

WELCOME PACK

LAKESIDE APARTMENTS

77 QUEENS ROAD MELBOURNE

Dear Resident,

On behalf of the Owners Corporation and Building Management we welcome you to Lakeside Apartments.

We aim to create an environment which you will be proud to call home.

In your information pack, you will find the following:

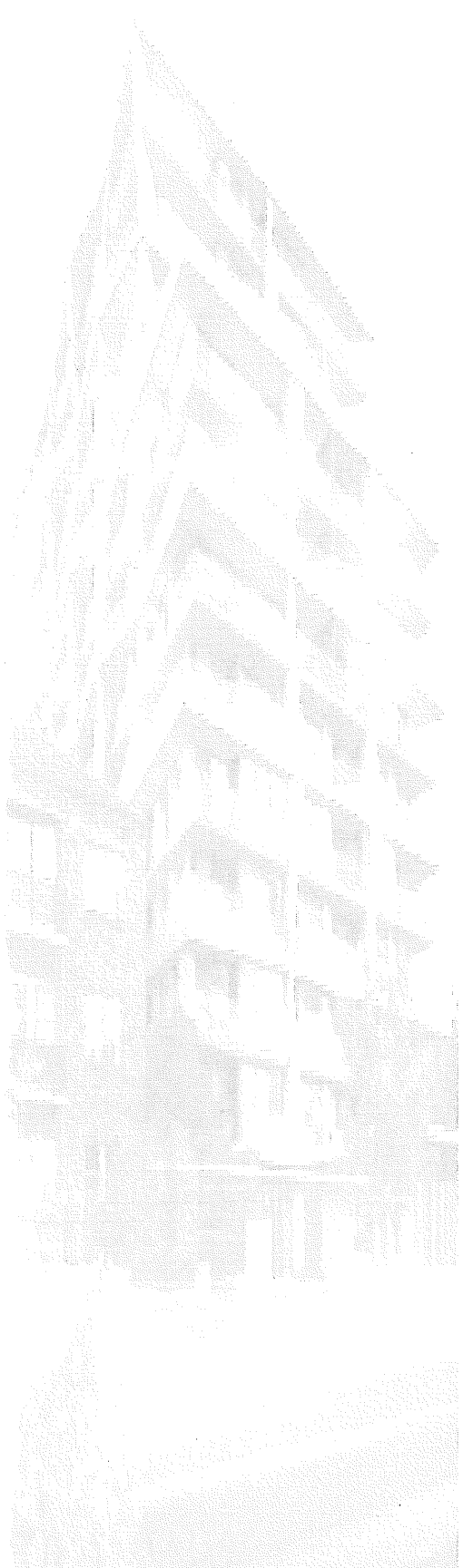
- **Owners Corporation Responsibilities**
- **Building Manager**
- **Move in and Move out Procedures**
- **Facility and garbage disposal rules**
- **Blind specifications and rules**
- **Services Connection**
- **Forms**

We hope you will enjoy living at Lakeside Apartments.

Still have a question? We have an on-site Building Manager who will gladly assist you with your query.

Thank you,

Sherry Li
Owners Corporation Manager
Melbourne Owners Corporation Services (MOCS)
info@mocs.com.au



77 QUEENS ROAD MELBOURNE, VIC 3004
OWNERS CORPORATION Plan No PS737476N

An Owners Corporation is created when a plan of subdivision, plan of strata or cluster subdivision is registered. As the appointed managing agent of your Owners Corporation, Melbourne Owners Corporation Services (MOCS) will provide the following services:

Meetings

MOCS organizes annual general meetings of the Owners Corporation. We take minutes and forward a copy to all members. An Annual General Meeting will be convened in accordance with the Act and Regulations at which annual financial reports and a proposed budget will be presented for your consideration and if appropriate, adoption.

To protect your interests we encourage you to attend or appoint a proxy for each annual general meeting. We will notify you of the date time and venue at least 14 days prior to each meeting.

Maintenance

We assist in the co-ordination of contractors including caretakers and gardeners to ensure the property is maintained in good order.

Insurance

We have arranged for the Owners Corporation reinstatement insurance cover of the buildings, which includes public liability insurance for the common areas for this property. This policy similar to normal "house" insurance and covers the structure and **not contents**. Please note for floor coverings and floating floorboards they are considered to be contents and generally not included in the Owners Corporation structural insurance cover.

Contents Insurance

Lot owner's personal assets or legal liabilities are not insured under the strata plan insurance. Lot owners who are residents should take up contents insurance and ensure their policy includes public liability cover for the unit (and the car space if on separate lot) and any liability of the lot owner occasioned on common property. Landlords should take up Landlords Insurance and Public Liability Insurance relative to each unit.

Rules

Section 141 of the Act states "the rules of an Owners Corporation are binding on: the owners corporation; the lot owners; any lessee or sub-lessee of a lot; any occupier of a lot." A copy of the rules of the Owners Corporation can be obtained from our office, together with a copy of Schedule 3 of the Owners Corporations Regulations 2007 "Statement of Advice and Information for Prospective Purchasers and Lot Owners".

If you do not intend to occupy your unit /lot section 136 of the Act requires that you "must give the occupier of the lot a copy of the rules of the Owners Corporation at the commencement of occupation." Section 137 outlines the duties of occupiers of lots regarding complying with the rules of the Owners Corporation, and use of the common property.

A copy of the owners corporation rules must be appended to or included in the Rental or Lease Agreement which should include a reference to the fact that the property being rented / leased is part of an owners corporation and that the tenant "will be part of an owners corporation and will be expected to comply with the owners corporation rules".

Please note under section 134 of the Act lot owners **MUST** give notice to the Owners Corporation of any application by the lot owner for a building or planning permit affecting the lot.

Provision of Contact Details

Section 134 (2) of the Act states “a person who acquires a lot **must advise the owners corporation** of the person’s name and address within one month of the completion of the contract.” This is generally done by the vendor’s and purchaser’s solicitors issuing a Notice of Disposition / Acquisition or other appropriate written advice.

A copy of an Owner’s Information Sheet is included and this is completed by the new owner and returned via email, mail to our office.

If it is intended to **lease or rent** the unit, please provide details of your rental agent in the Owners Information Sheet so contact can be made if necessary.

