, identified in the application;
 - The renovation work must only be conducted during the hours of 7.30 am to 5 pm Monday to Friday;
 - Common areas and the lift, where used to access an apartment undergoing renovation, must be protected against wear and tear or possible damage, associated with the movement of tools, building materials and waste, such as through the use of drop sheets and protective covers. Any damage must be made good at the shareholder's expense.
 - Building access is via south side entrance only for all works – main entrance via front door is not to be used.
 - All building waste must be disposed properly and safely – the use of Twenty's garbage disposal is not suitable for this purpose;

- The effective operation of fire safety systems must not be compromised or impeded, and independently inspected at the completion of the work;
- Particular care must be taken where any works are carried out affecting the electrical, water, and gas supply to apartments to ensure that no hazardous or unsafe practices occur during or as a result of the renovation and any proposed disruption of supply to other residents is advised with 2 weeks' notice and specifically authorised by the Board;
- For significant plumbing works the inclusion of a stop cock valve in the apartment is required;
- All bathroom renovations must include an approved floor waste to prevent water spillages leaking into other areas of the building. Water conservation measures including toilet half flush / full flush system, flow control shower head and ceramic washers should also be included;
- For electrical and plumbing works, an independent certification must be provided to the Board;
- Any part of an apartment facing common areas, such as the main access door and windows, must not be altered in any way that detracts from the standard or approved presentation or appearance;
- The uniform presentation of Twenty's internal common areas, consistent with its art deco style and heritage, is to be maintained;
- Both during and after the renovation, noise, dust and other nuisances for residents are to be minimised;
- All renovation work is subject to final inspection by members of the Board or its representatives to ensure that reasonable standards of safety, function and appearance have been maintained including conformity with relevant building codes and standards (or if not, changes made to meet such standards);
- On completion of any renovation work, the Board may require certificates from suitably qualified persons attesting to the safety of all new work and compliance with relevant building standards and codes e.g. fire sprinklers or electrical wiring works.

5. Where the Directors reject an application to renovate, reasons will be given. Applicants will be provided with further opportunities to amend their application and re-apply, providing the unacceptable features of the original, rejected application, have been revised so as to overcome the objections of the Board.

Procedures

6. Prior to seeking the Directors' consent to proposed renovations, the Applicant should complete the attached Application Form and in addition:

- a) provide to the Directors the required documents, such as
 - existing plans and drawings;
 - proposed plans and drawings;
 - if the plans and drawing do not adequately describe the works a description of the works;
 - details of the current and proposed flooring system, and if the owner is proposing to change the flooring system a report from an acoustic engineer nominated by the owners corporation about the proposed flooring system;
 - details of relevant insurance policies covering the

works such as the Home Building Compensation Fund for projects costing \$20,000 or more; and

- b) make arrangements with the Directors to permit an inspection of the lot and the areas of the proposed works.

7. Upon receipt of the above information the Directors will need to consider:

- if more detailed plans and drawings are required;
- if common property is materially affected, and if so the Directors should advise the applicant that the ongoing cost of repair and maintenance of the affected areas will need to be paid by the applicant;
- if items, such as, windows or balcony balustrades are proposed to be changed, whether or not compliance with the current building codes and occupational health and safety requirement should be met;
- if dilapidation reports are required;
- if a bond is required;
- if evidence of Council approval or any other legally authorised third party is required;
- if electrical and plumbing drawings are required; and
- if wet areas, such as, the bathroom, laundry, kitchen and balcony are effected, what water penetration protection should be installed; and
- whether or not the detailed plans or a description of the work is required
- whether a structural engineer's report or other specialist report is required (e.g. where structural changes may be undertaken and impact weight bearing structures).

8. In the event that additional information is needed, such as itemised at paragraph 7, the Applicant will need to provide such information, Council approval or other information before works may begin.

9. The Directors may require a \$500 bond (or 10% of the value of the works, whichever is greater) to be deposited, before works may begin. The bond will be kept in a Trust Account and refunded to the Applicant in full once the works have been satisfactorily completed. In addition, an administration fee of \$350 will also be charged to the shareholder's account.

10. In giving its consent for the works to begin, the Directors must stipulate, and the Applicant must comply, with the time in which the works are to be performed, such as, between 7:30am and 4:30pm Monday to Friday for 3 months from their commencement.

11. Prior to works beginning, the shareholder must provide the Secretary/Managing Agent with details of the date works are expected to start. The company will use its best endeavours to place notices on the Noticeboards advising all residents of the planned works and when they are likely to be carried out.

12. During construction the shareholder responsible for the works must:

- a) comply with all requirements set out in the Directors' approval;

- b) arrange to certify the works e.g. certification from a suitably qualified contractor approved by the Directors dealing with:
- flooring;
 - structural works;
 - electrical wiring;
 - plumbing;
 - waterproofing; and
 - fire safety; and
- c) permit the Directors or their representative access to inspect the works within 24 hours of a request (more than one inspection may be required).

13. After completion the shareholder responsible for the works must:

- a) submit the relevant certification documents to the Directors;
- b) provide access to the Directors or their representative to inspect the works;
- c) maintain the works;
- d) provide plans or other records (or if not available allow apartment access to the company's architects) to enable the architectural drawings of the building to be amended, as appropriate, and
- e) notify any tenants of the placement of floor coverings required under the approval, if the flooring system has been changed.

