



RANELAGH

A P A R T M E N T S

RENOVATION GUIDELINES

TABLE OF CONTENTS

Preamble 2
 Summary of Important Requirements 3
First Steps 3
 Summary of Important Procedures and Potential Time Lines 4
AIR CONDITIONERS 5
HOT WATER SYSTEMS 5
PROTECTION OF COMMON PROPERTY & RESIDENT AMENITY 5
NOISE - Jackhammers 5
LIFT & DEBRIS REMOVAL 5
RUBBISH/DUMP BINS 6
GLASS BALCONY BALUSTRADES..... 6
ELECTRICAL POWER 7
MISCELLANEOUS 7
 Tradesmen Parking 7
 Apartment Front Doors..... 7
 Intercom 7
HOW TO APPLY FOR APPROVAL TO RENOVATE 8
IMPORTANT CONTACTS..... 8

Preamble

Under the *Strata Schemes Management Act 2015* (SSMA 2015), there are certain things you need to be aware of before commencing renovation works. The Ranelagh Strata Committee has prepared this document to facilitate your renovation and ensure that everything is done efficiently and effectively.

The SSMA 2015 prescribes definitions and requirements for the approval of renovations to private lots and common property. A distinction is made between 'Cosmetic Work' and 'Minor Renovations'.

Cosmetic Work: will not require specific approval from the Owners Corporation. For example:

- installing or replacing hooks,
- nails or screws for hanging paintings and other things on walls,
- installing or replacing internal handrails, painting, filling minor holes and cracks in internal walls,
- laying carpet,
- installing/ replacing built-in wardrobes, installing/replacing internal blinds and curtains,
- any other work prescribed by the regulations for the purposes of this subsection.

However, for this to apply the following conditions must be met:

- the work does not constitute minor renovations as defined for the purposes of section 110 of the Act,
- the work does not involve structural changes,
- the work does not change the external appearance of a lot, including the installation of an external access ramp,
- the work does not detrimentally affect the safety of a lot or common property, including fire safety systems,
- the work does not involve waterproofing or the plumbing or exhaust system of a building in a strata scheme,
- the work does not involve reconfiguring walls.

Minor Renovations: require approval from the Strata Committee, under Special By-Law 36. For example:

- renovating a kitchen,
- changing recessed light fittings,
- installing or replacing wood or other hard floors,
- installing or replacing wiring or cabling or power or access points,
- work involving reconfiguring walls,
- any other work prescribed by the regulations.

Please note that bathroom renovations, for example, will automatically require approval by the Owners Corporation (because they typically involve waterproofing).

While approval by the Owners Corporation will not be required for simple kitchen cabinet replacement, it will be required if it involves waterproofing.

Summary of Important Requirements

- The applicant must be an owner.
- Proposed physical changes to your apartment must have prior written approval before the commencement of any works.
- You will not need Strata Committee approval to undertake cosmetic alterations, but you will need to notify the Strata Committee so lift access and other building services can be scheduled appropriately. There is also a bond and lift fee to pay prior to commencement.
- In cases where there is a complete strip-out of the apartment, the Owners' Corporation is obliged to undertake remedial work to the concrete slab. This needs to be factored into your renovation schedule.
- There are specific By-Laws regarding the acoustic testing of any hard floors that replace carpeting. The Strata Committee has the legal authority to require the removal of a non-conforming floor. Your architect/builder should become familiar with Ranelagh's requirements at the planning stage to avoid unnecessary delay or expense.
- Lastly, do not make any arrangements with tradespeople to start the project until you have the necessary written permission for your renovations.

