

THE PARK APARTMENTS

Port Melbourne, Victoria, Australia



Welcome to The Park Apartments

The Park Apartments are one of Melbourne's premier residential developments - in one of Melbourne's most coveted suburbs. Defined by the quality of design and construction, which is a trademark of the Becton Group. Becton had a name for building properties which were imaginative, distinctive and able to stand the test of time. Designed to deliver the best in style and function - everything from the architectural design to the selection of fittings and features has been done after careful research.

Sitting in garden tranquillity, this captivating art deco treasure has entrances at Graham Street, Pickles Street, Liardet Street and Lagoon Reserve. There are 363 apartments. The development was built in seven Stages.

Along Pickles Street, opposite the picturesque Gas Works Park, are three level (three storeys) stacked apartments with mews style car access behind. The street corners are book ended with three storey apartments over cars. Overlooking Lagoon Reserve are three to six storey apartments over two levels of cars. The development links with Lagoon Reserve.

Superbly positioned just a few blocks away from the beach and easy walking distance to the cosmopolitan delights of Bay Street Village. Only minutes to cafes, eateries, pubs, supermarkets, galleries, the popular Station Pier precinct and within minutes of public transport.

Port Melbourne is rich in history. The perfect mix of old and new. It is a great place to watch the sun set and people watch.

Keep up to date by visiting our web-site

www.thepark.org.au

Date: 1 January 2015.

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About The Park Apartments

The Park Apartments are located on four streets in Port Melbourne; the full addresses are:

2 - 8 Graham Street, Port Melbourne 3207

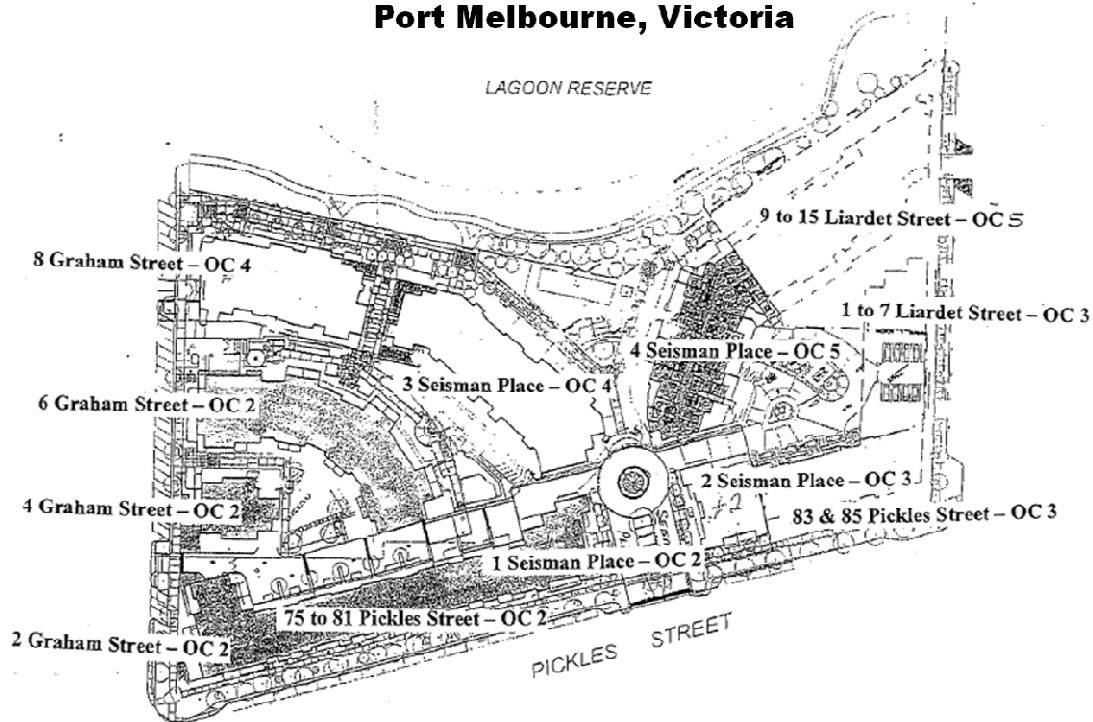
1 - 4 Seisman Place, Port Melbourne 3207

75 - 85 Pickles Street, Port Melbourne 3207

1 - 15 Liardet Street, Port Melbourne 3207

The information in this document has been compiled for residents and owners of The Park Apartments, so everyone is aware of the facilities available and how to use them. The main purpose is to assist, inform and help residents enjoy and appreciate the quality of life in The Park Apartments. The contents of this web site are to be used for residents' general reference only and are not intended to be a legally binding document creating rights and obligations, nor are the contents intended to contain legal advice.

The Park Apartments Port Melbourne, Victoria



Services

Electricity Provider

Electricity is individually metered to each apartment and resident can choose their own retailer.

Gas Provider

There is no need to make billing arrangements as this charge is administered by the Owners Corporation.

Phone Provider

Residents choose their own.

Broadband Provider

Residents choose their own.

Pay TV Provider

The building has an integrated free to air/Foxtel pay TV MATV System. Any television outlet within your apartment is capable of receiving pay TV satellite service. Residents wishing to access the service must contact **Foxtel** directly (Ph: 1300 785 622) for payment options and installation of the decoder box.

The current infrastructure is not capable of providing the full Foxtel satellite service. The buildings cannot provide High Definition, Box Office and free to air services through Foxtel.

Residents are not permitted to install external antennas or dishes. All connections must be through the integrated MATV system owned by The Park Apartments.

Post Office

The Post Office is located at 204 Bay Street opposite Coles, 0.5 kilometres away from the development. A post box is located in Pickles Street near the corner of 1 Seisman Place.

