

## **House Rules & General Information**

**May 2018**

The Balancea Committee of Management (BCOM) publishes these House Rules to promote living standards at the Balancea, and they apply to all occupants, owners, visitors and tradespeople. These House Rules apply together with the Registered Owners Corporation Rules that may be seen on the Balancea web site: [www.balancea.com.au](http://www.balancea.com.au)

### **Facility Management: Building Management and Day to Day Operation**

The Building Manager, Harry Bayer is responsible for day-to-day building management. He is available 7.30am to 4.00pm Monday to Friday. Contact details:  
P: 9820 1473 F: 98672227 M: 0409 454 400 E: [bm@balancea.com.au](mailto:bm@balancea.com.au)

### **Owners Corporation Management: Administration and Secretarial Function**

Procorp Australia has been contracted to provide management services including administrative, secretarial and accounting requirements. Your contact at Procorp Australia is Danielle Napoli  
P: 9999 9670 F: 8612 4925 E: [danielle@procorpaustralia.com.au](mailto:danielle@procorpaustralia.com.au)

### **Emergency Procedures/ Smoke detectors**

An automatic fire sprinkler system is linked to the Melbourne Fire Brigade (MFB).  
Fire extinguishers are located in the communication cupboard, which is in the corridor of each floor.  
Smoke detectors are in each corridor (linked to the MFB) and in apartments (not linked to MFB)  
Please familiarise all occupants with the emergency evacuation plan as displayed on the wall next to the lifts. Residents with special needs or disability should inform the building manager.

*Fire services callout is approximately \$4,000 at the expense of the owner/tenant if there is a call out without due cause/accidental. The owner or tenant is responsible for the acts of their occupants, visitors or tradespeople. Note that dust from building works or smoke from your apartment may activate the corridor smoke detectors.*

### **Building works / Noise**

See the Owners Corporation Rules and EPA advice as contained on the Balancea web site.  
As a guide noise should not be heard from outside your lot, especially between hours of 11pm and 8am.  
Building work that generates noise is allowed from 9am to 4pm weekdays (not being public holidays).  
Building management is to be notified for approval of proposed building work prior to its commencement.

### **Moving in/Out**

Please refer to the Balancea web site for the procedure, or contact the Building Manager.

### **Smoking**

Smoking is not permitted on any internal common property or within 4 metres of entrances to the building.

### **Balconies**

Do not throw or discard items from the balcony. Do not leave items on balustrades as they may fall. Strong winds can blow items off balconies. Do not hang any item off a balcony.

### **Waste/Refuse**

*Please refer to the notices in the refuse rooms for the use of the refuse chute and the black bins*  
To prevent injury, glass left in bins to be isolated. Broken glass must be securely wrapped.  
Tradespeople must remove rubbish and debris daily and leave all areas clean and tidy.

### **Car Park**

*Note paragraph 10 of Owners Corporation Rules and Notices in the car park.*

Parking is restricted to your own parking lot. Visitors car parking must not be used by residents except by prior arrangement with the building Manager. Parking lots must be kept clean and not used for storage. Oil leaks will incur a cost for cleaning if not removed promptly. Damage to or theft of or from vehicles in the car park is not the responsibility of the Owners Corporation.

Car spaces are not to be utilized for any other purpose other than the parking of a motor vehicle. Car spaces are not permitted to be utilized as a storage space, or used to store any items with the exception of previously approved items; bicycles, shopping trolleys (not supermarket variety) and prams. Any other items are not to be stored in car spaces without the express written permission of the Owners Corporation.

### **Swimming Pool & Gymnasium**

***Please observe the rules as posted inside the gymnasium and the swimming pool.***

**The gymnasium is open from 5:30am until 10:00pm 7-days a week. The pool is open 24/7.**

**The swimming pool area is for the use by residents, family members and no more than two guests of the resident at any one time, although guests are to accompanied by a resident at all times.**

**The gymnasium is for the residents, and guests limited to a maximum of two guests at any one time.**

**Use of the gymnasium is restricted to people inducted in the use of the equipment. Please contact the Building Manager or Concierge in relation to induction.**

**\*All group classes or instruction are specifically prohibited. Individual instruction is allowed but must meet the criteria of not interfering with the use of or peaceful enjoyment of the facilities by others.**

### **Service Cupboards**

Goods stored in service cupboards located on each level will be removed as this contravenes fire regulations.

### **Ball Games etc.**

Ball games, roller blading or skateboarding are not permitted on common property.

### **Parcel Deliveries**

The Concierge will not accept deliveries of large parcels/perishables unless pre-arranged with him.

### **Newspaper Deliver**

Please contact the concierge to make arrangements for newspaper delivery to your apartment.

### **Security**

Consists of a closed circuit camera (CCTV) system located in common areas and lifts and a video intercom system. Please see the Concierge for the use of the intercom system and security access.

### **Bicycles**

Not permitted in the front foyer or lifts; to be stored on allocated racks in the car park or in storage cages.

### **Pets**

Pets must enter and exit the building via the Queens Lane entrance or the fire exit on the south side of the building. Dogs must be on a leash while on common property.

### **Lifts**

*Prior arrangements must be made with building manager for use of lifts for furniture or bulky items.*

### **Car Wash**

Use of the car wash on weekends and public holidays by residents or their service provider is limited to 2 hours per vehicle. The 2 hour time limit does not apply from Monday to Friday.

### **Use of the Common Areas for Filming, Photographs and Video**

*Use for commercial purposes is prohibited except with the prior approval of the BCOM if determined that there is a substantial benefit to the building or exceptional circumstances exist.*

Use for *non-commercial* purposes is *permitted* subject to:

- a) If determined that it *does not substantially interfere* with the use of the building or its amenities and with the prior approval of the BCOM.
- b) If determined that there is only *minimal interference* with the use of the building or its amenities (e.g. happy snaps) and with the prior approval of the Building Manager.

Requests for approval by the BCOM must be submitted to the Building Manager at least 7 days prior to the proposed use.

# **Update of Balencea House Rules May 2018**

For a full copy of the house rules please ask the Building Manager