



OWNERS CORPORATION RULES

UNITS PLAN 1903 “GLOBE ON MOORE” 16 MOORE STREET CANBERRA ACT 2601

INTRODUCTION

The following Owners Corporation Rules (also known as “House Rules”) have been established for the mutual benefit of all residents, both owners and tenants to maximise the convenience, comfort, safety, and privacy of the residents of Units Plan 1903. At all times and in all matters, the Schedule for the Unit Titles (Management) Act 2011 (the Act) applies. These Corporation Rules are registered for Units Plan 1903 as the official rules under the Unit Titles (Management) Act 2011.

Owners who lease properties, must provide tenants with a copy of these Corporation Rules, so that breaches do not occur. Unit owners are ultimately responsible for breaches caused by their tenants and guests, including trades, contractors, etc., invited by owners or tenants, and any costs incurred.

Commercial unit owners and tenants are also required to comply with the *UP1903 Retail Tenant Manual*. Commercial unit owners who lease properties must provide commercial tenants with a copy of these Corporation Rules and the Retail Tenant Manual. Commercial unit owners are ultimately responsible for breaches caused by their tenants and guests, including trades, contractors, etc., invited by owners or tenants, and any costs incurred.

In this document the term *occupant(s)*, *resident(s)* and *tenant(s)* are used interchangeably to represent the user of a unit and extends to any visitors or guests they invite into the building, including trades, contractors, etc. This person(s) may also be the unit owner(s).

COMPLAINTS

A resident wishing to report an infringement of these rules, that cannot be resolved personally, should report the matter in writing to:

The Strata Manager
“Globe on Moore”
LJ Hooker Strata ACT
Level 1, 182-200 City Walk
CANBERRA ACT 2601

Email: info@ljhookerstrata.com.au or Telephone: 1800 383 333

Please note that the Owners Corporation (OC) can only act if the complaint is in writing. Complainants should identify the offender, or their unit number, as well as the time, date and nature of the breach.

Verbal and/or anonymous complaints will not be acted upon.

Residents must always make a complaint in writing to the email or address listed above, or via the Contact web form on the <https://www.globeonmoore.com> website. Where possible your details will be kept confidential and only provided to authorities with a need to know when requested.

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Social media comments/complaints will not be acted upon.

Residents are reminded that social media is not an official communication channel nor should residents expect important messages will be posted via social media. Any complaints or breaches at the building should always be sent to the Strata Manager in the first instance. Comments / concerns / complaints, etc., will not be acted upon by posts on social media.

Incidents that infringe laws of the ACT, such as trespassing, burglary, property damage, and verbal or physical assaults should be referred to the ACT Police, especially late at night or where your personal safety is threatened. Police attendance can be requested by calling 000 or 131 444.

1 NOISE

- (a) Residents should be aware that noise penetrates easily into other units, particularly through hallways, balcony doors, windows and on the level 2 gym and terrace area.
- (b) At all times, and specifically between 10.00 pm and 7.00 am, residents must avoid causing any noise (slamming doors, music, television, loud voices, washing machines, dryers, etc.) at a level which may disturb other residents.
See <https://www.accesscanberra.act.gov.au/s/article/noise-thresholds-tab-overview>
- (c) Noise complaints should be raised with the offending resident in the first instance, and ACT Police on 131 444 if the noise issue can't be resolved directly.
- (d) Repeated noise complaints should be reported to the Strata Manager and will result in a formal breach notice to the responsible unit owner.
- (e) Residents must not play loud music, drop weights, or otherwise use the equipment in the level 2 gym or terrace area in a way that may disturb other residents.
- (f) Residents must not use the level 2 terrace area between 10.00 pm and 8.00 am.
- (g) The level 2 terrace area is designed for small gatherings/BBQs for residents and their accompanied guests and must not be used for gatherings of more than 10 people, including children. Loudspeakers and other types of voice or music amplifying devices must not be used on the terrace. Visit the <https://www.globeonmoore.com> website for information on how to book the level 2 terrace area for your gathering.
- (h) Residents undertaking renovations or other types of loud activities must direct their trades or contractors to only work between 8am to 6pm Monday to Friday and 10am to 6pm on weekends and public holidays.

2 CARPARK, VEHICLES, AND PARKING

- (a) Residents must park their vehicles centred within the marked lines in their unit's allocated/numbered car space in the carpark. Do not block or use other residents' car parking space without their express consent to do so.