Owners Corporation Fees

Owners Corporation Fee Notices are issued one month before they are due in accord with the Act on a (generally quarterly) basis as resolved by the owners corporation, and noted in the Owners Corporation Certificate. Fees become due on the date shown on the fee notice. The Owners Corporation accounts are held by Macquarie Bank which has its own DEFT payment facility. Payment options and details are included on each Owners Corporation Fee Notice. Fees that remain unpaid after the due date will be recovered in accord with Part 11 of the Act. Interest will be charged in accord with the resolution of the owners corporation after a grace period as resolved by the owners corporation.

BUILDING MANAGER – PETER SMITH

The duties of the Building Manager include organising the maintenance of the buildings as well as supervising the conduct of residents and visitors. All enquiries, requests and complaints regarding building maintenance issues should be directed to him. The Building Manager also provides advice on building defects and basic maintenance and repair services for common areas. If you are a tenant you need to contact your managing agent in the first instance.

Hours: Monday to Friday 8:00am to 4:00pm (*except public holidays*)

Phone: 0457 235 035

Email: lakesidemelbourne@gmail.com

After Hours Emergency Contact is Roscon Property Services:

Phone: 1800 767 266

Email: info@roscon.com

大楼经理 – PETER SMITH

大楼经理的职责包括对大楼的日常维护和对居民/访客行为的监督。所有对于大楼维护问题的查询、申请和投诉都可以直接找他。

大楼经理还对建筑的缺陷和公共面积的基本保养和维护提供建议。

如果您是租客，请先联系您的租房中介。

工作时间: 周一到周五，上午8:00 – 下午4:30（公共假期除外）

电话号码: 0457 235 035

邮箱地址: lakesidemelbourne@gmail.com

其他时段公共区域紧急联络 Roscon Property Services:

电话号码: 1800 767 266

邮箱地址: info@roscon.com

MOVING IN/OUT PROCEDURES

Bookings: Furniture moving in or out must be arranged at least 72 hours prior to the intended move. Bookings must be made in writing and addressed to lakesidemelbourne@gmail.com. Booking is only confirmed once acknowledged in an email by the Building or Owners Corporation Manager.

Times: During the initial move in period, move-ins will be permitted outside of normal hours and on weekends provided a booking has been made. No moves are permitted on Public Holidays.

Initial 4 WEEKS MOVE IN/OUT TIME SLOT will be from Monday to Sunday 8am-4pm.

Move in/Out Time Slots MON-FRI (Saturday allowances 1 month from initial settlements)		
Morning	8 AM – 10 AM	10 AM – 12 PM
Afternoon	12 PM – 2 PM	2 PM – 4 PM

All moves must be completed by 16:00PM.

Access: The Building Manager will make arrangements for the resident to have access to a lift to travel to the required floor and allow moving vans to access the car park.

You need to inform your carrier that due to height restrictions (Maximum Height Clearance 2.2 M), high vehicles cannot access the car park. It is suggested that high vehicles be parked on street parking outside the building.

All moves must be made via ground floor loading within the car park accessed from the rear lane, and NOT through the front entry of the building.

Please refer to the Building Manager about Lift Dimensions.

Rules applying to moves:

1. The Building Manager MUST be informed about moving IN or Out of the building.
2. Removalist Public Liability Insurance policy must be provided prior to commencement of the move.
3. The Owner or Occupier must be present to manage the removalist at all times and act as a contact point to facilitate the move and ensure procedures are adhered to for the safety and security of the Building.
4. The moving vehicle cannot be left unattended. If there are any vehicles that need to exit or enter the basement car park, the moving vehicle must give way.
5. Furniture or other items may only be moved into the Building when the protective covers to the appropriate lift have been arranged by the Owners Corporation Manager.
6. Removalists must not prop open doors to the property or lock off lifts except in accordance with instructions by the Owners Corporation.
7. No items are to be placed up against common property walls or left unattended in the hallway at any time.
8. Care must be taken to ensure that any Fire Sprinkler Heads are not struck by any object whatsoever. A resulting ALARM and CALL OUT charge will be assessed to the responsible party.
9. Owners and Occupiers will be held responsible for the cleanliness of Common Property and damage to lift, walls and other areas. Any costs associated with rubbish removal from common property as a result of the move will be paid for by the relevant Owner or Occupier. If any amount owing is not paid by the relevant Occupier within 14 days of the date of moving (and that Occupier is not the Owner of the Lot), then the Owners Corporation may recover the amount from the Owner.

The Building Manager may refuse any unscheduled move-ins or outs in Lakeside Apartments.

GYMNASIUM RULES & ETIQUETTE

Exercise at your own risk – Gymnasium is unsupervised

1. The gymnasium is only for the use of Owners and Occupiers.
2. Guests of Owners or Occupiers may not use these facilities unless the Owner or Occupier obtained the permission of Building Management in accordance with the requirements of the Owners Corporation as determined from time to time.
3. The gymnasium may only be used in a manner that will not cause a hazard to the health, safety and security of themselves and/or any owner, occupier or user of another lot within the Building.
4. Smoking, spitting, glass objects, drinking glasses, sharp objects, alcohol or food are not permitted.
5. A person who is under the influence of alcohol, drugs or any illegal substances may not use the gymnasium.
6. The gymnasium may not be used as a place of business or profit center.
7. Proper gymnasium footwear and attire must be worn at all times.
8. Users of the gym must bring a towel and always wipe down the equipment after each use.
9. All users of the Gymnasium must use earphones when listening to a personal audio device.
10. In consideration of other residents, please do not converse on cell phones.
11. Children under 10 years of age are not allowed to use the gymnasium. Children between ages 10-13 are only permitted to use the gymnasium whilst under direct Adult supervision.
12. A personal trainer is permitted to train Owners or Occupiers if he or she obtains the prior consent of Building Management. This form can be obtained from Building Management. Building Management may set a limit on the number of personal trainers permitted to run training programs in the gymnasium at any one time.
13. No responsibility is accepted by the Owners Corporation for any injury or damage to any person or property as a result of the Owner's or Occupier's use of the gymnasium.
14. Owners and Occupiers will be liable for any expenses associated with repairing, damage caused by to the gymnasium equipment, by any users of the gymnasium equipment. Damage arising from misuse of equipment may result in the Owner and Occupier being prohibited from using the gymnasium.
15. No equipment may be removed from the gym. Owners and Occupiers are responsible for returning the equipment to the proper location.

SWIMMING POOL AREA RULES & ETIQUETTE

Without limiting Rule 5.2.2, a Member or Occupier of a Lot must comply with swimming pool area rules as approved by the Owners Corporation Committee from time to time. The initial swimming pool area rules are as follows:

1. Children may use the swimming pool area only if supervised by an adult in the swimming pool area and on access to and egress from the swimming pool;
2. Glass objects, drinking glasses and sharp objects are not permitted in the swimming pool area;
3. Alcohol and food are not permitted in the swimming pool area;
4. The swimming pool area is for the private use by Members and Occupiers and no more than two guests per Member or Occupier at any one time, although guests are to be accompanied by a Member or Occupier at all times;
5. Smoking is not permitted in the swimming pool area;
6. For the hygiene of all users of the swimming pool, all users must shower before using the swimming pool;
7. Running, ball playing, jumping, diving, noisy or hazardous activities are not permitted in the swimming pool area;
8. Hours of use are between 8.00am and 10.00pm or as otherwise determined by the Manager;
9. All users of the swimming pool area must dry off before leaving the area;
10. Suitable footwear must be worn to and from the swimming pool area;
11. A Member or Occupier of a Lot and persons under their control must ensure that when in the swimming pool area appropriate attire is worn at all times i.e. nude bathing is not permitted;
12. All users of the swimming pool do so at their own risk;
13. Spitting is not permitted in the swimming pool or swimming pool area;
14. A Member or Occupier of a Lot must comply at all times with the Owner's Corporation's access regulations governing the swimming pool area imposed from time to time.

KITCHEN RULES & ETIQUETTE

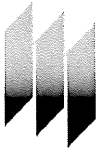
1. Please read and follow all signs in the kitchen.
2. Wash all your dirty dishes and pots BEFORE you leave.
3. If you use a sponge or dishtowel. Please rinse it out before putting it away.
4. Sponges are to be used only for dishes. Use washcloths or paper towels to clean other items.
5. No smoking or alcohol is permitted.
6. Throw away or recycle any wrappers, containers, peelings etc. that you no longer want.
7. Personal Items or food must not be left in the common areas at any time. Cleaners have been instructed to remove any items from the common areas if left by user.
8. All kitchen appliances and work surfaces and benches should be cleaned after use. Residents must leave common area neat, clean and tidy after using them.
9. Costs for any damage repairs or replacement of any equipment will be invoiced directly to the Owners/Occupiers.
10. No responsibility will be taken by the Owners Corporation for any injuries or loss of items.

LIBRARY ROOM RULES & ETIQUETTE

1. Alcohol and food are not permitted in the Library Room.
2. Group meetings in the Library must be requested at least 24 hours in advance by contacting the Building Manager.
3. Group meetings in the Library must be scheduled on first come, first served basis.
4. No responsibility will be taken by the Owners Corporation for any injuries or loss of items.
5. Personal items must not be left in the Library at any time. Cleaners have been instructed to remove any items from the common areas if left by users.
6. No books or Magazines can be taken away from Library.
7. General Courtesy and safety are required. All users should know where fire exits are located.

Building Manager: 0457 235 035

Email: lakesidemelbourne@gmail.com



RECYCLING & GARBAGE SERVICES

There is a garbage disposal chute located on each level.

1. All waste disposed of via the chutes must be contained in tied plastic bags;
2. Glass, paper, cans and bottles are to be disposed directly into the recycling bin. These items must not be bagged;
3. Cardboard boxes/cartons are to be flattened and disposed directly in the bin room;
4. If the bin chute(s) become blocked and the Owners Corporation is able to identify the responsible Owner or Occupier, the cost to reinstate the chute(s) may be recovered from that Owner or Occupier;
5. An Owner or Occupier must not place any body part, such as hands or arms, into a chute beyond the door frame of a chute;
6. Items that must not be disposed of via either chute include cigarette butts; ignition sources or fluids, items weighing over 35kg and any items which may block the chute;
7. All items which cannot be disposed of via the chute (subject to observing all Rules, and Guidelines) may be disposed of in the bins within the garbage rooms located within the carpark;
8. No items are to be left in front of the chutes – clear access to chute and emergency exit door required at all times;
9. Cardboard cartons and rubbish must not be left on the premises by tradesmen. This type of rubbish must be removed by the trades or service people and must not be left in any Common Property.
10. Hard rubbish (for example glass, brick, crockery, appliances or similar) must not be disposed of through the chutes. An Owner or Occupier is responsible for the disposal of hazardous/hard rubbish or large items, and must make private arrangements for disposal of these items.

WINDOW AND BALCONY RULES

The Owners Corporation Manager may from time to time set Guidelines in relation to window furnishings. This is to maintain consistent appearance to the external façade of the Building. Without limiting any other of these Rules, Owners and Occupiers **MUST NOT**:

1. Place any washing, towel or other article on a Lot in such a way so as to be visible from the Common Property, another Lot or outside the Building.
2. Keep anything inside a Lot that is visible from outside and when viewed is not in keeping with the rest of the building.
3. Install bars, screens or grilles or other safety devices to the exterior of any windows or doors of a Lot without the prior written consent of the Building Management.
4. Allow any glazed portions of a Lot or the Common Property that surrounds a Lot to be tinted or otherwise treated with the effect that the visual characteristics of the glazing will change.
5. Install any external wireless, television aerial, sky dish receiver, satellite dish or receiver or any other apparatus that can be viewed from the exterior of Lakeside Apartments.
6. Install any air conditioning unit in a Lot other than in a place nominated by the Manager.
7. Install any pipes, awnings, wiring, cables to the external face of Lakeside Apartments.
8. Construct any shed, enclosure or structure of any nature on a balcony or terrace.
9. Paint, finish or otherwise alter the external façade of Lakeside Apartments or any improvement forming part of the Common Property.
10. Hang or install vertical blinds. Must not hang or install curtains or drapes visible from outside the building unless the side of those curtains or drapes visible from outside is lined in tones approved by the Owners Corporation Manager.
11. Allow the erection of any for sale or for lease or licence or sub-lease boards or signs.
12. Allow any balcony or terrace to become unkempt or overgrown or unsightly. Residents are required to clean the interior and exterior of windows.
13. Any item that is permitted to be on a balcony or terrace must be secured so that it cannot be dislodged during high winds.
14. No items may be dropped or thrown from a balcony or terrace.

