

SKYLINE APARTMENTS CTS 37631

APARTMENT RENOVATION

GUIDELINES FOR MANAGING YOUR RENOVATION

**THE BODY CORPORATE
For
SKYLINE APARTMENTS**

**Has compiled this document to advise unit owners applying
to renovate their Lots of their responsibilities in complying
with The Body Corporate By-Laws,
Specifically**

Damage to Common Property.

**Depositing of rubbish, dirt, dust or other materials on
common property.**

The peaceful enjoyment of owners and occupiers of a Lot.

**It is the intention of the Body Corporate that your renovations
precede smoothly, while at the same time causing a minimum
of inconvenience to all residents.**

1. A lot owner must supply a list of the proposed renovations to The Secretary of the Body Corporate seeking approval for the renovations **prior** to the commencement of the Work. This list must detail the type of work to be carried out and include a project plan detailing the expected starting and completion dates of the renovation.

2. An application for renovation must be in the hands of the Secretary, Skyline Apartments at least 30 days prior to any proposed date for the commencement of the renovation. While the committee will endeavour to process your application as quickly as possible, applicants are advised that 30 days is not an automatic start date, and that the Committee will only approve applications when all details and reports are to hand. A project plan detailing the timing of activities (such as deliveries), start and end dates, with regular reviews must be provided by the project manager. This will allow the Skyline Apartments Manager to plan lift access, loading bay requirements and parking needs of the tradesmen engaged in the renovation. Prior to the start date of the renovations a meeting must be held between Skyline Apartments Manager, Body Corporate representatives, owner or delegate and the project manager/builder. This meeting will ensure that everyone understands their roles and responsibilities and agrees to the terms and conditions, and at this meeting an agreement between Skyline Apartments Manager and owner will be struck as to the timing and amount payments for extra work carried out by the apartment management during renovations. These will be separate charges to payments to the Body Corporate from the bond.

3. No internal walls are to removed without permission of The Body Corporate “upon receipt of a suitably qualified engineers report” advising that such removal will not affect the structural integrity of the building. The Body Corporate reserves the right to engage an independent engineer to provide alternative report, such engagement, if deemed required, to be paid for by the applicant for the renovation.

4. At least a week before any renovation commences, an owner or Project Manager must inform Skyline Apartments Manager in writing, of the intended date of commencement of work.
5. For matters requiring approval by Brisbane City Council, it is the Lot Owner's responsibility to lodge the application and to provide The Body Corporate with a copy of such approval.
6. Skyline Apartments Manager will inform the owner of parking and lift requirements as well as any other requirements for the purpose of preventing damage to Common Property in the building. Skyline Apartments Manager will closely monitor the movement through the building of personnel, equipment and materials.
7. Skyline Apartments Manager has the right to make claim for any extra charges that may occur. These charges may include but are not limited to:
 - Additional work carried out under the instructions of the Supervising Engineer/Architect (SAE).
 - Putting up and removing of curtains in the lifts.
 - Any request that requires of the Skyline Apartments Manager attending to outside normal working hours.
 - Supervision of any tradesmen working on the security areas of the building. i.e. Fire Alarms.
 - The Skyline Apartments Manager will not make claims on the unit owner for any services that have not been agreed to in advance in writing.
 - A schedule of charges will be made available upon request.
8. The owner, in conjunction with the Skyline Apartments Manager must take all steps to ensure that all trades people, park in such areas and enter the building by certain means that have been agreed to in writing by the Skyline Apartments Manager.

9. The owner must pay a Bond of \$2,000 to the Body Corporate. Cheques should be made payable to:

The Body Corporate for Skyline Apartments CTS 37631.

The minimum deposit of \$2,000 must accompany the application and be forwarded to:

For attention Body Corporate Manager,
Skyline Apartments Strata Dynamics
GPO Box 5256, Brisbane Qld 4001

The process of committee consideration and approval of applications may only commence upon advice to the Committee from the Body Corporate Manager that the minimum deposit has been received with the application. This bond may be increased if the works are considered to be a Major renovation. The Bond will be applied to reimburse The Body Corporate for costs incurred as a result of:

- 9.1 Any damage caused to Common Property by the owner or his agents in carrying out the renovations.
- 9.2 Any cleaning of the common property by the Body Corporate that is required as a result of the renovations.

The Bond, or any unused portion of it, will be refunded to the owner following a satisfactory inspection of the common property, by the Skyline Apartments Manager.

10. All work is to be carried out between the hours of 7:30 am and 4:00 pm on normal weekdays excluding Public Holidays that fall on a weekday. No work that will result in the disturbance of the peaceful enjoyment of owners is to be carried out on holidays or week-ends.

An owner must ensure that noisy work such as jack hammering, concrete drilling and excessive hammering which can be heard in adjoining apartments will be notified to the proximate residents 7 days before the commencement of the intended work.

The Skyline Apartments Manager will provide the owner with relevant apartment numbers so that the owner can place notices in the appropriate mailboxes.