Public Transport

Bus

Bay Street

Bus stop is located outside Coles on the corner of Bay and Liardet Streets which will take you to the Melbourne CBD. **Timetable**

Liardet Street

Outside the apartments in Liardet Street is a bus stop. This route 66 bus will take you to Fishermans Bend (Boeing Car Park/Wharf Road) and St Kilda (Luna Park/Acland Street).

Route: **Timetable - Route 606** Stop: **Liardet St/Cruikshank St**

Pickles Street

Bus stop is located in Pickles Street. This route 236 bus will take you to the Queen Victoria Market via the Queen Street in the CBD and Garden City (Centre Ave).

Route: **Timetable - Route 236** Stop: **Graham St/Pickles St**

Tram

Port Melbourne

The route 109 light rail tram is 1 kilometre from the apartments and it goes to the Melbourne CBD. The nearest station is on Graham Street.

Route: **Timetable - Route 109** Stop: **128**

South Melbourne Beach

The route 1 tram is 0.5 kilometre from the apartments and it goes to the Melbourne CBD. The nearest stop is at the corner of Richardson Street and Victoria Avenue.

Route: **Timetable - Route 1** Stop: **30**

Train

Melbourne CBD

The nearest train station is Southern Cross which is 2.25 kilometres away from the apartments. V Line Country and Interstate transport services are also available from Southern Cross Station.

Details - Southern Cross

For timetable and map information for the bus, tram and train visit **<http://www.metlinkmelbourne.com.au>** or call Metlink on 131 638.

Contact Details

Building Manager

The Park Apartments has a full-time Building Manager, whose office is located next to the Gymnasium. Contact our Building Manager, **Mal Jeka** via email **buildingmanager@thepark.org.au** (preferred) or 0400 360 016. Mal is available on-site between 8am and 4pm (Monday to Friday excluding public holidays). In cases of emergency outside these hours, leave a message on the mobile number. Please ensure these are genuine emergencies.

Security

Outside the hours of 8am to 4pm, contact Eques-Seneschal Security on 1300 307 753. Note: The security service is only responsible for common areas. Any disturbances in private properties must be referred to the police. The security company has no authority to enter private apartments.

Lift Problems

Contact the Building Manager on 0400 360 016.

Owners Corporation Management

Victoria Body Corporate Services Pty Ltd

Mr Dallas McLaren (Owners Corporation Manager - The Park Apartments)

t: 8531 8109 (direct line)

f: 8531 8190

e: dallas.mclaren@vbcs.com.au

a: 64 Fennell Street, Port Melbourne, Victoria 3207.

Communications

VBCS has a communication service which enables the electronic distribution of newsletters and circulars.

Please ensure you are registered to receive these documents. Just go to the VBCS web site (<http://vbcs.com.au/>), look for the "Client Email Registration / Update" section, enter the required details and click "Submit". It's that easy - should take no longer than 30 seconds to register.

General Information

The Owners Corporation have detailed information relevant to The Park Apartments on their website

www.thepark.org.au

Common property refers to all areas outside individual apartments including laneways, stairs, foyers, gardens and walkways. Residents, their families and visitors are asked not to use the common property in a manner that unreasonably interferes with the enjoyment of other residents.

Personal items such as bicycles, furniture, prams or bags of rubbish are not to be left or stored in the hallways or any other part of the common property.

As this is a communal living area, it is in everyone's best interest to maintain the existing high standard of The Park Apartments.

Air-conditioning Installation

Written approval must be provided by the Owners Corporation before any installation.

The application must be submitted to Owners Corporation 1 (OC1) in the first instance and will then be discussed with the appropriate Owners Corporation.

The following information must be provided to the Committee - plans (including scaled floor plans & location of condenser unit, pipe work, wiring, drainage, etc.), quote, timing and details of any drilling through common property (e.g. slab, roof, etc.). Roof's have special areas set aside specifically for condenser units. Similarly some apartments have special condenser areas in the car park basement. Installation is to be carried out by an approved installer. Electrical work must also be approved by the Committee to ensure safety procedures are carried out and electricity use is charged to the appropriate apartment.

No external pipe work or wiring is to be visible on the external walls. Units must have rubber anti-vibration mountings to prevent structure borne noise. Adequate capacity of electricity supply lines / feeders is to be validated by an authorised electrician. A copy of this validation must accompany the application. Any wall penetrations must be sealed so the building's integrity is not affected.

Note: Due to noise and aesthetics, approval will not be given for units to be installed on balconies. A member must not and must ensure that the occupier of a member's lot ("the Lot") does not and the occupier of a lot

must not install or permit to be installed any air conditioning compressor or air conditioning unit on any balcony forming part of the lot or on any other part of the exterior of the lot. - refer Owners Corporation Rules [here](#).

Refer to the Owners Corporation Manager.



Alterations and Additions

The Building Manager must be notified in advance of all intended works. The owner is responsible for seeking and obtaining all necessary permits and approvals – including Council, Owners Corporation, etc.

It is not permitted for any tradesman or other person carrying out work on a Saturday, Sunday or public holiday. On any other day, no work is permitted to be carried out before 9am or after 5pm, except in the case of an emergency.

No external addition or alteration to the property is to take place without the prior written consent of the Owners Corporation committee. Details of any such request must be submitted in writing showing the location and providing a detailed description and a diagram of the proposed changes. This includes blinds, awnings, deck extensions, garden alterations (including different types of plants/trees), pavers in gardens or in patios and air conditioning units.

Any planned changes to existing services e.g. water, gas, etc. either internally or externally must receive written committee approval. Owners are to establish the location of all services.

Wooden floorboards and tiles require acoustic underlay below the boards to keep noise to acceptable levels. It is a requirement to notify the Owners Corporation of any intention to change the flooring detailing what acoustic measures are proposed.

