

1st October
2017

WELCOME LETTER FOR ALL RESIDENTS OF ANTIAS APARTMENTS.



The Owner's Corporation of Antias Apartments would like to take this opportunity to welcome you.

We hope that the information contained in this letter is informative and assists you to settle into the Apartments and to enjoy the facilities that Antias and Jacksons Landing has to offer.

As with all new places there are rules and regulations which have been implemented by the Owners Corporation which we trust that you will abide by.

BUILDING MANAGER

The Building Manager is located in the Estate Management Office and all enquiries, requests and complaints regarding building maintenance issues should be directed to them.

The Building Manager also provides advice on building defects and basic maintenance and repair services for common areas.

ANTIAS OWNERS MANUAL

All apartments should have an Owners Manual provided by Lend Lease which details operating and maintenance requirements of all equipment in the apartment. It is strongly recommended that residents read this manual. Should you not have a copy Lend Lease Customer Care can provide a copy to you.

SECURITY

Security is an ongoing issue for the Owners Corporation and we would recommend that you lock doors and windows when you are away and when sleeping. Intruders have no difficulty scaling up several floors to an open balcony door.

Don't let people tailgate you in the foyers or the garage, lock your car and remove valuables. Jacksons Landing is patrolled by a private security company based at the Security Gatehouse on Bowman Street. One officer is always on duty in the gatehouse and another officer patrols the common areas of all Jacksons Landing properties.

CCTV cameras are installed at the entrance to the car park and every foyer is monitored by the Security officers.

JACKSONS LANDING WEB SITE.

Jacksons Landing has a very informative web site at:

<http://www.jacksonslanding.net.au/>

This website has information on Community facilities, swimming pool, tennis courts, gymnasium, the Gatehouse and the Station. The reservation procedures for the tennis courts and the Station are detailed on this site.

The various responsibilities of the Resident Services Manager, Building Manager and Security are also explained.

The Jacksons Landing web site also contains some very interesting, just published, historical information on Pymont.

Antias has its own site on the Jacksons Landing web page where articles and information pertaining to Antias is regularly updated. Announcements regarding Owners Corporation Meetings, Agendas and the Minutes of the Meetings are published on a regular basis together with other information of interest to Antias residents.

The web site is located by selecting "Stratas" and "Antias" on the Jacksons Landing Home page.

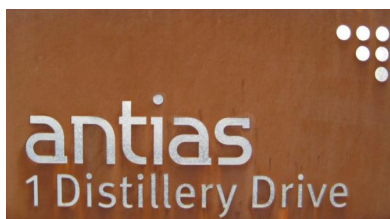
Antias residents have free access to "The Station" for non-commercial functions and gatherings and a full commercial quality kitchen with cutlery, crockery and glassware is available for your use.

HOUSEKEEPING.

Please help us to keep our freshly detailed building looking new by taking care of paintwork, moving large boxes to the recycling room in the garage and not leaving them in the garbage rooms in the foyers.

OWNERS CORPORATION

antias



VISITOR PARKING.

Antias has a limited number of visitor car parking spaces and visitor car parking spaces are provided for the use of visitors and not residents.

Visitor car parking issues create more anxiety for residents than most other matters. Consequently Antias has developed a workable and equitable system of sharing this precious resource:

1. Application for use of a visitor car park space is to be made to the Gatehouse Security (located on 58B Bowman St) by yourself or a person authorised by an apartment resident.
2. A bollard key will be issued by the Security Controller. This key unlocks the space's allocated bollard. After the visitor leaves, the bollard must be returned to the upright position and key-locked. Bollard locking prevents later unauthorised use of the space. The bollard key must then be returned to the Gatehouse without undue delay.
3. Ideally, visitor car spaces should be vacated as quickly as possible (within 4 to 8 hours as defined by the By-Laws). Bollard keys are provided for a maximum period of 24 hours unless approval for a longer period of time is granted by the Resident Services Manager (RSM). The RSM will only agree to an extension of time after approval of an application is granted by the Owners Corporation Executive. Visitor parking extension application can be forwarded to rsm@jacksonslanding.org.au.

If bollard keys are not returned promptly after use considerable inconvenience is caused to other residents who may be seeking a visitor car parking space.

