

BODY CORPORATE FOR ATLANTIS WEST CTS 8790

TO ALL OWNERS & RESIDENTS CONSIDERING RENOVATION OF APARTMENTS

Attached please find a copy of the latest issue of the Atlantis West Renovation Procedure, Agreement and Conditions Document (**The Agreement**).

The Agreement is included in the Community Management Statement (CMS) and forms part of the By-laws of the Body Corporate for **Atlantis West CTS 8790**.

Please read the attached Agreement carefully and ensure that you comply with the Procedure, Agreement and Conditions. Failure to comply will result in possible legal action to enforce conformity with the Agreement.

While it is mandatory to fully comply with the whole Agreement, some of the more important factors are set out below:

1. Renovations involving alteration, removal and/or modification to primary structures are strictly forbidden unless covered by a Structural Engineer's Certificate and approval from both the Gold Coast City Council and the Body Corporate.
2. All renovations must be carried out or be supervised by a Licensed Builder.
3. The Installation of hard flooring, including timber or ceramic tiles must not proceed without first obtaining written consent of the Committee and satisfying the requirements of By-law 33.7(l) that specifies the use of sound proofing materials and other procedures to be followed. Refer to By-law 33.7(m) for balcony tiling.
4. Note specifically the requirement for Certification and Completion notices from Electrical and Plumbing trades, Fire Protection Engineers and Wet Area Sealers.
5. You as the owner or resident are responsible for the conduct of your primary contractor and all trades personnel. You must ensure they comply with all aspects of the Agreement and the "**Notice to Contractors engaged in Building & Installation work in Atlantis West**".
6. **Please note that Trade working hours are strictly 8.30 a.m. to 4.30 p.m. Monday to Friday, and jack-hammering etc. is restricted to 10 a.m. to 3.00 p.m. and notice of jack-hammering must be notified to the Building Manager 3 days prior to commencement so that other residents may be informed of the work.**
7. **Finally, please be aware of the Body Corporate inspection and insurance requirements which are mandatory under this Agreement** and apply to the owner, the primary contractor and sub-contractors.