Owners are to notify neighbours (including neighbours below) of intended work and to provide appropriate contact numbers to neighbours.

Materials or debris are not to be stored in common areas. Common areas are to be kept and left in a clean condition. Any damage or mess must be made good immediately. Waste material is to be removed from site from the tradesman. Owners Corporation bins must not be used for such waste or debris.

If lifts are used, a request must be submitted to the Building Manager to protective covers to be placed in the lift. Owners are responsible for checking the cleanliness of the lifts, foyers and other common areas once the tradesmen leave each day – any mess must be cleaned up.

Security must be maintained at all times. No doors or gates are to be left opened.

Amenities

All users of the swimming pools must dry off before leaving the pool. Suitable footwear must be worn in foyers and lift areas since water on floors is a safety issue. Access to The Park Apartments amenities are non transferable. All users of the pools and gymnasium do so at their own risk.

All the amenities (Lap Pool, Splash Pool, Spa and Gymnasium) are monitored by video surveillance. Access to all these areas requires a valid fob. Use is recorded on The Park Apartments security system.



Lap Pool

The Lap Pool is facing Lagoon Reserve and is heated during daylight savings. Check dates [here](#).
A toilet is in the vicinity of the pool. CPR Resuscitation Instruction Boards are on site.

Lap Pool Rules

- No alcohol is permitted within the pool enclosure.
- No glassware or glass bottles may be brought into the pool enclosure.
- Smoking is not permitted within the pool enclosure.
- No food may be brought into the pool area.
- Under no circumstances are boogie boards, balls or any floatation apparatus other than swimming aids permitted within the pool.
- Adult supervision is requested for children aged less than 14 years.
- No animals are allowed in the pool enclosure.
- Dress must be appropriate for a family facility.
- Please consider the rights of others when using the pool.
- Please leave the pool enclosure clean of all rubbish.
- No running is permitted within the pool enclosure.
- Please keep the noise to a minimum – no music allowed.
- A maximum of 4 guests are to be invited into the pool enclosure at one time. Guests must be accompanied by a resident at all times.
- No diving permitted.

Lap Pool Size

- 6 metres x 20 metres
- 1.6 metres deep end

Lap Pool Hours

6am to 10.30pm

Splash Pool

The Splash Pool is located opposite the gymnasium and is heated during daylight savings. Check dates [here](#).

Splash Pool Rules

- Under no circumstances are boogie boards, balls or any floatation apparatus other than swimming aids permitted within the pool.
- No glassware or glass bottles may be brought into the pool enclosure.
- Smoking is not permitted within the pool enclosure.
- No alcohol is permitted within the pool enclosure.
- Adult supervision is requested for children aged less than 14 years.
- No food may be brought into the pool area.
- No animals are allowed in the pool enclosure.
- Dress must be appropriate for a family facility.



- Please consider the rights of others when using the pool.
- Please leave the pool enclosure clean of all rubbish.
- No running is permitted within the pool enclosure.
- Please keep the noise to a minimum – no music allowed.
- A maximum of 4 guests are to be invited into the pool enclosure at one time. Guests must be accompanied by a resident at all times.
- No diving permitted.

Splash Pool Hours

6am to 10.30pm

Splash Pool Size

- 8 metres x 7 metres
- 1.4 meters deep at the deep end

CPR Resuscitation Instruction Boards are on site.

Spa

There is an outdoor spa located adjacent to the Lap Pool. It is 1.25 meters deep and is only heated during daylight savings time. Check dates [here](#).

Open Times

6.00am – 10:30pm.

Gymnasium

A fully equipped gymnasium is located at the back of 3 Seisman Place and 6 Graham Street.

Toilets, shower, wash basin and hand dryer are located in the gym. Use of the gymnasium is at your own risk. Please keep the area tidy and replace weights, etc. when you have finished with them.

Gym Rules

- Multi stack weights must be lowered slowly and carefully during use and not dropped as this can cause noise that affects adjoining apartments.
- Anyone using the equipment inappropriately may be banned from use.
- The gym is for residents use only.
- Users use this facility and equipment at their own risk.
- Children are not permitted to use equipment.
- Glass, alcohol and food are not permitted.
- Equipment must be wiped with a towel after use.
- Approved footwear must be worn.
- Users are not permitted to play their own music in the gym.
- Personal trainers must register with the **Building Manager** and supply documentation of public liability.
- Last user please turn off the lights.



Gym Hours

6 am to 10 pm daily.

Note: A valid fob is required for access - entries are recorded. All entries and exits are recorded on our video surveillance system.

Balconies

When using your balcony please consider those below. A large number of areas at The Park Apartment are subject to strong winds. Unsecured items on upper levels can be carried by wind to the lower levels. Therefore, please adhere to the following guidelines:

- balcony drains should not be covered and any blockages or debris must be removed immediately, otherwise flooding could occur;
- to minimise the risk of damage to surrounding residents or property during periods of high winds, all loose items should be removed from balconies;
- it is recommended that during periods of high wind all balcony sliding doors and awning windows are closed;
- balconies are not designed to be waterproof, and items left on the balcony may be subject to damage;
- please ensure that no objects whatsoever are thrown, dislodged or allowed to fall from any window or balcony. In particular, cigarette butts must not be discarded over the balcony or left in ashtrays on your balcony. Please remind any visitors about this;
- when cleaning the balcony or watering plants, take care to avoid excess water flowing over the edge onto those below. Use drip trays to collect overflow from plant pots, and empty them regularly;
- balconies are to be kept tidy;
- no fittings are to be attached to balustrades;
- laundry, towels, clothing etc. are not permitted on balconies;
- screens (privacy, windbreak, etc.) are not permitted on balconies. Balustrades cannot be filled in - the original design must remain;
- alterations to balconies are not permitted without written approval of the Owners Corporation. Any disturbance to the membranes could cause leakage to apartments below. All work to balconies must be clearly detailed and provided to the Owners Corporation for approval.

