

The Port Residents' Handbook



Welcome to The Port.

We hope you enjoy living here as much as we do.

Website: <http://theportcomplex.com/>

The Residents' Guide has been put together by your Owners Corporation Committee, each of whom is a resident and owner. If at any time you have questions please contact our Owners Corporation Manager, Callum Wilson on 03 9690 3488 callumw@dixonkestles.com.au or the committee representative for your individual Owners Corporation. Dixon Kestles & Co Pty Ltd can provide you with the names and contact details of your committee members.

Contents

1. There are 11 Owners Corporations at The Port	4
2. What is an Owners Corporation?	4
3. Your Committee of Management	5
4. The Owners Corporation Manager.....	6
5. Caretakers & Gardeners	6
6. Insurance	6
7. Prevention of Burst Pipes	7
8. Noise.....	7
9. Security.....	7
10. Additions & Alterations	8
11. Private Outdoor Areas (Balconies, Terraces, and Gardens) and Car Parks.....	9
12. Gardens	10
13. Damage or Defect	11
14. Windows	12
15. Rubbish.....	12
16. Driveways and Common Courtyards.....	12
17. Fire Escape Procedure.....	12
18. Access to Garages	13
19. Pool & Spa	13
20. Gymnasium	14
21. BBQ.....	15
22. Mailboxes	15
23. Pets.....	15
24. Moving In / Moving Out	16
25. Signs.....	16
26. Smoking.....	16
27. Car Washing	16
28. Foyers & Common Stairwells	16
29. Notice Boards.....	17
30. Key & Remote Orders	17
31. Standard Finishes	17
32. Contractor list	17

Attachments

1 Garage Remote and Key Order Form

2 The Port Useful Information & After-Hours Emergency Contacts

3 Special Rules

4 The Port - Installation Guidelines for External Equipment - Air Conditioning, Hot Water

5 The Port - Application for Installing External Equipment – Air Conditioner

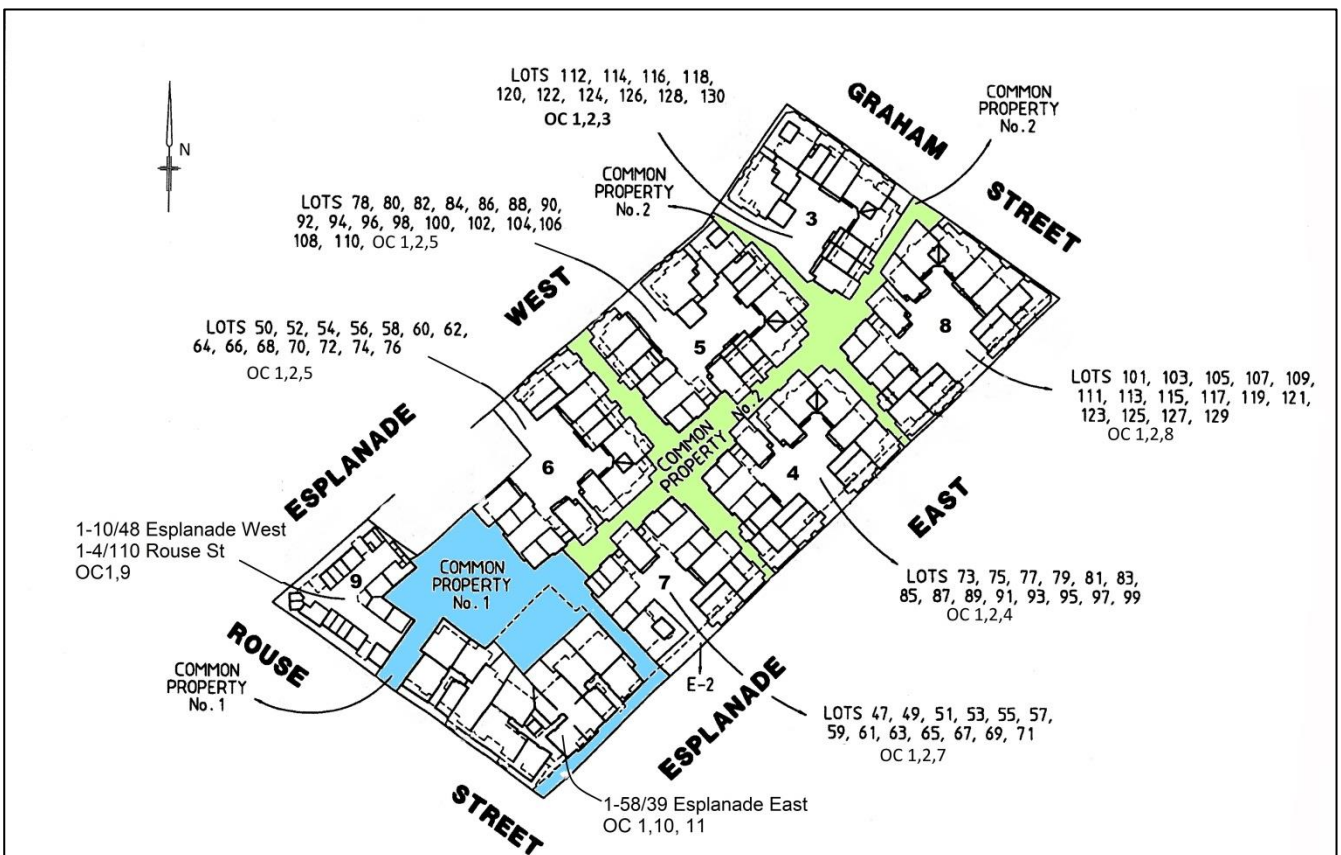
6 The Port – Approval and Installation Requirements

1. There are 11 Owners Corporations at The Port

- **Owners Corporation 1.** This Owners Corporation is unlimited and all owners are members. It is responsible for the overall management of The Port and the common property of the main driveway, the gym, the pool and the nearby gardens.
- **Owners Corporation 2.** This Owners Corporation is limited to owners who are included in Owners Corporations 3 to 8 and covers the common property of paths and gardens linking these buildings.

Owners Corporations 3 to 10 are responsible for the exterior of their buildings and the associated common property stairwells, driveways, gardens, and paths.

- **Owners Corporation 3:** Owners of 112-130 Esplanade West, Port Melbourne.
- **Owners Corporation 4:** Owners of 73-99 Esplanade East, Port Melbourne.
- **Owners Corporation 5:** Owners of 78-110 Esplanade West, Port Melbourne.
- **Owners Corporation 6:** Owners of 50-76 Esplanade East, Port Melbourne.
- **Owners Corporation 7:** Owners of 47-71 Esplanade East, Port Melbourne.
- **Owners Corporation 8:** Owners of 101-129 Esplanade East, Port Melbourne.
- **Owners Corporation 9:** Owners of 1-10/48 Esplanade West and 1-4/110 Rouse Street, Port Melbourne.
- **Owners Corporation 10:** Owners of 1-58/39 Esplanade East, Port Melbourne.
- **Owners Corporation 11:** Covers the lift used by owners in 39 Esplanade East, Port Melbourne.



As this is a communal living area it is in everyone's best interest to maintain the existing high standards and the amenity of The Port. We hope that this document will be of assistance in achieving this.

2. What is an Owners Corporation?

An Owners Corporation (formerly body corporate) manages the common property of a residential, commercial, retail, industrial or mixed-use property development. The common property is all the areas that are not privately owned, as stated on the Plan of Subdivision and includes all the common area gardens, pool, gym, commonly shared walkways and areas. The Plan of Subdivision Number for The Port is PS 407138C

The Owners Corporation is responsible to:

- Manage and administer the common property.
- Repair and maintain the common property, fixtures and services.
- Take out insurance and maintain insurance.
- Raise fees from lot owners to meet its financial obligations.
- Prepare financial statements and keep financial records.
- Provide Owners Corporation Certificates when requested.
- Keep an Owners Corporation Register.
- Establish a grievance procedure.

The Owners Corporation must also carry out functions and duties under the Owners Corporations Act 2006, the Owners Corporations Regulations 2007, the Owners Corporation Rules and any other law or regulation. The Owners Corporation must also ensure it is compliant with the Owners Corporations Act 2006, the Owners Corporations Regulations and rules.

Your Owners Corporation makes a decision or resolution when its members vote at a meeting or by ballot. Votes are based on lots or lot entitlements, and not by the number of individuals living in or owning a lot, i.e., one lot equates to one vote.

An Annual General Meeting is held in the first quarter of the year, one of the resolutions made at the Annual General Meeting is to elect a Committee to represent and act on all the owners' behalf until the next Annual General Meeting. A Committee must be made up of more than 3 members and no more than 12 members.

3. Your Committee of Management

The Committee elects a Chairperson, Secretary, Grievance Committee and any sub-committees it wishes to appoint. The Committee's role is to work closely with the Owners Corporation Manager. Your Committees makes decisions on behalf of the Owners Corporation whilst in office.

A member of a Committee or sub-committee must:

- act honestly and in good faith
- exercise due care and diligence
- not make improper use of his or her position as a member to gain, directly or indirectly an advantage for themselves or for any other person.
- report to the Owners Corporation at each annual general meeting.

Your Committee of Management can be found on the Minutes of your last AGM.

4. The Owners Corporation Manager

The Owners Corporation has appointed Dixon Kestles & Co Pty Ltd as the Owners Corporation Manager. Their role is to provide services to ensure the smooth functioning of the Owners Corporations.

In particular:

- provide accounting services including banking, records, allocation to appropriate OC, issue invoices, pay invoices, provide financial reports and forecasts
- conduct Annual General Meetings and other meetings for the OC's
- maintain records and documentation
- provide guidance to each of the Owners Corporations as needed to enable them to carry out their duties and meet their obligations
- keep records of the Maintenance Plans and all work undertaken
- obtain competitive quotations for repairs or maintenance projects

Contact details are in Attachment 2.

5. Caretakers & Gardeners

The Caretakers & Gardeners are responsible for: -

- caretaking and cleaning services
- gardening and horticultural services

The Minders are the appointed Caretakers for all OC's.

Lawry Brothers are the appointed Gardeners for all OC's.

Any feedback regarding these services should be put in writing to the OC managers.

6. Insurance

The Owners Corporation does have an insurance policy in place. However, it is important that you also have your own insurance policy for your private property and belongings.

Do you rent out your townhouse or apartment? If so, we recommend you purchase a Landlords Contents and Public Liability Insurance as a separate policy to the Owners Corporation insurance cover. Landlords contents includes carpets, curtains, blinds, light fittings and electrical appliances not actually wired into your townhouse or apartment and any furniture you may provide. The policy also provides Legal Liability protection for any third-party property which may occur at your townhouse or apartment and for which you may be legally responsible. As a landlord, we recommend you have special Landlord Public Liability Insurance. Additional covers available are; malicious damage and theft by tenant(s) and loss of rent including default by tenant(s).

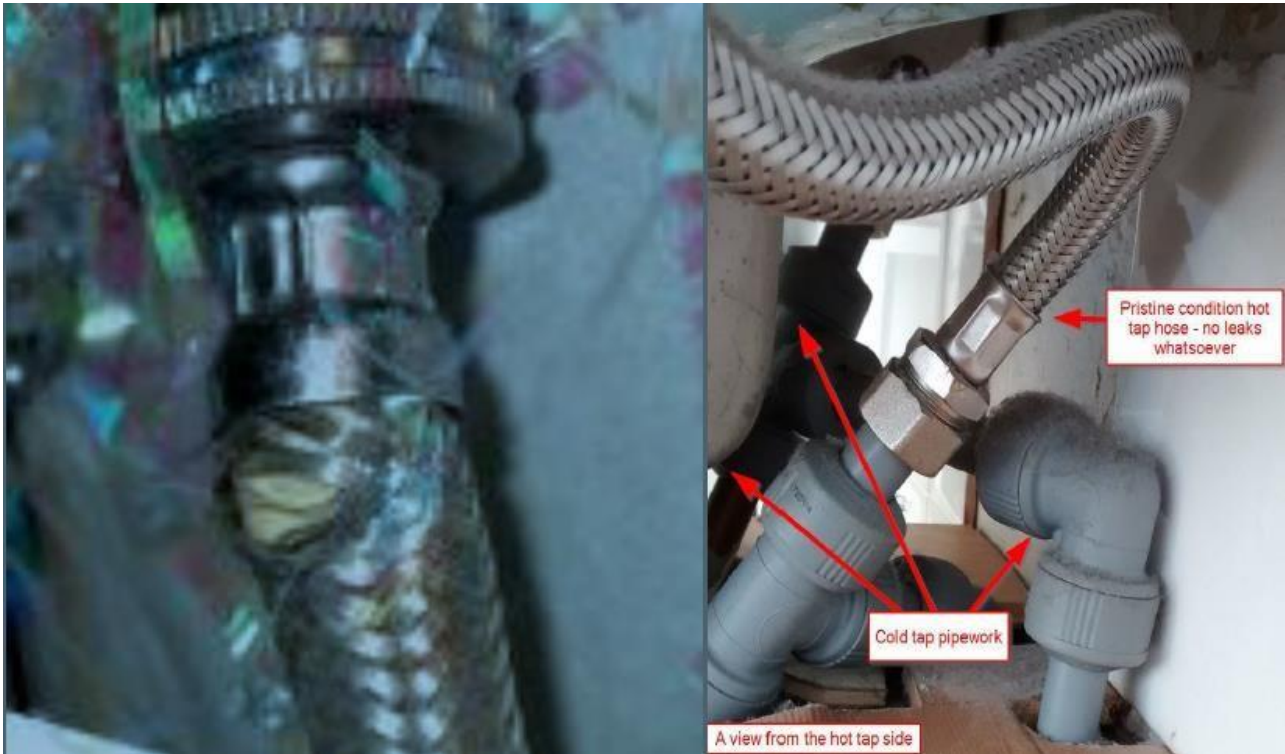
Do you live in your townhouse or apartment? If so, as an occupier of a townhouse or apartment, you should arrange cover on your furniture, personal contents, jewelry, collections and other special items. Personal contents insurance policies provide legal liability protection for any third-party injuries or damage to third party property that may occur anywhere in Australia.

Please note: The Owners Corporation insurance policy specifically excludes contents within individual townhouses or apartments such as carpets, curtains, blinds, light fittings and electrical appliances not actually wired into the premises. These items should be insured by your Householders or Landlord Contents policy.

For claims or a copy of the current insurance policy, please contact the Owners Corporation Manager.

7. Prevention of Burst Pipes

Please be aware that the Owners Corporation's insurance policy has an excess of \$5000 on all burst pipe claims. If a pipe bursts in your lot, you will be responsible to pay the excess. In order to prevent burst pipes, we recommend owners replace the hoses under their sinks every 7-10 years.



8. Noise

The Environment Protection Act defines noise as being unreasonable if certain items of equipment, such as air conditioners, TV's, vacuum cleaners, etc., music from any source, and activity in and around the pool are audible in a habitable room of a neighbor's house outside of prescribed hours.

These hours for The Port are **between midnight and 8am daily**.

See registered Special Rules 1(d) & 1(e)

9. Security

We ask that residents please assist us in managing the security of the property by:

- Ensuring you do not leave valuable items and remotes in your vehicle or storage cage.
- Ensuring that no one follows you into the building.
- Ensuring that no vehicle tailgates you into the carpark.
- Ensuring that the entry doors are not propped open.
- Please also do not let any tradespeople or meter readers in claiming to need access to do work at the property.
- The gates at The Port close automatically, if any of these gates are faulty and don't close please report it to the caretaker or Owners Corporation Manager ASAP.

If anyone attempts to follow you in to the property, please contact the Police. We also ask that residents remain vigilant and report suspicious activity of any kind. **Call the police on 000 for issues relating to burglary or personal danger.**

Refer to registered Special Rules 1(r).

10. Additions & Alterations

No external addition or alteration to the property is to take place without the prior written consent of your OC committee. This is particularly important if you are considering work that will affect any part of the common property. The outer half of each external wall is common property as described by the plan of subdivision.

Details of any such request should be submitted in writing in detail to your OC Chairperson for the OC Committee's consideration. The information needs to include the location of the planned addition/alteration, plus a description and sketch of proposed changes.

Blinds and Awnings

The Owners Corporation standard for blinds and awnings must be adhered to and details can be obtained from the Owners Corporation Manager

See registered OC1 Special Rules 1(k)

Screen doors

The preferred screen door style is shown in the image to the right. The specifications of this door are as follows:

Height: 203 cm

Width: 89 cm

The doors are fitted with a deadlock.

This door is available from the following supplier:

MultFit Security Doors

17 Bennet St, Dandenong VIC 3175

Ph: 03 9706 9938

If you wish to install any other style, please contact the Owners Corporation Manager. The Owners Corporation Committee of the relevant limited OC must approve the installation of any other type of screen door.



Installations on walls and roofs and in private areas

Owners Corporation approval is required for all installations on external walls roof and in private areas including air conditioning units, solar panels, satellite dishes, deck extensions, water tanks, any planned changes to existing plumbing either internally or externally.

See registered OC1 Special Rules 1(p) (i), (ii) & (iii) in regard to Building Permits.

Impact of renovations on neighbouring lots

We ask that all lot owners be mindful of the impact of any renovations on their neighbours. Please ensure you adhere to EPA noise regulations and advise your neighbours before you go ahead with any renovation. We note that it is not permitted for any tradesman, contractor or other person carrying out any works to be on the Lot or on common property on a Saturday, Sunday or on public holidays; or before 9.00am or after 5.00pm on any other day, except in the case of an emergency.

See registered OC1 Special Rules 1(s).

11. Private Outdoor Areas (Balconies, Terraces, and Gardens) and Car Parks

These items may be kept in private areas:

- outdoor furniture
- a barbecue
- healthy plants in pots
- garden hose

Clothing, washing, towels, bamboo screening and other articles are not permitted anywhere at any time in private outdoor areas. *See registered OC1 Special Rules, 1(v) & 1(w).*

The Port is subject to strong winds so please ensure that outdoor furniture is properly secured when not in use, particularly umbrellas, and that pot plants are not a hazard.

Private gardens

Private gardens should be maintained in a tidy state. See OC1 Special Rule 1(j)

Private gardens should also be maintained in character (height, type of plants, etc.) with the surrounding OC gardens. See OC1 Special Rule 1(m).

Car parks

Some car parks are shared between a number of lot owners. In these shared car parks, lot owners are not to store any materials, goods and debris in public view on any car parking area forming part of a lot. See OC1 Special rule 1(o)

12. Gardens



The garden areas in the Port complex add enormous value to each apartment and it is difficult to find other developments which provide so much open space, especially in Port Melbourne.

A Vegetation Plan for the entire complex is administered by a sub-committee of the Owners Corporation Committee of Management. Any comments and/or requests relating to the common area gardens should be referred to the committee, via your OC Representative.

Any garden waste can be deposited in the garden waste storage compound near the pool. This area is for the disposal of garden waste only, including leaf litter, and grass. Please do not add large cuttings or branches, plastic of any sort, or products that will not break down naturally.

No food waste is to be deposited directly into the garden waste storage area. All food waste is to be deposited in the black compost bin in the garden immediately to the right of the garden waste storage area or into the green compost cones spread around the complex.

Please only add the following to the black compost bin or green compost ones:

- Green waste from kitchens
- Vegetable peelings
- Organic materials
- Egg shells

Please don't add:

- Meat and bones
- Plastic of any sort
- Products that will not break down naturally



13. Damage or Defect

Promptly report any damage, defect or concern regarding security relating to the common property to our Owners Corporation Manager. Check with the Owners Corporation Manager to ascertain whether or not the issue comes under private or common property. If the problem is related to an individual property, the owner is responsible for rectification.

Residents and owners should advise their Owners Corporation of any signs of damage to the outside of the buildings such as windows, doors, verandahs, garage doors, gates and fences. Early work to remedy these saves premature and expensive replacement.

14. Windows

Be careful that windows are not opened too wide on high wind days. A number have needed replacement after being blown wide open and breaking. Any repairs due to misuse are at owner's expense.

Cleaning of windows is arranged by the Owners Corporation Manager for the outsides of all windows.

15. Rubbish

Bins are provided and kept in the car-park areas, or in private garages. These are taken out by the resident, except in OC 9 & OC10. Our caretaker will return emptied bins to your entrance or garage. Recycle bins are marked (paper, glass, degradable plastic, etc.). No rubbish is to be left in courtyards, car parks or hallways. In the case of townhouses, all rubbish bins are to be kept in the private garages and must not be left in common areas.

Both recycle and rubbish bins should be left out each Thursday night as they are emptied early Friday morning. Bins are to be placed back in private garages as soon as possible after being emptied.

See registered Special Rules 1(i) & 1(o).

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

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

The City of Port Phillip will also collect hard rubbish on request a few times a year. Let your neighbours know when you arrange a collection so they can add their hard rubbish.

16. Driveways and Common Courtyards

These are common property and are strictly to facilitate pick up and drop offs only. They are NOT parking areas. Any vehicle parking regularly in a common property area will have an adhesive 'No Parking' sticker affixed to its windscreen. Failure to comply will lead to further action. Please advise all visitors and trades people accordingly.

See registered Special Rules 1(b).

17. Fire Escape Procedure

Please familiarize yourself with the location of exits to stairways, fire hoses and extinguishers in relation to your apartment/unit. Fire doors must not be propped open at any time.

Reminder: Replace the batteries in your smoke alarms bi-annually.

18. Access to Garages

For the safety and wellbeing of all:

- Do not use your remote control until you have arrived at the gate and can see ahead.
- Drive carefully and slowly (5kph) in the courtyard area and in the garages.
- Ensure your vehicle does not drip water or oil (a drip tray is recommended).
- Do not store personal items within the car-parking space. Storage cages are to be used for this purpose.
- Park only in your allotted space in the communal garage
- Do not allow visitors to park their cars in empty spaces.
- Do not park in a car wash bay.
- Ensure any security gate and/or common garage door is fully closed when leaving.
- Do not park, or allow visitors or contractors to park, in any area of the courtyard.

See registered Special Rules 1(a),1(b), 1(c) & 1(o).

19. Pool & Spa



The pool and spa are provided for the benefit of all residents and are only available for use between the hours of 6.30am and 10:30pm so as not to cause a noise nuisance to nearby residents late at night or early in the morning. These hours must be adhered to.

During the summer months, the pool and spa covers are locked in place at 10:30pm and unlocked at 6:30am to ensure the pool and spa are not used outside these hours. This also helps reduce heating and cleaning

costs. Outside of these months, pool and spa users are asked to put on/take off the protective covers when using the pool or spa. Please observe all pool area usage regulations as set out on the notice on the pool entrance gate.

Pool Rules

For everyone's safety and out of consideration for all pool users the Owners Corporation asks that the following rules be observed at all times

Pool Hours 6:30am to 10:30pm

No boogie boards or other flotation devices other than safety aids permitted

No food, glass or alcohol

No ball games, running and diving

No smoking

No animals

No loud or rowdy behavior

Children under 14 must be supervised by an adult

Suitable bathing attire is to be worn at all times

Guests must be accompanied by a resident

Residents & guests use the pool at their own risk

Please report any breaches of the rules to the OC Manager.

20. Gymnasium



The gymnasium is located by the pool area and is for adult use only. Children under 12 years old are not permitted to use the equipment in the gymnasium or to use the gymnasium for recreational purposes.

The gymnasium is provided for the benefit of all residents is only available for use between the hours of 6:30am and 10:30pm so as not to cause a noise nuisance to nearby residents late at night or early in the morning. These hours must be adhered to.

Please return weights to the stand, leave equipment neatly placed after use and the gymnasium tidy. Wipes

are provided to wipe down equipment after use. Also, please turn off appliances and lights and close windows if you are the last person to leave.

If playing music whilst using this facility, please keep the volume low in consideration of other gym users and nearby residents.

The gym equipment is serviced regularly but please report any faulty equipment to Australian Property Management. We note that residents must only use the equipment provided in the gym. For safety reasons, you may not bring your own equipment into the gym.

21. BBQ



The BBQ is provided for use by all residents. It is only to be used with adult supervision. Please respect that it is common property and share the area with other users. Residents must clean the area and remove all rubbish after use. Please leave the area by 10.30pm so as not to cause a noise nuisance to nearby residents.

22. Mailboxes

Please keep these clear of 'junk' mail. 'No Advertising Material' stickers for placing on your mailbox can be purchased from a newsagent. If you lose your mailbox key, please contact a locksmith. These keys are unrestricted and private, any locksmith will be able to cut a copy.

23. Pets

Dogs must be on a leash in any common areas. All pets must be kept indoors at night. Animal droppings must be immediately removed and disposed of properly by the animal's handler. This applies to both common areas and personal courtyards.

Cats must not be allowed at any time, to freely roam in common areas.

Any unaccompanied pet found to be causing a nuisance to other residents in common areas may be reported to the City of Port Phillip Council. If a pet on private property is causing excessive noise or disturbance to other residents the owner will be warned. If the problem continues the owner will be required to take action, which may include removal of the pet from The Port premises.

See registered OC1 Special Rules 1(f), 1(g) & 1(h).

24. Moving In / Moving Out

You must advise the Owners Corporation Manager of your arrangements to avoid inconvenience to residents. If using the lift, pads must be placed within the lift and around glass to prevent damage.

OC10 does not permit moving at weekends.

See registered OC1 Special Rules 1(l).

25. Signs

There are specific guidelines as to the number and size of 'For Sale/Auction' boards which may be displayed at any one time, and for what period of time. These are available through the Owners Corporation Manager. Your Agent must apply for, and gain, written permission from the Owners Corporation Manager before erecting any signage board.

'For Lease' signs and any other signs are not permitted.

See registered Special Rules 1(u).

26. Smoking

Smoking is not permitted in any common property area. This includes the pool area, car parks, gymnasium, foyer, lifts, stairways and common property paths and gardens.

27. Car Washing

Car washing facilities for residents of Owners Corporation 10 are located in the Tower building near the lift (i.e. the area near the corner of Rouse Street and Esplanade East). Residents must abide by any water restriction regulations in place at the time.

The car washing area for OC9 residents is located adjacent to the middle stairwell

Residents of other OCs are requested to use their own common courtyard areas providing there is no obstruction to garage access for other residents.

28. Foyers & Common Stairwells

These areas are to be kept clear at all times. Rubbish is not to be deposited nor articles left in these areas.

See registered Special Rules 1(q).

29. Notice Boards

There is a noticeboard in the gymnasium which may be used for items of general interest. Another board is located adjacent to the lift in OC10.

30. Key & Remote Orders

Keys and remotes must be ordered through the Owners Corporation Manager. Kindly fill in the Order Form found in the Dixon Kestles website or thru this link <https://form.jotform.com/203286286691060>

31. Standard Finishes

Exterior walls: rendered blockwork painted with Dulux “Seed Pearl” and “European White”

Concrete roof tiles: in Terracotta and Slate color

Doors: painted in liquorice color or Dulux “Chalk USA”

Windows, eaves & doors: Dulux “Chalk USA”

Front door: Dulux “Licorice”

Garage doors: Dulux “Chalk USA”

Interior walls: originally Dulux “Chalk USA”

Interior handrails: Dulux Super enamel semi gloss oil based, colour Chalk US

Exterior handrails: Dulux Super enamel high gloss oil based, colour Licorice

Paving: Berger Jet Dry Aquatred “Blue Veil”

32. Contractor list

Please see below a list of trades who regularly attend the property:

Contractor	Service	Contact
Compliance Maintenance Solutions	ESM	Michael Grattan: 0438 550 366
Beal Electrical	Preferred Electrician	Michael Beal: 0430 073 942
Broadway Window Cleaning	Window Cleaning- OC 3-9	03 9819 4569
Cams Window Cleaning	Window Cleaning OC 10	Cameron MacSween 1800 010 250
Lawry bros	Irrigation and gardening	Terry: 0418 531 988
Gardenia Gardens	Gardening – OC 10	Mark: 0416 389 969
Slater Pumps	Pump Maintenance	Peter: 03 93144977
Caretaking	The Minders	David: 0427 330 356
F&M Commercial maintenance	HVAC Servicing – OC 10	03 9387 9933
Hydra Civ	Preferred Plumber	Andrew Smead: 0407 191 319
Monjon	Security	0419 777 898
Melbourne Gym Equipment	Gym servicing	0414 985 067
Deadly Dave	Pest Control – OC 10	0427 535 901
Omega Security	Locksmith	03 9689 3488
Statewide Gates	Garage door service	Craig Ferguson: 0408 655 025
Pace Interiors	Awning replacement	03 8680 9273
Wobelea	Pool servicing	03 5940 1077
Motion Elevators	Elevator servicing- OC 11	1300 365 665

RESTRICTED KEY REQUEST FORM

ALL FIELDS ARE MANDATORY – Please note payment details must be provided

Return completed form to keys@omegacorp.com.au

Date: _____

Key System Number: _____ (this number is engraved on all keys)

Company Name / Individual: _____

Delivery Address: _____

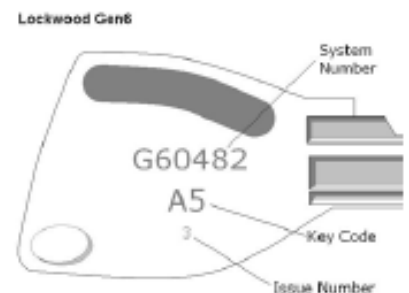
Suburb: _____ Post Code _____

Contact Phone No: _____

Please supply the following restricted keys to the above Master Key System

Key No: _____ Qty: _____ Key No: _____ Qty: _____

Key No: _____ Qty: _____ Key No: _____ Qty: _____



Delivery Method:

- Registered Post \$12.50
- Express Post \$20.00
- Courier: POA
- Ring When Ready for Collection

Payment Type – PAYMENT DETAILS MUST BE PROVIDED

EFT Payment - please provide email address and a pro-forma invoice will be sent including banking details

Email : _____

Credit Card Details: Visa / Master Card Amex Diners

Number: _____ Exp: _____ CCV _____

Cheque - please send a copy of this completed form with cheque

Company Account –INVOICE TO: Company Account Name: _____

Omega Account Code: _____ Purchase Order # _____

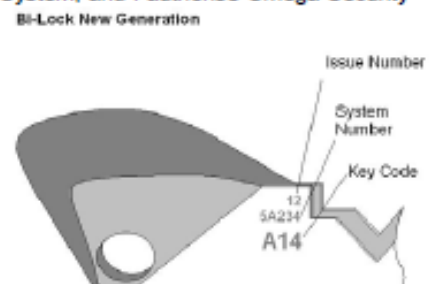
Invoice to be sent with goods. Invoice to be sent to Company Account holder

Authorisation for Keys to Be Cut

I hereby certify that I am registered as an authorised signatory for the above Master Key System, and I authorise Omega Security Solutions Pty Ltd to cut the above keys as required.

Authorised Signature: _____

Print Name: _____



Submit Form

Print Form

Reset Form

Attachment 2

The Port - Useful information

Owners Corporation Manager – Callum Wilson 03 9690 3488

Dixon Kestles & Co Pty Ltd
161 Park Street
South Melbourne, VIC 3205

Caretaker – The Minders – Dave 0438 525 416 - minders@minders.com.au

Moving in or out – let OC Manager know, advise other residents in your OC (via letter box)

AFTER HOURS PROPERTY EMERGENCIES

Should an urgent trade related matter in respect of the **COMMON PROPERTY** of your Owners Corporation arise after hours (5:00pm-9:00am) please contact:

The Scotia Group Ph: 1300 726 842

The representatives will work through with you for the immediate needs and liaise with our offices for any further actions.

Please note that this service is for common property matters only. Should the issue be within your apartment or lot you should contact your managing agent or an appropriate tradesperson directly.

In the event that a matter is dealt with through this emergency service and it is identified that the issue relates to your private property, the charges incurred will be passed through to you from the Owners Corporation.

Emergency Contact

Police, Fire, Ambulance: Dial 000

Contractors

Electrician: Beal Electrical – Michael Beal 0430 073 942

Plumber: Hydra Civ – Andrew Smead 0407 191 319

Locksmith: Omega Locksmiths 9689 3488

Garage door: Statewide Gates - Craig Ferguson 0408 655 025

Windows & Cleaning – twice a year

OC 3,4,5,6,7,8,9 Broadway window cleaning 9555 5110

OC10 Cams window cleaning: Cameron MacSween 1800 010 250

Rubbish – Thursday evening for Friday morning collection

Pool open/close (summer): Monjon 0417 666 566

Utilities

Electricity – any service provider

Gas- for OC9, &OC 10 gas is supplied by OC to all apartments by Origin 13 24 61 (7am to 9pm weekdays, and 9am to 5pm on Saturdays).

Gas for OC3 – OC8: owners to arrange

Water – South East Water: General enquiries 131 694: Account enquiries 131 851 (8am – 7pm, Mon – Fri)

Phone – any service provider

Internet – any service provider

THE PORT DEVELOPMENT

SPECIAL RULES FOR BODY CORPORATE NO. 1

1. A member must not and must ensure that the occupier of a member's lot ("the Lot") does not and the occupier of a lot must not:
 - a. Use the common property or permit the common property to be used in such a manner as to unreasonably interfere with or prevent its use by other members or occupants of lots or their families or visitors;
 - b. Park or leave a vehicle on the common property so as to obstruct a driveway or entrance to a lot or in any place other than a parking area specified for such purpose by the Body Corporate;
 - c. Use or permit any lot or common property to be used for any purpose which may be illegal or injurious to the reputation of the development or which may cause a nuisance or a hazard to any other member or occupier of any lot or their families or visitors;
 - d. Make or permit to be made any undue noise in or about the common property or any lot;
 - e. Make or permit to be made any noise from music or machinery which may be heard outside the lot between the hours of midnight and 8:00 am;
 - f. Keep any animal on a lot or the common property without approval by the owner and the Body Corporate Committee. However, should the animal be considered by the Body Corporate to be a nuisance the animal shall be immediately removed from the development;
 - g. No animals shall be permitted to freely roam the complex and must be kept on a leash while on common property;
 - h. All animal droppings must be immediately removed and disposed of properly by the animal's handler;
 - i. Store or keep waste or garbage other than in proper receptacles in an area specified for such purpose by the Body Corporate;
 - j. Allow any garden or open land forming part of the Lot to become unkempt overgrown or unsightly;
 - k. Fit any covering over external areas of the Lot including ground floor patio and balconies other than a folding awning and on windows other than a blind of fixed type each or otherwise as the Body Corporate shall determine from time to time;
 - l. move any furniture equipment or goods via lifts stairs or other parts of the common property unless the prior written approval of the Body Corporate or its managing agent is obtained and the moving of such items upon obtaining such approval is done at such a time or times and in accordance with such direction as may be given by the Body Corporate or its managing agent;
 - m. plant or permit to be planted in any garden or open land forming part of the Lot any plants trees lawn or other vegetation except by replacing any such vegetation which dies with plants trees lawn or vegetation of the same size and type unless otherwise approved in writing by the Body Corporate or its managing agent;
 - n. store any materials or goods on the common property except with the prior written

- consent of the Body Corporate and in accordance with the terms and conditions contained in that written consent;
- o. store or accumulate in public view or permit to be so stored or accumulated any materials goods or debris on any car parking areas forming a lot or part of that lot;
 - p. carry out or permit to be carried out on the Lot any building work requiring a building permit or approval from any municipal or statutory authority unless:
 - i. at least 21 days written notice of intention to carry out the work accompanied by proper plans and specifications of and all permits and approvals relevant to the work, has been given to the Body Corporate by the member who owns the Lot;
 - ii. where such works will affect any part of the common property, such plans and specifications are approved by the Body Corporate or any architect or other consultant appointed by the Body Corporate for such purpose;
 - iii. the work is carried out in accordance with such reasonable directions as the Body Corporate may give.
 - q. obstruct any fire appliance cupboard, stairway, landing or lift lobby or permit the same to be obstructed;
 - r. keep or leave open any security door or gate or the door into any stairwell to be kept or left open for any purpose whatsoever;
 - s. permit any tradesman contractor or other person carrying out any works to be on the Lot or the common property;
 - i. on a Saturday, Sunday or public holidays; or
 - ii. before 9:00 am or after 5:00 pm on any other dayexcept in the case of any emergency
 - t. erect or permit any agent or person save for Becton Port Melbourne Homes Pty. Ltd. to erect or display any advertising signs, for-sale notices or letting signs until all stages of the development have completed and all lots have been sold in the development.
 - u. erect or display any signs, boarding or notices without the prior written consent of the Body Corporate;
 - v. display or hand or permit to be displayed or hung any clothes or other articles on any part of the exterior of the Lot so as to be visible from outside the Lot;
 - w. display or exhibit pot plants outside the Lot in excess of the number permitted by the Body Corporate or of a size, type or material not permitted by the Body Corporate;
 - x. damage or deface or obstruct or suffer to be damaged, defaced or obstructed the common property or any part thereof;
 - y. do or permit to be done on the Lot any act or things by reason of or in consequence of which any increased or extra premium may become payable for the insurance of the common property or any parts thereof or any policy for such insurance may become void or voidable; and
 - z. use the common property or permit the common property to be used for skateboarding, roller blading or similar recreational activity.

2. A member must and must ensure that the occupier of the Lot will:
 - a. At the member's cost replace any security key which is issued to the member by the managing agent; and
 - b. Comply with any directions made or action taken by the Body Corporate pursuant to the duty of the Body Corporate to manage and administer the common property under Regulation 301(1)(f) of the Subdivision (Body Corporate) Regulations 1989.

Attachment 4

The Port - Installation Guidelines for External Equipment - Air Conditioning, Hot water

The prior written approval of the Owners Corporation committee is required before installation of external equipment such as air conditioning and hot water services within a Lot.

The primary criteria of the Owners Corporation for approval to install this equipment includes, but is not limited to the following:

The equipment must:

- be positioned in an inconspicuous location so as not to interfere with other occupants' peaceful enjoyment of their lot
- be substantially the same colour as the building for those parts of the system, pipe work, and electricals visible to other occupiers and public
- be installed so that the operating noise levels of the system do not interfere with or disrupt adjoining neighbours and must be positioned such that the noise level at the bedroom window of another apartment does not exceed 45 dB, and may after installation/commissioning require additional sound proofing in order to satisfy this requirement.
- have any condensate drainage installed in such a manner that prevents water falling to neighbouring apartments and/or common areas below and must not damage or deface any part of the building finishes. Condensate waste must be discharged to an approved drain
- be installed in accordance with the manufacturers installation/commissioning instructions and comply with all relevant governing authority guidelines, by laws, codes and regulations and be installed by qualified personnel/trades with appropriate insurance only.
- have sufficient sound proofing measures incorporated to meet the council noise control limits
- be wired in accordance with the Australian Standard AS3000 Wiring Rules or any appropriate replacement Australian Standard,
- a Plumbing Industry Compliance certificate and an electrical compliance certificate must be supplied by the installer on completion of installation and a copy provided to the Owners Corporation

Approval is usually granted subject to meeting the following conditions:

1. All maintenance will remain the responsibility of the owner/occupier
2. The owners will indemnify the Owners Corporation for any third party claim for damages resulting from the air conditioning unit, be it personal or property damage.
3. Should the unit be removed for any length of time for any reason, all penetrations/openings will be made good to the original condition.
4. Any complaint relating to noise of operation will be attended to promptly and without question.
5. Should the condensate drainage system expelling water cause complaints or damage to common property or other lots, the problem will be rectified expeditiously.
6. That there is no negative visual impact on the building
7. Any damage to common property during installation will be rectified to the complete satisfaction of the committee at the owner's expense.

Attachment 5

The Port - Application for installing external equipment – Air Conditioner

Applicant: _____

Address of property: _____

Owners Corporation No.: _____

Equipment - Model and size of compressor _____

I/We acknowledge that the Owners Corporation approval for the installation of this equipment on the Lot is conditional on the following:-

- a. A plan of the external parts of the installation such as compressors, ducting etc together with a photograph or brochure (if possible) of the unit being installed must be submitted to the Owners Corporation with this application.
- b. The installer shall provide appropriate certification(s) for the installation to the owner and the Owners Corporation Manager.
- c. Condensate water is to be retained within the Lot and connected to an appropriate drainage system. Under no circumstances is the water allowed to drip from the building.
- d. The compressor must be located in an inconspicuous location and be fitted with rubber mounts
- e. Noise levels – must not exceed the Council regulations and not interfere with other residents peaceful enjoyment of their lots.
- f. Ducting must be color coated to match the exterior of the building.
- g. All costs for the installation and future maintenance are the responsibility of the Lot owner of the Lot applying for installation.
- h. Maintenance and appearance of the unit – the Lot owner acknowledges that it is their responsibility to ensure that the equipment is in first class working order and appearance. Failure to maintain the unit in an appropriate standard may result in the removal by the owners corporation at the owners cost.
- i. Painting – external equipment (compressor, ducts etc) may be painted by the Owners Corporation when the building is painted.

I agree that I will be fully liable for any damage caused to the Owner Corporation’s property by either the installation or removal of the equipment and any public liability claim whatsoever that may arise.

Signed by the owner or their agent

Approved by the Owners Corporation

Dated _____

Dated _____

Send this to your Owners Corporation Manager, Callum Wilson, Dixon Kestles & Co Pty Ltd,

161 Park Street, South Melbourne VIC 3205, email callumw@dixonkestles.com.au

Attachment 6

SATELLITE DISH – Approval and Installation Requirements

Requirements for the placement and installation of a satellite dish and connections must have prior Owners Corporation approval and comply with the following:

1. The color of any dish and associated wiring and electrical connections must be in keeping with the finishes of the building.
2. The dish and associated wiring and electrical connections must be installed by a professional qualified installer, and any penetrations through the roof and walls fully sealed.
3. The dish must not interfere with or disrupt adjoining neighbours or services and must be positioned such that it is not able to be seen in plain view at the window or terrace of another apartment, or from a courtyard or adjacent pavement.
4. Any dish must be installed in a manner that does not damage or deface any part of the building finishes.
5. The dish must be installed in accordance with the manufacturers installation/commissioning instructions and comply with all relevant governing authority guidelines, by laws, codes and regulations.
6. The area of installation must be thoroughly cleaned and all debris/packing materials etc., be removed from site. The Owners Corporation rubbish bins and recycle bins are not to be used for this purpose.
7. Any damage incurred to the Owners Corporation building/services during the installation process will be made good by the Owners Corporation and charged to the owner if the owner of the apartment does not make good all damage within 7 days.
8. The Owners Corporation will not be responsible in any way for electrical supply, continuity of supply, or preventative or emergency maintenance/service.
9. A commissioning certificate signed and dated by the qualified installer must be presented to the Owners Corporation Manager immediately on completion.