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- (b) Vehicles are not to be parked in access driveways, outside marked lines, or in any position where they may impede or obstruct access for other vehicles, storage cages, or doors.
- (c) The building does NOT have visitor parking. Residents are not to allow guests to enter the carpark.
- (d) The commercial National Capital Centre (NCC) office carpark outside the building's own residential carpark is not to be used by residents at any time.
- (e) The Owners Corporation and NCC will contact ACT Government parking inspectors from time to time and invite them onto the property to issue tickets to vehicles incorrectly/unlawfully parked.
- (f) The EC may also affix parking infringement stickers onto the glass windows of illegally parked vehicles as a warning.
- (g) Residents must not obstruct the vision of drivers in the carpark or create blind spots by installing opaque coverage on storage cages on corners or near ramps or storing of belongings outside of storage cages.
- (h) Residents may park their scooters, motorbikes, etc., behind their vehicle in their own parking space but must make sure that this does not obstruct access to paths, driveways, or for other residents to access their car spaces or storage cages.
- (i) Vehicles must observe a 5 km/h speed limit within the carpark.
- (j) Residents are responsible for cleaning up of any oil spills caused by their vehicles and will be requested by the EC to clean up any spills in the event that this is not carried out.
- (k) Residents are responsible for cleaning up their belongings, waste or debris in and around their car space. This includes cleaning up common property where such things have been transported over common property and left a mess.
- (l) In the interest of safety, children are not permitted to skate, ride bicycles, scooters, or play games on the common property driveway or carpark areas.
- (m) Residents are not allowed to wash cars or other belongings in the carpark.
- (n) Fire hydrants/hoses are never to be used for purposes other than a fire.
- (o) Residents must not store any belongings in their carpark space. All items must be stored within the resident's secure storage cage.
- (p) Storage of any belongings outside of storage cages should be reported to the Strata Manager and will result in a breach warning to the responsible unit owner and resident.
- (q) Residents who have previously received a breach warning for not cleaning up their own mess or storing belongings outside of their storage cage may have such belongings removed and disposed of by the building cleaning contractor without



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further warning. All removal and disposal costs will be recovered from the responsible unit owner.

3 GARBAGE AND RECYCLING

- (a) The garbage chute is for domestic general waste only. Any waste that gets stuck in the chute requires specialist services to remove and costs will be recovered from the responsible unit owner.
- (b) All rubbish must be enclosed in an acceptable outer container, such as a strong garbage bin liner and fastened securely. Do not overfill the container as it may get stuck in the chute.
- (c) Residents are encouraged to recycle wherever possible. Recycling hoppers with yellow lids are located in the refuse room on level B2. Boxes and other large packaging must be collapsed/flattened and freed from foam or other contaminated matter before being placed in the recycling hoppers provided.
- (d) Under no circumstances is garbage or recycling to be left on the floor in the garbage chute rooms, on the floor of the refuse room on level B2, outside unit doors, or anywhere on common property.
- (e) Household items such as furniture, beds, whitegoods, electronics, small appliances, mattresses, etc. are not to be placed in either the garbage or recycling hoppers but should be taken and disposed of by residents at appropriate ACT Government waste collection facilities.
- (f) The commercial NCC refuse area opposite the Moore Street carpark ramps is for NCC commercial tenants use only. Residents, including Globe retail tenants are not to store or dump anything including garbage or bulky items in this area. The commercial NCC managers apply significant service fees for the removal of any items dumped by Globe residents or retail tenants, and these will be recovered from the responsible unit owner.
- (g) Consideration should be given to keeping noise to a minimum when disposing of rubbish, particularly when garbage bags contain glass and other breakable material that will make a lot of noise going down the chute. Noise from the garbage chute rooms transmits easily to surrounding units, particularly at night when people are in bed. Such items should be carried down by hand to the refuse room on level B2 and dropped directly into the garbage or recycling hoppers.
- (h) Residents must remove all rubbish generated by their activities, including deliveries, renovations, etc., from common property areas. Renovation and other general non-domestic waste must not be left in your car space or placed into the residential garbage or recycling hoppers and must be removed from the building by you or your trades/contractors undertaking work for you.
- (i) Residents must not throw any item, cigarettes, waste, etc., off their balconies. ACT Government penalties will be levied to anyone reported doing this.

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- (j) Residents must not throw any item, waste, etc., down the lift shafts through the gaps when lift doors are open. Significant call out fees and costs (upward of \$2,000) will be recovered from the responsible unit owner when the lift contractor must clean items, waste, etc., from the bottom of a lift shaft.
- (k) Residents are encouraged to immediately report any breach they have observed related to the above by contacting the Strata Manager or emailing security@globeonmoore.com
- (l) Reported “dumping” incidents will result in a breach warning to the responsible unit owner and resident who will have 48 hours to remove the dumped item(s) before the building cleaning contractor is instructed to remove and dispose of the item(s).
- (m) All removal and disposal costs for any of the above breaches will be recovered from the responsible unit owner.

4 APPEARANCE

- (a) **The Owners Corporation does not accept responsibility for any personal property removed, damaged or stolen from common property areas including the foyer or residential hallways.**
- (b) Residents must maintain their units so that other units are not adversely affected in terms of hygiene, appearance, or value.
- (c) Residents are not to paint their front door. These are part of common property.
- (d) National Broadband Network (NBN) and other cabling connections must be installed via the inside of the common property hallway ceiling and are not be visible in common property hallways.
- (e) No items (such as pot plants, rugs, art, decertations, etc.) are to be placed in common areas without the prior written approval of the EC.
- (f) The draping of rugs, mats, sheets, blankets, clothing, etc. over balcony railings is not permitted.
- (g) Collapsible washing lines are permitted on balconies, however no permanent washing structures are permitted on balconies. Residents are not to hang washing over or from the balcony railing.
- (h) Excessive items which detract from the building’s visual appearance from the street or make it look messy or create a safety risk in high winds are not to be placed or stored on balconies.
- (i) Residents must not affix any permanent fittings to or place any permanent structures (including any kind of storage container) on balconies where these are visible from the street.
- (j) Residents must not install any custom security devices such as bars or security mesh screens on any exterior doors and windows, including the front door.