Bicycles

Residents are requested to store bicycles in their garage area. Bicycles should always be locked. We discourage bringing bicycles into apartments, foyers and lifts, since they have often resulted in damaged walls and dirty marks in common property carpets.

Bicycles are not to be stored in any garden areas or chained to private or Owners Corporation fences (internal or external).

Car Park

For the safety and well being of all car park users, please drive slowly (5kph) and carefully. Do not use your remote until you have arrived at the gate and can see ahead.

Cars & Motorcycles

Parking is restricted to your own parking lot(s). Please do not park in another resident's lot. Residents who persistently break these rules re parking in another resident's lot ultimately risk having their access to the car park cancelled and having their car towed away at their expense.

Parking lots must be kept clean and tidy and not used for storage of any household furniture, boxes and other goods.

Please ensure your vehicle does not leak oil or leave any other residue within the car park that may be inadvertently transferred onto floor coverings within the buildings. The cost to clean up oil from your lot will be forwarded to the owner of the lot. Notice will be served on a resident whose car is leaking oil to clean the car space within a 7 day period. If this is not carried out the Building Manager will arrange for it to be cleaned and the owner will be charged. A minimum of \$100 will be charged for this work.

The Owners Corporation is not responsible for any damage sustained to a resident's vehicle while entering or leaving the car park, or the theft of any vehicle or its contents while parked in the car park.

Motorcycles

Motorcycles are not to be parked on footpaths. Motorcycles must be parked in the car parks or in your private parking spots.

Car Washing Facilities

There are no car washing facilities at The Park Apartments. Taps located around the complex should not be used for washing cars.

Cleaning, Maintenance and Gardening

The Owners Corporation employs a cleaning contractor to undertake the cleaning of the common areas. All residents are asked to accept responsibility for maintaining the facilities provided and minimising litter and damage to the walls and floors.

Residents are required to keep their letter boxes locked and clean (not overflowing). Discarded junk mail must not be left around the entrance areas.

The cleaning / maintenance / gardening duties are contracted to **Maintaining Melbourne**.

Details of all OC's duties throughout the complex are available below:

OC1 Gardening **details**

OC1 Maintenance **details**

OC2 and OC3 Cleaning / Maintenance **details**

OC4 and OC5 Cleaning / Maintenance **details**

Window cleaning is conducted twice a year - May/June and November/December. The Owners Corporation engages a contractor to wash inaccessible windows (over 2 metres from the ground). Windows accessible from balconies and ground floor apartments are not included. Owners can make private arrangements with the contractor to wash their windows.

Fire Escape Procedures

Please familiarise yourself with the location of exits to stairways, fire hoses and extinguishers in relation to your apartment.

Note: Replace the batteries in your smoke alarms twice a year.

FIRE SAFETY TIPS FOR YOUR APARTMENT

- Know the fire alarm signals
- Know where the exits are if you are going to have to walk the stairs
- Be decisive – after all it's your life
- If you are going to evacuate, do it quickly
- Take your apartment and general complex keys with you in case you can't use the exit stairs due to smoke and have to retreat to your apartment
- If you are going to stay, know how to protect yourself for as long as possible if you do get trapped
- Before walking out to the final exit at street level, check nothing or no one is going to land on you

So you live in a multi-storey apartment building?

That means special fire safety things for you to think about. Living above ground level is one, and there's the fact that you may have only one way of getting out of the apartment and, in some cases, even the building. You need to be extra vigilant with appliances such as the stove and other equipment that could cause a fire, such as your clothes dryer, or computer, because it's not only about you if there's a fire, there's your neighbours above and below you.

The standard of fire protection built into apartment buildings varies with the age of the buildings within the Park Apartments and also which building you live within the complex. Some apartments will not have fire sprinklers or automatic fire alarms, and will rely on you to operate a fire alarm if you discover a fire. All buildings have emergency lighting to assist you. Make sure you are familiar how to evacuate your building and know what actions to take. Get to know the fire protection measures and equipment within your building and what you will need to do if you have to evacuate in an emergency. If you need more information talk to your Owners Corporation representatives.

It's a good idea to...

Carry out a fire safety survey of your apartment and the building to find out:

- What type of fire alarms your building and apartment has installed
- The number of exits from your own apartment
- The number of exits from your floor to the outside of the building

Protect yourself and your family...

If you live in an apartment, it is advised to:

- Always call 000 in an emergency – you might be the first person to have done so
- Keep an emergency kit handy (torch, paper mask, bottle of water, spare front door and complex access key to hang around your neck, etc).

Please read The Park Apartments - **Emergency Fire & Evacuation Information and Procedures** document.

Remember:

Foyers, corridors and common stairwells are to be kept clear at all times. Rubbish is not to be deposited nor articles left in these areas - this includes bicycles, prams, etc.

Fire doors must not be propped open at any time.

In the event of a fire alarm, residents should immediately evacuate and meet in an external meeting area. Due to the size of the complex, the number of exits (in excess of 30) and the location of parks, paths and roads, residents should exit via the safest route.

Residents should only re-enter the building when approval is given by the appropriate authorities.

Replace the batteries in your apartment smoke alarms twice a year.

NOTE: All residents have a responsibility to make themselves aware of their closest fire escape.

Gardens

The overall theme for the gardens at The Park Apartments is native/Pacific Island.

Maintaining Melbourne are contracted to maintain the gardens. A Garden Subcommittee provides recommendations for the OC1 Committee. The Garden Subcommittee has representatives from all the OC's (2, 3, 4 and 5). Other members of the subcommittee are the horticulturist from Maintaining Melbourne, the Building Manager and the Chair (or Deputy Chair) of OC1.

Any comments related to the common areas garden should be referred to the **Chair of OC1**.

Details of the garden contractor duties **here**.

All residents are requested to stay off all gardens. Bicycles are not to be placed in gardens or chained to any fences.

Private gardens must be maintained in a tidy state and in character (height, type of plants, etc) with the surrounding gardens.

Gardens within individual properties are the responsibility of the owners. Maintaining Melbourne offer garden services (e.g. cutting hedges, etc.) for private gardens. Owners should contact James Shepherd direct on 0409 365 099.

Hard Rubbish Collection

The Building Manager has made arrangements with the City of Port Phillip for regular pick-ups for all The Park Apartments residents.

Collection will take place on the first Friday of February, April, June, August, October and December.

There are only **three** (3) nature strip pick-up points:

- **8 Graham Street** (on lawn area beside garage door - toward Pickles Street)
- **1 Seisman Place** (on lawn area in Pickles Street between Seisman Place and the Australia Post letterbox)
- **15 Liardet Street** (on lawn area beside garage door - toward Pickles Street)

All items must be placed out for collection on the nature strip (as above) the **evening prior** to the pick-up date. Residents must not leave any items on the nature strip on the collection day.

It is illegal to dump hard rubbish on the nature strips at other times. If this does occur, the Building Manager will arrange for a private contractor to clear the rubbish. The cost of this service plus an administration cost of \$100 will be charged to the apartment owner.

Hard rubbish outside of these dates should be taken personally to the **Resource Recovery Centre** (Transfer Station / Tip) located on the corner of White and Boundary Streets, South Melbourne (Melway 2E F11). Phone: 9209 6686 or 9209 6553.

Insurance (Building)

The Owners Corporation takes out building insurance on behalf of the owners.

The Owners Corporation has an insurance policy which covers Owners Corporation property similar to normal household insurance. It covers the building itself but does not cover any damage to privately owned fittings, as well as carpets, curtains, blinds, light fittings and electric fittings or appliances (including dishwasher) not built into the unit and which can be removed, regardless of how the damage occurred. The public liability cover does **not** extend to cover the interior of any apartment, balcony or car space.

It is the responsibility of owners to arrange their own contents and public liability insurance. Owners acting as landlords require an appropriate policy.

If a resident is responsible for damage caused to another apartment or lot or to common property, that resident may be liable for the cost of reinstatement. Owners should be aware that any damage caused by their tenant is the responsibility of the owner and appropriate recognition of the resident's responsibility should be set out in lease documents.

It is essential that details of any potential insurance claim are forwarded to the Owners Corporation Manager immediately. Your claim will be forwarded to the Owners Corporation insurance broker for processing and assessment.

Process for The Park Apartments insurance claims available [here](#).

Insurance Information (provided by our Owners Corporation Manager - VBCS):

The Building and Public Liability policy is arranged in the name of the Owners Corporation.

The policy covers the accidental loss and/or damage to the building and legal liability in relation to Owners Corporation common property.

The cover does not include wear and tear, or damage arising from inadequate or improper maintenance. An example of excluded cover would be water damage from porous tiles or grout in a bathroom.

The building insurance policy covers damage caused to fixtures but not damage to fittings.

The Owners Corporation policy does not extend to cover owner's contents such as furniture, carpets, floating floors, curtains, blinds, light fittings or electrical appliances that are not built into the apartment or integral to the apartment. If, for example, a fire causes damage to a kitchen, the Owners Corporation insurance policy will reinstate the damaged walls and ceilings and the fire damaged kitchen cupboards, bench tops and built-in appliances such as cook top, wall oven and dishwasher. These items will be reinstated because fixtures are considered part of the building.

Damage caused to the carpets, floating floors, curtains and personal furnishings would not be covered under the Owners Corporation policy because those items are deemed to be fittings and are specifically excluded even if the loss is caused by the same act that damaged the fixtures. This exclusion extends to personal possessions such as furniture, electrical goods, bedding and clothing.

The public liability policy only covers parties injured on common property where the Owners Corporation is found to be liable.

Areas of common property include stairwells, lifts, lobbies, gymnasium and swimming pools. The public liability policy does not extend to cover injuries sustained by parties such as owners, visitors and friends which occur inside an apartment, courtyard or on a balcony or terrace, car space or storage unit.

All owners, whether resident or absentee, should effect appropriate contents insurance policy which includes personal liability cover for injuries sustained inside a unit, the owner's car space or other areas which are not common property.

The loss of rent cover provides compensation if an apartment is rendered uninhabitable due to an event under the policy. For an owner who occupies an apartment, this cover provides for rental of a comparable apartment whilst their apartment is uninhabitable. For an apartment subject to a tenancy agreement, it provides compensation of the rent payable under the agreement during the period of the apartment being uninhabitable.

For this cover to operate there is a requirement that the apartment is not fit for habitation, not merely that damage causes inconvenience or a lessened rental opportunity. For example, a fire in a kitchen which damages part of the kitchen cabinets would not cause the apartment to be uninhabitable and thus the loss of rent cover would not operate.

Any excess applicable to a claim will be met by the party making the claim. If the claim is for damage to common property, the specific Owners Corporation meets the excess. Where the claim is for damage to a member's unit, the excess is met by the member making the claim.

Lifts

Lifts are activated through the use of the fob readers located inside the lifts. Your fob will only permit access to your floor.

All users of the swimming pools must dry off before leaving the pool. Suitable footwear must be worn in foyer and lift areas since water on floors is a safety issue.

The lift **MUST** be booked with the Building Manager in order for you to move into or out of the building. Failure to book the lift could prevent you from moving in or out of your apartment.

Please do not hold the lift doors open after they start to “beep”. If this happens, let the doors close naturally then open them again. Holding them open after they start the cautionary beep, only creates a safety risk, damages the lift computer and can cause lift failure or malfunction along with inconvenience to you and others.

Maintenance Requests

If you see anything on common property that requires maintenance (e.g. lights not working, broken locks, etc.) please send an email request to the Building Manager buildingmanager@thepark.org.au

Please provide the following information:

- description of problem
- location
- your name, contact number and apartment number.

Email is the preferable method of contact since this is the official request record.

Moving In and Out Requests

- Moves must be completed between **8.00am** and **4.00pm** Monday to Friday (excluding Public Holidays). Moves are **not** permitted on Saturday and Sunday.
- Residents must book their move by contacting the Building Manager via email: buildingmanager@thepark.org.au to avoid double booking. A booking must be made with the Building Manager before the carrier is confirmed.
- If the move involves a lift, lift protective covers will be arranged by the Building Manager.
- When vacating or moving into the apartment, a minimum of **two** (2) days notice must be given to the Building Manager.
- The removalist must provide written proof of their public liability insurance (e.g. a Certificate of Currency) – faxed or emailed to the Building Manager before the move will be approved.
- Residents must adhere to their times slot allocation and notify Building Manager if running late or cancelling. The Building Manager has the right to refuse to let a move to proceed should it be apparent the move cannot be completed by **4.00pm**.
- Before commencing, the resident or removalist company must inspect the route to their apartment and report any damage to Building Manager. This is a critical task since any damage identified by the Building Manager at the completion of the move will be repaired / cleaned and billed directly to the owner.
- The lift, entry foyers, all floor corridors, including carpets and walls must be left in a clean and tidy condition after the move is completed. The resident is responsible for the cleanliness of common areas, damage to lift walls, corridor walls, carpets, doors, etc. An inspection will be completed at the conclusion of the move and an account will be rendered to the resident for any repairs or additional cleaning that may be required.
- Care must be taken to ensure that any fire sprinkler heads are not struck by any object. A resulting alarm and call out charge will be sent to the responsible party for payment.
- All packaging from move-ins/outs are the responsibility of the resident and/or removal company to remove from the premises. Resident bins must **not** be used for disposing of packing material. Hard rubbish such as TV's, furniture etc. cannot be left in the building. Arrangements must be made by persons moving out of the building to have hard rubbish collected.
- Parking restrictions are strictly enforced (Council fines apply) so moving vehicles must not park in No Standing areas - these include the areas that come off Seisman Place. The resident and removalist company are to ensure that security is not compromised - doors are **not** to be jammed open. At no times are garage doors to be interfered with so they remain open - this is a serious security.
- When moving out, please ensure a mail redirection is completed with Australia Post.

To obtain a copy of the current Move-in / Move-out instructions [click here](#).

Noise

Residents are requested to respect the rights of all residents at The Park Apartments to live in a quiet residential environment.

Please remember that noise from parties, loud voices, doors slamming, sound systems, TV's, radios and musical instruments does travel, particularly at night.

In the case of constant, unreasonable noise, the following action is recommended. Buzz the offending apartment and ask them to politely turn down the noise. Note, if the noise persists, call the police on 000 or direct to South Melbourne police on 9690 3088.

The Park Apartments do employ the services of a security company for common property areas, especially the pools, spa and gymnasium. The security company has no authority to become involved in disturbances within private properties.

If there is a frequent noise problem from a neighbour, notify the Owners Corporation Manager.

The Environmental Protection (Residential Noise) Regulations 2008.

The prohibited times for a musical instrument and any electrical amplified sound reproducing equipment including a stereo, radio, television and public address system are:

Monday to Thursday: before 7 am and after 10 pm.

Friday: before 7 am and after 11 pm.

Saturday and Public Holidays: before 9 am and after 11 pm.

Sunday: before 9 am and after 10 pm.

Pets

Pets are allowed within The Park Apartments, but must be strictly controlled by its owner. Pets must be kept indoors at night.

Residents must ensure that any animal belonging to them does not urinate or defecate on common areas including gardens and paths. If this inadvertently occurs, the droppings must be immediately removed and disposed of properly by the animal's handler. This applies to both common areas and private courtyards.

All pets whilst in transit within the common areas **must** be properly restrained on either a lead, in a cage or carried.

Dogs must always be on a lead in lifts, foyers and common areas.

Cats must remain within their owner's property. Cats are not allowed to freely roam common areas or other resident's properties.

Security

Maintaining security is the shared responsibility of all residents at The Park Apartments. It is therefore essential that extra care be taken when entering or exiting the buildings, ensuring that no one unknown to you is permitted to enter at the same time to gain unauthorised access and they use their fobs or keys to enter the premises.

If your apartment, car space or storage cage have been subject to a break-in, immediately notify the South Melbourne Police and the Building Manager (via email buildingmanager@thepark.org.au).

External entry / exit doors must not be propped open and you should ensure they close securely behind you.

Please report non-closing gates immediately to the Building Manager.

24 Hour Security

A professional security company has been contracted, Excell Security Ph: 1300 307 753

Call if there are any URGENT security issues. Excell undertake nightly security patrols around the complex.

If Excell are called to the pools or gymnasium as a result of a disturbance, the cost of this additional service plus a \$100 administration fee will be charged to the apartment owner.

All doors and pedestrian gates which provide entry to the building and entry from car park to lobbies have a proximity fob reader issued to residents which when swiped will allow access to the door or pedestrian gate for entry.

