

CAPITAL HILL CAPITAL

APARTMENT MANUAL

Capital Hill Apartments

Units Plan No. 3259

ABN 65 049 397 664

Version: January, 2017

The Apartment Manual for Capital Hill Apartments is provided to all owners and occupiers to enable them to get maximum enjoyment from their apartment, assist in dealing with any problems that may arise and ensure that they are aware of their rights and obligations as residents of Capital Hill Apartments.

Contents

1	Introduction	1
2	Warranty	1
3	Contact numbers	1
4	Emergency procedures.....	2
4.1	<i>Procedure During Normal Working Hours</i>	<i>2</i>
4.2	<i>Procedure Out of Normal Working Hours.....</i>	<i>2</i>
4.3	<i>Emergency Services Access.....</i>	<i>2</i>
5	Owners' Corporation	3
5.1	<i>Managing Agent</i>	<i>3</i>
5.2	<i>Common Property Areas.....</i>	<i>3</i>
5.3	<i>Owners Corporation Executive Committee.....</i>	<i>3</i>
6	Services	3
6.1	<i>Telephone</i>	<i>3</i>
6.2	<i>Electricity</i>	<i>3</i>
6.3	<i>Gas</i>	<i>4</i>
6.4	<i>Water</i>	<i>4</i>
6.5	<i>Intercom Access Security System</i>	<i>4</i>
7	Security	4
7.1	<i>General.....</i>	<i>4</i>
7.2	<i>Lobby Access.....</i>	<i>5</i>
7.3	<i>Basement Garage Access</i>	<i>5</i>
7.4	<i>Fire Protection and Smoke Detectors</i>	<i>5</i>
8	Home Care and Ongoing Maintenance	6
8.1	<i>Cleaning</i>	<i>6</i>
8.2	<i>Windows and Doors</i>	<i>6</i>
8.3	<i>Kitchen and Bathroom Fittings.....</i>	<i>6</i>
8.4	<i>Laminates</i>	<i>7</i>
8.5	<i>Floor and wall tiles</i>	<i>7</i>
8.6	<i>Wooden Floors</i>	<i>7</i>
8.7	<i>Heating.....</i>	<i>7</i>
8.8	<i>Light globes.....</i>	<i>7</i>
8.9	<i>Paintwork.....</i>	<i>7</i>
8.10	<i>Condensation.....</i>	<i>7</i>
8.11	<i>Hairline Cracks.....</i>	<i>8</i>
8.12	<i>Composite, Marble & "Granite" type Bench Tops</i>	<i>8</i>
8.13	<i>Carpets</i>	<i>8</i>
8.14	<i>Keys and Remote Controls</i>	<i>8</i>
8.15	<i>Television</i>	<i>9</i>
8.16	<i>Appliances and Warranties</i>	<i>9</i>
8.17	<i>Standard Finishings</i>	<i>9</i>
8.18	<i>Garbage Collection.....</i>	<i>10</i>
9	Troubleshooting.....	10
10	Useful Telephone Numbers.....	11
11	Rules.....	13
12	Unit Titles (Management) Act 2011	12
13	National Capital Plan for the Deakin/Forrest Residential Area.....	15

1 Introduction

This manual provides you - owners and occupiers - with important information about your apartment. It covers things you need to know to make caring for your apartment as easy as possible. It includes all the information you need to arrange for phone connection and to deal with emergencies, as well as handy phone numbers for local services. Even the colours of your paint and tile selections are included for future reference.

This manual also contains information on how to operate the various appliances installed in your apartment. Important information has been provided in the relevant sections on the use and care of these appliances. The operating instructions for each appliance have been provided. Should they be required, replacement copies should be available from the manufacturers. Please put them in a safe place for future reference.

For further information, please refer to Section 11, where the Rules of the Owners Corporation are attached. Note that you are required by law to comply with these Rules.

2 Warranty

Note that the initial warranty period for minor defects has long expired and that the works covered by the builder's warranty insurance have been carried out.

Non-warranty work – which is now the greater part of our defects – is the responsibility of the Owners' Corporation if the matter is with common property. If the matter concerns your apartment alone, it is the responsibility of the individual owner.

3 Contact numbers

CONTACT NUMBERS FOR LOCAL AUTHORITIES AND SERVICE RETAILERS

Water	Icon Water	13 11 93
Gas	ActewAGL	13 18 86
Electricity	ActewAGL	13 14 93
Telephone	Telstra	13 22 00
	TransACT	13 30 61
Access System/Security*	Blitz Security	(02) 6242 4104
Intercom*	IntuneTV	0400 222 102

* Note. It is advisable to contact the Managing Agent in the first instance for security and intercom problems – phone (02) 6156 3305.

