

## Resident's Information Sheet/House Rules

The complex is regulated by By-Laws to ensure the safety and enjoyment for all residents. Below is an outline of the By-laws and House Rules for Sapphire at the Broadwater that each resident is required to abide by. A full copy of the By-Laws is available at your request.

### ENTRY FOYERS/Common Areas

- Bikes must not be ridden or stored.
- Skates, skateboards, roller blades and the like must not be ridden or stored.
- Pets must be carried.
- Signs are not permitted.

### Resident's Lounge

- Private functions - maximum booking 4hrs
- Booking can be made at the front office (Deposit will apply)
- Clean up after use.
- 10pm closure

### Courtyard and BBQ Area

- Pets must be carried.
- Children must be supervised at all times.

### Swimming Pool Area

- Hours 7am-9pm
- **NO** glass or breakable items are permitted.
- All beverages and food must **NOT** be consumed within 1.5 meters of the pool or spa.
- Children under the age of 12 must be supervised by an adult.
- Please monitor noise levels
- Pets of any kind are not permitted within the gated pool area.
- No diving or bombing to pool or spa allowed.
- Visitors must be accompanied by an owner /resident.
- Comply with other house rules on display.

### Shopping Trolleys

- Return to marked storage position.
- No outside trolleys allowed.

### Pets

- Must be approved and registered.
- Carried in all common property areas.
- This includes all lifts.

### Required Registrations

- All Pets including, visiting pets

### Gymnasium

- Opening Hours 6am to 10pm
- Children under the age of 14 are not permitted to use the gym.
- Appropriate clothing and footwear must be worn.
- A towel must be used.
- Please wipe equipment after use
- Please turn off lights and air-conditioning
- Please be considerate of time spent on any one piece of equipment for the enjoyment of others.
- All visitors must be accompanied by the owner / resident.
- The Body Corporate for Sapphire does not accept any risk should an owner/resident or invitee injure themselves.
- Please do not bring in any outside equipment for use.

### Moving In and Out

- Furniture vans to use Labrador Street or allocated loading zone on Imperial Parade.
- Use of only one lift allowed.
- Use car park door where possible stage 1.
- Use door from car park only stage 2.
- Stage 2 – all trucks to park in loading zone at Imperial Parade
- Lift must be booked with minimum 48 hours' notice and have protectors fitted (security deposit may apply)
- Any damage will be charged to the resident/owner.
- Moving times –
- Monday – Friday 8.30am to 4.30pm
- Saturday 7.00am to 3.00pm
- No moving allowed on Sunday.

### Smoking

- No smoking in any common areas
- Respect your neighbour's when smoking on balconies.
- No butts or ash over the balcony or out of windows

### Storage Rooms and Racks

- Boards, canoes, and bicycles may be stored.
- No flammable liquids

### ALLOCATED CAR PARK AREA

- Vehicle must not protrude beyond allocated area.
- Occupiers' responsibility to keep clean.
- Oil stains will be removed at resident's cost.
- No storage of any items in car spaces other than in approved storage facilities (above bonnet storage cabinets)

### ALLOCATED STORAGE CAGES

- Must be kept clean and tidy.

### VISITOR PARKING AREAS

- Not available for resident's use
- Maximum time allowed 6 hours.
- Visitor's Permit is available from building manager for overnight stays.
- Visitor spaces monitored at random by offsite towing company – no affiliation to management.
- Non-complying vehicles will be towed away without warning.

### RUBBISH CHUTES ON EACH LEVEL

- All food waste must be in small, sealed bag (not large)
- Please take large items to refuse bin rooms located on the ground floor garages (stage 1 & 2).
- Do not leave any rubbish in the refuse chute rooms or in the lift lobbies.

### RECYCLE BINS

- Read instructions as to what can be recycled.
- Please flatten all cartons and boxes
- Large items should be taken to Council rubbish tip.
- Monitored by camera to detect the leaving non-complying items such as furniture, bedding, whitegoods, large electrical items, etc.
- A charge will be made for the removal of these items and deducted from any security deposit held on vacating the apartment.

### REPORTING A PROBLEM

- For any building issues please contact management on,
  - Personally, at reception
  - Phone 07 5646 7025
  - Email [info@sapphireatthebroadwater.com.au](mailto:info@sapphireatthebroadwater.com.au)
- For Emergencies phone '000'

### WASHING CARS

- Is not permitted on any common property.

### OCCUPANCY

- Council regulations do not permit the study to be used as a bedroom.

### BALCONY

- Mop clean only
- Fluids other than rain/stormwater must not come from spitters.
- No objects to be thrown from balcony or windows.
- No items including clothing or laundry to be hung over or on Balustrade rail or glass.
- Secure items such as outdoor furniture when windy

### BEHAVIOUR OF GUESTS/VISITORS

- Must follow all the house rules and by-laws.
- Residents are responsible for their guests.
- Must not use common property facilities unless the resident is present.

### SECURITY

- Any lost keys or fobs must be reported to the office immediately.
- Additional keys and fobs can only be purchased through the onsite management.
- All Keys and Fobs must be returned prior to refund of security deposit (includes Lift Key)
- Fire Escape doors must be kept closed at all times.

### INSURANCE

- Common property is covered by Body Corporate Insurance
- Home and contents of individual apartments requires your own insurance.

### FIRE SAFETY

- Study the Escape Plan displayed in all corridors.
- Register your name with Manager if you will need assistance during an evacuation.
- No items permitted to be left or stored in fire escapes or near doors at any time.
- Front door of apartments is a fire door. Only approved Peep Holes may be installed. Check with Manager.
- Ensure your internal fire/smoke alarm is operating and test regularly.

### ALTERATIONS TO APARTMENTS

- Seek written authority from the Body Corporate - See By-laws for further information.
- Window tinting is prohibited.

### DAMAGE TO COMMON PROPERTY

- If you witness damage to common property, please report it to the Manager.
- Any damage caused by a resident or their guests or visitors will be charged to the Resident and/or the Owner