**Twenty Macleay Street Limited
Renovations Approval Form**

Shareholders Name: _____ Unit No. _____
Daytime Telephone No: _____ Home _____ Mobile _____

PLEASE STATE NATURE OF DESIRED WORKS

Affected Areas

Kitchen _____ Living Room _____ Bathroom _____ Bedroom _____ Other _____

Affected Surfaces / Structures

Floors Walls Ceilings Windows Tiles (Kitchen / Bathroom)
(Please give details)

Specific Installations

Cupboards Rangehood Electrical Oven Gas Oven
 Washing Machine Dryer Dishwasher Wash Basin
Toilet Vanity Unit Comments

1) Do you wish to remove any walls in part or whole? (Please specify)

2) Are structural beams affected?

YES NO

3) Will the works require City of Sydney Council's approval?

YES NO

Note: Because Twenty is on the Council's Heritage List any removal of walls or changing of layout requires Council approval.

4) Are you aware that dust from demolition work within the apartment can set off the fire alarm, resulting in a fine from the NSW Fire Department to be paid by you?

YES NO

5) Are you relocating the existing fittings (sink, stove, hand basin, bath, shower, toilet, washing machine) in the kitchen or bathroom?

YES NO

Please Specify

6) Will the works alter/ reconfigure / amend the following?

Electrical
 Plumbing (Water) drainage or sewerage outlets
 Existing Conditions within the Unit
(Please Specify)

Please specify equipment to be used

(Only small Jackhammers are permitted inside the building)

What is the current condition of proposed space to be altered?

Original condition Previously renovated

What is the expected period for work to be completed? Please indicate commencement and completion dates.

Are you aware that the hours of permissible work within Twenty are between the hours of 7.30am and 4.30pm Mondays to Fridays, 7.30 am to 1.30 pm Saturday and no work is to be carried out on Sundays or Public Holidays with the exception of quiet work such as painting?

YES NO

Have you advised all your tradesmen the permissible working hours?

YES NO

Are you fully aware of the House Rules of Twenty and how they will impact the way work is carried out during your renovations / alterations?

YES NO, please provide me with a copy of the House Rules.

Are you aware of your liability/ responsibility for damage done to any other unit or common property?

YES NO

Are you aware that plumbing/ water disconnection (non-emergency) is only permitted Mondays to Fridays between the hours of 9am to 12pm with at least 48 hours notice to all shareholders?

YES NO

Are you aware that the City of Sydney Council requires the installation of water run off trays upon the installation of dishwashers / washing machines in the kitchen?

YES NO Not applicable

Are you aware that all trades people must be licensed and properly insured in accordance with the Occupational Health and Safety Act?

YES NO

Are you aware that if your application is successful you are required to complete and sign an Indemnity Form prior to the commencement of work and deposit a bond of \$500.00 prior to commencement of work?

Yes

Are you aware that if your application is successful, on completion of the work, amendments to the company's architectural drawings may be required and, if so, you will be charged reasonable professional fees to amend those plans by the company's architect?

Yes

Plans drawn up by Architect/ Designer/ Engineer/ Plumber/ Electrician if applicable are:

Attached Not attached

Please provide us with any further comments or questions you may have:

This application has to be referred to the Company Architect or Building Maintenance Sub-Committee for evaluation an administration fee of \$350 will be charged to the shareholder's account. The cost of the Company Architect and Engineer will be borne by the shareholder.

Signed by shareholder/s

Name

TWENTY MACLEAY STREET LIMITED
FORM OF INDEMNITY

I,
of unit */20 Macleay St, Potts Point* do indemnify the Company,
TWENTY MACLEAY STREET LIMITED, from any damage, and from any associated
costs resulting from the renovations to be carried out in my unit No and subject to the
approval
dated

The builder engaged to do the work is ,
Address ,
Licence No .
Signed:

Shareholder
Date

**WORKING CONDITIONS FOR ALTERATIONS TO COMPANY PROPERTY
CARRIED OUT BY SHAREHOLDERS.**

SHAREHOLDER UNIT NO

BUILDER LICENCE NO

INSURANCE CO. POLICY NO

ENGINEER'S REPORT DATE

DATE OF BOARD CONSENT

In carrying out this work we agree to abide by the following conditions:-

1. No alterations are to be made to the approved plans without the written agreement of the Board.
2. Work will only be carried out within the approved hours: Mon-Fri 7.30am to 5.00 pm;
- 3 The common area will be left in a clean state at the end of each days' work. Building access is via south side entrance only for all works – main entrance via front door is not to be used.
4. The attached indemnity form regarding damage to the company property is to be signed and lodged with the Company.
5. All approved work will be completed within 6 months of commencement. If not completed within 6 months a further application must be made to the Board of Directors for an extension of the approval.
6. Notices will be placed on the Board informing residents at least 48 hours prior to commencement of any work causing noise or disturbance.

7. The builder will be responsible for the removal of all rubbish, including paint tins, off the site and no materials or equipment will be stored on any common areas or hinder any passage ways. No building material, paint, plaster, etc is to be placed in the drains.

8. Upon adequate notice the work will be available for inspection by the Board of Directors during and on completion of the works.

9. All work will be carried out in accordance with all relevant Australian Standards and the Building Code of Australia.

10. The Board must be notified when the work is completed in order to arrange an inspection and to sign off the work.

11. A Bond of \$500.00 or 5% of the value of the works (whichever is the greater) will be lodged with the Company upon receipt of consent to carry out the work.

Signed:

Shareholder Builder

Date: