

23 February 2021

Dear Owner

**Re: Body Corporate 184638
Property at Gladstone, 57 Gladstone Road, Northcote, Auckland
Annual General Meeting held on Thursday, 11 February 2021, at 6.00pm**

Please find enclosed the minutes and following attachments relating to your Body Corporate's annual general meeting:

- the Body Corporate's budget for the year 1 January 2021 to 31 December 2021.
- your levy notice, which is your proportion of the Body Corporate's budgeted expenses.

If you have received this letter by email your levy notice will follow in an additional email.

Should you require any further information please log into your Owner Portal online account via Strata's website www.bodycorporate.co.nz.

Please note: Should you require additional copies of your levy notice these can be downloaded 24/7 from your Owner Portal via Strata's website. Alternatively if you require Strata to email you a copy a manual processing charge will apply. Levy reminders are sent 2 weeks prior to payment.

Yours sincerely,



Lynn Cormack
Senior Body Corporate Manager

MINUTES OF ANNUAL GENERAL MEETING
Body Corporate No 184638
Property at Gladstone, 57 Gladstone Road, Northcote, Auckland

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was held at the office of Lochore's Body Corporate, 100 Mokoia Road, Birkenhead, Auckland, on Thursday, 11 February 2021 commencing at 6:00pm.

ATTENDANCE:

Lot #	Unit #	Attendance	Owners Legal Name Representative
2	B	Apology	Dahata Limited Proxy : Scott Martin
8	H	Apology	Z Norkunaite & G Bouwer Postal Vote
9	I	Yes	Horne & Horne Investment Trust Grant Horne and Kirsten Johnson
10	J	Yes	Murray & Michelle Coombridge Murray Coombridge
11	K	Yes	Sicheng Chen
12	L	Yes	Young Family Trust Sheila Young
13	M	Apology	Barfoot & Thompson Proxy : Alan Barber
16	P	Apology	Terence Barry and Rosemary Wood Proxy : Robert Waide
17	Q	Yes	White Summit Services Trust Scott Martin
18	R	Yes	Bryan Goddard
19	S	Yes	Robert Waide

OTHERS PRESENT: Ms Lynn Cormack representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager.

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

Resolved: That the Body Corporate elects, Ms Cormack, a representative of Strata to chair the meeting.

2 APOLOGIES, PROXIES AND POSTAL VOTES

Resolved: That the apologies, proxies and postal votes be accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS

Resolved: That the Body Corporate approves the financial report for the period 1 January 2020 to 31 December 2020.

4 CONFIRMATION OF THE MINUTES OF THE LAST ANNUAL GENERAL MEETING

Resolved: That the Minutes of the last Annual General Meeting held at 12 February 2020 are a true and correct record and there were no matters arising.

5 REPORT FROM THE COMMITTEE

Resolved: That the Committee's report is adopted. (attached)

6 CHAIRPERSON OF THE BODY CORPORATE

Resolved: That the Body Corporate appoints Scott Martin as the Chairperson of the Body Corporate. Ms Cormack tabled a thank you to Scott and Murray for their leadership of the Body Corporate and patience through transition in Body Corporate Management to Strata Title.

7 COMMITTEE

The owners at the meeting discussed the benefit of increasing the number of committee members. It was agreed that the nominations tabled at the meeting from Grant Horne and Robert Waide, both of which are resident owners be accepted.

Resolved: That the Body Corporate elects a committee of four members, which shall have a quorum of three

members, comprising:
Scott Martin (17)
Murray Coombridge (10)
Grant Horne (9)
Robert Waide (19)

8 DELEGATION OF DUTIES

Resolved by special resolution: That pursuant to Section 108(1) of the Unit Titles Act (the Act) until the end of the next annual general meeting of the Body Corporate all of its powers and duties are delegated to the Committee, save those powers reserved to the Body Corporate under Section 108(2); and that this resolution is evidence of the Committee's authority to perform the powers and duties so delegated to it; and serves as notice of delegation; that the Chairperson's duties set out in Regulation 11 are delegated to the Committee; and that the Committee will report to the Body Corporate on an annual basis regarding its performance of these powers and duties.

9 OFFICE BEARERS LIABILITY INSURANCE

Resolved: That the Body Corporate accepts the quote from NZI for \$810.75 for OBL cover of \$1 Million, to cover both indemnity and defence costs, for the period 12 February 2021 to 12 February 2022.

10 BODY CORPORATE REINSTATEMENT INSURANCE

Resolved: That the Body Corporate insures with Vero for principal cover at the quoted premium of \$18,261.65 for the period 12 February 2021 to 12 February 2022 and that Strata is to arrange the annual reinstatement valuation every second year and pay the cost as per the budget; and that for the alternate years when a valuation is not obtained the sum insured is to be the figure from the previous year's valuation increased by a further 5% to allow for inflation.

11 INSURANCE EXCESS

Resolved: That the owner, and not the Body Corporate, is to pay any excess in the event of a claim except where a claim relates to common property in which case the Body Corporate is to pay the excess, notwithstanding that if the damage being claimed for is attributable to the actions, or inaction, of an owner(s) or their resident(s) then the owner(s) of the unit is to pay the excess.

12 SERVICE CONTRACT

Resolved: That the Body Corporate renews its Service Contract with Strata to assist the Body Corporate to perform its duties under the Act and Regulations, which Service Contract is to be agreed with and signed by the Committee or Chairperson.

13 COMMON MAINTENANCE MATTERS

(i) Resolved: That the Body Corporate's Chairperson/Committee is to agree and approve the maintenance required over the forthcoming year.

It was agreed by all the owners present at the meeting that the following two items will be deferred to the Committee for further investigation and discussion. The Committee will report back to the Body Corporate.

Intercom/gate access

(ii) Resolved: That the Body Corporate's committee is to accept the most competitive quotation for the upgrade to the intercom/gate access system. It is noted that all owners where requested to complete a survey around this during 2020, and the response from the unit owners was poor.

With only a 47% response rate, the committee felt it was unable to proceed with investigating a solution until such time a response was received from all owners.

Painting Quotations

(iii) Resolved: That the Body Corporate's committee accept the most suitable painting quotation, appoint the contractor, oversee the project and make payment of the invoice from funds held in the contingency fund.

14 LONG TERM MAINTENANCE PLAN (LTMP)

Resolved:

(i) That the Committee is to review the Body Corporate's LTMP drafted by Solutions in Engineering and arrange for any changes arising as a result of the review to be incorporated into the LTMP.

(ii) That the Body Corporate's Committee is to arrange the required maintenance set out in the plan as and when required.

15 HEALTH & SAFETY AT WORK ACT 2015

The Body Corporate has a health & safety report and hazard register for the complex which the Committee review and update to ensure any hazards noted are removed, minimised or highlighted and any new hazards are noted. Owners are encouraged to ensure they have reviewed the Hazard Register and advise any other relevant parties, including tenants of these hazards where necessary.

The Body Corporate also resolved procedures in relation to the induction of contractors to site and asbestos at its 2020 AGM.

Resolved: That the Body Corporate instructs the Committee to continue to update the hazard register for the complex and to attend to any hazards as may be required to either remove, minimise or highlight them to ensure a safe environment for all residents, owners and visitors.

16 BUDGET AND LEVIES

Resolved:

(i) That the Body Corporate adopts a **working account budget** of **\$37,500.00** and a **contingency fund budget** of **\$27,000.00** for the period 1 January 2021 to 31 December 2021 and sets the levies to be due in two equal instalments on **1 March 2021** and **1 September 2021**.

(ii) That Strata is authorised to pay standard/regular accounts on behalf of the Body Corporate as they fall due, which accounts relate to the day to day operation of the Body Corporate in accordance with the approved budget, but that any non-standard accounts are to be approved by the Chairperson/Committee.

17 DEBT RECOVERY REGIME

Resolved: That if a duly authorised levy or any sum payable by an owner to the Body Corporate is not paid by due date that the owner is liable to the Body Corporate for interest on the outstanding balance at 10% per annum; all debt collecting costs; including Tenancy Tribunal/court costs incurred by the Body Corporate in accordance with the following procedure:

- If payment of the levy notice is not made by the due date a reminder letter is sent to the defaulting owner requesting payment of the levy and stating that if the levy is not paid within seven (7) days a Late Payment Charge of \$126.50 including GST (if any) will be incurred; [letter #1]
- If payment of the levy notice is not received within seven (7) calendar days of the due date, a letter is sent to the defaulting owner requesting payment of the levy and the \$126.50 including GST (if any) Late Payment Charge, and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of \$253.00 including GST (if any) will be incurred; [letter #2]
- If payment of the levy notice and Late Payment Charges are not received within seven (7) calendar days of Letter #2 being sent, a third letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of \$253.00 including GST (if any) will be applied; [letter #3]
- If payment of the levy notice and accumulated Late Payment Charges are not received within seven (7) calendar days of Letter #3 being sent, a "Notice of Impending Legal Action" letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that the debt will be turned over to a solicitor if the total outstanding amount is not paid within seven (7) calendar days; [letter #4] and
- Pursuant to Section 171(3) of the 2010 Act, the Body Corporate hereby appoints Price Baker Berridge (PBB) to act as its agent on its behalf in relation to any dispute.

18 TAX AGENT

Resolved: That the Body Corporate authorises Strata to appoint a tax agent on their behalf. The tax agent will have access to the Body Corporate's tax types and be able to liaise with the Inland Revenue Department and obtain information from the Inland Revenue Department on the Body Corporate's behalf.

19 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Resolved by special resolution: That all transactions of the Body Corporate are to be made through the Strata Trust Account, which is subject to a two monthly transactional audit by Battley & Johnson, Chartered Accountants, and that any interest earned on Body Corporate funds be retained by Strata to offset the Trust Account operating and audit costs, and that in terms of Section 132(8) of the Unit Titles Act 2010, the Body Corporate does not appoint an auditor for the financial statements for the most recently completed financial year.

20 COMMUNICATION

Resolved: That if Strata has an email address on file for an owner, all correspondence will be sent by email only and not by post, notwithstanding that if Strata is notified in writing by an owner that correspondence is to be sent to them by post that this request will be actioned and no information will be sent to that owner by email.

21 MINUTES TO BE A RECORD OF THE BUSINESS OF THE ANNUAL GENERAL MEETING

Resolved: That if within thirty days of distribution of the minutes Strata does not receive any written request from a person who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the Annual General Meeting.

The following items were tabled for discussion:

(i) Rubbish Bins

It is noted that some occupants are leaving their rubbish bins on the common property or in their designated car parks. This will not be tolerated and owners/occupants are reminded to place their rubbish bins in the designated areas on their private property.

(ii) Speeding

Owners/occupants are reminded that the speed limit of 10kph is to be adhered to at all times, and failure to adhere to this requirement could be fatal to other occupants of the Body Corporate.

(iii) Clearing of Letter Boxes

Owners/occupants are requested to ensure that their letter boxes are cleared on a regular basis. This is not the duty of the Body Corporate to undertake this duty.

Please find attached a copy of the Body Corporate Rules which are to be adhered to at all times. Owners/occupants who do not adhere to the rules will be issued with a breach of the rules notices, at the cost of \$165.00 + GST which will be oncharged to the owner.

22 AGM CLOSURE

With no further business to discuss, Ms Lynn Cormack thanked all the owners present for their attendance and participation and declared the meeting closed at 7.04pm.

NOTES:

(a) Payment of levies: A levy notice will be distributed with the minutes of this AGM. Levies can be paid electronically by:

- **Internet Banking** - Banking details will be shown on the levy notice.
- **Eftpos** - Eftpos facilities are available at Strata's office.
- **Credit Card** - Credit card payments can be made by phone or at the offices of Strata. Please note that any payment by credit card attracts a 4% merchant fee. **Visa/Mastercard only.**

(b) Strata Owner Portal Access:

Owners have 24 hour access to their body corporate information via Strata's website. To access this service visit www.bodycorporate.co.nz and click on the Owner Portal button to login. If owners require their personal login details would they please email bc@stratatitle.co.nz and we will issue/reissue the necessary access login and password.

Information which can be accessed via the owner portal is:

- Personal address details (which can be changed on owner's instructions);
- Personal levy account history; and
- **Copies of many body corporate documents including: recent AGM notices, agendas, minutes, insurance certificate and your Body Corporate's rules.**

FOR FURTHER INFORMATION ON THE:

UNIT TITLES ACT 2010: please go to the link

[<http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html>](http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html)

UNIT TITLES REGULATIONS 2011: please go to the link

[<http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html>](http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html)

Approved Budget to apply from 01/01/2021

Body Corporate 184638

Gladstone, 57 Gladstone Road, Northcote
AUCKLAND 0627

Working Account

		Approved budget	Actual 01/01/2020-31/12/2020	Previous budget
Revenue				
143000	Levies Due--Admin	37,500.00	42,000.00	42,000.00
	<i>Total revenue</i>	37,500.00	42,000.00	42,000.00
Less expenses				
151700	Admin--Contingency/General Expenses	200.00	0.00	200.00
154000	Admin--Management Fees--Standard	6,555.00	6,555.00	6,555.00
154800	Admin--Postage	0.00	98.04	250.00
153800	Admin--Strata Disbursements	300.00	0.00	0.00
159101	Insurance--Office Bearers Liability	810.75	0.00	0.00
159100	Insurance--Premiums	18,261.64	18,767.75	18,768.00
161600	Maint Bldg--Building WOF (Compliance)	350.00	150.00	350.00
164800	Maint Bldg--Electrical Repairs	200.00	0.00	200.00
165800	Maint Bldg--Fire Protection	1,200.00	1,057.20	1,200.00
167200	Maint Bldg--General Maintenance & Disbursements	3,000.00	2,799.75	3,000.00
167800	Maint Bldg--Gutters & Downpipes	0.00	3,938.75	3,800.00
162900	Maint Bldg--Health & Safety (Inspection/Report/Expenses)	1,000.00	0.00	862.00
172200	Maint Bldg--Plumbing & Drainage	966.00	0.00	0.00
177600	Maint Grounds--Gates	1,500.00	1,773.32	1,000.00
178200	Maint Grounds--Lawns & Landscaping	2,000.00	4,830.53	6,500.00
190200	Utility--Electricity (Common Area)	880.00	868.29	875.00
	<i>Total expenses</i>	37,223.39	40,838.63	43,560.00
Surplus/Deficit		276.61	1,161.37	(1,560.00)
	Opening balance	3,692.07	2,530.70	2,530.70
Closing balance		\$3,968.68	\$3,692.07	\$970.70
	Total units of entitlement	10000		10000
	Levy contribution per unit entitlement	\$3.75		\$4.20

Contingency Fund

	Approved budget	Actual	Previous budget
	01/01/2020-31/12/2020		

Revenue

243000	1 Levies Due--Contingency Fund	27,000.00	13,500.06	13,500.00
242600	1 Net Intt. on Investments--Cont.	0.00	215.82	0.00
	<i>Total revenue</i>	27,000.00	13,715.88	13,500.00

Less expenses

254600	1 Contingency--Other Expenses 2	5,492.00	0.00	0.00
264800	1 Maint Bldg--Electrical	0.00	747.10	8,137.00
276800	1 Maint Grounds--Fencing--Boundary	0.00	5,944.65	10,292.00
277800	1 Maint Grounds--Irrigation Systems	0.00	0.00	14,839.00
282000	1 Prof. Fees - Preperation of LTMP	1,018.00	0.00	0.00
	<i>Total expenses</i>	6,510.00	6,691.75	33,268.00

Surplus/Deficit

		20,490.00	7,024.13	(19,768.00)
	Opening balance	87,929.22	80,905.09	80,905.09
	Closing balance	\$108,419.22	\$87,929.22	\$61,137.09

Total units of entitlement	10000	10000
Levy contribution per unit entitlement	\$2.70	\$1.35

Notice of Change to Body Corporate's Address for Service

Section 205, Unit Titles Act 2010

Unit Plan: 184638 (North Auckland Registry)
Body Corporate Number: 184638 (Gladstone Road)
Supplementary Record Sheet: NA115B/426

Notice

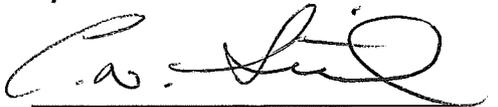
Body Corporate 184638 gives notice that the Body Corporate's address for service has changed to:

Body Corporate 184638
C/- Lochore's Body Corporate
100 Mokoia Road, Birkenhead, Auckland 0626
P O Box 34072, Birkenhead, Auckland 0746

The change has been made in accordance with an ordinary resolution passed at the Body Corporate's general meeting held on 8 September 2011.

Signed for and on behalf of Body Corporate 184638

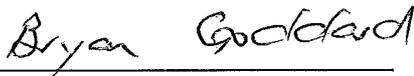
By:

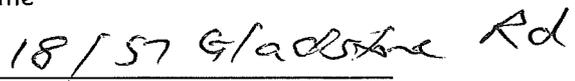

Body Corporate Committee Chairperson

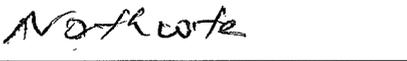

Name

Before me:


Body Corporate Committee Member


Name


Occupation


Address

Date: 16.7.2012

NOTICE OF CHANGE OF BODY CORPORATE OPERATIONAL RULES

Section 106, Unit Titles Act 2010

UNIT PLAN 184638 (North Auckland Registry)
BODY CORPORATE NUMBER 184638 (57 Gladstone Road)
SUPPLEMENTARY RECORD SHEET NA115B/426

NOTICE

The Body Corporate gives notice that the Body Corporate Operational Rules in schedule 1 of the Unit Titles Regulations 2011 are changed as specified in the Schedule of Amendments set out below. The Body Corporate has adopted and modified the Body Corporate Operational Rules in schedule 1 of the Unit Titles Regulations 2011 pursuant to special and ordinary resolutions passed at the body corporate general meeting held on 8 September 2011.

SCHEDULE OF AMENDMENTS

All previous Body Corporate Rules and the Body Corporate Operational Rules in schedule 1 of the Unit Titles Regulations 2011 are revoked and replaced with the following rules:

1. **Interpretation of terms, and rules binding on owners, occupiers, employees, agents, invitees, licensees and tenants**
 - a. Terms defined in the Unit Titles Act 2010 ("Act") have the same meaning in these rules as they have in the Act, unless the context otherwise requires.
 - b. These rules are binding on all owners, occupiers and registered mortgagees in possession of units in the unit title development as well as their employees, agents, invitees, licensees and tenants.
 - c. "Owner" has the same meaning in these rules as it has in the Act, and for the purposes of these rules it also includes occupiers and registered mortgagees in possession of a unit in the unit title development and their employees, agents, invitees, licensees and tenants of all owners and occupiers, unless the context otherwise requires.
2. **Interference and obstruction of common property**

An owner of a unit must not interfere with the reasonable use or enjoyment of the common property by other Owners or obstruct any lawful use of the common property by other Owners.
3. **Damage to common property**

An Owner of a unit must not damage or deface the common property. An owner of a unit must not damage or deface the common property, i.e. retaining walls, fences, gates, driveways or similar. An owner is responsible to report to the body corporate manager immediately any damage caused which the body corporate manager has the sole and unfettered discretion to arrange and complete repairs at the owners cost.
4. **Use of facilities, assets and improvements within the common property**
 - a. An Owner of a unit must not use any facilities contained within the common property, or any assets and improvements that form part of the common property, for any use other than the use for which those facilities, assets or improvements were designed and constructed and must comply with any conditions of use for such facilities, assets or improvements set by the Body Corporate from time to time.
 - b. Any part of the common property that is used as an entrance or accessway to the unit title development and any easement area giving access to the unit title development shall not be used by any Owner for any other purpose than for entering or leaving the unit title development.

5. Vehicle parking

- a. An Owner of a unit must not park a vehicle or permit a vehicle to be parked on any part of the common property unless the Body Corporate has designated it for vehicle parking or the Body Corporate has given prior written consent.
- b. An Owner of a unit that has an area designated for use as a vehicle park must:
 - i. only use the vehicle park for the purpose of parking vehicles;
 - ii. ensure the vehicle park is kept tidy and free of litter;
 - iii. not use the vehicle park or permit it to be used for storage; and
 - iv. ensure that any vehicle parked in the vehicle park is parked within the boundaries of the vehicle park.
- c. The Body Corporate may remove a vehicle from the unit title development that the Body Corporate considers is parked in such a manner that is in breach of this rule 5, at the expense of the owner of the vehicle concerned, and the Body Corporate shall not be liable for any resulting damage, loss or costs.
- d. An Owner of a unit must not park on any part of the common property including the driveway apart from in designated carparking spaces. This parking requirement is a requirement of the Auckland Council (formerly the North Shore City Council) to allow for access by emergency vehicles. Persistent offenders will have their vehicle towed at their expense. Short term temporary parking outside unit is allowable for washing, unloading goods and people. Owners should park in designated parks or on the road.

6. Aerials, satellite dishes and antennas

An Owner of a unit must not erect, fix or place any aerial, satellite dish, antenna or similar device on or to the exterior of a unit or on or to common property without the prior written consent of the Body Corporate which shall not be unreasonably or arbitrarily withheld. The consent of the Body Corporate may be withheld, varied or revoked if the rights of another Owner are adversely affected by the exterior aerial, satellite dish, antenna or similar device.

7. Signs and notices

An Owner of a unit must not, without the prior written consent of the Body Corporate, erect, fix, place or paint any signs or notices of any kind on or to the common property or on or to any external part of a unit.

8. Contractors

An Owner of a unit who carries out any repair, maintenance, additions, alterations or other such work on a unit must ensure that any contractors or other such persons employed by the Owner cause minimum inconvenience to all other Owners and ensure that such work is carried out in a proper workmanlike manner.

9. Rubbish and pest control

An Owner of a unit:

- a. must not leave rubbish or recycling material on the common property except in areas designated for rubbish collection by the Body Corporate, and where such material is left in a designated rubbish collection area it must not be left in such a way that interferes with the enjoyment of the common property by other Owners;
- b. must dispose of rubbish and recycling material promptly, hygienically and tidily using properly secured and sealed rubbish bags and ensure such disposal does not adversely affect the health, hygiene or comfort of other Owners;
- c. must not burn any rubbish anywhere on the common property or in any unit; and
- d. shall keep the unit free of any vermin, pests, rodents and insects.

10. Cleaning, garden maintenance and personal items.

- a. An Owner of a unit must ensure the unit is kept clean at all times and any gardens, grounds, yards or paved areas within the unit are kept neat and tidy and are regularly maintained.

- b. No personal items such as furniture, rubbish, bikes, toys, etc may be stored outside units. This includes hoses. For Units 1 to 4, there is a designated place at the end of the carports for Council wheelie bins. All other units must store bins within their garage or yard.

11. Cleaning and replacing glass

An Owner of a unit must keep clean all glass contained in windows or doors of a unit, and replace any cracked or broken glass as soon as possible with glass of the same or better weight and quality.

12. Lawns and gardens on common property

An Owner of a unit must not damage any lawn, garden, tree shrub, plant or flower being part of or situated on the common property or use any part of the common property as a garden for their own purposes.

13. Use of water services

a. All things required for the provision of water supply, drainage, wastewater and sewage services to units or common property and all things attached to and used in relation to such services, including but not limited to pipes, drains, taps, faucets, toilets, baths, showers, sinks, sink incinerators and dishwashers, must only be used for the purpose for which they were designed and constructed. If any Owner causes or permits any damage, loss or costs to be incurred due to misuse or negligence, that Owner shall pay for such damage, loss or costs.

b. An Owner of a unit shall not waste water unnecessarily and shall ensure that all taps in the unit are turned off after use.

14. Washing

An Owner of a unit:

a. shall not, without the prior written consent of the Body Corporate which shall not be unreasonably or arbitrarily withheld, erect or fix any washing lines, poles or other such drying apparatus for a similar purpose (either temporary or permanent) ("drying apparatus") outside a unit or outside any building contained in a unit, or on or to the exterior of a unit or on or to the exterior of any building contained in a unit;

b. shall not hang any clothes, washing, bedding, towels or other items outside a unit or outside any building contained in a unit, other than on any drying apparatus for which Body Corporate consent has been obtained in accordance with rule 14(a); and

c. shall not hang any clothes, washing, bedding, towels or other items on the common property other than on parts of the common property designated by the Body Corporate as washing line areas, and such items may only be hung for a reasonable period.

15. Security and ventilation equipment

An Owner of a unit shall comply at all times with the operating and maintenance instructions of any security, fire alarm, air conditioning or ventilation equipment in the unit. Owners and occupiers are reminded of the body corporate insurance requirements including local authority requirements that that smoke detectors and fire alarm equipment installed in each unit must be kept in working order.

16. Floor coverings

Except in kitchen, laundry, toilet or bathroom areas of a unit, an Owner of a unit must ensure that all floor space in a unit is covered or otherwise treated to an extent sufficient to prevent noise transmission from the unit that is likely to disturb the quiet enjoyment that could reasonably be expected by the Owner of another unit.

17. Noise, behaviour and conduct

a. An Owner of a unit shall not make or permit any noise or carry out or permit any conduct or behaviour, in any unit or on the common property, which is likely to interfere with the use and enjoyment of the unit title development by other Owners.

b. Unit owners and their guests will respect other owners/residents quiet enjoyment and that noise within the unit and common areas is kept to a minimum, particularly from 10pm through to 7am next morning.

18. Pets

- a. An Owner of a unit must not bring or keep any animal or pet in any unit or on the common property.
- b. Notwithstanding rule 18(a) any Owner of a unit who relies on a guide, hearing or assistance dog may bring or keep such a dog in a unit, and may bring such a dog onto the common property.
- c. An Owner of any dog permitted under rule 18(b) must ensure that any part of a unit or the common property that is soiled or damaged by the dog must promptly be cleaned or repaired at the cost of the Owner.

19. Security

An Owner of a unit must:

- a. keep the unit locked and all doors and windows closed and securely fastened at all times when the unit is not occupied, and do all things reasonably necessary to protect the unit from fire, theft or damage;
- b. take all reasonable steps to ensure any electronic security cards, security keys or security codes to a unit or common property are not lost, destroyed or stolen or given to anyone other than a registered proprietor, occupier or tenant of the unit to which the security card, security key or security code relates;
- c. not duplicate or permit to be duplicated any electronic security cards, security keys or security codes to a unit or common property; and
- d. notify the Body Corporate as soon as reasonably practicable if rules 19(b) or (c) are breached.

20. Moving and installing heavy objects

An Owner of a unit must not, without the prior written consent of the Body Corporate, bring onto or through the common property or any unit, or erect, fix, place or install in any unit, any object of such weight, size, nature or description that could cause any damage, weakness, movement or structural defect to any unit or common property, and any such damage caused or contributed to shall be paid for by the Owner responsible.

21. Hazards, insurance and fire safety

An Owner of a unit must not bring onto, use, store, or do, in a unit or any part of the common property anything that:

- a. increases the premium on or is in breach of any Body Corporate insurance policy for the unit title development; or
- b. is in breach of any enactment or rule of law relating to fire, insurance, hazardous substances or dangerous goods, or any requirements of any Territorial Authority; or
- c. creates a hazard of any kind; or
- d. affects the operation of fire safety devices an equipment or reduces the level of fire safety in the unit title development.

22. Emergency evacuation drills and procedures

An Owner of a unit must cooperate with the Body Corporate during any emergency evacuation drills and must observe and comply with all emergency evacuation procedures.

23. Notice of damage, defects, accidents or injury

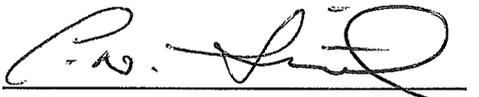
Upon becoming aware of any damage or defect in any part of the unit title development including its services, or any accident or injury to any person in the unit title development, an Owner of a unit must immediately notify the Body Corporate. Any cost to repair any such damage or defect shall be paid by the Owner that caused or permitted the damage or defect.

24. Leasing a unit

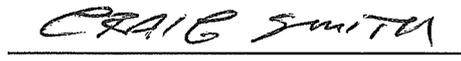
An Owner of a unit:

- a. must provide a fully copy of these rules and a full copy of all future amendments to these rules to any tenant or occupier of the unit;
- b. must provide the Body Corporate with written notice of the full name, landline phone number, cell phone number for the Owner and for all tenants or occupants of the unit;
- c. must inform any tenant or occupier of the unit that the mode of service under the Act is by email, and the Owner must provide the Body Corporate with written notice of the email address for service for the Owner; and
- d. promptly notify the Body Corporate in writing of any changes to the details in rules 25(b) and (c).

Signed for and on behalf of Body Corporate 184638



Body Corporate Committee Chairperson

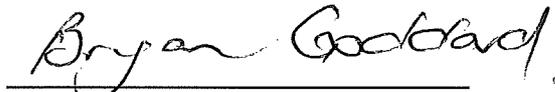


Name

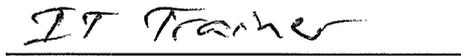
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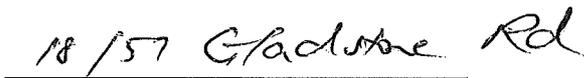
Body Corporate Committee Member

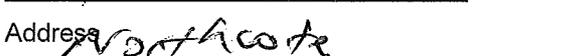


Name



Occupation



Address


Date: 16. 7. 2012