Thoughtless or unfair usage of visitor car parking spaces or undue delay in returning bollard keys will result in one or more of the following sanctions:

1. A new pad lock being installed on the associated bollard (thereby rendering the unreturned key useless).
2. An Administrative fee of \$120 being charged against the offending apartment owner for costs associated with bollard key replacement.
3. The apartment associated with the offending bollard key holder or non-return of bollard to its upright position and locking being liable to "access denied" status for a period of 3 months.
4. Any repairs or replacement costs associated with damage sustained to a bollard by a resident or their visitor will be charged against the offending apartment resident/owner. The car park is monitored by CCTV cameras and offenders will be identified.

FURNITURE REMOVALIST PROCEDURES.

The main access door's automatic operation can be disabled so that furniture removalists or goods delivery personnel may over-ride the electronics by deactivating the doors automatic function and hold the doors open by following the procedure:

1. Open the door.
2. At the red switch mounted on the wall near the door press the red button and turn counter-clockwise. This deactivates the electronic controls and the door will stay open while deliveries are made.
3. To return the door to automatic mode press the red button and turn again in a clockwise direction.
4. The door will close and return to automatic status.

NOTE:

1. It is important for all residents to inform goods delivery personnel of this procedure as holding the doors open, without deactivating the automatic function, damages the electronics and offending residents will be held accountable for any repairs.

2. IT IS IMPORTANT THAT THE DOORS AUTOMATIC FUNCTION BE REINSTATED AT THE COMPLETION OF THE DELIVERY FOR SECURITY REASONS.

DO YOU KNOW

GARBAGE ROOMS

The Garbage Room located in the corridor adjacent to your unit has a bin for general garbage. All garbage placed in this bin **MUST** be bagged in tied plastic bags.

For residents who use professional cleaners please ensure that they are aware of this requirement. This includes kitty litter and the dirt and dust from vacuum cleaners!!

The room also has a bin for recycled materials: this bin is for paper, cardboard, plastic and glass bottles. Large boxes, crates and cartons must be taken to the recycling room in the car park.

Please rinse all bottles before placing them in the bin.

These requirements are to ensure that cockroaches and other household pests do not infest these rooms.

JACKSONS LANDING NEWSLETTER

A monthly local activities newsletter, *What's On*, is produced by volunteers for the interest of community residents.

A copy is available on the Jacksons Landing Web Site.

FIRE ALARM

Residents must evacuate the building immediately the alarm sounds. The Fire Brigade is called automatically and the Fire Brigade personnel will advise when it is safe to re-enter the building.

There is an Emergency Evacuation Plan detailed in your Home Owners Manual and all residents are encouraged to familiarize themselves with this plan.

BALCONIES

The value of our property is considerably enhanced by a clean and uncluttered look and for this reason visible clothes drying on balconies is prohibited. This prohibition is also a City of Sydney Council ordinance.

Balcony furniture is limited to outdoor seating (table and chairs), a barbecue, umbrella and planter boxes.

Please ensure no objects or substances (cigarette butts) are dropped from your balcony. The possibility of danger to people and property cannot be over-stressed.

APARTMENT INTERCOM

The handset for the intercom in your apartment is the owners responsibility. Any repairs of these units must be paid for by the Apartment owner.

ANIMALS IN ANTIAS

The Antias By-Laws state that residents who desire to keep a cat, small dog or small caged bird in their lot must:

(a) apply for and obtain approval from the Owners Corporation to keep that animal in your lot, (see attached application)

(b) keep the animal within your lot, and carry the animal while it is on common property (where practical)

(c) be responsible for any noise dogs may make which is likely to interfere with the peaceful enjoyment of other residents.

(d) take such action as may be necessary to clean all areas of the lot or the common property that are soiled by the animal.

You must not allow your visitors to bring an animal into the Antias Apartments unless it is a guide dog or hearing dog and your visitor is visually or hearing impaired.

DO'S AND DON'TS OF COMMUNITY LIVING

DON'TS

DON'T throw cigarette butts over balconies or leave in the car park.

DON'T park in Visitor's car parking area.

DON'T hang washing off balconies where visible from street.

DON'T wash down balconies without first recognizing that there may be apartments below. Do not allow water to spill over the edge of your balcony.

DON'T smoke in common areas.