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- (k) Any deliveries received or left in the foyer must be collected and removed from the foyer immediately. Deliveries left in the foyer for an extended period may be assessed as abandoned and the building cleaning contractor may be asked to remove and dispose of such items.
- (l) A sense of community and tidiness requires all residents to assist in keeping the common areas clean and free from litter and damage, including entrance foyer, carpark, and amenities.
- (m) Any requests to change the original building appearance that can be viewed from the street or common hallways must be submitted for approval in writing to the EC and the EC must provide written approval prior to making any changes.

5 SMOKE-FREE POLICY

Note: Residents must be able to live in a smoke-free environment and always enjoy the use of their unit and balcony areas without being exposed to odour and harmful chemicals contained in second-hand tobacco smoke. Smoke-free apartments also offer additional benefits such as reduced risk of fire and lowering cleaning costs for owners.

- (a) Any smoking must take place outside the building at least 10 meters away from any building door, entrance, or air intake vent.
- (b) Smoking is not permitted anywhere inside the building, including common areas such as lifts, foyer, hallways, level 2 gym and terrace, or basement/carpark.
- (c) Cigarette butts must be disposed of in the appropriate manner. Cigarette butts and ash are not to be thrown over balconies, out of windows, or discard anywhere on common property.
- (d) Residents who ignore these rules will be issued with a breach warning and the EC may order common property commercial cleaning and deodorising with costs to be recovered from the responsible unit owner.

6 LEGAL AND OTHER COST/FEE RECOVERY

- (a) If the OC incurs legal fees and related costs because of the conduct of a resident or owner (including for the recovery of a debt owed to the OC), the responsible owner shall be liable to pay to the OC the amount of the legal fees and related costs incurred by the OC in undertaking action against them or remediation activities for any breach of these Corporation Rules.
- (b) If the OC incurs any fees associated with the remedy action of a resident not following these Corporation Rules (including but not limited to damage, dumping, vandalising, etc), the responsible owner shall be liable to pay the OC the amount incurred in the remedial action.
- (c) A service fee of \$220.00 (inc. GST) will apply and will also be added onto any passthrough contractor costs to the responsible unit owner for the time, effort, and resources of the EC/Strata Manager in dealing with any remedial action.

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7 VANDALISM, DAMAGE, AND PERSONAL SAFETY

- (a) **If you feel a threat to your personal safety or property at any time, you should immediately call ACT Police on 000 or 131 444 for advice and to lodge a formal report of the incident.**
- (b) An occupant must not threaten another person in the building verbally or physically or damage another person's property or interfere with the function or damage any common property owned by the Owners Corporation.
- (c) The occupant who has caused damage is liable to reimburse the Owners Corporation for all expenses that it incurs in rectifying the damage. This may include but is not limited to purchase of replacement and/or temporary products and services, professional advice and reports, project management services, legal fees, insurance excess, increased insurance premiums, etc., due to the incident.
- (d) Any threats made and/or damage caused by anyone in the building (owners, tenants, visitors, contractors, etc.) should be reported to the Strata Manager and security@globeonmoore.com as soon as possible.
- (e) Depending on the value and/or intent, the Owners Corporation may refer any acts of common property vandalism, damage, and/or threatening behaviour towards EC office bearers and supplier/contractor personnel to ACT Police.
- (f) Where an occupant behaves in a manner that is threatening to another occupant's personal safety or property, the person being threatened must report the incident themselves to ACT Police. Additionally, in extreme circumstances or where repeated vandalism, damage, and/or threats occur, the Owners Corporation may help facilitate an application to ACAT and/or an appropriate ACT court for an order to have the offending occupant removed from the building.

8 ANIMALS/PETS

- (a) A resident may keep a pet in accordance with Schedule 1, *Rule 1.5 Pets in units* of the Unit Titles (Management) Act 2011 as updated by the Unit Titles Legislation Amendment Act 2020 without prior approval from the Owners Corporation, however the resident must contact the Strata Manager within 14 days of first keeping the animal and have it registered using the Strata Manager's pet registration form. An email or letter from the unit owner or property manager must be included with the form confirming that they are aware that a pet is being kept.
- (b) In addition to the default *Rule 1.5 Pets in units* under the Act, the Owners Corporation has set the following additional pet friendly rules that apply to all residents and pet registrations:
 - (i) The Strata Manager in consultation with the Executive Committee may place specific conditions on the keeping of a pet on a case-by-case basis and at any time while the pet is kept. The Owners Corporation will generally avoid placing specific conditions on the keeping of a pet unless there have been

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complaints from other residents of noise, smell, soiling, etc., and the pet is considered a nuisance or a risk to health or safety.

- (ii) No pets are permitted on common property, including hallways, unless being escorted on a leash to/from a unit.
 - (iii) Any damage or soiling of any common property is the responsibility of the pet owner to immediately clean up. Where the building cleaning contractor or other contractor has needed to attend to any damage or soiling caused by a pet, all costs will be recovered from the responsible unit owner.
 - (iv) Any unit with a pet must never leave their front door ajar when not entering/exiting the unit, and must immediately install a draft stopper on the bottom of their front door to air gap the unit and stop any pet related smells from entering the common hallways.
 - (v) Pet registrations are not transferable to a new resident and a new registration must be lodged within 14 days with the Strata Manager if ownership changes and the pet remains in the building, or the pet changes from the one that was previously registered.
- (c) Wildlife, including birds are not to be fed, watered on balconies, or otherwise encouraged to be attracted to visit balconies in any way.
 - (d) Beehives and other insects are not to be kept on balconies, or otherwise encouraged to be attracted to visit balconies in any way.

9 ALTERATIONS

- (a) Alterations and additions must not be undertaken without the prior written consent of the Owners Corporation. All proposals for alternations must be submitted in writing to the EC and plans/drawings and specifications of all materials included.
- (b) Alterations include the erection of any permanent structure (such as external windows, blinds, screens, pergolas, awnings, satellite dishes, etc.), painting or otherwise altering the external facade or appearance of the building, modifications or installation of any air conditioning, heating or ventilation system or associated piping or ducting servicing a unit.
- (c) All requests for alterations should be forwarded to the Strata Manager for consideration by the Executive Committee. In the case of renters, requests should be submitted to your property manager and the alteration request should come from the unit owner.
- (d) Approval is unlikely to be given to any alterations that will impact on the privacy/amenity of another resident or that is not in keeping with the general appearance of the building.
- (e) Approval is unlikely to be given to any alterations that do not show clear use of suitable materials. E.g., If you are replacing carpet with wooden floors, the

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Executive Committee would expect to see the use of acoustic underlay and flooring to minimise any noise for residents that live below you. In the case of new flooring, the Executive Committee will also instruct the Strata Manager to contact the unit owners below your unit for input on the proposal.

- (f) All alterations must comply with the Australian Building Code and be implemented by a licensed contractor under a formal ACT building contract.
- (g) Unit front doors are fire rated and are part of common property. Security screen doors, additional deadbolts, and additional peepholes are not permitted to be installed to the front door of the unit unless written approval is provided by the Owners Corporation and/or relevant fire safety authorities/advisers.
- (h) Construction noise from the use of hammer drills, jack hammers, and other noisy tools is limited to between the hours of 8.00am and 6.00pm on weekdays and 10am and 6pm on weekends and public holidays. Unit owners are responsible for making sure that their contractors work within these times.
- (i) All alterations and additions, including but not limited to tiling, waterproofing, plumbing, air-conditioning, cabling, and electrical work must be undertaken by a licensed contractor and have all necessary permits and approvals. Owners should be aware that if they undertake such works themselves, without the use of a licensed contractor or without holding a necessary permit or approval, they may be voiding or limiting the Owners Corporation liability and/or insurance claims to repair something that might otherwise have been a Body Corporate responsibility or otherwise claimable under the Owners Corporation building insurance. In such circumstances the unit owner will become solely liable for any repairs relating to that alteration or addition, and any resulting damage to common property or other units. For example, incorrectly installed plumbing that leaks and causes water damage to your unit, common property and/or another unit. In an event of a claim against the Owners Corporation, unit owners should be prepared to provide the Owners Corporation with copies of contracts, paid invoices, warranty certificates, etc., from licensed contractors verifying that work was undertaken by licensed contractors in accordance with the Australian Building Code.

10 ACCESS AND LIFTS

- (a) Closed Circuit Television (CCTV) cameras operate in common areas of the building. Access to *recorded* CCTV video and audio is strictly controlled and is only *released in compliance with the building's CCTV policy that can be viewed here:* <https://www.globeonmoore.com/cctv>.
- (b) Building access is controlled through an Electronic Access Control System (EACS) using building access tags to move around the building and carpark access cards to enter/exist the basement carpark via Moore Street.
- (c) Additional building security access tags are available. All additional building access tags must be requested via the online forms located on the building's website.

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Additional carpark access cards are not available. The building maintains a strict policy of one carpark access card per allocated car space.