Apartments fitted with an audio/video intercom system allows remote opening of the secure pedestrian entry gate at street level. The visitor will then enter the lobby entry where you may open the entry door for them to access the building via your intercom system.

Lifts are also controlled by fobs and access is only provided to the level where your apartment is located.

All fob activity is monitored and recorded. Each fob has a unique number. In the event of loss, please report immediately to the Building Manager (buildingmanager@thepark.org.au) so the fob can be deactivated.

In House Security

All buildings are secure and car parks have 24 hour video surveillance.

CCTV

Cameras are located throughout the buildings, lifts, car parks, gymnasium and pools.

Restricted Key

Available through the Owners Corporation Manager.

Access FOB

Fobs are restricted and Owners Corporation approval is required for extras. A fob can be ordered and paid for from the Owners Corporation Manager. Once approval and payment has been received by the Owners Corporation Manager, the Building Manager will issue the fob.

Access Remote Control

The remote control can be ordered from the Owners Corporation Manager. Electronic security gates are accessed by a vehicle gate remote control. All garages require a remote control for access.

Please ensure when entering or leaving the building, you do not allow anyone you do not know to enter the premises.

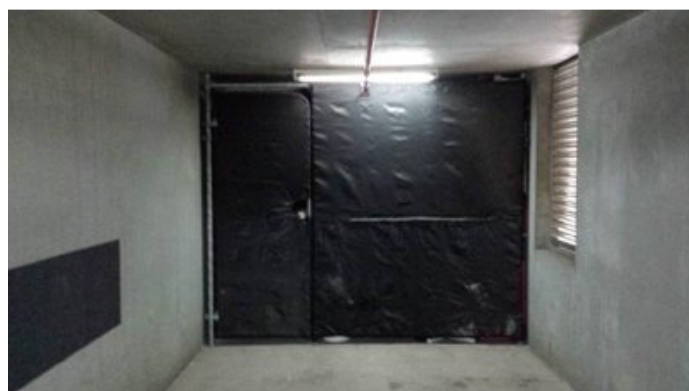
When driving in and out of the garage, please wait for the doors to **close completely** behind you before driving away. We have experienced some vehicle break-ins and in all instances, the thieves gained access into the car park by following drivers who failed to wait for the gates to close. **Do not leave any valuables in your vehicle.**

Apartment Door Keys

Owners responsibility. The Building Manager does not have keys for these doors.

Storage Cages in Car Park

It is recommended that all storage cages be entirely covered with a dark coloured plastic sheet to conceal contents. Since cages have internal lighting, do not use see through mesh as stored items are still visible.



Visitor Parking

Apartments have specific allocated car spaces - parking in a non-allocated space is trespassing.

A limited number of spaces are available in Seisman Place. Extensive off street parking is available in Graham Street, Pickles Street and Liardet Street.

The Park Apartments has an arrangement with the City of Port Phillip to control parking in Seisman Place. Council officers can therefore issue tickets for parking infringements in Seisman Place.

Please read the signs for parking restrictions and times as these are strictly enforced. Warning notices are not issued.

Waste Collection

Garbage is collected at The Park Apartments on Friday. **Details.** Please properly sort your recyclable refuse and deposit into the appropriately marked containers. Please be responsible with the disposal of waste. Bag and tie all items of domestic garbage before placing into garbage bins.

Hard waste is the responsibility of the residents to dispose of. Do not leave items of furniture, mattresses, china, glass, carpet, electrical equipment, paint tins, televisions, computer equipment in the garbage collection area. These must be taken by residents to the Resource Recovery Centre.

The City of Port Phillip has a **Resource Recovery Centre** (Transfer Station / Tip) located on the corner of White and Boundary Streets, South Melbourne (Melway 2E F11). Phone: 9209 6686 or 9209 6553.

The Building Manager arranges four (4) hard waste collection days in consultation with the City of Port Phillip.

A number of paper recycle bins have been placed in the large mail box areas for "junk mail", but they are not general garbage bins.

Rubbish Chute (available in high rise buildings)

TO PREVENT DAMAGE OR BLOCKAGE TO RUBBISH CHUTE

DO NOT place glass bottles, umbrellas, bedding, cigarettes, cartons, coat hangers, brooms, mops, large plastic wrappings from furniture, white goods, any sharp objects, hot liquid or ashes, oil, unwrapped vacuum dust, syringes, paint and solvents, car parts, chemicals, corrosive and flammable items, soil, timber, bricks or other building materials, recyclables, etc down the chute.

Ensure nothing is dripping on route to the rubbish chute cupboard and keep this area clean.

Extra caution must be taken with the disposal of cigarette butts - please wet the butt and dispose of in a sealed can or jar. **Caution:** We have experienced a fire in The Park Apartments caused by a resident disposing of a live butt down the chute.

Ensure waste placed down the chute is in SMALL, SEALED, STRONG PLASTIC BAGS.

Glass, crockery, sharp objects, cartons and large rubbish bags MUST be taken down to the basement and placed inside the allocated garbage bins.

Cartons must be collapsed and placed neatly behind the garbage bins. Do not leave excess items next to the bins or on the nature strip.

General Household Waste

Put these items in the Green lid garbage bins - tableware & ceramics, plastic bags, nappies, pyrex, meat, broken window glass (wrapped), soiled paper and cling wrap. Do not put the following in the garbage bins - cooking oil, chemicals or liquids, syringes, plastic wrap, wire rope, batteries or car parts, gas cylinders, window glass, clothing, shoes or toys. *Source:* "Waste and Recycling" Services in City of Port Phillip.