DON'T infringe into other storage cages when storing belongings. All items stored should be raised off the floor.

DON'T leave any items (shoes, bags of rubbish etc) outside apartments on common property.

DO'S

DO abide by Tennis Court, Pool, Gym and Sauna Rules.

DO take large boxes to recycling room adjacent to car park entry.

DO ensure doors close behind you to help maintain security

DO keep all car parking areas free of extraneous materials - the By Laws state that nothing is to be stored in car parking bays.

DO bag ALL rubbish before disposing of it in the garbage bins.

DO clean up oil spills etc in your car parking space.

LEASING OF CAR PARKS.

It is a breach of the By-Laws to lease your car parking space to anyone who is not a resident of Antias.

The car park is continually monitored and if a car is found to be illegally parked in the residents area the access swipe will be disabled immediately.

ACCESS FOBS & AIR KEYS.

Lost fobs and air keys (remotes) must be reported to the Resident Services Manager immediately so that they can be disabled so as not to compromise security of the apartments.

Residents requiring additional fobs and/or air keys must obtain written approval from the Owners Corporation.

MOVING FURNITURE

A resident of an apartment must not transport any furniture or large object through common property within the building unless sufficient notice has first been given to the Security Services Manager at the Bowman Street Gatehouse so as to enable a representative to be present at the time.

DO NOT PROP THE AUTOMATIC DOORS OPEN.

BOTTLES AND GLASS ARE NOT TO BE TAKEN INTO THE SWIMMING POOL, SPA OR GYMNASIUM. OFFENDERS WILL BE PROSECUTED UNDER THE JACKSONS LANDING BY-LAWS

GARBAGE ROOMS ARE NOT TO BE USED FOR STORAGE OF LARGE BOXES, PACKING CRATES ETC. RESIDENTS MUST TAKE LARGE ITEMS TO THE RECYCLING ROOM ADJACENT TO THE CAR PARK ENTRANCE.

ALL RESIDENTS ARE ENCOURAGED TO OBTAIN A COPY OF THE ANTIAS BY-LAWS AND ABIDE BY ALL REGULATIONS CONTAINED THEREIN.

BUILDING MODIFICATIONS

All owners are reminded that they must apply for approval before commencing any building modifications to their apartment. All requests for any building modifications must be in writing and be complete with specifications and must comply with all of the provisions of the Antias By-Laws.

SMOKE DETECTORS

The Smoke Detectors in your apartment have a battery back-up in case the building experiences an electrical failure. If the smoke detectors in your apartment emit an infrequent but regular beep sound, this is normally due to a low battery charge and can be rectified by leaving the apartment lighting on for an extended period. Two hours is typically adequate to completely recharge the battery. If the beep sound returns soon after or continues, the battery should be replaced with a similar rechargeable battery.

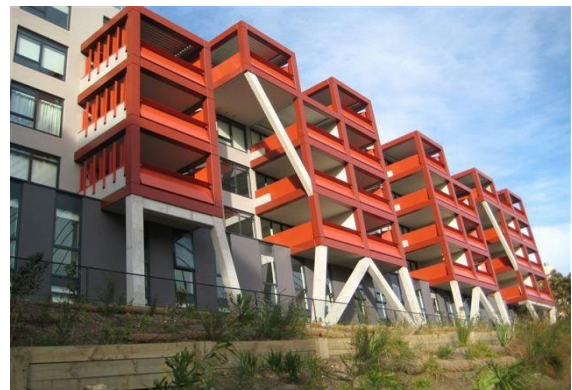
USEFUL PHONE NUMBERS

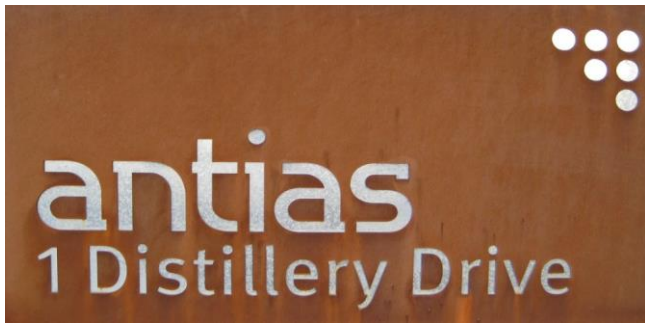
Emergency Services-Police/Fire/Ambulance	000	Jacksons Landing Security	8565-9494
Building Manager	8565-9400	AGL -Electricity /Gas	131245
Resident Services Manager	8565-9400	Energy Aust - Elect/Gas	131535
Strata Management Services	9266-2600	City of Sydney Council	9265-9276
Police-City Central	9265 6499	Sydney Water	132092