WINDOW BLIND SPECIFICATION

Dear Occupants,

Please be informed under the Owners Corporation Rules, you must not install or permit the installation of any window coverings other than as permitted by the Owners Corporation.

This is important to maintain consistent appearance to the external façade of the building.

Owners Corporation Colour and Specification in relation to the window furnishings:

- **Type: Roller Blind ONLY.**
- **Screen Colour: ~~off white facing externally.~~**

The sample of colour can be obtained from Building Manager's office.

为了大楼整体的和谐秩序和色调统一，物业对公寓窗帘的款式和颜色有所要求，具体如下：

- 颜色：白色朝外
- 样式：卷帘

窗帘样本可从大楼经理处获悉，您可以自行选择喜欢的窗帘承包商定做窗帘。

SERVICES CONNECTION

Telephone, Internet & Pay TV

You can contact your preferred telecommunications service provider to arrange the connection of internet, telephone & Pay TV services. Please advise the Building Manager of the connection date to enable the Building Manager to provide access to the premises and communication cupboard to the technician. Each apartment has a telephone connection point, data connection and TV point to receive free to air television and cabling for Pay TV in the living room.

All apartments are registered and equipped with NBN network.

Please note that purchasers are responsible for all telephone and internet connection costs.

Electricity

Please note that the vendor will be disconnecting electricity within 7 days of settlement. Lakeside has been built using an embedded electrical network contracted to **WIN energy** for the supply of electricity. An embedded network provides reduced rates and is restricted to **WIN energy**. Therefore, residents are unable to arrange billing through a different electricity supplier and must utilise **WIN energy**. To arrange connection, please go to **WIN energy** Website or by phone 1300 791 970 (**AU only**).

Gas & Bulk Hot Water

The Lakeside Apartment has a bulk hot water supply with separate meters for each apartment. These separate meters establish individual resident's gas consumption. Residents will need to arrange for an account to be set up with **WIN energy**. This service is restricted to **WIN energy**, therefore residents are unable to arrange billing through different gas suppliers. You can contact **WIN energy** by Phone 1300 791 970 or Website www.WINconnect.com.au

Water

The water supplier is City West Water. If you've purchased a property, your solicitor or conveyancer is responsible to advise the City West Water to the change of ownership to the property you have purchased. All owners or residents are responsible to contact the City West Water directly to set up an account. If you're an existing City West Water customer, you can update your details at any time through City West Water website.

WELCOME PACK

LAKESIDE APARTMENTS

77 QUEENS ROAD MELBOURNE

亲爱的住户,

欢迎您入住 Lakeside 公寓。

作为 Lakeside 的物业管理公司, 我们致力于为您打造引以为傲的家居环境。

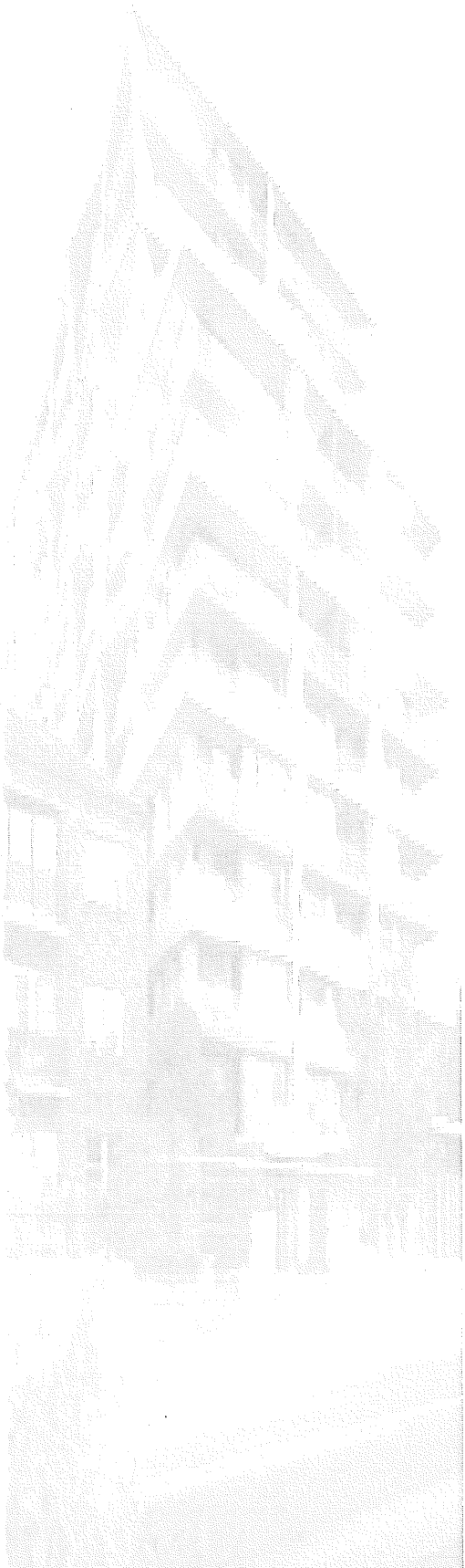
在这个信息文档中, 您会看到以下内容:

- **Owners Corporation Responsibilities** 物业管理公司的职责和义务
- **Building Manager** 大楼经理简介
- **Move in and Move out Procedures** 搬家注意事项
- **Facility and garbage disposal rules** 公寓设施和垃圾倾倒规则
- **Blind specifications and rules** 窗帘限制和窗户/阳台规则
- **Services Connection** 水电煤接通信息
- **Forms** 各项申请表

希望您在 Lakeside 公寓舒适愉快。

谢谢,

Sherry Li
物业经理
Melbourne Owners Corporation Services (MOCS)
info@mocs.com.au



77 QUEENS ROAD MELBOURNE, VIC 3004
OWNERS CORPORATION Plan No PS737476N

作为该物业指定的物业管理公司，MOCS 提供以下服务：

会议

MOCS 会负责组织召开该物业的 Annual General Meeting，我们会记录会议纪要并发送给所有业主。根据相关法规，我们会在 Annual General Meeting 上将年度财务报告和拟议预算提交给您审议。

为了保护您的利益，我们鼓励您亲自或任命代理人参加每一次的 Annual General Meeting，我们会提前至少 14 天通知您会议的时间和地点。

维护

保养和维护公共区域是我们的职责所在。

保险

MOCS 已经为大楼安排了物业保险，其中包括该物业的公共区域公众责任保险。这项保险的政策类似于普通“房屋”，投保的内容是大楼结构而非公寓内部资产。请注意，地板和地毯属于公寓内部资产，一般不被包括在保险索赔范围内。

家庭财产保险

业主的个人资产不在大楼投保的范围内，为了您的财产安全，请您自行选择家庭财产保险（包括公共责任险）。

规则

Section 141 of the Act 规定 “the rules of an owners corporation are binding on: the owners corporation; the lot owners; any lessee or sub-lessee of a lot; any occupier of a lot.”（大意 owners corporation 规则在物业管理公司、业主、承租人、子承租人及其他任何占用者之中具有其约束力），相关法规副本可从我们办公室获取。

如果您不打算自住，Section 136 of the Act 要求您 “must give the occupier of the lot a copy of the rules of the owners corporation at the commencement of occupation.”（大意：您必须在租赁行为开始前为您的承租人提供 owners corporation 规则的副本并详读）Section 137 有关于房屋占用人对遵守 Owners Corporation 规则和使用公共财产的责任概述。

您与中介的租赁合同中必须附上或包含相应的 Owners Corporation Rules，并承认：物业即使是被出租/租赁也应当属于 Owners Corporation 的一部分，与此同时，租客也会是 Owners Corporation 的一部分并且需要遵守其规章制度。（“Will be part of an owners corporation and will be expected to comply with the owners corporation rules”.）

请注意，在 Section 134 of the Act 中规定，如有任何会影响到该物业的 Planning Permit 申请，业主必须联系并告知其物业管理公司。

联系方式的提供

Section 134 (2) of the Act 规定 “a person who acquires a lot **must advise the owners corporation** of the person’s name and address within one month of the completion of the contract.” (大意：房屋入手者需在合同完成后的一个月将姓名和地址提供给物业管理公司) 这通常是通过买卖双方的律师发出处置/收购或其他适当的书面意见通知书进行的。

新业主需要填写一份 Owner’s Information Sheet 并通过电子邮件/邮件将它交还给我们。

如果该单元是用于租赁或出租，请在 Owners Information Sheet 里提供您的租赁代理 (rental agent) 信息，以便联系。

Owners Corporation 费用

Owners Corporation 费用通知将会在截止日期前一个月发出。关于 Owners Corporation 费用的收取，相关法条和 Owners Corporation Certificate 上都有所提及。Owners Corporation 账户使用的是 Macquarie Banks，并有自己的 DEFT 支付设施，付款方式和细节都会包含在每个 Owners Corporation 费用通知里。根据相关法案 Part11 的规定，到期后还未清缴的费用将被追回，并会有相应利息产生。

BUILDING MANAGER – PETER SMITH

The duties of the Building Manager include organising the maintenance of the buildings as well as supervising the conduct of residents and visitors. All enquiries, requests and complaints regarding building maintenance issues should be directed to him. The Building Manager also provides advice on building defects and basic maintenance and repair services for common areas. If you are a tenant you need to contact your managing agent in the first instance.

Hours: Monday to Friday 8:00am to 4:00pm (*except public holidays*)

Phone: 0457 235 035

Email: lakesidemelbourne@gmail.com

After Hours Emergency Contact is Roscon Property Services:

Phone: 1800 767 266

Email: info@roscon.com

大楼经理 – PETER SMITH

大楼经理的职责包括对大楼的日常维护和对居民/访客行为的监督。所有对于大楼维护问题的查询、申请和投诉都可以直接找他。

大楼经理还对建筑的缺陷和公共面积的基本保养和维护提供建议。

如果您是租客，请先联系您的租房中介。

工作时间: 周一到周五，上午8:00 – 下午4:30（公共假期除外）

电话号码: 0457 235 035

邮箱地址: lakesidemelbourne@gmail.com

其他时段公共区域紧急联络 Roscon Property Services:

电话号码: 1800 767 266

邮箱地址: info@roscon.com

搬进/搬出注意事项

预约：需要搬运的家具应在计划的搬家日前就做好安排，住户需提前至少 72 小时向大楼经理预约搬家时间段。所有预约都必须以书面形式发送给大楼经理 (lakesidemelbourne@gmail.com)。若预约成功，您将收到来自大楼经理或物业经理的确认电邮。

时间：在大楼交付的特殊时期内，可以允许搬家活动在周末和正常时间外进行。

搬家时刻表如下：

搬家时刻表 周一至周五 (大楼交付初期四周内可在周六的以下时段中搬家)		
上午	8:00 – 10:00	10:00 – 12:00
下午	12:00 – 14:00	12:00 – 16:00

所有搬运活动都必须在下午 16:00 整或之前完成。

入口：大楼经理将会为住户安排指定的电梯和搬运卡车的停车位。

您需要告知您的搬运人员，由于车库入口高度的限制，过高的货车将无法进入地下停车场，我们建议大型货车在大楼外的街边停靠。

搬运行为只能通过停车场通道进行，不允许任何单位从建筑正面大门进行搬运。
请联系大楼经理以获取搬运通道/电梯的限制尺寸。

搬运的其他注意事项：

1. 所有搬运都需要提前预约，没有预约的住户将无法完成搬家活动。
2. 在搬运活动开始前，搬家者须提供相应的公众责任保险政策。
3. 业主或住客必须到场并对管理搬运人员的活动和行为有所约束，以便确保大楼内其他人员的正常活动和物品安全。
4. 搬运车辆不允许随意停放，或妨碍其他车辆进出地下停车库。
5. 大楼管理部门将对电梯的使用安全和维护进行安排，并建议可供搬运人员使用的电梯。家具及其它物品可能仅能通过有保护措施的电梯进行搬运。
6. 搬运人员不得保持公寓门口常开或锁住电梯，除非得到大楼管理者的许可。
7. 公共场所内的墙边在任何时间不得放置任何无人看管的物品。
8. 搬运时请小心不要撞到任何火灾探测器，若因为意外触碰而拉响警报，任何因此产生的费用都将由责任方支付。
9. 业主和住户应确保所有公共区域的垃圾在搬运后及时清理。任何由于搬运导致的在公共区域清理垃圾的费用由相关业主或住户负责支付。物业公司有权向责任相关人员收取相关费用，例如垃圾清理费；业主和住户负责公共区域和电梯的清洁和损坏赔偿。如果任何相关费用没有在搬进大楼的 14 天之内支付，物业公司有权向业主追索。

大楼经理有权拒绝任何未经预约的搬运活动。

健身房使用规则&礼仪

健身房是无人监管区域，锻炼有风险，请量力而行

1. 健身房只限于业主和住户使用。
2. 若无大楼经理的许可，业主或住户的访客不能使用这些设施。
3. 健身房只适用于正常用途使用，不得造成业主、住户及其他使用者的健康或安全隐患。
4. 健身房内不允许吸烟、随地吐痰；使用者不允许携带玻璃制品、饮料杯、尖锐物品、酒精和食物进入健身房。
5. 健身房禁止任何饮酒或服用非法药物的人使用。
6. 使用者不得以健身房为盈利场所获取利润。
7. 使用者应随时保持适当的健身着装，包括衣服和鞋。
8. 使用者需要携带毛巾，以便擦拭使用过的器材。
9. 使用者必须使用耳机收听私人音乐播放。
10. 请勿在健身房内打电话。
11. 10岁以下的孩童不得使用健身房器材；10岁至13岁的孩童必须在成年人的监督下使用健身器材。
12. 私人教练在管理部门的许可下可以预约进入健身房未业主或住户进行指导。管理部门有权限制一定时间内进入健身房进行训练的私人教练数目和训练内容。
13. 所有健身房的设施和器材的使用都存在风险，任何业主或是住户使用健身房所造成的人员受伤或是物品损坏，物业公司不承担责任。
14. 业主和住户对于健身器材的损坏和维护费用负有责任，任何由于不当使用造成健身房设施或器材损坏的业主或是住户将被禁止进入健身房。
15. 健身房所属的设备和器材只能在健身房内使用，使用者有责任在使用完毕后将器材归回原位。

Building Manager: 0457 235 035

Email: lakesidemelbourne@gmail.com

桑拿房和游泳池使用规则&礼仪

1. 孩童必须在成年人的监督下进入该区域使用游泳池。
2. 使用者不允许携带玻璃制品、饮料杯及尖锐物品进入游泳池区域。
3. 禁止携带酒精和食物进入泳池区域。
4. 泳池设施仅供业主和住户私人使用，业主和住户可携带不超过两位访客使用泳池设施。任何时候访客都不允许单独使用泳池，请在业主或住户的陪同下使用。
5. 泳池区域禁止吸烟。
6. 为了保障所有使用者的卫生安全，使用者在进入泳池前必须淋浴。
7. 不得在泳池区域奔跑嬉闹，禁止在泳池内进行跳水活动或其他任何危险活动。
8. 游泳池的开放时间为早上 8 点至晚上 10 点，或由大楼管理层另行通知。
9. 使用者在离开泳池区域时必须擦干身上的水。
10. 请穿着适合泳池区域的鞋类。
11. 泳池使用者应随时保持适当的着装，裸体是不允许的。
12. 泳池的所有使用者自行承担风险。
13. 泳池区域禁止吐痰。
14. 业主或住户必须始终遵守物业管理部门发布的泳池相关规定。

公共厨房使用规则

1. 请仔细阅读并遵守厨房内所张贴的标志和注意事项。
2. 在您离开前请将使用过的餐具清洗干净。
3. 请您将使用过的海绵和抹布清洗干净并妥善存放。
4. 海绵只能用来清洗餐具，请使用其他布草或纸巾擦拭其他物品。
5. 禁止吸烟、饮酒。
6. 请妥善处理厨余垃圾和一次性用品。
7. 请勿将个人物品或食物遗留在公共区域，清洁工将会清理任何遗留在公共区域的物品。
8. 请在使用后将厨房台面清理干净，使用者需要维持公共区域的整洁。
9. 业主和住户对于设备的损坏和维护费用负有责任。
10. 任何业主或是住户使用厨房所造成的人员受伤或是物品损坏，物业不承担责任。

图书馆使用规则&礼仪

1. 图书室内严禁任何带入食物和酒精饮料。
2. 如需要使用图书室进行小组会议，请提前至少 24 小时预定。
3. 预约采取先到先得准则。
4. 物业不承担任何人身或物品损失的责任。
5. 保管好您的财物，任何被遗留在图书馆或其他公共区域内的物品将会被清洁人员清除。
6. 不得将任何图书或杂志带出图书馆。
7. 使用者应当遵守图书室的一般礼仪和安全守则，悉知安全逃生出口的位置。

回收和一般垃圾处理的注意事项

每层楼都设有垃圾处理滑道

1. 所有通过滑槽处置的废弃物都必须被放置于捆绑好的塑料袋中；
2. 玻璃、纸张、易拉罐和瓶子应该直接丢进回收垃圾箱，资源回收的物品不能套袋；
3. 纸箱/硬纸板必须在压平后直接放入垃圾房内；
4. 如果因住户的操作不当而导致滑槽堵塞，Owners Corporation 将向相应住户收取疏通滑槽的费用。
5. 不允许将任何身体部位（例如手或者手臂）伸入滑槽门内。
6. 请注意，下列物品不允许放入滑槽：烟头、点火源或液体、超过 35kg 的物品 以及任何可能会堵塞滑道的物品；
7. 所有不能通过滑槽的物品，（须在遵守所有规定和知道规则的前提下）可直接投入位于停车场的垃圾房内。
8. 任何物品都不允许被放置在滑槽门前 - 请保证通往滑槽的入口及紧急逃生门在任何时候都保持畅通。
9. 零售商或工匠所使用剩下的硬纸板、纸箱和垃圾不允许随意放置，此类垃圾不能被丢弃在公共区域。
11. 特殊废弃物（如玻璃、砖瓦、陶器、厨浴器械或类似）不允许通过滑槽丢弃，业主/房客须自行预约处置有危险性的物品、特殊垃圾或大型物件。

窗户和阳台装饰守则

为了保持建筑外观的美观和一致性，物业管理部对窗户和阳台的装饰、家具摆放有所要求，在不与其他规定冲突的前提下，业主和住户**绝对不能**做出以下行为：

1. 放置和悬挂任何衣物、毛巾或是其他可见物品在公共区域或是大楼的外侧。
2. 在公寓内放置任何外部可见的物品。
3. 在没有获得大楼管理部门书面许可的前提下，自行安装栏杆、栅栏、网格或任何其他安全装置。
4. 对外窗玻璃进行上色、涂抹或张贴记号。
5. 自行安装任何外部可见的外接无线、电视天线、卫星天线等接收器。
6. 自行安装另外的空调机组。
7. 安装任何大楼外部可见的管道、电线或电缆。
8. 搭建任何形式的遮光棚、伞等。
9. 改变大楼外饰的颜色和材质。
10. 自行悬挂非物业指定样式的百叶窗或遮光帘。
11. 悬挂或允许悬挂任何形式的标语和广告牌。
12. 放任阳台或露台不管，住户需要定时打理和清洁各自的阳台和外窗区域。
13. 住户必须确保任何放置在阳台或是天台物品不会收到强风力的影响而掉落。
14. 不允许将**任何物品**从阳台或天台上丢下。

WINDOW BLIND SPECIFICATION

Dear Occupants,

Please be informed under the Owners Corporation Rules, you must not install or permit the installation of any window coverings other than as permitted by the Owners Corporation.

This is important to maintain consistent appearance to the external façade of the building.

Owners Corporation Colour and Specification in relation to the window furnishings:

- **Type: Roller Blind ONLY.**
- **Screen Colour: off white facing externally.**

The sample of colour can be obtained from Building Manager's office.

为了大楼整体的和谐秩序和色调统一，物业对公寓窗帘的款式和颜色有所要求，具体如下：

- 颜色：白色朝外
- 样式：卷帘

窗帘样本可从大楼经理处获悉，您可以自行选择喜欢的窗帘承包商定做窗帘。

水电煤接通信息

电话，网络和有线电视

每间公寓都设有电话连接点、数据和电视连接点，您可以在客厅内收看免费电视或安装有线电视电缆。

您可以联系中意的电信服务商安排网络，电话和有线电视的开通。请告知大楼管理者相关服务人员的安装日期，以便安排相关电信人员的通行许可。

大楼的所有住户单元都注册并配备了 NBN 网络。

请注意，所有电话和互联网连接费用应由买方负责支付。

电力

Lakeside 大楼使用的是内嵌式电力网络供电，WIN energy 作为内嵌式电力的供电商，将会提供更优惠的收费标准。内嵌式电力网络的供电商是在大楼建筑时确定的，因此住户不能擅自更改和安排其它供电商。

房屋过户交割后开发商会断开原有电力，您需要在物业正式过户交割的 7 日内联系供电商通电，请登录 WIN energy 的官方网站，或拨打电话 1300 791 970 (仅限澳大利亚境内)。

煤气和热水

Lakeside 的煤气供应商是 WIN energy，住户不能擅自更改和安排其它煤气供应商。您可以拨打 WIN energy 公司的电话 1300 791 970 或登录其官网 www.WINconnect.com.au 安排相应连接。

水

City West Water 是该地区的供水商。您的律师或是房产过户人有责任在房产过户之后通知 City West Water 房屋产权的变更；业主和住户应直接联系 City West Water 开通账户账户。如果您已经是 City West Water 的用户，您可以通过 City West Water 的网站随时更新您的信息。

OWNER CONTACT DETAILS FORM
Owners Corporation on Plan No. PS737476N
Lakeside - 77 Queens Road, Melbourne

To assist us in efficiently managing the Owners Corporation it would be appreciated if you would confirm and/or complete the below information and return by post or email to:

Melbourne Owners Corporation Services
 PO Box 2228
 Hawthorn, VIC 3122
 Via email: marissa@mocs.com.au

OWNER CONTACT DETAILS:

Lot Number: on Plan of Subdivision No. 737476N

Unit Number: / 77 Queens Road, Melbourne, VIC 3004

Lot Owner/s Name:

Lot Owner/s Address:

Postal Address:

(if different from above)

Telephone Numbers: B/H: A/H: Mobile:

Email Address:

NOTE: All fee notices and correspondence will be emailed to Owners who provide an email address above.

MANAGING AGENT DETAILS:

If your property is managed by an Agency, please provide the following information.

Managing Agency:

Agent Name:

Agency Address:

Telephone Numbers: B/H: A/H: Mobile:

Email Address:

Is your Managing Agent authorized to pay Owners Corporation fees on your behalf? **YES / NO**
(please circle)

If "YES" is circled, please be advised that all fee/levy notices will be sent directly to your Agent at the address provided above for payment. In the event that your Managing Agent is changed, it is your responsibility to contact our office to provide new Agent details, or to confirm that correspondence is to be forwarded directly to yourself.

TENANT CONTACT DETAILS FORM
Owners Corporation on Plan No. PS737476N
Lakeside - 77 Queens Road, Melbourne

This form is to be completed by Owner Occupiers and Tenants (or Managing Agents) only.

To assist us in efficiently managing the Owners Corporation it would be appreciated if you would confirm and/or complete the below information and return by post or email to:

Melbourne Owners Corporation Services
PO Box 2228
Hawthorn, VIC 3122
Via email: marissa@mocs.com.au

RESIDENT DETAILS:

Lot Number: on Plan of Subdivision No. 734528M
Unit Number: / 77 Queens Road, Melbourne, VIC 3004
Resident/s Name:
Phone Numbers: B/H: A/H: Mobile:
Email Address:

VEHICLE DETAILS:

Vehicle Make:
Vehicle Colour: Vehicle Registration No:
Vehicle Make:
Vehicle Colour: Vehicle Registration No:

BUILDING ACCESS DETAILS:

Building Swipe No/s:
No. of Remotes held:

MANAGING AGENT DETAILS:

Managing Agency:
Agent Name:
Agency Address:
Telephone Numbers: B/H: A/H: Mobile:
Email Address:

PET REQUEST FORM

**Owners Corporation on Plan No. PS737476N
Lakeside - 77 Queens Road, Melbourne**

APPLICANT DETAILS:

Lot Number: on Plan of Subdivision No. 734528M

Unit Number: / 77 Queens Road, Melbourne, VIC 3004

Resident/s Name:

Are you an Owner Occupier or Tenant?