- (d) All faults with the security system and/or individual access tags or cards should be reported to security@globeonmoore.com. Replacement tags and cards for faulty ones must be requested via the online forms located on the building's website.
- (e) Faulty building access tags and carpark access cards will be replaced at no cost when the faulty tag or card is returned. All other requests, including replacements for lost tags or cards will incur a fee and the original tag/card will be deactivated as part of the replacement process. See the Globe website online forms for current fee information.
- (f) Building access tags and carpark access cards must not be given or loaned to people not residing in the building for purposes such as but not limited to renting out a spare car space, providing access to the level 2 gym or terrace, or access to other areas of the common property.
- (g) The Executive Committee will limit the number of building access tags provided to residents to a reasonable amount. A reasonable amount is normally two (2) building access tags per bedroom in the unit plus one additional for an agent.
- (h) The EACS automatically disables building tags that have not been swiped at least once in the last 24 months. Residents or agents that have tags stored in a draw at their office should swipe them at the building on any reader at least once every 24 months to keep them active.
- (i) Building access tags, carpark access cards and keys should not be kept in vehicles or mailboxes. Such items can attract the attention of burglars as it provides easy access throughout the building, including your storage cage and unit once obtained.
- (j) In the interest of maintaining security at the building, all residents and their guests must ensure that security doors are closed firmly after entering or leaving a secure area.
- (k) Unknown or unauthorised persons must not be given access to the building. The video intercom system allows residents to give access to visitors or guests entering the building via the ground floor foyer. If you are not expecting a visitor or do not recognise someone when your intercom is buzzed, do not give them access.
- (l) Residents must not allow tailgating to occur when moving around the building or entering/exiting the carpark. Residents concerned for safety because of tailgating or suspicious behaviour should immediately call ACT Police on 000 or 131 444.
- (m) Lift 1 is a dedicated goods lift. Residents must use this lift when moving in/out of the building, moving other bulky household items, bikes, scooters, trollies, pets/animals, garbage/recycling, commercial goods/equipment, renovating/using trades people/contractors, etc. Lift 1 is deeper than the two passenger lifts and has

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protective padded curtains installed on the lift walls to minimise damage to the lift cabin.

- (n) Resident should call lift 1 by swiping their building access tag on the reader located next to lift 1 on any floor. Lift 1 is not connected to the other two passenger lifts, so when it is called using a building access tag, only lift 1 will be called.
- (o) Resident must not swipe their building access tag to call lift 1 and then also press the call buttons to call one of the passenger lifts. This adds avoidable wear and tear on the lifts, is a waste of house electricity, and drives up costs for all owners.
- (p) Lift 1 includes a green override on/off button on the front panel inside the lift. Residents must use this button to lock open the lift doors while loading/unloading goods in the lift. Once finished, the button should be flipped to release the doors, swipe your tag, and select a floor destination.
- (q) Residents must not leave the lift 1 doors locked open with the green button when not in use. This stops the lift from being used by other residents.
- (r) Lift 2 and 3 are dedicated passenger lifts. Residents must not use these lifts to transport anything that should be transported in the goods lift (lift 1).
- (s) Any damage to the lift 2 or 3 cabins through the transport of anything that should have been transported in lift 1 will be repaired/replaced and the costs recovered from the responsible unit owner.
- (t) Residents must not block open the lift doors with any objects without using the green override button in lift 1. This may damage the door mechanism and repair/maintenance costs will be recovered from the responsible unit owner.
- (u) Misuse of the lifts should be reported to the Strata Manager and will result in a warning to the responsible unit owner and resident or an immediate 90-day lockout if a review of CCTV video and access control logs shows a pattern of misuse.
- (v) Residents who have previously received a warning for misusing the lifts will have their access to lift 1 disabled for 180 days upon each subsequent breach. Repeat offenders may at the discretion of the Owners Corporation have their lift 1 access permanently disabled. Such residents will need to apply to the Owners Corporation each time they require the use of Lift 1 for its stated purposes.

11 FIRE, SAFETY, AND EMERGENCY

- (a) Residents experiencing a fire, safety, or medical emergency, should call 000 immediately for help.
- (b) External entry/exit and fire doors must never be propped or chocked open for any reason. Particularly fire doors leading in and out of fire stairs and hallways. Doing so is an extreme fire and smoke safety risk.
- (c) Fire equipment and assets must not be interfered with. This includes moving fire extinguishers and using fire hoses for anything other than putting out fires.

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- (d) Fire wall penetrations in/out of individual units must be fire sealed on completion. It is the unit owner's responsibility to make sure that their contractor has done this when installing new pipes, cables, etc., in the ceiling cavity/wall in/out of their unit.
- (e) Fire block diagrams (signs) are located in each of the hallways to indicate to residents and their guests the nearest emergency exit and the location of emergency equipment. Residents should familiarise themselves with the location of their nearest exit and equipment.
- (f) Emergency tones and recorded announcements will sound when an emergency evacuation is required.
- (g) In the event of an evacuation, and in the event that it is safe to do so, residents should take their building access tag and unit keys with them to enable them to re-enter the building when advised it is safe to do so by the Fire Brigade. Do not use the lifts – use the fire stairs only when evacuating.
- (h) Propping open fire doors, interfering with fire equipment/assets, or breaching fire code carries a penalty of 50 Penalty Units under the ACT Emergencies Act 2004. These penalties are currently \$8,000 for an individual, or up to \$40,500 for a corporation.
- (i) In the interest of safety, parents and guardians should be aware that children are not permitted to play on common property driveway areas, in the level 2 gym and terrace, or anywhere in the basement carpark.
- (j) To prevent overcrowding and to ensure safety, the maximum allowable number of people living in a unit is two (2) per bedroom, with no limits on family members. This also applies to any sublet arrangements.

12 AMENITIES - GYM AND TERRACE

- (a) **Residents and their accompanied guests use the amenities at their own risk. The Owners Corporation does not accept any liability for bodily injury or loss of property arising from the use of these amenities.**
- (b) Guests must be accompanied by the resident at all times.
- (c) Children under 16 years of age must be supervised by a parent or guardian at all times when on the terrace and must not use the gym equipment at any time.
- (d) The gym is available for use between 6am and 11pm daily. Please be considerate of surrounding units in the early morning and late evening hours, particularly with noise from weights and the volume of TVs.
- (e) Eating and consuming alcohol in the gym is not permitted.
- (f) Residents must behave and use the gym in a safe manner, wear suitable clothing and footwear (no thongs or bare feet), use a towel on equipment and comply with all posted safety and hygiene signage. Particularly all instructions relating to putting

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away weights and accessories, cleaning, and the proper use of equipment while minimising noise.

- (g) There is no exclusive booking of the gym. The gym is for the enjoyment of all residents. Please be considerate of others.
- (h) The terrace is available for use between 10am and 8pm daily.
- (i) Amenities must be left clean and tidy after use.
- (j) Please ensure that all doors to/from the amenities are closed when leaving.
- (k) Pets/animals are not permitted in the amenities at any time.
- (l) Use of the amenities is shared, and all residents have equal rights to use them. Residents and guests must not behave in such a way that controls the space or deters other residents from rightfully using these amenities. Shouting, playing games, loud and drunken or boisterous behaviours are not permitted.
- (m) Smoking is not permitted in any common areas, including the gym and outdoor terrace.
- (n) Misuse of the amenities should be reported to the Strata Manager and will result in a warning to the responsible unit owner and resident or an immediate 90-day lockout if a review of CCTV video shows a pattern of misuse.
- (o) Residents who have previously received a warning for misusing the amenities will have their access to the amenities disabled for 180 days upon each subsequent breach. Repeat offenders may at the discretion of the Owners Corporation have their amenities access permanently disabled.
- (p) An online booking facility is available on the building's website for the terrace area. Use the booking facility to avoid double bookings and disappointment.

13 REAL ESTATE, SUBLETS (AIRBNB ETC) AND SIGNAGE

- (a) Under no circumstances are sandwich boards or other advertising material permitted on common property, with the exception of (temporary, time limited) real estate signage denoting the location of properties open for inspection within the building.
- (b) Under no circumstances are residents to affix in any way signage or advertising on common property. Such signs include the sale of personal items, lost property, or community announcements, etc. Any repairs resulting from the fixing of such signs will be recovered from the unit owner.
- (c) Unit owners are not permitted to display any signs in any visible external windows to their unit or on the common property except with the prior written approval of the Owners Corporation.
- (d) Without limiting paragraph 13(a), temporary signs including "For Sale", "For Lease", "Open for Inspection" or any other sign of this nature can only be displayed on

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common property and/or the boundary of building for the duration of the inspection and must be removed once the scheduled/advertised time for inspection has passed.

- (e) Further to paragraph 13(d), these signs must not be stored on common property after the inspection and must be removed from the building. Signs found to be stored on common property will be treated as abandoned, and the cost to remove these signs from common property will be recovered from the responsible unit owner.
- (f) Under no circumstances are real estate signs to be affixed to pillars, walls, balconies or affixed by means of permanent or temporary to any structure that is part of common property.
- (g) Rectification of any damage caused as a result of the erection of signs will be recovered from the responsible unit owner.
- (h) In the interest of safety and building aesthetics, real estate signs or any other type of sign are not to be erected on public land directly on the border of the building property without written permission from the Executive Committee accompanied by written permission from the ACT Government.
- (i) In the interest of safety and security, key lock boxes are not to be affixed to common property anywhere in the building.
- (j) Units operating as Airbnb should notify the Strata Manager and provide an after-hours contact number in the case of an emergency.
- (k) Airbnb units must provide a copy of these rules to their tenants, so breaches do not occur. Unit owners are responsible for any breaches and resulting costs.
- (l) Unit owners are responsible for any breaches in the house rules caused by their tenants and their guests. This includes short term rental guests. CCTV/EACS data may be used to determine responsibility for any damages caused and costs.

14 STORAGE

- (a) **The Owners Corporation does not accept responsibility for any personal property removed, damaged or stolen from common property areas, the carpark or from individual units or storage cages.**
- (b) For safety, security and appearance, residents are not to store any items in common property areas including entrance foyers, stairwells, hallways, or vehicle parking spaces. The storage cages provided for units are to be used for this purpose.
- (c) The basement carpark, including individual storage cages, are designated “wet areas”, and may be exposed to outside weather conditions through the NCC driveways and street plaza areas above the carparks, and carpark cleaning. The Owners Corporation does not accept responsibility for damage to any property as a result of water entering the basement from such areas/activities.

