



WELCOME AND INFORMATION BOOKLET



Welcome to Vantage RiversEdge Apartments (Strata Scheme 67408)

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Welcome

Vantage RiversEdge Apartments ('Vantage'), is a modern apartment complex which is home to the residents of 212 apartments.

The Strata Council, also known as the Council of Owners, extends a warm welcome to you and hopes you will enjoy living here and provide this booklet to all Owners and Residents of Vantage. Please take the time to read through the information contained in it and keep it on hand for future reference.

Please remember that at Vantage, we respect your right to privacy and your entitlement to live your life in the way that you choose, however we also all have a shared responsibility to ensure that our lifestyle and behaviour does not adversely impact on any of our neighbours.

We hope that you will join us in maintaining the standard of our Vantage home to enable us all to enjoy living in a clean, peaceful and beautiful setting.

Strata Council

Your Strata Council is elected by Vantage owners each year at the Annual General Meeting. Please also bear in mind that Council members are unpaid and give freely of their own time and that they are not experts in all matters. If you have an issue you wish to raise with the Strata Council, please address it, in writing, to the Secretary of the Strata Council via the Strata Managing Agent. Alternatively, the Strata Council holds periodic open meetings with residents to hear their issues and constructive suggestions to improve the management of Vantage.

Strata Manager

The day-to-day administration of Vantage is in the hands of our Strata Managing Agent, under the general direction of the Strata Council. Their contact details are as follows:

Oakfield Strata Management

Strata Manager: Courtney Smith

Phone: (08) 6355 5225 (Mon – Fri. 9:00am – 4:00pm)

Afterhours: (08) 6355 5225 and follow the prompts

Email: admin@oakfield.com.au

Office & Postal Address: 3 / 1050 Hay Street, West Perth, WA
6005

Managing Director: Mitchell Zile

If you have any questions regarding the following matters, please call or email:

- Queries regarding your property, the building or strata rules
- After-hours urgent common property matters
- Levy or other billing inquiries
- Communication for the Strata Council

Building Manager

We have a Facilities Management company and an onsite Building Manager, who coordinate and direct day-to-day maintenance and repairs.

Impex Group Facilities Management

Phone: (08) 6146 0360

Email: vantage@impex-group.com.au

Impex Onsite Building Manager

Name: Kunal

Phone: 0484 121 034 (Mon – Fri. 7.30am – 2.30pm)

If you have any questions or problems regarding common property maintenance or cleaning please call or email the Building Manager or if not urgent enter in the appropriate book on the reception desk.

General Information & Rules

As with any large residential complex, there are rules and regulations (By-Laws) and they need to be understood and observed by residents and visitors alike.

Residents are responsible for their guests at all times and asked to behave in a respectful and appropriate manner to ensure the peace and privacy of other residents. Be mindful the foyer (entry) has apartments along it and noise carries. Please report any excessive noise, inappropriate or violent behaviour to Police as well as informing the Strata Manager.

Vantage is fortunate to have many common facilities for residents to enjoy in a safe and peaceful manner. These facilities include the 13th Floor roof terrace, BBQ area and outdoor cinema. A ground floor theatre, a resident's lounge and dining area, gym, dry sauna and steam room. The pool deck has a 20m pool and separate spa as well as another two BBQ areas. These facilities are to service our 212 apartments and are provided primarily for residents' private use. Vantage is not a function centre and common facilities are only for small personal/family gatherings.

Lift doors are never to be held open as this causes a system fault and any damage to lifts will be charged to owners.

Moving In / Moving Out

MOVES ARE ONLY PERMITTED FROM MONDAY TO FRIDAY.

THERE ARE STRICTLY NO MOVES ON WEEKENDS OR PUBLIC HOLIDAYS.

All move in/outs or deliveries of large furniture items require lift protection to be installed and a lift key to be used for the duration of the move.

Please contact the Building Manager at vantage@impex-group.com.au or on 0484 121 034 at least 48 hours in advance to book a time and date for your move. **(either 8:00-11:30 or 11:30-3:00).**

On the day of your move, please report to the Building Manager to collect the key to the lift and to receive instructions. The lift key must be in the possession of the resident using it at all times and should not be left in the lift unattended. The lift key must be returned as soon as the move is completed and no later than the following day of the move, if it is not returned in time the resident will be charged for a replacement.

Please read below carefully and ensure ALL the relevant people involved in the move receive a copy.

➤ **Do Not Prop or Forcefully Hold Doors or Lift Open**

There is strictly NO propping open of any common area doors or covering of sensors during the move as by doing so you can potentially cause damage and it will be classified a security breach. Access devices must always be used to enter/exit doors and lifts. If this is ignored, a breach will be sent to the owner of the lot and any costs involved for repairs caused from damage will be on-charged accordingly.

➤ **Parking**

Vehicles involved in the move must park on Riversdale Road away from the car park main entrance so as not to block vehicles entering/exiting from the building. Please ensure your removalist does not park on the verge.

➤ **Moving Furniture or Other Items**

Items are to be moved through the main lobby directly to the lift and must not be piled up in the lobby or left leaning on common area walls and furniture.

➤ **Lift Dimensions**

The dimensions of the lift are 2.4m high, 2m long and 1.3 wide. If you have items that are larger than these measurements, please do not force them into the lift as this can cause damage to the lift panels, ceiling, or mirror.

➤ **Disposal of Boxes and Packaging Waste**

Large boxes must be taken offsite and disposed of correctly. Smaller boxes are to be flattened prior to placing in the yellow lid bins. Styrofoam and packaging plastics are not recyclable and must be disposed of in the red lid bins (general waste). All bins are located in the ground floor bin room.

➤ **Unscheduled Moves and/or Damage Caused During the Move**

Any moves or large furniture deliveries outside the permitted days/times, without a booking or resulting in damage to common property will result in a breach notice and \$200 on-charged to the owner of the apartment.

Please contact the Building Manager if any clarification is required.

Security

Be aware that all common areas, lifts and carparking levels have monitored and recorded CCTV.

Residents are asked to ensure that all pedestrian access doors are kept closed at all times. Please ensure these close behind you securely and that no one follows you in.

Keep things locked up, such as your car, storeroom and kayak storage.

Do not leave valuables or access fob in your car.

Have your overnight visitors park on B1 in the designated visitor bays.

All deliveries of packages and food must be picked up at the ground floor doors. Under no circumstances are delivery people to be buzzed through to your apartment.

No door or gate is to be wedged open at any time.

Residents are asked not to allow unknown individuals who claim to be residents, to enter the complex. If you feel comfortable, politely ask them what they are doing. If you do not feel comfortable just make a mental note of the time and their description in case the information is required.

Car Parking

- Residents are only permitted to park in their designated car space.
- For security reasons, the leasing of parking bays to any person other than a resident who currently resides at Vantage is not permitted.
- Visitor bays are for visitors only.
- Two Visitor Parking Permits are issued annually to each apartment.
- Please ensure only genuine guests are parking in the visitor bays, and they are displaying their visitor parking permits. Failing to do so may result in a parking infringement.
- Strata should be informed of any house guests you have staying with you that will be using a visitors bay for a period of time.
- For the safety of pedestrians and especially small children, there is a speed limit of 10kph in the underground parking.

Common Areas

All common areas (any space outside of your own apartment) **are smoke free.**

The ground floor and all passageways are to be kept clear at all times in order to comply with the Fire Code.

All fire doors are to be kept clear and closed at all times in order to comply with the Fire Code.

Residents must always be present with their guests when using common area facilities and children must be supervised at all times.

All damage to any part of the common areas must be reported to the Strata Manager and Building Manager immediately.

The riding of bicycles, skateboards, scooters, rollerblades, or any other similar equipment is not permitted in any common areas.

Residents must be appropriately dressed at all times in all common areas, nudity or partial nudity is not permitted at any time, and shoes must be worn at all times, no bare feet except around the pool area.

Residents are able to use any of the bookable areas with a maximum of 12 people (including owner/residents) without making a booking, provided it is available (not already booked by another resident). Residents with outstanding levy arrears are not permitted to make bookings until the debts are cleared.

Common Area Bookings

The following common areas are able to be booked for exclusive use by residents.

- Dining Room on ground floor (**Not including residents lounge**)
- Indoor Theatre on ground floor
- 13th Floor Dining / BBQ area (**City side table**)
- Rooftop Cinema

To make a booking of one of the above common areas, a resident should:

- Go to the following website – <https://vantage-apartments.appointlet.com/>
- Choose a booking duration.
- Choose a room.
- Choose your date and time.
- Provide all relevant information.
- Review and complete the booking.

Specific rules for booking each area must be complied with, including maximum numbers, booking times and duration. *See specific area for details.*

Bookings require a designated adult resident to be the responsible contact.

Bookings must be made at least 7 days in advance.

Residents are permitted 2 bookings per eligible area per calendar year with a maximum of 12 people (including residents) unless stated otherwise.

No common area may be booked on any public holiday, Melbourne Cup Day, Grand Final Day, New Year's Eve, or any other significant date that the Strata Council deems.

Booking of an area does not constitute permission to use other common areas. Note this means if you are using the lounge area your guests are not allowed to use the pool area as this is for residents' primary use.

Booking of eligible areas does not extend to business events, training, or other such formal events.

Rescheduling and cancelling bookings should be done through this website. The Building Manager will then approve or reject the booking, providing an explanation in case of any rejection.

Cancellation of a booking should be done as early as possible, if a booking is not cancelled and the event does not go ahead this may hamper the residents' ability to make future bookings.

The resident must accompany all guests and ensure they behave in a respectful and appropriate manner keeping noise to a minimum.

All areas are to be left clean and tidy with lights and electronic appliances turned off.

Failure to clean up will incur the costs of cleaning staff which will be invoiced to the owner of the apartment.

Any additional costs incurred by the Strata Company for rubbish removal, cleaning or repair/replacement of common property / or assets will be invoiced to the responsible owner at the discretion of the Strata Council.

➤ **Dining Room**

- This does not include the attached Residents Lounge or the Pool/Cabana area which cannot be booked exclusively.
- Bookings are for 6 hours maximum.
- Hours of use are from 8am to 10pm.
- The use of the dining room does not extend to business events, training or other such formal events.

➤ **BBQ Areas**

- All BBQ facilities are for residents use whenever required, except for level 13 in which case you can only book the western table and use the western BBQ. The other table and BBQ can be used by residents despite your booking.
- The BBQs and surrounding areas must be cleaned by the resident after use.
- Cleaning equipment is stored under each BBQ.
- Please notify the Building Manager and / or Strata Manager if the BBQ Gas Cylinder requires replacing.
- The 13th floor BBQ is connected to mains gas.
- Pool side BBQ Cabana is for residents' primary use but if appropriate a **maximum of 2 guests per apartment** are permitted.

➤ **Theatrette**

- See the Building Manager for a demonstration of equipment use before approval is given.
- Bookings are for a maximum of 3 hours.
- Hours of use are from 10am to 10pm.
- Once you are finished with using this area, please turn all lights and projector off.

➤ **13th Floor BBQ & Dining Area**

- Bookings are for a maximum of 6 hours.
- Hours of use are from 8am to 10pm Sunday to Thursday and 8am to 11pm on Friday and Saturday.
- The 13th floor BBQ dining area & the Rooftop Cinema cannot to be booked by the same resident at the same time.
- There are no toilet facilities on the 13th floor, as such it is expected that your guests access toilet facilities in the resident's apartment.
- If lights are turned on, including the planter box lights, please turn them off when you leave.

➤ **Pool and Spa**

The rules regarding hours of use of the pool and spa are governed by the **BELMONT CITY COUNCIL**
NOT THE COUNCIL OF OWNERS

- **THE POOL DECK IS FOR DAYLIGHT USE ONLY – DAWN TO DUSK.**
- **THE POOL IS NOT SUFFICIENTLY LIT FOR EVENING USE**
- **NO GLASSWARE OR SMOKING, INCLUDING E-CIGARETTES, IS PERMITTED ANYWHERE ON THE POOL DECK INCLUDING THE CABANA**
- **NO FLOATING DEVICES/INFLATABLE POOL TOYS ARE PERMITTED EXCEPT FOR CHILD SAFETY SWIM RINGS**
- **NO PETS ARE ALLOWED ON THE POOL DECK**
- The pool sits above 4 floors of terrace apartment. Any actions/behaviour such as diving or jumping into the pool, cause water to spill over and are not permitted.

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- The Pool and BBQ Cabana is for the residents' primary use but if appropriate **a maximum of 2 guests per apartment** are permitted.
 - The resident must accompany all guests.
 - Children under 16 years of age must be accompanied by an adult.
 - Residents and their guests must be appropriately attired at all times.
 - Residents should be mindful that the Pool deck acts like a megaphone and projects sounds clearly to the apartments above it.

➤ **Gymnasium**

- **THE GYM IS FOR RESIDENTS USE ONLY.**
- **THE USE OF ALL GYM EQUIPMENT IS AT YOUR OWN RISK.**
- Gym is open for use 24 hours.
- Music must be played through personal headphones or earpieces only. No open music speakers are permitted.
- Children under the age of 13 are not allowed in the Gym and all other children must be accompanied by an adult resident.
- No food or drinks (other than water bottles) is permitted in the Gym.
- The use of a towel is mandatory to wipe off any perspiration on the gym equipment after use.
- No equipment is to be removed from the Gym.
- No equipment is to be used for anything other than that for which it was intended.
- Appropriate clothing and closed footwear are to be worn at all times.
- Return all equipment to their correct storage at the end of your session.
- After using the gym, do not enter the pool or spa without first showering for hygiene reasons.
- If using the gym at night, please turn the lights off if you are the last to leave.
- If you turn the air conditioner on, please turn it off when you leave.

➤ **Sauna and Steam Rooms**

- **THE SAUNA AND STEAM ROOMS ARE FOR RESIDENTS USE ONLY.**
- The Sauna & Steam Rooms are available for use 24 hours
- The sauna is an electric dry unit. **NO WATER** should be applied to the rocks.
- No food or drink (other than water bottles) are permitted in the sauna/steam rooms.
- Please use a towel in the sauna.
- After use, please turn off the units.
- When leaving, leave the steam room door open to allow it to dry to prevent mold and bacteria growth.
- If you intend to swim after sauna or steam use, please shower on the pool deck prior to entering the pool or spa (permitted daylight only).
- If using the sauna or steam room **after dark you may not enter the pool after use.**
- **CHILDREN UNDER THE AGE OF 13 ARE NOT PERMITTED TO USE EITHER THE STEAM OR SAUNA ROOMS.**

Balcony / Balustrade

- These are not to be used as a place to hang/dry laundry/clothing.
- The use of balconies to display signage or store items other than appropriate furniture (i.e., mops buckets) is not permitted.
- Perth is a windy city. Lightweight outdoor furniture and glass top table are not suitable for high-rise balconies. Please be mindful that you may need to bring furniture and cushions inside your apartment if strong winds are forecast.
- Pot plants should be well tended to prevent stagnant water from collecting in pots and saucers creating a breeding ground for mosquitos in the summer months.

Smoking and Smoke Drift

ALL VANTAGE COMMON AREAS ARE NO SMOKING AREAS, THIS INCLUDES E-CIGARETTES.

- This includes the gardens, grounds, common areas, garages, pool area and the balconies, so that smoke drift and smells are eliminated.
- Please note that smoke from e-cigarettes and other smoking alternatives may trigger the Fire Alarm. The cost of any associated evacuation will be borne by the resident responsible either if caused by themselves or one of their guests.
- Disposing of cigarette butts into the garden beds etc. may incur a cleaning fee.

Noise and Antisocial Behaviour

- All residents are asked to understand that Vantage is home to 212 apartments and be considerate to other residents, as such we should all actively try to keep our individual noise levels to a minimum.
- When walking into the building and along all passageways be aware that these have adjoining apartments on all levels so please keep noise to a minimum especially during quieter times.
- While on the pool deck be aware that it is like a megaphone to the upper apartments.
- Whilst using apartment balconies, please be aware that the noise will radiate to the adjoining apartments. Please mind your language – you can be heard.
- Any noise or unsociable behaviour created within the building, that compromises the peaceful enjoyment of residents, is a breach of the By-Laws and is likely to incur a breach.
- Drunken, disorderly behaviour or damage to Vantage property could also result in police being summoned to deal with offenders. This includes loud noise within your apartment or on common property.