First Steps

This guide is designed to provide **you** and **your builder** with information to make the renovation process as simple as possible. Before commencing your renovation we ask that you, your Project Manager and/or builder should read the following carefully:

- SP4680 By-Laws, especially those covering renovations (taking special note of By-Laws 22 & 25) and By-Law 1: Noise (see **Appendix A**).
- You are not allowed to alter any common property (e.g. apartment front door or windows) or build or use any part (e.g. balconies or ledges outside windows – commonly used for a/c units) without the express permission of the Owners Corporation.
- Since owners essentially only own the air space in their Lot, most renovations affect common property and therefore require approval. The structure of a floor, original ceiling and boundary walls, including windows and the balcony's balustrades are the responsibility of the OC.
- It should be noted that Ranelagh's Strata Plan was registered prior to 1973, hence balcony doors and balcony tiles (but not the balcony slab) are part of the Lot and replacement, repair and maintenance is the Lot owner's responsibility.
- Alterations replacing carpeted areas with tiles or floorboards require a more rigorous approval process overseen by the Facilities/Building Manager that includes acoustic testing to ensure that the soundproofing you install is adequate to protect those below you from undue noise. (See **Appendix B**)
- The OC has the right and duty to enforce its By Laws, including insisting on reinstatement to original condition of areas affected by any unauthorised renovation. A bond will be required (see **Appendix A**).

Summary of Important Procedures and Potential Time Lines

- There are specific procedures for different types of proposed alterations and it is important that you discuss your plans with the Facilities/Building Manager before proceeding and before scheduling your builder or tradespeople.
- Alterations that require the consent of the Owners Corporation at a General Meeting may take considerably longer to process.
- The Strata Committee meets monthly, so please discuss your application with the Facilities/Building Manager before submitting your application to the Strata Committee to ensure that all issues outlined in this document have been properly addressed.
- In certain situations the Strata Committee may agree to allow the common property to be replaced, nominally in the Owners Corporation name, on the giving of an indemnity by the owner to meet the Owners Corporation's costs and to meet any future repair or maintenance costs in respect of that common property. If this process is followed the owner must also agree in writing to the making of a by-law accepting future liability for the repairs and maintenance of that common property, to be put to the next available general meeting.
- Applications to consolidate apartments or for major structural alterations require the approval of the Owners in AGM or EGM and, usually, Woollahra Council.
- After approval is given, the Owners Corporation will ask you to lodge a refundable bond to ensure that the Common Property is not adversely affected by your fit-out activity.
- Your Program of Works will need to work around the time restrictions placed on the use of the Lift and construction noise (jack-hammering and drilling).

IMPORTANT NOTE: Owners' Corporation Remedial Works (see **Appendix C**)

If your renovation is more than just "Cosmetic Work" and includes the removal of existing floor coverings, the Owners' Corporation will take the opportunity to undertake any necessary remedial works to the concrete slab by removing magnesite and decommissioned sprinkler pipes. This process can take between 3 and 6 weeks, under normal conditions. Please note that, where extensive remedial work has been required, it has taken 6-9 months.

- This may also include removing any electrical or plumbing work in the slab, as well as treating any spalling.
- Sprinkler pipes and heads will also be re-run from the common property boundary throughout your apartment to meet current Fire Code specifications. *Note: The Owners Corporation contractor will require a complete and finalised plan of the renovations before commencing work.*
- The remediated slab will be treated and its surface restored to a condition suitable for carpeting.
- The Owners Corporation will also, at its own expense, renew your electrical connection to the main switchboard and water supply to the first isolation valve within your apartment.

AIR CONDITIONERS

The requirements for the installation of Air Conditioning Units are included as **Appendix D**. The specific arrangements for installation vary from apartment to apartment. You will need to consult our Facilities/Building Manager for exact details.

In order for the SC to give permission to install an air conditioning unit, details on type, location of installation etc., must be included in your Renovation Application Form and submitted to the Facilities/Building Manager.

HOT WATER SYSTEMS

The requirements for the installation of Hot Water Systems are included as **Appendix E**.

The Facilities/Building Manager's Office keeps a database with the date of manufacture of all HWS as most manufacturers suggest that HWS's be replaced every 10 years. The office will notify residents whenever this date is due.

