

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 By-laws of the Body Corporate for **Atlantis West CTS 8790** are included in the Community Management Statement (CMS), and By-laws 31 to 35 inclusive specifically refer to the conditions applying to the renovation of lots and common property.

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 34 that specifies the use of sound proofing materials and other procedures to be followed. For balcony tiling refer to Renovation Conditions Item 9.
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 excessive construction noise such as jack-hammering, and masonry/hammer drilling is restricted to 10 a.m. to 3.00 p.m. and notice of jack-hammering and masonry/hammer drilling 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 requirements, and insurance requirements which are mandatory under this Agreement** and apply to the primary contractor and sub-contractors.

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See By-law 35

CAR SPACE STORAGE CUPBOARD INSTALLATION AGREEMENT

THIS AGREEMENT TO BE USED IN CONJUNCTION WITH THE "NOTICE TO CONTRACTORS ENGAGED IN BUILDING AND INSTALLATION WORK IN ATLANTIS WEST"

Installation of Storage Cupboards will be permitted within the confines of an applicant Owner's allocated car space, under the following requirements and conditions in accordance with the By-laws.

The following is agreed between the **Body Corporate of Atlantis West CTS 8790**

and.....Owners of Lot No..... Level No.....

Atlantis West CTS 8790. Phone Number.....

I/We request Body Corporate approval to Install a storage cupboard in the Car Space #on basement level.....In accordance with the following conditions and requirements.

CONDITIONS

- A. The overall size of a cupboard must be consistent with the size of the car space, be located securely against a wall and be no more than 1 metre in depth.
- B. Cupboards must not impede on space used for the parking of cars, or obstruct common property areas, access areas, walkways, circulating fans, or extraction fan vents.
- C. Where a cupboard is placed in close proximity to, or on the yellow car space divider line, a letter of consent is required from the adjacent car space owner stating that they are aware of the construction, and approve of its placement.
- D. Two copies of the Storage Cupboard design drawings (and Brochures as applicable) must be submitted to the Committee, and approval given, prior to building or installation commencing. Drawings must show full plan and elevation views of cupboard dimensions, construction material, location in car space, and show dimensional proximity to fire sprinkler pipes and nozzles.
- E. Applications for approval must include a signed "**Notice to Contractors engaged in building & installation work in Atlantis West**" document. (Obtainable from the Office)
- F. The storage of flammable materials is not be permitted in the cupboard -see By-law 11.

REQUIREMENTS

1. To be constructed in steel or timber frame and melamine. For example, wooden fabricated cupboards, steel cupboards or small metal garden sheds will be considered.
2. To have an independent floor, so that the contents remain clear of the garage floor.
3. To be painted white to match existing garage colour and to be of good appearance.
4. To have a minimum clearance from Garage ceiling of 200mm.
5. To be located so as to clear fire sprinkler plumbing, and not impede the effect of fire sprinkler nozzles.
6. To be raised off the floor on steel legs, concrete blocks or treated pine timber runners so as to have a minimum garage floor clearance of 200mm. (lesser clearance subject to Body Corporate Committee approval). This is to allow for cleaning and the prevention of vermin contamination.
7. The width of the cupboard shall not exceed the width of the garage and shall not impede the opening and closing of a neighbour's car door etc.
8. The depth of the cupboard shall not exceed one metre except with the express permission of the committee.
9. No electrical power points are to be built into the cupboard, nor is it permitted for electrical leads to be taken from an external power source into the cupboard.

I/We understand and agree to abide by, the conditions and requirements of this Agreement.

Signed:

Owner(s)..... Date.....

Signed: Date.....

Signed as approved by The Body Corporate for Atlantis West CTS 8790