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- (d) No hazardous items or material is to be stored in storage cages.
- (e) Damage caused to any property as a result of items stored in cages (such as exploding gas bottles) will be the responsibility of the unit owner.
- (f) Any item left outside a storage cage or in a car space that is then used to damage any property, e.g., used as a projectile or used to smash a vehicle window, etc., will be the responsibility of the owner.
- (g) CCTV video/audio accompanied by swipe card audit will be used to track down residents who abandon items found on common property. Removal and disposal costs will be recovered from the responsible unit owner for any “dumping” of any item(s) in the refuse room on level B2 or anywhere on common property.
- (h) Where the OC has instructed the building cleaning contractor or other suitable contractor to remove and dispose of any dumped item(s), a service fee of \$220.00 (inc. GST) will apply and will also be added onto any passthrough contractor costs to the responsible unit owner for the time, effort, and resources of the EC/Strata Manager in dealing with the remedial action.

15 GENERAL

- (a) Residents are responsible for any damage to the common areas by their guests and visitors and for any annoyance they cause to other residents. This includes the cost associated with repairs.
- (b) No shopping trolleys are to be brought onto common property, left inside the building, on common property areas, or on the surrounding areas of the building. Trolleys ‘dumped’ on common property or damage caused to common property by trolleys are to be notified to the Strata Manager. CCTV video/audio accompanied by swipe card audit will be used to track down responsible party. Removal costs will be recovered from the responsible unit owner.
- (c) The use of barbeques (BBQs) on balconies must not cause an inconvenience to other residents. Only fully enclosed gas BBQs and heaters may be used on balconies with wooden decking. The use of open flame solid fuel BBQs, fire pits, or heaters such as coal or wood is strictly prohibited and cause an extreme fire risk.
- (d) Residents must not climb over or hang from balconies or windows.
- (e) Letterboxes must be emptied of all mail on a regular basis. It is the owner’s responsibility to ensure that unoccupied units have their mailboxes emptied.
- (f) Commercial signage, business names, “NO JUNK MAIL” stickers or other types of stickers/signage are not permitted to be affixed on individual mail boxes.
- (g) Residents shall not ride bicycles, scooters, rollerblades, skateboards etc., within the building.
- (h) Graffiti of any description is not permitted on any area of the building. Any graffiti should be documented, and a report lodged with the Strata Manager immediately.

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- (i) Residents are not permitted to place door mats, shoes, or any other objects outside their unit door in common property hallways.
- (j) Residents are not permitted to hang any signage or objects on the outside of their door. Exceptions can be permitted for a door decoration on applicable nationally observed holidays and must be removed immediately following the holiday ending.
- (k) Residents are not to leave their front door ajar when home or allow cooking smells to escaping into the common property hallway via an open door.
- (l) No objects are to be thrown off balconies.
- (m) Residents moving in/out of the building must use the goods lift (lift 1) with the padding on the walls and use of the green door override switch on the front panel to lock the doors open while loading/unload goods in the lift. Failure to use the override switch will result in the doors attempting to force close. Blocking the doors from force closing may damage the door mechanism. Any lift repair costs will be the responsibility of the unit owner.
- (n) Further to paragraph 15(m), the other two passenger lifts (lift 2 and 3) are not be used by residents for moving in/out and are to be used in accordance with paragraph 10. Lift 1 is the only lift that has padding on the walls to stop any damage to the lift interiors. Additionally, lift 2 and 3 do not have override switches to keep the lift doors open while loading/unload goods in the lifts. Any damage to the passenger lift interiors or door mechanisms and any repair costs will be the responsibility of the unit owner.
- (o) Residents must not overload any floor or balcony area and must observe the maximum load limit of 200kg / m².
- (p) Commercial unit owners and commercial tenants are to comply with the Retail Tenant Manual at all times, but in particular when fitting out, altering or setting up a commercial tenancy, and establishing a new commercial lease. The manual available for download from the Globe website.
- (q) Residents must not dump, park, or otherwise leave any items including hire scooters, bikes, shopping trolleys, etc., anywhere on common property, including around the building perimeter. Such items must be left away from the building boundary or in accordance with the terms and conditions of the provider that has provided the item to you. eScooter and eBike providers require you to park such devices in designated areas of the public footpath, while shopping trolley providers require you to return trolleys to the shopping precinct that they were taken from.
- (r) A service fee of \$220.00 (inc. GST) will apply and will also be added onto any passthrough contractor costs to the responsible unit owner for the time, effort, and resources of the EC/Strata Manager in dealing with any remedial action.



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16 STRATA MANAGER

The Strata Manager is **LJ Hooker Strata**

Office address: Level 1, 182-200 City Walk, Canberra ACT 2601

Telephone: 1800 383 333

Email: info@ljhookerstrata.com.au

17 ATTACHMENTS

Attachment 1 – Default Rules

OWNERS CORPORATION RULES

ATTACHMENT 1 – DEFAULT RULES

Default Rules for Units Plan 1903

1 Definitions—Default Rules

- (1) In these Rules:

Executive Committee Representative means a person authorised in writing by the Executive Committee under Rule 10 (4).

Owner, occupier or user, of a unit, includes an invitee or licensee of an owner, occupier or user of a unit.

- (2) A word or expression in the Act has the same meaning in these Rules.

2 Payment of rates and taxes by unit Owners

A unit owner must pay all rates, taxes and any other amount payable for the unit.

3 Repairs and maintenance

- (1) A unit owner must ensure that the unit is in a state of good repair.

- (2) A unit owner must carry out any work in relation to the unit, and do anything else in relation to the unit, that is required by a Territory Law.

4 Erections and alterations

- (1) A unit owner may erect or alter any structure in or on the unit or the common property only—

(a) in accordance with the express permission of the Executive Committee; and

(b) in accordance with the requirements of any applicable Territory Law (for example, a law requiring development approval to be obtained for the erection or alteration).

Note An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (2) Permission may be given subject to conditions stated in the resolution.

5 Use of common property

A unit owner must not use the common property, or permit it to be used, to interfere unreasonably with the use and enjoyment of the common property by an owner, occupier or user of another unit.

6 Hazardous use of unit

A unit owner must not use the unit, or permit it to be used, so as to cause a hazard to an owner, occupier or user of another unit.

7 Use of unit—nuisance or annoyance

- (1) A unit owner must not use the unit, or permit it to be used, in a way that causes a nuisance or substantial annoyance to an owner, occupier or user of another unit.

- (2) This rule does not apply to a use of a unit if the Executive Committee has given an owner, occupier or user of the unit written permission for that use.

OWNERS CORPORATION RULES

- (3) Permission may be given subject to stated conditions.
- (4) Permission may be withdrawn by special resolution of the Owners Corporation.

8 Noise

- (1) A unit owner must not make, or permit to be made, such a noise within the unit as might (in the circumstances) be reasonably likely to cause substantial annoyance to an owner, occupier or user of another unit.
- (2) This rule does not apply to the making of a noise if the Executive Committee has given the person responsible for making the noise written permission to do so.
- (3) Permission may be given subject to stated conditions.
- (4) Permission may be withdrawn by special resolution of the Owners Corporation.

9 Illegal use of unit

A unit owner must not use the unit, or permit it to be used, to contravene a law in force in the ACT.

10 What may an Executive Committee representative do?

- (1) An Executive Committee representative may do any of the following in relation to a unit at all reasonable times:
 - (a) if the Committee has reasonable grounds for suspecting that there is a breach of the Act or these rules in relation to a unit—inspect the unit to investigate the breach;
 - (b) carry out any maintenance required under the Act or these rules;
 - (c) do anything else the Owners Corporation is required to do under the Act or these rules.
- (2) An Executive Committee representative may enter a unit and remain in the unit for as long as is necessary to do something mentioned in Subrule (1).
- (3) An Executive Committee representative is not authorised to do anything in relation to a unit mentioned in Subrule (1) unless—
 - (a) the Executive Committee or the representative has given the owner, occupier or user of the unit reasonable notice of his or her intention to do the thing; or
 - (b) in an emergency, it is essential that it be done without notice.
- (4) The Executive Committee may give a written authority to a person to represent the Corporation under this rule.

11 Seal of Owners Corporation

- (1) For the attaching of the seal of the Owners Corporation to a document to be effective—
 - (a) the seal must be attached by decision of the Executive Committee; and
Note - Executive Committee decisions must be made by majority vote, or by unanimous vote if there are only 2 members of the Committee (see Unit Titles Act 2001, s 88).
 - (b) the seal must be attached in the presence of two (2) Executive members; and
 - (c) the Executive members witnessing the attaching of the seal must sign the document as witnesses.



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- (2) Managing agent may affix seal
 - (a) The common seal may be affixed to reduced quorum meeting notices and certificates under Section 119 of the Act by the managing agent of the Owners Corporation without following the procedure in Rule 11.1

12 Recovery of Legal Fees

- (1) If an Owners Corporation incurs legal fees or other costs in any legal or administrative action against a unit holder, the unit holder shall, unless a court order directs otherwise, be liable to pay the Owners Corporation the amount of the legal fees or other costs incurred by the Owners Corporation in undertaking, commencing or otherwise being involved in the legal or administrative action.
- (2) The unit holder agrees that any monies which are payable pursuant to Clause 1 shall be a debt enforceable by the Owners Corporation against the unit holder.
- (3) The legal fees and other costs payable in accordance with Clause 1 shall only be such legal fees and costs which can be evidenced by written invoice as payable by the Owners Corporation. For the avoidance of doubt any legal fees or other costs incurred by the Owners Corporation which can be evidenced by a written invoice as due and payable shall not form part of, and will not be recoverable against, in accordance with Clause 1.
- (4) The Owners Corporation shall not commence any action against any unit holder other than to recover outstanding levies, without a majority vote from a Special General Meeting.