

## 5. HOUSE RULES

RESIDENTS ARE RESPONSIBLE FOR ACQUAINTING THEIR GUESTS WITH THE HOUSE RULES AND ENSURING THAT THEY OBSERVE THEM. OWNERS AND THE BUILDING MANAGER ARE RESPONSIBLE FOR ENSURING TENANTS HAVE A COPY OF THE INFORMATION BOOK IN THEIR RESPECTIVE APARTMENTS AND THAT THE TENANTS ARE AWARE OF THE RULES AND BY-LAWS

These rules are made by the Committee pursuant to By-law 23

### ANIMALS

No animal, including birds and reptiles, shall be allowed on or kept upon an occupant's lot or the common property, except for a guide dog permitted by Section 181 of the BCCM Act (By-law 13).

### BALCONIES

No clothing, bedding, towels or other articles shall be hung or placed on balconies, windows or the outside of the building. This includes beach towels, surfboards, bicycles etc. (By-law 10).

No water is to be allowed to drain or spill from balconies due to watering of plants or cleaning of balconies etc. Consideration of other residents is paramount.

When cleaning balcony floors, walls and glass doors ensure that no water flows through the drains to balconies below. Do not wash floors with flowing water only use mops.

Ensure pot plants have containers underneath to catch water and that the containers do not overflow. Do not over water balcony plants, if you do overwater your plants please mop up any overflow. Please put stones or other cover over soil so that it does not blow on to other balconies.

No objects of any kind, especially cigarette butts, bottle tops etc shall be dropped from balconies. **This is extremely important** as any falling object may cause damage to people or property and could lead to a public liability claim against the infringing occupant. Residents should be aware that items thrown from balconies could become lethal weapons causing death. Cigarette butts have been known to cause fire and burns to flooring in other apartments when blown through open windows and doors.

### PLEASE DO NOT FEED THE BIRDS

Some birds, especially pigeons, take extraordinary liberties.

If you are affected by any of the abovementioned matters please report them to the Office immediately.

## **BARBEQUES**

Only electric or modern and efficient gas barbecues are permitted for use on balconies and are to be kept in a clean, fat free condition. To comply with Fire Regulations gas bottles greater than 9 kg capacity are not permitted on balconies. Barbecues may only be operated in appropriate weather conditions and consideration to other residents is important.

The Committee reserves the right to require residents to remove barbecues from balconies if an occupant continually infringes the above rules.

## **BICYCLES & SURFBOARDS**

No bicycles or surfboards shall be taken through the lift lobbies or into lifts or units. Provision is made for storage in the basements. There are several bicycle racks on B1 and B2 (Basement 1 and 2); there are also two lock-up storage cages for bicycles and surfboards at the eastern end of each basement. If you wish to store your bicycle or surfboard in one of the lock up areas a key deposit of \$25 is required and is refundable on the return of the key.

## **BUILDING – MAIN FOYER**

Residents and guests shall be suitably attired when entering and leaving the building through the main foyer. Shirts and footwear shall be worn at all times when passing through the main entrance foyer.

No bicycles or surfboards are to be brought through the main foyer. No open drink containers are to be carried through the main foyer and drinks are not to be consumed near the main entrance (inside or outside).

You are reminded that the front entrance and main foyer is the area first seen by the general public and it is important that this area be kept and maintained in good condition and present a favorable impression for residents and visitors.

## **RENOVATION CONTRACTS**

The Body Corporate requires contracts to be agreed between an owner and the Body Corporate prior to work commencing on the following works:

- renovations of a major nature, tiling etc,
- the enclosure of car spaces or the building of storage cupboards in a resident's car space,
- the erection of wind breaks on balconies, and
- the installation of air conditioners.

Copies of the contracts are attached to the back of this Information Book for your information. Copies of the contracts may be obtained from the office.

The contract must be signed by two committee members and the resident wishing to have the work performed. You should be aware that these agreements are part of the By-laws. Failure to observe the requirements contained in the individual agreements may cause action to be taken by the Body Corporate to remove offending work at the owner's expense.

Unless special dispensation is received the work must be completed within three months of the contract being signed. There will be an inspection of the completed work by the committee and any non-conforming work will not be accepted.

Residents having work performed (or performing it themselves) should be aware of the By-laws relating to noise, and will be required to provide a signed document (see at the back of the Information Book) from their tradesperson(s) which sets out the rules under which the tradespersons must work.

The replacement of carpets or tiles etc with carpet does not require any notification to the committee.

## **INSURANCE**

It is the responsibility of individual residents to ensure that their own assets are adequately covered by a contents insurance policy.

If at any time a resident claims against the Body Corporate's policy then an excess will be payable.

## **LIFTS**

Please do not enter the lifts with WET, SANDY, and BARE FEET OR DRIPPING WET SWIMWEAR. Water on the floor of the lifts may cause accidents by causing people to slip on the floor.

Tradesmen are to use the service lift (No. 1 Lift) only. The Building Manager is to be notified when a resident requires the service lift for personal or tradesmen's' purposes. The Building Manager will arrange for the service lift to be prepared for the carrying of building materials, furniture etc.

If a notice is to be placed in the lift the Building Manager is to be notified and he will arrange for the placing of the notice. Any notice must be neatly written or typed and shall be on A4 paper.

## **NOISE**

A resident shall not make or permit to be made any loud or objectionable noise, whether from their apartment or any part of the common property, which may interfere with the peaceful enjoyment of other residents. All musical instruments, radios, sound equipment, television and the like shall not be played at a volume to cause annoyance to other residents (By-law 2).

The volume of musical instruments etc. shall be kept to a reasonable level and shall be operated at a volume which is not audible to any other resident between the hours of 11 p.m. and 8 a.m.

Please be aware that noise caused by moving or dropping heavy objects or running feet can be exceptionally loud in a lower apartment. Consequently persons, especially children, should not run or jump on floors. Soundproofing material should be used when moving (especially dragging) furniture over tiled floors. Felt pads should be installed on furniture which is placed on tiled floors and balconies.

Hosts must ensure that guests, when leaving the premises, do so quietly. Quietness shall also be observed when a resident returns to the building late at night or early morning.

### **NOTICE BOARDS**

There are two notice boards available for use by owners – one in each basement at the lift lobby. They may be used for advertising goods for sale or general information that owners believe to be of interest to other owners. Notices put on the board should be neatly presented, use reasonable language and placed so that they use the minimum space required. **Notices must be signed and dated.**

Apart from the notice providing information about the Owners' Club, notices shall be removed at the end of two weeks or sooner if the need for them has ceased. The Building Manager will regulate this. Please do not remove or graffiti other people's notices. If you think a notice is offensive please notify a committee member.

### **POSTAL ADDRESS**

Please ensure that all mail is correctly addressed and **MUST** include the words "Atlantis West". Without this designation mail may not be delivered and could be returned to sender or involve the managers of both buildings with unnecessary sorting.

Unit no. Atlantis West  
2 Admiralty Drive  
Surfers Paradise, QLD 4217

### **RUBBISH/GARBAGE**

All garbage disposed of in the garbage chute must be wrapped in plastic bags. Garbage too large for disposal in the chute must be taken to the garbage bins on B1 (located behind the lifts). Bottles and cans must **NOT** be placed in the garbage chute.

A bin is provided for recyclable waste. Please place paper, glass, metal cans, cardboard etc into the recycling bin. Please flatten cartons before putting them in the bin.

Bulky refuse too large for garbage bins (furniture, curtains, plastic wrapping etc) must not be placed in the garbage bins. The resident should make their own arrangements to dispose of large items or they should dispose of the item themselves. The Manager will advise residents of disposal methods.

### **SKATEBOARDS, SKATES, ROLLER BLADES & SCOOTERS**

No skateboards, roller blades, roller skates or scooters are permitted to be ridden within the common areas of the Atlantis complex.

No ball or other games are permitted in the basement car parks or pool areas.

### **SMOKING**

The common areas are **NO SMOKING** areas. Common areas include basements, gardens, lifts, lift lobbies, swimming pools and the facilities buildings.

### **TRADESPEOPLE & DELIVERIES**

Delivery and removal of furniture etc. must be arranged in advance with the Building Manager. The Service Lift must also be booked. No deliveries before 8.30 am or after 4.40 pm.

Please ensure that your furniture fits in the lift **before** you move.

**No removals or deliveries are allowed on Sundays.**

Trolleys for tradesmen are provided on B1 – see Trolleys below.

Tradesmen are not to commence work prior to 8.30 a.m. and must cease by 4.30 p.m. Monday to Friday. This rule also applies to residents performing their own work. There is to be no work which causes a disturbance or annoys other residents on Saturdays and Sundays.

When jack hammering is to be performed the Building Manager is to be notified at least 3 days prior to commencement and is only to be undertaken between 10 a.m. and 3 p.m.

Tradespeople, removalists etc shall not bring their tools, materials or deliveries through the Main Entrance Foyer.

Tradespersons' vehicles are only allowed on the property by the responsible resident, via the sliding gate at the Western end of the property. The vehicle must be parked on the paved area set aside for trades' vehicles. Residents must also ensure the tradespeople are escorted off the property when they have completed their work.

All deliveries of furniture, building materials etc. shall only be brought into the building through the roller door at the western end of the building and thence to the appropriate floor in the service lift. For security purposes residents are required to meet their trade's people and escort them whilst they are in the building.

**No tradespeople are to park their vehicle in the Visitors car parks. (see below)**

### **VEHICLES, CAR SPACES & PARKING (BY-LAW 3)**

**The maximum speed limit in the entrance driveway and basements is 5 kph.**

**Please use headlights when driving in the basements.**

No owner, occupier or guest is to use any car space other than that allocated to the unit. Failure to comply may result in the car being towed away at the offender's expense.

Ensure that vehicles are parked completely within the marked lines of the car space allocated.

Each owner/resident is responsible for cleaning up of leaking vehicle oil etc on the garage floor.

Residents should be aware that there are three visitor parking areas:

- Outside the main front doors of both buildings
- Immediately inside the main front gate
- At the western end of the property, behind Atlantis West and may only be entered by opening the sliding gate.

In the last case this parking area is in use during the day by garbage vehicles, removalists, delivery vehicles and tradesmen. Thus overnight parking (by permit only from the Building Managers or Security) is limited to the night hours of 4.30 p.m. to 7 a.m. Cars parked in this area must be removed by 7 a.m. Failure to observe this rule will cause the occupant to be banned from future use of this car park. When applying for the permit the conditions will be further explained.

Residents shall ensure that their guests and visitors comply with the five hour time limit in the visitors' car parks. Overnight parking in the visitor's car parks is only permitted if a permit is received from the Building Manager or the Security guard. If a permit for overnight parking is obtained then the vehicle must be parked at the place to which they are directed by the Building Manager or the Security guard and must be removed by 7 a.m. on the following day. At no time will caravans, motor homes, boat or other trailers, or commercial vehicles above 1 tonne (except for removalists vans, trades vehicles etc.) be permitted to park in any of the visitors car parks at any time.

Infringement to the parking rules will result in an infringement notice being attached to the vehicle.

**No residents shall park their vehicle in the visitors' parking areas in excess of 15 minutes.**

**Removalist vans and Trades vehicles are only to be parked in the Western Car Park.**

## **TROLLEYS**

### **(a) Shopping**

Twelve (12) shopping trolleys are supplied. The trolleys are for the use of residents to take shopping and other light articles to or from their units. After use the trolleys should be returned immediately to the appropriate basement so other residents can use them. This is a matter of courtesy.

**Please do not keep trolleys in your unit overnight or for any extended period of time. Please accompany the trolley you have used to the respective basement – do not merely push them into a lift and walk off.**

### **(b) Tradesmen**

Six (6) shopping trolleys are provided for tradesmen and they are kept near the roller door at the western garage entrance on B1. Please remember tradesmen must use the Service Lift – see above.

## **WATER**

When not in residence it is strongly recommended that the water to the apartment be turned off at the main (usually located in bathrooms or en suites close to the toilet bowl).

# **6. RECREATION FACILITIES**

## **THE OUTDOOR POOLS**

The outdoor pools are not joint facilities. However, both Body Corporates allow residents of the other building the use of their respective pools. Residents of Atlantis West are reminded that, if they wish to use the Atlantis East outdoor pool, they must give precedence for the use of the pool and its facilities to the residents of Atlantis East. Failure to observe this rule may result in Atlantis East committee banning the use of their pool by Atlantis West residents.

Access to the Atlantis West outdoor pool area from the building and re-entry into the building from this area shall only be from level B1. Residents and their guests shall not enter a lift when they are wet or have sandy feet.

A resident must be present at all times when their guests wish to use the facilities. Non-residents are subject to the same house rules and By-laws as residents and it is the residents' responsibility to ensure the rules and By-laws are adhered to.

Failure to abide by the rules and By-laws may result in a permanent banning of a non-resident from using the facilities.

The operating time of the Outdoor pool is from 6 a.m. to 10 p.m. Any use outside these hours is prohibited.

The following rules must be observed:

- When entertaining in the pool area use plastic tableware – no glass or china.
- No person under the age of 14 years may use the pool without adult supervision.
- No topless or nude bathing or sunbathing.
- All outdoor furniture is to be returned to its correct place after use.
- All residents and their guests must shower at the poolside prior to entering the pool.
- Pool behaviour shall at all times be consistent with the quiet and safe enjoyment of these facilities by all residents – no running, splashing, "bombing", or loud or unruly behaviour is allowed.

Please observe and comply with all other notices in the pool area.

## **7. RECREATION FACILITIES – JOINT FACILITIES**

### **INDOOR POOL, SAUNA, GYMNASIUM & TOILETS**

Access to the indoor pool, sauna and gymnasium from the Atlantis West building and re-entry into the building from the facilities shall only be from B1.

Residents shall not enter a lift when they are wet.

The operating time for the indoor pool is from 5.00 a.m. to 10.00 p.m.

No person under the age of 16 shall use the indoor pool, spa or sauna without adult supervision.

No nude or topless bathing.

All residents and their guests shall shower at the poolside shower prior to entering the pool, spa or sauna.

Pool behavior shall at all times be consistent with the quiet enjoyment of these facilities – no running, splashing, "bombing" or loud and unruly behavior is allowed.



No person under the age of 18 years is allowed to use the gymnasium area.

Please use a towel when using the gymnasium equipment and use it to wipe equipment after use.

## **CLUB ROOM**

The Club Room may be used by residents and their guests for private functions.

Bookings for the use of these facilities must be made with the Atlantis West Building Manager. A deposit is required at the time of making the booking to cover the possible cost of cleaning up after an event.

No activities of a commercial nature may be conducted in the Club Room.

## **CAR WASHING FACILITIES**

Car washing facilities are available for the residents of West and East at the Western car park. Please note that during water shortages car washing may be restricted. If in doubt please check with the Building Manager.

**All problems or complaints relating to the indoor pool, sauna, spa, gymnasium, clubroom or car washing must be reported to the Building Manager of ATLANTIS WEST.**

## **TENNIS COURTS**

The tennis courts are only to be used for playing tennis.

Tennis Courts use is allowed between the hours of 7.00 a.m. and 10.00 p.m.

Booking sheets for the tennis courts are located in the Gazebo. Any resident wishing to reserve a court must complete a booking sheet two days in advance of using the courts.

Booking details required include name, unit number and tower (i.e. East or West). Bookings are allowed to a maximum of 1 hour per unit per day and must be honoured within 10 minutes or the booking will lapse. Management may cancel incorrect bookings.

All users of the area **must ensure** that gates are securely locked on entry and exit. Please ensure the area is left tidy and clean after use.

Appropriate attire (i.e. shorts and tops, tennis dress and tennis/sports shoes) must be worn whilst playing tennis. A resident must accompany visitors or guests at all times.

## **BARBEQUES**

Two barbecues are provided for residents. Booking sheets are located in the Gazebo and may be completed up to 4 weeks in advance. Details required include name, time, unit number and tower (East or West). The maximum booking time is 1 hour per barbecue per unit.

Non-residents are subject to the same rules and By-laws as residents and it is the resident's responsibility to ensure the By-laws and rules are adhered to.

A resident must be present at all times when non-residents (guests or visitors) wish to use the facilities.

Residents and their visitors etc are responsible to ensure that the facilities are thoroughly cleaned after use.

## **GAZEBO**

The Gazebo is for the use of all residents. The facilities include table, chairs and toilet, the last mainly for the benefit of tennis players. The facilities in the Gazebo may not be booked; if they are in use you are advised to use other seating and table facilities in the respective outdoor pool areas.

**All problems or complaints relating to the tennis courts, barbecues or the Gazebo must be reported to the Building Manager of ATLANTIS EAST.**