OWNERS CORPORATION

All residents are encouraged to participate in the running of the Antias Apartments. If you have any suggestions, requirements or complaints, please do not hesitate to drop a note into the Owners Corporation letter box which is marked "Strata" and is located in the letter boxes adjacent to Door 2.

All residents are invited to attend the Owners Corporation Meetings as observers at any time. Details of these meetings may be found on the Notice Board in the car park adjacent to the Recycling Room.





ANTIAS OWNERS CORPORATION

SP86684

“STRATA” Letter Box

Door 2

1 Distillery Drive

APPLICATION TO KEEP AN ANIMAL IN ANTIAS.

ANTIAS BY-LAWS.

4. Keeping of animals.

4.1 The provisions of By-Law 21.3 to 21.5 of the Community Management Statement apply to the keeping of animals within Jacksons Landing. The power of the Community Association to approve pets in strata buildings has been delegated by the Community Association to the relevant Owners Corporations. These are set out (as delegated or amended) in the following subparagraphs.

4.2 Owners and Occupiers must obtain the written approval of the Owners Corporation before they keep any a animal or bring any animal onto any lot or Community Property.

Rules

4.3 If an owner or occupier is permitted under these By-Laws to keep an animal then the owner or occupier:

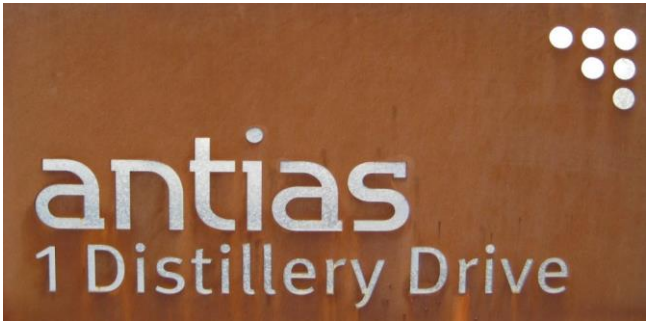
- a) must ensure that the animal is at all times kept under control and within the confines of that owner or occupier’s lot; and
- b) must ensure that, when on any other part of the common property or the Community Association land the animal is accompanied by the owner or occupier; and
- c) must, when on any part of the Community Association land, keep the animal appropriately tethered and under control; and
- d) is liable to the owners and occupiers of other lots and each other person lawfully on the common property or Community Association land for:
 - (1) any noise which is disturbing to an extent which is unreasonable; and
 - (1) for damage to or loss of property or injury to any person caused by the animal; and
- (e) is responsible for cleaning up after the animal anywhere on the common property or the Community Association land.

4.4 This By-Law:

- (a) applies to any owner, occupier or visitor to the Building or the Community Association land;
- (b) does not prevent the keeping of a dog used as a guide or hearing dog; and
- (c) does not allow an Excluded Dog to be kept or brought onto any lot or Community Association land or common property.

Residents who wish to keep animals in their apartment at Antias should complete the attached Application for Approval to Keep an Animal at Antias Apartments and place it in the letter box marked “Strata” at Door 2 of the Antias Building.

The application will then be considered at the next meeting of the Owners Corporation Executive.



**APPLICATION FOR APPROVAL TO KEEP AN ANIMAL
AT ANTIAS APARTMENTS.**

I/We hereby apply for Owners Corporation approval to keep an animal in my/our apartment.

I/We acknowledge that I/we have read Clause 4 of the Antias By-Laws attached and confirm that I/we will abide by them.

I/We also acknowledge and agree not to allow our animal to create any noise likely to interfere with the peaceful enjoyment of other residents.

Name:

Apartment No.:

Species of Pet:
(Dog, Cat, Bird etc).

Breed:

Name:

Age:

Weight:

Sex:

Attach photo:

Signed:

Date: