

STRATA PLAN No.38936
WARATAH APARTMENTS



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WELCOME TO WARATAH APARTMENTS

71 VICTORIA STREET POTTS POINT



INFORMATION for OWNERS, TENANTS, and AGENTS



Welcome to Waratah Apartments

Waratah Apartments is a community of over 300 residents who enjoy living in this well maintained and managed complex in one of Sydney's finest, close to the city, locations. We are pleased to have you with us.

As you would expect rules apply to those who live here to protect shared interests and promote the good order and harmony of the community. This Information Pack provides details of how this strata scheme operates.

The Owner's Corporation has been responsible for the management of the strata scheme for over 20 years and in April 2021 appointed a strata manager, Strata Sense to assist with management of our scheme. The Owners Corporation retains responsibility for the finances and maintenance of common property. Between general meetings of owners, the corporation operates through the elected Strata Committee.

Any issues or concerns on matters relating to the building or common services should be raised in the first instance at Reception with the Building Manager or Concierge. They can be contacted via email: Buildingmanager@71victoriast.com.au; Reception@71victoriast.com.au or phone 9357 4444. For other general matters contact our Strata Manager, info@stratasense.com.au 1300 859 044. For levy and finance enquiries please email the Treasurer on sp38936@71victoriast.com.au

If you have any suggestions, requirements, or complaints, please do not hesitate to contact the Strata Committee by email sp38936@71victoriast.com.au or by a note left in the Owners Corporation mailbox.

Meetings of the Strata Committee are held at regular intervals and due to COVID are run via Zoom. Owners may attend as observers. Notification and minutes are emailed to all owners and placed on the noticeboard located on level 9. For matters to be considered for inclusion in the agenda they should be received by the Secretary at least ten days prior to the date set for the next meeting.

Waratah newsletter (Waratah Whispers) is published and distributed to owners and residents on a semi-regular basis. Also, information about our Strata can also be found on our web site www.71victoriast.com.au

Several times a year, a community gathering provides an opportunity to meet others who live at Waratah Apartments.

On behalf of the Strata Committee, welcome and enjoy.

Natalie

Natalie Budovsky
Chair, Strata Committee
Strata Plan 38936

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Airbnb/Short-Term Letting

By-Law 19 prohibits short-term letting (i.e., Airbnb, etc.) and failure to comply may see the resident evicted. Minimum rental period is 3 months.

Air conditioners

Approval from the Owners Corporation is required prior to installation of a fixed air conditioning unit. A condition of approval is that condensation does not drip via any spitter pipe onto balconies or common property below. One option to avoid this is to fit a tray under the unit which can be emptied as required.

Balconies

Please ensure that drainage is clear and in good working order to avoid water penetration or flooding because of heavy rain. This is particularly important if you keep pot plants on the balcony. Large pot plants are not allowed on common property unless formally approved and they must not be placed on tiled areas. Apart from this, residents are not permitted to place pots or plants on windowsills or on top of balcony walls because of the risk of them falling and injuring people or damaging property.

Please do not wash down balconies (mop only) allowing water to fall to balconies below or drop objects, cigarette butts or other items that pose a danger or nuisance to others. Refer By-law 14 which covers this aspect.

Visible clothes drying on balconies is contrary to the by-laws and prohibited by a City of Sydney Council ordinance.

Car spaces

There is an 8kph speed limit in all car parks.

Only vehicles used for transportation are allowed in car spaces.

For safety reasons, the vehicle or vehicles must be parked within the marked lines, and, where gates are fitted, the gate must be closed after entry or exit.

A car parking space cannot be leased to anyone not a resident of Waratah Apartments.

Please keep parking spaces tidy, clean, and free of furniture, boxes, flammables, or rubbish. Items, such as cardboard, wooden or plastic cartons, carpets, clothing, mattresses, household furniture or equipment, appliances, containers of oil, petrol or paint, suitcases or trunks, motor vehicle parts or accessories not attached to a motor vehicle, pot plants, barbecues or outdoor furniture, building materials, office equipment, exercise or sporting equipment, etc. cannot be kept in a car space unless in an enclosed space is approved for storage in writing by the Strata Committee.

The Owners Corporation will require removal of inappropriate items. Objects placed on common property will be removed and disposed of.

The space between some car spaces and the sandstone wall is common property.

Child safety

All strata buildings in NSW must be fitted with devices that enable most windows to be locked at 12.5cm when the devices are engaged. The Owner's Corporation has devices installed on all above ground windows. It is your responsibility to ensure these are not removed.

Consideration of others

The Strata Schemes Management Act and the By-laws adopted by owners of this strata scheme impose some lifestyle restrictions in the interests of the community as a whole.

For example, there are rules that are relevant to renovations, keeping pets, and conduct that may impact adversely on others, such as loud noise and music and cigarette or barbeque smoke drift to those in adjoining or nearby units or into common property, for example, lift landings.

Residents should not disturb the peaceful enjoyment of other lot owners at any time. Maintaining friendly relations with your neighbours is the best way of minimising or resolving difficulties. If there is a problem (e.g., noise) it is essential that you seek to discuss the problem with your neighbour as soon as possible in a friendly manner.

Ongoing or persistent interference with quiet enjoyment can be brought to the attention of the Building Manager/Concierge or taken to the Department of Fair Trading and/or the NSW Civil and Administrative Tribunal. Both bodies have powers to issue orders that go beyond those available to the Owners Corporation in some circumstances.

Unreasonably loud noise at any time may be in breach of the By-laws. If you are planning a party where the music may be on the loud side let your neighbours know and limit noise: in general, no loud noise after 10pm weeknights and 12 midnight Friday/Saturdays.

Co-operation in response to reasonable requests from neighbours is expected, as is civility and respect in all dealings with those who work in the building. For more information about noise issues and options refer: <http://www.cityofsydney.nsw.gov.au/live/report-local-issues/noise>

Contacts/Security

Please report suspicious activity to Reception or, in urgent circumstances, the Police. Refer to the following table for important contact details.

Table 1: Important Contacts

Contact	Contact Number
Reception/Concierge/Building Manager	02 9357 4444
Emergency-Police, Fire, Ambulance	000
Police Station Kings Cross	02 8356 0099
Building Manager After Hours (serious or urgent issues only)	0400 684 169
City of Sydney Council-report a problem	9265 9333
FOXTEL	131 999

Entrance door to unit

This door is a fire/smoke door; it is common property and subject of fire regulations. The doors are inspected periodically to ensure they comply, and you are required to give access to those carrying out this inspection. Please do not add or change locks or do anything else to this door without seeking advice. If, due to modifications, the door becomes non-compliant, the cost of rectification must be borne by the owner.

The Owners Corporation will be happy to advise on this matter. Cleaning of the door is the owner/occupier's responsibility.

Fire alarms

Smoke and thermal detectors are installed throughout the building including in each unit. It is also a requirement of the EPA that compliant smoke alarms be fitted in each apartment. Fire alarms are the responsibility of the owner.

Please ensure that your kitchen and laundry areas are well ventilated as overheating and smoke can cause sensitive sensors to react. This is often a problem with barbecues – avoid smoke entering the unit by closing the balcony door.

Do not open the door to the foyer or corridor when smoke appears.

Dust (for example, from renovation work) can also set off the alarm. Reception must be notified in advance before commencement of any previously approved works where dust is likely so that alarms can be isolated.

If the fire alarm sounds, residents should evacuate the building immediately and move well away from the area. The Fire Brigade is called automatically and will advise when it is safe to re-enter the building. While false alarms do occur, none of us know an alarm is false when we hear it. A misjudgement and failure to respond to what turns out to be a real emergency can have serious consequences for life and safety.

Disconnecting or tampering with a fire alarm will trigger an alarm and can attract a penalty under the NSW Fire Brigade Act.

False alarms currently attract a penalty of **\$1,776 (incl. GST)** from Fire & Rescue NSW – payable by the owner/resident.

Gymnasium and pool, spa, and sauna

These facilities are located on level 4 with opening times displayed on the door. The pool has been certified as compliant with relevant NSW safety requirements.

Please respect the residents on level 4 by entering and exiting these facilities quietly. Please show consideration for others in using these facilities: do not take glass or bottles into the pool or gym; in the gym, please wipe equipment with the supplied hygiene wipes before and after use, and ensure weights are not dropped on the floor; in the swimming pool area please show courtesy and consideration to others using the pool, spa and sauna at the same time.

The pool and gymnasium are for the exclusive enjoyment of the residents of the building. Children are not allowed to use either without supervision.

Please obey all Gymnasium and Pool signage when using these facilities; any person known to be in breach of Gymnasium and Pool rules may have their access privileges revoked. All facilities are monitored by security CCTV surveillance 24/7 and any reports of breaches will be investigated.

Personal trainers are not allowed to use or train residents in the gymnasium unless they have sought and have been granted approval by the Owners Corporation. Conditions to seek approval for Personal training in the Gym are:

1. All personal trainers seeking approval to utilise level 4 gym to conduct training must provide the Owners Corporation with:
 - a copy of a personal trainer certification obtained through a nationally accredited college (TAFE, Australian College of Sport & Fitness, Fitness Industry Training, Global Fitness Institute, Australian Institute of Fitness, Australian Fitness Academy),
 - a copy of Professional Liability Insurance certificate of currency.

2. Personal trainers are not required to be owners or residents at Waratah.
3. Once authorised to conduct training sessions at the gym personal trainers will be permitted to advertise their services via:
 - *letter drop in the mailboxes on level 9 Main Tower,*
 - *at the gym via a flyer that complies with the guidelines provided by the Owners Corporation.*
4. A limit of two clients per personal trainer at any one session will apply to avoid overcrowding.
5. Only residents of Waratah can utilise the authorised personal trainers; Residents must access the gym using their access keys; No access keys will be issued to personal trainers. Any personal trainer found to have breached this rule will have their training privileges revoked immediately.
6. The Committee reserves the right to alter or suspend the conditions of use by Personal Trainers at any time.

Hot water

Hot water in this building is centrally supplied. Usage by each apartment is metered and charged direct by the gas energy supplier of your choice. Each owner/resident is responsible for charges based on usage. You should notify the company of any change in billing details. NB: This gas account is in addition to your electricity account.

Inspection of records

An owner or agent with the authority of an owner has a right under the Strata Schemes Management Act to inspect certain records held by the Owners Corporation. A fee applies and a charge is payable for time after the first hour. Any request should be in writing addressed to the Secretary. Please use the "Application to Inspection Records" form on our website (www.71victoriast.com.au) under the Forms section.

Intercom

The intercom in your apartment allows you to communicate with guests arriving at the building and to provide access. Most visitors will buzz you twice, once at the main entrance at Victoria St, the second time at the entrance of the Tower or North Wing. Please note that by allowing your visitors to enter the building they can automatically press the button in the lift to your floor (only). However, visitors can only do that up to one minute after you let them in.

When the intercom rings, press the "Talk", the button under "Key" sign, to open the entrance door, and then press the "Talk" button again, when finished, to disengage the system.

You can call Reception using the intercom in your apartment by pressing the button under the "Bell" sign.

Keys

The fob is programmed to give you access to the floor where your unit is located, the floor where you park your car, second floor for garbage, and fourth floor for swimming pool and gym. To protect residents' safety, all security keys are rendered non-operational after a resident vacates. Security key audits are carried out regularly.

The key with the triangular handle gives you access via the fire stairs to your garage space and to the fire door on your floor, but not to other areas.

Security bond deposits are required for each key/fob, and extra are available upon payment of the additional bond (see Service Fees Charges and Bonds page 8). Please complete a key request form that can be obtained from reception or security staff. Lost fobs and keys must be reported to Reception so that they can be disabled and replaced to retain bond.

Legislation and By-laws

Living in a stratum is life in a small community where the activities of a resident and visitors can have a significant impact on the enjoyment of others. Mutual respect and courtesy are essential.

The operation of the strata scheme is governed by the Strata Schemes Management Act 2015 (NSW), and the by-laws adopted by owners in general meeting. The By-laws govern behaviour of residents and the use of common property. A consolidated set of the Waratah Apartments By-laws is in a separate booklet available to owners and residents -please familiarise yourself with the By-laws of general application.

Moving in and out.

The main foyer at the Victoria St entrance cannot be used for removals or deliveries of fridges, furniture, and other bulky items or by tradespeople with equipment. Access is only available through another entrance, i.e. your car park entrance or Brougham St entrances.

Please refer to our Transportation of Goods Agreement which outlines the requirements and responsibilities for yourselves. The agreement needs to be completed together with a bond of \$500 prior to the move, this will be fully refunded provided there is no damage. Inspections are carried out prior to and after the move by Building Manager/Concierge staff. This form can be found on our website (www.71victoriast.com.au) under the Forms section.

Removals are restricted to Monday to Friday after 9:00 a.m. and before 4:30 p.m. No moves on Saturday or Sunday. Saturdays are reserved for property sale/rental inspections, some small moves may be considered subject to approval from the OC on Sunday.

Please inform the reception well in advance when you are moving in or out as bookings are essential to ensure lift availability. Bond and all paperwork must be in place before booking can be made.

Pets

Small pets (e.g., cats and dogs) can be kept in Waratah Apartments after an application and approval by the Owners Corporation. Reception can advise of the requirements.

Conditions apply to approval to keep a dog; for example, that the dog does not interfere with the quiet enjoyment of others, is carried at all times on common property (carpeted areas, lifts, walkways, garages) and that the owner cleans up any mess immediately.

Plumbing

There are isolation valves for cold water in each apartment, usually one in the kitchen and one in the bathroom(s). Please note where these valves are and in the event of a water leakage, please turn them off immediately to minimise any water damage.

The hot water isolation valves are in a box in the common property corridor near each apartment. Similarly, in the event of a leakage, please turn off to minimise any damage. Note: there are a number of valves in each box, so please ensure you only use the valve for your apartment. If there are any questions, please contact the staff at Reception

Repairs

Urgent problems that are Owners Corporation's responsibility (e.g., broken pipe, lifts not working, and gates to garages not functioning) should be notified to the staff at Reception immediately.

Reception/Concierge

Reception is the first port of call for information and assistance, phone 9357 4444 and is attended as follows:

- Monday to Thursday: 7.30 am to 10:00 pm
- Friday: 7:30 am to 12:00pm midnight
- Saturday: 9.00 am to 12.00 pm (Committee), 12:00 to 12:00 pm midnight.
- Sunday/Public Hols: 3:00 pm to 10:00 pm

Please note: *parcels and deliveries for residents are accepted as a courtesy; you will be notified when a delivery is ready for collection. We accept no liability for this service, and it is for private use only. No parcels will be accepted that are related to a commercial enterprise being run from an apartment.*

Renovations

Renovations and refurbishment undertaken by owners, are welcomed by the Owners Corporation. Renovations fall under 3 categories:

1. Cosmetic work by owners: such as painting, hanging pictures, installing, or replacing wardrobes, carpet, and handrails, which can be done without approval, but subject to normal hours and access conditions.
2. Minor work by owners: such as Kitchen renovations, replacement of hard floors, recessed light fittings, changes to internal walls and changes to any wiring, which requires approval of the Owners Corporation
3. Changes to common property: such as external changes, structural changes and waterproofing, which require a special resolution of the Owners Corporation via a General Meeting and/or a special By-law and/or the City of Sydney Council.

Work performed without proper approvals may be illegal and create problems to the owner, particularly when trying to sell the property.

The Owners Corporation requires payment of a bond prior to starting work. Twenty per cent of the bond is non-refundable and is retained by the Owners Corporation to cover general maintenance for wear and tear of the property over time.

More detailed guidance about renovations is available in a separate document ("Renovation Information & Procedures) on our web site www.71victoriast.com.au under the Information link or email to the Building Manager.

You must make your own arrangements for deliveries of large items or commercial quantities.

Renovation or tradesmen's work is allowed Monday to Friday from 7AM to 5PM. Work is not allowed on Saturdays, Sundays, or public holidays. If you are bothered by unreasonable building noise at other hours, please contact Reception who will seek to investigate the source of the problem.

Rubbish disposal and recycling.

Garbage Chutes: Household refuse can be disposed of through the chutes located on each level. Please wrap refuse before disposing, preferably in small plastic bags that have been sealed and are small enough to fit in the mouth of the chute. Please:

- do not dispose of pizza boxes or other items that may block the chute.
- do not place glass items in the garbage chute as they will smash and
- do not leave items of garbage or recyclables on the floor of the garbage chute.

Larger items and recycling: Larger rubbish bags and paper, glass and plastic items for recycling bins must be taken to the Garbage Room on Level 2 and placed in the appropriate bins. Please do not place plastic bags in the recycling bins.

Return and Earn: Waratah Apartments are part of the NSW container deposit scheme, Return and Earn, which is the largest litter reduction scheme introduced in NSW. Help us help the environment and use the blue lid bins down near the Level 2 Garbage Room to dispose of any eligible drink's containers (e.g. bottles, cartons and cans) - It is important that containers are empty, uncrushed, unbroken and have the original label attached. If a container isn't eligible for a refund, please use a recycling bin.

Council Food Scraps Recycling Service: The building is also part of the council's food scraps recycling service, this is in line with the state government's requirement that a separate food and garden waste service be available to all NSW households by 2030. Since the building is already part of the service, you can join your neighbours and register for a starter pack (recycling caddy, caddy liners and information pack) via the council's website or using one of the QR codes on posters around the building. Please be sure to use the purple bins in the L2 Garbage Room when disposing of food scraps!

Council Collections: City of Sydney Council collects unwanted whitegoods and pieces of furniture from our garbage room when booked. Please contact Reception to arrange a booking if you require a pick-up, which usually occurs on Wednesdays. Reception will contact the Council and when your booking is confirmed, will advise you when items can be placed there. This will be on Tuesday evenings only.

The steps to follow are outlined below.

- Contact the concierge desk in person or via email to book in a council collection.
- On Tuesday afternoon from 5:00 pm onwards, the resident must place their goods outside the level 2 street entry door against our brick wall, next to the entry/exit door.
- A piece of paper with the OBG number written (this will be sent to you once the concierge has booked the collection) in large letters must be attached to the biggest item.
- The resident must remove any goods which are not approved/collected.

Do not put items in the garbage area with approval otherwise you will be required to remove them until collection is booked/arranged.

Anything left in the street contravenes the law regarding dumping in a public place and can attract a hefty fine from the Council.

Service fees charges and bonds

Pursuant to Special By-Law 15 (House Rules and Administrative Charges) adopted at the AGM on 21 October 2015, the Strata Committee approved the following schedule of Charges and Fees at its meeting on 2 August 2016:

- **Fire Alarm Activation:**
 - For false alarms occasioned by a resident the charge levied by Fire Rescue NSW will be passed onto the owner of that unit. *Note: the current charge is \$1,776.*
- **Non-payment of strata levies:**
 - 10% interest after 30 days of the due date applies; if debt recovery action is required these costs (approx. 25%) are added to the amount.
- **Letter of demand, extra copies of letters, minutes of committees, or other documents:**
 - \$20 each unit.
- **Removal of items left in the garbage room or blocking the garbage chute.**
 - \$100.00 per each occasion.
- **Removal of debris from renovations or building materials, furniture, white goods or large household items left on common property:**
 - \$100.00 per each occasion
- **Visitor parking:**
 - First day – free of charge, each subsequent day - \$10 per day.
- **Cleaning of Common Property (carpet/tiles, etc.) to remove mess, pool water, dirt or filth caused by residents, pets, etc.**
 - \$100.00 per each occasion.
- **Keys:**
 - Security Bond Deposit - FOB \$100 Fully refundable on return
 - Security Bond Deposit - Fire Door Key \$50 Fully refundable on return
 - Cost to replace damaged lost FOB \$20 nonrefundable, bond is retained on FOB.

Television, Foxtel, NBN and other services

Free to air (Freeview) outlets linked to rooftop antennas are located in all units; regrettably over time service and reception to some units has been affected by work undertaken without approval in adjoining apartments. The Owner's Corporation is in the process of repairing the system. Please notify reception if you experience an issue with Freeview TV reception.

FOXTEL cable is available to all apartments. If not currently connected you should contact a provider.

Please note that Freeview and Foxtel are different sockets or connection plates in your apartment, and you need to plug into the correct wall plate for the service you want.

NBN is available in the building. We are connected via FTTB (Fibre to the Basement). We have two fibre services, one via the NBN and the other via TPG. Residents can select the provider of their choice via these two.

Visitor Parking

Five parking spaces are available on Level 8 accessible via the Victoria St entrance. Reception manages bookings, entry, and exit. There is no charge for use during the day, but where access is made available for a longer period charge may apply (refer section "Fees and Charges" above).

Note: Entry and exit can only be arranged during times Reception Desk is attended.