

# “Welcome to Acacia”

2 Peninsula Drive, Breakfast Point 2137



## Community Living at Acacia & Plantations Precinct



Please leave this booklet in your apartment for the next resident

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The Acacia  
(Wattle) flower

# Definitions

**"Lot"** is the owner's property noted in their contract of sale, which may include the apartment, balcony or courtyard, car space/s, garden and storage cage.

**"Common Area/Property"** is property owned by all owners and includes but is not limited to the front and rear entry, foyers, hallways, lift, fire stairs, the basements and garbage room.

## 1. Introduction

Welcome to Strata Living at Acacia Breakfast Point. The intention of this guide is to provide information about being part of the **'Acacia', 'Plantations Precinct'** and **'Breakfast Point' Community (CA)**.

Acacia is an apartment development within the Breakfast Point Community that encourages residents to have consideration for each other. We welcome both owners and tenants as equally important members of our community.

It is this consideration which will ensure that we all enjoy living in our apartments and using our community facilities.

Please take time to read this booklet.

Please take the time to read it so that you are aware of your obligations and explain these responsibilities to your children and guests.

For further information, clarification or suggestions please contact the Strata Manager. The Strata Manager contact details can be found on the Community Notice Board which is located on the wall outside the entrance to the lift in Car Park Basement Levels 1 and 2 or on page 5 of this guide.

## 2. Overview

Breakfast Point is an unusual area in that the one developer was able to oversee the construction of the area.

In doing this, a structure of the Community Association (CA), Precincts and individual Stratas was established.

Under the relevant Legislation and Regulations, a system has been established where most of the Community Management Standards (CMS) including the Architectural and Landscape Standards (ALS) and the related By-Laws are set by the Community Association and have precedence over Precinct and Strata By-Laws.

In most regards the Precinct and individual Stratas reflect these CA requirements. In practice this means Precinct and Strata Committees are legally bound to enforce these Standards and By-Laws whether they agree with them or not.

### 3. Understanding Strata Living

For some people Strata living may appear restrictive compared with living in a freehold property.

The reason for this is often not well understood. When you purchase a Strata Property effectively you own only the airspace of your unit. The building is actually owned and insured by the Owners Corporation. The Owners Corporation consists of all owners of units in the building. You will find frequent reference to "Common Property" which are all the parts of the building owned, controlled, maintained and insured by the Owners Corporation.

To manage the building, the Owners at each Annual General Meeting of the Owners Corporation, elect a Strata Committee to make day to day decisions on behalf of all the Owners regarding running the building, maintenance, repairs to Common property and dealing with the associated financial and legal requirements to do so.

The Strata Committee members whether they be Community Association (CA), Precinct or of individual Stratas are not paid to do this. They do so without any remuneration for their time and effort.

The Owners Corporation employs a Strata Management Company to carry out various functions such as looking after our finances, paying our bills and collecting our Strata Levies. The Strata Manager also ensures the Strata Committee complies with all legal and financial requirements associated with managing the Strata on behalf of the Owners Corporation.

Acacia's Owners Corporation also employs a Building Management Company which coordinates maintenance related activities with the Strata Committee and the Strata Manager to ensure maintenance of Common Property is carried out promptly and by properly qualified tradesmen.

### 4. Community Living

At Breakfast Point there are many ways to become involved in the community. If you get to know your fellow residents they may know of ways you can get assistance to make your lifestyle more enjoyable.

- **Breakfast Point Country Club** – become a member and enjoy what the Club has to offer
- **Canada Bay Council** is very helpful
- **Drummoyne and Concord Community Centres**
- **Probus Clubs** at Breakfast Point/Cabarita
- **Concord Library** has free Wi-Fi, talking books, a café and an interactive website
- **Foreshore Walks**
- **Five Dock Leisure Centre** for various sporting/exercise activities
- **Ferries to and from the city** at Cabarita wharf (a short walk)

- **Buses/trains to Burwood and the city.** Closest train stations are Concord West, Strathfield North and Burwood. Bus stops are directly outside Breakfast Point. Route 464 to Ashfield, Route 439 to City from Tennyson Road, Route 466 Cabarita Road
- **Restaurants/Cafes and the Palace Hotel** are close by
- **Supermarket (IGA), hairdresser and beauty parlour, chemist, dentist, medical centres and childcare centres** are all within walking distance
- **Concord Farmers Market** operates on the 1st and 3rd Sundays of the month at Cintra Park (off Crane St)
- **The B/B/Q area behind 'Acacia' and swimming pool behind 'Maple'** is for you and the 'Plantations Precinct' to enjoy between 7am and 9pm

Pool Gates are locked outside these hours. Pool access is by a registered fob swipe system. Pool use is restricted to Plantations residents and their guests. The resident is responsible for the behaviour of their guests.

The Precinct BBQ has two electric BBQs. There is no formal booking arrangement. It is essentially on a "first come" basis. The BBQ is restricted to Plantations Precinct residents and their guests. The resident is responsible for the behaviour of their guests and to clean up the BBQ and the area after use.

## 5. Strata and Building Management Services

- Your Strata Committee, Strata Manager and Building Manager can assist you with any questions you may have.
- Strata Management Services for Acacia are provided by Change Strata whose primary office is located at Suite 4.12, Level 4, 350 George Street, Sydney NSW 2000. Contacts are: (02)8203 3111/0404 374 157.
- Building Management Services for Acacia are provided by Estate Managers, 6 Magnolia Drive, Breakfast Point, NSW, 2137. Contacts are: (02)8120 7100/0419 276 064. The After Hours number is 0438 103 324. Be aware that if your call does NOT pertain to a building emergency or Common Property emergency, you may be charged a CALL OUT FEE.
- All owners and residents are invited to attend any Strata Committee, Precinct Committee, Community Association Representatives or CA Committee meetings.
- People 'in attendance' may speak if permitted by the Committee Members/Strata Manager.
- Only your elected Community Association Representatives can vote on behalf of Stratas or Precincts at CA General Meetings.
- The Acacia Strata Executive Committee (*Acacia-strata-committee@googlegroups.com*) is comprised of residents elected to oversee the management of all aspects of the Acacia Strata Scheme and to look after all residents' interests. Every Owner/Tenant can nominate and be elected at the Annual General Meeting (AGM).

## 6. Considering Others at Acacia

Firstly, common sense should always prevail in the way that people are expected to live together in a community. Every resident is entitled to peaceful enjoyment of their apartment and surrounds. However, if residents have any issues or complaints, and are uncomfortable about speaking to their neighbour directly, please bring the issue/s to the attention of the Building or Strata Manager for appropriate action to be taken (Contact details are in the lift or Notice Boards on Basement Levels 1 & 2).

It is suggested that in order to keep our building in first class order and to allow all residents to enjoy the lifestyle Acacia provides, some of the things that you, your family and your guests need to be aware of are:

### 6.1 Noise and General Behaviour

The peaceful enjoyment of the surrounds at Breakfast Point by residents will be enhanced if residents and guests keep excessive noise/bad behaviour/inappropriate language to a minimum so as not to disturb other residents.

When entertaining or using mobile phones please be aware music and noise bounces back off other buildings. Loud music, people talking loudly on their phones, noise associated with renovations are common problems in Strata Buildings. Approvals for work within apartments will be accompanied by limitations on work hours.

When entertaining on your balcony we would expect the group move back inside at 10pm Sunday to Thursday and midnight Fridays and Saturdays and close the balcony doors to limit noise.

Please be mindful when opening and shutting external doors within the building as the banging noise echoes and affects other residents whose bedrooms may be close by. This particularly applies to the main two exit and fire doors.

Re-entry through Acacia's rear exit door is disabled between 10.30pm and 6.30am in order to keep noise to a minimum.

### 6.2 Smoking

Smoking in all Common Areas including stairwells, lift, foyers, balconies, patios, courtyards, gardens and car park is prohibited (*Acacia By-Law 4.2*). Please be aware that smoke from your balcony may affect/annoy other residents. Drifting smoke from BBQs or your apartment must not affect other apartments.

### 6.3 Community Association (CA) By-Law 30 Children and Adults

Attention is drawn to the CA By-Law 30 which was recently amended.

**30.1** requires a person to be adequately clothed when in Community Property or Subsidiary Property.

**30.2** Children must not be allowed to

- (a) play in a Community Property or Subsidiary Body Property other than;
  - (i) in areas that are not inside a building and are not dangerous to children; or
  - (ii) in areas intended to be used for recreational purposes; or

(b) Unless an adult exercising effective control is with them, to be in Community Property or Subsidiary Body property that may be dangerous to children (e.g. a driveway or car parking area).

**30.3** An Owner or occupier must not use their Lot in a way that:

(a) adversely affects (or might adversely affect) another Lot, Community Property or Subsidiary Body Property; and

(b) interferes with the peaceful enjoyment of any part of the Community Parcel by another Owner or Occupier or Permitted Person.

**30.4** An Owner or Occupier or Permitted Person may not fish from Community Property or Subsidiary Body Property.

## 6.4 Common Property

We all want to leave and come home to a clean and tidy common area within our building. So...