PROTECTION OF COMMON PROPERTY & RESIDENT AMENITY

The Ground Floor foyer, the foyer on your level and the lifts are all common property. The Owner's Corporation requires particular procedures and preparation to be made prior to and during the period of your renovations. Full details are available in **Appendix F**.

The Owners Corporation has strong powers to retrieve all costs of repair for damage caused.

NOISE - Jackhammers

- The local council requirements mean no jack hammering before 9am or after 4pm.
- It would be appreciated if the Owner or Builder could continually update the Facilities/Building Manager with any schedules for noisy works, so fellow residents can be notified in advance.
- Absolutely no demolition or noisy works are allowed on Saturdays or Sundays unless approved by the Strata Committee.

LIFT & DEBRIS REMOVAL

ONLY LIFT 1 can ever be used for transporting building materials or furniture.

If Lift 1 is required, please inform the Facilities/Building Manager in advance so **protective curtains and flooring** can be installed.

Under no circumstances can lifts be used for transporting building materials or furniture without the padding protection. The Facilities/Building Caretaker installs these covers each morning when required and they are removed at 3.45pm each day.

Under no circumstances are lift doors to be forced open.

This lift can be manually locked for Independent Use. This will facilitate transportation of materials in or out of the building or whenever furniture or white goods are being delivered.

The Facilities/Building Manager will erect signage either side of the lift and can provide barrier ropes if necessary to alert residents and visitors that the lift is in private use.

Please note:

- If Lift 1 is required it should be booked at least 2 -5 days in advance. When not in use, it will be returned to general use.
- You and your tradesmen must ensure that the lift's maximum weight of 900kgs is never exceeded. Attached is a diagram of the dimensions for the interior of Lift 1 (see **Appendix G**).
- Please make clear to ALL tradesmen that LIFT 1 can only be locked for independent use between the hours of 8.30am and 3.45pm.
- All deliveries in or out must be walked around the foyer's mirrored column to avoid injuring people using Lift 2. (see diagrams in **Appendix F**).
- The owner will be charged for any damage to the lifts or common property areas. All tradesmen should be informed that Ranelagh has more than 24 CCTV cameras running 24/7 throughout the building including their lifts.

RUBBISH/DUMP BINS

- If your renovation requires a dump bin, please discuss this at least two days in advance with the Facilities/Building Manager. With adequate notice, we will ensure an available and appropriate space is ready for your delivery.
- Please remember you are responsible for ensuring your dump bin is kept covered to avoid debris blowing onto the common property areas and to protect your bin from attracting unwanted rubbish.
- No corrosive liquid or dangerous materials must be placed in the dump bins.
- Full skips are to be picked up as soon as possible.

GLASS BALCONY BALUSTRADES

We cannot stress enough how fragile the glass is from any serious impact or strike. Panels are VERY expensive to replace and the cost will fall to the owner.

The usual timeframe for manufacture, delivery and installation of a new glass panel is 5 months.

Please note:

- You are responsible for protecting your apartment's glass balustrades at all times.
- Your apartment's glass balustrades will be inspected by the Facilities/Building Manager prior to any works starting, and on completion of the works. Any imperfections or scratches will be noted both prior to your renovation starting and on completion.
- You and your tradesmen must ensure that any exposed gaps between your balcony's slab and edge are adequately covered throughout renovation. The gaps must be sufficiently protected to avoid any falling debris or building rubble.
- Unless removing balcony tiles, no electric power tools must ever be used on the balcony nor should any equipment be stored in this area.

ELECTRICAL POWER

Before beginning a renovation (other than Cosmetic Work), the Facilities/Building Manager will organise for the OC's Electrician to disconnect your apartment's power and set up temporary power from the common property electrical board. This protects all tradesmen while the renovation is in progress.

Neither the electrical MDF, the NBN MDF in the basement nor the fuse boxes at foyer level may be accessed or altered in any way without permission from the Owners Corporation or Facilities/Building Manager.

MISCELLANEOUS

Tradesmen Parking

- Ranelagh has two designated tradesmen parking spaces clearly marked in our main driveway, next to the building. If these are full, we can accommodate tradesmen's vehicles in the visitor's car park.
- On arrival, they can use the intercom system to gain entry to the Visitor' Carpark. This intercom is located in the driveway under the awning at the entrance to the building. Press the Concierge button to call the Office.
- The Boom Gate opens automatically when exiting.

Apartment Front Doors

Apartment front doors are Fire Doors (and common property). While some have been upgraded, your door may still have an inner layer of asbestos and therefore cannot be altered in any way.

The restriction on any alteration to front doors includes door handles and locks. The only changes allowable is the internal barrel of the lock to permit a new key.

Please note: As per Stage 2/and 3 of the SP4680 Fire Order, all remaining apartment front doors will be upgraded to newly-certified fire doors.

Intercom

The Owners Corporation provides each apartment with one video hand set for opening the Visitor's Parking Boom Gate and front entry door. The intercom and associated wiring are part of the common property.

HOW TO APPLY FOR APPROVAL TO RENOVATE

To expedite the approval process, the Strata Committee (SC) requires all applications for renovations to be first discussed with and then submitted to the Facilities/Building Manager.

The Facilities/Building Manager will be able to inform you if your work is sufficiently minor (as defined in the *SSMA Act 2015*) that it does not need to be considered by the SC.

However with the larger renovations, a full Renovation Application Form must be completed. The Facilities/Building Manager will assist you, if required, to complete this application form for submission to the SC.

Applications not vetted by the Facilities/Building Manager cannot be considered. Even with all the information provided correctly, it is still possible that the SC will have more questions and will therefore invite an owner to the relevant SC meeting in order to resolve issues quickly.

The Renovation Application Form is available from the Facilities/Building Manager. It is in three parts:

Part A: Application Checklist for Approval to Undertake Renovations

Part B: Application Checklist for Approval to Commence Works: To be submitted before commencing building works

Part C: Application Checklist for Refund of Bond: To be submitted after the renovation is completed for the return of your bond.

Each part should be considered as a Check List/Cover Sheet for the documentation you are required to submit with your application.

IMPORTANT CONTACTS

Facilities/Building Manager

3 Darling Point Rd
Darling Point NSW 2027

Ph & Fax: (02) 9328 1312

office@ranelagh.org.au

Strata Manager

McCormacks Strata Management
Suite 501, Level 5, 151 Castlereagh Street
Sydney NSW 2000

Phone: (02) 9299 6722

Email: info@mccormacks.com.au

Secretary, SP4680

3 Darling Point Rd
Darling Point NSW 2027

secretary@ranelagh.org.au

RELEVANT BY-LAWS

Please make sure you and your builder have read & fully understand all of SP4680 BY-LAWS 1-40 before commencing renovations.

The following By-Laws are particular pertinent when renovating.

BY-LAW 1 – Noise

An Owner or Occupier of a Lot must not create any noise on the parcel likely to interfere with the peaceful enjoyment of the Owner or Occupier of another lot or of any person lawfully using Common Property.

NOISY WORKS can only be allowed between the hours of 9am and 4pm Monday to Friday. No Noisy works can be carried out on the weekend. Penalties apply.

REGISTERED SPECIAL BY-LAW 22

22. Works Authorisation

The Owners Corporation hereby authorises the owner for the time being of a lot to perform the works set out hereunder and to maintain any part of the works on the common property upon the subject to the conditions set out hereunder.

22.1 The Works

In this by-law:

(a) *'the works'* means alterations or renovations to a lot other than those of a minor nature including, but without limiting the generality of the foregoing:

(i) The installation or removal of a wall, floor or ceiling or a significant part of a wall, floor or ceiling or other structure; and

(ii) Plumbing or electrical works which mark, damage or deface any wall, floor, ceiling or other structure;

(b) *'the owner'* means the owner for the time being of the lot in which the works are to be carried out.

22.3 The Conditions

22.3.1 Before the Works

(a) Before commencing the works, the owner must give to the Owners Corporation a written notice describing the works which shall contain any plans, drawings, specifications and notes in respect of the works.

(b) If requested by the Owners Corporation, the owner must also give the Owners Corporation before commencing the works:

(i) A copy of all requisite approvals of the Council within whose boundaries the works are being undertaken, to the works, including all conditions of approval, plans, drawings, specifications and notes;

(ii) a copy of all contract between the owners and any contractor engaged or to be engaged in relation to the works. Any such contract must be in conformity with and meet all the requirements of the Home Building Act 1989.

APPENDIX A

(iii) A copy of a Contractors All-Risk Insurance policy which includes Public Liability cover of not less than \$10,000.00 in respect of any claims and evidence that it is current. The interest of the Owners Corporation must be noted on the policy; and

(iv) a certificate or report from a duly qualified engineer addressed to the Owners Corporation certifying that the works will not affect the structural integrity of the building or any part of it.

(c) The works must not commence until all preconditions to the commencement of the works have been complied with and the **Owners Corporation has given its written approval to the works.**

22.3.2 Performance of the Works

(a) The works must be carried out in accordance with the terms of this by-law and any directions that may be issued in writing from time to time by the Owners Corporation or by its agents, employees or contractors.

(b) The works shall be performed in a proper and workmanlike manner utilising only first quality materials which are good and suitable for the purpose for which they are used.

(c) Except in so far as this by-law may otherwise provide, the works shall be constructed and maintained in a manner which is in keeping with the rest of the strata scheme.

(d) The owner shall ensure that the works are done with due diligence and within a reasonable time from the date of commencement.

(e) The owner shall ensure that minimum disturbance is caused to the common property and the owners and occupiers of the strata scheme during the performance of the works.

(f) The works shall only be carried out between the hours of 8.00am and 4.30pm Monday to Friday and must not be carried out on public holidays.

(g) **The owner shall give the occupier of each lot situated on the same level of the strata scheme as the owner's lot and on the level above and below the owner's lot at least 48 hours' notice** of any demolition work or any work involving the use of percussion tools or any interruption to the supply of water, electricity or gas.

BOND

As per the By-Laws, prior to the commencement of the works, a refundable bond of \$3,000.00 must be made to *The Owners Strata Plan 4680* through its strata managing agent by cheque, EFT or the DEFT system. Cheques may be left with the Office for the attention of the Secretary or Treasurer.

The OC is entitled to deduct from the bond or apply the bond or any part of it towards the satisfaction of any loss or damage as a result of any breach of By-Laws including the use of Lift 2 by tradesmen to transport any materials, tools, debris or any large objects related to the works. This is in accordance with **Special Registered By-Law 22 - Works Authorisation**;

Once your renovation and all necessary repairs have been completed, you can use PART C attached to the Renovation Form for the return of your bond.

APPENDIX A

Special Registered By-Law 22: 22.3.9 Bond

- (a) If requested by the Owners Corporation, the owners shall pay the OC a bond of \$3,000.00, or such other amount as may from time to time be determined by the Owners Corporation or the executive committee, before commencing the works.
- (b) The owner shall pay the bond to the Owners Corporation's strata managing agent for the time being. If there is no strata managing agent the owner shall pay the bond directly to the secretary or treasurer for the time being of the Owners Corporation.
- (c) The works shall not commence until the bond has been paid.
- (d) If the owner breaches this by-law the Owners Corporation shall be entitled to deduct from the bond, or to apply the bond or any part of it towards the satisfaction of, any loss or damage suffered by the Owners Corporation as a result of any such breach provided that such deduction or application shall not constitute a waiver of the breach and shall not prejudice any other right or remedy of the Owners Corporation in respect of the breach.
- (e) If the bond or any part of the bond is used or applied for the purposes set out in subclause 22.3.9(d) the owner shall upon demand pay the Owners Corporation a further bond equivalent to the amount so used or applied which shall be held in accordance with the terms of this by-law.
- (f) In the event that the amount of the bond is insufficient to satisfy the Owners Corporation for the loss or damage caused by any breach of this by-law and if the owner fails or neglects to pay the balance of such loss or damage within thirty days of the Owners Corporation's written demand then the Owners Corporation may recover that amount as a debt due from the occupier together with all the expenses incurred in recovering that amount. The amount shall bear simple interest at the same annual rate as shall apply to contributions levied by the Owners Corporation from time to time.
- (g) Upon being satisfied that the works have been completed in accordance with this by-law the Owners Corporation shall, within 14 days, refund the remaining balance of the bond or the further bond to the owner.

By Law 31: INSTALLATION OF NEW FLOORING

1. An Owner of a Lot must not alter or allow an Occupier of a Lot to alter the floor surface of the Lot without the approval in writing of the Owners Corporation.
2. An Owner must not change an existing floor covering so as to increase the transmission of noise from the Lot to other Lots or Common Property.
3. An Owner of a Lot who wishes to alter the covering of the floor surface in that Owner's Lot must apply in writing to the Owners Corporation for approval.
4. If the proposal is for changes to the floor coverings which involve any change in the nature of existing floor coverings, and in particular if the owner proposes to install any flooring which incorporates a hard surface such as a 'floating' floor, a polished wooden floor, a parquetry floor or a tiled floor, the Owner shall, at the Owner's cost, provide to the Owners Corporation specifications of the proposed flooring accompanied by an opinion on that proposal from a qualified acoustic consultant.
5. The Executive Committee may not unreasonably refuse an application made under this by-law. A refusal will not be unreasonable if a report from the acoustic consultant concludes that the proposed floor covering will result in an increase in noise transmission from the Owner's Lot to the Common Property or other Lots.
6. The approval may include a requirement that a noise transmission test be carried out on the Owner's Lot, at the Owner's cost, prior to installation of the new floor covering, and a further such noise transmission test be carried out after installation of the new floor covering.
7. The approval may include a requirement that the Owner consent to the making and registration, at the Owner's cost, of a by-law pursuant to section 52 of the Strata Schemes Management Act 1996.
8. The Owner must ensure that any new floor coverings or surfaces of the lot have an acoustic rating that is better than or equal to a Lntw+C1 of 40 (or such other rating, within a range of 5% of a LnTw of 40, as may be determined from time to time by the executive committee).
9. The Owner must also ensure that immediately after completion of the installation of the new floor coverings or surfaces the Owner, at the Owner's cost, obtains and promptly gives the Owners Corporation a copy of a report from a qualified acoustic consultant or engineer nominated by the executive committee containing an opinion on the acoustic rating of the new floor coverings or surfaces (**report**).
10. If the report indicates that the acoustic rating of the new floor coverings or surfaces in the lot is not better than or equal to a Lntw+C1 of 50 ((or such other rating, within a range of 5% of a LnTw of 40, as may be determined from time to time by the executive committee).), the Owner must, at the Owner's cost, promptly remove the new floor coverings or surfaces and install carpet in their place and notify the Executive Committee once that has been done.
11. Despite any other provision of this or any other by-law, an Owner or Occupier of a lot must not install or lay in a bedroom any hard floor coverings including any of the types specified in clause 4 of this by-law.

APPENDIX C

OWNERS' CORPORATION REMEDIAL WORKS

If your apartment has magnesite as a topping for the concrete slab, the OC is obliged to carry out some essential upgrade works during renovation.

Once your builders have stripped your unit, the magnesite floor topping and all services, including plumbing, electricals, and decommissioned sprinkler pipes will be removed from the slab, the slab will be treated and re-topped, 'carpet ready' (this 'carpet ready' topping is not suitable for floating floors), **by persons employed by the Owners Corporation.**

The common property electricals will be rerun from the IDF on your floor to your apartment entry, the sprinkler system will be upgraded and any penetrations between units will be sealed. **No service of any kind may be returned to the slab.** These OC works are scheduled by the Building Manager in three stages.

