

MAGAIN

Magain Real Estate Happy Valley Pty Ltd T/A Magain Real Estate
Shop 15, Woodcroft Market Plaza, 217 Pimpala Road Woodcroft SA 5162
Tel: 08 8381 6000 Fax: 08 8381 6222 Agent No: 222182

FORM 1 - Vendor's Statement

(Section 7 Land and Business (Sale and Conveyancing) Act 1994)

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Preliminary

To the purchaser:

The purpose of a statement under section 7 of the *Land and Business (Sale and Conveyancing) Act 1994* is to put you on notice of certain particulars concerning the land to be acquired. If you intend to carry out building work on the land, change the use of the land or divide the land, you should make further inquiries to determine whether this will be permitted. For example, building work may not be permitted on land not connected to a sewerage system or common drainage scheme if the land is near a watercourse, dam, bore or the River Murray and Lakes.

The *Aboriginal Heritage Act 1988* protects any Aboriginal site or object on the land. Details of any such site or object may be sought from the "traditional owners" as defined in that Act.

If you desire additional information, it is up to you to make further inquiries as appropriate.

Instructions to the vendor for completing this statement:

☐ means the Part, Division, particulars or item may not be applicable.

If it is applicable, ensure the box is ticked and complete the Part, Division, particulars or item.

If it is not applicable, ensure the box is empty or strike out the Part, Division, particulars or item. Alternatively, the Part, Division, particulars or item may be omitted, but not in the case of an item or heading in the table of particulars in Division 1 of the Schedule that is required by the instructions at the head of that table to be retained as part of this statement.

* means strike out or omit the option that is not applicable.

All questions must be answered with a YES or NO (inserted in the place indicated by a rectangle or square brackets below or to the side of the question).

If there is insufficient space to provide any particulars required, continue on attachments.

PART A – PARTIES AND LAND

1 Purchaser:

Address:

2 Purchaser's registered agent:

Address:

3 Vendor:

Shane Andrew Allen and Leanne Jean Allen

Address:

66 Moloney Road, Arthurton SA 5572

4 Vendor's registered agent:

Magain Real Estate Happy Valley Pty Ltd T/A Magain Real Estate

Address:

Shop 15, Woodcroft Market Plaza, 217 Pimpala Road Woodcroft SA 5162

5 Date of contract (if made before this statement is served):

6 Description of the land:

[Identify the land including any certificate of title reference]

The land situated at Unit 12D/17 Eden Street, Adelaide SA 5000 and being whole of the land in Certificate of Title Volume 5211 Folio 286 and being whole of Unit 12 Strata Plan 13072 in the Area named Adelaide in the Hundred of Adelaide

PART B – PURCHASER'S COOLING-OFF RIGHTS AND PROCEEDING WITH THE PURCHASE

To the purchaser:

Right to cool-off (section 5)

1 – Right to cool-off and restrictions on that right

You may notify the vendor of your intention not to be bound by the contract for the sale of the land UNLESS–

- (a) you purchased by auction; or
- (b) you purchased on the same day as you, or some person on your behalf, bid at the auction of the land; or
- (c) you have, before signing the contract, received independent advice from a legal practitioner and the legal practitioner has signed a certificate in the prescribed form as to the giving of that advice; or
- (d) you are a body corporate and the land is not residential land; or
- (e) the contract is made by the exercise of an option to purchase not less than 5 clear business days after the grant of the option and not less than 2 clear business days after service of this form; or
- (f) the sale is by tender and the contract is made not less than 5 clear business days after the day fixed for the closing of tenders and not less than 2 clear business days after service of this form; or
- (g) the contract also provides for the sale of a business that is not a small business.

2 – Time for service

The cooling-off notice must be served–

- (a) if this form is served on you before the making of the contract– before the end of the second clear business day after the day on which the contract was made; or
- (b) if this form is served on you after the making of the contract– before the end of the second clear business day from the day on which this form is served.

However, if this form is not served on you at least 2 clear business days before the time at which settlement takes place, the cooling-off notice may be served at any time before settlement.

3 – Form of cooling-off notice

The cooling-off notice must be in writing and must be signed by you.

4 – Methods of service

The cooling-off notice must be–

- (a) given to the vendor personally; or
- (b) posted by registered post to the vendor at the following address:

66 Moloney Road, Arthurlton SA 5572

(being the vendor's last known address); or

- (c) transmitted by fax or email to the following fax number or email address:

lindy@magain.com.au

(being a number or address provided to you by the vendor for the purpose of service of the notice); or

- (d) left for the vendor's agent (with a person apparently responsible to the agent) at, or posted by registered post to the agent at, the following address:

Shop 15, Woodcroft Market Plaza, 217 Pimpala Road Woodcroft SA 5162

(being *the agent's address for service under the *Land Agents Act 1994*/~~an address nominated by the agent to you for the purpose of service of the notice~~).

Note–

Section 5(3) of the *Land and Business (Sale and Conveyancing) Act 1994* places the onus of proving the giving of the cooling-off notice on the purchaser. It is therefore strongly recommended that –

- (a) if you intend to serve the notice by leaving it for the vendor's agent at the agent's address for service or an address nominated by the agent, you obtain an acknowledgment of service of the notice in writing; or
- (b) if you intend to serve the notice by fax or email, you obtain a record of the transmission of the fax or email.

5 – Effect of service

If you serve such cooling-off notice on the vendor, the contract will be taken to have been rescinded at the time when the notice was served. You are then entitled to the return of any money you paid under the contract other than–

- (a) the amount of any deposit paid if the deposit did not exceed \$100; or
- (b) an amount paid for an option to purchase the land.

Proceeding with the purchase

If you wish to proceed with the purchase—

- (a) it is strongly recommended that you take steps to make sure your interest in the property is adequately insured against loss or damage; and
- (b) pay particular attention to the provisions in the contract as to time of settlement - it is essential that the necessary arrangements are made to complete the purchase by the agreed date - if you do not do so, you may be in breach of the contract; and
- (c) you are entitled to retain the solicitor or registered conveyancer of your choice.

**PART C – STATEMENT WITH RESPECT TO REQUIRED PARTICULARS
(section 7(1))**

To the purchaser:

*I / ~~We~~,

Shane Andrew Allen

of

66 Moloney Road, Arthurlton SA 5572

being the ~~*vendor(s)~~ person authorised to act on behalf of the vendor(s) in relation to the transaction state that the Schedule contains all particulars required to be given to you pursuant to section 7(1) of the *Land and Business (Sale and Conveyancing) Act 1994*.

Signed:

**PART D – CERTIFICATE WITH RESPECT TO PRESCRIBED INQUIRIES BY REGISTERED AGENT
(section 9)**



To the purchaser:

I,

Lindy Kriticos

certify ~~*that the responses/that, subject to the exceptions stated below, the responses~~ to the inquiries made pursuant to section 9 of the *Land and Business (Sale and Conveyancing) Act 1994* confirm the completeness and accuracy of the particulars set out in the Schedule.

Exceptions:

NIL

Signed:

~~*Vendor's agent / Purchaser's agent~~

*Person authorised to act on behalf of ~~*Vendor's agent / Purchaser's agent~~

SCHEDULE – DIVISION 1**PARTICULARS OF MORTGAGES, CHARGES AND PRESCRIBED ENCUMBRANCES AFFECTING THE LAND****(section 7(1)(b))****Note –**

Section 7(3) of the Act provides that this statement need not include reference to charges arising from the imposition of rates or taxes less than 12 months before the date of service of the statement.

Where a mortgage, charge or prescribed encumbrance referred to in column 1 of the table below is applicable to the land, the particulars in relation to that mortgage, charge or prescribed encumbrance required by column 2 of the table must be set out in the table (in accordance with the instructions in the table) unless—

- (a) there is an attachment to this statement and –
 - (i) all the required particulars are contained in that attachment; and
 - (ii) the attachment is identified in column 2; and
 - (iii) if the attachment consists of more than 2 sheets of paper, those parts of the attachment that contain the required particulars are identified in column 2; or
- (b) the mortgage, charge or prescribed encumbrance –
 - (i) is 1 of the following items in the table:
 - (A) under the heading 1. General –
 - 1.1 Mortgage of land
 - 1.4 Lease, agreement for lease, tenancy agreement or licence
 - 1.5 Caveat
 - 1.6 Lien or notice of a lien
 - (B) under the heading 36. Other charges –
 - 36.1 Charge of any kind affecting the land (not included in another item); and
 - (ii) is registered on the certificate of title to the land; and
 - (iii) is to be discharged or satisfied prior to or at settlement.

TABLE OF PARTICULARS

Column 1	Column 2	Column 3
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[If an item is applicable, ensure that the box for the item is ticked and complete the item.]

[If an item is not applicable, ensure that the box for the item is empty or else strike out the item or write "NOT APPLICABLE " or "N/A" in column 1. Alternatively, the item and any inapplicable heading may be omitted, but not in the case of–

- (a) the heading "1. General" and items 1.1, 1.2, 1.3 and 1.4; and
- (b) the heading "5. Development Act 1993 (repealed)" and item 5.1; and
- (c) the heading "6. Repealed Act conditions" and item 6.1; and
- (d) the heading "29. Planning, Development and Infrastructure Act 2016" and items 29.1 and 29.2,

which must be retained as part of this statement whether applicable or not.]

*[If an item is applicable, all particulars requested in column 2 must be set out in the item unless the Note preceding this table otherwise permits. Particulars requested in **bold type** must be set out in column 3 and all other particulars must be set out in column 2.]*

[If there is more than 1 mortgage, charge or prescribed encumbrance of a kind referred to in column 1, the particulars requested in column 2 must be set out for each such mortgage, charge or prescribed encumbrance.]

[If requested particulars are set out in the item and then continued on an attachment due to insufficient space, identify the attachment in the place provided in column 2. If all of the requested particulars are contained in an attachment (instead of in the item) in accordance with the Note preceding this table, identify the attachment in the place provided in column 2 and (if required by the Note) identify the parts of the attachment that contain the particulars.]

Column 1	Column 2	Column 3
1. General		
1.1 Mortgage of land	<i>Is this item applicable?</i>	<input checked="" type="checkbox"/>
<i>[Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i>	<i>Will this be discharged or satisfied prior to or at settlement?</i>	YES
	<i>Are there attachments?</i>	YES
	<i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i>	
	Refer to certificate of title volume 5211/ folio 286	
	Number of mortgage (if registered):	
	12422479	
	Name of mortgagee:	
	Westpac Banking Corporation	
1.2 Easement (whether over the land or annexed to the land)	<i>Is this item applicable?</i>	<input type="checkbox"/>
Note - "Easement" includes rights of way and party wall rights.	<i>Will this be discharged or satisfied prior to or at settlement?</i>	YES/NO
	<i>Are there attachments?</i>	YES/NO
	<i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i>	
	Description of land subject to easement:	
	Nature of easement:	
	Are you aware of any encroachment on the easement?	
	(If YES , give details):	
	If there is an encroachment, has approval for the encroachment been given?	
	(If YES , give details):	
1.3 Restrictive covenant	<i>Is this item applicable?</i>	<input type="checkbox"/>
<i>[Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i>	<i>Will this be discharged or satisfied prior to or at settlement?</i>	YES/NO
	<i>Are there attachments?</i>	YES/NO
	<i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i>	
	Nature of restrictive covenant:	
	Name of person in whose favour restrictive covenant operates:	
	Does the restrictive covenant affect the whole of the land being acquired?	
	(If NO , give details):	
	Does the restrictive covenant affect land other than that being acquired?	

Column 1	Column 2	Column 3
1.4 Lease, agreement for lease, tenancy agreement or licence (The information does not include information about any sublease or subtenancy. That information may be sought by the purchaser from the lessee or tenant or sublessee or subtenant.) [Note - <i>Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i>	Is this item applicable? Will this be discharged or satisfied prior to or at settlement? Are there attachments? <i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i> Names of parties: Period of lease, agreement for lease etc: From: To: Amount of rent or licence fee: per (period) Is the lease, agreement for lease etc in writing? If the lease or licence was granted under an Act relating to the disposal of Crown lands, specify- (a) the Act under which the lease or licence was granted: (b) the outstanding amounts due (including any interest or penalty):	<input type="checkbox"/> YES/NO YES/NO
5. Development Act 1993 (repealed)		
5.1 section 42 - Condition (that continues to apply) of a development authorisation [Note - <i>Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i>	Is this item applicable? Will this be discharged or satisfied prior to or at settlement? Are there attachments? <i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i> refer to city of Adelaide -decision notification form 20/04/2017 F/DA/0242/2017 Condition(s) of authorisation: Install a new canopy	<input checked="" type="checkbox"/> NO YES
6. Repealed Act conditions		
6.1 Condition (that continues to apply) of an approval or authorisation granted under the Building Act 1971 (repealed), the City of Adelaide Development Control Act 1976 (repealed), the Planning Act 1982 (repealed) or the Planning and Development Act 1966 (repealed) [Note - <i>Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</i>	Is this item applicable? Will this be discharged or satisfied prior to or at settlement? Are there attachments? <i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i> refer to city of Adelaide Council searches Attached Nature of condition(s): 21/12/92 extension of time given to erect 5 story building with Mezzanine PA 4170A 20/4/2017 Install a new Canopy to entrance	<input checked="" type="checkbox"/> NO YES
7. Emergency Services Funding Act 1998		
7.1 section 16 - Notice to pay levy	Is this item applicable? Will this be discharged or satisfied prior to or at settlement? Are there attachments? <i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i> refer to certificate of ESL Date of notice: 15/8/2025 Amount of levy payable: \$116.70	<input checked="" type="checkbox"/> YES YES

Column 1	Column 2	Column 3
21. Local Government Act 1999		
21.1 Notice, order, declaration, charge, claim or demand given or made under the Act	<p><i>Is this item applicable?</i></p> <p><i>Will this be discharged or satisfied prior to or at settlement?</i></p> <p><i>Are there attachments?</i></p> <p><i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i></p> <p>REFER TO LOCAL RATES NOTICE CITY OF ADELAIDE</p> <p>Date of notice, order etc:</p> <p>22/08/2025</p> <p>Name of council by which, or person by whom, notice, order etc is given or made:</p> <p>CITY OF ADELAIDE</p> <p>Land subject thereto:</p> <p>Unit 12D , FL1, 17 EDEN STREET ADELAIDE SA 5000</p> <p>Nature of requirements contained in notice, order etc:</p> <p>PAYMENT OF COUNCIL RATES 2025 FINANCIAL YEAR</p> <p>Time for carrying out requirements:</p> <p>FINANCIAL YEAR 2025</p> <p>Amount payable (if any):</p> <p>\$1279.80</p>	<input checked="" type="checkbox"/> YES YES
29. Planning, Development and Infrastructure Act 2016		
29.1 Part 5 - Planning and Design Code	<p><i>Is this item applicable?</i></p> <p><i>Will this be discharged or satisfied prior to or at settlement?</i></p> <p><i>Are there attachments?</i></p> <p><i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i></p> <p>refer to Certificate of title volume 5211/folio 286 and local council searches City of Adelaide</p> <p>Title or other brief description of zone, subzone and overlay in which the land is situated (as shown in the Planning and Design Code):</p> <p>ZONE is Capital city, Subzone City Frame, refer to city of Adelaide Council searches</p> <p>Is there a State heritage place on the land or is the land situated in a State heritage area?</p> <p>NO</p> <p>Is the land designated as a local heritage place?</p> <p>NO</p> <p>Is there a tree or stand of trees declared in Part 10 of the Planning and Design Code to be a significant tree or trees on the land?</p> <p>NO</p> <p>Is there a current amendment to the Planning and Design Code released for public consultation by a designated entity on which consultation is continuing or on which consultation has ended but whose proposed amendment has not yet come into operation?</p> <p>YES</p> <p>Note-</p> <p>For further information about the Planning and Design Code visit www.code.plan.sa.gov.au</p>	<input checked="" type="checkbox"/> NO YES
<p>[Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</p>		
29.2 section 127 - Condition (that continues to apply) of a development authorisation	<p><i>Is this item applicable?</i></p> <p><i>Will this be discharged or satisfied prior to or at settlement?</i></p> <p><i>Are there attachments?</i></p> <p><i>If YES, identify the attachment(s) (and, if applicable, the part(s) containing the particulars):</i></p> <p>Date of authorisation:</p> <p>Name of relevant authority that granted authorisation:</p> <p>Condition(s) of authorisation:</p>	<input type="checkbox"/> YES/NO YES/NO
<p>[Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]</p>		

SCHEDULE – DIVISION 2

OTHER PARTICULARS

(section 7(1)(b))

Particulars relating to strata unit



- 1 Name of strata corporation:
STRATA CORPORATION NO 13072 INC
Address of strata corporation:
Carrington Gardens, 17-27 Eden Street ADELAIDE SA 5000
- 2 Application must be made in writing to the strata corporation for the particulars and documents referred to in 3 and 4. Application must also be made in writing to the strata corporation for the articles referred to in 6 unless the articles are obtained from the Lands Titles Registration Office.
- 3 Particulars supplied by the strata corporation or known to the vendor:
 - (a) particulars of contributions payable in relation to the unit (including details of arrears of contributions related to the unit):
REFER TO STRATA CORPORATION NO 13072 INC SEARCHES
 - (b) particulars of the assets and liabilities of the strata corporation:
REFER TO STRATA CORPORATION NO 13072 INC SEARCHES
 - (c) particulars of expenditure that the strata corporation has incurred, or has resolved to incur, and to which the unit holder of the unit must contribute, or is likely to be required to contribute:
REFER TO STRATA CORPORATION NO 13072 INC SEARCHES
 - (d) particulars of the unit entitlement of the unit:
REFER TO STRATA CORPORATION NO 13072 INC SEARCHES

[If any of the above particulars have not been supplied by the strata corporation by the date of this statement and are not known to the vendor, state "not known" for those particulars.]
- 4 Documents supplied by the strata corporation that are enclosed:
 - (a) a copy of the minutes of the general meetings of the strata corporation and management committee
*for the 2 years preceding this statement/since the deposit of the strata plan;
(*Strike out or omit whichever is the greater period)
YES
 - (b) a copy of the statement of accounts of the strata corporation last prepared;
YES
 - (c) a copy of current policies of insurance taken out by the strata corporation.
YES

[For each document indicate (YES or NO) whether or not the document has been supplied by the strata corporation by the date of this statement.]
- 5 If "not known" has been specified for any particulars in 3 or a document referred to in 4 has not been supplied, set out the date of the application made to the strata corporation and give details of any other steps taken to obtain the particulars or documents concerned:
N/A
- 6 A copy of the articles of the strata corporation is enclosed.
- ~~7 The following additional particulars are known to the vendor or have been supplied by the strata corporation:~~
- 8 Further inquiries may be made to the secretary of the strata corporation or the appointed strata manager.
Name:
Jason Nash
Address:
c/o Munro Body Corporate 136 The Parade Norwood SA

Note—

- (1) A strata corporation must (on application by or on behalf of a current owner, prospective purchaser or other relevant person) provide the particulars and documents referred to in 3(a)-(c), 4 and 6 and must also make available for inspection its accountancy records and minute books, any contract with a body corporate manager, the register of unit holders and unit holder entitlements that it maintains, and any documents in its possession relating to the design and construction of the buildings or improvements on the site or relating to the strata scheme.
- (2) Copies of the articles of the strata corporation may also be obtained from the Lands Titles Registration Office.
- (3) All owners of a strata unit are bound by the articles of the strata corporation. The articles regulate the rights and liabilities of owners of units in relation to their units and the common property and matters of common concern.
- (4) For a brief description of some of the matters that need to be considered before purchasing a strata unit, see Division 3 of this Schedule.

**SCHEDULE - DIVISION 3****COMMUNITY LOTS AND STRATA UNITS****Matters to be considered in purchasing a community lot or strata unit**

The property you are buying is on strata or community title. There are **special obligations and restrictions** that go with this kind of title. Make sure you understand these. If unsure, seek legal advice before signing a contract. For example:

Governance

You will automatically become a member of the **body corporate**, which includes all owners and has the job of maintaining the common property and enforcing the rules. Decisions, such as the amount you must pay in levies, will be made by vote of the body corporate. You will need to take part in meetings if you wish to have a say. If outvoted, you will have to live with decisions that you might not agree with.

If you are buying into a mixed use development (one that includes commercial as well as residential lots), owners of some types of lots may be in a position to outvote owners of other types of lots. Make sure you fully understand your voting rights, see later.

Use of your property

You, and anyone who visits or occupies your property, will be bound by rules in the form of **articles or by-laws**. These can restrict the use of the property, for example, they can deal with keeping pets, car parking, noise, rubbish disposal, short-term letting, upkeep of buildings and so on. Make sure that you have read the articles or by-laws before you decide whether this property will suit you.

Depending on the rules, you might not be permitted to make changes to the exterior of your unit, such as installing a television aerial or an air-conditioner, building a pergola, attaching external blinds etc without the permission of the body corporate. A meeting may be needed before permission can be granted. Permission may be refused. Note that the articles or by-laws **could change** between now and when you become the owner: the body corporate might vote to change them. Also, if you are buying before the community plan is registered, then any by-laws you have been shown are just a draft.

Are you buying a debt?

If there are unpaid contributions owing on this property, you can be made to pay them. You are entitled to **know the financial state of the body corporate** and you should make sure you see its records before deciding whether to buy. As a prospective owner, you can write to the body corporate requiring to see the records, including minutes of meetings, details of assets and liabilities, contributions payable, outstanding or planned expenses and insurance policies. There is a fee. To make a request, write to the secretary or management committee of the body corporate.

Expenses

The body corporate can **require you to maintain your property**, even if you do not agree, or can carry out maintenance and bill you for it.

The body corporate can **require you to contribute** to the cost of upkeep of the common property, even if you do not agree. Consider what future maintenance or repairs might be needed on the property in the long term.

Guarantee

As an owner, you are a **guarantor** of the liabilities of the body corporate. If it does not pay its debts, you can be called on to do so. Make sure you know what the liabilities are before you decide to buy. Ask the body corporate for copies of the financial records.

Contracts

The body corporate can make contracts. For example, it may engage a body corporate manager to do some or all of its work. It may contract with traders for maintenance work. It might engage a caretaker to look after the property. It might make any other kind of contract to buy services or products for the body corporate. Find out **what contracts the body corporate is committed to and the cost**.

The body corporate will have to raise funds from the owners to pay the money due under these contracts. As a guarantor, you could be liable if the body corporate owes money under a contract.

Buying off the plan

If you are buying a property that has not been built yet, then you **cannot be certain** what the end product of the development process will be. If you are buying before a community plan has been deposited, then any proposed development contract, scheme description or by-laws you have been shown could change.

Mixed use developments - voting rights

You may be buying into a group that is run by several different community corporations. This is common in mixed use developments, for example, where a group of apartments is combined with a hotel or a group of shops. If there is more than one corporation, then you should not expect that all lot owners in the group will have equal voting rights. The corporations may be structured so that, even though there are more apartments than shops in the group, the shop owners can outvote the apartment owners on some matters. Make enquiries so that you understand how many corporations there are and what voting rights you will have.

Further information

The Real Estate Institute of South Australia provides an information service for enquiries about real estate transactions, see www.reisa.com.au.

The Australian Institute of Conveyancers (SA Division) (AICSA) provides information and operates a Public Advisory Service with respect to conveyancers and the conveyancing process, see www.aicsa.com.au.

Information and a booklet about strata and community titles is available from the Legal Services Commission of South Australia at www.lsc.sa.gov.au.

You can also seek advice from a legal practitioner.

ACKNOWLEDGEMENT OF RECEIPT OF FORM 1

The Purchaser acknowledges receipt of the following:

FORM 1 – STATEMENT UNDER SECTION 7 (*Land and Business (Sale and Conveyancing) Act 1994*)

the above being identified by pages numbered 1 to 13 inclusive, together with the following annexures and supporting documents (if any):

FORM R3 Buyers Information Notice

FORM 3 BUYERS INFORMATION NOTICE

CERTIFICATE OF TITLE VOLUME 5211/ FOLIO 286

SA WATER CERTIFICATE AND NOTICE

LOCAL GOVT /COUNCIL CERTIFICATE AND RATES NOTICE - ADELAIDE CITY COUNCIL

CERTIFICATE OF LAND TAX PAYABLE

CERTIFICATE OF ESL PAYABLE

MUNRO PROPERTY GROUP SECTION 41 PROPERTY SEARCHES

PROPERTY INTEREST REPORT

COPY OF STRATA TITLE SCHEME 13072 - D BLOCK 17 EDEN STREET ADELAIDE SA 5000

COPY OF 2 X AGM MEETING MINUTES

COPY OF INSURANCES AND FINANCIALS

COPY OF PET POLICY

COPY OF TENANT INFORMATION BOOKLET

SIGNED BY THE PURCHASER:

Date: // Signed:

Date: Signed:

The Purchaser:

1. acknowledges and consents to the parties and their representatives signing the Form 1 by digital and or electronic signatures under the *Electronic Communications Act* (SA);
2. by signing this Acknowledgement, signs for all Purchasers, and warrants authority to acknowledge the Form 1 for all Purchasers (if more than 1); and
3. is not required to sign a Form 1 for it to be validly served and acknowledges the signing provision above is included if the Agent serves the Form 1 in person and wants evidence of the Purchaser having been served. If the Form 1 is served electronically, the email is sufficient evidence of what has been served.

Form R3

Buyers information notice

Land and Business (Sale and Conveyancing) Act 1994 section 13A
Land and Business (Sale and Conveyancing) Regulations 2010 regulation 17

Before you buy a home there are a number of things that you should investigate and consider. Though it may not be obvious at the time, there could be matters that may affect your enjoyment of the property, the safety of people on the property or the value of the property.

The following questions may help you to identify if a property is appropriate to purchase. In many cases the questions relate to a variety of laws and standards. These laws and standards change over time, so it is important to seek the most up to date information. Various government agencies can provide up to date and relevant information on many of these questions. To find out more, Consumer and Business Services recommend that you check the website: www.cbs.sa.gov.au

Consider having a professional building inspection done before proceeding with a purchase. A building inspection will help you answer some of the questions below.

The questions have been categorised under the headings **Safety**, **Enjoyment** and **Value**, but all of the issues are relevant to each heading.

Safety

- Is there **asbestos** in any of the buildings or elsewhere on the property eg sheds and fences?
- Does the property have any significant **defects** eg **cracking** or **salt damp**? Have the wet areas been waterproofed?
- Is the property in a **bushfire** prone area?
- Are the **electrical wiring**, **gas installation**, **plumbing and appliances** in good working order and in good condition? Is a **safety switch** (RCD) installed? Is it working?
- Are there any prohibited **gas appliances** in bedrooms or bathrooms?
- Are **smoke alarms** installed in the house? If so, are they hardwired? Are they in good working order and in good condition? Are they compliant?
- Is there a **swimming pool and/or spa pool** installed on the property? Are there any safety barriers or fences in place? Do they conform to current standards?
- Does the property have any **termite** or other pest infestations? Is there a current preventive termite treatment program in place? Was the property treated at some stage with persistent organochlorins (now banned) or other **toxic** termiticides?
- Has fill been used on the site? Is the soil contaminated by **chemical residues** or waste?
- Does the property use **cooling towers** or manufactured warm water systems? If so, what are the maintenance requirements?

Enjoyment

- Does the property have any **stormwater** problems?
- Is the property in a flood **prone** area? Is the property prone to coastal flooding?
- Does the property have an on-site **wastewater treatment facility** such as a septic tank installed? If so, what are the maintenance requirements? Is it compliant?
- Is a **sewer mains connection** available?
- Are all gutters, **downpipes** and stormwater systems in good working order and in good condition?
- Is the property near **power lines**? Are there any trees on the property near power lines? Are you considering planting any trees? Do all structures and trees maintain the required clearance from any power lines?
- Are there any significant trees on the property?
- Is this property a unit on **strata or community title**? What could this mean for you? Is this property on strata or community title? Do you understand the restrictions of use and the financial obligations of ownership? Will you have to pay a previous owner's debt or the cost of planned improvements?
- Is the property close to a hotel, restaurant or other venue with entertainment consent for live music? Is the property close to any industrial or commercial activity, a busy road or airport etc that may result in the generation of **noise** or the **emission of materials or odours** into the air?
- What appliances, equipment and fittings are included in the sale of the property?
- Is there sufficient car parking space available to the property?

Value

- Are there any **illegal or unapproved additions**, extensions or alterations to the buildings on the property?
- How energy **efficient** is the home, including appliances and lighting? What **energy sources** (eg electricity, gas) are available?
- Is the property connected to SA Water operated and maintained **mains water**? Is a mains water connection available? Does the property have a **recycled water** connection? What sort of water meter is located on the property (a **direct or indirect meter** – an indirect meter can be located some distance from the property)? Is the property connected to a water meter that is also serving another property?
- Are there water taps outside the building? Is there a watering system installed? Are they in good working order and in good condition?
- Does the property have **alternative sources** of water other than mains water supply (including **bore or rainwater**)? If so, are there any special maintenance requirements?

For more information on these matters visit: www.cbs.sa.gov.au

Disclaimer: There may be other issues relevant to the purchase of real estate. If you are unable to ascertain enough information about the questions raised in this form and any other concerns you may have we strongly recommend you obtain independent advice through a building inspection, a lawyer, and a financial adviser.



Pet Policy and Rules

Policy

The Strata Titles Act 1988 – Articles of Strata Corporation 3.2 (O) states *“The unit holder of a unit shall: not keep any animals in or in the vicinity of the unit or in the common property other than an animal kept in accordance with the corporation’s prior written permission, which may be withdrawn at any time”*. This policy explains the rules and conditions under which the Strata’s ‘Committee of Management’ (COM) will consider applications by ‘Unit Owners’.

The primary purpose of this policy is to establish reasonable requirements for the keeping of pets (domesticated quiet animals commonly kept i.e., Cats, Caged Small Birds etc.) to maintain and protect the integrity of the Complex and to ensure the safety and amenity of all Residents.

This policy will provide consistent decision making regarding across Stratas Committee of Management (COM) and doesn’t automatically grant Residents the right of pet ownership, rather pet ownership in a residential apartment building is a privilege that can be reasonably withdrawn.

Trained Assistance Dogs versus Therapeutic Animals

‘Trained Assistance Dogs’, trained and registered as such (as defined by the relevant legislation), shall be permitted by the Strata Committee to assist any resident, subject to such terms and conditions as the Committee may at that time impose. Such permission may be withdrawn in the manner appearing below. Trained Assistance Dogs may accompany any guest or visitor onto the premises, or be permitted outside the unit by a resident, including common areas and units, if they are always kept under control and are on a leash not exceeding 1.5 meters in length.

‘Therapeutic Animals’ excluding dogs (as defined by the relevant legislation and on presentation of a doctor’s certificate) may be permitted by the Strata Committee to assist any resident, subject to such terms and conditions as the Committee may impose. Such permission may be withdrawn in the manner appearing below. **Please note: Any future applications for a Therapeutic Dog will automatically be refused and applicants encouraged to consider other domesticated pets.**

In both cases the permission attaches to person requiring assistance and to that animal, and does not grant ongoing rights regarding any unit or its other residents, or any other animal/s.

Number of Pets

The number of pets permitted per unit is generally one (excepting in the case of small caged birds/animals (Guinea pigs, Rabbits/Reptiles) or as agreed to by the Strata COM.



CARRINGTON GARDENS **Community Association**

Process

An application form (attached below) can be lodged on-line through the Munro Property Group's website or provided in writing to Munro Property Group, 136 The Parade, Norwood SA 5067. The information submitted will then be passed onto the respective Strata's COM for consideration with factors such as breed, size being considered.

Applications to be specific regarding.

1. Applicants Name, Contact Number & Unit Number
2. Type of Pet, and fully grown size. If a Cat, proof will be required of desexed status
3. Written acknowledgement from the pet owner that
 - a. Their pet will always be kept inside except for egress around the complex for transportation.
 - b. The rights of other residents are not infringed upon or diminished by the applicant's pet noises, wastes or other nuisances.
 - c. Solid waste and 'litter' from the pet are bagged and disposed of appropriately (not into the garden beds).
 - d. They maintain direct control over their pet when outside of their Unit.
 - e. The Strata Corporation will not be held liable for any damage to property or injury to a third party caused by an owner's pet.
 - f. The Strata Corporation may exercise its right to revoke consent to keep a pet on the property if it becomes a nuisance and/or causes a disturbance to other residents.
 - g. The Owner understands that not all people are comfortable around pets, and they are to move the pet away from a person when requested.

Note: Applications may be forwarded to adjacent property owners for information purposes allowing them the opportunity to respond in writing.

Applications will be automatically refused for the following.

1. Dog Breeds of any type.
2. Animals illegally obtained or otherwise not legally permitted.
3. Animals likely to cause offensive odour, litter, or noise such as: poultry, pigeons, or livestock.
4. Animals the RSPCA may otherwise consider unsuited to be housed within a residential apartment.
5. Due to the transient nature of Air BNB or Short-Term Tenants (<12m) and the difficulty enforcing the Pet Owners 'conditions', applications will be refused unless it will be for a 'Trained Assistance Dog' or a 'therapeutic or assistive animal' (verification will be required) as per relevant legislation or the application has the express permission of the Unit Owner.
6. Housing an animal for financial return (Boarding).

When considering an application, the Strata's Committee of Management (SCM) will take into consideration any factor deemed to potentially disturb other residents. It is reasonably expected that the SCM primary responsibility is toward the interests of the greater community.



Enforcement/Withdrawal of authority

Will be triggered by –

- A failure to meet the conditions of Pet Owners Agreement, and/or
- Written complaints from at least 2 other Residents.

A first stage complaint will involve informal mediation/resolution between parties involved to meet the requirements of the agreement. For example, a pet owner agreeing to strategies or training to modify a pet's behaviour.

A second stage complaint, following ongoing complaint/s or continued failure to meet the agreement conditions will involve a Strata Committee of Management review which may result in the pet owner, with appropriate period of notice, having to remove their pet from the complex permanently.

Visiting Pets

Visitors and guests are not permitted to bring any animals onto either Common Property (including shared Common Property) or individual Units unless it's a 'registered' Trained Assistance Dog.

Any arrangement for an Owner to provide short notice overnight care for a pet (not being a dog) must be advised to at least one member of the Strata's Committee of Management (contact details can be obtained through the Carrington Gardens Facebook Page).

An example of this occurrence may be to provide emergency care of a pet due to an illness of an immediate family member.

This 'emergency care' is generally limited to a maximum of 5 days and the carer needs to ensure that all conditions/intent of the Pet Owners agreement are followed.

Air BNB/Short Term Tenants

PETS ARE NOT PERMITTED AT ALL as there would be significant difficulties obtaining compliance around Pet Owners Agreement nor would we have any advance information regarding the appropriateness of the animal to live within an apartment.



CARRINGTON GARDENS
Community Association

Pet Owners Agreement - Application for Consent to house a Domestic Pet within Unit

I being the Pet Owner of Unit request consent from the Strata Management Committee to house a domestic Animal/Pet for my own enjoyment. Specifically, the Animal Breed is and its mature size will be Toy/Small/Medium/Large (circle).

The pet's name is (if known)

I expressly acknowledge that.

1. The pet will always be kept within my unit except for egress around the complex for transportation/exercise.
2. If a Cat, proof will need to be provided of desexed status.
3. The rights of other residents are not infringed upon or diminished by pet noises, wastes or other nuisances.
4. Solid waste and 'litter' from my pet will bagged and disposed of appropriately (not into the garden beds).
5. I will always maintain direct control (on lead) over my pet when outside of Unit.
6. The Strata Corporation will not be held liable for any damage to property or injury to a third party caused by my pet.
7. **After consideration and with notice the Strata Corporation may exercise its right to revoke consent to keep my pet on the property if it becomes a nuisance and/or causes a disturbance to other residents.**
8. Not all people are comfortable around some animals, and I will move my pet away from then if they advise they are uncomfortable.
9. This is a personal animal and is not housed in my unit for breeding purposes, board, or other monetary gain.

Agreed to by (Owners Signature) Mobile No.....

Witnessed by (Witnesses Signature)

Name (Witnesses Name)

Date

Authorised by Strata Presiding Officer (Signature) (Date)

Hard Waste

The Building Manager manages a monthly Hard Waste collection service for residents.

Watch the Noticeboards and Facebook and MyBos for details of Collection Days and relevant procedures. Please check that what you are putting out meets the approved ACC requirements. For information see the Adelaide City Council website (see Useful Contacts).

This includes 'electronic hard waste' such as TVs, microwaves, kettles, fridges, washing machines etc. Smaller items (including household and computer batteries, used phones and phone batteries etc) can be dropped off at Bunnings, Officeworks

It does NOT include tyres, batteries (these can be taken to my Car, Beurepaires or Bob Jane's), ceramics (eg toilets) and building materials, or hazardous waste (eg paint or chemicals). For owners undertaking renovations, it can include electrical goods, including ovens etc.

Speak to the caretaker if you have any special disposal requirements and they may be able to help.

Where to put your Hard Waste.

The collection area is on the footpath to the north of the Bewes Street ramp. Hard Waste items should be put the afternoon/ evening before Collection Day (which may be at 7am). Do not put HW items in the collection area other than at that time.

Use of a sack truck, or flat trolley may be booked via MyBos or discussion with our Caretaker.

Useful Contacts

Building Manager: 0431 662 139

Caretaker (Ricky): 0447 647 400

Property Manager (Jason Nash) at Munros:
8132 2020 or
corporations@munroproperty.com.au

Facebook:
Carrington Gardens Community Group

MyBos: contact Munros to register.

ACC Website:
<https://www.cityofadelaide.com.au/resident/recycling-waste/waste-recycling-for-residents/>



Basic Everyday Information

We have four types of bins:

- **Organics** (240 Litre, mid-size, **all-green bin**).
Usually collected on a Monday morning.
Small kitchen caddy bins and corn starch bags are available free of charge from the Caretaker.
- **Recycling** (660 Litre, big bin, **yellow lid**).
Usually collected on a Thursday morning.
- **General Waste** (660 Litre, big bin, **red lid**).
Usually collected on a Thursday morning.
- **Container Deposit** (240 Litre, mid-size, circular hole in lid).
Scout recycling – part proceeds go to CGCA Social Fund). Collected on as needs basis.

What can be placed in which bin?

Signage indicating what can be placed in each type of bin is in the Bin Rooms and near the Organics bins. If in doubt, please ask the Caretaker or Building Manager.

Making your rubbish and recycling as compact as possible would be appreciated, e.g. collapsing empty boxes.

Look for the posters



Where are bins?

Recycling, General Waste & Container Deposit bins are in 4 Bin Rooms in the basement. Organic bins are near the vehicle ramps.

Please note that the bins on the plaza are only for the use of those conducting activities on the plaza and not for apartment rubbish. All apartment rubbish should be put in the appropriate bins in the carpark level

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Noise Pollution

(Extract from Owner's Booklet)

Building Renovations – should only take place between 0800 – 1700 Monday to Friday (excl. Public Holidays) and 0900 – 1300 on Saturday. If possible, please keep your walkway doors and windows closed to avoid noise echoing.

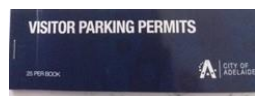
Parking

The height limit for the basement parking is 2.0 – 2.1 metres. This needs to be discussed and reinforced with your contractor.

It is your responsibility to arrange parking and Fob Access for Contractors. Short term parking (1 – 2 hours) for contractors may be available in the Car Washing Bay, but this must be arranged in advance with the Building Manager. It is often possible to borrow a neighbour's carpark via a request on the Carrington Gardens Facebook Page.

In negotiation with the Building Manager it may be possible to park in the permit zone by the lifts.

Owners can also purchase booklets of 25 parking vouchers, that extend Street Parking times by - 100% (2H becomes 4H) when the voucher is displayed on the vehicles dash. These booklets can be purchased from the Adelaide City Council at the cost of \$43.00 (as at Oct 2021).



Wet Areas

Particular attention needs to be taken with any plumbing works occurring in your apartment to make sure the wet areas are carefully sealed. Ensure that your plumber/ tiler properly applies waterproof membrane to baths and showers and that showers are properly grouted and sealed. Water leaks can go on for months before being picked up and can result in huge expenses to the respective owner of the apartment in paying the remedial work to the apartments below.

Smoke Detectors

Dust can set off smoke detectors (in apartments and common areas). These should be bagged (not disconnected) when creating dust.

Useful Contacts

Building Manager: 0431 662 139

Caretaker (Ricky): 0447 647 400

Property Manager (Jason Nash) at Munros:
8132 2020 or
corporations@munroproperty.com.au

Facebook:

Carrington Gardens Community Group: for posts and
Owners Information Booklet (in Files)

MyBos: Documents & Forms



CARRINGTON GARDENS
Community Association

Approval Process

Not all work requires Strata approval but any work involving Common Property does. Simply put, Common property is any area that can be seen from outside the apartment or is behind the internal wall on the boundary of your apartment. If in doubt discuss your plans with either the Building Manager or a member of your Strata Committee of Management (COM) or our Munros' Property Manager (Jason Nash).

If involving Common Property, plans will need to be submitted to Munro Property Group in the first instance.

Common Area Courtesy

Please ensure that Common Areas are kept clean and undamaged. Depending on the work being done this may involve putting down drop sheets outside your apartment door, lining out the lifts and sweeping common areas (walkways) at the end of each day's work. The CGCA is not responsible for any damage or theft.

Use of Lifts: Contractors are responsible for any damage caused to the lifts when moving items, and it is recommended that suitable protective material be placed in the lift.

During the day (for limited times) the foyer doors can be propped open to allow easy access between lift foyers and the walkways if multiple loads of equipment and/or products need to be moved to and from apartments but once this has occurred the doors need to be closed.

If equipment or products need to be left in Common Areas this should not impede access for other residents. This is at your own risk.

Contractor Access

(Extract from Owner's Booklet)

If you arrange a contractor to attend to do work for you (plumber etc), you will also need to arrange access to your apartment. The Caretaker or Building Manager will not do this. You and the contractor will also need to make their own arrangements for Hard (Building) Waste removal as it cannot be placed in the bin rooms or left elsewhere in a common area.

Renovations/Installations/Home Repairs (unless urgent) can only be permitted between the hours of 8am – 5pm Mon – Friday or 9am – 1pm on Saturday. There is to be no Building Works (involving power tools) outside of these hours, Sunday, or Public Holidays unless it is an emergency.

Insurance

It is your responsibility to ensure your contractors have appropriate insurance.

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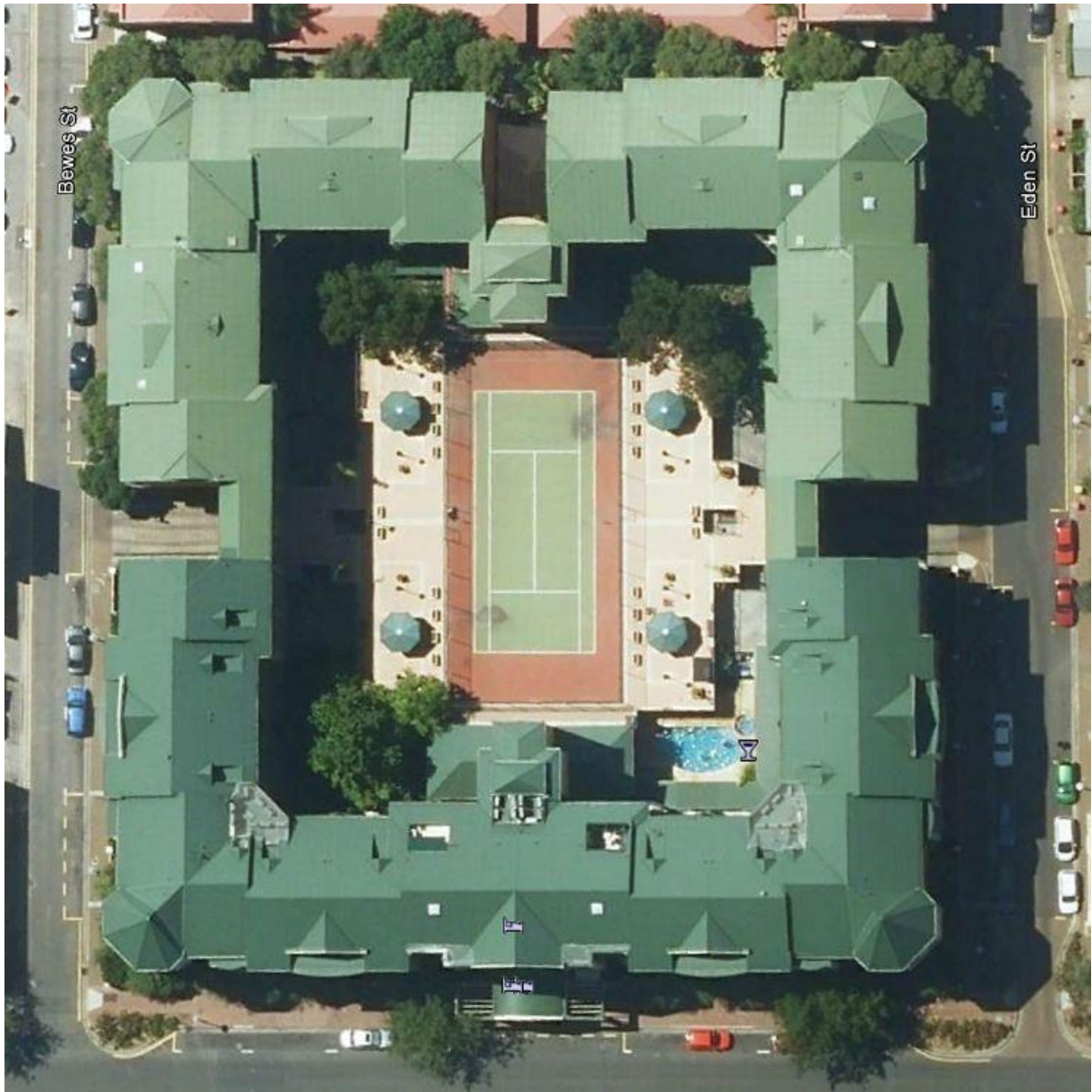
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**CARRINGTON GARDENS/WINDSOR APARTMENTS
OWNER INFORMATION**



V3 May 2024

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Introduction

This booklet is created to provide some background information to both Residents and Owners on Services and Features within the Complex.

Carrington Gardens Community Association consists of four (4) Strata Corporations (SC) which are bounded by Carrington, Bewes and Eden Streets, Adelaide. Colloquially known as A/B/C/D Blocks, each SC is an incorporated body with their own Committee of Management (COM). The (COM) consists of a Presiding Officer (PO), a Secretary and a Treasurer and other interested owners. The COM is elected each year at the Strata Annual General Meeting.

The northern two Blocks were built in the early 1990s and the development was marketed as Carrington Gardens. The southern two Blocks were built in the early 2000s and were marketed as Windsor Apartments. For ease of reference, the whole complex is commonly referred to by the site's first name 'Carrington Gardens'.

As the four Stratas share many common facilities, such as the tennis court, entrances, stairwells, car park, etc, a separate incorporated body called 'Carrington Gardens Community Association' (CGCA) was created to manage the common areas. The CGCA normally meets every two months, and its membership comprises all four Strata POs plus a Secretary and a Treasurer. Any owner from any of the Stratas can be elected by the POs to be the CGCA Secretary or Treasurer. The CGCA operates under its own Constitution and is responsible for the day-to-day functioning of the complex.

Owners are encouraged to help in the running of the facility by:

- volunteering to fill roles in the COMs,
- turn up at AGMs and General Meetings or alternatively give your proxy to another owner from your Strata or to one of the COM members,
- respond to surveys/correspondence from the COM/CGCA where owner input is sought,
- report unusual activity in the complex, such as leaking pipes, lift out of service, security doors not closing properly etc, ideally using MyBos.

There is a Contacts List for key persons/services on the last page.

Air Conditioners

Apartment air conditioning compressor units for A and B Block apartments are in many different locations dependant on where your Apartment is located. The (A/B) top floor apartments will most likely have their air conditioner units on the roof. Others are generally in the car park or the corner storage areas and some have been retrofitted onto their apartment balcony. It is suggested that owners have a wander around to find out which one is marked as belonging to their apartment.

The following have their air conditioning units in the basement A Block Hot Water room: A4, A5, A12, A13, A20, A21. The following are in the B Block Hot Water room: B4, B5, B13, B20, B21.

C and D Air Conditioning compressors are located on their private balconies.

Please contact your Strata COM if the contractor wishes to run new pipes on the outside of the building as this is common property.

Animals

CGCA has an Animal Policy (see Standing Minutes on MyBos Form & Documents page) approved by owners. Animals (other than dogs) are permitted with written approval from the Strata Committee of Management, which will be subject to conditions. Dogs will only be allowed if they are trained Assistance Dogs. Please note approvals can be rescinded at any time and that Owner's remain responsible for the animal's behaviour.

Balcony Use

Balconies must not be used as storage areas, and any storage unit placed on the balcony requires prior Strata approval. Any balcony privacy screen used must either be of the type approved, or if different be approved by the Strata. (See Standing Minutes on MyBos Form and Documents page).

Clothes horse airers are permitted. Hanging washing lines, and the hanging of clothing etc over the balcony balustrades is not permitted.

BBQ

There is a coin-operated electric BBQ on the north-western side of the Plaza area for use by Residents; a \$2 coin buys you 20 minutes of cooking time. The power switch on the right-hand side may need to be switched on. Please leave the BBQ clean after use. The money raised is collected and used for common area or social projects for residents.

Bicycles

Bicycles may only be placed in the bike racks, the vertical-hang bike sheds or within your own apartment. They must not be parked on walkways or the pool fence as these present a hazard for those walking past. Accordingly, illegally parked bikes will have their locks cut and the bike will be moved to the nearest available rack (there will be no right of compensation). D ring locks are strongly recommended and storage in these common areas is at the owner's risk. Despite best efforts of Strata Officers/CGCA there are still thefts that take place. Police recommend bike owners complete a Bike Passport, this is available on the MyBos Documents and Forms page.

Building Manager

CGCA has a Building Manager (BM) to help with the day-to-day running of the complex. The BM works part time', so please use email as the first point of contact unless the matter is urgent. DO NOT contact the BM (see contact details in the list at the end) for routine matters outside of business hours, although an SMS can be sent. In the first instance, tenants should always contact their property manager for routine building issues. Any maintenance issue within the apartment is the responsibility of the owner.

Caretaker/Cleaner

CGCA has appointed an outside cleaning/caretaker contractor. There is a head caretaker on-site (normally only in the mornings) and he reports to the CGCA through the Building Manager. Should you become aware of a matter requiring urgent attention, please use the contact list below to advise the Strata Body Corporate manager or your Strata Officers so that action can be taken. Please also advise your Strata officers of any specific concerns regarding the standard of Caretaking/Cleaning.

Carpark Roller Doors

The carpark roller doors are not to be locked open by anyone other than the Caretaker or a person specifically authorised by a Strata officer. Residents opening the roller doors, for example to permit friends access for parties, are in direct contravention to the Strata Articles clause relating to harming building security. Any instance will be tracked via the FOB used to open the roller door and the owner of the relevant apartment will be fined without further notice.

Carpark Safety

The speed limit in the carpark is 5 kph. Driving above this speed endangers the lives of pedestrians; especially young children who can be naive to the risks posed by moving vehicles. Strata officers will take an exceptionally dim view of speeding drivers and will take action to fine the driver and can (if repeat offender) exclude their vehicle from the carpark by cancelling their Access Fob access for a period.

The COM can identify the apartment through the FOB used to operate the roller door and the CCTV system enables the driver and the vehicle to be similarly identified. Observe the speed signs please.

Car Ramp Use by Pedestrians

The use of the car ramps by pedestrians is a safety hazard and is prohibited. Pedestrians using the car ramp without good reason may have their access FOB deactivated to assist their own safety. For those wishing to enter off Bewes or Eden Streets please use the side street pedestrian doors. An access ramp is available at the main entrance on Carrington Street.

If you decide to rent your car space out privately, it must be a condition of the agreement that they agree not to use the carpark entry ramps to walk down to their car. Carpark sub-tenants may not use the common facilities other than the EV Charging Station which may be used according to the Charger Rules. The owner of the FOB accessing the roller door for pedestrian use may be fined by the Strata if breaches are associated with a vehicle in their carpark space.

Carrington Gardens Community Group (CGCG)

This is a voluntary group of residents (owners & tenants) who volunteer to coordinate facilities and functions that build a sense of community within the complex. This includes BBQ, cultural events, book library etc. All residents are encouraged to become involved, even if just turning up to events.

Car Wash/EV Charging Station

Due to the limited parking available, the CGCA has approved use of the carwash space for contractor parking with prior approval from the Building Manager. Owners and residents can book the space for either car washing or EV charging via the MyBos Bookings page. It may not be used for car parking by owners or residents at any time without the permission of the caretaker, Building Manager or Strata Officers. Please do not use the drain to dispose of engine oil or other toxic liquids.

Closed Circuit Television System

A CCTV system was installed in mid-2016 to improve everyone's safety and security. The CCTV recorder permits a correlation between the security system records (FOB number used for access) and visual footage of any relevant breach of security. This permits identification of persons acting illegally in common areas and has proven to be very useful as a means of evidence for police action.

Communication

Contact details for various Office Bearers, Property Manager, Caretaker and Building Manager are at the end of this booklet. Maintenance Issues can be logged via the MyBos programme. Facebook can be used for informal communication.

MyBos provides the option for the Property Manager and Office Bearers to text those registered in cases of urgency, such as an unexpected water outage.

Contractor Access

If you arrange a contractor to attend to do work for you (plumber etc), you will also need to arrange access to your apartment. The Caretaker or Building Manager will not do this.

You and the contractor will also need to make your own arrangements for Hard (Building) Waste removal as it cannot be placed in the bin rooms or left elsewhere in a common area.

Renovations/Installations/Home Repairs (unless urgent) are only permitted between the hours of 8am – 5pm Monday to Friday or 9am – 1pm on Saturday. There is to be no Building Works (involving power tools) outside of these hours, Sunday or Public Holidays.

You will need to arrange parking for any contractors, either on the street (perhaps using the 'Visitor vouchers' available from Adelaide City Council) or via arrangement with other residents via the CGCA Facebook page. Note maximum vehicle height in the basement carpark is 2.1m.

For more information, please see the Renovation Flyer on the MyBos Form and Documents page.

Electricity Supply

CGCA has an embedded power arrangement/contract with Benergy to be the default supplier of electricity to the complex. We have found that Residents enjoy quite substantial discounts when they sign up with Benergy.

Residents can make their own arrangements for billing with any company they want however they will still be required to pay Benergy the Daily Supply charge (which all providers charge, and will be charged by Benergy in lieu of the other supplier).

CGCA also receives a further rebate dependant on the number of residents transferring to Benergy. All rebates received are applied to cover CGCA expenses and help reduce the Strata Fees and does not impact on the residents' account.

Emergency Procedures

Please see the following subsections in regard to actions to take in an emergency:

- **Water Leak in Apartment.** Switch off the isolation tap (see location in the Hot Water section below). Contact the Strata Body Corporate manager who will recommend a plumber or see the Contacts List or check the Business Directory on MyBos. See more information in Water Damage section below.
- **Water/Sewerage Leak in a Common Area.** If the caretaker is on-duty notify him as soon as possible, otherwise contact the Building or Strata Body Corporate manager.
- **Flashing Red Light or repeated alarm beeping on Meter-Type Box in Car Park.** This indicates a malfunction with one of the stormwater sump pumps, which pump stormwater from the eight sump pits out to the street. If the caretaker is on-duty notify him in person as soon as possible otherwise contact the Building Manager or Strata Body Corporate manager.
- **Lift Malfunction.** Contact the Lift Contractor or the Strata Body Corporate manager. If you are inside the lift, follow the procedures on the operations panel.
- **Emergency Evacuation.** Maps have been provided to all apartments indicating fire stairs and exit procedures. Replacement maps can be obtained found in the Fire Plans folder in Form and Documents page on MyBos.
- **Medical Emergency/Ambulance.** Please contact SA Ambulance Service (SAAS) on 000 and provide them with details. If you are able, it is easier to have someone meet them at the Carrington Street entrance and guide them into the complex. If you are unable to meet the crews outside the complex, please note that the SA Ambulance Service, SA Metropolitan Fire Service and SA Police Department all have access to an Emergency Services Key Safe in both the Northern and Southern Foyers. They will have access to 'all areas' of the complex EXCEPT your private Apartment. You may wish to set up your own keysafe with your keys in it.
AEDs/Defibrillators are available in both ground floor lift foyers.
- **Fire Emergency.** Please contact SA Metropolitan Fire Service (SAMFS) on 000 and provide them with details. If you are able, it is easier to meet them at the Carrington Street entrance and guide them into the complex. If you are unable to meet the crews outside the complex, please note that the SA Ambulance Service, Metropolitan Fire Service and SA Police Department all have access to an Emergency Services Key Safe in both the Northern and Southern Foyers. They will have access to 'all areas' of the

complex EXCEPT your private Apartment. Emergency Evacuation Areas are Karidis Car Park on the NW Corner of the Complex for Carrington Gardens Apartments and Hurtle Square for Windsor Apartments.

- **Police Emergency.** Please contact SA Police Department (SAPOL) on 000 (Urgent Police Assistance) or 131444 (Non- Urgent Police Assistance) and provide them with details. If you are able, it is easier to meet them at the Carrington Street entrance and guide them into the complex. If you are unable to meet the crews outside the complex, please note that the SA Ambulance Service, Metropolitan Fire Service and SA Police Department all have access to an Emergency Services Key Safe in both the Northern and Southern Foyers. They will have access to 'all areas' of the complex EXCEPT your private Apartment.

Facebook

Want to know what is going on at the complex or want to discuss issues with other residents/owners? Our Facebook page **Carrington Gardens Community Group** provides a communications forum to share information. All residents and owners are encouraged to become members and to help foster a healthy community spirit. When you go to sign up, you must answer the questions that identify you as a resident or owner otherwise you will be denied access to this closed group. Contact Ian Brown iancbrown4@gmail.com to be invited to join that group.

Tenants are requested to inform the page manager when they leave. Whilst it is a great forum to share information, it is not managed or monitored by the CGCA.

Front Office

There is no administrative office located within the complex. If you have questions or concerns about the complex or the services in your unit, contact the Strata Body Corporate manager or the officers of your Strata. Unit A1 in the south foyer is a private business and no enquiries should be directed to them.

Hot & Cold Water

Hot water to the apartments is provided via community hot water heaters located in the corner storeroom in the carpark; each Strata have their own water heaters, storage tanks and circulation line. Each owner or tenant will need to setup their own account with the Hot Water Service provider which is either Origin for A/B Blocks (Windsor Apartments) or Savant for C/D Blocks (Carrington Gardens Apartments). Costs for Hot Water are based on own usage. See contact details at the end.

The cold-water consumption is billed by SA Water based on a fraction or percentage of total water use by the Strata.

A and B Apartments.

Apartment water isolation stopcocks are in the bathroom roof space near the manhole cover. There are two stopcocks: one for hot and one for cold water. The hot water consumption meter is in the same location and is connected to a small transmitter that sends consumption wirelessly to a central connector operated by Origin.

A and B Blocks have a tempering valve which reduces the temperature of the hot water to the sanitary areas (which excludes the kitchen tap) to help prevent scalding. These tempering valves, which incorporate non-return-valves to prevent mixing of the system hot and cold water, should be replaced every five years.

C and D Apartments

For C/D the Apartment Hot Water stopcock and consumption meter is in the meter box recessed into the wall next to your apartment (along the walkway). The Cold-Water stopcock is in the bathroom roof space above the manhole cover.

Insurance:

The Corporation holds Building Insurance cover only.

Building insurance does not cover:

- Contents within the individual units, including floor coverings.
- Public / General Liability within individual units, or damage to other apartments / common areas resulting from a defect within an apartment – e.g. water damage from a leaking drain or taps or fire from a faulty appliance or defective apartment electricity switchboard.
- Malicious damage / breach of lease by tenants, and loss of rental due to damage by tenants.

It is up to the owner and/or tenants to obtain Landlord and/or Contents Insurance to cover those items.

Note that owners are liable for any damage which results from their apartment. Notably for water damage resulting from leaking pipes, taps, drains and showers (particularly shower or bath drains). Ensure that shower floors are properly grouted and silicon-sealed. Owners should maintain occupier's/landlord's liability insurance to cover this.

Contents Insurance - Covers your personal possessions from accidental and malicious damage, theft, water, fire and storm damage with new for old replacement and includes Furniture, Furnishings, carpets, internal blinds & curtains, household goods and Portable Contents – smartphone, jewellery and other prized possessions when they are away from your property, in transit, storage or when you are moving into or out of your home. Also covers liability insurance. Recommended for tenanted apartments and owners in residence.

Landlords Insurance – Covers loss of rent and the owner's contents (floor coverings, blind curtains, and any owner provided furniture and furnishings) including replacement of locks & keys following an eviction, also loss of rental due to damage by tenants. – Recommended for owners who lease/rent out the property.

Note that the management is only able to provide general insurance advice. Each owner must seek their own individual insurance advice to suit their circumstances.

The Strata arranges insurance for the building and a Certificate of Currency for the relevant Strata can be requested from the Strata Manager.

Intercom

A and B Apartments.

A & B Apartments the Intercom can be set to operate through either a VOIP connection to an internet modem, the apartment landline or to a single mobile phone. Contact the Building Manager to set this up. When occupants (or phone numbers) change, please advise the Building Manager.

Remote door release is also available through the intercom using a code available from the Building Manager.

C and D Apartments

C & D Apartments maintain a separate hard-wired line for the Intercom alone allowing the Telephone line to be used for both Home Phone and Internet. Press the “speak” button to reply to a call. Press the “key” button for door release.

Each apartment can communicate with the intercom panels from the respective entrance as well as the lift foyer on the respective floor level. A/B Intercom facilities are set up differently from C/D Apartments. If you require assistance to get your Intercom working, please speak with the Building Manager in the first instance who can provide advice.

Internet

Internet access need to be arranged by the Resident. The Complex does have ‘Fibre to The Building’ (FTTB). Arrangements (appointment) needs to be made with the Building Manager if your Internet Provider needs to access the Telecommunications/Main Distribution Frame.

Key Safes

Owners may request a key safe in either the northern or southern entrance to cover lockouts/lost keys. The cost will be recovered as an additional charge through the quarterly Strata invoices. Owners are not permitted to fit their own Key Safe.

- Request for a Key Safe is to be made through the Property Manager.
- When installed, the ownership of the safe remains with the apartment; owners are not permitted to remove the safe, other than to replace a broken safe with the same type. Owners must accept full responsibility and liability for the security of the internal keys and FOBs and any associated losses.

Letterboxes

Please clear mail from your letterbox regularly. Your letterbox is owned by the Strata and any damage should be reported to the Strata Body Corporate Manager. However, owners are responsible for their letterbox key. If you need a key for your letterbox, they are available at Adelaide Letterboxes, 8 Albert St, Clarence Gardens, Tel: 83514511.

“No Junk Mail” stickers that have a place to put an intercom or phone number for deliveries are available from the Caretaker. If you wish to have Junk Mail delivered this section can be cut from the sticker. Please do not use other notices containing this information.

Mail/ Parcel theft. Letterboxes should be kept locked and emptied regularly as these are subject to frequent theft, particularly regarding identity theft. CGCA does not provide the option for parcels to be left. If parcels are left unattended it is at the individual's risk.

Lifts

There are four lifts at Carrington Gardens: the two on the north side service C/D Blocks and the two on the south side service A/B Blocks. You cannot use A/B Lifts to access an Apartment in C/D or visa/versa. All lifts are currently maintained by Otis Lifts. If you drop your keys through the space in lift floor, the lift service contractor will be required to retrieve them from the lift pit at the cost of the resident.

Lockouts

The Security System contractor is SA Electronics, who offer a 24/7 service. Note that callouts are billed to the resident requesting the same. They will only be able to get you into the complex, not your apartment. Knight Locksmiths (contact details below) have a master FOB for access to the complex; their callout fee is also payable by the person requesting the service. Consider purchasing a key safe (contact Munro Property) and/or leave a key with another resident.

Maintenance Issues

Please do not ignore maintenance issues that you observe, e.g., leaking pipes, doors not closing properly, or lift not working. If the caretaker is on duty, please point the matter out to them and they will follow up. Otherwise, please use MyBos Maintenance Request page to report it. This allows for a description (and a photo is often helpful) of the issue. Please report any signs of water damage in your apartment (mould or damp patches) as this may indicate a water leak in either your apartment or an adjoining apartment.

MyBos Management System

All Owners and Residents are encouraged to join MyBos. This is a web and ap based program that provides easy communication and access to a variety of functions.

- You can book facilities.
- Be kept informed of what is happening.
- Access strata documents
- Receive important/emergency texts to your phone e.g. urgent water turn off.
- Get details of tradies other residents recommend.
- Put in Common Property Maintenance Requests.

You will see MyBos referenced throughout this booklet.

To access please contact Munros Property Group and ask for log in details.

MyBos is the system that runs the information screens. At time of writing CGCA are preparing guidelines that will allow owners & residents to place items on the screens. Further information will come shortly.

Noise Pollution

Carrington Gardens is a large residential facility of over 160 units comprising, owner-occupied-, long- and short-term tenancies all living in a high-density environment. Residents are asked to consider others when entertaining larger groups of people or undertaking building renovations, specifically:

- **Common Areas** – no amplified music within the common areas and consideration of a 10pm curfew on events or social get-togethers. No gatherings on the common walkway areas.
- **Apartments** – be considerate of your neighbours. Unfortunately, due to the design of the building noise travels a great distance, so no loud entertaining within apartments, **especially after 10pm**. This includes banging on floors as the noise travels through to the apartment below.
- **Building Renovations** – should only take place between 0800 – 1700 Monday to Friday (excl. Public Holidays) and 0900 – 1300 on Saturday. If possible, please keep your walkway doors and windows closed to avoid noise echoing.

Breaches of the above may result in the Strata Corporation levying fines against the residents involved. If residents are concerned that there is excessive and unreasonable noise coming from an event or apartment, we recommend contacting SA Police on 131 444. The person making the complaint may need to let the police officers into the building.

A referral of the issue can also be made to Munros for referral to the Strata Committees for eventual action.

Parking

You may only park in carpark allocated to your apartment; all carparks are privately owned (except the Wash Bay). If you have guests and your parking space is already occupied, they must park out on the street; or a Facebook appeal may result in a fellow resident who is not using their carpark at the time allowing you to use theirs. The carpark is a designated Secure Area.

Adelaide City Council (ACC) operate a Visitor Permit Scheme which recognises that some residents may wish to provide a 'Visitors Permit' to use for short-term visitors or tradesmen that doubles the allowable posted time limit. A two-hour car park becomes 4 hours when the permit is placed on the dash of the vehicle. Conditions of use are as set by ACC. A resident may purchase up to 50 vouchers at any time, and they are sold by ACC in books of 25. Visitor Parking Permits may only be purchased by a resident of the ACC area.

If a vehicle illegally parks in your carpark, available action by CGCA is currently limited to fining the owner of the apartment linked to the car. A strategy that has at time been helpful is 'name and shame'. Take a photo of offending vehicle and place a post on the Facebook Group page. This will alert other residents to help identify the owner of the offending vehicle and hopefully allow offers of unused parks you may be able to use temporarily.

An illegally parked vehicle in a privately-owned carpark will on request of the resident be 'stickered' with a highly adhesive sticker to deter future incidents. Please advise the Building Manager of details of date/time and provide a photo of the vehicle showing the number plate, so that this can be recorded.

Strata officers will also 'sticker' a vehicle, motorbike or scooter that is parked in a pedestrian walkway, next to the carpark lifts, or in any other common property area in any of the four Stratas. Repeat offenders may be fined by the Strata once their Apartment is identified and/or may have access to the carpark removed from their fob.

It is recommended that to remove the risk of illegal parking in your car park space that a lockable pivot parking bollard be installed. The recommended unit is <https://www.msabollards.com.au/parking-pivot-bollards/> using 4 x 75mm ankascrews.

Contact Ian Brown iancbrown4@gmail.com for details.

Pedestrian Access Doors

The Northern foyer, Southern Foyer and the Bewes Street and Eden Street pedestrian access doors are monitored via CCTV and any resident who prevents the closure of the door and impacts on the security of the complex will incur a fine to the unit owner. Warning stickers have been placed on all access restricted doors.

Pool/Gym/Common Room

The pool, gym, and Common Room (A&B42) are privately owned and CGCA has been unable to reach an agreement with the owner for their continued use. As a result, these are not available to residents.

Real Estate Agent Access

If you are selling your apartment, your Real Estate Agent cannot prop open the security doors. They need to either 'meet and greet' on the outside of the security doors or use the intercom system. Real Estate agents are not permitted to place signs on our fences or private balconies. Feel free to encourage your agent to advertise common area facilities that are available, e.g., the Sauna, electric BBQ, Plaza, bike storage, car wash bay, vending machine, secure access, and CCTV security but ensure that they do not incorrectly indicate use of the pool/gym etc.

Recreational Facilities

All residents are permitted to use the tennis court and the sauna free of charge. Residents need to use their FOB to access these facilities. Note that a fob is also needed to exit the tennis court. The Sauna is located on the ground floor of D Block around the corner from the D Block lift a communal toilet is nearby.

Note, that the sauna is not a 'party room' and smoking and the consumption of alcohol/ drugs in the sauna is strictly prohibited. Residents use the sauna at their own risk.

The use of the BBQ, tennis court, carwash (including use of pressure sprayer) and sauna can be booked via the MyBos app.

Renovations

See separate 'Renovations' document available on the MyBos Form and Documents page.

The Strata Articles do not permit substantial changes to an apartment (notably to load bearing walls or other structural changes) without prior written consent of the Committee of Management of the relevant Strata. Level 4 apartments require consent for installation of skylights and ventilation.

Rubbish

A detailed Rubbish/Recycling flyer is available on MyBos Form and Documents page.

The bins are placed on Bewes Street for collection; Organics every Monday and General Rubbish and Recycling on Thursday mornings (put out Wednesday afternoons); note the restricted parking in the loading zone from midnight to 8am on Thursdays only.

Please observe the signs and place your waste in the correct bin. If you see someone putting their rubbish in the wrong bin, please explain the bin room layout and signs to them. They may have a poor understanding of English.

We have four types of bins:

- **Organics** (240 Litre, mid-size, **all-green bin**). Use corn starch biodegradable bags (available free).
- **Recycling** (660 Litre, big bin, **yellow lid**)
- **General Waste** (660 Litre, big bin, **red lid**)
- **Drink Deposits** (240 Litre, mid-size, circular hole in lid). Part proceeds go to CGCA Social Fund.

Hard Waste. The Building Manager manages a monthly Hard Waste collection service for residents. Watch the Noticeboards and Facebook/MyBos for details of Collection Days.

Batteries & Car waste, car tyres, batteries (including car batteries), electronic waste and hazardous waste must not be placed in the waste bins or Hard Waste. Car tyres and car batteries can be disposed of for a small fee at Beaurepaires, Bob Jane Tyres or myCar Tyre & Auto. Small batteries may be recycled at the Hutt Street Public Library and ACC offices. Officeworks recycles phones, small batteries and printer toners.

Unwanted furniture etc. This can be 'advertised' on the CG facebook page. Alternatively, 'Second Chances' will collect most donated items (including electrical items), and Vinnies will collect many items, excluding electrical items.

Second Chances www.secondchances.org.au 82720323.

Vinnies https://www.vinnies.org.au/page/Donate/Donate_Goods/.

Note that neither will accept stained mattresses (which can be put out in the Hard Waste).

'Sharps' needles must legally not be put in general waste and should be disposed of responsibly. These can be disposed of either in the yellow containers available, or by obtaining your own approved container. Containers are available at pharmacies, and they will also take full containers.

Please note that the bins on the plaza are only for the use of those conducting activities on the plaza and not for apartment rubbish. All apartment rubbish must be put in the relevant bins in the carpark level bins.

Kitchen caddy bins and corn starch bags are available free of charge from the Caretaker.

Security - FOBs

All owners have been allocated 5 'proximity device' FOBs for access to the Complex. These are numbered, and owners should record those numbers and perhaps more securely attaching them to each fob. If one is lost, that single FOB can be cancelled and a new one issued, at owners' cost. The FOBs are numbered to allow the security system to track the location and time of every use of the device; this information can be accessed by Strata Officers as well as the Security Contractor.

For a cost up to 2 extra fobs can be requested from Munros Property Management.

The FOBs permit residents access to the four main entrance doors, the car park roller doors, Sauna, Tennis Court (note also required to exit), and the Residents individual walkway area. Strata officers, the Building Manager, the Caretaker and selected, trusted service providers are issued with master FOBs, which can open any of the security doors, as can the emergency services.

For assistance in determining fob numbers (which may be illegible) contact Building Manager Steve Gladwell (see Contact page).

Security Door Access

Please DO NOT hold the access doors open for people you do not know. They may not have any right to access the property and not have good intentions once inside. Significant funds have been invested to improve your security; residents and owners are encouraged to help keep our premises safe.

Smoke/Fire Detectors

The in-room fire detectors at Carrington Gardens are unfortunately located very close to the kitchen area and can be triggered if smoke or fumes are produced during cooking.

A and B Apartments.

Fire detection systems are connected to the Metropolitan Fire Service (MFS) for automatic attendance. Here are some tips to avoid unnecessary MFS callout fees if your smoke alarm activates inadvertently during cooking.

- Ensure there is some room ventilation when cooking where there is a risk of smoke/fumes being produced. Open doors/windows for cross-ventilation. Close the bedroom doors.
- Turn the range-hood fan on when toasting/cooking where there is a danger of smoke being produced. Unfortunately, this has limited effect if the range-hood does not have charcoal filters (i.e., the original style) as the unfiltered recirculation function merely blows the fumes back into the room.

- Avoid burning toast or any other food. If you do, open an external door and opposite window/door to suck smoke out as quickly as possible.
- At the first sign of any smoke and/or fumes, stop the source of the smoke, e.g., switch off the toaster, and immediately open the front and rear doors/windows to encourage airflow through the apartment.
- If the ceiling mounted smoke detector sounds. You have a maximum of three minutes (maybe less!) to clear the smoke from the detector before an MFS call is automatically activated. So, open the doors, grab a tea towel or similar and wave air at the detector vigorously until the light goes off. The effectiveness of this will depend on the thickness of the smoke. If the smoke is momentarily cleared, the detector will provide another three minutes to clear the smoke.
- If the alarm activates there is nothing more to do except wait until the fire trucks arrive. If it is safe to do so, please meet the MFS at the fire panel in the Carrington Street foyer. Ringing them to report the false alarm will have no effect as they are legally obligated to attend when the building alarm is activated.

Please note that the MFS callout fee can be very expensive (\$850 or even more), so avoiding false alarms is important (there is no charge if there actually is a fire). If the apartment is tenanted the bill will go to the owner. We recommend, ultimately the tenant will be required to pay the owners put in place in advance measures to reclaim this from tenant.

Note during renovations – the A/B detectors are also set off by dust, and during renovations the detector should be ‘bagged’ by the contractor.

Do not disconnect the A/B detector/s as this will show as a ‘fault’ on the Main Fire Board and FESSA will charge a fee to reinstate the detector.

C and D Apartments

Fire alarms are not directly connected to the MFS system, so in the event of a fire, call 000, and advise the address (18 Bewes Steet or 17 Eden Street), apartment and level number.

All C/D apartments have hard-wired smoke detectors, but owners should periodically check the back-up battery (if present). There is no charge by MFS for a phoned-in false alarm in C/D.

Evacuation

If there is a fire you should vacate the apartment. For C/D phone MFS and knock on adjoining apartment doors to warn neighbours. For any fire or false alarm leave your apartment door closed but unlocked (otherwise MFS will break down the door to gain access).

Smoking

The general principle behind what smoking practices is acceptable is that it must not incidentally affect other residents and visitors. The following general provisions apply to smoking on the premises:

- **In Apartments.** Smoking in apartments and on balconies is a personal choice of the owner. However, cigarette ash and butts should not be flicked over balconies as it often ends up on balconies below or may cause a fire in the garden area.

- **In Entrances, Walkways, Stairwells, Lifts, Car Park Areas.** Smoking is forbidden in all entrances, walkways, stairwells, lifts and in the car park – essentially any confined or common area.
- **Plaza Areas.** Smoking is prohibited within 5m of the D Block patio table specifically. Smoking is permitted elsewhere on the plaza areas if other persons nearby do not complain. Smokers must provide their own ashtray and dispose of ash and butts properly.

Special Conditions - Tenancy Agreements

All tenants and other non-owner residents are bound by the Strata Amended Articles through a subset document called the Special Conditions. A copy of the Special Conditions must be added to any residential tenancy, including sub-letting of a car park. These are available to owners to download via their access on the MyBos Form and Documents page. A summary copy is available in Simplified Chinese and Japanese.

The owner is responsible to ensure compliance to the Amended Articles and Standing Minutes by residents. Failure to comply may result in a fine levied against the owner.

Standing Minutes

The CGCA or Stratas may make special resolutions that provide ongoing guidance for owners wishing to make changes to their property. These resolutions are recorded in a policy document called “Strata Standing Minutes”, which may be found on the Strata Body Corporate Managers’ website or from your Strata Secretary or on the CGCA MyBos Portal.

Strata Documents and Information

All owners have access to a large range of financial, policy, administration, and meeting records online via their personal owner’s login on the Strata Body Corporate manager’s website. This includes relevant information about the CGCA activities. Other documents are available via the MyBos Portal. Contact the Body Corporate manager for your personal login details.

Strata Body Corporate Manager - Role

The Strata Manager (Munro Property Group) works directly for the Strata COMs/CGCA (as applicable) and is responsible for:

- the management of the Strata finances and administration.
- preparation of your quarterly contributions account in accordance with the policy direction provided by decisions made at the AGMs.
- issuing work orders to service providers and pay subsequent invoices.
- pay invoices for routine services such as the lift maintenance and common area electricity bills.
- managing insurance claims for Strata-related insurance claims.
- preparation of Agenda and Minutes for EGMs/AGMs

The Strata Managers are not representatives for individual owners.

Vending Machine

A drink, snack and meal vending machine is located on the west side of the tennis court. The profits from this machine are used to improve the social and recreational services for residents. The machine takes credit cards, and you will find the prices better than On the Run Service Station.

Water Damage

The design of the building causes water leaking from one apartment to flow into the walls, ceilings, and floors of lower apartments, which may cause extensive damage, cost, and inconvenience. We suggest that owners/managers maintain regular maintenance checks including grout & sealant. Public Liability Insurance is also highly recommended (see Insurance section for details).

If water damage is reported, the Strata Body Corporate manager will organise a plumber to inspect the damage and advise. If the damage originates from your apartment and is a result of leaking drains or taps, missing grout/sealant or other fair-wear-and-tear causes within the apartment, the owner will be responsible for repairs. If the damage originates from the infrastructure pipework services or an external source, the Strata will pay the plumbers bill for the inspection and any plumbing repair work and, where applicable, instigate an insurance claim for any other damage that is covered under our insurance policy.

Window Cleaning

The caretaker can provide a free, short-term loan of a magnetic window cleaning device, which permit the safe cleaning of the external apartment windows. Make sure to tie the string to your wrist when using. Contact the Building Manager.

Contact List

After Hours Building Emergencies: 08-8132 2000

Building Manager: Steve Gladwell 0431 662 139 or familygladwell@gmail.com

Caretaking: 0447 647 400 (Ricky)

Hot Water A/B Blocks: Origin, 1800684993, <http://originenergy.com.au>

Hot Water C/D Blocks: Savant Energy Power Networks, 08-70094555,

Lifts: Otis Elevators, 1800 626 847

Locks: Knight Locksmiths, 08-82315534, sales@knightlocksmiths.com.au

Police & Emergency Services (Urgent): 000

Police (Routine, e.g., noise complaint): **131444**

Police Crime Stoppers: 1800333000 <https://sa.crimestoppers.com.au/crime-stoppers-information-report>

Presiding Officers:

A Block – Mike Whillas, mcwhillas75@gmail.com

B Block – Celina McKenzie, celina.r.mckenzie@outlook.com

C Block – Jon Varcoe jon.varcoe@live.com.au

D Block - Ian Brown, iancbrown4@gmail.com

Property Managers: Pamela Krause pamela@munroproperty.com.au Tel: 08-8132 2000

Jason Nash jason@munropropertygroup.com.au Tel: 08-8132 2000

Security Contractors: SA Electronics, 83/81 King William St, Kent Town. 08 8132-2444

Strata Body Corporate Manager: Munro Property Group, 136 The Parade, Norwood, SA 5067, Tel: 08 8132 2000, <http://munropropertygroup.com.au/>

CGCA facebook page <https://www.facebook.com/groups/348261858840754/?fref=nf>. Contact Ian Brown iancbrown4@gmail.com to join the 'closed' group.

MyBos Portal. Download the app, obtain login details from the Strata Manager and then logon at <https://app.mybos.com/main/login>.

Contractors. The MyBos Portal has a list of contractors recommended by other owners.

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CARRINGTON GARDENS WINDSOR APARTMENTS

TENANT INFORMATION BOOKLET

V1 May 2024

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Introduction

This booklet is created to provide some background information to both Residents and Owners on Services and Features within the Complex.

Carrington Gardens Community Association consists of four (4) Strata Corporations (SC) which are bounded by Carrington, Bewes and Eden Streets, Adelaide. Colloquially known as A/B/C/D Blocks, each SC is an incorporated body with their own Committee of Management (COM). The (COM) consists of a Presiding Officer (PO), a Secretary and a Treasurer and other interested owners. The COM is elected each year at the Strata Annual General Meeting.

The northern two Blocks were built in the early 1990s and the development was marketed as Carrington Gardens. The southern two Blocks were built in the early 2000s and were marketed as Windsor Apartments. For ease of reference, the whole complex is commonly referred to by the site's first name 'Carrington Gardens'.

As the four Stratas share many common facilities, such as the tennis court, entrances, stairwells, car park, etc, a separate incorporated body called 'Carrington Gardens Community Association' (CGCA) was created to manage the common areas. The CGCA normally meets every two months, and its membership comprises all four Strata POs plus a Secretary and a Treasurer. Any owner from any of the Stratas can be elected by the POs to be the CGCA Secretary or Treasurer. The CGCA operates under its own Constitution and is responsible for the day-to-day functioning of the complex.

Tenants are encouraged to help in the running of the facility by:

- respond to surveys/correspondence from the COM/CGCA where residents input is sought,
- report unusual activity in the complex, such as leaking pipes, lift out of service, security doors not closing properly etc, ideally using MyBos.

There is a Contacts List for key persons/services on the last page.

Animals

CGCA has an Animal Policy (see Standing Minutes on MyBos Form & Documents page) approved by owners. Animals (other than dogs) are permitted with written approval from the Strata Committee of Management, which will be subject to conditions. Dogs will only be allowed if they are trained Assistance Dogs. Please note approvals can be rescinded at any time and that Owner's remain responsible for the animal's behaviour.

Balcony Use

Balconies must not be used as storage areas, and any storage unit placed on the balcony requires prior Strata approval. Any balcony privacy screen used must either be of the type approved, or if different be approved by the Strata. (See Standing Minutes on MyBos Form and Documents page).

Clothes horse airers are permitted. Hanging washing lines, and the hanging of clothing etc over the balcony balustrades is not permitted.

BBQ

There is a coin-operated electric BBQ on the north-western side of the Plaza area for use by Residents; a \$2 coin buys you 20 minutes of cooking time. The power switch on the right-hand side may need to be switched on. Please leave the BBQ clean after use. The money raised is collected and used for common area or social projects for residents.

Bicycles

Bicycles may only be placed in the bike racks, the vertical-hang bike sheds or within your own apartment. They must not be parked on walkways or the pool fence as these present a hazard for those walking past. Accordingly, illegally parked bikes will have their locks cut and the bike will be moved to the nearest available rack (there will be no right of compensation). D ring locks are strongly recommended and storage in these common areas is at the owner's risk. Despite best efforts of Strata Officers/CGCA there are still thefts that take place. Police recommend bike owners complete a Bike Passport, this is available on the MyBos Documents and Forms page.

Building Manager

CGCA has a Building Manager (BM) to help with the day-to-day running of the complex. The BM works part time', so please use email as the first point of contact unless the matter is urgent. DO NOT contact the BM (see contact details in the list at the end) for routine matters outside of business hours, although an SMS can be sent. In the first instance, tenants should always contact their property manager for routine building issues. Any maintenance issue within the apartment is the responsibility of the owner.

Caretaker/Cleaner

CGCA has appointed an outside cleaning/caretaker contractor. There is a head caretaker on-site (normally only in the mornings) and he reports to the CGCA through the Building Manager.

Carpark Roller Doors

The carpark roller doors are not to be locked open by anyone other than the Caretaker or a person specifically authorised by a Strata officer. Residents opening the roller doors, for example to permit friends access for parties, are in direct contravention to the Strata Articles clause relating to harming building security. Any instance will be tracked via the FOB used to open the roller door and the owner of the relevant apartment will be fined without further notice. Presumably this fine will then be passed on to the tenant responsible.

Carpark Safety

The speed limit in the carpark is 5 kph. Driving above this speed endangers the lives of pedestrians; especially young children who can be naive to the risks posed by moving vehicles. Strata officers will take an exceptionally dim view of speeding drivers and will take action to fine the driver and can (if repeat offender) exclude their vehicle from the carpark by cancelling their Access Fob access for a period.

The COM can identify the apartment through the FOB used to operate the roller door and the CCTV system enables the driver and the vehicle to be similarly identified. Observe the speed signs please.

Car Ramp Use by Pedestrians

The use of the car ramps by pedestrians is a safety hazard and is prohibited. Pedestrians using the car ramp without good reason may have their access FOB deactivated to assist their own safety. For those wishing to enter off Bewes or Eden Streets please use the side street pedestrian doors. An access ramp is available at the main entrance on Carrington Street.

If you decide to rent your car space out privately, it must be a condition of the agreement that they agree not to use the carpark entry ramps to walk down to their car. Carpark sub-tenants may not use the common facilities other than the EV Charging Station which may be used according to the Charger Rules. The owner of the FOB accessing the roller door for pedestrian use may be fined by the Strata if breaches are associated with a vehicle in their carpark space.

Carrington Gardens Community Group (CGCG)

This is a voluntary group of residents (owners & tenants) who volunteer to coordinate facilities and functions that build a sense of community within the complex. This includes BBQ, cultural events, book library etc. All residents are encouraged to become involved, even if just turning up to events.

Car Wash/EV Charging Station

Due to the limited parking available, the CGCA has approved use of the carwash space for contractor parking with prior approval from the Building Manager. Owners and residents can book the space for either car washing or EV charging via the MyBos Bookings page. It may not be used for car parking by owners or residents at any time without the permission of the caretaker, Building Manager or Strata Officers. Please do not use the drain to dispose of engine oil or other toxic liquids.

Closed Circuit Television System

A CCTV system was installed in mid-2016 to improve everyone's safety and security. The CCTV recorder permits a correlation between the security system records (FOB number used for access) and visual footage of any relevant breach of security. This permits identification of persons acting illegally in common areas and has proven to be very useful as a means of evidence for police action.

Communication

Contact details for various Office Bearers, Property Manager, Caretaker and Building Manager are at the end of this booklet. Maintenance Issues can be logged via the MyBos programme. Facebook can be used for informal communication.

MyBos provides the option for the Property Manager and Office Bearers to text those registered (both owners and tenants) in cases of urgency, such as an unexpected water outage.

Electricity Supply

CGCA has an embedded power arrangement/contract with Benergy to be the default supplier of electricity to the complex. We have found that Residents enjoy quite substantial discounts when they sign up with Benergy.

Residents can make their own arrangements for billing with any company they want however they will still be required to pay Benergy the Daily Supply charge (which all providers charge, and will be charged by Benergy in lieu of the other supplier).

CGCA also receives a further rebate dependant on the number of residents transferring to Benergy. All rebates received are applied to cover CGCA expenses and help reduce the Strata Fees and does not impact on the residents' account.

Emergency Procedures

Please see the following subsections regarding actions to take in an emergency:

- **Water Leak in Apartment.** Switch off the isolation tap (see location in the Hot Water section below). Contact your Property Manager.
- **Water/Sewerage Leak in a Common Area.** If the caretaker is on-duty notify him as soon as possible, otherwise contact the Building Manager.
- **Flashing Red Light or repeated alarm beeping on Meter-Type Box in Car Park.** This indicates a malfunction with one of the stormwater sump pumps, which pump stormwater from the eight sump pits out to the street. If the caretaker is on-duty notify him in person as soon as possible otherwise contact the Building Manager or Strata Body Corporate manager.
- **Lift Malfunction.** If you are inside the lift, follow the procedures on the operations panel.
- **Emergency Evacuation.** Maps have been provided to all apartments indicating fire stairs and exit procedures. Replacement maps can be found in the Fire Plans folder in Form and Documents page on MyBos.
- **Medical Emergency/Ambulance.** Please contact SA Ambulance Service (SAAS) on 000 and provide them with details. If you are able, it is easier to have someone meet them

at the Carrington Street entrance and guide them into the complex. If you are unable to meet the crews outside the complex, please note that the SA Ambulance Service, SA Metropolitan Fire Service and SA Police Department all have access to an Emergency Services Key Safe in both the Northern and Southern Foyers. They will have access to 'all areas' of the complex EXCEPT your private Apartment.

- **AEDs/Defibrillators are available in both ground floor lift foyers.**
- **Fire Emergency.** Please contact SA Metropolitan Fire Service (SAMFS) on 000 and provide them with details. If you are able, it is easier to meet them at the Carrington Street entrance and guide them into the complex. If you are unable to meet the crews outside the complex, please note that the SA Ambulance Service, Metropolitan Fire Service and SA Police Department all have access to an Emergency Services Key Safe in both the Northern and Southern Foyers. They will have access to 'all areas' of the complex EXCEPT your private Apartment. Emergency Evacuation Areas are Karidis Car Park on the NW Corner of the Complex for Carrington Gardens Apartments and Hurtle Square for Windsor Apartments.
- **Police Emergency.** Please contact SA Police Department (SAPOL) on 000 (Urgent Police Assistance) or 131444 (Non- Urgent Police Assistance) and provide them with details. If you are able, it is easier to meet them at the Carrington Street entrance and guide them into the complex. If you are unable to meet the crews outside the complex, please note that the SA Ambulance Service, Metropolitan Fire Service and SA Police Department all have access to an Emergency Services Key Safe in both the Northern and Southern Foyers. They will have access to 'all areas' of the complex EXCEPT your private Apartment.

Facebook

Want to know what is going on at the complex or want to discuss issues with other residents/owners? Our Facebook page **Carrington Gardens Community Group** provides a communications forum to share information. All residents and owners are encouraged to become members and to help foster a healthy community spirit. When you go to sign up, you must answer the questions that identify you as a resident or owner otherwise you will be denied access to this closed group. Contact Ian Brown iancbrown4@gmail.com to be invited to join that group.

Tenants are requested to inform the page manager when they leave. Whilst it is a great forum to share information, it is not managed or monitored by the CGCA.

Front Office

There is no administrative office located within the complex. Unit A1 in the south foyer is a private business and no enquiries should be directed to them.

Hot & Cold Water

Hot water to the apartments is provided via community hot water heaters located in the corner storeroom in the carpark; each Strata have their own water heaters, storage tanks and circulation line. Each owner or tenant will need to setup their own account with the Hot Water Service provider which is either Origin for A/B Blocks (Windsor Apartments) or Savant for C/D Blocks (Carrington Gardens Apartments). Costs for Hot Water are based on own usage. See contact details at the end.

The cold-water consumption is billed by SA Water based on a percentage of total water use by the Strata.

A and B Apartments.

Apartment water isolation stopcocks are in the bathroom roof space near the manhole cover. There are two stopcocks: one for hot and one for cold water. The hot water consumption meter is in the same location and is connected to a small transmitter that sends consumption wirelessly to a central connector operated by Origin.

A and B Blocks have a tempering valve which reduces the temperature of the hot water to the sanitary areas (which excludes the kitchen tap) to help prevent scalding. These tempering valves, which incorporate non-return-valves to prevent mixing of the system hot and cold water, should be replaced every five years.

C and D Apartments

For C/D the Apartment Hot Water stopcock and consumption meter is in the meter box recessed into the wall next to your apartment (along the walkway). The Cold-Water stopcock is in the bathroom roof space above the manhole cover.

Insurance:

The Corporation holds Building Insurance cover only.

Building insurance does not cover:

- Contents within the individual units, including floor coverings.
- Public / General Liability within individual units, or damage to other apartments / common areas resulting from a defect within an apartment – e.g. water damage from a leaking drain or taps or fire from a faulty appliance or defective apartment electricity switchboard.
- Malicious damage / breach of lease by tenants, and loss of rental due to damage by tenants.

It is up to the owner and/or tenants to obtain Landlord and/or Contents Insurance to cover those items.

Note that owners are liable for any damage which results from their apartment. Notably for water damage resulting from leaking pipes, taps, drains and showers (particularly shower or bath drains). Ensure that shower floors are properly grouted and silicon-sealed. Owners should maintain occupier's/landlord's liability insurance to cover this.

Contents Insurance - Covers your personal possessions from accidental and malicious damage, theft, water, fire and storm damage with new for old replacement and includes Furniture, Furnishings, carpets, internal blinds & curtains, household goods and Portable Contents – smartphone, jewellery and other prized possessions when they are away from your property, in transit, storage or when you are moving into or out of your home. Also covers liability insurance. Recommended for tenanted apartments and owners in residence.

Landlords Insurance – Covers loss of rent and the owner's contents (floor coverings, blind

curtains, and any owner provided furniture and furnishings) including replacement of locks & keys following an eviction, also loss of rental due to damage by tenants. – Recommended for owners who lease/rent out the property.

Note that the management is only able to provide general insurance advice. Each owner must seek their own individual insurance advice to suit their circumstances.

The Strata arranges insurance for the building and a Certificate of Currency for the relevant Strata can be requested from the Strata Manager.

Intercom

A and B Apartments.

A & B Apartments the Intercom can be set to operate through either a VOIP connection to an internet modem, the apartment landline or to a single mobile phone. Contact the Building Manager to set this up. When occupants (or phone numbers) change, please advise the Building Manager.

Remote door release is also available through the intercom using a code available from the Building Manager.

C and D Apartments

C & D Apartments maintain a separate hard-wired line for the Intercom alone allowing the Telephone line to be used for both Home Phone and Internet. Press the “speak” button to reply to a call. Press the “key” button for door release.

Each apartment can communicate with the intercom panels from the respective entrance as well as the lift foyer on the respective floor level. A/B Intercom facilities are set up differently from C/D Apartments. If you require assistance to get your Intercom working, please speak with the Building Manager in the first instance who can provide advice.

Internet

Internet access need to be arranged by the Resident. The Complex does have ‘Fibre to The Building’ (FTTB). Arrangements (appointment) needs to be made with the Building Manager if your Internet Provider needs to access the Telecommunications/Main Distribution Frame.

Letterboxes

Please clear mail from your letterbox regularly. Your letterbox is owned by the Strata and any damage should be reported to your property manager.

“No Junk Mail” stickers that have a place to put an intercom or phone number for deliveries are available from the Caretaker. If you wish to have Junk Mail delivered this section can be cut from the sticker. Please do not use other notices containing this information.

Mail/ Parcel theft. Letterboxes should be kept locked and emptied regularly as these are subject to frequent theft, particularly regarding identity theft. CGCA does not provide the option for parcels to be left. If parcels are left unattended it is at the individual’s risk.

Lifts

There are four lifts at Carrington Gardens: the two on the north side service C/D Blocks and the two on the south side service A/B Blocks. You cannot use A/B Lifts to access an Apartment in C/D or visa/versa. All lifts are currently maintained by Otis Lifts. If you drop your keys through the space in lift floor, the lift service contractor will be required to retrieve them from the lift pit at the cost of the resident.

Lockouts

The Security System contractor is SA Electronics, who offer a 24/7 service. Note that callouts are billed to the resident requesting the same. They will only be able to get you into the complex, not your apartment. Knight Locksmiths (contact details below) have a master FOB for access to the complex; their callout fee is also payable by the person requesting the service.

Maintenance Issues

Please do not ignore maintenance issues that you observe, e.g., leaking pipes, doors not closing properly, or lift not working. If the caretaker is on duty, please point the matter out to them and they will follow up. Otherwise, please use MyBos Maintenance Request page to report it. This allows for a description (and a photo is often helpful) of the issue. Please report any signs of water damage in your apartment (mould or damp patches) as this may indicate a water leak in either your apartment or an adjoining apartment.

MyBos Management System

All Owners and Residents are encouraged to join MyBos. This is a web and app based program that provides easy communication and access to a variety of functions.

- You can book facilities.
- Be kept informed of what is happening.
- Access strata documents
- Receive important/emergency texts to your phone e.g. urgent water turn off.
- Get details of tradies other residents recommend.
- Put in Common Property Maintenance Requests.

You will see MyBos referenced throughout this booklet.

To access please contact Munros Property Group and ask for log in details.

MyBos is the system that runs the information screens. At time of writing CGCA are preparing guidelines that will allow owners & residents to place items on the screens. Further information will come shortly.

Noise Pollution

Carrington Gardens is a large residential facility of over 160 units comprising, owner-occupied, long- and short-term tenancies all living in a high-density environment. Residents are asked to consider others when entertaining larger groups of people or undertaking building renovations, specifically:

- **Common Areas** – no amplified music within the common areas and consideration of a 10pm curfew on events or social get-togethers. No gatherings on the common walkway areas.
- **Apartments** – be considerate of your neighbours. Unfortunately, due to the design of the building noise travels a great distance, so no loud entertaining within apartments, **especially after 10pm**. This includes banging on floors as the noise travels through to the apartment below.
- **Building Renovations** – should only take place between 0800 – 1700 Monday to Friday (excl. Public Holidays) and 0900 – 1300 on Saturday. If possible, please keep your walkway doors and windows closed to avoid noise echoing.

Breaches of the above may result in the Strata Corporation levying fines against the residents involved. If residents are concerned that there is excessive and unreasonable noise coming from an event or apartment, we recommend contacting SA Police on 131 444. The person making the complaint may need to let the police officers into the building.

A referral of the issue can also be made to Munros for referral to the Strata Committees for eventual action.

Parking

You may only park in carpark allocated to your apartment; all carparks are privately owned (except the Wash Bay). If you have guests and your parking space is already occupied, they must park out on the street; or a Facebook appeal may result in a fellow resident who is not using their carpark at the time allowing you to use theirs. The carpark is a designated Secure Area.

Adelaide City Council (ACC) operate a Visitor Permit Scheme which recognises that some residents may wish to provide a 'Visitors Permit' to use for short-term visitors or tradesmen that doubles the allowable posted time limit. A two-hour car park becomes 4 hours when the permit is placed on the dash of the vehicle. Conditions of use are as set by ACC. A resident may purchase up to 50 vouchers at any time, and they are sold by ACC in books of 25. Visitor Parking Permits may only be purchased by a resident of the ACC area.

If a vehicle illegally parks in your carpark, available action by CGCA is currently limited to fining the owner of the apartment linked to the car. A strategy that has at time been helpful is 'name and shame'. Take a photo of offending vehicle and place a post on the Facebook Group page. This will alert other residents to help identify the owner of the offending vehicle and hopefully allow offers of unused parks you may be able to use temporarily.

An illegally parked vehicle in a privately-owned carpark will on request of the resident be 'stickered' with a highly adhesive sticker to deter future incidents. Please advise the Building Manager of details of date/time and provide a photo of the vehicle showing the number plate, so that this can be recorded.

Strata officers will also 'sticker' a vehicle, motorbike or scooter that is parked in a pedestrian walkway, next to the carpark lifts, or in any other common property area in any of the four Stratas. Repeat offenders may be fined by the Strata once their Apartment is identified and/or may have access to the carpark removed from their fob.

It is recommended that to remove the risk of illegal parking in your car park space that a lockable pivot parking bollard be installed. The recommended unit is <https://www.msabollards.com.au/parking-pivot-bollards/> using 4 x 75mm ankascrews. Contact Ian Brown iancbrown4@gmail.com for details.

Pedestrian Access Doors

The Northern foyer, Southern Foyer and the Bewes Street and Eden Street pedestrian access doors are monitored via CCTV and any resident who prevents the closure of the door and impacts on the security of the complex will incur a fine to the unit owner. Warning stickers have been placed on all access restricted doors.

Pool/Gym/Common Room

The pool, gym, and Common Room (A&B42) are privately owned and CGCA has been unable to reach an agreement with the owner for their continued use. As a result, these are not available to residents.

Recreational Facilities

All residents are permitted to use the tennis court and the sauna free of charge. Residents need to use their FOB to access these facilities. Note that a fob is also needed to exit the tennis court. The Sauna is located on the ground floor of D Block around the corner from the D Block lift a communal toilet is nearby.

Note, that the sauna is not a 'party room' and smoking and the consumption of alcohol/ drugs in the sauna is strictly prohibited. Residents use the sauna at their own risk.

The use of the BBQ, tennis court, carwash (including use of pressure sprayer) and sauna can be booked via the MyBos app.

Rubbish

A detailed Rubbish/Recycling flyer is available on MyBos Form and Documents page.

The bins are placed on Bewes Street for collection; Organics every Monday and General Rubbish and Recycling on Thursday mornings (put out Wednesday afternoons); note the restricted parking in the loading zone from midnight to 8am on Thursdays only.

Please observe the signs and place your waste in the correct bin. If you see someone putting their rubbish in the wrong bin, please explain the bin room layout and signs to them. They may have a poor understanding of English.

We have four types of bins:

- **Organics** (240 Litre, mid-size, **all-green bin**). Use corn starch biodegradable bags (available free).
- **Recycling** (660 Litre, big bin, **yellow lid**)
- **General Waste** (660 Litre, big bin, **red lid**)

- **Drink Deposits** (240 Litre, mid-size, circular hole in lid). Part proceeds go to CGCA Social Fund.

Hard Waste. The Building Manager manages a monthly Hard Waste collection service for residents. Watch the Noticeboards and Facebook/MyBos for details of Collection Days.

Batteries & Car waste, car tyres, batteries (including car batteries), electronic waste and hazardous waste must not be placed in the waste bins or Hard Waste. Car tyres and car batteries can be disposed of for a small fee at Beaurepaires, Bob Jane Tyres or myCar Tyre & Auto. Small batteries may be recycled at the Hutt Street Public Library and ACC offices. Officeworks recycles phones, small batteries and printer toners.

Unwanted furniture etc. This can be 'advertised' on the CG facebook page. Alternatively, 'Second Chances' will collect most donated items (including electrical items), and Vinnies will collect many items, excluding electrical items.

Second Chances www.secondchances.org.au 82720323.

Vinnies https://www.vinnies.org.au/page/Donate/Donate_Goods/.

Note that neither will accept stained mattresses (which can be put out in the Hard Waste).

'Sharps' needles must legally not be put in general waste and should be disposed of responsibly. These can be disposed of either in the yellow containers available, or by obtaining your own approved container. Containers are available at pharmacies, and they will also take full containers.

Please note that the bins on the plaza are only for the use of those conducting activities on the plaza and not for apartment rubbish. All apartment rubbish must be put in the relevant bins in the carpark level bins.

Kitchen caddy bins and corn starch bags are available free of charge from the Caretaker.

Security - FOBs

The FOBs are numbered to allow the security system to track the location and time of every use of the device; this information can be accessed by Strata Officers as well as the Security Contractor.

The FOBs permit residents access to the four main entrance doors, the car park roller doors, Sauna, Tennis Court (note also required to exit), and the Residents individual walkway area. Strata officers, the Building Manager, the Caretaker and selected, trusted service providers are issued with master FOBs, which can open any of the security doors, as can the emergency services.

Security Door Access

Please DO NOT hold the access doors open for people you do not know. They may not have any right to access the property and not have good intentions once inside. Significant funds have been invested to improve your security; residents and owners are encouraged to help keep our premises safe.

Smoke/Fire Detectors

The in-room fire detectors at Carrington Gardens are unfortunately located very close to the kitchen area and can be triggered if smoke or fumes are produced during cooking.

A and B Apartments.

Fire detection systems are connected to the Metropolitan Fire Service (MFS) for automatic attendance. Here are some tips to avoid unnecessary MFS callout fees if your smoke alarm activates inadvertently during cooking.

- Ensure there is some room ventilation when cooking where there is a risk of smoke/fumes being produced. Open doors/windows for cross-ventilation. Close the bedroom doors.
- Turn the range-hood fan on when toasting/cooking where there is a danger of smoke being produced. Unfortunately, this has limited effect if the range-hood does not have charcoal filters (i.e., the original style) as the unfiltered recirculation function merely blows the fumes back into the room.
- Avoid burning toast or any other food. If you do, open an external door and opposite window/door to suck smoke out as quickly as possible.
- At the first sign of any smoke and/or fumes, stop the source of the smoke, e.g., switch off the toaster, and immediately open the front and rear doors/windows to encourage airflow through the apartment.
- If the ceiling mounted smoke detector sounds. You have a maximum of three minutes (maybe less!) to clear the smoke from the detector before an MFS call is automatically activated. So, open the doors, grab a tea towel or similar and wave air at the detector vigorously until the light goes off. The effectiveness of this will depend on the thickness of the smoke. If the smoke is momentarily cleared, the detector will provide another three minutes to clear the smoke.
- If the alarm activates there is nothing more to do except wait until the fire trucks arrive. If it is safe to do so, please meet the MFS at the fire panel in the Carrington Street foyer. Ringing them to report the false alarm will have no effect as they are legally obligated to attend when the building alarm is activated.

Please note that the MFS callout fee can be very expensive (\$850 or even more), so avoiding false alarms is important (there is no charge if there actually is a fire). If the apartment is tenanted the bill will go to the owner. We recommend, ultimately the tenant will be required to pay the owners put in place in advance measures to reclaim this from tenant.

Note during renovations – the A/B detectors are also set off by dust, and during renovations the detector should be ‘bagged’ by the contractor.

Do not disconnect the A/B detector/s as this will show as a ‘fault’ on the Main Fire Board and FESSA will charge a fee to reinstate the detector.

C and D Apartments

Fire alarms are not directly connected to the MFS system, so in the event of a fire, call 000, and advise the address (18 Bewes Steet or 17 Eden Street), apartment and level number.

All C/D apartments have hard-wired smoke detectors, but owners should periodically check the back-up battery (if present). There is no charge by MFS for a phoned-in false alarm in C/D.

Evacuation

If there is a fire you should vacate the apartment. For C/D phone MFS and knock on adjoining apartment doors to warn neighbours. For any fire or false alarm leave your apartment door closed but unlocked (otherwise MFS will break down the door to gain access).

Smoking

The general principle behind what smoking practices is acceptable is that it must not incidentally affect other residents and visitors. The following general provisions apply to smoking on the premises:

- **In Apartments.** Smoking in apartments and on balconies is a personal choice of the owner. However, cigarette ash and butts should not be flicked over balconies as it often ends up on balconies below or may cause a fire in the garden area.
- **In Entrances, Walkways, Stairwells, Lifts, Car Park Areas.** Smoking is forbidden in all entrances, walkways, stairwells, lifts and in the car park – essentially any confined or common area.
- **Plaza Areas.** Smoking is prohibited within 5m of the D Block patio table specifically. Smoking is permitted elsewhere on the plaza areas if other persons nearby do not complain. Smokers must provide their own ashtray and dispose of ash and butts properly.

Special Conditions - Tenancy Agreements

All tenants and other non-owner residents are bound by the Strata Amended Articles through a subset document called the Special Conditions. A copy of the Special Conditions must be added to any residential tenancy, including sub-letting of a car park. A summary copy is available in Simplified Chinese and Japanese.

Vending Machine

A drink, snack and meal vending machine is located on the west side of the tennis court. The profits from this machine are used to improve the social and recreational services for residents. The machine takes credit cards, and you will find the prices better than On the Run Service Station.

Window Cleaning

The caretaker can provide a free, short-term loan of a magnetic window cleaning device, which permit the safe cleaning of the external apartment windows. Make sure to tie the string to your wrist when using. Contact the Building Manager.

Contact List

After Hours Building Emergencies: 08-8132 2000

Building Manager: Steve Gladwell 0431 662 139 or familygladwell@gmail.com

Caretaking: 0447 647 400 (Ricky)

Hot Water A/B Blocks: Origin, 1800684993, <http://originenergy.com.au>

Hot Water C/D Blocks: Savant Energy Power Networks, 08-70094555,

Lifts: Otis Elevators, 1800 626 847

Locks: Knight Locksmiths, 08-82315534, sales@knightlocksmiths.com.au

Police & Emergency Services (Urgent): 000

Police (Routine, e.g., noise complaint): **131444**

Police Crime Stoppers: 1800333000 <https://sa.crimestoppers.com.au/crime-stoppers-information-report>

Security Contractors: SA Electronics, 83/81 King William St, Kent Town. 08 8132-2444

Strata Body Corporate Manager: Munro Property Group, 136 The Parade, Norwood, SA 5067,
Tel: 08 8132 2000, <http://munropropertygroup.com.au/>

CGCA facebook page <https://www.facebook.com/groups/348261858840754/?fref=nf>. Contact
Ian Brown iancbrown4@gmail.com to join the 'closed' group.

MyBos Portal. Download the app, obtain login details from the Strata Manager and then logon
at <https://app.mybos.com/main/login>.

Contractors. The MyBos Portal has a list of contractors recommended by owners.



Chubb Insurance Australia Limited
ABN: 23 001 642 020 AFSL: 239687
Grosvenor Place
Level 38, 225 George Street
Sydney NSW 2000, Australia
O +61 2 9335 3200
www.chubb.com/au

Date Issued: 16 July 2025

Certificate of Currency

This Certificate of Currency confirms the following **Policy** is current at the date stated below. Please refer to **Policy** documents for full terms and conditions.

Certificate of Currency		
Named Insured:	Strata Corp No 14496, 14497, 13073, 13072 Inc	
Indemnity to Others (Section 5, General Liability Insurance Only)	Not Applicable	
Policy Number:	03GS008576	
Insurance:	Residential Strata Insurance	
Wording	Chubb Strata Insurance ChubbSTRATA01PDS0224	
Period of Insurance:	From:	4.00pm on 15 July 2025, Local Standard Time
	To:	4.00pm on 15 July 2026, Local Standard Time
The Insurer:	Section 1	100.00% Chubb Insurance Australia Limited
	Section 2	100.00% Chubb Insurance Australia Limited
	Section 3	100.00% Chubb Insurance Australia Limited
	Section 4-10	100.00% Chubb Insurance Australia Limited
Insured Location	188 Carrington Street, Adelaide SA 5000	
Interested Parties:		

Limits of Liability

Section 1: Property Damage Insurance	Buildings and Common Property	AUD 81,200,000
	Common Contents	AUD 80,000
	Catastrophe	AUD 12,192,000
Section 2: Machinery Breakdown Insurance	AUD 100,000	
Section 3: Consequential Loss Insurance	AUD 12,180,000	
Combined Section 1 - Property Damage Insurance and Section 3 - Consequential Loss Insurance Limit of Liability	AUD 105,652,000	
Section 4: Crime Insurance	AUD 250,000	
Section 5: General Liability Insurance	Personal Injury	AUD 20,000,000 in respect of any one Occurrence
	Property Damage	AUD 20,000,000 in respect of any one Occurrence
Section 6: Environmental Impairment Liability Insurance	AUD 250,000 in the aggregate Period of Insurance	
Section 7: Management Committee Liability Insurance	AUD 5,000,000 in the aggregate Period of Insurance	
Section 8: Audit Expenses Insurance	AUD 30,000	
Section 9: Appeal Expenses Insurance	AUD 150,000	
Section 10: Voluntary Workers Insurance	Accident each occurrence Limit	AUD 200,000
	Accident aggregate Limit	AUD 200,000 in the aggregate Period of Insurance

All the values on this Certificate of Currency are correct as at 16 July 2025 and may only be subject to change within the **Period of Insurance** by written agreement between the Insurer and the **Insured**.

The insurance afforded by the policies described in this Certificate is subject to all terms, exclusions and conditions of such policies.

This Certificate is furnished as a matter of information only and does not constitute an insurance contract upon which claims can be made. **Policy** terms and conditions incorporate provisions which may enable Insurers to cancel or vary the **Policy** on the happening of prescribed circumstances or events (i.e. non-payment of premium). Therefore, this confirmation of insurance is not to be construed as guaranteeing that the **Policy** will remain in force throughout the **Period of Insurance** as specified herein.

Signed:

A handwritten signature in cursive script that reads "Katrina Proeve".

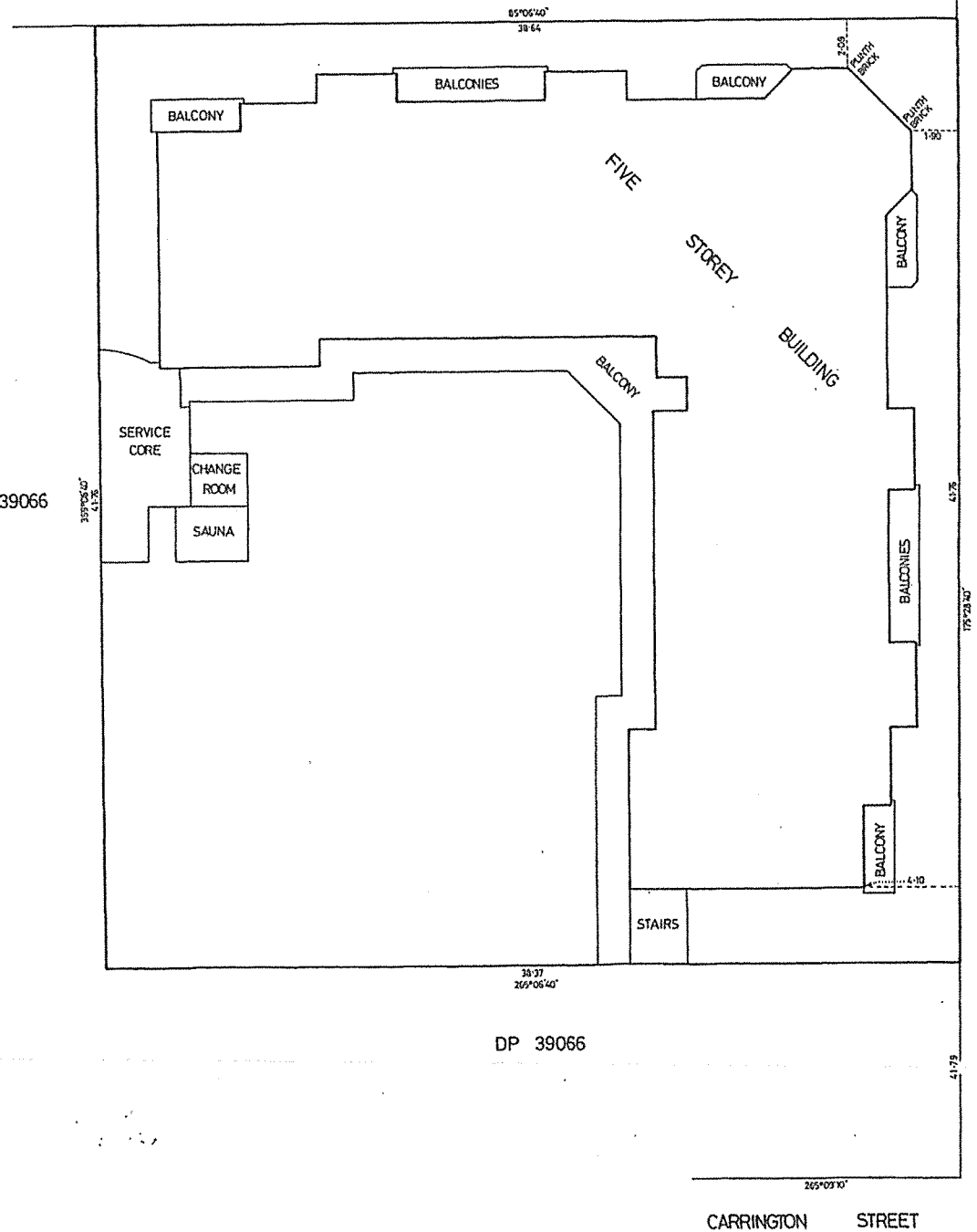
Katrina Proeve
Strata Underwriter

Authorised Officer, Chubb Insurance Australia Limited
ABN 23 001 642 020 AFSL 239687

DP 24315

DP 39066

DP 39066



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EDEN

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CARRINGTON STREET

DISPOSITION OF EASEMENTS

PORTIONS OF THE COMMON PROPERTY MARKED PATIO H, LOBBY A, WALKWAY D AND STEPS D ARE TO BE SUBJECT TO PEDESTRIAN RIGHTS

- ① OF WAY LIMITED IN HEIGHT TO 2.00 METRES ABOVE THE UPPER SURFACE OF THE FINISHED FLOOR APPURTENANT TO LOTS 101 & 102 IN DP 39066 AND THE COMMON PROPERTY IN SP 13073.

PORTIONS OF THE COMMON PROPERTY MARKED SAUNA AND CHANGE ROOM ARE TO BE SUBJECT TO AN EASEMENT FOR RIGHT OF USE APPURTENANT TO LOTS 101 & 102 IN DP 39066 AND THE COMMON PROPERTY IN SP 13073.

- ②

PORTIONS OF THE COMMON PROPERTY MARKED STAIRS A AND STAIRS D ARE TO BE SUBJECT TO PEDESTRIAN RIGHTS OF WAY APPURTENANT TO LOT 101 IN DP 39066.

- ③

PORTION OF THE COMMON PROPERTY MARKED FOOTPATH ZA IS TO BE SUBJECT TO PEDESTRIAN RIGHTS OF WAY APPURTENANT TO LOT 101 IN DP 39066.

- ④

PORTION OF THE COMMON PROPERTY MARKED STAIRS B IS TO BE SUBJECT TO PEDESTRIAN RIGHTS OF WAY APPURTENANT TO THE COMMON PROPERTY IN SP 13073.

- ⑤

PORTION OF THE COMMON PROPERTY MARKED RAMP D IS TO BE SUBJECT TO VEHICULAR RIGHTS OF WAY LIMITED IN HEIGHT TO 1.90 METRES ABOVE THE UPPER FINISHED SURFACE OF THE RAMP PAVEMENT APPURTENANT TO LOT 101 IN DP 39066.

- ⑥

PORTION OF THE COMMON PROPERTY MARKED ELEVATOR D IS TO BE SUBJECT TO RIGHTS FOR VERTICAL TRANSPORTATION APPURTENANT TO THE COMMON PROPERTY IN SP 13073.

- ⑦

PORTION OF THE COMMON PROPERTY MARKED FOOTPATH D IS TO BE SUBJECT TO PEDESTRIAN RIGHTS OF WAY LIMITED IN HEIGHT TO 2.00 METRES ABOVE THE UPPER SURFACE OF THE FINISHED FLOOR APPURTENANT TO THE COMMON PROPERTY IN SP 13073.

- ⑧

PORTIONS OF THE COMMON PROPERTY MARKED LOBBY E, LOBBY F, LOBBY G AND LOBBY K ARE TO BE SUBJECT TO PEDESTRIAN RIGHTS OF WAY LIMITED IN HEIGHT TO 2.00 METRES ABOVE THE UPPER SURFACE OF THE FINISHED FLOOR APPURTENANT TO THE COMMON PROPERTY IN SP 13073.

- ⑨

THE COMMON PROPERTY COMPRISING THE BUILT STRUCTURE OF THE UNIT SCHEME EXISTING AT THE TIME OF DEPOSIT OF THE STRATA PLAN IS TO BE SUBJECT TO A RIGHT OF SUPPORT APPURTENANT TO LOTS 101 & 102 IN DP 39066 AND THE COMMON PROPERTY IN SP 13073.

- ⑩

THE COMMON PROPERTY IS TO BE SUBJECT TO AN EASEMENT FOR PIPES, CONDUITS AND CABLES FOR ELECTRICITY SUPPLY, LIGHTING AND TELECOMMUNICATION PURPOSES APPURTENANT TO LOTS 101 & 102 IN DP 39066 AND THE COMMON PROPERTY IN SP 13073.

- ⑪

THE COMMON PROPERTY IS TO BE SUBJECT TO AN EASEMENT FOR WATER SUPPLY FOR FIRE EXTINGUISHING PURPOSES APPURTENANT TO LOTS 101 & 102 IN DP 39066 AND THE COMMON PROPERTY IN SP 13073.

- ⑫

PORTIONS OF LOT 103 IN DP 39066 MARKED LOBBY AA, WALKWAY C AND STEPS C DELINEATED ON THE GROUND FLOOR PLAN ARE TO BE SUBJECT TO PEDESTRIAN RIGHTS OF WAY COMMENCING AT THE UPPER SURFACE OF THE FINISHED PAVEMENT AND LIMITED IN HEIGHT TO 2.00 METRES ABOVE THE UPPER SURFACE OF THE FINISHED PAVEMENT APPURTENANT ONLY TO THE COMMON PROPERTY.

- ⑬

PORTIONS OF LOT 103 IN DP 39066 MARKED TOILET AND SPA DELINEATED ON THE GROUND FLOOR PLAN ARE TO BE SUBJECT TO AN EASEMENT FOR RIGHT OF USE COMMENCING AT THE UPPER SURFACE OF THE FINISHED FLOOR AND LIMITED IN HEIGHT TO THE UNDERSIDE OF THE CEILING APPURTENANT ONLY TO THE COMMON PROPERTY.

- ⑭

PORTION OF LOT 103 IN DP 39066 MARKED STAIRS BB DELINEATED ON THE LOWER GROUND, GROUND AND FIRST TO FOURTH FLOOR PLANS INCLUSIVE ARE TO BE SUBJECT TO PEDESTRIAN RIGHTS OF WAY APPURTENANT ONLY TO THE COMMON PROPERTY.

- ⑮

PORTION OF LOT 103 IN DP 39066 MARKED ELEVATOR C DELINEATED ON THE LOWER GROUND, GROUND AND FIRST TO FOURTH FLOOR PLANS INCLUSIVE IS TO BE SUBJECT TO RIGHTS FOR VERTICAL TRANSPORTATION APPURTENANT ONLY TO THE COMMON PROPERTY.

- ⑯

PORTION OF LOT 103 IN DP 39066 MARKED FOOTPATH C DELINEATED ON THE LOWER GROUND FLOOR PLAN IS TO BE SUBJECT TO A PEDESTRIAN RIGHT OF WAY COMMENCING AT THE UPPER SURFACE OF THE FINISHED PAVEMENT AND LIMITED IN HEIGHT TO 2.00 METRES ABOVE THE UPPER SURFACE OF THE FINISHED PAVEMENT APPURTENANT ONLY TO THE COMMON PROPERTY.

- ⑰

PORTIONS OF LOT 103 IN DP 39066 MARKED LOBBY EE, LOBBY FF, LOBBY GG AND LOBBY KK DELINEATED ON THE FIRST, SECOND, THIRD AND FOURTH FLOOR PLANS RESPECTIVELY ARE TO BE SUBJECT TO A PEDESTRIAN RIGHT OF WAY COMMENCING AT THE UPPER SURFACE OF THE FINISHED PAVEMENT AND LIMITED IN HEIGHT TO 2.00 METRES ABOVE THE UPPER SURFACE OF THE FINISHED PAVEMENT APPURTENANT ONLY TO THE COMMON PROPERTY.

- ⑱

PORTION OF LOT 101 IN DP 39066 MARKED FOOTPATH Z DELINEATED ON THE GROUND FLOOR PLAN IS TO BE SUBJECT TO A PEDESTRIAN RIGHT OF WAY COMMENCING AT THE UPPER SURFACE OF THE FINISHED PAVEMENT AND LIMITED IN HEIGHT TO 2.00 METRES ABOVE THE UPPER SURFACE OF THE FINISHED PAVEMENT APPURTENANT ONLY TO THE COMMON PROPERTY.

- ⑲

PORTION OF LOT 101 IN DP 39066 MARKED STAIRS AA DELINEATED ON THE GROUND TO FOURTH FLOOR PLANS INCLUSIVE IS TO BE SUBJECT TO PEDESTRIAN RIGHTS OF WAY APPURTENANT ONLY TO THE COMMON PROPERTY.

- ⑳

PORTION OF LOT 101 IN DP 39066 MARKED STAIRS DD DELINEATED ON THE GROUND AND LOWER GROUND FLOOR PLANS IS TO BE SUBJECT TO PEDESTRIAN RIGHTS OF WAY LIMITED IN HEIGHT TO 3.00 METRES ABOVE THE UPPERMOST STEP OF THE STAIRS APPURTENANT ONLY TO THE COMMON PROPERTY.

- ㉑

PORTION OF LOT 101 IN DP 39066 MARKED RAMP A DELINEATED ON THE GROUND AND LOWER GROUND FLOOR PLANS IS TO BE SUBJECT TO VEHICULAR RIGHTS OF WAY LIMITED IN HEIGHT TO 1.90 METRES ABOVE THE UPPER FINISHED SURFACE OF THE RAMP PAVEMENT APPURTENANT ONLY TO THE COMMON PROPERTY.

- ㉒

PORTIONS OF LOT 101 IN DP 39066 MARKED LOBBY VV, LOBBY WW, LOBBY XX AND LOBBY YY DELINEATED ON THE FIRST, SECOND, THIRD AND FOURTH FLOOR PLANS RESPECTIVELY ARE TO BE SUBJECT TO A PEDESTRIAN RIGHT OF WAY COMMENCING AT THE UPPER SURFACE OF THE FINISHED PAVEMENT AND LIMITED IN HEIGHT TO 2.00 METRES ABOVE UPPER SURFACE OF THE FINISHED PAVEMENT APPURTENANT ONLY TO THE COMMON PROPERTY.

- ㉓

THE COMMON PROPERTY IS TO BE TOGETHER WITH AN EASEMENT FOR UNDERGROUND ELECTRICITY SUPPLY PURPOSES OVER PORTION OF LOT 24 IN DP 24315 MARKED F IN FP 35476 LIMITED IN HEIGHT TO 48.32 METRES AHD.

- ㉔

THE COMMON PROPERTY IS TO BE TOGETHER WITH A PEDESTRIAN RIGHT OF WAY OVER PORTION OF LOTS 24 AND 25 INCLUSIVE IN DP 24315 MARKED A IN FP 35476 LIMITED IN HEIGHT TO 51.32 METRES AHD.

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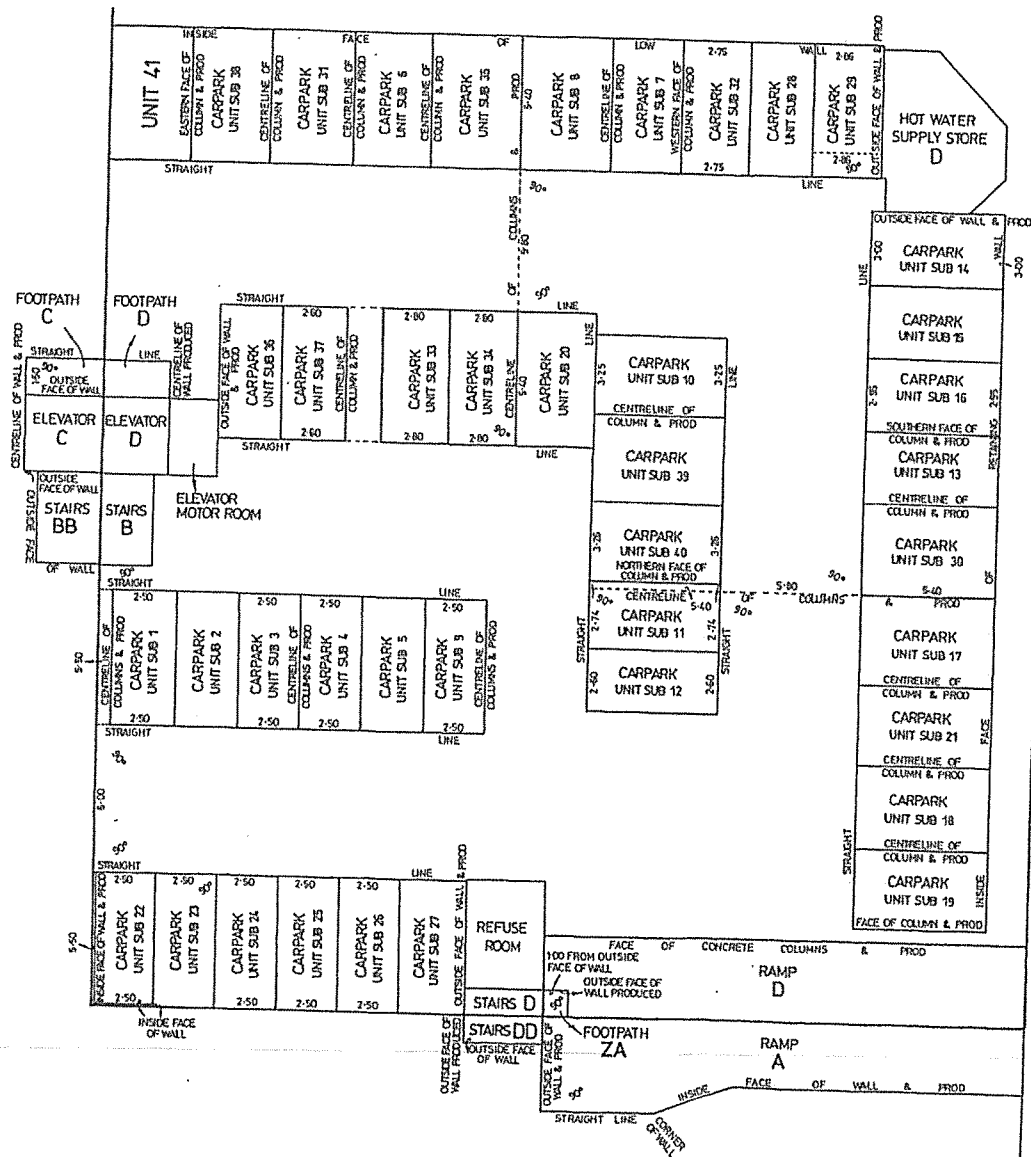
THE COMMON PROPERTY IS TO BE TOGETHER WITH AN EASEMENT FOR WATER SUPPLY FOR FIRE EXTINGUISHING PURPOSES OVER PORTION OF LOT 101 IN DP 39066 MARKED H IN FP 39553 LIMITED IN HEIGHT TO 47.00 METRES AHD.

- ㉖

THE COMMON PROPERTY IS TO BE TOGETHER WITH AN EASEMENT FOR WATER SUPPLY FOR FIRE EXTINGUISHING PURPOSES OVER PORTION OF LOTS 101 TO 103 INCLUSIVE IN DP 39066 MARKED N IN FP 39553 COMMENCING AT A LEVEL OF 48.40 METRES AHD AND LIMITED IN HEIGHT TO A LEVEL OF 49.00 METRES AHD.

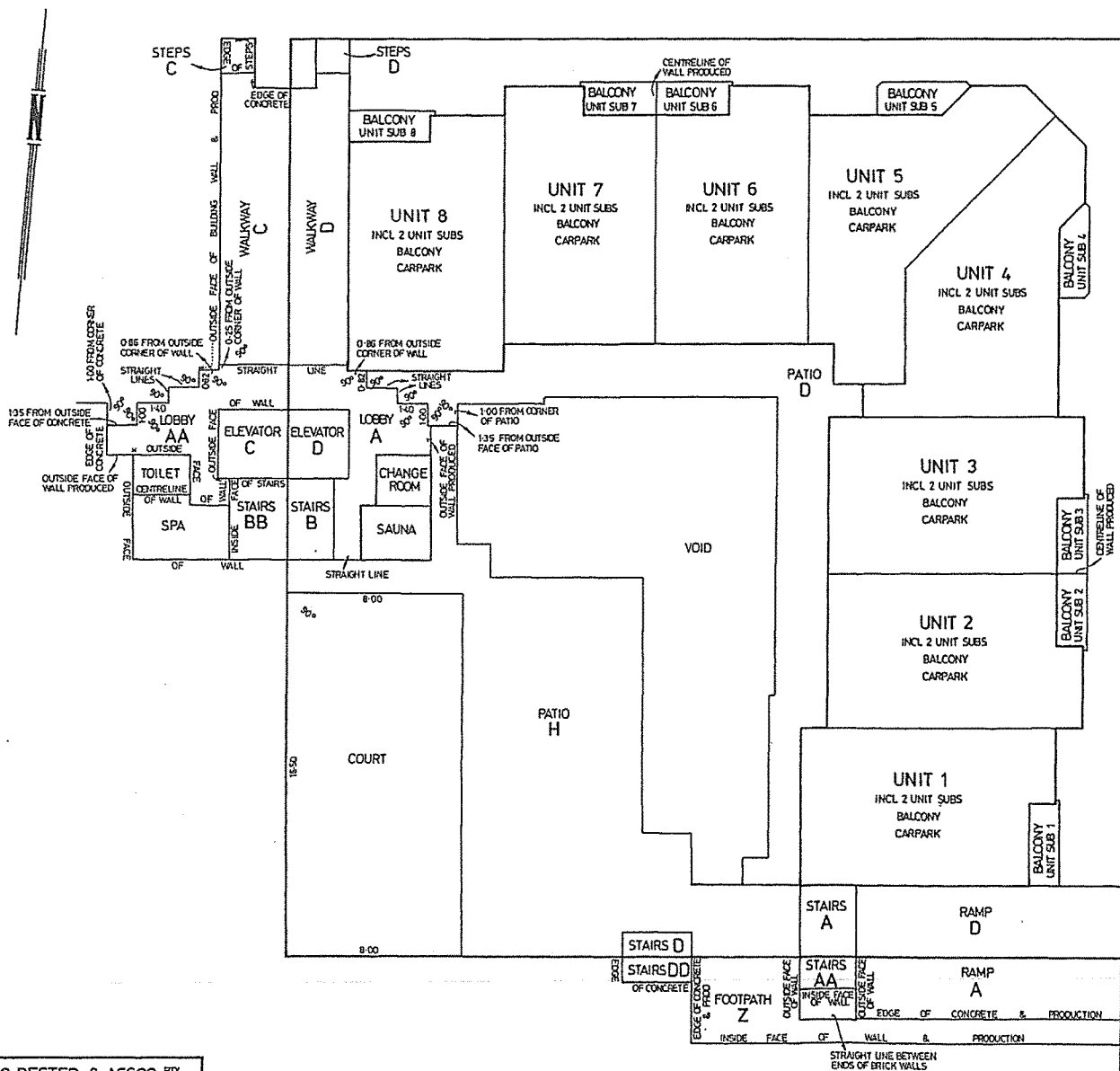
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JOHN C BESTED & ASSOC PTG
SURVEYING & PLANNING CONSULTANTS
ACN 007 316 814
362 MAGILL ROAD KENSINGTON PARK 5068
PHONE (08) 332 7111 FAX (08) 364 1829
REFERENCE 6556 'BLOCK D'

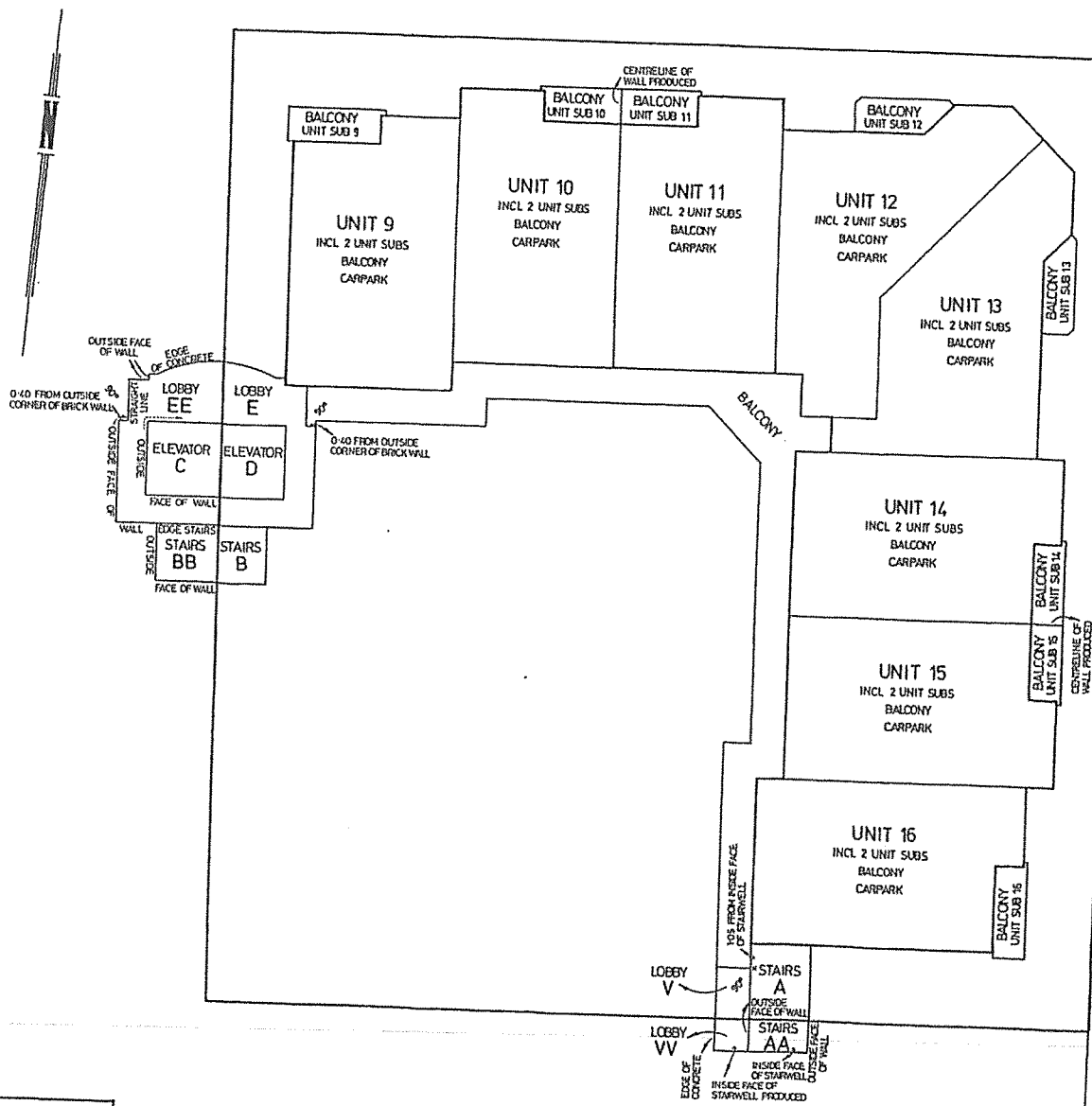


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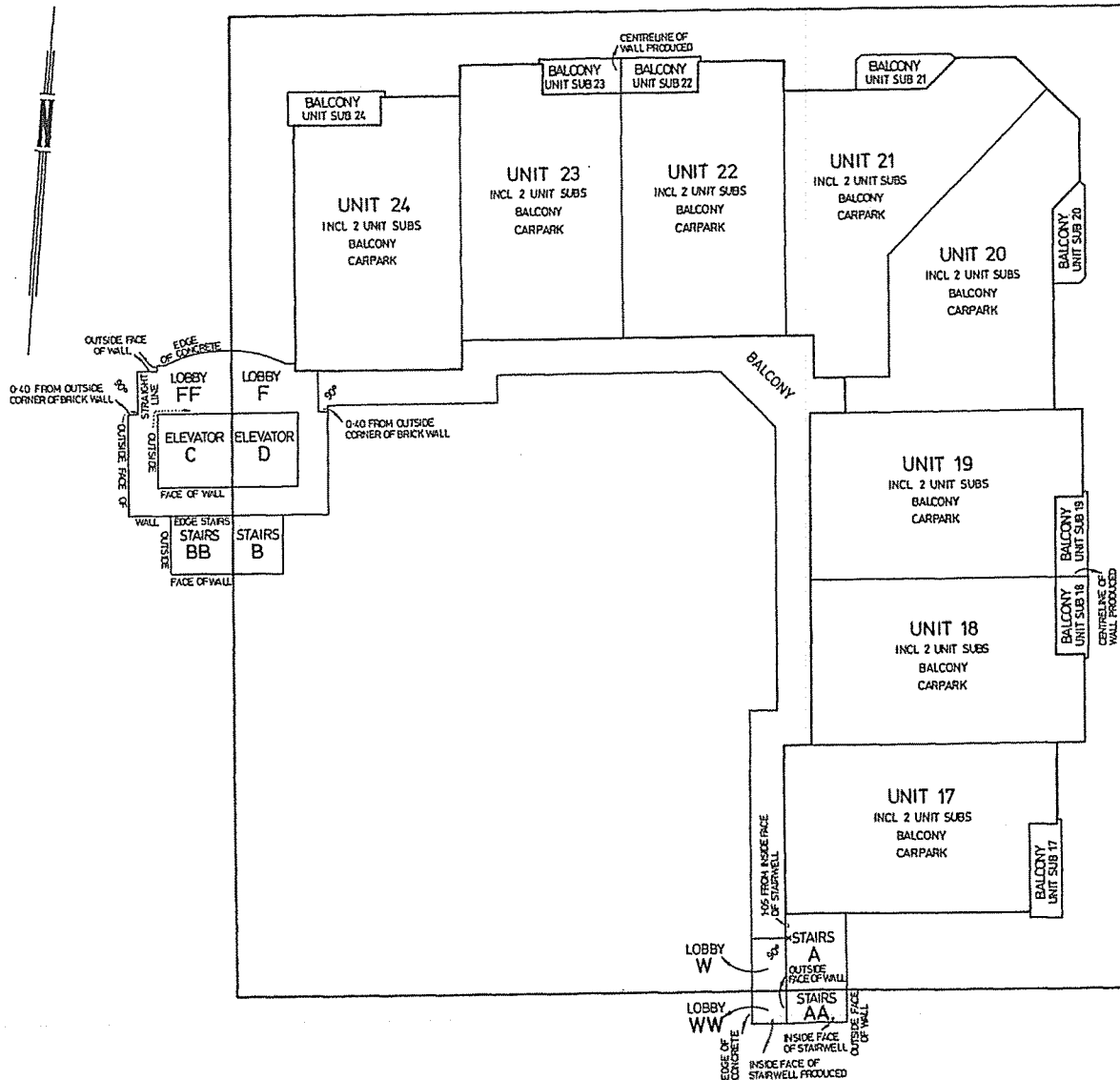
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REFERENCE 6555 'BLOCK D' ASH

UNIT NO.	UNIT ENTITLEMENT	UNIT NO.	UNIT ENTITLEMENT	UNIT NO.	UNIT ENTITLEMENT
1	223	34	306		
2	223	35	306		
3	223	36	306		
4	235	37	306		
5	235	38	306		
6	223	39	306		
7	223	40	306		
8	223	41	28		
9	231				
10	231				
11	231				
12	238				
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32	242				
33	306				
AGGREGATE		AGGREGATE	10000	AGGREGATE	

CARRINGTON GARDENS COMMUNITY ASSOCIATION
Strata 13072, 13073, 14496 and 14497

As of 22 Feb 2024

STANDING MINUTES

The following is a summary of policy decisions, and Resolutions resolved by the Carrington Gardens Community Association and/or Strata Corporations 13072, 13073, 14496 and 14497, or the Committees of Management of the said Stratas. The relevant minutes should be consulted for precise wording of the resolutions.

These are to be read in conjunction with the Articles and Special Conditions of the Stratas. The relevant

Date	Details	Extra details see
17/10/03	<u>SA Water</u> The Corporation Manager advised that SA Water charges strata corporations for all water consumed on the property. The Corporation agreed that S A Water be instructed to apportion water consumption for the Corporation to each individual unit holder in accordance with unit entitlement.	
17/10/03	<u>Signage</u> It was agreed that a total prohibition be imposed on the erection of any land agents' sign advertising a unit "For Sale" or "To Let" on any portion of the common property.	
17/10/03	<u>Security Screens / Front Doors</u> All units may install security screens to the doors provided they conform in colour and design to those already installed. Any front door security screen should be of similar nature to others nearby. Frame colour must be 'primrose' (or identical). The screen door may be either 'diamond pattern' or 'plain black mesh'. All front doors are to be painted with 'primrose' paint (or similar).	
17/10/03	<u>Security Alarms</u> Unit holders may install a security alarm for their unit, which includes an external flashing light.	
21/03/06	<u>Meeting Fee for Approval Requests</u> Should any owner wish to apply to the Corporation, other than at the annual general meeting, for an approval of any kind, which was for their exclusive benefit, the prescribed meeting fee will apply to conduct an Extraordinary General Meeting. This fee [to] be charged to the applicant.	
21/03/12	<u>Spacemate</u> Approval was granted for owners to install a Spacemate storage system in their own car park subsidiary.	
4/08/14	<u>Carpark Bollards</u> It was agreed that owners may install a single, pivoting, lockable, manually operated bollard at their own cost. Designs other than MSA Bollards require written approval from the CGCA committee. The bollard must:	

Date	Details	Extra details see
	<ul style="list-style-type: none"> • consist of a single manually operated, metal pole mounted via a pivot point to a metal base plate that is dyna bolted to the concrete car park floor. • be more than 600mm and less than 1m high when fitted. • be yellow in colour and lockable via keylock or padlock. • be centrally positioned in the owner's car park lane (i.e. equidistant from the sides) and not be installed within 500mm of the central laneway. <p>Approved Bollards</p> <ul style="list-style-type: none"> •MSA Fabrications 735mm key lockable version •DO Smith – 600mm version. •Securespot - 900mm version. 	
13/05/15	<p>Sauna in D Block</p> <p>Resolved that the D Block sauna is common property able to be managed by the CGCA in accordance with its Constitution.</p>	
01/12/15 Modified 28/02/24	<p>Key Safes</p> <p>The CGCA provides key safes located in the northern and southern foyers on the following conditions:</p> <ol style="list-style-type: none"> 1. Only one type of lock is approved (Master Lock 5415D or current equivalent) 2. To be purchased and installed by the Strata/CGCA only. Not to be installed by owners. The Strata will bill the owner the direct cost of installation following a request by the owner for allocation of a safe. Re-allocated safes will be billed at the cost reimbursed to the previous owner. 3. Safe must use the allocated numeric identifier on the outside of the fold-down cover; apartment numbers are strictly prohibited (they will be removed). 4. When installed, the ownership of the safe remains with the apartment. Owners are not permitted to remove the safe. Unwanted/ unused safes may be returned to the Strata for reuse/ reallocation and refund, provided that the access code is supplied to the Strata Manager. Safes are not to be transferred by the owner to any other person by any method other than via the Strata Manager. 5. Should a safe be deemed to be unused or abandoned, the Strata/ CGCA may (after due warning of not less than 1 month) access the safe, change the access code and reallocate the use of the safe. If the ownership of the safe can be determined, the owner (or former owner) will be contacted and a refund offered (less any cost necessarily associated with gaining access, if applicable). 6. The Strata Manager will maintain a register of which safes are allocated to which apartments. Owners may, if they wish, advise the Strata Manager of the safe access code, but this is not required. Access codes can be changed by the Owners as and when they deem fit. 7. Owners accept full responsibility and liability for the security of the internal keys and FOBs and any associated loss because of unauthorised safe access. 8. Any request must be made by the owner or their agent. Requests by tenants will not be considered. 	

Date	Details	Extra details see
2/02/16	<p><u>Bunnings Account</u></p> <p>The CGCA resolved to open an account at Bunnings for purchase of required items. Purchased to be supported via presentation of receipt. Minor purchases to occur without approval. Major items to be approved in advance.</p>	
3/05/16	<p><u>Building Manager</u></p> <p>Following a three-month trial, the CGCA confirmed the establishment of the Building Manager position.</p>	
16/06/16	<p><u>Sinking Fund Guidelines</u></p> <p>The CGCA resolved to adopt a policy called Sinking Fund Guidelines (see separate document on the Body Corporate manager's website) to provide advice to Strata and CGCA committee members and the property Managers on the management of Sinking Funds. The Guidelines include some of the following broad principles of sinking funds management:</p> <p>Planned CGCA Sinking Fund expenditure will be forecast at least three years ahead, with appropriate budgetary allocations for planned work and including reasonable contingency funds for possible new expenditure.</p> <p>The Strata Sinking Plan budgets will be approved at the Strata AGMs and this will provide a basis for the CGCA to undertake the listed projects.</p> <p>CGCA will not itself hold monies in a separate Sinking Fund but shall rely on funds available from the Strata Sinking Funds.</p>	
16/6/2016	<p><u>Standard Breach Penalties</u></p> <p>At a combined meeting of the Committees of Management a Motion regarding Standard Penalties was passed for any breach of the Articles, Special Conditions or Standing Minutes, as approved at the respective 2016 AGMs of the Stratas or by the Strata Committees from time to time.</p> <p>RESOLVED to adopt Common Penalties as per Attachment A. noting the right of Strata Committees to vary penalties as they deem appropriate.</p> <p>PASSED in series by the Stratas.</p>	Attachment A Strata specific versions are available on MyBos: Documents and Forms
2 nd August & 6 th Sept 2016	<p><u>Animals on Common property.</u></p> <p>CGCA 2nd August 2016. <i>'Animals are not permitted in the common areas administered by CGCA, including the Patio Plaza and gardens, without the prior written approval of the relevant Strata/s. Excludes Registered trained Assistance Animals.'</i></p> <p>Breach Penalty of \$250 imposed by CGCA on 6th Sept 2016</p> <p>Adopted by D Block 22/8/16 with \$250 penalty.</p>	
CGCA 1/9/2016 D Block 22/8/16	<p><u>No Smoking</u></p> <p><u>CGCA</u></p> <p>D Block Plaza area</p> <p>Notation by CGCA on 6th September of D Block Committee of Management decision dated 22nd August 2016 that smoking within 5 meters of the table/umbrella on the D Block Plaza is prohibited. D Block to set penalty.</p> <p><u>D BLOCK</u></p> <p>'That the Plaza area being Common Property of Strata 13072 be designated as a Smoke Free Area, namely an area extending 5m from the centrally located table.</p> <p>Applicable penalty \$50</p>	

Date	Details	Extra details see
	The Policy is to be incorporated into the Standing Minutes of the Strata. Appropriate signage to be acquired.	
6/12/2016	<u>No Smoking Policy</u> Motion 'That any enclosed area of Strata Common Property (ie enclosed Lift Lobbies, stairwells or Lift Carriages and the Northern and Southern Entry Foyers) are to be 'Smoke Free'.' Penalty \$50 for first offence and \$100 for subsequent offences. Motion Carried	
7/3/2017	<u>Roof Vents Policy</u> Approval of Policy for installation and maintenance of ceiling roof vents when requested by 4 th Level apartment owners, as per Attachment B.	Attachment B
6/6/2017	<u>Carpark Management Policy</u> Adoption of Management Policies for speeding and illegal parking in the carpark area, as per Attachment C.	Attachment C
1/8/2017	<u>Exterior Balcony Policy</u> Adoption of management Policy for consideration by Stratas of requests by Owners to install privacy screens on Balconies, as per Attachment D.	Attachment D
1/8/17	<u>Amendment of CCTV Policy</u> CCTV Policy amended to permit any CGCA member, including the Secretary and the Building Manager, to have access to footage, as required in their duties. As per Attachment E	Attachment E
6/11/18	<u>Definition of Common Property</u> The CGCA resolved that the definition of Shared Common Property be: CGCA Shared Common Property is any area or structure that: <ul style="list-style-type: none"> • is wholly contained within a single Strata and for which that Strata has granted an easement for access or use to residents or guests of the other three Stratas; or • is not wholly contained within a single Strata and is constructed or used in a manner that it could be reasonably argued it could be used by the residents or guests of all four Stratas (e.g. pedestrian or vehicle entranceways or walkways and Plaza areas), which appear in whole or in part as Strata Common Property on the Strata Plan of one or more Stratas and use of which is shared by the residents or guests of all 4 Stratas; or • otherwise, is reasonably arguably available for the use of residents and guests of all 4 stratas, as may be determined by CGCA from time to time. • Such areas shall exclude the stairwells and lifts appearing on the Strata Plans, save for the stairs leading from the Plaza to the carpark on the East and West sides of the Plaza. • Strata Shared Common Property is any area or structure that appears on the Strata Plans of two or more Stratas and which is not reasonably arguably for the use of the residents or guests of all four Stratas, but use of which is reasonably arguably shared by the residents and guests of two or more Stratas. Such would include stairwells and lifts. • Items of a capital nature will be considered on a case-by-case basis. <p>Note: This definition was confirmed by all Strata Management Committees (CGCA Minutes 6Nov18 refer)</p>	

Date	Details	Extra details see
6/11/2018	<u>Guidelines for the Installation of Skylights</u> Adoption of management Policy for consideration by Stratas of requests by Owners to install roof-top skylights by top-floor apartment owners, as per Attachment F.	Attachment F
6/11/2018	<u>Exterior Blinds Policy</u> Adoption of management Policy for consideration by Stratas of requests by Owners to install exterior blinds on Balconies, as per Attachment G.	Attachment G
11/4/2021	<u>Renovations Protocol</u> Guidelines for owners undertaking renovations and general maintenance work were agreed to. These are to be communicated to owners via a brochure to be emailed to owners.	Brochure available on MyBos: Documents and Forms
26/9/2023	Minor amendments were agreed to and a modified brochure was approved.	
31/05/2021	<u>Letterbox Stickers</u> It was decided that consistency of letterbox notes needed to be consistent. Letterbox stickers have been developed and will replace the current ad hoc system and will be used in the future.	
26/9/2023	<u>Rubbish & Recycling Guidelines</u> Guidelines for owners and tenants were agreed to. These are to be communicated to owners via a brochure to be emailed to owners.	Brochure available on MyBos: Documents and Forms
Mar 2023	<u>Pet Policy</u> A modified Pet Policy was adopted at the 4 AGMs in March 2023	Attachment H
1/8/2023	<u>AEDs/Defibrillators</u> The two defibrillator units (North and South Foyers) are common property, for medical use only by residents, visitors and guests. No cost is applicable for medical use, but if used then The Strata Manager (Munros) should be advised so replacement batteries can be obtained. No non-operational interference with the AEDs is permitted.	
23/5/2023	<u>Plaza Guidelines</u> Guidelines for the shared use of the Plaza facilities were adopted.	Attachment I
28/02/24	<u>Cancellation of Fob Access</u> Fob access may be cancelled by a Strata for egregious or repeated breaches of Rules relating to the carpark, the sauna, the tennis court, or any other common area. Such cancellation may be to cancel access of one or more (or all) fobs of a Unit to all or some of: <ul style="list-style-type: none"> - The carpark - The sauna. - The tennis court. The extent and period of such cancellation shall be at the discretion of the relevant Strata Committee.	
28/02/24	<u>Approved Balcony Privacy Screens</u> The approved balcony privacy screen is 'Unreal' hedge (trellis or roll) available from Bunnings.	

Date	Details	Extra details see
	Owners can request approval from the Strata Committee for other balcony screens, prior to installation, which may be approved at the discretion of the Committee.	
14/11/24	<p><u>Noise Clarification</u></p> <p>‘Noting Articles 3.2 (l) and 3.2 (m) of the Articles of the Stratas and the previous Standing Minute approving the Renovation Document (and its contents), the following clarification regarding noise is approved.</p> <p><u>As per Strata Articles 3.2 (l) and 3.2 (m) and Renovation Document. Excessive/ Other Noise.</u></p> <p>This means that no excessive or unreasonable noise is permitted at any time.</p> <p>Noise from apartments or in the plaza or other common areas between 10pm and 8am is to be limited to what is reasonable for a social gathering, with no amplified music on the plaza area after 10pm.</p> <p>Noise from renovations must be limited to 9am to 5pm Monday to Friday, and 9am to 1pm Saturdays, and to be kept to the minimum possible. No noise from renovations is permitted outside those hours, and in particular on Sundays.</p> <p>Breaches of noise restrictions may receive a warning, or an immediate issue of a ‘Breach Notice’ at the discretion of the relevant Strata Committee.”</p>	

ATTACHMENT A

CARRINGTON GARDENS COMMUNITY ASSOCIATION STRATA (number) STANDARD BREACH PENALTIES MANAGEMENT POLICY

Approved 16/6/16

- (a) Maintain the Unit in Good Repair – Article 3.1 (c) - \$500 per month.
- (b) Unreasonable interference with other owners - Article 3.2 (a) - \$500 per month.
- (c) Obstruction of Common Property or easements – Articles 3.2 (b) and (c) \$500 per month.
- (d) Nuisance or Hazard to other residents – Article 3.2 (d) - \$500 per month.
- (e) Littering and Hard Waste Article 3.2 (e).
 - (i) General littering \$100 per incident.
 - (ii) Dumping of hard waste items on common property of property of another resident - \$500 per incident, plus the cost incurred in removal.
- (f) General Storage – Article 3.2 (g) - \$75.00 per month/part.
- (g) Spillage of oil etc – Article 3.2 (h) - \$500 per incident plus cost incurred in rectification.
- (h) Car parking – Article 3.2 (j)- up to \$500 per incident.
- (i) Impairment of security of building – Article) 3.2 (m) - \$500 per incident.
- (j) Unlawful use of premises – Article (3.2 n) – \$500 per month.
- (k) Keeping of Animals without permission of the Strata – Article 3.2 (o) – \$500 per month.
- (l) Unduly noisy behaviour – Article 3.2 (p) and (q) - \$100 per incident.
- (m) ‘Unlawful playing’ Article 3.2 (r) - \$25 per incident.
- (n) Illegally parked bicycles etc Article 3.2 (s) - \$100 per incident.
- (o) Signage - Article 3.2 (u). \$500 per month following the expiration of notice to remove given by the Corporation/s.
- (p) Non-Compliance with Fire Regulations or interference with Fire Equipment Articles 3.2 (v) and (w) - \$500 per incident.
- (q) Change of use/ erection of structure –Article 3.4 - \$500 per month/part following expiration of notice given by the Corporation/s.
- (r) Owners, residents and visitors shall on the carpark ramps and within the common areas of the carpark use motor vehicles, bicycles etc in such a manner as to not cause risk of injury, damage or inconvenience to any person or vehicle within those areas.’ \$500
- (s) Owners, residents and visitors shall not exceed the Speed limit indicated by signage as applicable within the common areas of the carpark. \$200.
- (t) Unlawful, deliberate or negligent damage to common property – \$500 per incident plus the cost of repair.

NOTE – the above amounts are the maximum that is recommended be imposed. The Corporation Committee of Management may determine either a lower penalty, impose no penalty, or in the event of serious or repeated offences impose a penalty up to the maximum permitted by the *Strata Titles Act*, all at its absolute discretion in any individual case.

ATTACHMENT B

CARRINGTON GARDENS COMMUNITY ASSOCIATION ROOF VENTS MANAGEMENT POLICY

Approved 7/3/17

These guidelines are provided to outline the requirements required by the Carrington Gardens Community Association (CGCA) to approve the installation of roof vents/ventilation for top floor apartments.

A written submission should be by the Owner and tendered to Munro Property Group (MPG) who will first ensure Builders Licence, Accreditations (working at heights) and Public Liability Insurance are in order/date. MPG will then forward the submission to Strata Committee for consideration. The submission should include the following points:

- (a) The type and colour of the proposed unit and any air inlet vents
- (b) The intended location of the unit and any air inlet vents
- (c) The name, address and building license number of the intended installer.

The Installer is to hold and provide (if requested) evidence of accreditation for work in/around heights and shall hold Public liability insurance.

The unit is to be placed in a section of roof which minimises visual impact, be of low profile (not exceeding 550mm high), preferably non-moving and of similar colour to existing roof materials (or clear). If there are other 'authorised' roof vents in the vicinity, then attempts should be made to install the same or similar units to reduce the appearance of clutter along the roofline.

Units should be self-powered (Solar) or rely on air movement alone. Units requiring electrical supply are not acceptable. The Owner shall ensure to the best of their ability that the ventilation unit not cause any nuisance to other Owners by noise or otherwise and shall properly maintain the Unit.

Please note

1. All costs associated with compliance, install and inspection will be borne by the Apartment Owner.
2. If the installer is not known to CGCA then an inspection of unit may take place after installation at cost to owner
3. On vacating the apartment, the Owner shall not remove the unit, and any liabilities regarding the unit pass to the incoming Owner.
4. Prior to installation contact should be made with Building Manager to ensure installer uses correct access points Contact should be made with the Building Manager to advise installation date ensuring correct access to the roof. The owner must agree to be held liable for any collateral damage to common property done by the Installer.

ATTACHMENT C

CARRINGTON GARDENS COMMUNITY ASSOCIATION CARPARK OFFENCE MANAGEMENT POLICY

Approved 6/6/17

A small number of resident and non-resident carpark users do not observe the 5km/hr speed limit signs and/or ignore the safety signs prohibiting pedestrian access to the car ramps. Their behaviour places other users and themselves at risk. Some users park in places other than in the carpark designated for their Unit, as required by the Articles.

The CGCA observes the following policy in managing carpark safety and parking:

SPEEDING

Initial Offence - Warning: A driver observed speeding is verbally cautioned by the BM/Strata/CGCA committee member and advised that further offences will result in a penalty. The person will be asked for their name and apartment/parking space number, or the apartment number may be determined by subsequent observation of the carpark sub used by that vehicle. This warning will be confirmed in writing by the Strata.

A report (see attached template) with brief details, including date/time of the person and the event, and the vehicle registration number to be reported by email to the CGCA Secretary and the Chairman, who will on-forward to Munro Property Group of a written warning to the Apartment Owner.

Second Offence – Fine. If the CGCA receives a second report within a 6-month period, the applicable Strata (being the Strata in which the driver resides or the owner of the carpark used by the vehicle, as may be the case) will issue a Breach Notice imposing a Fine of *(insert amount)*.

If practicable, CCTV footage of the vehicle entering or exiting the carpark will be identified as evidence. The letter accompanying the Breach Notice shall advise that any further offences may result in higher penalties, including possible Access Fob deactivation for use of the carpark roller doors.

Third Offence - if the CGCA receives a third report within a period of 9 months,

(a) A Second Breach Notice will be issued, for a fine of \$200.00 AND

(b) All FOB cards for that Unit will have access to the roller doors deactivated for a period of seven days.

If practicable, CCTV footage of the vehicle entering or exiting the carpark will be identified as evidence.

NOTE- that in cases of grossly dangerous driving the Strata may resolve to impose greater penalties than those set out above.

ILLEGAL PARKING

Initial Offence - Warning: A driver observed illegally parking is verbally cautioned by the BM/Strata/CGCA committee member and advised that further offences will result in a penalty. Alternatively, the vehicle may be 'ticketed' with a warning notice and if practicable a photograph taken showing the vehicle, the carpark number and the vehicle

registration number. No written warning, other than the 'ticketing' of the vehicle is required.

Second Offence – Fine. If the CGCA receives a second report within a 6 month period, the applicable Strata (being the Strata in which the driver resides or the owner of the carpark used by the vehicle, as may be the case) will issue a Breach Notice imposing a Fine of \$200.00. If practicable, CCTV footage of the vehicle entering or exiting the carpark will be identified as evidence. The letter accompanying the Breach Notice shall advise that any further offences may result in higher penalties, including possible Access Fob deactivation for use of the carpark roller doors.

Third Offence - if the CGCA receives a third report within a period of 9 months,

- (a) A Second Breach Notice will be issued, for a fine of \$500.00 AND
- (b) All FOB cards for that Unit will have access to the roller doors deactivated for a period of seven days.
- (c) If practicable, CCTV footage of the vehicle entering or exiting the carpark will be identified as evidence.

Approved: CGCA Meeting 6.6.17

ATTACHEMENT D

CARRINGTON GARDENS COMMUNITY ASSOCIATION EXTERIOR BALCONY BALUSTRADE SCREENING POLICY/ GUIDELINES

Approved 1/8/17

The balconies are Common Property and therefore the fixing of any external screening structure affixed to balcony balustrades requires the consent of the Strata prior to erection. A request for consent should be in writing directed to the Strata Secretary via the Strata Managers, Munro Property Group 81 King William Street Kent Town SA 5067.

The Request should include the following information:

- The name of the applicant and the Unit number.
- The nature of the material, and manufacturer.
- The name of the proposed installer, including Builders License number if applicable.
- Material and colour used in construction of the balcony lining and any railings or fixings applicable.
- Method and placement of fixing.
- An undertaking to maintain the material in good repair and in clean condition following installation.
- Where applicable, photographs, diagrams, and brochure information.

In determining the Request, the Strata Committee shall consider that the integrity of the architectural and aesthetic features of the Development is to be maintained, and to this effect, any balcony linings proposed to be erected should:

- (a) Be visually unobtrusive.
- (b) Be of aesthetically pleasing nature.
- (c) Be of similar appearance to other linings which may have already been erected on that section of the building.
- (d) Where applicable, be consistent with the colour of brick or rendering on that section of the building or be of neutral appearance.
- (e) Be suitably and firmly fixed in place in such a way as not to damage exterior walls or balconies or balustrades or to cause nuisance to other residents.
- (f) Any such fixing must:
 - Be placed on the building side balustrade railings, ie internal side.
 - Not have the lining project above the top of the top balustrade railing
 - Not cause damage to the balustrade or walls, this precludes the use of tek screws, glues, and the drilling of holes
 - Be easily removable for painting.
 - Not impede drainage of water from the balcony.
- (g) Such other factors as the Committee shall consider appropriate.

ATTACHMENT E

CARRINGTON GARDENS COMMUNITY ASSOCIATION CCTV – PRIVACY INFORMATION

Updated 23/6/16

More and more Australians are using CCTV to deter antisocial and criminal behaviour around their homes and businesses, but the legality of using this type of surveillance can be complicated because there isn't a single law that controls its use.

Ten years ago, CCTV wasn't anywhere near as prominent as it is now. As technology has advanced – and devices have become more affordable and accessible – more people are interested or becoming affected by their use.

A common assumption is that CCTV and surveillance deters antisocial and criminal behaviour, and while that may or may not be true, it's pretty clear that surveillance footage is invaluable in providing evidence to assist police to identify offenders where the footage records criminal activities.

But in all likelihood, this particular footage might account for a very small percentage of the information collected on CCTV – while the rest of the information is about people going about their lawful day-to-day business and activities.

Balance the use of CCTV

A careful and diligent approach is needed to strike the right balance between security and privacy, and to ensure the implementation of surveillance systems in public areas such as foyers, car parks and lifts, protects against improper use.

What laws deal with CCTV?

There is no specific law that deals with the use of CCTV around the home or business, but a number of different laws including your State's surveillance laws and the national *Privacy Act* (Commonwealth) may be applicable.

The *Privacy Act* contains further limitations or at least regulation of the use of surveillance. The Act permits personal information to be collected by a business only for legitimate purposes related to the business's lawful activities.

Few companies will be bound by the *Privacy Act*, which applies to businesses with a turnover exceeding \$3million per annum. (*Note- it does not apply to CGCA*).

Where the *Privacy Act* is not itself a consideration, there is no general right to privacy in Australia recognised by the Courts to date. If, and how long, that will remain the case is yet to be seen. However, for the time being, activities carried out in public may be recorded without an actionable breach of privacy occurring.

SOURCE - SLATER & GORDON Solicitors website (edited).

ATTACHMENT F

CARRINGTON GARDENS COMMUNITY ASSOCIATION GUIDELINES FOR THE INSTALLATION OF SKYLIGHTS

Adopted: 6Nov18

These guidelines are provided to outline the requirements required by the Carrington Gardens Community Association (CGCA) to approve the installation of skylights for top floor apartments. The following requirements are to be met:

1. The Installer is to hold and provide (if requested) evidence of accreditation for work in/around heights and shall hold appropriate Public Liability insurance.
2. The unit/s is/are to be placed in a section of roof which minimises visual impact, be of low flush profile (not exceeding 300mm above the roof height). If there are other 'authorised' skylights in the vicinity, attempts should be made to install the same or similar units to reduce the appearance of clutter along the roofline.
3. Any surround/flashing of the skylight must be painted in a colour to match the roof colour.
4. Skylights cannot be opening, i.e. they must not allow entry to the rooftop.
5. All costs associated with approval/compliance, installation and inspection will be borne/ payable by the apartment owner.
6. If the installer is not a contractor known to CGCA then an inspection may be required to take place after installation, at the cost of the owner.
7. The owner shall properly maintain the unit/s following installation and shall be liable for any cost of repair or rectification which may be caused by the unit/s leaking.
8. On selling the apartment, the owner shall not remove the unit/s, and any liabilities regarding the unit/s pass to the incoming owner.
9. Prior to installation satisfactory arrangements must be made with Building Manager to ensure the installer uses correct access points and to advise installation date. The owner must agree to be held liable for any damage to common property caused by the Installer.

A written submission should be by the owner and tendered to the Strata Manager, who will first ensure Builders Licence, Accreditations (working at heights) and Public Liability Insurance are in order. The Strata Manager will then forward the submission to the relevant Strata Committee for consideration. Accordingly, the submission should include the following points:

- a. The type, number, dimensions, and external colour of the proposed unit/s (opaque white is recommended)
- b. The precise intended location of the unit/s
- c. The name, address and building license number of the intended installer.

ATTACHMENT G

CARRINGTON GARDENS COMMUNITY ASSOCIATION EXTERIOR BLINDS POLICY

Approved 6/11/18

The balconies are Common Property and therefore the fixing of any external blind or screening structure requires the consent of the Strata prior to erection. A request for consent should be in writing directed to the Strata Secretary via the Body Corporate Managers.

The Request should include the following information:

- The name of the applicant and the Unit number.
- The nature of the blind, and manufacturer.
- The name of the proposed installer, including Builders License number if applicable.
- Material and colour used in construction of the blind and any railings applicable, noting the following:
 - a. the recommended blind colour is mocha or similar (a tan/light brown/creamy brown)
 - b. the recommended track colour is black if freestanding or against brick, or cream if against existing cream masonry.
- Method and placement of fixing.
- An undertaking to maintain the blind in good repair and in clean condition following installation.
- Where applicable, photographs, diagrams, and brochure information.

In determining the Request, the Strata Committee shall consider that the integrity of the architectural and aesthetic features of the Development is to be maintained, and to this effect, any blinds proposed to be erected should:

- (h) Be of aesthetically pleasing nature.
- (i) Be of similar appearance to other blinds which may have already been erected on that section of the building,
- (j) Where applicable, be consistent with the colour of brick or rendering on that section of the building.
- (k) Be suitably and firmly fixed in place in such a way as not to damage exterior walls, balustrades, or balconies or to cause nuisance to other residents.
- (l) Such other factors as the Committee shall consider appropriate.

Approved: CGCA meeting 6/11/18

ATTACHMENT H

CARRINGTON GARDENS COMMUNITY ASSOCIATION

PET POLICY

Approved various AGMs Mar 2023

Pet Policy and Rules

Policy

The Strata Titles Act 1988 – Articles of Strata Corporation 3.2 (O) states *“The unit holder of a unit shall: not keep any animals in or in the vicinity of the unit or in the common property other than an animal kept in accordance with the corporation’s prior written permission, which may be withdrawn at any time”*. This policy explains the rules and conditions under which the Strata’s ‘Committee of Management’ (COM) will consider applications by ‘Unit Owners’.

The primary purpose of this policy is to establish reasonable requirements for the keeping of pets (domesticated quiet animals commonly kept i.e., Cats, Caged Small Birds etc.) to maintain and protect the integrity of the Complex and to ensure the safety and amenity of all Residents.

This policy will provide consistent decision making regarding across Stratas Committee of Management (COM) and doesn’t automatically grant Residents the right of pet ownership, rather pet ownership in a residential apartment building is a privilege that can be reasonably withdrawn.

Trained Assistance Dogs versus Therapeutic Animals

‘Trained Assistance Dogs’, trained and registered as such (as defined by the relevant legislation), shall be permitted by the Strata Committee to assist any resident, subject to such terms and conditions as the Committee may at that time impose. Such permission may be withdrawn in the manner appearing below. Trained Assistance Dogs may accompany any guest or visitor onto the premises, or be permitted outside the unit by a resident, including common areas and units, if they are always kept under control and are on a leash not exceeding 1.5 meters in length.

‘Therapeutic Animals’ excluding dogs (as defined by the relevant legislation and on presentation of a doctor’s certificate) may be permitted by the Strata Committee to assist any resident, subject to such terms and conditions as the Committee may impose. Such permission may be withdrawn in the manner appearing below. **Please note: Any future applications for a Therapeutic Dog will automatically be refused and applicants encouraged to consider other domesticated pets.**

In both cases the permission attaches to person requiring assistance and to that animal, and does not grant ongoing rights regarding any unit or its other residents, or any other animal/s.

Number of Pets

The number of pets permitted per unit is generally one excepting in the case of small caged birds/animals (Guinea pigs, Rabbits/Reptiles) or as agreed to by the Strata COM.

Process

An application form (attached below) can be lodged through the Munro Property Group's website or provided in writing to Munro Property Group, 136 The Parade, Norwood SA 5067. The information submitted will then be passed onto the respective Strata's COM for consideration with factors such as breed, size being considered.

Applications to be specific regarding.

1. Applicants Name, Contact Number & Unit Number
2. Type of Pet, and fully grown size. If a Cat, proof will be required of desexed status
3. Written acknowledgement from the pet owner that
 - a. Their pet will always be kept inside except for egress around the complex for transportation.
 - b. The rights of other residents are not infringed upon or diminished by the applicant's pet noises, wastes or other nuisances.
 - c. Solid waste and 'litter' from the pet are bagged and disposed of appropriately (not into the garden beds).
 - d. They maintain direct control over their pet when outside of their Unit.
 - e. The Strata Corporation will not be held liable for any damage to property or injury to a third party caused by an owner's pet.
 - f. The Strata Corporation may exercise its right to revoke consent to keep a pet on the property if it becomes a nuisance and/or causes a disturbance to other residents.
 - g. The Owner understands that not all people are comfortable around pets, and they are to move the pet away from a person when requested.

Note: Applications may be forwarded to adjacent property owners for information purposes allowing them the opportunity to respond in writing.

Applications will be automatically refused for the following.

1. Dog Breeds of any type.
2. Animals illegally obtained or otherwise not legally permitted.
3. Animals likely to cause offensive odour, litter, or noise such as: poultry, pigeons, or livestock.
4. Animals the RSPCA may otherwise consider unsuited to be housed within a residential apartment.
5. Due to the transient nature of Air BNB or Short-Term Tenants (<12m) and the difficulty enforcing the Pet Owners 'conditions', applications will be refused unless it will be for a 'Trained Assistance Dog' or a 'therapeutic or assistive animal' (verification will be required) as per relevant legislation or the application has the express permission of the Unit Owner.
6. Housing an animal for financial return (Boarding).

When considering an application, the Strata's Committee of Management (SCM) will take into consideration any factor deemed to potentially disturb other residents. It is reasonably expected that the SCM primary responsibility is toward the interests of the greater community.

Enforcement/Withdrawal of authority

Will be triggered by –

- A failure to meet the conditions of Pet Owners Agreement, and/or
- Written complaints from at least 2 other Residents.

A first stage complaint will involve informal mediation/resolution between parties involved to meet the requirements of the agreement. For example, a pet owner agreeing to strategies or training to modify a pet's behaviour.

A second stage complaint, following ongoing complaint/s or continued failure to meet the agreement conditions will involve a Strata Committee of Management review which may result in the pet owner, with appropriate period of notice, having to remove their pet from the complex permanently.

Visiting Pets

Visitors and guests are not permitted to bring any animals onto either Common Property (including shared Common Property) or individual Units unless it's a 'registered' Trained Assistance Dog.

Any arrangement for an Owner to provide short notice overnight care for a pet (not being a dog) must be advised to at least one member of the Strata's Committee of Management (contact details can be obtained through the Carrington Gardens Facebook Page).

An example of this occurrence may be to provide emergency care of a pet due to an illness of an immediate family member.

This 'emergency care' is generally limited to a maximum of 5 days and the carer needs to ensure that all conditions/intent of the Pet Owners agreement are followed.

Air BNB/Short Term Tenants

PETS ARE NOT PERMITTED AT ALL as there would be significant difficulties obtaining compliance around Pet Owners Agreement nor would we have any advance information regarding the appropriateness of the animal to live within an apartment.

Pet Owners Agreement - Application for Consent to house a Domestic Pet within Unit

I being the Pet Owner at Unit request consent from the Strata Management Committee to house a domestic Animal/Pet for my own enjoyment. Specifically, the Animal Breed is and its mature size will be Toy/Small/Medium/Large (circle).

The pet's name is (if known)

I expressly acknowledge that.

1. The pet will always be kept within my unit except for egress around the complex for transportation/exercise.
2. If a Cat, proof will need to be provided of desexed status.
3. The rights of other residents are not infringed upon or diminished by pet noises, wastes or other nuisances.
4. Solid waste and 'litter' from my pet will be bagged and disposed of appropriately (not into the garden beds).
5. I will always maintain direct control (on lead) over my pet when outside of Unit.
6. The Strata Corporation will not be held liable for any damage to property or injury to a third party caused by my pet.
7. **After consideration and with notice the Strata Corporation may exercise its right to revoke consent to keep my pet on the property if it becomes a nuisance and/or causes a disturbance to other residents.**
8. Not all people are comfortable around some animals, and I will move my pet away from them if they advise they are uncomfortable.
9. This is a personal animal and is not housed in my unit for breeding purposes, board, or other monetary gain.

Agreed to by (Owners Signature) Mobile

No.....

Witnessed by (Witnesses Signature)

Name (Witnesses Name)

Date

Authorised by Strata Presiding Officer (Signature)
(Date)

ATTACHMENT I

CARRINGTON GARDENS COMMUNITY ASSOCIATION PLAZA GUIDELINES

Approved 23/5/2023

Guidelines for Sporting Activities and Play on the Plaza & Tennis Court

Use of this area should be undertaken on the understanding that this is a shared space, not a private backyard, public park, sporting oval, or school playground and as such consideration needs to be given to other residents who may be impacted by the activity and the noise resulting from it. Care should also be given to not damaging common property e.g., tennis net, plants, fence, and furniture.

- No hard balls e.g., soccer, basket, or cricket, are to be used anywhere on the plaza and court.
- The tennis court can be used for activities other than tennis, but care of the net and surface is essential.
- Tennis court bookings though MyBos take precedence.
- Learning to ride bikes, scooters, skateboards etc is permitted on the plaza (not the tennis court). However once proficiency and speed is achieved this activity should only occur away from the complex.
- Whilst a level of noise is expected, this needs to be moderated to avoid disturbing other residents.
- Children must be supervised by a responsible resident who actively assists them to work within the guidelines.
- Some games/activities are provided for children to use on the tennis court. These need to be packed away when finished with.
- The normal, whole of complex, arrangements regarding when noise is acceptable apply.
- Any damage to property will be the responsibility of the users.
- In the case of extreme breaches, a fine may be applied.

Use of this area for activities is under review and changes to these guidelines will occur over time as use evolves.

**SPECIAL CONDITIONS IMPOSED ON OWNERS, RESIDENTS AND VISITORS AS
PER ARTICLE 3.2 OF THE STRATA ARTICLES.**

STRATA 13072

PREAMBLE

The following shall be included in any Tenancy Agreement entered into or by or on behalf of a Strata Owner, as required by the Strata Articles.

CONTENT

The unit holder of a unit and every occupier and visitor or employee thereof shall:

- (a) Not use the Corporation's common property or the common property of any of the Stratas or permit the same to be used in such a manner as unreasonably to interfere with the lawful use and enjoyment thereof by occupiers of Carrington Gardens and their visitors and guests exercising rights of access to and use of common property granted as a consequence of reciprocal contractual rights and easements and documented in the Constitution and Rules of Carrington Gardens Community Association Incorporated.
- (b) Not obstruct the lawful use by any person of any portions of the common property of certain other strata corporations which are adjacent to the strata scheme.
- (c) Not obstruct the lawful use by any person of that portion of the adjacent land in respect of which the strata corporation shall have been granted certain rights (whether by way of easement or by way of contract) by the unit holder(s) of the adjacent land, for use, in conjunction with the common property in respect of which the strata corporation is entitled to exercise rights of way or any other rights.
- (d) Not use the unit or any unit subsidiary that is appurtenant thereto or permit the same to be used in such a manner or for such purposes as would cause a nuisance or hazard to any other member of the corporation or occupier of any unit or the families or visitors of any such member or occupier.
- (e)
 - (i) Shall use the garbage receptacles provided by the Strata corporation for the disposal of household waste only and shall not use or permit the use of any such garbage receptacle for disposal of building, noxious or hazardous waste or such waste as may be proscribed by regulations, by-laws or policy of the Adelaide City Council, and shall comply with all council by-laws relating to the disposal of garbage.
 - (ii) Hard waste. Items of furniture, white-goods or other hard waste are not to be placed in any carpark sub-unit or any common area within Carrington Gardens but are (if applicable) to be placed for collection on the Western side of Bewes Street the evening before

any hard waste collection periodically arranged by the Adelaide City Council.

- (f) Not use or permit the usage of any balcony, carpark or exposed external area for laundry drying or airing, nor erect clothes lines of either a temporary or permanent nature to such areas.
- (g) Not use or permit the usage of any balcony or exposed external area for general storage.
- (h) Not cause or permit oil spillage to the carpark areas and driveways, use or permit the usage of car parking bays or any parts of the common property for the dismantling of motor vehicles, motor cycles, bicycles, engines, motors or any other similar vehicle conveyance or engines plant and equipment, nor to dispose of any car parts or materials related thereto including tyres other than as may be permitted by relevant government legislation.
- (i) Not occupy or permit the occupation of a unit by numbers greater than 2 persons per bedroom.
- (j)
 - (i) Not occupy or permit their visitors or invitees to occupy car parking upon the common property or car parking spaces allocated to other units within Carrington Gardens or on a part of the common property of any Strata comprised within Carrington Gardens on which parking is not authorised by the relevant strata corporation;
 - (ii) Not to park any vehicle or trailer, or permit any vehicle or trailer to be parked, in any area other than within a parking sub-unit of the relevant unit holder without written permission of the Strata or parking sub-holder (as may be applicable);
 - (iii) Any unit holder must take reasonable steps to ensure that his or tenants or visitors do not park in parking spaces allocated for others or on parts of the common property on which parking is not authorised by the strata corporation.
- (k) Not allow any supermarket trolleys or other similar equipment be left unattended on or about the common property or car parking spaces.
- (l) Not allow children to use the lifts, tennis court, or other communal facilities unless supervised by a responsible adult.
- (m) Not cause or permit any act to impair the security of the buildings.
- (n) Not use the unit or permit the unit to be used for any purpose which may be unlawful.
- (o) Not keep any animals in or in the vicinity of the unit or in the common property other than an animal kept in accordance with the corporation's

prior written permission, which may be withdrawn at any time.

- (p) Not cause or permit actions of a boisterous or noisy behaviour including shouting or screaming by adults or children, loud music or TV, slamming of doors, revving of car or motor bike engines etc.
- (q) Not cause or permit any undue noise either within any unit or in any area of common property so as to cause annoyance to other residences at any time, and in particular after the hour of 10.00pm.
- (r) Not use car parks, driveways, foyers or lifts as play areas, nor use the tennis court for any purpose other than the playing of tennis without the written authorisation of the Carrington Gardens Community Association Incorporated.
- (s) Not:
 - (i) Bring bicycles or tricycles into the interior of the buildings, place, or permit to be placed, bicycles on areas of common property not allocated for that purpose, or so as to cause nuisance to other unit holders. Bicycles should be placed/stored in the storage areas provided for that purpose on common property;
 - (ii) Place, or permit to be placed baby carriages, perambulators, shopping trolleys(already covered) or other items on common property so as to cause nuisance or danger to other unit holders, residents or visitors.

Illegally parked shopping trolleys may be removed and disposed of immediately by the Strata. Illegally parked bicycles may be unlocked and moved to the nearest bike shed and disposed of by the Strata 28 days later unless claimed by the owner.
- (t) Not cause or leave litter of any kind on or about the grounds or other units.
- (u) Not display any sign, advertisement, placard, banner or poster or any other conspicuous material of a similar nature:
 - (i) On part of his or her unit so as to be visible from outside the building; or
 - (ii) On any part of the common property.
- (v) Not fail to comply with all regulations and by-laws which may be applicable to fire safety or the safe operation of lifts.
- (w) Not obstruct access to or otherwise interfere with any fire exit or fire equipment.
- (x) Not to behave in an offensive, threatening or abusive manner to

any unit holder, occupier, guest, visitor, officer or servant of the Corporation.

- (y) Owners, residents and visitors shall on the carpark ramps and within the common areas of the carpark use motor vehicles, bicycles etc in such a manner as to not cause risk of injury, damage or inconvenience to any person or vehicle within those areas.
- (z) Owners, residents and visitors shall not exceed the Speed limit indicated by signage as applicable within the common areas of the carpark.
- (za) Owners, residents and visitors shall not smoke in any area of enclosed common property or in any area of common property which may from time to time be designated as Smoke Free by the Strata Committee of Management or by the Strata at a duly convened Meeting

PENALTIES

The Strata Committee may impose on any Owner any penalty for a breach by a tenant or visitor as it sees fit up to the maximum permitted from time to time by the *Strata Titles Act*, following the procedures as set out in that Act.

DATE of adoption by AGM of amended Articles 8th March 2017.

DATE of adoption of Amended Special Conditions by Committee of Management
9/5/2017.

Authorised by Strata PO

Dated 10/5/2017

STRATA CORPORATION NO. 13072 INCORPORATED

This corporation forms part of 'Carrington Gardens', a community scheme developed to provide secure, prestige residential accommodation comprising developments on four adjacent allotments.

'Carrington Gardens Community Association Incorporated' ('CGCA'), consists of the representatives of the unit holders of Stratas 13072, 13073, 14496 and 14497 ('the Stratas') in order to administer the common area facilities, common recreation facilities which are shared, to ensure that the integrity of the architectural and landscaping features of the development is maintained, and to employ or appoint personnel to give effect to the security and caretaking of the complex.

As a consequence, the members of this strata community, unit holders, residents and visitors are bound by decisions of CGCA in regard to their use of shared recreation facilities (including the tennis court, spa and sauna), with respect to the security, caretaking and maintenance of the buildings and property and any alterations to the structure or external appearance of the unit.

CGCA is empowered to levy charges to the Stratas, and each of them, in respect to expenses incurred by it on behalf of one or more of the Stratas, and the Stratas shall pay the same as and when they fall due for payment.

ARTICLES OF THE STRATA CORPORATION

1. In these articles, unless the contrary intention appears:
 - (a) words and expressions have the same respective meanings as they have in the *Strata Titles Act, 1988*; and
 - (b) "the Act" means the *Strata Titles Act, 1988* as amended from time to time and includes the regulations made under any provision thereof.

RIGHTS AND OBLIGATIONS OF THE CORPORATION

- 2.1 This corporation formally provides the right of access and usage for recreational purposes to residents of all four allotments being SC 13072, 13073, 14496 and 14497 to portions of the corporation's common property comprising the plaza, vehicle driveways, pedestrian entrances, tennis court, spa and sauna, if applicable.
- 2.2 The corporation shall:
 - (a) Keep in a state of good and serviceable repair and always properly maintain all chattels, fixtures and fittings (including elevators, stairways and fire escapes, if any) held by the corporation or used or intended, adapted or designed for use in connection with the common property or the enjoyment thereof by the unit holder or occupiers of the units or by their families or visitors;
 - (b) Always maintain in good repair and proper working order and renew, where renewal therefore is reasonably necessary, the pipes, wires, cables, ducts and other apparatus and equipment, if any, of whatsoever nature installed in the buildings by the corporation or entrusted to its care by these articles or used or intended, adapted or

designed for use in connection with or for the provision of any of the services in respect of which rights are vested in the owner of the common property;

- (c) Obtain and maintain insurance on the building and common property and common areas on such terms as may be agreed from time to time by the unit holders at general meetings of the corporation.
 - (d) At the written request of the unit holder or registered mortgagees of a unit, produce for inspection to that unit holder or mortgagee or to any person authorised in writing by him, the policy or policies of insurance effected by the corporation and the receipt or receipts for the last premium or premiums in respect thereof;
 - (e) Maintain a register of the contact details, including, where possible email addresses, of unit holders, letting agents and tenants;
 - (f) Provide to those letting agents a copy of this strata corporation's "Special Conditions" to be attached to and forming part of any residential tenancy agreement granted by an unit holder or their letting agents to a tenant;
 - (g) Be empowered to issue letters of infringement to tenants, unit holders and/or their letting agents where tenants fail to comply with the strata corporation's "Special Conditions";
 - (h) Determine in annual general meeting each year or from time to time by the Committee of Management (if any) the scale of costs and or punitive damages that may be levied by the strata corporation against unit holders whose tenants infringe and/or default in complying with this strata corporation's Articles 3.2, 3.3 and 3.4 hereinafter referred to as 'the Special Conditions' such amount not exceed such amount as may be permitted by statute.
- 2.3. In accordance with the Act the corporation will raise funds in accordance with unit entitlement from each unit holder to meet costs applied by "Carrington Gardens Community Association Incorporated" for the purposes of carrying out its functions including the raising of accrual funds for replacement of shared communal facilities.
- 2.4. The corporation will raise funds in accordance with unit entitlement from each unit holder to meet administrative and recurrent costs incurred by the corporation and shall maintain a sinking fund to meet future costs of a non-recurrent nature.
- 2.5. The corporation, its agents and servants shall be permitted by the unit holder or occupier of a unit, and shall have the right at all reasonable times and on giving the unit holder or the occupier reasonable notice (except in cases of emergency when no such notice shall be required), to enter upon the unit for the purpose or in the course of carrying out the functions or duties of the corporation or exercising its powers which, without limiting the generality of the foregoing, shall be deemed to include power:
- (a) To inspect the unit;
 - (b) To carry out maintenance repairs or work; and
 - (c) To enter upon and inspect any part of the unit for the purpose of ensuring that the Act and those articles are being observed.

RIGHTS AND OBLIGATIONS OF UNIT HOLDERS

- 3.1. The unit holder of a unit shall:
- (a) Pay all rates, taxes, charges, outgoings and assessments in respect of the unit as and when the same shall fall due for payment.
 - (b) Pay all strata fees, levies and fines imposed by the corporation as and when the same shall fall due for payment.
 - (c) Subject to the Act and these articles:
 - (i) Repair and maintain the unit and always keep the same in a state of good repair and in a clean and tidy condition;
 - (ii) Carry out any work ordered by a council or other public authority in respect of the unit.
 - (d) Notify the corporation forthwith of any change of ownership of or of occupancy of the unit.
 - (e) Subject to the Act and these articles, insert or cause to be inserted in any lease or tenancy agreement granted by the unit holder in respect of his unit a covenant that the lessee or tenant will observe and comply with the provisions of the Articles 3.2, 3.3 and 3.4 of these articles hereinafter referred to as "Special Conditions" and the landlord will, subject to the provisions of the *Residential Tenancies Act*, terminate the letting agreement and occupancy of the tenant within seven days of a request to do so by the strata corporation.
 - (f) Advise the strata corporation of the name, email address, postal address and telephone number of their letting agent if any and the name and after hours telephone number of the agent's letting manager.
- 3.2. The unit holder of a unit and every occupier, visitor or employee thereof shall:
- (a) Not use the Corporation's common property or the common property of any of the Stratas or permit the same to be used in such a manner as unreasonably to interfere with the lawful use and enjoyment thereof by occupiers of Carrington Gardens and their visitors and guests exercising rights of access to and use of common property granted as a consequence of reciprocal contractual rights and easements and documented in the Constitution and Rules of Carrington Gardens Community Association Incorporated.
 - (b) Not obstruct the lawful use by any person of any portions of the common property of certain other strata corporations which are adjacent to the strata scheme.
 - (c) Not obstruct the lawful use by any person of that portion of the adjacent land in respect of which the strata corporation shall have been granted certain rights (whether by way of easement or by way of contract) by the unit holder(s) of the adjacent land, for use, in conjunction with the common property in respect of which the strata corporation is entitled to exercise rights of way or any other rights.
 - (d) Not use the unit or any unit subsidiary that is appurtenant thereto or permit the same to be used in such a manner or for such purposes as would cause a nuisance or hazard to any other member of the

corporation or occupier of any unit or the families or visitors of any such member or occupier.

- (e)
 - (i) Shall use the garbage receptacles provided by the Strata corporation for the disposal of household waste only and shall not use or permit the use of any such garbage receptacle for disposal of building, noxious or hazardous waste or such waste as may be proscribed by regulations, by-laws or policy of the Adelaide City Council, and shall comply with all council by-laws relating to the disposal of garbage.
 - (ii) Hard waste. Items of furniture, whitegoods or other hard waste are not to be placed in any carpark sub-unit or any common area within Carrington Gardens but are (if applicable) to be placed for collection on the Western side of Bewes Street the evening before any hard waste collection periodically arranged by the Adelaide City Council.
- (f) Not use or permit the usage of any balcony, carpark or exposed external area for laundry drying or airing, nor erect clothes lines of either a temporary or permanent nature to such areas.
- (g) Not use or permit the usage of any balcony or exposed external area for general storage.
- (h) Not cause or permit oil spillage to the carpark areas and driveways, use or permit the usage of car parking bays or any parts of the common property for the dismantling of motor vehicles, motor cycles, bicycles, engines, motors or any other similar vehicle conveyance or engines plant and equipment, nor to dispose of any car parts or materials related thereto including tyres other than as may be permitted by relevant government legislation.
- (i) Not occupy or permit the occupation of a unit by numbers greater than 2 persons per bedroom.
- (j)
 - (i) Not occupy or permit their visitors or invitees to occupy car parking upon the common property or car parking spaces allocated to other units within Carrington Gardens or on a part of the common property of any Strata comprised within Carrington Gardens on which parking is not authorised by the relevant strata corporation;
 - (ii) Not to park any vehicle or trailer, or permit any vehicle or trailer to be parked, in any area other than within a parking sub-unit of the relevant unit holder without written permission of the Strata or parking sub-holder (as may be applicable);
 - (iii) Any unit holder must take reasonable steps to ensure that his or tenants or visitors do not park in parking spaces allocated for others or on parts of the common property on which parking is not authorised by the strata corporation.
- (k) Not allow any supermarket trolleys or other similar equipment be left unattended on or about the common property or car parking spaces.
- (l) Not allow children to use the lifts, tennis court, or other communal facilities unless supervised by a responsible adult.
- (m) Not cause or permit any act to impair the security of the buildings.
- (n) Not use the unit or permit the unit to be used for any purpose which may be unlawful.

- (o) Not keep any animals in or in the vicinity of the unit or in the common property other than an animal kept in accordance with the corporation's prior written permission, which may be withdrawn at any time.
- (p) Not cause or permit actions of a boisterous or noisy behaviour including shouting or screaming by adults or children, loud music or TV, slamming of doors, revving of car or motor bike engines etc.
- (q) Not cause or permit any undue noise either within any unit or in any area of common property so as to cause annoyance to other residences at any time, and in particular after the hour of 10.00pm.
- (r) Not use car parks, driveways, foyers or lifts as play areas, nor use the tennis court for any purpose other than the playing of tennis without the written authorisation of the Carrington Gardens Community Association Incorporated.
- (s) Not:
 - (i) Bring bicycles or tricycles into the interior of the buildings;
 - (ii) Place, or permit to be placed, bicycles on areas of common property not allocated for that purpose, or so as to cause nuisance to other unit holders. Bicycles should be placed/stored in the storage areas provided for that purpose on common property;
 - (iii) Place, or permit to be placed baby carriages, perambulators, shopping trolleys(already covered) or other items on common property so as to cause nuisance or danger to other unit holders, residents or visitors.

Illegally parked shopping trolleys may be removed and disposed of immediately by the Strata. Illegally parked bicycles may be unlocked and moved to the nearest bike shed and disposed of by the Strata 28 days later unless claimed by the owner.
- (t) Not cause or leave litter of any kind on or about the grounds or other units.
- (u) Not display any sign, advertisement, placard, banner or poster or any other conspicuous material of a similar nature:
 - (i) On part of his or her unit so as to be visible from outside the building; or
 - (ii) On any part of the common property.
- (v) Not fail to comply with all regulations and by-laws which may be applicable to fire safety or the safe operation of lifts.
- (w) Not obstruct access to or otherwise interfere with any fire exit or fire equipment.
- (x) Not behave in an offensive, threatening or abusive manner to any unit holder, occupier, guest, visitor, officer or servant of the Corporation.
- (y) Owners, residents and visitors shall on the carpark ramps and within the common areas of the carpark use motor vehicles, bicycles etc in such a manner as to not cause risk of injury, damage or inconvenience to any person or vehicle within those areas.
- (z) Owners, residents and visitors shall not exceed the Speed limit indicated by signage as applicable within the common areas of the carpark.
- (za) Owners, residents and visitors shall not smoke in any area of enclosed common property or in any area of common property which may from time to time be designated as Smoke Free by the Strata Committee of Management or by the Strata at a duly convened meeting.

- 3.3. The unit holder of a unit and every occupier, guest and visitor thereof shall comply with all regulations applied from time to time by "Carrington Gardens Community Association Incorporated" for the administration of shared communal facilities including the tennis court, sauna and other recreational areas and to use such facilities strictly in accordance with such regulations.
- 3.4. The unit holder of a unit or any occupier thereof shall not:
- (a) Change the use or alter the character of that unit or any unit subsidiary that is appurtenant to that unit; or
 - (b) Erect or alter any structure on any unit subsidiary that is appurtenant to that unit unless express approval for doing so has been obtained from this Corporation in accordance with Section 29 of the Act and in addition from Carrington Gardens Community Association Incorporated in order to ensure that any such alterations are in keeping with the landscaping and streetscape established for the Carrington Gardens development.
- 3.5 PENALTIES FOR BREACH –
- (a) The amount of any penalty for breach of these Articles by a Unit Holder, Occupier, Guest or Visitor is not to exceed the sum prescribed from time to time pursuant to Section 19 (5) of the *Strata Titles Act 1988*, and may be imposed by the Strata Committee of Management.
 - (b) On being imposed by the Committee of Management, any such penalty shall form a debt due by the Unit Holder and may be added to the Unit Strata fees or may be pursued by separate legal action.
 - (c) Any Unit Holder may dispute the imposition of any penalty in such manner as may be prescribed in the *Strata Titles Act 1988*.

ADOPTED 8th March 2017



AMENDED MINUTES OF THE ANNUAL GENERAL MEETING OF STRATA PLAN 13072

Meeting In accordance with the Strata Titles Act 1988

D Block **17 Eden Street, ADELAIDE, SA, 5000**

In accordance with the *Strata Titles Act 1988 Section 33 (2)* the Officers of the Corporation called the Annual General Meeting.

DATE: **19 March 2025**
TIME: **05:00 PM**
LOCATION: **Box Factory, 59 Regent Street, Adelaide, SA, 5000**
<https://msteams.link/3F41>

Attendance

Lot 6	Karen Brumpton & John Andrew Brumpton	Electronic vote
Lot 8	Joel R & N Voortman	Electronic vote
Lot 9	Gerardus Hendricus Van Den Hoogen	Electronic vote
Lot 12	Shane Andrew Allen & Leanne Jean Allen	Electronic vote
Lot 14	Steve L Gladwell	Owner present
Lot 16	Ian Campbell Brown	Electronic vote
Lot 17	Craig D Stephens	Owner present
Lot 18	Leon Ross Boase & Bebra Margaret Boase	Electronic vote
Lot 19	Carolyn Mandy Noble	Electronic vote
Lot 20	Ms Pamela Lynne Reynolds & Mr Jeremy Luke Harris	Owner present
Lot 22	Dr Oliver Mayo	Electronic vote
Lot 23	Geoffry Frank Zecchin & Susan Grace Zecchin	Owner present
Lot 28	Ashley Cooney	Owner present
Lot 31	Richard L M Beare	Electronic vote
Lot 32	Suzanne Gail Berry	Electronic vote
Lot 38	Jian Guo Zhang & Zhi Bei Wu	Electronic vote
Lot 39	Simone Carmel Tierney & Peter Anthony Doody	Owner present

Others in attendance

Jason Nash on behalf of Munro.

Proxy Voting

In accordance with the *Strata Titles Act 1988 Section 34 (2a)*, proxies were tabled and subsequently the absentee votes on the proposed agenda have also been tabled as per the *Strata Titles Act 1988 Section 34 (3a)*

Lot 25	Thi Tram Anh Bui	Proxy Name: Proxy to Ian Brown
Lot 33	Ricardas Algirdas Samulis	Proxy Name: Craig Stephens

Lot 34	Graeme James Loxton	Proxy Name: Proxy to Craig Stephens
Lot 40	Matthew Leonard Kennedy & Frances Ann Kennedy	Proxy Name: Steve Gladwell

Quorum

In accordance with the *Strata Titles Act 1988 Section 33*, a quorum is determined if at least half of the financial unit owners are represented at any meeting, in person or by proxy or, if applicable, via remote communication. At the time of the meeting, a quorum of 21 financial unit owners was represented and the meeting opened at 5 PM.

A quorum was declared as per the Strata Titles Act 1988 Section 33 (5c) – if the quorum is not formed at the reconvened meeting within half an hour of the relevant time, the persons who are present and entitled to vote constitute a quorum. The meeting opened at 04:30 PM.

MEETING OPENING, APPOINTMENT OF MEETING CHAIRPERSON & MINUTE SECRETARY

Resolved that Jason Nash of Munro would assist the Presiding Officer by conducting the meeting; and assist the Secretary in the recording of minutes as per *The Strata Titles Act 1988 Section 33(9)*.

Motion CARRIED.

Yes: 21	No: 0	Abstain: 0	Inv: 0
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DECLARATION OF INTEREST

In accordance with *The Strata Titles Act 1988 Section 34(3a)*, it is a legal requirement for members to make known to the meeting any direct or indirect financial interest in matters to be voted upon at a properly convened meeting.

CONFIRMATION OF PREVIOUS MINUTES

Resolved, in accordance with *The Strata Titles Act 1988 Section 33(4bb)*, that the minutes of the last Annual General Meeting held on the 19th of March 2024 be confirmed as a true record of the proceedings of that meeting.

Motion CARRIED.

Yes: 19	No: 0	Abstain: 2	Inv: 0
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ACCEPTANCE OF FINANCIAL STATEMENTS

Resolved, in accordance with *The Strata Titles Act 1988 Section 33(4c(i))*, that the full financial statements year ending 31st December 2024 having been circulated, tabled, and discussed be accepted as a true and accurate record of the Corporation's financial standings.

Motion CARRIED.

Yes: 20	No: 0	Abstain: 1	Inv: 0
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Presiding Officer's and Treasurer's Report

The Presiding Officer's and Treasurer's report was tabled.

APPOINTMENT OF BODY CORPORATE MANAGER

Resolved that Munro be appointed as manager of the Corporation in accordance with *The Strata Titles Act 1988 Section 27A(3)* and to assist the appointed officer bearers via delegation for the following 12 months; and that the Presiding Officer be authorised to sign the agreement.

SERVICES COVERED BY ANNUAL MANAGEMENT FEE

See Management Contract of Appointment

The Manager has the functions and duties provided for under the Act including:-

Accounting

- Establish and operate a bank account in the name of the Corporation or a trust account for the Corporation;
- Keep books of account covering all income and expenditure and assets and liabilities of the Corporation;
- Prepare annual financial statements of all income and expenditure and assets and liabilities of the Corporation (the annual accounts);
- Issue notices for fees set and special fees levied by the Corporation;
- Pay invoices on behalf of the Corporation (provided reasonable funds are held by the Corporation); Reconciliation of account.

Insurance – Applicable if placing policy on behalf of the corporation

- Arrange insurance or renewal only with or through the authorising licensees listed in Clause 1.2 in accordance with the authority(ies) to provide insurance services listed in Clause 1.2, unless the Manager or the Manager's employer holds its own Australian Financial Services Licence covering the provision of the services;
- Arrange a valuation of the cost of reinstatement and replacement of the building/s when requested by the Corporation;
- Prepare and lodge routine insurance claims with insurers/brokers (max. 15 minutes);
- Provide any other insurance services in respect of insurance products offered through the authorising licensees as listed in Clause 1.2, or as otherwise authorised by the Australian Financial Services Licence held by the Manager, or the Manager's employer.

Documentation

- Maintain register of owner's names and addresses;
- Issue all Corporation search certificates and answer reasonable enquiries at the relevant cost of the applicant/enquirer;
- Deal with routine inwards and outward correspondence;
- Keep and supervise the use of the common seal;
- Keep the records of the Owners Corporation including minutes and ballots.

Annual General Meeting

- Convene, submit a budget and financial statement to and record minutes of the Annual General Meeting;
- Attendance at Annual General Meeting may be charged as Additional Services as set out in 2.2;
- Any meeting held outside the Manager's office may attract a fee for travel time as set out in 2.2;

Maintenance

- Arrange for minor(< \$1,000 or 15 minutes) repairs and maintenance of Corporations Common Property.

Guidance

- Provide guidance to the Corporation to enable the Corporation to carry out and perform its duties and functions, as set out in this clause.

General

- Generally, implement the decisions and instructions of the Corporation with respect to its duties and functions as set out in this contract.

If additional services in Clauses 2.2 and 2.3, and the Special Conditions as stated in the management contract of appointment are provided, they will be charged to the Corporation where applicable. These charges may include government charges, registering as public officer, disbursements, data storage,

audit charges and tax document preparation if necessary. These charges will be debited to the Corporation as actually expended.

Motion CARRIED.

Yes: 21

No: 0

Abstain: 0

Inv: 0

ELECTION OF OFFICE BEARERS

Resolved in accordance with *The Strata Titles Act 1988 Section 23*, that the Corporation appoint the following office-bearers for the coming year:

Presiding Officer – Ian Brown

Secretary – Craig Stephens

Treasurer – Ian Brown

As per *The Strata Titles Act 1988 Section 23(5)*, the Corporation commits an offence if any of these positions is allowed to remain vacant for more than six months. Should one or more of these positions become vacant for longer than six months, a General Meeting will be required to be called to fill the position/s.

Motion CARRIED.

Yes: 21

No: 0

Abstain: 0

Inv: 0

APPOINTMENT OF MANAGEMENT COMMITTEE

The current management committee is comprised of the Office Bearers, along with Steve Gladwell, Simone Tierney & Joel Voortman.

Resolved the appointment of a Management Committee as per successful nomination at the meeting; and that the management committee be authorised to give consent for each occurrence of unplanned maintenance work, that may occur throughout the year.

The Strata Titles Act 1988 Section 35(2) states that: A management committee will, subject to any limitation imposed by the strata corporation, have full power to transact any business of the corporation.

Munro recommends the appointment of a management committee to ensure that the management consultant has the required directives from the representatives to carry out its business as it sees fit.

The management committee has the authority to approve quotes, some minor additions, alterations, and approvals, however may (at its discretion) call a General Meeting to consult with all owners on any matter.

Owners are reminded that the management committee does not have the power to authorise anything for which a special or unanimous resolution of the Corporation is required by the Act or by the articles of the Corporation.

Munro advises that additional fees may apply if a representative is invited to attend committee meetings, assisting with chairing, and recording the minutes.

Should a management consultant not be required, it is the responsibility of the Secretary to ensure that detailed minutes are taken and provided to Munro to hold on file and carry out any requests in accordance with the contract of appointment.

Motion CARRIED.

Yes: 21

No: 0

Abstain: 0

Inv: 0

INSURANCE

Review of Insurance

As per *The Strata Titles Act 1988 Section 30*, the Corporation's insurance must be for the full cost of replacing its buildings and / or improvements.

The corporation is now insured through a policy shared with the other three stratas in the Carrington Gardens complex. The building sum insured is for all four buildings.

In accordance with *The Strata Titles Act 1988 Section 33(4, c, iv)* and *The Strata Titles Regulations 2018 Regulation 15*, the current insurance details for the Corporation are as follows:

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
03GS008576	CHUBB INSURANCE COMPANY OF AUSTRALIA	15 Jul 2025	Sum Insured	\$81,200,000.00
			Catastrophe	\$12,192,000.00
			Common Area Contents	\$80,000.00
			Loss of Rent/Temp Accom(15%)	\$12,180,000.00
			Voluntary Workers	\$200,000.00 / \$2,000.00
			Crime Insurance	\$250,000.00
			Management Committee Liability	\$5,000,000.00
			General Liability	\$20,000,000.00
			Government Audit Costs	\$30,000.00
			Appeal Expenses	\$150,000.00
			Machinery Breakdown (Over 5Kw)	\$100,000.00
			Loss of land value	\$1,000,000.00
			Environmental Impairment	\$250,000.00
			Flood	INCLUDED
TOTAL PREMIUM: \$126,780.00				

Munro is an authorised representative of Corporate Home Unit Underwriting Agencies Pty. Ltd and an Authorised Distributor of Strata Community Insurance Pty Ltd.

Owners wanting a copy of the relevant Product Discloser Statement (PDS) or Financial Services Guide (FSG) can download a copy from the relevant insurer's website or alternatively request one from the Munro office.

Munro is qualified to give general advice and information about insurance, not personal advice. If the Corporation requires specialist insurance advice, Munro can refer the Corporation to an insurance

advisor. Munro advised the members that they are not qualified to advise on a replacement value and if guidance is required, the advice of a licensed valuer should be obtained. Munro recommends that the Corporation consider undertaking a valuation every 3-5 years to accommodate for market fluctuations, major catastrophe, and legislation changes.

Munro will not be held responsible for the decision of the Corporation relating to the sum insured and will be indemnified by the Corporation in the event a claim is not met in full due to the Corporation being under or uninsured.

Insurance Claims

Owners are advised that any successful claim will attract an excess and will likely affect the premium upon renewal. If a claim is made because of lack of maintenance by the Corporation, the Corporation will be responsible for paying the excess. The owner will generally be responsible for the payment of the excess in all other instances.

Owners are advised that claims made against the Corporation's insurance policy associated with lack of maintenance or naturally occurring deterioration (wear and tear) may be refused by the insurer. The Corporation should ensure that regular repairs and maintenance should be planned and carried out to prevent damage to the common property.

Claims also associated with non-rectification of an insured property defect, error, or omission that you were aware of or should reasonably have been made aware of may also be refused by the insurer.

Owners are further advised that when making a claim against malicious damage, theft, arson etc. a Police Incident Report (PIR) number will be required by the insurer and the report should be made as soon as the insured is aware of the loss.

If owners are unsure as to what is required when making a claim, they are to refer to the insurer's PDS.

Alterations, Additions & Approvals

As of the agenda issuance, no applications have been submitted for consideration.

Owners are advised that Corporation approval is required for certain things including (but not limited to) prescribed works, pets, and exclusive use of common property. Some approvals require the passing of a special or unanimous resolution and cannot be considered unless the exact wording of the proposal is included in the agenda.

Owners are advised that it is a requirement under *The Strata Titles Act 1988 Section 29(1b)* that owners must not carry out prescribed works to their unit or the common property without a special resolution being passed at a property convened meeting.

"Prescribed work" in relation to a unit means—

- (a) the erection, alteration, demolition or removal of a building;
- (b) the alteration of the external appearance of a building.

If owners are unsure if Corporation approval is required, they are to contact Munro for further clarification.

COMMON PROPERTY MAINTENANCE

Maintenance, Cleaning & Repairs

Cleaning & Caretaking

It was noted that Ricky Brooks was the cleaning contractor for the complex. Owners were happy to continue with his services.

Balcony Balustrades and Rails

There was discussion about the increasing need for repainting the walkway balustrades and rails. The manager and Steve Gladwell will seek recommendations and quotes for this work, to be considered by the committee and in conjunction with the other three stratas.

EV Charger

The manager provided a brief update on the status of the EV charger repair, noting that it had taken some time to have the installing electricians return to identify the fault. There had been initial fears that the charger would require a power upgrade from the street, which would've been very costly, however this does not appear to be the case, with the contractor advising that a meter changeover and some cabling upgrades are all that is required. The upgrade work is expected to proceed in the coming weeks. The manager will liaise with Ian Brown and the contractor to get work underway.

In the event of a property emergency, Munro is to be contacted in the first instance on 08 8132 2000. In the event of after-hours emergencies, the call will be directed to HPG Insurance & Maintenance Works. Please note that this service is above and beyond the standard service provided and will incur additional charges at an hourly rate.

If the works are not deemed an emergency or are determined to be the responsibility of the owner, costs will be passed to the owner for recovery.

Explanatory Note

As per The Strata Titles Act 1988 Section 25(a), it is the responsibility of the Corporation to carry out repairs and maintenance to the common property and ensure that its integrity is maintained.

General Business

Notes

- Chase up FESSA about smoke detectors

BUDGET & CONTRIBUTIONS

Review & Acceptance of Administration Fund

Resolved, in accordance with *The Strata Titles Act 1988 Section 27*, that the proposed administration budget and consequently the annual contributions being \$102,000.00 + GST be accepted.

Administration funds are collected to pay recurrent expenditure of the Corporation such as the insurance premium, gutter cleaning, grounds maintenance, etc.

Motion CARRIED.

Yes: 21

No: 0

Abstain: 0

Inv: 0

Review & Acceptance of Sinking Fund

Resolved, in accordance with *The Strata Titles Act 1988 Section 27*, that the proposed sinking fund budget and consequently the annual contributions being \$20,000.00 +GST be accepted.

Sinking funds are established and maintained for the purpose of major works and capital expenditure. The sinking fund should not be used to offset recurrent expenditure of the Corporation unless instructed so by the elected representatives and is in addition to the above administration budget.

Motion CARRIED.

Yes: 21

No: 0

Abstain: 0

Inv: 0

Contributions

Both contributions are to be divided by unit entitlement and paid in quarterly instalments.

Forward Budget

A rolling 15-year forward budget is prepared by the CGCA and individual strata committees. A copy of the forward budget is available by contacting the Munro office.

Approval of Debt Recovery Process for Arrears

Resolved by unanimous resolution that the Strata be entitled to recover from Owners for any outstanding levies or penalties and for any costs incurred for any breach of the Strata Titles Act and Regulations, Strata Articles or CGCA Standing Minutes or any cost of enforcing the Act, the Strata Articles or the Standing Minutes, or an amount due to the Strata pursuant to any insurance claim, water damage claim or any claim relating to damage to common property:

- The amount outstanding by the Owner, including any Breach Notice penalty issued.
 - The amount of any cost/s incurred
 - Interest on any amount outstanding at the rate of 15% pa.
 - Any legal or other costs incurred by the Strata, as authorized by Article 3.5.,
- As per The Strata Titles Act 1988 Section 27(5), "a contribution, instalment or interest may be recovered as a debt". The debt recovery process is as follows:
- For levies unpaid 14 days after their due date, owner/s will receive a reminder letter and a text message (stage 1).
 - For levies unpaid 60 days after their due date and greater than \$50.00, the owner/s will receive a final notice outlining the cost associated with transferring the recovery to a lawyer and a text message (stage 2, cost \$55.00).
 - For levies unpaid 90 days after their due date and greater than \$500.00, the owner/s will receive a notice outlining that the recovery of overdue levies will be transferred to a solicitors' office specialising in debt recovery (stage 3, cost \$150.00).
 - Any and all additional solicitors' costs will be payable by the owner.

All costs initially will need to be met by the Corporation but will be recovered by the action and applied to the unit owner's account.

Interest Charged on Overdue Accounts

As per *The Strata Titles Act 1988 Section 27(4(b))* the Corporation may "fix (in accordance with the regulations) interest payable in respect of a contribution, or an instalment of a contribution, that is in arrears." The Corporation to resolve that the interest rate of 15% per annum remain in place and be applied to owners who fall in arrears with their payments.

Munro is to be contacted if an owner is having difficulty paying on time, so fees are minimised or negotiated, interest charged may be waived if an adequate payment plan is maintained and adhered to.

Motion CARRIED.

Yes: 21

No: 0

Abstain: 0

Inv: 0

APPOINTMENT OF PUBLIC OFFICER

Resolved that Mr Joshua Baldwin of Munro act as Public Officer as defined under *The Income Tax Assessment Act 1936*.

Under *The Income Tax Assessment Act 1936*, a person is required to be nominated to act as public officer for the Corporation. An owner can fill this position however this can present issues should ownership of the lot change at any time.

Motion CARRIED.

Yes: 21

No: 0

Abstain: 0

Inv: 0

ENGAGEMENT OF AUDITOR

Resolved as per *The Strata Titles Act 1988 Section 36H* that NRM Johnson be engaged to audit the annual statement of accounts.

NRM Johnson is a registered company auditor within the meaning of *The Corporations Act 2001* of the Commonwealth.

Motion CARRIED.

Yes: 21

No: 0

Abstain: 0

Inv: 0

Member Register

The members register may be circulated as a confidential document to all owners upon request. Should you prefer not to have your details circulated, please advise the manager in writing.

To ensure you receive all corporation communications, please ensure you advise our office of a valid email address and advise of any contact changes that may occur.

Owners are reminded that correspondence and financial files are available for inspection upon request and with prior arrangement during regular business hours at the offices of Munro Property Group.

Next Meeting Date & Meeting Closure

The next AGM will be held in mid-March 2026. Details will be confirmed closer to the time.

Meeting Close

The meeting closed at 05:54 PM.



Approved Budget to apply from 01/01/2025

Munro Property Group Pty Ltd
136 The Parade NORWOOD SA 5067
08 8132 2000
bc@munroproperty.com.au
www.munroproperty.com.au

Strata Corporation No. 13072 Inc.

D Block, 17 Eden Street, ADELAIDE SA 5000

Administrative Fund

Approved
budget

01/01/2024-31/12/2024

Actual

Previous
budget

Revenue

Interest on Arrears--Admin	100.00	602.19	100.00
Interest on Investments--Admin	5,000.00	0.00	0.00
Levies Due--Admin	102,000.00	95,999.87	96,000.00
Recovery--Legal Fees	0.00	172.95	0.00
Recovery--Owner	0.00	50.00	0.00
Recovery--Owner Fobs	0.00	230.00	0.00
Recovery--Owner-Keysafe	0.00	113.64	0.00
Transfer from Sinking Fund	0.00	1,972.34	0.00
Total revenue	107,100.00	99,140.99	96,100.00

Less expenses

Admin - Contractor Compliance Management	176.00	176.04	180.00
Admin--Accounting--Tax Return	240.00	240.91	255.00
Admin--Auditors--Audit Services	680.00	665.45	680.00
Admin--Bank Charges--Account Fees	25.00	22.20	180.00
Admin--Consultant Fees	7,500.00	7,275.00	7,500.00
Admin--Consultant--BAS Prep. & Lodgement	600.00	600.00	525.00
Admin--Consultant--Comms/Data/Technology	770.00	882.95	883.00
Admin--Consultant--Debt Collection	0.00	0.00	500.00
Admin--Consultant--Disbursements	250.00	100.00	0.00
Admin--Consultant--Meeting Fee	255.00	250.00	200.00
Admin--Consultant--Public Officer Fee	90.00	90.00	90.00
Admin--Contractor Maintenance Manager	50.00	60.00	0.00
Admin--Legal charges	0.00	172.95	0.00
Admin--Levy Contribution--Community Assoc	52,500.00	55,000.02	55,000.00
Admin--Meeting Room Expenses	100.00	54.55	100.00
Insurance--Premiums	38,000.00	22,172.26	24,000.00
Insurance--Valuation	0.00	255.00	0.00
Maint Bldg--Building Repairs--General	2,000.00	344.50	500.00
Maint Bldg--Electrical--Repairs	200.00	0.00	200.00
Maint Bldg--Fire Protection	500.00	0.00	500.00
Maint Bldg--Hardware/Consumables	100.00	0.00	100.00
Maint Bldg--Plumbing	2,500.00	0.00	2,500.00
Maint Bldg--Repairs--Windows & Doors	0.00	200.00	0.00
Maint Bldg--Roof	500.00	0.00	500.00
Maint Bldg--Security--Fobs	0.00	235.00	0.00
Maint Bldg--Security--Intercom	200.00	0.00	200.00

Strata Corporation No. 13072 Inc.		D Block, 17 Eden Street, ADELAIDE SA 5000	
Maint Bldg--Security--Locks	500.00	1,170.89	1,000.00
Maint Bldg--Signs & Notice Boards	250.00	0.00	250.00
Maint Grounds--Irrigation Systems	0.00	180.61	0.00
<i>Total expenses</i>	107,986.00	90,148.33	95,843.00
Surplus/Deficit	(886.00)	8,992.66	257.00
Opening balance	33,246.57	24,253.91	24,253.91
Closing balance	\$32,360.57	\$33,246.57	\$24,510.91
Total units of entitlement	10000		10000
Levy contribution per unit entitlement	\$11.22		\$10.56
Budgeted standard levy revenue	102,000.00		96,000.00
Add GST	10,200.00		9,600.00
Amount to raise in levies including GST	\$112,200.00		\$105,600.00

Sinking Fund**Approved
budget**

01/01/2024-31/12/2024

Actual**Previous
budget****Revenue**

Interest on Arrears--Sinking	0.00	122.61	0.00
Interest on Investments--Sinking	0.00	1,972.34	0.00
Levies Due--Sinking	20,000.00	17,999.96	18,000.00
<i>Total revenue</i>	20,000.00	20,094.91	18,000.00

Less expenses

Admin--Transfer to Admin Fund	0.00	1,972.34	0.00
Building Repairs	30,304.00	0.00	0.00
Complex Facilities Initiatives	0.00	2,793.91	0.00
Green Initiatives	0.00	2,412.50	1,250.00
Maint Bldg - Line Marking	0.00	0.00	750.00
Maint Bldg--Doors & Windows	0.00	0.00	6,000.00
Maint Bldg--Electrical	0.00	0.00	2,750.00
Maint Bldg--Electrical--Lighting	0.00	1,506.50	0.00
Maint Bldg--Fire Protection	0.00	0.00	4,500.00
Maint Bldg--Painting	0.00	110.00	3,000.00
Maint Bldg--Security--Keys & Fobs	0.00	30.00	0.00
Maint Bldg-Furniture & Fittings	0.00	0.00	836.00
Maint Bldg-Repairs--Balcony	0.00	0.00	1,254.00
Maint Grounds--Driveway & Paths	0.00	0.00	500.00
Maint Grounds--Fencing	0.00	0.00	465.00
<i>Total expenses</i>	30,304.00	8,825.25	21,305.00

Surplus/Deficit

	(10,304.00)	11,269.66	(3,305.00)
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Opening balance

172,787.49

161,517.83

161,517.83

Closing balance

\$162,483.49

\$172,787.49

\$158,212.83

Total units of entitlement

10000

10000

Levy contribution per unit entitlement

\$2.20

\$1.98

Budgeted standard levy revenue

20,000.00

18,000.00

Add GST

2,000.00

1,800.00

Amount to raise in levies including GST

\$22,000.00

\$19,800.00



INTERIM REPORTS

Munro Property Group Pty Ltd
136 The Parade NORWOOD SA 5067
08 8132 2000
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www.munroproperty.com.au

for the financial year to 31/07/2025

Strata Title Scheme 13072

D Block, 17 Eden Street, ADELAIDE SA 5000

Manager: Jason Nash

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Statement of Financial Position

As at 31/07/2025

Munro Property Group Pty Ltd
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Strata Corporation No. 13072 Inc.

D Block, 17 Eden Street, ADELAIDE SA 5000

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	(13,022.18)
Owners Equity--Admin	33,246.57
	<u>20,224.39</u>
Sinking Fund	
Operating Surplus/Deficit--Sinking	14,579.94
Owners Equity--Sinking	172,787.49
	<u>187,367.43</u>
Net owners' funds	<u><u>\$207,591.82</u></u>
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	18,539.49
Receivable--Levies--Admin	1,645.91
Receivable--Owners--Admin	198.74
	<u>20,384.14</u>
Sinking Fund	
Cash at Bank--Sinking	25,285.41
Investments--Sinking	82,000.00
Receivable--Levies--Sinking	236.03
Investments 2-Sinking	61,000.00
Business Cash Reserve	20,000.00
	<u>188,521.44</u>
Unallocated Money	
Cash at Bank--Unallocated	99.52
	<u>99.52</u>
Total assets	<u>209,005.10</u>
Less liabilities	
Administrative Fund	
Admin-- GST Holding	(381.91)
Prepaid Levies--Admin	541.66
	<u>159.75</u>
Sinking Fund	
Sinking -- GST Holding	1,046.57
Prepaid Levies--Sinking	107.44
	<u>1,154.01</u>
Unallocated Money	
Prepaid Levies--Unallocated	99.52
	<u>99.52</u>
Total liabilities	<u>1,413.28</u>
Net assets	<u><u>\$207,591.82</u></u>

Current period



Statement of Financial Performance
for the financial year-to-date
01/01/2025 to 31/07/2025

Munro Property Group Pty Ltd
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Strata Corporation No. 13072 Inc.

D Block, 17 Eden Street, ADELAIDE SA 5000

Administrative Fund

Current period

01/01/2025-31/07/2025

Revenue

142500	Interest on Arrears--Admin	386.47
143000	Levies Due--Admin	76,000.00
145104	Recovery-Owner Fobs	290.00
149000	Transfer from Sinking Fund	1,416.88
<i>Total revenue</i>		<u>78,093.35</u>

Less expenses

153820	Admin - Contractor Compliance Management	102.69
150800	Admin--Auditors--Audit Services	665.45
151401	Admin--Bank Charges--Account Fees	12.12
154000	Admin--Consultant Fees	4,375.00
150600	Admin--Consultant--BAS Prep. & Lodgement	150.00
153809	Admin--Consultant--Comms/Data/Technology	467.98
153800	Admin--Consultant--Disbursements	80.00
153802	Admin--Consultant--Meeting Fee	250.00
151605	Admin--Consultant--Public Officer Fee	52.50
151600	Admin--Contractor Maintenance Manager	15.91
153400	Admin--Levy Contribution--Community Assoc	39,583.32
154200	Admin--Meeting Room Expenses	67.50
159100	Insurance--Premiums	45,113.06
170601	Maint Bldg--Security--Fobs	180.00
<i>Total expenses</i>		<u>91,115.53</u>

Surplus/Deficit

(13,022.18)

Opening balance

33,246.57

Closing balance

\$20,224.39

Sinking Fund**Current period**

01/01/2025-31/07/2025

Revenue

242500	Interest on Arrears--Sinking	34.15
242600	Interest on Investments--Sinking	1,416.88
243000	Levies Due--Sinking	14,833.44
<i>Total revenue</i>		<u>16,284.47</u>

Less expenses

257400	Admin--Transfer to Admin Fund	1,416.88
286300	Services - EV Charger	287.65
<i>Total expenses</i>		<u>1,704.53</u>

Surplus/Deficit14,579.94

Opening balance

172,787.49

Closing balance\$187,367.43

STATEMENT PURSUANT TO SECTION 41 OF THE *STRATA TITLES ACT 1988*

Date of Statement: **22 August 2025**

Unit in respect of which the Statement is issued: **Unit 12** in **Units Plan No. 13072** at **D Block, 17 Eden Street, ADELAIDE SA 5000**

Person requesting certificate:

Name: Mildwaters Byrth Conveyancers,

Address: 46 Main Street MINLATON SA 5575

The Strata corporation certifies the following with respect to the Unit being the subject of this Statement:

1. Administrative fund – contributions payable by regular periodic instalments or lump sum

Total amount last determined with respect to the lot

Amount	Period	
\$2,670.36	01 Jan 2025 to 31 Dec 2025	
Number of instalments payable (if contributions payable by instalments)		4
Amount of each instalment, period to which instalment relates and date due		
Amount	Period	Date due
\$628.32	01 Jan 2025 to 31 Mar 2025	01 Jan 2025
\$680.68	01 Apr 2025 to 30 Jun 2025	01 Apr 2025
\$680.68	01 Jul 2025 to 30 Sep 2025	01 Jul 2025
\$680.68	01 Oct 2025 to 31 Dec 2025	01 Oct 2025

Amount owing \$0.00

Interest due on unpaid levies \$0.00

Amount in credit for prepaid levies \$0.00

2. Sinking fund – contributions payable by regular periodic instalments or lump sum (section 76(1) of the Act)

Total amount last determined with respect to the lot

Amount	Period	
\$523.59	01 Jan 2025 to 31 Dec 2025	
Number of instalments payable (if contributions payable by instalments)		4
Amount of each instalment, period to which instalment relates and date due		
Amount	Period	Date due
\$117.81	01 Jan 2025 to 31 Mar 2025	01 Jan 2025
\$135.26	01 Apr 2025 to 30 Jun 2025	01 Apr 2025
\$135.26	01 Jul 2025 to 30 Sep 2025	01 Jul 2025
\$135.26	01 Oct 2025 to 31 Dec 2025	01 Oct 2025

Amount owing \$0.00

Interest due on unpaid levies \$0.00

Amount in credit for prepaid levies \$0.00

3. Special contributions

None

4. Particulars of Assets and Liabilities of the Corporation

A copy of the Balance Sheet at the date of this Statement is attached.

5. Particulars of any Expenditure

(a) Incurred by the Corporation

As per attached minutes.

(b) Resolved to be incurred to which the unit holder must, or is likely to be required to, contribute

As per attached minutes.

6. Insurance policies

Particulars of all insurance policies taken out by the strata corporation.

Policy No.	03GS008576	CHUBB INSURANCE COMPANY OF AUSTRALIA
Type:	Building	Broker: MGA Insurance Brokers (NT) Suite 207, Level 2, 12 Salonika Street, PARAP NT 0820
Premium:	\$129,825.00	Paid on: 14/07/2025 Policy start date: 15/07/2025 Next due: 15/07/2026
<i>Cover</i>	<i>Sum insured</i>	<i>Excess</i>
Sum Insured	\$81,200,000.00	\$5,000.00
Catastrophe	\$12,192,000.00	
Common Area Contents	\$80,000.00	
Loss of Rent/Temp Accom(15%)	\$12,180,000.00	
Voluntary Workers	\$200,000/\$2,000	
Crime Insurance	\$250,000.00	
Management Committee Liability	\$5,000,000.00	
General Liability	\$20,000,000.00	
Government Audit Costs	\$30,000.00	
Appeal Expenses	\$150,000.00	
Machinery Breakdown (Over 5Kw)	\$100,000.00	
Loss of land value	\$1,000,000.00	
Environmental Impairment	\$250,000.00	
Flood	INCLUDED	

7. Documents Supplied

- (i) Minutes of general meetings of the corporation and meetings of the management committee for the last two years
- (ii) Statement of Accounts of the corporation last prepared by the corporation
- (iii) The Articles for the time being in force
- (iv) The current policies of insurance taken out by the corporation

The information provided is accurate as at the date of this Statement and is not intended to be relied upon by any party other than the person who requested this Statement under Section 41 of the Act.

NOTE:

An inspection of the accounting records, minute books of the corporation and any other prescribed documentary material may be arranged by application to the Agent at the address listed below:

This Statement was prepared on behalf of Strata Corporation No. 13072 Inc. by

A handwritten signature in black ink, appearing to read 'Jason Nash', with a large, sweeping initial 'J' and a horizontal line extending to the right.

Jason Nash
Body Corporate Manager
MUNRO™ Body Corporate



Friday, 22 August 2025

Mildwaters Byrth Conveyancers
46 Main Street
MINLATON SA 5575

Dear Sir/Madam,

Re: Property Search for Strata Corporation No. 13072 Inc.

Registered Proprietor: Mr & Mrs Shane Allen

Lot Number: 12

Unit Number: 12

Paid to Date: 30/09/2025

Arrears: NIL

Please find enclosed documents forming the Section 41 property search as follows:

- Statement pursuant to Section 41 of the Strata Titles Act
- Statement of accounts last prepared by the corporation
- Minutes of the general meetings of the Corporation and meetings of its management committee (if any) for a period not exceeding two years
- Corporation articles
- Corporation registered plan
- Current policies of insurance taken out by the Corporation

Water Billing

Cold water is paid for by the Carrington Gardens Community Association. Hot water to each unit is supplied by Savant Energy. Vendors can arrange disconnection by visiting <https://www.savantenergy.com.au/move-out-form/>

Purchasers / new tenants can connect by visiting <https://www.savantenergy.com.au/get-connected/>

Electricity

Electricity is provided through SupaEnergy. Vendors can arrange disconnection by contacting 1300 761 390 and the purchasers / new tenants can connect by visiting <https://supaenergy.ultimate.com/movein>. Please ensure 5 business days is allowed for connection.

Fobs

All owners have been allocated 5 'proximity device' fobs for access to the complex. Purchasers should ensure that they receive all 5 upon handover.

munro

These are numbered, and owners should record those numbers. If one is lost, that single fob can be cancelled and a new one issued, at the cost of the owner. If the owner cannot identify the lost fob by number, then all the fobs allocated to that apartment will need to be deactivated and new fobs issued – which will incur both greater cost and significant inconvenience.

Change of Ownership Advice

Once settlement is finalised, please send through the advice of the change of ownership to our office as a matter of priority. This can either be posted or emailed to corporations@munroproperty.com.au

Should you have any queries please do not hesitate to contact the undersigned.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Jason Nash', with a long horizontal flourish extending to the right.

Jason Nash
Body Corporate Manager
MUNRO™ Body Corporate