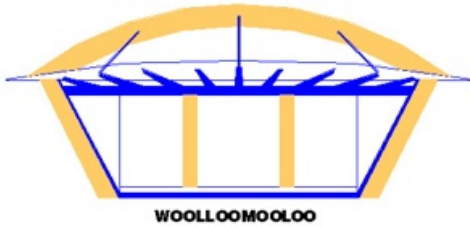


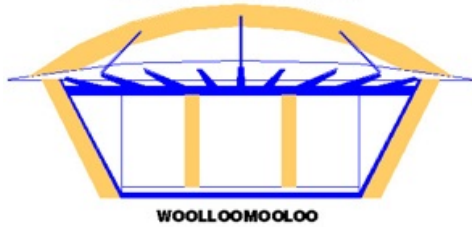
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The Wharf Terraces Renovation Conditions JANUARY 2019

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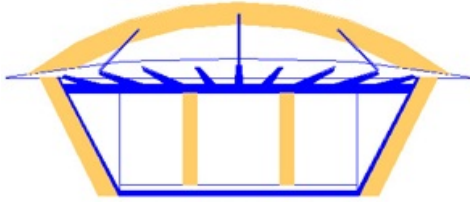


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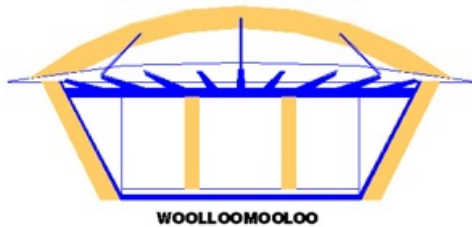


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1 Overview

This document outlines the conditions that must be complied with when carrying out repairs or renovations at the The Wharf Terraces (TWT). The conditions outlined in this document cover:

- Types of Renovations: Such as when installing timber floors or balcony mirrors.
- General Works Conditions: General conditions subject to all renovation work.
- Site Conditions: Conditions applicable to owners and tradespersons when carrying out the renovation work.

These conditions should be read in conjunction with the following instruments that also govern the operation of the TWT and must be adhered to when carrying out renovations:

Document	Description
Strata Management Statement (SMS)	Document outlining the governance of the The Wharf Terraces site.
The Wharf Terraces Architectural and Landscape Standards	An annexure to the SMS setting out minimum standards of architecture and landscaping for The Wharf Terraces site
Strata Plan 57623 by-laws	Rules and regulations which govern the lot owners and occupiers within the Wharf Terraces Residential strata scheme.
The Wharf Terraces Renovation Application Form	Is the application form that must be completed and submitted when requesting approval for renovations.

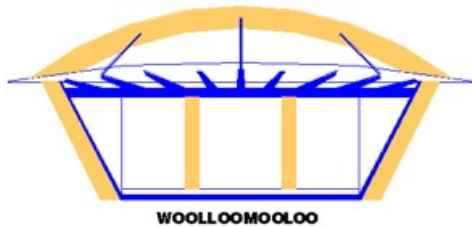
2 Acknowledging These Conditions & Submitting a Renovation Application

Residents requesting to carry out repairs or renovations must:

1. Complete The Wharf Terraces Renovation Application Form which is available on the buildings website, www.wharfterraces.com.au or via Building Management & the Strata Manager. TWT Renovation Application Form outlines the type of repairs or renovations that residents must seek approval for, the application process, approval process and further information regarding what needs to be provided when submitting an application.
2. Read TWT Renovation Conditions, acknowledge the conditions that are relevant to their type of renovation, sign the conditions form, and submit the completed conditions fom with their application.

Renovation applications that have not completed the steps outlined above will not be accepted. Building Management & the Strata Manager can assist you when submitting a renovation application form to ensure all information is provided and the renovation approval process runs smoothly.

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3 General Conditions

These conditions are subject to all repairs and renovations carried out at TWT and must be complied with in entirety. A breach of any one of these conditions is considered a breach of the renovations approval:

3.1 Insurances

All contractors engaged to carry out the renovation works must hold and maintain the following insurance covers for the period of the works:

- 1) Contractors all works cover;
- 2) Home Building Compensation Fund Insurance where the value of the works exceeds \$20,000;
- 3) Public Liability insurance for an amount of not less than \$20,000,000; and
- 4) Workers Compensation and Employer Liability insurance as required by NSW law.

A copy of current insurance policies must be submitted with the renovation application or prior to works commencement as applicable.

3.2 Council Requirements & Regulations

All works must comply with council requirements and other regulations. It is the responsibility of the owner and contractor completing the works to ensure this condition is adhered.

3.3 National Construction Code & Australian Standards

All works must be carried out in a work-man like manner to a professional standard in accordance with the National Construction Code (NCC) and all industry recognised standards relevant to the work.

3.4 Qualified & Licensed Tradespersons / Contractors

All tradespersons engaged to carry out the renovation works must be licensed in the field of work they are completing and such licenses must be current.

Evidence of contractor licensing must be submitted with the application form for it to be considered.

3.5 Architectural Standard

All works must comply with The Terraces Site Architectural & Landscape Standards. The Strata Committee will consider the these Standards when assessing your application for approval.

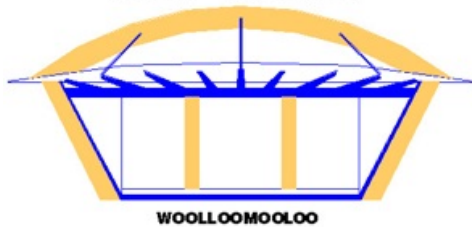
3.6 Strata Management Statement (SMS) & SP57623 Residential Scheme By-laws

All works must comply with TWT site Strata Management Statement and the by-laws of Strata Plan 57623. The Strata Committee will consider the SMS and by-laws when assessing your application for approval and these conditions must be adhered to when carrying our works at TWT site.

3.7 Renovation Plans

All renovation applications must include sufficient plans completed by a professional draftsman to ensure details of the renovation are clearly identifiable. Renovations without such plans will not be considered. The Owner's Corporation reserves the right to request further drawings specifying the renovation prior to assessing any application.

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4 Conditions Relating to Specific Types of Renovations

The following conditions apply to specific types of renovations providing guidance on specifications that must be adhered to when carrying out certain types of work:

4.1 Installation of Hard Flooring - Tiles or Timber Flooring

To ensure hard flooring complies with Australian standards for noise transmission in apartment buildings the following conditions must be complied with:

- 1) The installation of hard flooring must be installed with a suitable sound insulating underlay that meets a **(SAM TO ENTER)**
- 2) The apartment owner acknowledges that the installation of such underlay does not ensure noise transmission levels between apartments meets those outlined in the standard, and that it is the responsibility of the owner to ensure noise transmission levels meet those outlined in the standard, regardless of the insulation installed.
- 3) Prior to the installation of hard flooring an acoustic report must be provided by the owner from a suitably qualified acoustic engineer confirming that the proposed underlay should meet the noise transmission standard for the building. No works are to commence until this report has been received.
- 4) On Completion of the works, the acoustic engineer must test and submit a test report specifying that the noise transmission levels between apartments meets the standard specified. Any renovation bond will be withheld until a complying report is received.
- 5) Should the noise transmission level post the installation of hard flooring exceed that specified in the standard, the owner acknowledges that they must carry out further works within 2 months of the flooring being installed, which may involve removal of the flooring, at the owners cost, at the request of the Strata Committee, to ensure noise transmission levels meet the standard.
- 6) All costs involved in ensuring noise transmission levels are adhered to as outlined above are at the expense of the owner.

4.2 Bathroom & Laundry Renovations

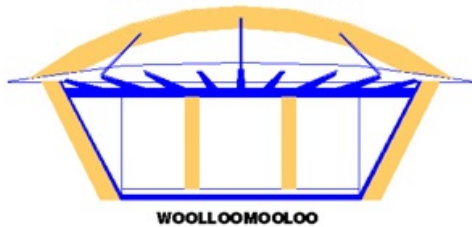
Owners completing bathroom & laundry renovations must adhere to the following conditions:

- 1) A suitable waterproof membrane must be installed when completing bathroom and renovation works.
- 2) The moving of pipes, ducts or electrical wiring within common walls, ceilings or floors is not permitted without prior approval and must be outlined in the renovation application form.
- 3) Any chasing of common walls is not permitted without prior approval and must be outlined in the renovation application form.
- 4) All bathroom and laundry areas must have an operating exhaust duct and changes to the existing exhaust is not permitted without prior approval and must be outlined in the renovation application form. The installation of additional exhaust facilities including the installation of additional ventilation fans and ducting must be outlined in the application form.

4.3 Kitchen & Joinery Renovations

Owners completing kitchen & other joinery renovations must adhere to the following conditions:

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- 1) The moving of pipes, ducts or electrical wiring within common walls, ceilings or floors is not permitted without prior approval and must be outlined in the renovation application form.
- 2) Any chasing of common walls is not permitted without prior approval and must be outlined in the renovation application form.
- 3) Changes to the existing cook top range hood exhaust is not permitted without prior approval and must be outlined in the renovation application form.
- 4) Penetrations of the roof top to accommodate additional range hood exhausts will generally not be considered.

4.4 Removal of Internal Walls

Owners intending to remove or alter any internal walls of an apartment must adhere to the following conditions:

- 1) A structural engineers certificate confirming that the walls being removed are not structural, and that their removal does not alter the structural integrity of the building must be submitted with the renovation application and will only be considered where these conditions have been confirmed.
- 2) Detailed plans outlining the proposed new floor layout must be submitted with the application.
- 3) The removal of any external or common property walls is not permitted, including the removal of existing external wall plasterboard sheeting.

4.5 Replacement of a Hot Water System

Owners intending to replace their hot water system may do so without approval, subject to no changes to the existing exhaust flue system, and their new hot water system being 100% suitable to the existing flue. Should changes to the existing flue system be required, a renovation application outlining the details of the installation must be submitted for approval.

4.6 Replacement of Balcony Doors & Windows

The replacement of balcony doors & windows must only be carried out with prior approval subject to the following conditions:

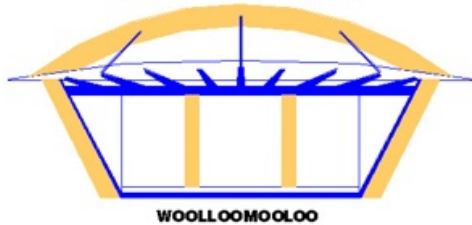
- 1) The design of the new window & doors must match that of the existing.
- 2) Detailed drawings and specifications for the installation must be submitted with the renovation application.
- 3) Frames must be powder coated in a suitable powder coat to provide a 20 year manufacturer warranty.
- 4) The reflectivity of glazing must be _____ .
- 5) All glazing must be energy efficient and meet a thermal performance rating of _____ .
- 6) The colour of frames must match the existing colour.
- 7) The balcony door hob and waterproofing must be inspected by Building Management following the window / doors being removed to check the waterproofing.

4.7 Replacement of Balcony Tiles or Installation of Timber Decking

The replacement of balcony tiles must only be carried out with prior approval and subject to the following conditions:

- 1) A waterproof membrane must be installed when removing the existing tiles.
- 2) Membranes must be lapped up window / door hobs where possible.

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- 3) Any screed must have a second membrane installed over the screed to prevent leeching on façade elements.
- 4) Balustrade height requirements must not be changed as a result of the new installation.
- 5) Where decking is installed access hatches to drains must be allowed for.

4.8 Installation of a Mirror on Balcony Walls

The installation of a mirror on apartment east facing balconies is only permitted with the prior approval of the Strata Committee and in accordance with the following conditions:

- 1) The type of mirror must be of a ____ variety to prevent unsightly future delamination and staining.
- 2) The finish type of the mirror must be ____ . Tinted and other mirror finishes are not permitted.
- 3) Mirrors are only permitted to be installed on the southern wall of balconies.
- 4) The size of the mirror must be _____ for upper level apartments and ____ for lower level apartments.
- 5) The location of the mirror must sit within the _____.
- 6) All costs and future maintenance of the mirror will be the responsibility of the owner.
- 7) Should the mirror deteriorate to the extent that it affects the visual appearance of the building it will be replaced at the Owners cost at the request of the Strata Committee.

4.9 Chasing & Installations on External Walls of Apartments

The chasing and installation of any fixtures on common walls is only permitted with prior approval, and the details of any such work must be submitted for approval to be considered.

4.10 Installation of a Car Park Storage Room

Owners requesting to install car park storage rooms must adhere to the following conditions:

- 1) The installation must be installed within the confines of the car space as identified in the Strata Plan. The installation must not impede common property in anyway.
- 2) The installation must be match the design, style and colour of existing storage rooms.
- 3) The installation must not impede the ability of other residents to park vehicles or obstruct thoroughfare.
- 4) The installation must not impede access to and the performance of building services such as light fittings or sprinkler heads.
- 5) Details of the exact dimensions and proposed location must be submitted as part of the application.

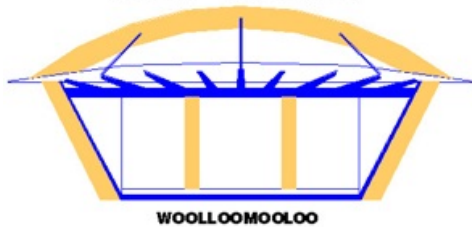
4.11 Painting of Balcony Walls

Owners requesting to paint the external balcony walls of their apartment must only do so with prior approval, and must adhere to the following conditions:

- 1) Only walls that are not visible to the public or other owners can be painted.
- 2) The colour, type of paint and proposed preparation must be specified in the renovation application form.
- 3) The specific areas to be painted must be clearly outlined in the renovation application form.

4.12 Owners acknowledge that should any paint start to bubble or peel from the existing surface, rectification of the painting is not the responsibility of the Owner's Corporation, and the rectification of any underlying issue causing

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such delamination will only be carried out in accordance with other maintenance around the building.

5 Site Conditions

The following site conditions that must be adhered to prior, during and post the renovation to minimise mess, noise and inconvenience to other residents:

5.1 Prior to Works Commencing

5.1.1 Outstanding Documentation & Approval to Commence Works

Any documentation that was required to be submitted prior to works commencing must be provided prior to a works schedule will be accepted by the Building Manager. Please do not schedule your contractors until final confirmation has been provided by Building Management.

5.1.2 Works Schedule

A works schedule will be provided to the Building Manager who will distribute to residents at least two weeks prior to works commencement. The works commencement will outline the type of work to be completed and the potential noise impact to residents.

5.1.3 Site Contacts

Site contacts for your contractors must be provided to Building Management prior to commencement.

5.1.4 Dilapidation Report

A Pre-works dilapidation report for common areas and lots that may be affected by these works is to be provided before work commences submitted to Building Management. It is recommended that before the works start you and the Building Manager inspect any areas to which you or your contractors will require access so that any pre-existing damage can be identified and agreed.

5.1.5 Containment of Dust & Noise

Screens must be erected so that noise and dust are contained and the apartment door is to be kept closed at all times when contractors are working.

The cutting of materials outside of the lot that is likely to cause noise or dust to other residents is not permitted.

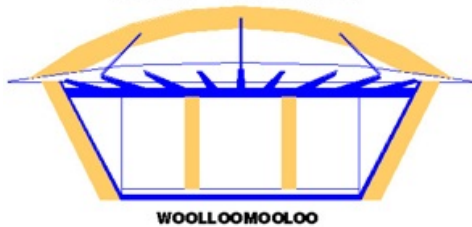
5.1.6 Protection of Common Areas

Protective coverings must be installed on floors and walls where the works may cause damage to such areas.

5.1.7 Cleanliness of Common Property

Common property is to be kept presentable at all times. Common areas being used must be kept reasonably clean throughout the day and cleaned at the end of each day. Any costs incurred in having the Owners Corporation's contractors carry out this work as a result of your failure to do so will be charged to and deducted from the Bond.

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5.2 While the Works are Underway

5.2.1 Hours and Noise

- 1) The Works are to be carried out between 8am and 5pm Monday to Friday and not on any of those days which is a public holiday.
- 2) The use of percussion or similar noisy equipment must not start before 9am and may only be used for two days in any given week. If you consider the Works will require longer or more frequent periods of use of such equipment your application should include details and reasons for the Strata Committee to consider.
- 3) It is your responsibility to ensure that your contractors provide sufficient personnel and equipment to carry out necessary work within those periods. You are to give the Building Manager two days prior written notice of the need to carry out noisy work so that neighboring Residents can be notified where this is outside of the schedule.
- 4) The use of radios, tape recorders or other equipment likely to interfere with the quiet enjoyment of other Residents is prohibited.

5.2.2 Rubbish Removal

- 1) All waste including packing materials is to be removed from the complex and must not be disposed of in common property bins.
- 2) There are no facilities within the building complex to store or dispose of building materials or waste. Materials must be stored in resident lots.

5.2.3 Parking and Access

- 1) All contractors must sign-in and sign-out every day with the Building Manager / Concierge / Security and park as allowed and directed by security on each day or in your car park/garage space.
- 2) You are to provide electronic security passes and apartment keys to your contractors.
- 3) Access to riser cupboards and plant rooms may only be obtained through the Building Manager and then subject to such conditions as they may require.

5.2.4 Power & Toilet Facilities

- 1) You are responsible for providing power and toilet facilities for your contractors. Common property power points may not be used without the prior written approval of the Building Manager.

5.2.5 Changes in Works Schedule

You must notify the Building Manager if the works will take longer to complete than your original estimate.

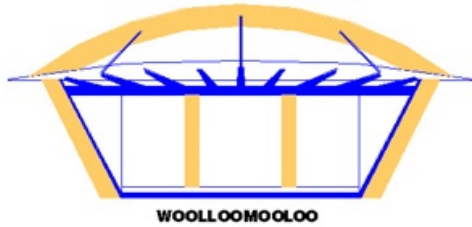
5.2.6 Additional Works

Any additional works not covered in the renovation approval must be submitted for approval prior to works commencement.

5.2.7 Access to the Apartment

You agree to provide the Building Manager, access to your apartment to inspect progress with the Works and to ensure that all conditions of approval and these Procedures are being complied with at least once per day, if required.

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5.2.8 Damage to Common Property

Contractors should ensure common areas are suitably protected when materials are transported and that all common areas are kept clean and tidy. Any damage to common property as a result of the works is to be repaired promptly at the owners' expense under direction from Building Management. Contractors should contact Building Management immediately to inspect common areas should any damage be made.

5.2.9 Directions from Building Management

The Building Manager has overall responsibility for common property areas and all directions from Building Management must be adhered to. The owner acknowledges that should a direction from Building Management not be adhered to, in particular from contractors, measures can be taken by Building Management to restrict access to common property such as the temporary disablement of site access, with any further access needing to be under the supervision of the owner.

The owner acknowledges that should a stop work request be made from Building Management, work must cease immediately until further direction is provided.

5.2.10 Owner Responsibility

Owners are responsible for the actions of their contractors and a breach of any of these conditions by a contractor is considered a breach by the owner.

5.3 Post Completion

5.3.1 Inspection

The Building Manager must be notified when the project is complete and a post completion inspection of the unit will be made by the Building Manager to ensure the renovation was carried out in accordance with the works approved.

5.3.2 Common Area Inspection

A final inspection of common areas will be completed by Building Management to ensure no damage has been caused as a result of the renovations.