Stage 1

Entails removing all the magnesite topping (which was a previously favoured acoustic flooring product used in the 70s,) and treating any spalling defects found in your unit's slab or walls. This work is checked and monitored by the OC's Building Manager and Engineer.

The time period for this work will be totally dependent on what, if any, defects are found and may take anywhere from 3 - 4 weeks to a number of months.

Please keep in mind that during this period, for safety and insurance reasons, **YOUR UNIT CANNOT BE ACCESSED BY ANYONE unless authorised by the Building Manager.**

When these works are completed a final cementitious 'carpet ready' topping will be laid.

Photo 1: Unit floor stripped of magnesite .



Photo 2: Close up of rebars that will be replaced.



APPENDIX C

Stage 2

Building Manager organises AFT to upgrade the fire sprinkler heads and pipes with new based on your new layout. Approximate time for this work 3-5 days.

Please be aware that:

- Under no circumstances can fire sprinklers be moved or changed unless by AFT Australia.
- All fire sprinkler upgrades will be coordinated by the Building Manager.
- The Building Manager will submit your final plans to AFT. Final sign off & certification will be arranged by the Owners Corporation.

PLEASE NOTE: The OC's Insurer must always be put on notice, whenever any unit's Fire Sprinkler services are being upgraded or repaired.

Stage 3

The OC's plumbers will take the opportunity to replace the shut-down valve from the cold water riser inlet (if necessary) and your own plumbers will take it from there.

Please note that you will need to install a complying switchboard inside your premises. The OC will run a cable from the common property IDF to the point inside your apartment you designate.

Approximate time for these works 2 -5 days.

If there are window repairs the Building Manager will inspect and then **organise for these to be repaired**. Please bear in mind that all of the above works may be dependent on the availability of the OC's tradesmen but the Building Manager will always endeavour to prioritise them.

Completion

When the OC's work is nearing completion, you will be notified and your renovation can then continue.

Remember, the Owner must give the Occupier of each lot situated on the same level of the strata scheme as the Owner's lot and on the level above and below the Owner's lot at least 48 hours' notice of any demolition work or any work involving the use of percussion tools or any interruption to the supply of water or electricity and provide the Office with a copy in accordance with **Special Registered By-Law 22 – Works Authorisation**.

Note: If you choose to replace your balcony tiles, the slab underneath will need inspection for signs of spalling. The Owners Corporation engineer will do that, at our expense.

It will also need to be waterproofed according to our specifications. This is at the owner's expense. Details of the waterproofing specifications are available from the Facilities Management Office.

While you are free to choose your own balcony tiles, the Owner's Corporation has a supply of its preferred tiles, which are free to owners. Please see the Facilities Management Office for a sample.

INSTALLATION OF AIR-CONDITIONING UNITS

The following are the requirements of this strata scheme for such installations:

- The overflow pipe must be connected to the **owner's plumbing**. It must not discharge onto the balcony;
- The air-conditioning unit and ducting proposed to be installed on the balcony must be neutral in colour;
- It must be installed by a licensed tradesperson and within the allowable decibel levels for strata living.
- There must be no drilling into the common property walls or floors; no external condenser unit may be wall-mounted.

Any damage to common property including water leaks, damage to machinery, ducting, pipes, electrical wiring, switches and fuses associated with the installation of the air-conditioning unit will be the owner's responsibility to repair.

The air-conditioning unit must ONLY be installed in accordance with the relevant plan provided by the Facilities/Building Manager.

All future repairs, maintenance and costs shall be the responsibility of the owner.

NOTE: The Owners Corporation strongly recommends that, where the finished floor level of the balcony is more than 4 metres above the ground below, outdoor fixtures do not facilitate climbing between 150mm above finished floor level (FFL) and 760mm above finished floor level.

As a guide, AS 1926 swimming pool fencing states:

The non-climbable zone (NCZ) may be located anywhere on the vertical face of the barrier. In this zone the distance between any hand and foot hold shall be not less than 900mm.

INSTALLATION AND/OR RENEWAL OF HOT WATER SYSTEMS

The following are the requirements of this strata scheme for the installation of Hot Water Systems:

- A compliant overflow tray;
- A temperature pressure release valve;
- The overflow tray (and, if separate, the relief valve) requires an overflow pipe (relief drain outlet) properly plumbed to the shower or toilet area.

It is highly recommended that a pressure limiting valve (up to 500 kpa) and a thermos-mixing valve (TMV) be installed.

Please be aware that you must not drill holes in common property walls or floors.

Any damage to common property including water leaks, damage to machinery, ducting, pipes, electrical wiring, switches and fuses associated with the installation of the Hot Water System are the responsibility of the Owner to repair.

All repairs, maintenance and costs of such shall be the responsibility of the *owner for the time being* (ie. current and each future owner).

Once the installation is complete, please notify the Office of the new *Date of Manufacture* so we may keep our records up to date.

PROTECTION OF COMMON PROPERTY

Floor Covering

Before any building work begins, you must ensure that the common property area in your foyer (including the entry point to Lift 1) is protected for the duration of your renovation.

Protection must be maintained in good and safe condition to ensure the amenity and safety of your neighbours.

Most builders choose a strong adhesive plastic to protect the carpet whilst some use a clean dustsheet. Please ensure if it is a dustsheet that is kept smooth and safely laid so the other residents or cleaner will have no chance of tripping over this material.

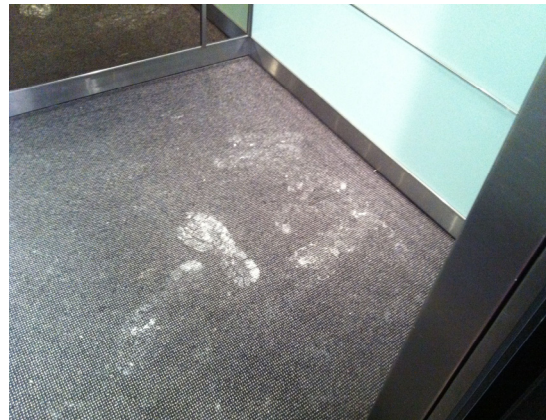


Cleanliness of Lifts

If your builders are not carrying any tools or building materials they can use Lift 2, BUT please ensure that they do not leave trails of dirty footprints. If necessary, some form of matting be placed on your level by Lift 2's entrance.

Any damage to the common property areas during your renovation will be the responsibility of the owner to repair.

Please make sure that all your front door is kept closed at all stages of your renovation and, if necessary, block any gaps under the front door (or balcony doors & windows) to avoid dust or noise escaping into the foyer or neighbouring apartments.



Access to and from the Building

All trades must make sure that any building debris being carried in or out of the building is well contained.

If Lift 1 fails due to debris, the lift technicians will need to be called.

After Hours call outs can be minimum of \$980.00 All costs will be forwarded to the owner for payment or deducted from your bond.

APPENDIX F

Pathway for Material, Tools or Debris

Photo illustrates correct pathway for walking materials around the mirrored area, plants and column.

The OC insists that any large &/or heavy materials are always walked around the foyer's mirrored plant stand wall into Lift 1.

This avoids injuring any residents or visitors coming out of Lift 2.



If tradesmen ever need to deliver large quantities of building materials etc, we can allow them to reverse park near the TRADESMEN's front entry door. This door is to the right of our main entrance and can be wedged open to assist delivery.



LIFT DIMENSIONS

RANELAGH

Strata Plan 4680
3 Darling Point Road, Darling Point, NSW, 2027

TRADESMEN'S LIFT 1 – DIMENSIONS