Phone Numbers: B/H: A/H: Mobile:

Email Address:

REQUEST DETAILS:

I/We would like to request permission for the following animal to be approved to reside in our apartment:

Animal Type: Breed:

Registration No.:

TERMS AND CONDITIONS:

I /We the Resident/s, understand and agree to the following:

1. The Owners Corporation reserves the right to decline this application without providing a reason;
2. Should the Resident/s detailed above be granted permission by the Owners Corporation to keep the abovementioned animal at the property, the Resident/s will be liable for any damage caused by the animal to either the private lot or common property, which is to be rectified immediately following the damage caused;
3. The animal must be registered with the local council (if applicable);
4. The animal must not become a nuisance or cause any discomfort to any other Resident at the development;
5. Upon approval of this application a photograph of the animal must be provided to Melbourne Owners Corporation Services Pty Ltd within 7 days of the date the approval is granted;
6. If approval is granted by the Owners Corporation to keep the above animal at the property, the approval does not supersede any clause in the lease agreement between the Landlord and the Tenant with respect to an animal being kept within the private lot. It is the Tenant's responsibility to seek further approval from the Landlord to keep an animal within the apartment.
7. Should the above terms and conditions not be followed, the Owners Corporation reserves the right to revoke the approval granted and request immediate removal of the pet from the property.

Signed by Resident/s:

Resident Name/s:

Date:

Please submit this form to the Owners Corporation for approval via post to c/- Melbourne Owners Corporation Services Pty Ltd, PO Box 2228, Hawthorn VIC 3122, or via email to marissa@mocs.com.au. A response will be provided to the applicant once a decision has been reached by the Owners Corporation Committee.

MOVE IN/MOVE OUT REQUEST FORM
Owners Corporation on Plan No. PS737476N
Lakeside - 77 Queens Road, Melbourne

This form must be submitted to the Building Manager at least 72 hours prior to the planned move in order to confirm the move. Move are only permitted to be carried out Mondays to Fridays during the following time slots (Saturday allowances 1 month from initial settlements):

MORNING	8:00am to 10:00am	10:00am to 12:00pm
AFTERNOON	12:00pm to 2:00pm	2:00pm to 4:00pm

A pre and post inspection will be carried out by the Building Manager to inspect for damage caused during the move. If damage has evidently been caused during your move in/out, you will be charged all costs associated with rectifying the damage caused therefore we urge you to take extreme care when moving your items through the Common Property. Furthermore, any items dumped at the property by vacating Residents will be removed by the Owners Corporation, with the cost being deducted from the Resident's bond accordingly.

APPLICANT DETAILS:

Unit Number: / 77 Queens Road, Melbourne, VIC 3004
 Resident/s Name:
 Phone Numbers: B/H: A/H: Mobile:
 Email Address:

MOVE IN/OUT DETAILS:

Date of Move: Time Slot for Move:
 Type of Move: Self-Move / Removalist (please circle)

REMOVALIST DETAILS:

Removalist Company:
 Company Address:
 Telephone No: B/H: A/H: Mobile:
 Email Address:

It is a requirement of the Owners Corporation that any Removal Company engaged has Public Liability Insurance, with a copy of the Certificate of Currency to be provided to the Building Manager with this Move in/out Request Form. Additionally, the below section must be completed and signed by the Removalist and Resident for the move to be approved. If a Removalist is engaged and the below section has not been completed by the Removalist or a copy of the Public Liability Insurance has not been provided with this form, then the Resident will have to accept the liability on behalf of the Removalist and take responsibility for any damage caused during the move.

INDEMNITY SECTION - TO BE COMPLETED BY RESIDENT AND REMOVALIST COMPANY

I/We from
 (Removal Company Employee) (Removal Company Name)
 and/or from Unit No.
 (Resident Name)

UNDERTAKE TO TAKE ALL DUE CARE AND DILIGENCE DURING THE MOVING PROCESS. Furthermore, the Removal Company agrees to reimburse the Owners Corporation on Plan of Subdivision No. 734528M any expense incurred by the Owners Corporation to reinstate to the original condition any surface or item which may become damaged or marked by the company's action during the move in/out. In the event that the Removal Company refuses to reimburse the expenses to fix damages, the Resident agrees to accept liability for the charges to be billed to them directly.

..... (Removalist Employee Signature) (Resident/s Signature)

Date: Date:

KEY/SECURITY SWIPE/REMOTE ORDER FORM

Owners Corporation on Plan No. PS737476N

Lakeside - 77 Queens Road, Melbourne

This form is ONLY to be completed by the Lot Owner or Managing Agent.

APPLICANT DETAILS

Lot Number: on Plan of Subdivision No. 734528M

Unit Number:/ 77 Queens Road, Melbourne, VIC 3004

Name:

Address:

Phone Numbers: B/H: A/H: Mobile:

Email Address:

RECIPIENT DETAILS

Name:

Address:

Postal Address:
(if different from above)

Phone Numbers: B/H: A/H: Mobile:

Email Address:

Would you prefer to pick the keys up from our office? YES / NO
(please circle)

ORDER DETAILS:

Note: In case you have lost swipe or remote, please report it to the Owners Corporation Manager who will deactivate the lost device immediately.

Number of Keys Required:

Number of Swipes Required:

Number of Remotes Required: (remotes are limited to one per car space)

Please submit this form to the Owners Corporation Manager via the following mailing or email address.

Mailing Address: Melbourne Owners Corporation Services, PO Box 2228, Hawthorn, VIC 3122
Email Address: marissa@mocs.com.au

PAYMENT DETAILS

Pre-payment is **COMPULSORY**. No order will be released without prior payment. Melbourne Owners Corporation Services will contact you on the number provided above to confirm the cost of your order prior to processing the payment.

Method of Payments: Credit Card payment

Details: Visa Master Card

Number: Exp: CCV:

Signed by: from
(Managing Agent) (Agency Name)

and/or
(Lot Owner Signature) (Lot Owner Name)