

MTB

OWNER'S RESPONSIBILITIES

Listed below are four general directions that should help direct your actions when you become a member of an Owners Corporation.

1. ***REPORT ANY DAMAGE***
2. ***NOTIFY ANY CHANGE OF ADDRESS***
3. ***PAY YOUR DUES ON TIME***
4. ***ASK THE MANAGER BEFORE COMPLETING ANY EXTERNAL ALTERATIONS TO YOUR PROPERTY***
5. ***GENERAL CONDITIONS***
6. ***INSURANCE***

1. **REPORT ANY DAMAGE**

Damage may consist of isolated instances like rubbish bins getting tipped over, vegetation being broken/missing, spills in common driveway, graffiti, missing signs or equipment vandalised or damaged. The Manager will report malicious damage to Police, assets lost need replacement and any regular nuisance followed up with preventative measures. Do not believe that someone else will ring.

Report inappropriate behaviour or disturbances coming from other units. Inappropriate comings and goings, or strangers coming and going may point to unlawful practices. The Manager will make the appropriate enquiries without involving individual owners thus excluding them from reprisals or unpleasantness if the activity was legitimate.

After hours emergency contact details: 1300 65 33 17

2. **NOTIFY ANY CHANGE OF ADDRESS**

Make sure we have your current address and correct contact details, if in an emergency we cannot be responsible if we cannot find you to get your permission to act. We will naturally make emergency repairs only to prevent further damage occurring (insurance condition) and I only have a limited budget to authorise repairs.

If you go on annual leave give us an alternative contact and that person must be able to make a decision if called on. If you want a particular tradesperson to be engaged then it is your responsibility to advise me. Every endeavour will be made to ask these to attend.

3. **PAY YOUR DUES ON TIME**

Levies are expected to be paid prior to the due date, otherwise they will incur interest and further debt recovery fees. If you are having difficulty paying please ring our office immediately.

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If fees are not paid on time, the cash flow of the building will be affected and we may lose services discounts, delay contractors works (gardener etc), take out a loan for the building and premium fund insurance which will incur additional expenses to the building.

4. ASK THE MANAGER BEFORE COMPLETING ANY EXTERNAL ALTERATIONS TO YOUR UNIT

Ask the Manager before you complete any external alteration, erection or renovation. Minor ones can be handled directly, where others may need an Owners Corporation vote. This includes paint, colours, satellite dishes, fences, shade cloths etc.

Owners must give a copy of the Owners Corporation Rules to the letting agent for each and every tenant. Abide by the rules set by the Owners Corporation and keep a copy displayed for reference at your unit together with 'Owner Responsibilities' fact sheet.

5. GENERAL CONDITIONS

Contractors are appointed by the Manager who are answerable for their performance. Problems/complaints or queries should be first directed to the Manager for discussion. Contractors appointed will have current Liability Insurance before working onsite.

The Manager will also hold current Professional Indemnity Insurance whilst managing the units.

Each owner must be given the Owners Corporation Rules prior to purchase.

Owners are encouraged to bring forward ideas on processes that will improve the presentation and quality of life enjoyed by all owners at each Annual General Meeting.

6. INSURANCE

The Owners Corporation is responsible to arrange insurance on behalf of the Owners Corporation. This policy will cover all buildings (units, townhouses, carports, fencing etc) which is of a structural nature or used by the owners collectively (pool, barbeque, car parking, storage, play equipment etc).

It will also cover Public Liability Insurance for accidents that occur on common property (stairwells, driveways, car parking, recreational areas, gardens, public lighting etc). This must cover a minimum of \$10 million. This protects the owners from facing large legal costs in defending an action taken against them by a third party (visitor, contractor, tenant).

If found responsible the Public Liability insurance provides cover for both legal fees and those lump sums awarded against it. Common contents are also insured ie lawn mowers, portable barbeques under the Owners Corporation Insurance.

If you rent your unit out you will be responsible for tenants liability insurance and your internal fixtures and fittings. This is a special Landlords Insurance policy. The Owners Corporation Insurance only covers the tenants on the common property not in/around your unit.

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If you occupy the unit you are responsible for all the contents inside your unit including carpets, blinds, light fittings together with furniture, clothes, electrical appliances and personal effects.

Any instance or circumstance that might arise, as a future claim must be reported immediately, particularly slips and falls involving young and old. When these occur it is important that an appropriate action is considered to reduce or eliminate it occurring again.

If you are ever unsure please do not hesitate to contact our office.