- If you spill, dirty or drop and break anything on Common Area Property, please clean it up immediately. Failure to do so will result in the Owners' Corporation arranging for cleaning to be done and forwarding costs onto responsible parties for payment.
- Please remove muddy, dirty, greasy shoes/boots before walking on the carpet within the building and lift. If your pet has dirty paws and is too heavy to carry, please clean it and enter/leave the building with your pet via the lift and basement level 1. Your key will open the exit door next to the garage door
- Bicycles must not be walked in or out of the building via the corridors. Please use the basement levels to enter and exit. (refer to item 15 LIFT).
- Similarly, to keep the appearance of the building neat and tidy, your Mailbox should be cleared on a regular basis and kept locked at all times. Mail theft has been occurring in many buildings in Breakfast Point. A yellow bin is situated next to the mailboxes for any unwanted mail.
- Alteration or addition to Common Property such as placement of furniture, ornaments, paintings, shoes, mats etc. in corridors is not permitted unless authorised by the Acacia Strata.
- Please take care when opening and closing the large front door as it scratches easily and often swings back open unless closed properly. Please ensure you close the door behind you when entering/leaving the building.

## 7. External Appearance of Your Lot

**7.1** – *Acacia By-Law 6.1 states that: "An Owner or Occupier of a Lot must not keep anything within a Lot which is visible from the Common Property or outside of the Building that is not in keeping with the appearance of the Building without the Approval of the Owners' Corporation."*

**7.2** – In relation to the **drying of laundry and hanging of washing**, *By-Law 66 of the Community Management Statement reads:*

*"An Owner or Occupier must not hang washing, towels, bedding, clothing or other similar articles on:*

*(a) Any part of their Lot if those articles are visible from outside their Lot; or*

*(b) On Common Property or Subsidiary Body Property."*

**7.3** – With regards to **Curtains, Blinds or other Window Coverings**, these must be white when facing the outside of the building, in accordance with *Architectural & Landscaping Standard 3.09* which states:

*"All materials visible externally, including curtain lining, venetian blinds are to be white."*

## 8. Car Parking Spaces and Visitor Parking

Purchase/rental of an apartment in Acacia provides under cover parking for one or two cars (depending on your Lot).

You are only permitted to park your car, motor bike, motor scooter in the space allocated to your Lot and must not park on Common Property, the Wash Bay or in any parking space belonging to another resident.

Be aware that car parking spaces are not permitted to be used as a storage area or used for mechanical repairs.

There are no visitor car spaces in the Acacia Building. All street parking is reserved for visitors. All street parking must be in designated parking spaces (parking outside these marked spaces may incur a fine from Council Parking Inspectors). No large commercial vehicles, trailers, boats or caravans may park in Breakfast Point except for large Commercial vehicles for a short period when making a delivery or pick up.

If you have more vehicles than spaces allocated to your lot, or are unable to use the space, you are able to use the public parking areas that may be available in front of the Country Club and around the village green, or you may wish to consider renting an additional space from an Acacia owner who is not using their car space/s. If you wish to rent a space, it is your responsibility to place a notice on the Community Noticeboard on Basement Level 1 and discuss any details with the owner of the space.

## 9. Moving In and Out of Apartments

Individual Real Estate Agent/s together with you as tenant/owner need to be familiar with the moving in/out procedures at Acacia. The cleanliness of apartments and storage cages need to be inspected by Real Estate personnel together with the outgoing occupant.

The lift has a notice explaining how to organise for the Building Manager to install protective covering when moving into/moving out of the building. The same procedure is to be followed when organising delivery of large items of furniture that could damage lift walls and mirrors. Large items may not fit into the lift, so sufficient 'manpower' needs to be available in the event the items are to be carried up or down the fire stairs.



Removalists or people moving in or out of the building must not prop open the door of the lift as residents need access at all times. (See *Acacia Special By-Law 1*)

A bond of \$600 is required to be paid to the Estate Managers' Office before moving in or out of the Acacia building.

At other times if you are expecting a delivery of a large item or have notified intention to carry out cosmetic, minor or major works to your unit, you can ask for the lift covers to be put up (without cost) to protect the lift from damage by contacting the Estate Managers Office a few days before delivery and they will arrange for the covers to be put up.

*Acacia Special By-Law 1 states that times of moving in or out of the building are:*

***Monday-Friday 9am-4pm***

***Saturday 8am-3pm***

***No moving is permitted on Sundays or Public Holidays***

It is important to note that repairing any damage caused to the lift or Common Property during a move or delivery is the responsibility of the resident concerned. **All deliveries must be made via the lift (entry through Basement Level 1 and not the entrance foyer).**

It is recognised that moving into and out of a residence is often a very stressful time for those moving, but, please remember that it can also be a major source of inconvenience for other residents. Accordingly, with a little co-operation from all concerned, stress and inconvenience will be kept to a minimum.

You can access copies of this and other By-Laws through Change Strata Management, see item 24 BY-LAWS for more information on accessing these. Real Estate personnel are required to supply every tenant/owner with a copy or online access to a full set of By-Laws.

## 10. Visitors

- Visitors can contact you on arrival via the ground floor intercom system by pressing your apartment number followed by the top button.
- Once you provide access, visitors should proceed directly to the lift foyer, enter the lift and travel to your floor. They will not be provided access to any other floor.
- You can remotely unlock the front and back doors by pressing the key symbol on your unit pad. You can press button 5 and/or 6 to allow the lift to be able to come to your floor. (N.B. System quirk - if anyone uses a fob in the interim the remote operation is cancelled, and the visitor will have to go back outside the building to call you again to release the lift).
- Upon arrival and departure, care should be taken to ensure that visitors do not disturb other residents.
- Please note item 8 regarding VISITOR PARKING.
- When having food/parcel deliveries, please meet delivery people at front door whenever possible to avoid any security breaches in the building.

# 11. Fire and Emergency Procedures

## 11.1 Community Fire Protection Equipment

The Acacia building is fitted with smoke detectors and a 24-hour Automatic Fire Alarm System. In addition, other fire protection equipment throughout the building includes:

- Fire hose reels and fire extinguishers in cupboards in Lift Foyers at each end of each of the levels 1 to 5 and Basement Levels 1 & 2;
- Smoke detectors in each apartment (please contact Acacia's Strata Manager for residents responsibilities of smoke detectors);
- A hydrant system authorized for use by the Fire Brigade only;
- Access to Fire Stairs from near the Lift Foyer and from the corridor between apartments x05 and x06 on each level;
- Fire Rated Doors to Fire Stairs and each individual Lot front door from the hallway is also a Fire Rated Door;
- Emergency lighting should the need arise; and
- Exit signs at each doorway to the Fire Stairs.

### **Costs associated with wilful or accidental calling of emergency services**

Residents need to be aware that they may be charged the substantial 'call out' fee by the Fire Brigade (currently \$1500) where an emergency service is called to Acacia resulting from an accidental or wilful setting off of emergency alarms.

An example could be the opening of your apartment door to release any smoke (e.g burnt toast where no fire has resulted). This could cause the smoke alarms for the building to be set off automatically, resulting in a fire brigade call where no emergency exists.

Another example could be children or guests deliberately setting off alarms where no emergency exists.

## 11.2 Fire Protection Equipment in Your Apartment

All apartments are fitted with smoke detectors. **You are responsible for maintaining your own smoke detectors.** They must not be disconnected from the mains power.

Residents are responsible to ensure the smoke detectors are kept in good working order. The older model detectors require the back-up batteries to be replaced and we suggest this be done regularly e.g. at daylight saving change over.

We recommend that you equip your apartment with an appropriate Fire Extinguisher and Fire Blanket.

Electrical appliances, especially those left on 'standby', are prone to cause fires. If you are out of your apartment for any length of time you may wish to consider turning these off.

## 11.3 Evacuation Procedures

In case of an emergency, an alarm making a continuous 'Evacuate Now' and "Woop Woop" sound will be activated. When this occurs, all residents must immediately leave the building via the Fire Stairs.

As you and those with you leave your apartment or any of the common areas e.g. the car park, please ensure that all doors are closed behind you.

Ensure that you are aware of the locations of Fire Stairs, Fire Hoses and Fire Extinguishers on all levels that you access.

It is your responsibility to familiarise yourself with the fire protection equipment available and to develop your own safety and evacuation plan for all occupants and guests in your apartment.

### **DO NOT USE THE LIFT DURING FIRE & EMERGENCY**

**After exiting the building, you will need to gather at the BBQ area behind the Acacia building.**

Wait until the authority attending to the emergency gives permission to re-enter the building.

If you have any 'special needs' and may require assistance during an emergency, please inform the Strata Manager when you first move into the building or when you become aware of your special need.

It could be helpful in times of emergency to have contact numbers of neighbours within Acacia who could provide access to the front door or emergency personnel for you when needed.

## **12. Water Stop Cock, Gas Stop Cock, Electrical Circuit Breakers**

If you have plumbing issues and there is a need to turn off the water supply to your apartment, the Water Turn-Off Point is under your laundry sink. Residents should also locate and be familiar with their Gas Turn Off Point.

Each unit has an Electrical Circuit Board (location varies between 1- and 2-bedroom units). Overloading or a short circuit will cause the affected circuit to trip to the off position. All circuit breakers are clearly marked.

Please inform the Building Manager if you need any plumbing repair work done to **ensure it does not affect other apartments.**

## **13. Insurance**

The Owners Corporation is responsible for the insurance of the structure of the building, Public Liability, and other insurances relating to Common Property, the committee, voluntary workers etc.

Each owner or resident is encouraged to have their own contents insurance for their personal property and their own public liability insurance. Where an owner has tenants, it is strongly recommended the owner takes out Landlord Insurance in addition to the tenant having their own contents insurance.

## 14. Access and Security

Acacia is controlled and monitored by the following security systems:

- Proximity Key Fob (Fob) operates building entry doors and lift and also allows entry to the Country Club after registration with them;
- Remote Control Units (Remotes) for access to Car Park entry. Ensure these are kept in a secure and stable place (not on key ring) to avoid malfunction;
- Intercom system that allows you to grant access from your apartment to visitors to your front door; and
- There are CCTV cameras installed throughout the building and outside the two common external entrances to the building. These cameras record all movements and the Building and Strata Manager are able to monitor and review personnel entering and leaving the garage and building for security purposes only.

We all have responsibilities to each other for maintaining the integrity of the security systems. This can be done by ensuring that the building entry doors and the Car Park shutter close properly behind us and that others unknown to us do not follow us into the building.

We recommend you properly secure your unit, storage cage and ensure your vehicle is locked with any valuable items out of sight when parked in the basement car park.

Instances of anyone behaving in a suspicious, anti-social manner or carrying out criminal activity including domestic violence within the building or the grounds around the building, or unsupervised workmen without appropriate ID from the Estate Managers office, should be reported immediately to the Building Manager, telephone 0419 276 064 or Police Assistance Line on 131 444 or Burwood Police 9745 8499 or dial 000. This is important as buildings have lost personal property from storage cages, bikes and bike racks, and have reported vandalism of private property.

### 14.1 Keys, Fobs, Remotes, Garage Remote Keys

Residents are issued keys. These include:

- Door keys to your individual unit which will also open the building front door and the fire door access from the fire stairs to your floor level. This key will also open the exit door next to the garage roller door and also open from the outside all ground level fire doors
- Keys to your windows and balcony doors
- Letter box key
- Some units have had child-proof locks fitted to windows (on floors 2-5). If children are present legislation requires the window opening to be restricted to less than 12cms where there is a risk of injury or death caused by a child falling from a window as required in the legislation. If children are not present this requirement does not apply.

**N.B. All external fire doors at ground level do not require a key to open from the inside.**

Fobs and Remotes are issued to each new owner/new tenant. At time of issue, the Fob and Remote numbers are recorded against the name of the owner/tenant. They are not transferable and **must not be given to persons not living in the associated apartment.**

The fob is used to unlock the building front door, rear door (fob will not work between 10.30pm and 6.30am on the rear exit door), and the lift (not required for selecting level 1 as this is a fire regulations requirement). Lift access is restricted to your floor level. A fob is now needed to call the lift from each basement level.

Fobs can be programmed at the Country Club for access the Country Club and at the Estate Managers Office for entry at the Plantations Pool gates. Pool gates are locked between 9pm and 7am.

The garage remote is used to open the garage roller door.

To prevent injury to other residents and/or damage to vehicles, please wait until you can actually see the garage door before using the Remote to open the door. The garage door remains open for 30 seconds following vehicular entry or exit, so for additional security, you can close the door earlier by pressing the button on your remote control.

At regular periods, the Building Manager conducts an audit of Fobs and Remotes. Therefore, it is crucial that new owners/tenants ensure that their registrations are updated with the Manager at time of occupancy. Failure to do so may result in the Fob and Remote being removed from the system and access being denied because the system will not identify you as a current holder.

## 14.2 Loss or Breakage of Keys and Locks

All owners/tenants are responsible for the replacement of all keys and/or repair of locks related to their apartment and for any costs of locksmith services incurred. This includes any costs incurred for a locksmith to gain access to Common Property locks such as the Front Door or Fire Stairs.

**All residents should be aware that no master keys are held for individual apartments.**

## 15. Lift

The lift is for accessing apartments and other parts of the building as required. It is not to be used by children for play.

Bicycles are not permitted in the lift at any time. They are to be stored in the racks provided in the Car Park on Level B2, or in the storage cage assigned to your Lot. Entry to and from the building for pets is via the exit door next to the garage on Level 1 basement.

If you spill or drop anything at all in the lift, please clean it up immediately. Other users of the lift are entitled to expect the lift to always be clean and presentable.

In case of lift breakdown, contact the Building Manager, telephone 0419 276 064. If you are caught in the lift, use the communication facilities within it as directed.

**In case of fire, use the fire stairs; do not use the lift.**

## 16. Reporting Common Area Issues

Any issues concerning Common Areas or their use should be reported to the Building Manager or Strata Manager.

NO shopping trolleys are to be left outside the building. Please take shopping trolleys back to the supermarket.

In the case of objectionable or unacceptable behaviour notify the Police directly and also advise the Strata and/or Building Manager. Contact details are in the lift or Notice Board on Basement Level 1.

