



FIRSTSTREET

BODY CORP MANAGEMENT

General Rules of the Complex

Body Corporate: 349938

Carlaw Park Apartments

30 Heather Street, Parnell

Welcome to Carlaw Park Apartments

Living close together with shared common areas, it is important that residents comply with a number of basic rules, which were established when the development was completed (under the Unit Titles Act). The purpose is to ensure that we live together happily and that a quality environment is maintained for all. The rules apply to all residents, both owners and tenants.

Summary of Body Corporate Rules

Body Corporate 349938 – 30 Heather St Parnell

To ensure that the development remains a high quality environment in which to live, certain rules must be adhered to. Below is a summary of the more important and more commonly broken rules. Please read them carefully. If you have any queries, please contact your landlord, or if you are an owner email bc@firststreet.co.nz.

Use of Unit

- Units must not be used for any purpose other than as a private residence, without the approval of the Body Corporate.
- No one may hold an auction or garage sale without permission from the Body Corporate.
- No one may have more than two permanent residents per bedroom.

Use of Common Area

- No one shall store or leave anything on the common area. The common area should not be used for any activity or behaviour that may cause offence to other people within the development.
- No obstruction or hindrance may be caused to the entrances, exits or any part of common property.
- Lobbies and stairwells are designated smoke free areas.
- Each Resident shall ensure no debris of any kind to be placed on common property or in view of or creating a nuisance to other Units/Residents.
- When upon common property be adequately clothed and not use language or behave in a manner likely to cause offence or embarrassment to another resident or to any person lawfully using common property.
- Any damage caused to common areas as a result of shifting will be made good by those concerned.
- Take all reasonable steps to ensure that invitees do not behave in a manner likely to interfere with the peaceful enjoyment of the proprietor or occupier of another unit

or any person lawfully using common property and in particular whilst visiting or leaving any unit.

- Residents must accompany all visitors using common area facilities at all times.

Exterior of Units

- An occupier shall not erect external blinds or awnings. It is not permitted to hang any clothing, bedding or any other articles including signs (unless approved by the Body Corporate Committee) on or from the outside or inside of the windows and or balconies of the unit.
- No one shall erect an external aerial or satellite dish on his or her unit without the permission of the Body Corporate.
- No one shall hang or display any item that can be visible from the common area or roadway that may detract from the quality appearance of the development. This includes washing lines, burglar alarms and air-conditioning units that do not have specific permission.

Vehicles

- At no time are any vehicles to be parked on the common area which includes parts of the driveway directly in front of garage doors. (This is a health and safety issue relating to access for emergency vehicles, i.e. ambulance and Fire Engines).
- Only residents of the Body Corporate are permitted to park a vehicle on their designated area and at no time shall an unregistered or un-roadworthy vehicle be left within these areas or on the common area of the complex.
- All vehicles parked in non allocated car parks or common area will be towed away at the owner's expense.

Noise

- Keeping noise down so as not to disturb your neighbours is appreciated. Music should be turned down or off by 10:00pm.
- Please avoid loud discussions and late parties on balconies or in courtyards, as the noise travels throughout the complex. Please be considerate of others.
- Persons leaving or entering the complex must do so quietly, particularly after 10.00pm.

Windows

- All windows shall be kept clean and if broken or cracked shall be promptly replaced by the owner / occupier of the unit at the expense of the owner or tenant.
- Any Curtains or Blinds visible from the outside of the unit must have a backing of such colour and design that shall be approved by the Body Corporate. In giving such

approval the Body Corporate shall ensure that curtain backing used in all units presents a uniform and orderly appearance when viewed from the outside of the unit development.

Security

- When entering and leaving the building, please do not allow unknown people to enter, including trades people and couriers. This is to ensure maximum safety and security for all residents.
- The stairwell doors into the Car Parks are to remain closed at all times.
- Owners and tenants need to keep a look out for any suspicious people on site.
- Residents are encouraged to keep all doors and windows locked when the Unit is unoccupied.

Animals

Owners of all animals that are to reside within the complex are first required to seek Body Corporate approval via the Body Corporate Manager. Permission will not be unreasonably withheld provided that:

- Such animal or pet does not interfere with the quiet and reasonable enjoyment of the other proprietors or occupiers or create a nuisance;
- Any such animal or pet that creates a nuisance in the opinion of the Body Corporate (for instance, a dog barking excessively) shall, if the nuisance continues, after one letter of warning from the Body Corporate, be removed from the property permanently at the request of the Body Corporate;
- The keeping of such an animal or pet does not breach any regulations of the territorial authority, or be a breach of any act;
- The proprietor or occupier notifies in writing the Body Corporate Manager of the existence of such animals or pet;
- No animals shall be allowed to soil the common property or any other proprietors' units.

Signs

Owners of any units who wish to request trade signs that are to be erected within the complex are first to seek Body Corporate approval via the Body Corporate Manager.

- It is not permitted to exhibit or put on any part of the outside of the building any trade, business or professional or advertising sign including Real Estate signs, or any notice or name board or plate.

Rubbish and Recycling

- The rubbish and recycling is collected weekly on a Friday – **this is for household rubbish only.**
- All rubbish is to be put in wheelie bins (red lids) located in the Basement Car Park (bottom level). Please ensure that all rubbish is in a tied bag before placing in one of the bins.
- All recycled goods are to be placed in the wheelie bins (yellow lids) located in the Basement Car Park. No rubbish is to be placed in the recycle bins.
- An owner/occupier will not allow any waste, rubbish or litter to accumulate in or on the Unit, Accessory Unit or on the Common Property.
- There is to be no dumping of rubbish of any sort out of the front of the complex or on the roadway.

Thank you for your co-operation. It is greatly appreciated.

We hope you enjoy living at:

Carlaw Park Apartments

Contact Information

Committee

Any correspondence to the committee should be directed through the Body Corporate Manager.

Body Corporate Manager

First Street Property Management Ltd
P.O. Box 318 332
Westpark Village
AUCKLAND 0661

Phone (09) 417 0005

Fax (09) 416 6673

Email bc@firststreet.co.nz

Sarah Woodhams

Body Corporate Manager

Mobile 022 017 1120

Email: manager@firststreet.co.nz

The role of the Body Corporate Manager is an administrative one, i.e. the accounts, legal matters, ensuring compliance with the rules, acting on instruction from the Body Corporate Committee, arranging for contractors, ensuring the complex is insured and all other matters to do with the administration of the complex. (Please note: We do not deal with any matters relating to tenancies, only on matters to do with common areas and any breaches in the Body Corporate Rules)