

Body Corporate for Stradbroke Tower and Villas

CTS 16502



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APARTMENT RENOVATIONS

Information Sheet for Owners

The Body Corporate for Stradbroke Tower and Villas CTS 16502 has compiled this information sheet to advise unit owners of their responsibilities in complying with the Body Corporate By-Laws specifically applying to renovating their Lots.

The Body Corporate's objectives in managing renovation activity are to ensure owners are aware of and comply with their obligations under our building By-Laws in respect of:

- damage to common property and the maintenance of the structural integrity of the building
- managing the hours of work and access to the building
- disposal of rubbish, dirt, dust or other materials on common property
- minimising disruption to other building residents during the renovation period.

It is the intention of the Body Corporate that your renovations proceed smoothly, while at the same time causing a minimum of inconvenience to all residents as provided for in the By-Laws.

Body Corporate Approval

Written approval of the Body Corporate is required, and must be obtained prior to commencement of work involving:

- any structural alterations to a lot, including any alterations to gas, water or electrical installations. (Refer to By-Law 37).
- Installation of hard flooring such as timber, tiles, marble or any similar material. (Refer to By-Law 46).
- Removal and replacement of wall tiles and removal of internal walls.

Summary of Key By-Law Requirements.

These requirements apply to any work of value in excess of \$1,000.

Notice to the Building Manager: (By-Law 37)

- To be given 24 hours prior to the commencement of work or the arrival of contractors.
- Must include contractor details – name, company, mobile contact, and insurance cover information.

Bond (By-Law 37)

- \$500 or such other amount as may be determined by the B/C committee is to be paid to the Body Corporate as security against damage or excess cleaning costs.
- This bond will be refunded less any costs incurred on completion of the works.

Hours of Work (By-Law 37)

- Works may only be carried out between 8.30am and 5pm Monday to Friday.
- Movement of materials and tools must only be carried out between the hours of 9am and 5pm Monday to Friday.
- STAV is a non-smoking building – NO SMOKING is permitted in any internal or external common areas – including gardens, barbeque area, and parking areas.

Management and Supply of keys and delivery of materials

- The Owner is responsible for managing and supplying sufficient keys and lift fobs to the contractor and his staff/subcontractors. The Building Manager will **NOT** supply additional keys or lift fobs.
- The Owner and/or his contractor is responsible for accepting deliveries of material to the Apartment. The Building Manager will **NOT** accept or co-ordinate deliveries of material.

Access to the Building (By-Law 37)

- Trades staff and contractors must **NOT** use the main front entrance to the building.
- Where significant materials movement is required one lift will be assigned for exclusive use by the contractor during the movement and only that lift shall be used. These arrangements are made with the Building Manager and any necessary protective lift padding will be determined and supplied by the Building Manager and installed and subsequently removed by the Contractor. Floor protection is to be used between the lifts and the visitors car park.

Cleaning and Materials/Equipment Storage and Removal (By-Law 37)

- Common property areas used by the Contractors shall be cleaned daily and if not done satisfactorily will be done by the Body Corporate at the lot owners expense.
- Materials and equipment are to be stored out of sight within the confines of the lot.
- Surplus and scrap materials are to be removed from the property by the lot owner or their contractor and in no circumstance is the garbage chute to be used in this disposal or is it be left outside the garbage compactor in the visitor's carpark.
- A skip may be used for the disposal of material- to be arranged with the Building Manager
- All cutting of materials **MUST** be done within the apartment and **NOT** on the apartment veranda or in Common Areas including the Visitors Car Park

Noise and Nuisance to other Lot Residents (By-Law 37)

- By-Laws 19 and 30 oblige the owner of a lot to minimise the impact of noise on adjacent lots.

Installation of Hard Flooring (By-Law 46)

- By-Law 46 sets the conditions associated with the installation of Hard Flooring. Specific and separate approval by the Body Corporate is required for the installation of Hard Flooring.

Building By-Laws.

The following By-Laws should be read in conjunction with this information sheet and in the event of any discrepancy the provision in the By-Laws take precedence.

- By-Law 37: Structural Alterations and Significant Renovations and Repairs.
- By-Law 46: Installation of Hard Flooring.
- By-Law 19: Nuisance and By-Law 30: Noise and Sounds.