Place these items in the Yellow lid recycling bin (place loose in the bins - not in plastic bags) - glass bottles & jars; plastic milk, juice, soft drink and detergent bottles; steel pots & pans; cardboard boxes (crushed and torn to prevent jamming); aluminium and steel cans, aerosols, clean foil & metal pots; milk & juice cardboard cartons; plastic plant pots; letters, envelopes & advertising material; newspapers & magazines; telephone books and printing paper. Do not put these items in the recycling bins - plastic bags, waxed cardboard, food waste, green waste. *Source:* "Waste and Recycling" Services in City of Port Phillip.

No rubbish is to be left on the nature strip, except on the designated Hard Rubbish Collection days.

Window Cleaning

The cleaning covers all common property exterior glass window surfaces plus any window two (2) metres above ground level which are inaccessible by the owners. Please note that windows above ground level which are accessible by the owners by way of balconies are specifically excluded.

The windows are cleaned twice a year (May and November).

The contractors are often required to access balconies during the cleaning process. Residents are requested to cooperate with the contractors during this process.

Owners Corporation **rules** state that occupiers must provide access to any balcony or terrace forming part of the lot when required to enable the cleaning of external windows.

OWNERS CORPORATION COMMITTEES

Committee - Code of Ethics

The Park Apartments have a Code of Conduct for members of the Owners Corporation Committee's.

Committee Members Duties.

1. Duty of care and diligence

A member must exercise their powers and carry out their duties with care and diligence.

To meet the standard of care and diligence, members need to make sure that:

- their decisions are made in good faith and for a proper purpose;
- they do not have a material personal interest in what they are deciding;
- they make an informed decision about what they are deciding (to the extent they reasonably believe to be appropriate); and
- they rationally believe that their decision is in The Park Apartment's best interests, i.e. it is a belief that a reasonable person in their position would hold.

2. Duty of good faith

A member must exercise their powers and carry out their duties in good faith in the best interests of The Park Apartments and for a proper purpose. In other words, they must carry out their duties sincerely, honestly and genuinely.

3. Duty not to misuse position

A member of the committee must not improperly use their position to gain advantage for themselves or someone else or to cause detriment to The Park Apartments.

4. Duty not to misuse information

A person who obtains information because they are a member of the committee must not improperly use the information to gain advantage for themselves or someone else or to cause detriment to The Park Apartments. This duty continues after the person stops being a member of the committee.

To obtain a copy, [click here](#).

Committee - Conflicts of Interest Policy

Purpose

This Policy is designed to ensure that Owners Corporation Committee's have a clear, open and transparent procedure in place in its decision making procedures.

To whom does the Policy apply

The Policy applies to a person who is a committee member, who attends Committee Meetings as an observer and any person who is entitled to exercise a vote on a resolution at Committee Meetings (the Person).

Application of Policy

1. The Policy applies to any matter that comes to the Owners Corporation Committee for determination (the matter) where the person or a person's immediate family may benefit from or is in any way involved or associated with the matter (the interest).
2. If a person has an interest
 - a. the person must declare the interest to the Chair prior to the meeting or if a matter arises in the course of the meeting then at that time.
 - b. the person may present a submission to the Committee about the matter and respond to any questions raised.
 - c. the person must not be present whilst the matter is being considered by the Committee.
 - d. the person must not vote on the matter.
3. By unanimous resolution, the Committee may vary the procedure in Section 2 as it considers appropriate.
4. "immediate family" means the member's spouse, parents, grand-parents, children, step-children, grandchildren, step-grandchildren, siblings, and the spouses of each or any legal entity in which any of these persons has an interest.

VBCS has a communication service which enables the electronic distribution of newsletters and circulars.

Please ensure you are registered to receive these documents. Just go to the VBCS web page (<http://vbcs.com.au/>), look for the "Client Email Registration / Update" section, enter the required details and click "Submit". It's that easy - should take no longer than 30 seconds to register.

The Park Apartments Owners Corporation Rules

The Park Apartments have their own Owners Corporation Rules and can be obtained [here](#).

Owners Corporation Act and Regulations

Owners Corporation Regulations [here](#).

Real Estate Sign Board Request

Real estate agents and residents who would like to erect a board, must obtain written approval beforehand. The following conditions apply:

- The unit number **and street name** is clearly shown on the board (since there are many apartments with the same number)
- Maximum size of the board is 1.2m x 0.9m (4' x 3')
- Period of display being a maximum of 30 days (from the date of erection of the board)
- No lighting allowed
- Only one board to be displayed at a time
- Board to be removed within 48 hours of the sale / auction. Boards left for periods longer than this will jeopardize subsequent approval being given for other properties; and
- Lease boards are not permitted.

For details of request for approval [click here](#)

Request for Fob / Garage Door Remote.

Use the form to obtain a Proximity Fob or Garage Door Remote. To obtain the form, [click here](#).

Building Insurance Claims

In October 2011, the Owners Corporation No. 1 Committee arranged insurance of the buildings within "The Park" complex, for accidental loss and damage in accordance with the Owners Corporation Act. The insurance is with Chubb and administered through MCA Insurance Brokers Pty Ltd.

All claims on behalf of the Owners Corporation and individuals are processed by MCA Insurance Brokers. Claims should be submitted through the Owners Corporation Manager, Victoria Body Corporate Services, who will then forward the claim to MCA. MCA will then communicate directly with the claimant.

The excess on all claims (excluding rain damage):	\$1,000
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The excess on rain damage:	\$5,000
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The following policy was adopted by the Committee. For claims in regard to common property, the excess will be met by the Owners Corporation in which the common property is vested. For claims lodged in regard to a lot, the excess will be met by the owner of the unit making the claim.

For details of the claims process and contact numbers **[click here](#)**.

*If there is any further information that you believe may be relevant for all residents, please feel free to email **webmaster@thepark.org.au***