

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.

BODY CORPORATE FOR ATLANTIS WEST CTS 8790

NOTICE TO CONTRACTORS ENGAGED IN BUILDING & INSTALLATION WORK IN ATLANTIS WEST

This completed document to be attached to Owner applications for Body Corporate approval for Renovation, Air-conditioner, Balcony Windbreak and Garage cupboard installations, with a copy retained by Contractor. The person or entity, certifying this document will be known as the Primary or Main Contractor.

It is the Owners responsibility to ensure the Contractor(s) adhere to the conditions and requirements detailed below.

This notice to be in compliance with the Installation of a
in Unit/Lot No..... Atlantis West, owned by.....

All Contractors are required to be fully aware of, and agree to comply with, the following requirements

1. All work must be carried out with due consideration to other Residents
2. Advise the Owner of the start and finishing dates of the work, and arrange entry to Atlantis West as in 5 below.
3. Work is only permitted in Atlantis West between the hours of **8.30am to 4.30pm Monday to Friday. No work is to be carried out on weekends or public holidays.**
4. All Contractors must park their vehicles in the western car park only, and entry and exit is to be made through the roller garage door on basement 1 level only.
5. Please ensure the owner to whom you are contracting assists you with prearranged security entry and exit to the Western car park and entry to the building via the roller door into basement level 1 (B1). Ensure you are looked after by Owner while you are in the building, and that the Owner conducts the booking of the service lift and procurement of the lift floor mat.
6. The B1 roller door is to be closed immediately after use on each entry and exit occasion.
7. The carriage of tools, plant, equipment and materials is to be made in the service lift (lift 1) only. Pre-arrange with the Owner and Building Manager, to book the use of this lift timed for your arrival. **Note** that use of the lift is limited to individual times taken for carriage of equipment. It is not to be locked off for personal use for prolonged periods.
8. Ensure the protective rubber floor mat is obtained from the Building Manager and used on the lift floor at all times. The floor mat is to be returned to the Manager immediately after use. Any spillage, or mess created on common property flooring or in the lifts must be cleaned up immediately.

- 9. Contractors are encouraged to bring their own trolleys or carts to transport tools, equipment and materials up to units. The shopping trolleys stored on the basement levels are not to be used by contractors; however there are a limited number of trolleys stored at the roller door of the western car park which are set aside for the use of the contractors.
- 10. All work is to be carried out in an efficient manner. All foyers are to be protected from the lift area to the unit door at all times work is being carried out. If any mess is evident the carpet must be vacuumed immediately and if necessary shampooed on completion at the Owners expense.
- 11. **All Contractors & Sub-contractors are to provide a copy of their current Public Liability Insurance Policies to the Owner, for submission to the Body Corporate as proof of currency and adequate cover.**
- 12. Contractors who are independent sub-Contractors, who are not covered under the Primary Contractors Public Liability Insurance must have, and submit a copy, of their own Public Liability Insurance Cover to the unit Owner, as above.

I/We agree to abide by the conditions and requirements of this notice and comply with all of the above.

Name.....Trading as.....

As shown on QBCC license card Primary Contractor

Titles/names of Licenses held.....

ABN.....QBCC License No..... Arctic Certifier No

Address..... Phone No

Signed.....Primary Contractor. Date.....