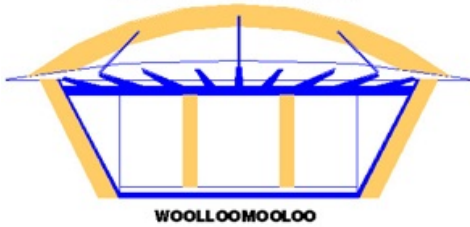
6 Renovation Bond

To ensure compliance with the renovation conditions a renovation bond is to be paid to the Strata Manager prior to works commencing. The renovation bond may be an amount of up to 5% of the estimated project value and its final amount is at the discretion of the Strata Committee.

The renovation bond will be refunded to owners in full assuming all conditions have been adhered to. The owner acknowledges that should all conditions not be met, the owner will forfeit part or all of the bond at the discretion of the Strata Committee. In particular, the bond will be forfeited to cover the potential cleaning, rectification, legal expenses, management fees and other expenses that may be incurred by the Owner's Corporation as a result of the renovation and breach of conditions.

Owners should pay particular attention to:

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- 1) The site conditions including the requirement to keep the site clean, tidy and with minimal noise impact for other residents;
- 2) The requirement to provide Building Management access to the works area to inspect the renovations throughout the project;
- 3) Only proceeding with works that have been approved and seeking approval prior to any additional works being carried out; and
- 4) Stopping work under instruction from Building Management or the Strata Manager.

7 Acceptance & Acknowledgement

The lot owners' written acceptance of these conditions must be provided with the renovation application for it to be considered. This can be done by an owner signing and returning a copy of this conditions form.

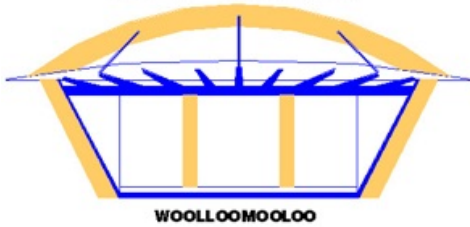
Should you require any clarification of these conditions please contact Building Management or the Strata Manager.

I, _____, the authorised representative of the owner of lot _____ agree to the above terms and conditions.

Signature

Date

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8 Appendix A: Balcony Mirror Sizes & Location

Level 1 Apartments - Southern Wall Mirror Standard

- Mirror to fit within rendered shadow lines as indicated (i.e. shadow lines remain exposed).
- 5mm gap to be left between mirror and apartment door frame.

Elevation Drawing

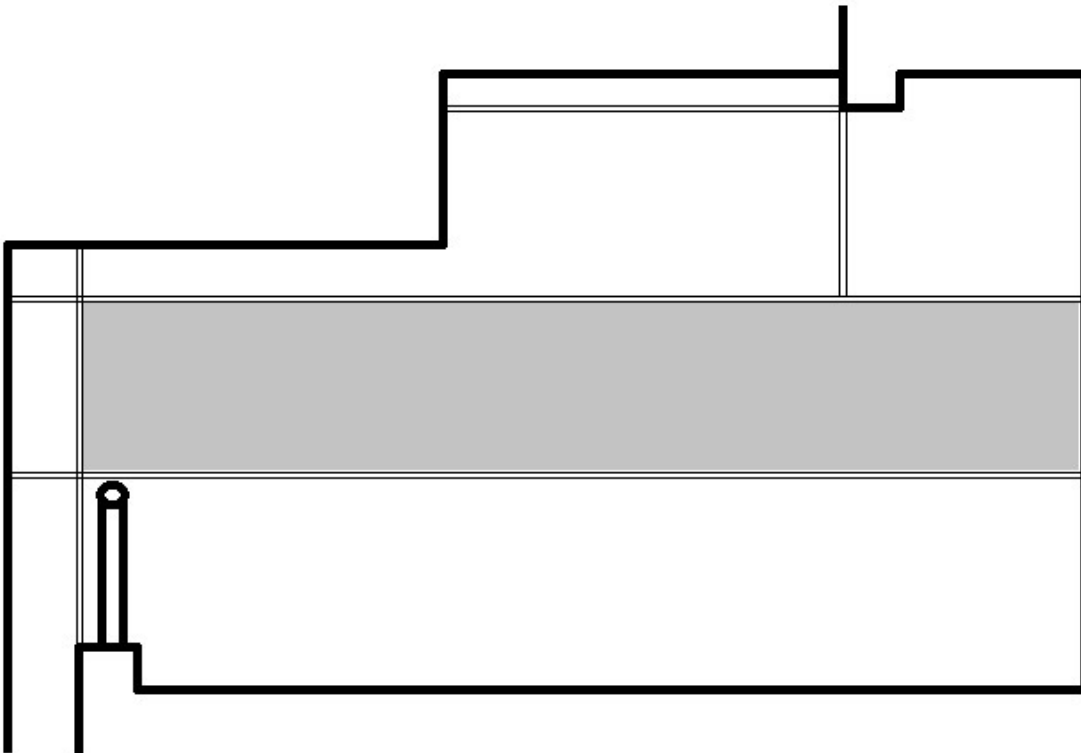
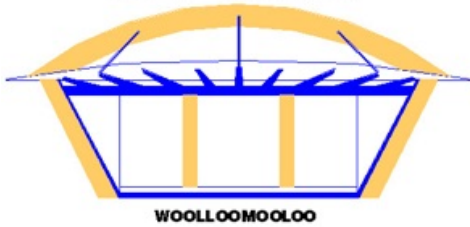


Photo Examples



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Ground Level Apartments - Southern Wall Mirror Standard

- Mirror to fit within rendered shadow lines as indicated (i.e. shadow lines remain exposed).
- 5mm gap to be left between mirror and apartment door frame.

Elevation Drawing

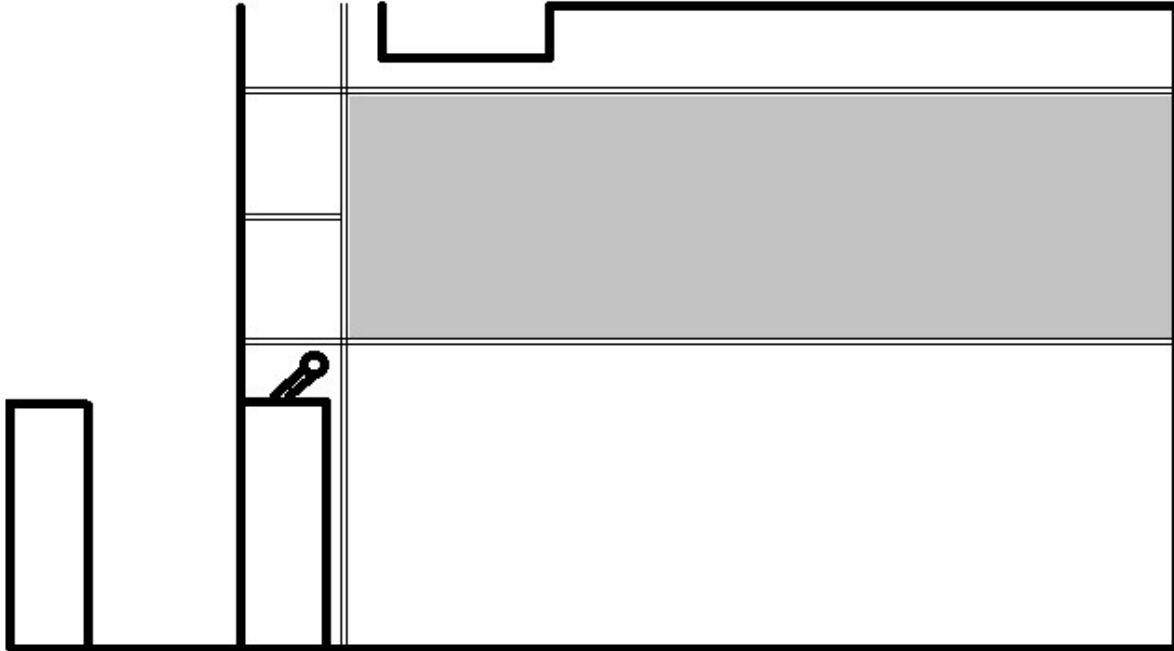


Photo Examples



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