

# **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 32

### WINDBREAK AGREEMENT

This Agreement to be used in conjunction with the **"Notice to Contractors engaged in Building & Installation work in Atlantis West"** document.

The following is agreed between the **Body Corporate Atlantis West, Community Titles Scheme 8790,**

And.....owner/s of

Lot #..... Atlantis West

Phone Number.....

I/We request Body Corporate approval to install a type.....Windbreak on the Main (larger) balcony of the Apartment #..... Level #.....Atlantis West.

The Windbreak will be built strictly in accordance with the plans and specifications Numbered 9000 for "A" type, 9001 for the "F and J" type, 9002 for the "I" and "E" type, and 9002MR for the "G" and "B" type, submitted by G. James Glass and Aluminium (Qld) Pty Ltd, dated 21st June 2002, and 19th September 2002 and **to Atlantis West Amended Plan MI2-B Dated 12<sup>th</sup> September 2003**, as approved by the Body Corporate for Atlantis West. **You should be aware that you are under no obligation to use G.J. James as the contractor, but the windbreak must be built to the plans and specifications designed by G. James Glass.**

I/We Further Agree:-

- A. I/We will not alter, extend or modify the windbreak during building, or at any time after the windbreak has been built.
- B. I/We will not hang, or attach curtains, blinds, shade cloths or clears to the windbreak or the balcony, at any time after the windbreak has been built.
- C. I/We will not paint the anodised framing of the windbreak, so as to alter the colour and appearance from outside the building.
- D. I/We will not paint the internal walls of the balcony area any colour other than that as exists as the standard colour of the building.
- E. I/We are aware of the Atlantis West CTS 8790 By-Laws as currently amended, and will abide by them.
- F. I/We will obtain a copy of the current Public Liability Insurance Policies of all contractors and sub-contractors for submission to the Body Corporate as proof of currency and adequate cover.
- G. I/We will arrange car parking in the western car park for trade vehicles and supervise and provide access for all trades people through the B1 level.

- H. I/We will ensure that all contractors, and their subcontractors, are made aware of, and comply with the conditions listed in the **“Notice to Contractors Engaged in Building & Installation work in Atlantis West”** especially hours of work being **8:30 am to 4:30 pm non inclusive of weekends and public holidays.**
- I. Any cleaning, damage or repair to common property required to be undertaken by The Body Corporate will be charged to the owner.
- J. We understand that, when the Body Corporate contact person has been advised of the completion of the work, he will arrange for a Body Corporate inspection to be carried out.

Signed, Owners.....Date.....

.....Date.....

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