4 Emergency Procedures

4.1 Procedure During Normal Working Hours

- **Identify the cause**
- **Isolate if appropriate (refer to notes below)**
- **Always act to ensure personal safety**

If the problem is within the common areas, (these areas include the entries, corridors, stairwells, open spaces, the external face of the building, landscaping and basement car parking) contact the Owners Corporation's Managing Agent: City Strata, phone (02 6156 3305).

If the problem is within your apartment, isolate it if appropriate. In the case of **water**, shut off your apartment's water valves (in the cupboards in the corridor). In the case of **power**, isolate at the switch board in your apartment (turn the big red switch to 'off'). In the case of **gas**, turn off your apartment's valve (in the cupboard in the corridor). Then contact the appropriate service provider.

4.2 Procedure Out of Normal Working Hours

If you experience an essential service problem in your apartment that requires urgent attention after hours, please contact one of the numbers listed below:

CONTACT NUMBERS OUT OF NORMAL WORKING HOURS

Electrical Faults	Wayne Taylor	0418 633 756
Water Faults	6-Star Plumbing	0448 844 911
Air Conditioning	Seda Services	1300 007 332
Managing Agent	City Strata	(02) 6156 3305

These numbers are for emergency out of hours use only and may incur a direct charge to you should they be called out for any other reason. Please note that if service/repair contractors other than those listed above undertake repair works then warranties may be voided and you may incur service fees.

If the problem is located in the common areas contact the Owners Corporation Managing Agent – City Strata, phone (02 6156 3305).

Please do not allow any leak to continue without calling for assistance as there is a risk of overflowing water penetrating the membrane under your floor and causing damage to adjacent property, the unit below or to cars or other items in the basement.

4.3 Emergency Services Access

Residents will notice that a small key safe has been installed next to the intercom by each front door. The safe contains an electronic swipe and can only be opened by keying in a pre-set combination. Should the Ambulance be unable to enter the building by using the normal intercom procedure (as has happened), then they are able to get at and use the swipe. Please note that the swipe will open the front door and the lifts. There is no provision to be able to open the door to your apartment (and neither should there be). The Owners Corporation

has a duty under current Work Health Safety legislation to enable emergency access and egress for the buildings but for reasons of security and privacy, cannot extend this provision to individual apartments; that must remain the responsibility of the individual owner.

The combination is known to the ACT Ambulance Service and is protected under the Medical Privacy Act.

5 Owners Corporation

5.1 Managing Agent

The Owners Corporation's Managing Agent is:

City Strata Management Pty Ltd

PO Box 6248, O'Connor ACT 2602

1st Floor, 42 Mort Street, Braddon ACT 2612

Telephone: (02) 6156 3305

Email: ash@citystrata.com.au

5.2 Common Property Areas

The Managing Agent manages the areas denoted as common property at Capital Hill Apartments. These areas include the entries, corridors, stairwells, open spaces, the external face of the building, landscaping and basement car parking.

5.3 Owners Corporation Executive Committee

This is a group of owners elected at an Annual General Meeting to administer Capital Hill Apartments on behalf of the owners. See the Rules, attached, for a comprehensive treatment of their roles and responsibilities together with your own rights and obligations.

6 Services

6.1 Telephone

Contact Telstra for connection of Telephone and Broadband Internet services.

Telstra 13 22 00

or

Contact TransACT Communications for connection of Telephone, Cable Television and Broadband Internet services.

TransACT 13 30 61

6.2 Electricity

Electricity is individually metered to your apartment. Supply is provided via the switchboards located within each apartment. The board is fitted with circuit breakers to each electrical circuit. These may trip out if a fault develops in an electrical appliance. If a trip should occur, turn the appliance off and unplug it from the power outlet before resetting the circuit breaker to the on (up) position. Push the reset button on the safety switch. If the circuit breaker still trips out, an

electrician should be called. To turn power on in your apartment, make sure all circuit breakers and the main switch are in the on (up) position. The circuit breaker should be tested routinely every three months.

The introduction of retail competition for electricity means consumers can choose their own energy retailer. Your electricity account was originally with ActewAGL.

ActewAGL 13 14 93

6.3 Gas

The gas meters for your apartment are located in a gas meter cupboard, which is located at each floor level. These meters monitor the gas consumption used by you for the cook top and Jetmaster fire places (if installed). Hot water for your apartment is provided via two common hot water plant rooms. The system has a separate gas meter to monitor the amount of gas consumed for the production of hot water. Waterflow meters are provided to each apartment to monitor the amount of hot water used. The hot water flowmeter readings is read automatically by ActewAGL and converted to gas consumption units.

