

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 PROCEDURE FOR APPROVAL OF RENOVATION AGREEMENTS

There are 5 forms of agreement:

1. Atlantis West Renovation Procedure Agreement & Conditions

For renovations, alterations or modification to internal design of kitchens, bathrooms, laundry, walls, ceilings, floors, tiling, doors cupboards, fittings, plumbing electrical works or other alterations inside an apartment, particularly as most renovations involve some change to Body Corporate property (walls, ceilings etc.)

- 1) Atlantis West Renovation Agreement**
- 2) Atlantis West Car Space Storage Cupboard Installation Agreement**
- 3) Windbreak Agreement**
- 4) Atlantis West Split System Air Conditioner Installation Agreement**
- 5) Notice to Contractors Engaged in Building & Installation Work in Atlantis West**

2. Procedure

- A. Prior to commencing work on any of the above an owner (or tenant) must present 2 signed copies of the appropriate agreement to the Building Manager's office prior to the commencement of work and must include 2 legible copies of plans, specifications and the scope of work. The owner must also present a signed copy of the **"Notice to Contractors Engaged in Building & Installation Work in Atlantis West"**
- B. The Building Manager will register the agreement and provide the 2 copies of the agreement to the Body Corporate's suitably qualified engineer registered as an RPEQ or another suitably qualified person (the Body Corporate's Consultant).
- C. The Body Corporate's Consultant to whom the agreements are given will inspect the apartment for which the agreement has been prepared and determine whether the work is within the By-Laws and complies with relevant Codes, Acts and Regulations. If the Body Corporate's Consultant agrees that the proposed work, as specified in the agreement and detailed in the plan of proposed works, is appropriate, he is to advise the Building Manager in writing and recommend that approval be given for the works to proceed and what notifications will be required of progress of the work to enable arrangements to be made for any required progress inspections.

- D. If the Body Corporate's Consultant does not agree that the proposed work, as specified in the agreement and detailed in the plan of proposed works, is appropriate, he is to advise the Building Manager in writing of the problem(s) and in what way the agreement should be amended to conform with the Body Corporate's By-Laws. The Building Manager will forward this information to the owner for amendment of the proposed works and re-submission of the agreement.
- E. Within 7 days of receiving the Body Corporate's Consultant's report recommending approval of the proposed renovation work, the Building Manager will obtain a signature from one of the executive members of the Committee on the Approval Letter that has been worded to include any information on requirements for progress inspections, and forward this Approval Letter to the Owner. It is only after this approval is given that work may commence.
- F. The Building Manager will enter into a register that approval has been given for the work and table the entries of the register at the next meeting of the Committee.
- G. When the work is completed, the Building Manager will arrange for a final inspection by the Body Corporate's Consultant to ensure that it complies with the agreement and relevant Codes, Acts and Regulations. If the work is taking more than 3 months, the Building Manager will report the progress at the next meeting of the Committee.
- H. On Satisfactory Completion of the work as determined after final inspection, the Body Corporate's Consultant will certify that all work has been completed in accordance with the agreement and relevant Codes, Acts and Regulations. The work may then be signed off and the Building Manager will record that fact in the register with the date and signature of an Executive member of the Committee and table the entries of the register at the next meeting of the Committee.
- I. If the work is not deemed to be compliant with the relevant Codes, Acts, Regulations, and By-Laws, and/or is not deemed adequate, suitable, or in some way in conflict with the agreement, the Building Manager, in consultation with the Body Corporate's Consultant as may be required, will determine what action must be taken to correct the situation, and the Owner is to be immediately informed of that decision. In this event the procedure will recommence at G above.