## 17. Pets

*By-Law 67 of the Community Management Statement and Strata Plan By-Law 21 provides for residents to keep up to two pets.*

Briefly, residents should be aware of the following:

- Pet owners should complete a "Notice of a Pet – Breakfast Point" form available from the Strata Manager or Real Estate personnel. Approval will not be unreasonably withheld by the Executive Committee.
- Residents with an approved pet are responsible for its behaviour and must ensure that it is kept under appropriate control at all times. Noise, particularly barking, damage to property and/or injury to persons must be prevented.
- All pets need to enter and leave the building via the lift and through the exit door next to the garage on basement level 1.
- A pet must be kept within the confines of residents' lots and is not to be taken onto community property except when being walked directly to or from the outside of the building to an apartment.
- Do not feed birds on your balcony as they are messy feeders and seeds and husks may blow onto other balconies. Also, please do not feed stray animals particularly cats outside the building as the food attracts foxes, rats and mice.

Pets must be on a leash (and that leash under the control of an adult) when:

- Walking a pet to or from the outside of the building to an apartment (this includes the lift and fire stairs),
- On Common Property or on Breakfast Point Community Property
- All of Breakfast Point is a 'Dogs on Leash Area'. See Canada Bay Council website for permitted 'off leash' areas.

- Any 'soiling' on Common Property by a pet must be immediately cleaned up and the area disinfected by the owner – hygiene is paramount at all times. Failure to do so will result in the Owners' Corporation arranging cleaning and disinfection, and forwarding costs onto responsible parties for payment. Please ensure that pets do not carry mud/grease across the carpets within the building.
- Your visitors are not to bring their pets into the building.

Further information regarding the keeping of pets will be provided on the "Approval to Keep a Pet" form which will be issued to residents after your pet has been registered with the Strata Manager and approved by the Executive Committee.

## 18. Garbage and Recycling Facilities

The Garbage, Garden Waste and Waste Recycling Room is located on Basement Level 1 of the building.

Care should be taken not to overfill bins, and ensure that garbage or recycling is placed in an appropriate bin that still has sufficient space in it and the lid is able to close. This will help prevent maggots infesting the room and causing germs to spread. There are ample bins located in Acacia to ensure that overfilling does not occur.

You are responsible for disposing of any large items that are unable to fit in a standard bin. One available option is to keep these items in your Lot until the next Council Clean-Up. These are scheduled every six (6) months and the details are provided by Canada Bay Council directly before the pick-up service takes place.

### 18.1 Garbage – RED LID – Plastic Bags

When disposing of household garbage, (e.g. food scraps, plastic bags, film wrap and polystyrene foam packaging) please exercise proper standards of hygiene and care. Ensure garbage is in a sealed/tied bag when placing in bins with a **RED** lid.

### 18.2 Recycling – YELLOW LID – No Plastic Bags

Recyclable waste (e.g. paper, glass bottles and jars, plastic bottles and paper, cartons and cardboard) is to be disposed of in bins with a **YELLOW** lid. Please note that:

- **Cardboard cartons and boxes are TO BE BROKEN UP AND/OR FLATTENED** so that they fit into the bins. Ensure that lids are able to be closed.

### 18.3 Garden Waste – GREEN LID – No Plastic Bags

Acacia has bins with a **GREEN** lid for garden waste e.g. grass clippings, leaves, pruning and flowers.

## 19. Landscaping and Gardens

The landscaping and gardens around the building add significantly to its appearance. The building must be in accordance with the Community Association Community Management Standards and the Acacia Architectural and Landscape Standards.

Owners and tenants are welcome to assist with their care and maintenance, particularly with the removal of weeds. They are not, however, permitted to add or remove plants of any kind.

Residents of Ground Floor apartments with gardens at the front or rear of the building are required to keep the internal hedges trimmed in a uniform manner and be no higher than the black picket fence; grass mown; weeds removed from gardens and from in-between pavers. Hedge planting along the black picket fence line is to be uniform as agreed to by the residents.

Any new planting ideas require permission from the Acacia Executive Strata Committee, the Plantations Precinct and/or the Breakfast Point Community Association (CA). Please refer to Acacia 's 'Special By-Law 8' regarding plants and planting at Acacia.



## 20. Balconies and Courtyards

It is important that you are aware of *By-Law 66 of the Community Management Statement and Strata Plan By-Law 6.5* which state that "an Owner or Occupier must not hang any washing, bedding or other articles of a similar nature on any part of the building including the balcony of a Lot".

In the interests of good neighbourly relations, it is suggested that the following are some other matters that should be considered when you and/or your guests are using your balcony/courtyard.

Take care that:

- **Cigarette butts** are not thrown/blown off your balcony.
- **Pot plants** are not placed on top of balcony walls or balustrades – this can sometimes be a high wind area and a serious safety issue for all residents/neighbours.
- **No items** are able to fly off and over the balcony such as tea towels and clothing items, bird seed, papers etc. as they can be inconvenient to others in the building.
- When watering plants on balconies, that **water does not overflow** onto balconies below.
- Residents with **shutters** on their balconies keep shutters clean at all times. Clean shutters add significantly to the appearance of our building.



## 21. Storage Cages

To minimise opportunities for vermin infestation, all storage cages and garage enclosures should be kept clean and maintained in a neat and tidy state. Personal effects and household items stored in cages should be packed on shelves or in metal cabinets. No items are permitted to be left or stored outside storage cages in car spaces.

Please keep storage cages locked at all times and be on the lookout for any unusual activity. Report any strangers in the building to the Building Manager.

## 22. Car Wash Bay

The Car Wash Bay is located on Basement Level 2 and is for use by all residents. It is NOT, however, to be used as a car parking space at any time or for carrying out mechanical repairs to vehicles.

Please take care when using this facility and when finished, please ensure the water tap is turned off completely, the area is left clean and tidy and any excess water cleaned away with the 'squeegee' mop. Please mop up any puddles that may leak out into the general car parking area (information is on the wall of the Car Wash Bay), and switch off the light.

**Please follow ALL 'Water Restrictions' advice when necessary.**

## 23. Sinks, Drains and Toilets

Do not use sinks, drains or toilets for disposing of inappropriate waste. Items such as sanitary napkins, baby nappies/wipes, cleaning rags, chux cloths, plastic bags, toys, greenery, cotton ear buds and other household solids cause blockages within the building's pipe work.

These blockages cause sewerage overflows into apartments. Dispose of such items hygienically (using plastic bags with ties) through the normal 'household' garbage.

If a blockage takes place and can be attributed to a certain Lot incorrectly disposing of items, that Lot will be charged the plumbing and cleaning fees to rectify the issue.

Please refer to item 25 – OWNER RESPONSIBILITIES – for further information.

## 24. Improvements/Alterations of Apartments

*Acacia By-Law 15.1 states:*

*"Subject to the provisions of this By-Law, an Owner must obtain the approval of the Owners' Corporation to carry out building works or alterations that will affect Common Property".*

Please note that certain improvements/alterations e.g. additional shutters, also require the approval of the Community Association (CA) in addition to that of the Acacia Executive Committee (EC). Changes to the internal layout or structure of an apartment requires EC and CA approval. Council approval may also be required. Unauthorised modifications or additions are not permitted and may be demolished at the owners' expense in order to return the apartment to its original state.

*Acacia By-Law 7.1 states that "An Owner must ensure that all floor space within an Owner's Lot is covered or otherwise treated to stop the transmission of noise that might unreasonably disturb another Owner or Occupier".*

If considering changing floor coverings from carpet to hard surfaced materials such as wooden floating floors, bamboo flooring etc., permission is required from the Executive Committee, and an Acoustic Report paid by the owner and signed by an acoustic engineer needs to be submitted after the work is completed to comply with this By-Law. This is to prevent any noise disturbance of nearby residents.

Please ensure that you contact the Strata Manager prior to commencing any improvement/addition/renovation. The Strata Manager will guide you through the process and can issue you with the relevant By-Laws.

## 24.1 Cosmetic, Minor, Major Works

1. Recent changes have been made to legislation to simplify carrying out work in Strata Units. While work defined as COSMETIC WORK in the Regulations does not require Owners Corporation approval, we ask that if tradesmen will be accessing the building you let the Strata Committee know and also arrange for protective covers if required. Other By-Laws regarding hours of work, protection of Common Areas still apply. Tenants are encouraged to contact their Rental agents or owner before undertaking any cosmetic work to ensure they do not put their rental bond at risk.
2. MINOR WORKS. While the Owners Corporation cannot withhold approval for the work, owners and residents should be aware the Owners Corporation may impose conditions on the work and some items listed as minor renovations may not be permitted by the Community Association.
3. MAJOR WORKS are specified or are anything not identified as Cosmetic or Minor Renovations. Owners Corporation approval is required and will often require additional approvals from bodies such as the Community Association or local council.

This may require a very long lead-in time, and we recommend contacting our Strata Manager very early in the planning process.

**Owners and Residents should be aware that renovations may affect the insurance of their lot and this may need clarification. Generally, Insurance Companies will rebuild to the original "as built" specifications and this should be checked with the Strata Manager.**

Please note that some work items listed in the definitions are not permitted by the CA Community Management Standards and the Architectural and Landscape Standards. Additionally, Acacia Executive Strata Committee may have additional requirements.

## 24.2 Induction Cookers and Electric Car Charging Points

We currently have By-Laws prohibiting the installation of induction cook tops and electric car charging points. The building does not have enough surplus electrical capacity to allow for the additional electrical load required for these devices.

Individual units must not exceed their original electrical load to avoid causing blackouts or damage to building equipment such as fans, electrical motors, pumps, lift motor or controls which may be caused by overloading the system. This has occurred in other buildings at Breakfast Point.

## 25. Owner Responsibilities

**Tenants** – Apartment Owners must ensure that their tenants understand and abide by the contents of this document during their occupancy.

**Faults within Apartments** – Should a fault occur within an apartment then the owner is responsible for determining the nature, cause and costs to rectify the fault.

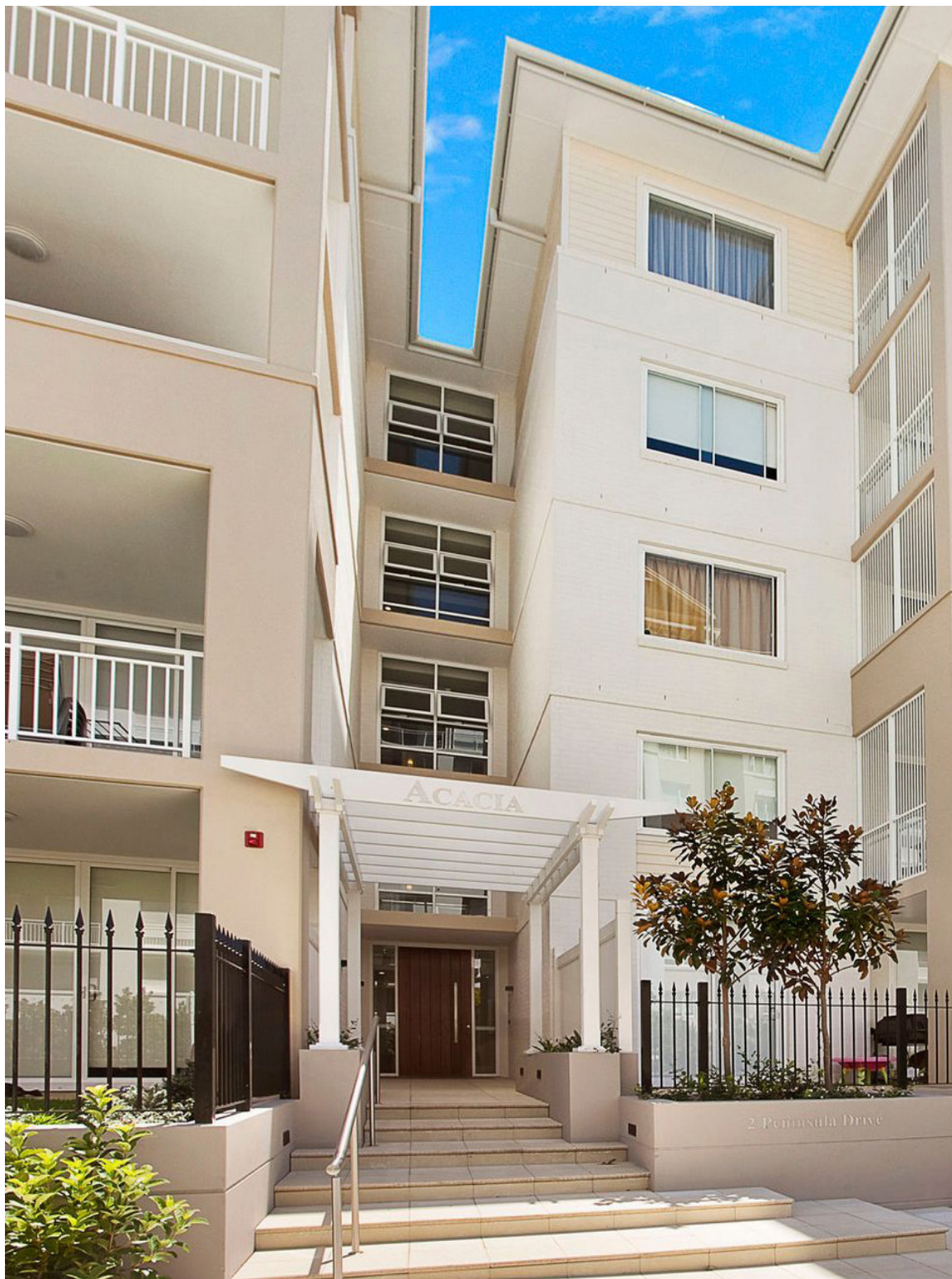
If the fault is the responsibility of the body corporate or a construction fault, then the owner must contact the Strata Manager about how to proceed.

**Please also inform a member of Acacia Strata Committee if any fault or maintenance issue occurs**, so that a register of recurring faults can be compiled and acted on throughout this building.

## 26. By-laws

- This guide is intended as an overview and by no means comprehensively covers all the By-Laws in Acacia or Breakfast Point.
- Owners can contact Change Strata Management for login details/password to the portal where they can view By-Laws and other documents.
- Real Estate Agents are obliged to give tenants copies of By-Laws and related documents before they sign their lease.





## **And finally, we hope all residents have positive experiences at 'Acacia' Breakfast Point**

Compiled by residents of Acacia, Breakfast Point  
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