ActewAGL 13 18 86

6.4 Water

Note that there are separate hot and cold water supplies to your apartment. If you wish to shut off the supply of HOT and/or COLD water to your apartment, this can be done by turning off the stop valve(s). The ON/OFF (stop valve) valves for the water supply to your apartment are located in a cupboard within the corridor and are clearly numbered. *Do not close any other valve.*

Icon Water 13 11 93

6.5 Intercom Access Security System

Your apartment is fitted with a video intercom system. This is a common property item.

7 Security

7.1 General

- Several systems together enhance personal and physical security within Capital Hill Apartments. The Key Systems (both conventional and electronic) are supported by a comprehensive Closed Circuit Television Surveillance System that is operational around the clock in the basement. The cameras cover the garage entrance, external doors, lifts, storage cages and cars. The images are recorded and can be made available for Police investigation of anything untoward. Any security incidents should be reported to the Managing Agent as soon as possible. Police should also be informed as appropriate and particularly if criminal activity is involved and/or insurance claims are to be made.
- For personal and building security, please allow only people known to you to enter the building.

- All lobby entry doors and basement fire doors are equipped with DOTL (Door Open Too Long) alarms. Please make yourselves familiar with the operation and sound of the doors' local alarm. Close the doors to reset the DOTL alarm.

For any failures to the Access Control System, in the first instance contact:

City Strata (02 6156 3305

or

Blitz Security (02) 6242 4104

7.2 Lobby Access

The main entry doors, which provide entry to the building and to the lobbies, have a front door Intercom station with the appropriate unit numbers.

Occupiers gain entry by presenting their access key fob at the proximity card reader at their entry door. The Access control card reader at the door will produce three short beeps to indicate that the electric lock is unlocked. Pull the door to open.

Visitors can push the numbered button (followed by the red 'bell' button), of the apartment they wish to visit and, via an audio link, speak to the occupier. To allow access for your visitor, push the key symbol on the hand set and this will activate the electric strike and open the main door and also allow access to the lift for your floor. The Access control card reader at the door will produce three short beeps to indicate to the visitor that the electric lock is unlocked. Pull the door to open.

7.3 Basement Garage Access

Access to the basement car park via the roller door is gained by pressing the left button on the 'Airkey' remote transmitter. Car park access via lift can only be gained by using your key fob on the lift card reader.

Access to your floor is gained by presenting your access key fob to the proximity card reader in the lift car and pressing your floor button.

Visitor garage parking access is gained by using the garage intercom call station. Once access is granted by the apartment's occupier, this will also enable the appropriate lift car level button for three minutes. Visitors without their own access key fob must press the lift floor button within this time. If for any reason, this time window is missed, exit via west fire exit door (right hand side of the roller door) and call the apartment again using the intercom.

7.4 Fire Protection and Smoke Detectors

Capital Hill Apartments are fitted with comprehensive fire service equipments that are inspected and maintained in a fully operational condition in accordance with Australian Standard AS 1851 (SAA Code for Maintenance of Fire Protection Equipment). Installations include Active Systems, such as Automatic Sprinklers, and Passive Systems, such as Fire Doors.

Residents will notice throughout the Apartments in the corridors, basement and grounds a Fire Hydrant System, Automatic Fire Alarms, Fire Hose Reels, Fire Extinguishers and Emergency Escape Lighting. Please make yourselves familiar with these and with the exit routes. They are in plain sight or else their

cupboards are clearly marked. Fire Alarms are constantly monitored and the Emergency Warning System is tested monthly.

Your apartment is fitted with one or more stand-alone smoke detectors which are hard-wired to your apartment's switchboard and with battery back-up in the event of a power failure. Common area lobbies and stairwells also contain emergency lighting and exits, together with smoke detectors and speakers that are linked with the ACT Fire Brigade. In the event of an evacuation, please listen to instructions which will come through the speaker system.

Your apartment's stand-alone smoke detector must be tested regularly and the batteries changed annually. The Fire Brigade recommends that when you change your clocks for daylight saving, you also change the batteries in your smoke detectors.

Common sense is what is needed in response to a fire emergency. If the fire is small and easily contained, deal with it using the equipment to hand, such as an extinguisher. Report the incident to the Managing Agent - City Strata, phone (02 6156 3305. If the fire is more serious, raise the alarm with your neighbours, if you can, and call 000 for the Fire Brigade.

Should evacuation be necessary, stay calm and again use commonsense. Don't use the lifts. Follow the green exit signs and move well away from the buildings. This is no time for false heroics: leave the matter to the trained professionals of the ACT Fire Brigade.

Every apartment is fitted with smoke detectors that should be checked at least annually. Six monthly reminders about their batteries are posted in the lifts and on basement doors.