11. An owner, or builder employed by the owner, can only use a lift to carry equipment and materials from the basement/loading bay to the apartment which has been designated for that purpose by the Skyline Apartments Manager and such lift is:

- 11.1 to have a padded curtain installed prior to use
- 11.2 the lift is to be left in a clean state at all times
- 11.3 the lifting capacity of the lift is to be strictly observed
i.e. NO OVERLOADING

12. An owner shall not install any hard floors such as timber, bamboo flooring, tiling, vinyl, without having first provided evidence to the committee of the Body Corporate that there will be adequate sound-proofing.

The minimum standards, using the field impact isolation class system (FIIC), are as follows:

AREA	FIIC
Bedroom/bedroom	58
Bedroom/lounge	58
Kitchen/bedroom	70
Lounge/bedroom	65
Corridor/bedroom	70
Corridor/lounge	62
Lounge/Lounge	58
Corridor/corridor	52
Kitchen/lounge	58

The term lounge covers areas in the apartment, which are living areas such as dining rooms, living rooms and studies. The areas described above have the source room (where the sound comes from) first. Bedroom/lounge means the sound originates in the bedroom of apartment one and is heard in apartment two in the lounge.

In addition pads must be placed under furniture including chairs. Runners and mats may also be required to mitigate noise transmission.

The Body Corporate reserves the right to carry out inspections of the floor laying process at any time during working hours. Acoustic engineers may also be used by the Body Corporate for advice during the floor laying process and testing may also be required during the process. Such engagement, if deemed required, to be paid for by the applicant for the renovation.

An owner accepts all risks and responsibility for any injury sustained by Trades people engaged by the owner whilst on common property. An owner will ensure that Workplace Health and Safety Regulations are complied with at all times. An owner will ensure that qualified trade's people, who are appropriately licensed and insured, carry out all work. All relevant local body approvals for the work (if required) must be obtained by the owner and copies of these permits to be provided to the Body Corporate committee before commencement of the works. All contractors must provide a copy of their Public Liability Insurance to the Body Corporate before renovations commence.

13. An owner is to reimburse the Body Corporate for any damage sustained to common property for any excess sum over the bond of \$2,000.
14. An owner or his delegate shall remove all trade waste associated with the renovation work and shall not use the Body Corporate rubbish bins for this purpose.

15. Daily housekeeping must be carried out including apartment doors to be closed during dusty jobs, hallways and lifts to be inspected daily and cleaned if necessary at the time when made dirty by movement of materials and building debris. At all times, personnel working on the renovation are under the overall supervision of the Skyline Apartments Manager who can issue instructions to the owner of his/her delegate to clean any area of the Common Property that requires cleaning as a result of the renovations.
16. An owner or his/her delegate will inspect the Common Areas that could be affected by the renovation with the building Manager BEFORE the commencement of the renovation. A COMMON AREA INSPECTION SHEET will be compiled listing any defects, before the commencement of the works. A similar sheet will be compiled after completion of the works and new defects caused by the movement of equipment, materials and personnel, associated with the renovation, will be repaired by the owner. Initially this cost will come from the bond but further cost above the value of the bond will be the responsibility of the owner. In order to assist with carpet protection, the Skyline Apartments Manager will provide runners to protect the carpet during the movement of materials and equipment along the corridor from lift to apartment
17. The owner undertakes to reimburse the Body Corporate for any additional insurance premiums as a result of the works.
18. The owner will meet all of the Body Corporate costs (including administration, legal and meeting costs) in relation to the owner's application for the works.

THE BODY CORPORATE SKYLINE APARTMENTS CTS 37631

NOTICE TO CONTRACTORS

Workplace Health and Safety Legislation

Under Workplace Health and Safety legislation (WH&S) the common property of Skyline Apartments CTS37631 is defined as a work place, even though the work you may be undertaking is wholly within a privately owned apartment at Skyline Apartments. It is therefore necessary that before commencing work on any part of the Property you provide Insurance and licensing information to the Body Corporate, as below:-

PUBLIC LIABILITY INSURANCE

Insurance Co.	
Policy No.	
Period of Cover	
Amount of Cover	
Est. Project Start Date	

OTHER INSURANCES, REGISTRATIONS & LICENSES

Work Cover Qld Policy No.	
BSA – Contractor License No.	

While on site, as well as WPH&S legislation, you will also be required to comply with Body Corporate By-Laws, with particular reference but not restricted to:-

- Hours of work
- Commercial vehicle access to site
- Disposal of industrial waste (solid and liquid) and environmental issues
- Responsible for any property keys used

Prior to commencement of any work on site, please report to reception to discuss you Safety Plan and provide the above insurance and licensing information.

The Secretary
Skyline Apartments Body Corporate Committee.

I certify that the above information to be correct ad that all insurance policies and licenses to be current at the date orf signing.

Signature:..... Date:.....

Re: Apartment No.:..... Level:.....

Re: Department/Area

Company/TradingName:

Contact Details: