

THE WHARF TERRACES

10 LINCOLN CRESCENT - WOOLLOOMOOLOO

10 Lincoln Crescent, Woolloomooloo, 2011
STRATA PLAN 57623 (RESIDENTIAL)
STRATA PLAN 57624 (MARINA)
STRATA PLAN 61766 (CAR PARK)

Concierge

P: (02) 9331 5564 E: concierge@wharfterraces.com.au

Building Management

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THE WHARF TERRACES RENOVATIONS POLICY

Introduction

This document has been approved by the Owners Corporation and sets out the policy and procedures owners must follow when they are proposing repairs, refurbishing or renovations to their apartment within The Wharf Terraces. The document is intended to adequately explain the procedures for renovations so that these may be facilitated in a timely and efficient manner.

In addition to this document owners are referred to the following instruments which also govern the Wharf Terraces site:

Strata Management Statement (SMS)	Document outlining the governance of the Wharf Terraces site.
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 bylaws	Rules and regulations which govern the lot owners and occupiers within the Wharf Terraces Residential strata scheme.
Wharf Terraces Core Specifications	Guide to previously approved types of additions and alterations which are generally acceptable to the committee when approving renovations.

Applicable works

This policy refers to any structural works to apartments, fixtures or balconies that affect the protection and fire rating on the building. However, it does not apply to any minor works that are non-structural which do not affect common property e.g. internal painting, hanging a picture. The Strata Manager should be contacted to confirm whether the policy is applicable and authorization is required.

If the removal or alteration of any structural components of an apartment (such as load bearing walls etc) is to be undertaken, then a written engineer's certificate, stating that the alterations will not effect the structural integrity of the building is required.

An Owner, intending to use trade persons or builders (contractors) who require access, parking and transport of equipment and debris in and out of the building, are requested to advise the Building Manager before any work occurs, so that assistance can be rendered in meeting the reasonable requirements of an Owner's contractors.

Executive summary

- Application – an application (in the approved form) must be submitted with all relevant documentation.
- Approval - approval will be required by either the Executive Committee or the owners at a general meeting (dependent on the requirements in the *Strata Schemes Management Act 1996*).
- Carrying out works – liaise with the Building Manager and comply with conditions in relation to hours, noise, rubbish removal, access and protection of common property.
- Hard flooring – there are additional restrictions regarding hard flooring.

1. Application

1.1. Your Renovation Application requires the following information:

- a. the proposed commencement date and an estimate of the time the works will take to complete;
- b. a letter to the Building Manager notifying your wish to undertake renovations within your apartment (Works), the proposed commencement date and an estimate of the time the Works will take to complete;
- c. a scope of the Works including plans, details of any engineering, mechanical or acoustic requirements forming part of the Works and names and licence numbers of contractors you intend using;
- d. a copy of all requisite approvals from any relevant authority;
- e. details of the insurances required to be taken out and maintained under these Procedures;
- f. if the Works affect common property, evidence that a by-law required by the Executive Committee has been passed at a General Meeting of the Owners Corporation; and
- g. additional requirements if the works affect floors.

1.2. You should not make commitments with contractors to start the Works until you have all necessary approvals and have complied with this policy.

2. Approval - Executive Committee

2.1. Generally, your application is required to be approved by the Residential executive committee (EC). However, alterations to common property will also require approval by the owners at a general meeting.

2.2. Your Application will be considered at a scheduled meeting of the EC and BMC. In some cases, the EC may be prepared to consider the application by way of email exchange with the decision being ratified at the next EC meeting.

2.3. The scheme's Strata Manager will advise you of the EC's decision.

2.4. You will be liable for the Strata Manager's fees for dealing with your application, including reviewing the contents, dealing with the EC, communicating any decisions of the EC, executing any documentation, reviewing completion of the works and releasing the bond.

2.5. The Building Manager will give all neighboring residents 14 days notice of your Application.

2.6. If the Application is approved you must provide:

- a. a bond to cover any cost that may arise from cleaning or repairing damage caused to common property:
 - i. the Bond will be of an amount determined by EC, which is approximately \$3,000 for minor works and \$10,000 for major works (structural alterations including the alteration of common property and replacement of fixtures are considered major works);
 - ii. the Bond cheque is to be payable to "Strata Plan 57623", which will be banked by the Strata Manager into the Owners Corporation bank account;

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- iii. the Bond will not be released until you have complied with all your obligations under these Procedures; and
 - iv. the Owners Corporation may deduct from the Bond any costs and charges payable in accordance with these Procedures and the EC's approval.
- b. any other documentation that is required pursuant to these Procedures or the EC's approval including (if applicable) - a Safe Work Methods Statement for the Wharf Terraces site, material data sheets and any other report or documentation required by Work, Health and Safety or similar legislation.

3. Approval – owners at a general meeting

- 3.1. The removal of or addition to common property surfaces requires the approval of the Owners Corporation at a general meeting. That approval will require the approval and registration of an appropriate by-law, which states that you and any future owner of your lot are liable for the ongoing repairs and maintenance to that altered common property.
- 3.2. The EC does not have the legal authority to approve applications that involve alterations to common property. However it may allow certain works to be done upon the owner entering into an indemnity agreement.
- 3.3. If you are prepared to wait until the Annual General Meeting (AGM) your motion for an appropriate by-law can be put to that meeting. Whilst the preparation of the by-law motion is your responsibility, you will need to ensure that it is in a form which the EC is prepared to recommend to the Owners Corporation. The Strata Manager can assist you with drafting the by-law. You will be liable for the Strata Manager's fee for that work – approximately \$300.00 plus GST and by-law registration and post registration title search disbursements of approximately \$270.00.
- 3.4. Alternatively you may request the EC to convene an Extraordinary General Meeting (EGM) to consider your motion for a by-law. The costs of convening an EGM are approximately \$1,500 plus GST (this includes the costs referred to in paragraph 5.3 above). The Strata Manager will prepare the necessary documentation and convene the EGM, although you may need to ensure that sufficient owners attend in person or by proxy so that a quorum is present to vote on the motion.
- 3.5. Before submitting a request for a by-law to be voted on at a General Meeting (AGM or EGM), you will need to have complied with all relevant provisions of this policy, which can be verified by the Strata Manager.

4. Hard surface flooring

- 4.1. If you intend to install a hard surfaced floor, the following documentation must be provided:
 - a. details of the type of flooring and sound proofing material proposed; and
 - b. details of the intended location of the flooring and sound proofing material and sketches of a cross section through the floor; and
 - c. a description from a licensed tradesman of the methodology and warranties covering waterproofing behind or beneath any proposed changes to tiles forming part of the renovations;

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- d. attach an assurance from the flooring manufacturer that the resultant noise levels produced in adjacent lots comply with Australian standards for noise transmissions in apartment buildings (Note: an acoustic report by a suitably qualified engineer may be required to ensure noise transmission compliance).
- 4.2. The Owners Corporation may withhold its approval or give it conditionally or unconditionally in its absolute discretion. You must comply with any conditions.
- 4.3. If reasonably requested, you must provide to the Owners Corporation a certified test report by an acoustic consultant that the flooring system has been installed in accordance with the specifications and complies with these procedures, including the acoustic standard, and the scheme's by-laws - within fourteen (14) days of installation of the flooring system,
- 4.4. No approval for the installation of hard surfaced flooring under this policy removes the obligation of the owners and residents to comply with the by-laws in relation to noise transmission and the peaceful enjoyment of other owners. Should any floor affect the peaceful enjoyment of others, the owners corporation reserves its rights to enforce the bylaws in relation to disturbance
- 4.5. If you intend to remove floor tiles in a bathroom or other wet area, a water proof membrane must be installed prior to the laying of new tiles. Upon completion of installation of the membrane and before the laying of the new tiles you must produce a certification from an appropriately qualified water proofing consultant that the membrane has been installed in accordance with the manufacturers recommendations.
- 4.6. If you intend to claim compensation from the Owner's Corporation, you must:
 - a. take photos of the damaged tiles prior to the rectification; and
 - b. provide precise dimensions of the tiled area being rectified.

5. Core specifications

- 5.1. The building has determined core specifications as a guide to owners when renovating their apartment. Attached to this document are core specifications for the following:
 - a. Tile and timber flooring for ground floor and level 1
 - b. Aluminum sliding doors & windows
 - c. Timber and tiles decking
 - d. Glass and timber panel entry doors
 - e. Entry security screen door
 - f. Balcony mirror
 - g. Balcony retractable sun awnings

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- 5.2. Conforming to the core specifications will assist in gaining approval but does not in itself constitute formal approval for the works to be carried out.

6. Insurances

- 6.1. Your contractor must take out and maintain the following insurance covers for the period of the works:
- Contractors All Works cover; and
 - Insurance required under the Home Building Act 1989; and
 - Public Liability insurance for an amount of not less than \$20,000,000; and
 - Workers Compensation and Employer Liability insurance as required by NSW law.
- 6.2. The Owners Corporation's strata insurance policy does not cover:
- your personal chattels and effects;
 - appliances that are not fixed within the lot and that can be removed without disconnection of electrical wiring;
 - drapes, internal blinds and wall paper;
 - wall and ceiling paint; and
 - original floor coverings which are not fixed. Carpets are not a fixed floor covering.

7. Carrying out the works

- 7.1. The Building Manager will liaise with you and your contractors in relation to carrying out the works and giving all neighboring residents notice of your Application.
- 7.2. Hours and Noise:
- 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.
 - 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 EC to consider. 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.
 - the use of radios, tape recorders or other equipment likely to interfere with the quiet enjoyment of other Residents is prohibited.
 - you must notify the Building Manager if the Works will take longer to complete than your original estimate. You agree to provide the Building Manager, on reasonable notice, 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.

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7.3. Rubbish Removal:

- a. all waste including packing materials is to be removed from the complex.
- b. there are no facilities within the building complex to store or dispose of building materials or waste. No building material or waste is to be placed in garbage rooms or any other receptacle within the building complex or any part of the common property.

7.4. Parking and Access:

- a. all visitors and 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 please call security for onsite parking instructions.
- b. you are to provide electronic security passes and apartment keys to your contractors.
- c. access to riser cupboards and plant rooms may only be obtained through the Building Manager and then subject to such conditions as he may require.
- d. 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.

7.5. Protection of Common Property

- a. you are responsible for ensuring that your contractors observe all of the directions of the Building Manager regarding the common property of the complex.
- b. 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.
- c. 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.
- d. no equipment or building services are to be altered or isolated without the prior written consent of the Building Manager which may be refused or granted subject to conditions. A breach may lead to your being disentitled to access those services in future for the purposes of your Works.
- e. security must be notified before starting any works which may activate any fire or smoke detectors and on completion of these works.
- f. protective covering must be securely hung on the walls and placed on the floors of lifts.
- g. hallway carpets are to be protected by a suitable covering during times of delivery or removal of materials and equipment.
- h. you must comply with any direction which is given by the Building Manager/Strata Manager for the purposes of ensuring compliance with these Procedures and the EC's approval.
- i. common property is to be kept presentable at all times. Hallways and lifts are to be inspected before the end of each days work and cleaned/vacuumed if necessary. 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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END OF DOCUMENT