8 Home Care and Ongoing Maintenance

8.1 Cleaning

Your apartment has been constructed from quality materials to provide years of durable service. Insufficient cleaning or the use of inappropriate cleaning materials can ruin the surface of many of the materials, fixtures and fittings in your apartment. Please ensure you familiarise yourself with the recommended care procedures for all fixtures and fittings in your new home.

8.2 Windows and Doors

Tracks and rollers should be regularly cleaned for ease of use. The architraves are not structural items and are not designed to have heavy loads fixed to them, although they will support lightweight blinds and curtains.

All internal windows and doors should be cleaned by the resident. External windows and doors which have access via a balcony should be cleaned by the resident. All other external windows (including those not readily accessible) will be the responsibility of the Owners Corporation.

8.3 Kitchen and Bathroom Fittings

To keep your bathroom fittings looking their best, avoid strong abrasive cleaners on baths, basins, toilets, etc, as they can damage, dull or stain the surface. Use mild household cleaners and plenty of water. Check instructions on all cleaning

products before use. Do not step into a bath or shower with shoes on because grit on shoes will scratch the surface.

8.4 Laminates

Laminates on bench tops and cupboards should be cleaned regularly and frequently with a non-abrasive cleanser. Avoid scratching and damaging the surface with utensils by always using chopping boards. Hot containers should not be placed direct on laminated bench tops because they will also damage the surface.

8.5 Floor and wall tiles

Only use recommended products to clean floors and wall tiles and always read instructions. Avoid heavy-duty abrasive cleaners. Regular cleaning is advised. A soft bristle brush can be used to clean grout areas.

8.6 Wooden Floors

Most apartments have Armstrong floating timber flooring (although some have a similar product made by Boral), usually spotted gum. Both floorings are treated with aluminium oxide during manufacture, which provides a hard and durable surface. Use Armstrong Hardwood & Laminate Floor Cleaner (obtainable from carpet shops) for either floor. Another good product is 4 Versadet, obtainable from Bunnings and the like. Many proprietary wooden floor cleaners contain harsh chemicals that remove the protective aluminium oxide finish; obviously, these should be avoided.

8.7 Heating

If your apartment is fitted with Noirot Panel Heater/s, the occupier/owner must ensure they arrange for the panel heater/s to be serviced regularly in accordance with the manufacturer's recommendations. Failure to do this will void any warranty.

8.8 Light globes

Your light fittings contain light globes of an appropriate wattage. Signage inside the fitting states the maximum wattage rating. It is important that these recommended maximums are not exceeded to avoid overheating of the fitting.

8.9 Paintwork

It is important to clean painted surfaces occasionally. Avoid using excessive water and never use an abrasive cleaner or scourer. A wipe-over with a damp cloth is usually adequate. Specialised cleaners for removing marks from paintwork are sold in major supermarkets. Exterior paintwork should be washed occasionally.

8.10 Condensation

Condensation will occur when the air temperature inside the home is greater than that outside.

To prevent condensation:

- Open windows in dry weather.
- Open windows or use an exhaust fan in your bathroom, kitchen and laundry.
- Leave bathroom and laundry doors open whenever possible.

8.11 Hairline Cracks

Hairline cracks to plasterboard walls and ceilings are not generally deemed to be a defect.

8.12 Composite, Marble & “Granite” type Bench Tops

Most apartments have Caesarstone bench tops. To keep them looking good, wipe them regularly and frequently with a damp cloth. Wipe away any spills as soon as they happen and avoid using harsh cleansers. Caesarstone’s own cleaning products can be obtained from <http://www.caesarstone.com.au/shop-online>

Granite and Marble bench tops require wiping down with warm water and once a year a stone care product should be applied to the surface, following the care product instructions and recommendations

The edges of the bench tops are easily damaged. Be careful!

8.13 Carpets

Regular maintenance is required for carpets. Frequent vacuum cleaning is recommended for best results. Periodic deep cleaning of carpets is also recommended. This should be carried out by a professional carpet cleaner. Removable mats are recommended at all entrances to carpeted areas so that loose dirt is not walked through your apartment.

8.14 Keys and Remote Controls

Apart from your front door keys, which are special security keys, the keys to your home are of a non-restricted nature. These other keys are all able to be cut by any locksmith. As a minimum, each apartment was issued with:

- (a) 2 numbered keys to access your front door,
- (b) 2 numbered keys for the sliding doors,
- (c) 2 numbered keys for your letterbox,
- (d) 2 numbered keys for window locks (if applicable),
- (e) 2 numbered garage door ‘Airkey’ remote controls transmitters, and
- (f) 2 security key fobs (swipes) for lobby door and lift.

Class Locksmiths, 51 Kembla Street, Fyshwick (02 6280 6611) are familiar with our requirements and the procedure for cutting security keys. See the Managing Agent in the first instance because the locksmith will need a special letter of authorisation. Incidentally, Class Locksmiths have fitted deadlocks and fire-proof “peep-holes” in a number of apartments and these devices are recommended for your personal security.

Replacement or additional remotes and swipes may be purchased through the Managing Agent.

Please note that **there are no master keys** to open your apartment if you lock yourself out. Many residents leave a spare key with a neighbour or friend. As noted above, others have installed deadlocks. Failing these measures, you will have to call a locksmith, which can be an expensive exercise, especially outside normal business hours.

Over time the basement garage door becomes less responsive to the remote devices and often the cause is simply that the devices' batteries are running down. A good replacement is the Fujitsu model 23A. They're an unusual size but they are available from Battery World, 95 Grenville Court, Phillip, at about \$7 each. Replacement is simple; all that is needed is a small Phillips head screwdriver. When removing the old battery, the polarity should be noted so that the new battery is not put back to front (the bed the battery sits in is not marked with the usual + and -).

8.15 Television

Your television receives its signal from Black Mountain Tower

- All Free to Air Digital Channels

The building has an integrated free to air/Foxtel Pay TV MATV System. Any television outlet within your apartment is capable of receiving the Foxtel Pay TV satellite service. Residents wishing to access the Foxtel service can contact Foxtel direct for payment options and installation of the decoder box.

8.16 Appliances and Warranties

All appliances such as your stove, range hood and dishwasher are covered by the manufacturer's warranty. If you find that an appliance is not working properly or is faulty, please contact the manufacturer. You will find their contact details in the appliance manual.

It is the apartment owner's responsibility to maintain these items and arrange repairs and maintenance if required. Any repairs should be done by an authorised service company in accordance with your guarantee. Keep guarantees for your appliances in a safe place.

In the event of a problem with an appliance, first refer to the operational procedures in its accompanying manual. If you can't rectify the problem, then contact the manufacturer for an accredited service agent.

8.17 Standard Finishings

Although some individual apartments had different selections made by their owners during construction, the basic fit-outs included:

Flooring

Bathroom, en suite and laundry tiling - Bianco Natural 350 x 350 vitrified tiles
Bedroom, study, home theatre Victoria Carpets 'Platinum Plush' 80/10/10 50 oz.
Colour "River Reflections" 112881

Walls

Bathroom, en suite, laundry tiling - Bianco Natural 350 x 350 vitrified tiles
Kitchen splashback - Starfire colourback glass, Colour Yoghurt
Entire unit – Paint finish : Dulux 'Fair Bianca'

Entire unit architrave, skirting, cornice - architraves (to doors only) & skirtings -
 Paint finish: semi-gloss enamel.'Cornice - Rondo P50 shadowline'
 Laundry splashback - Bianco Natural 350 x 350 vitrified tiles

Joinery

Entire unit bench tops - Caesar Stone Colour Ivory 2220
 Laundry bench top - Laminex Colour 'Stipple seal'
 Entire unit cupboards - Satin 2 pack polyurethane paint, Colour Dulux 'Fair
 Bianca'
 Kicker - 'Lamiwood' MR MDF, Colour 'Alabaster'

Tapware

Entire unit - Alder 'Nuova' range: Kitchen gooseneck mixer 85299
 Basin mixer 85090, Bath set 85090
 Overhead shower rose (one per dwelling)
 All other bathrooms shower set with 'moda' rail 85697
 Laundry - Alder 'Milano' swivel mixer and Dura Arco lever.

Fittings

Bathroom, powder, en suite accessories - toilet roll holder - Techno, towel rail -
 Mizu 1500 series, combination shelf and soap dish, robe hook - Roger Seller
 'Architect'. All chrome.

8.18 Garbage Collection

Garbage rooms for each building are located in the basement behind the lifts.
 Your door key will open the garbage room for your building only.

Please place **recyclable material** in the **GREEN Bin** provided in the Garbage
 Room and **non-recyclable** material in the **BLUE Bin**.

The Blue bins are taken out for pick-up on Sunday and Wednesday afternoons
 and are returned on Monday and Thursday mornings. The Green bins are
 emptied on the Sunday/Monday cycle. If the bins are not available, please leave
 your rubbish on the floor in secure bags; the cleaner will take care of it when the
 bins are returned.

Kitchen garbage must be drained and securely wrapped. Bottles and cans should
 be drained and rinsed. Cardboard cartons should be squashed flat or cut up so as
 to leave room for other material.

Our rubbish removal contract does not cover the removal of large articles such
 as furniture, mattresses and televisions and the CCTV system will record any
 infringement of the legally binding Rules, which prohibit the dumping of this
 material and provide for the recovery of costs from the offender. **These rules
 will be enforced.** You may make items that you no longer need available to
 others through the website but, if not disposed of in this way, you will need to
 arrange for the removal of such itmes yourself.

9 Troubleshooting

Problem	Probable Cause	Remedy/Suggestion
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Smoke detector emitting intermittent beeping sound and/or light flashing	Battery low	Check the battery, it may need replacing.
Power failure	Tripped at the meter board	<ul style="list-style-type: none"> - First check the meter board. Has the circuit breaker tripped to the off position? If so, reset. - If the problem persists, you may have a faulty appliance. Ensure all appliances are off and try again. - If the power trips out again, consult an electrical contractor.
	Your supplier	<ul style="list-style-type: none"> - If the power failure appears to be caused by the supplier, surrounding buildings will also be blacked out. - Contact the supplier and enquire as to any faults in your area and the estimate time for supply to resume.
Supplied Appliances not working		<ul style="list-style-type: none"> - Check the circuit breakers are in the on position. If not, reset and try the appliance. - If the fault persists, refer to the operating manual. You may need to refer the problem to the manufacturer's service agent under your warranty (most appliances are covered for 1 year).
Supplied Appliances general faults		Refer to the instruction manual and warranty details covering the appliance.
Intercom/Access System not functioning		Contact the Managing Agent.
Plumbing: cistern does not fill	No water supply	<ul style="list-style-type: none"> - Check the stopcock is turned on and water is entering cistern. - Contact your plumber.
Plumbing: cistern overflowing	Water level may be too high	<ul style="list-style-type: none"> - Ball float may be jamming. - Adjustment of float may be required - Inlet valve rubber may not be sealing, debris may have gathered under the seal. Clear debris and replace. - Inlet valve rubber may need replacing. - Contact your plumber.
Locks defective		<ul style="list-style-type: none"> - You should not encounter any problem with your locks, but please do not leave your key in the lock internally, as this can sometimes jam the cylinder when entering the apartment. - Call an authorised locksmith or the Managing Agent.

10 Useful Telephone Numbers

The following is a mix of 'official' contacts (such as ActewAGL); trades people employed by the Managing Agent on a regular basis (such as Wayne Taylor); and others that members of the Owners Corporation have found to be worthy of recommendation (e.g. Glen Goodwin). Nevertheless, the Corporation takes no

responsibility for these suggestions and certainly makes no warranty as to their competence or reliability.

Managing Agent – City Strata, phone Icon Water	(02) 6156 3305 13 11 93
ActewAGL (Electricity)	13 11 93
ActewAGL (Gas)	13 19 19
Bathroom Sealing: Seal Masters	0414 468 308
Air Conditioning: Seda Services	(02) 6299 2372
Carpet Cleaning: Sam, Genie Carpet Care	(02) 6262 3355
Electrical Faults: Wayne Taylor	0418 633 756
General Handyman: Dave Le Ruez	0413 949 151
Glazier: ACT Glass & Glazing Pty Ltd	(02) 6293 9784
Joinery: Brett, Curve Joinery Australia	(02) 6280 7419
Locksmith: Class Locksmiths	(02) 6280 6611
Miele Service: Glenn Goodwin at Di Molto,	0438 517 189
Plumber: Robert Edwards	0448 844 911
Painter: Edvard Farhad, Classic Deco Pty Ltd	0413 053 785
Painter: Shane Billington	0418 610 461
Plasterer: Brad, Brindabella Plastering	0418 487 132
Television: Mirek Kilimnik, Telight-Antel Pty Ltd	0408 487 273
Telstra Faults	13 22 03
TransACT Communications	13 30 61
Tiler: Professional Tiling Services Pty Ltd	(02) 6161 6501

24-HOUR MEDICAL EMERGENCY CARE

Calvary Public Hospital, Haydon Drive, Bruce	(02) 6201 6111
The Canberra Hospital, Yamba Drive, Garran	(02) 6244 2222
Queanbeyan District Hospital & Health Service Collett Street, Queanbeyan	(02) 6298 9211
Poisons Information Centre	131 126
Lifeline	131 114

MEDICAL PRACTITIONERS

Barton General Practice 2/3 Sydney Ave Barton	(02) 6295 0424
Deakin Medical Centre 10 Thesiger Cres Deakin	(02) 6285 2500
Manuka Medical Centre, 19 Furneaux St Manuka	(02) 6295 8045
Oasis Medical Centre, 34 Bougainville St Manuka	(02) 6282 8008

PUBLIC TRANSPORT

Taxis-Elite	13 22 27
Action Buses	13 17 10

11 Rules

The *Rules* for Units Plan 3259, Capital Hill Apartments are available in the Information page of the Capital Hill Apartment website at <http://capitalhillapartments.com.au/Information.html>. Note that all owners and occupants are required by law to comply with these *Rules*.

12 Unit Titles (Management) Act 2011

The management of the Owners Corporation for the Capital Hill Apartments is based on the ACT *Unit Titles (Management) Act 2011*. Included in the Act is the requirement to establish and maintain a **Corporate Register (Sections 113 to 115)**. The relevant section of the Act, Part 7, is reproduced below. Forms for owners to complete to provide the required information are available in the owners section of the website or from the Managing Agent. The forms are also attached to levy notices as a six-monthly reminder. Please note that the provision of this information is a legal obligation, the purpose of which being to ensure that management duties can be properly performed and that you can be kept informed of developments that affect your interests

Part 7 Owners Corporation Records

113 Corporate register—establishment

- (1) An owners corporation for a units plan must establish and maintain a register (the *corporate register*) that includes—
- (a) the information mentioned in section 114 (1) for each unit; and
 - (b) the information mentioned in section 114 (2).
- (2) The corporate register may be kept in electronic form.

114 Corporate register—information to be included

- (1) The owners corporation for a units plan must record on the corporate register the following information for each unit:
- (a) if the unit is owned by 1 person—the full name and an address for correspondence of the unit owner;
 - (b) if the unit is owned by 2 or more part-owners—the full name and address for correspondence of the part-owners' representative and each other part-owner;
 - (c) if the unit owner is a company—the full name and address for correspondence of the company's representative;
 - (d) if a mortgagee voting notice has been given for the unit—the full name and address for correspondence of the mortgagee's representative;
 - (e) if notified in writing to the corporation—the full name and an address for correspondence of anyone else with an interest in the unit together with details of the interest;
 - (f) the full name of the occupier of the unit (including the owner if

the owner occupies the unit).

(2) Also, the owners corporation must record on the corporate register the following information:

- (a) the full names of the current executive members;
- (b) if notified in writing to the corporation—the full name and an address for correspondence of anyone with an easement over the common property together with details of the easement.

115 Corporate register—provision of information

(1) A unit owner must give the owners corporation for the units plan written notice of the details of any of the following events within 14 days after the event happens:

- (a) the owner agreeing to transfer the lease of the unit to someone else;
- (b) the lodgment for registration, by the unit owner, of the instrument under which the person became the owner;
- (c) a change in the owner's name or address for correspondence;
- (d) a change of occupancy of the unit;
- (e) a vacancy in occupancy of the unit that is expected to be longer than a continuous period of 30 days.

(2) Subsection (1) may be enforced in the same way as a rule of the owners corporation.

(3) A person, other than a unit owner, may give the owners corporation written notice of the details of the following events:

- (a) the person agreeing to transfer an interest in the lease of a unit or the common property to someone else;
- (b) the lodgment for registration, by the person, of an instrument under which the person acquires an interest in a unit or the common property;
- (c) the person acquiring an interest in a unit or the common property other than a registered interest;
- (d) if the person has an interest in a unit or the common property—a change in the full name or address for correspondence of the person;
- (e) a change in the nature of an interest held by the person in a unit or the common property, including the person's ceasing to have the interest.

13 National Capital Plan – September 2013

Details, maps and figures of the National Capital plan for the area which includes the Capital Hill Apartments can be found at:

http://www.nationalcapital.gov.au/downloads/planning_and_urban_design/NCP/NCP_Part1_Principles_Policies_Designated_areas_Special_Requirements_1.pdf

The Plan is important to us because it provides the philosophic underpinning and some of the legal foundation for our *Rules*. An extract of the plan is reproduced below for your information:

DEAKIN/FORREST RESIDENTIAL AREA THE LAND BETWEEN STATE CIRCLE AND NATIONAL CIRCUIT

OBJECTIVE:

To ensure that the residential areas of Deakin and Forrest that lie between State Circle and National Circuit maintain and enhance the character of the National Capital and are planned and developed in accordance with its national significance.

LAND USE POLICY:

The primary land use is:

Residential (refer Appendix M)

Other land use permitted is:

Home business (refer Appendix N)

Commercial accommodation including serviced apartments is not permitted.

GENERAL DEVELOPMENT CONDITIONS:

To ensure excellent urban design for this important residential precinct adjacent to Parliament House, the quantitative standards, with the exception of building height and plot ratio, may be varied where it can be demonstrated that this would result in excellence in the urban design outcome. All residential development proposed are subject to public notification and consultation with lessees and residents in the Deakin/Forrest Residential Area.

The general development conditions are:

The principal residential character of the area and the use of the land for residential purposes are to continue.

Development throughout the area, except for sites fronting State Circle, shall not be more than two storeys in height and generally no more than 8 metres above the natural ground level.

Development throughout the area, except for sites fronting State Circle shall have a maximum plot ratio of 0.4.

Design of buildings in proximity to the Prime Minister's Lodge should reflect the dominant urban design character of the locality.

Roof mounted aerials, masts and satellite dishes should be located to have a low visual impact.

DEVELOPMENT CONDITIONS FOR SITES FRONTING STATE CIRCLE:

OBJECTIVES:

The objectives of these development conditions are to:

Provide for high quality residential development of a scale and character appropriate to the setting of Parliament House and the Main Avenue role of State Circle.

Protect the residential amenity of rear neighbours in terms of privacy, sunlight access and provision of a landscape buffer.

Reduce traffic access from residences to State Circle.

Provide for a variety of housing types and sizes.

CONDITIONS: y

The following conditions apply to residential sites fronting State Circle between Hobart and Adelaide Avenues, being Blocks 1–8 Section 6 Forrest and Blocks 5–9 Section 3 Deakin:

- i. Block Amalgamation – block amalgamation may involve more than two blocks.
- ii. Building height – any redevelopment of blocks shall result in buildings that address State Circle and shall be two storeys in height. If blocks are amalgamated 3 storeys is permissible. If a block is isolated by amalgamation three storeys may be permissible.
- iii. Plot Ratio – the plot ratio for residential redevelopment of existing blocks is 0.4. If sites are amalgamated the plot ratio may be up to 0.8. An exception applies to blocks flanking Melbourne Avenue (Block 1 Section 6 Forrest and Block 9 Section 3 Deakin) which are permitted to develop to a plot ratio of 0.8 without amalgamation. For other blocks, including blocks isolated by amalgamation, a plot ratio higher than 0.4 and up to a maximum of 0.8 may also be permissible (where it can be demonstrated that this would result in excellence in the urban design outcome).
- iv. Architecture – Architectural treatment shall be of the highest quality, reflecting the prestigious character of the area. The provision of legible entries, accessible from the street, is encouraged as a means of enriching the streetscape. Buildings should be modulated and provided with articulation elements such as porches, balconies, bay window and shade devices, to provide visual interest to the streetscape. Balconies off living areas should generally have a minimum dimension of 2.5 metres. Due consideration should be given to the roof form and roofscape of buildings. Roof top plant and equipment, if required, should be carefully integrated with the roof form and design of the building and screened from public view from the street. Internal floor to ceiling dimensions should generally be a minimum of 2.7m to promote natural lighting and cross-ventilation, consistent with energy efficiency objectives and creation of generously scaled facades.
- v. Vehicle Access – vehicle access should generally be consistent with the principle shown in Figure A. Blocks, including amalgamated blocks, with a frontage to a road other than State Circle may have access to that road. Site planning should ensure that vehicles are able to enter and leave the site in a forward direction. The number of vehicular access points to and from State Circle should be minimised in the interests of traffic safety, convenience and streetscape quality.
- vi. Building Envelopes – Buildings should generally be contained within the building envelopes depicted in Figure B.
- vii. Set Backs – setback from State Circle shall be 10 metres. Building articulation elements such as balconies, entries and shading devices may be permitted forward of the primary set back. The minimum setback of buildings from side boundaries for three storey development is 6 metres. For two storey development, the minimum side boundary set back may be less than 6 metres provided it is generally in accordance with the building envelope depicted in Figure B. The minimum set back for buildings from rear boundaries for three storey development is generally 18 metres. Lower scale development may occur within the rear landscape zone subject to the protection of privacy, the avoidance of overshadowing and the retention of existing substantial trees.

Car Parking – Where the plot ratio exceeds 0.4, car parking other than parking for visitors, should be in a basement. If car parking is in a basement it will not be considered to be part of the gross floor area (GFA) of the building. The basement level is also not considered to be a storey. The finished floor level of the floor above the

basement should not exceed 1 metre above natural ground level. Vent openings are to be integrated with landscape and architectural elements, and generally concealed from public view. Undercroft parking, carports, and free standing garages are to be avoided.

ix. Landscape – The front landscape zone to State Circle shall be developed to provide a high quality landscape setting with space for planting medium to large trees. The rear landscape zone is to provide for a substantial landscape buffer that will afford privacy to rear neighbours and maintain winter sunlight to those properties. The use of hedges is encouraged in lieu of, or combined with, garden walls when forward of the building line. Any front retaining or garden wall should be integrated with the landscape treatments. Garden walls forward of the building line should generally be transparent in character. The maximum average height of fencing shall be 1500mm Large expanses of exposed paved surfaces except for necessary vehicle driveways, should be avoided.

x. Off-site Works – Off-site works to be provided by the proponent, may be required as part of the approval for development.

xi. Indicative Development Plan, Section and Elevation – Development of amalgamated blocks is to be guided by the Indicative Development Plan, Section and Elevation at Figure C.