Pets

- Domestic pets belonging to residents are welcome at Vantage, but bylaws are applicable and limit the number of individual types per apartment to one. If the number exceeds this then prior approval from Strata Management is required.
- Pets are not permitted to be in any common areas other than going to or leaving their apartment.
- No pets are allowed to come with residents to socialise in any common areas.
- Any excrement or waste from pets in common areas must be cleaned up immediately by the owner. Any costs incurred in cleaning up common areas caused by pets will be charged to the owner.

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- Whilst in the building but outside of the apartment all dogs must be on a leash and other pets carried.
 - Dog owners, please be mindful of barking or inappropriate behaviours that might affect other residents.
 - Owners are advised that cats must be kept within their apartment and are not allowed to roam from balcony to balcony along building ledges.
 - If your animal causes a nuisance, the Strata Council may give you notice to remove your pet.

Fire and Building Evacuation

- It is important that you report any sighting of fire or smoke to 000 Fire Emergency.
- The Fire Brigade will charge fees for multiple false alarm call-outs, which may be on charged to residents.
- An evacuation message will be relayed over the intercom into your apartment.
- **Do not use the lift when instructed to evacuate under any circumstances.**
- Proceed down the stairs and exit the building to Riversdale Road.
- If you are unable to proceed down the stairs due to medical reasons, advise a neighbour to notify the fire officers that you are on the landing awaiting assistance.
- Please do not use fire hoses for domestic duties. Use of fire hoses by unauthorised persons is illegal.
- Never prop the stairwell fire doors open.
- Smoking/Vaping in the passage ways, foyers and lifts may activate the alarms

Garbage Disposal – Bin Room located behind reception area

- All house waste is to be sealed inside sturdy rubbish bags (or double bagged) before being taken to the bin room.
- Please consider carrying your rubbish in the plastic household bin to the bin room to prevent spillage of liquids.
- We have 4 types of bins, Household Rubbish (red lid) Recycling (yellow lid), Cardboard Only along the back wall (yellow lid) and Refundable Containers.
- Please read the bin labels on the front and use the appropriate bin.
- The bins located near the outside door are for refundable containers. Funds from these are collected and the proceeds are used to host various functions for all residents throughout the year. Please read the sign near the refundable bins which details which containers are accepted.
- Please flatten all cardboard before placing them into the cardboard bins.
- Please do not use the bins to dispose of household items (such as ironing boards, fans or electronic items).
- No household items (i.e., furniture) are to be left in the bin room or on the verge. Such items are the responsibility of the resident to dispose of.
- Please be mindful of not allowing bin room doors to slam as this affects residents living on the ground floor.

Mail Room

Located on the ground floor beside the foyer seating area.

A fob and, letter box key and access code for entry from the street should be given to you on handover.

Australia Post and other delivery companies have access from the street to deliver items to the mail room only. When exiting the mail room, please ensure the door/doors are closed.

It is recommended you collect items delivered as soon as convenient to prevent congestion.

Sewerage System and Toilet Use

Please be mindful of what you pour down sinks and flush down toilets to avoid disruptive blockages and expensive repairs.

Leasing of Apartments

No short term (i.e. a term less than 3 months) leasing is permitted at Vantage including but not limited to sub-leasing an apartment or advertising rooms via websites such as AIR BNB.

Alterations and Renovations

Permission should be sought from the strata manager before any alterations or improvements are made within your apartment to ensure compliance to applicable Building Standards.

Examples of Required Building Standards -

- Tiling in wet areas requires the application of adequate waterproof membrane prior to tiling.
- There are specific Noise and Fire Prevention requirements for the installation of flooring, carpet and underlay.
- Tiles and wooden floors generate noise and there are strict guidelines for the installation of these products.
- Wall penetrations or drilling may require a report from a Structural Engineer.

Full details of the renovations and your proposed commencement date should be submitted to the Strata Manager, allowing sufficient time for consideration by the Strata Council.

Condition examples are as follows -

- The works do not involve structural alterations or changes to the common property plumbing.
- All work is undertaken by appropriately qualified and licensed tradesmen.
- The contractor carries all risk and workers compensation insurance.
- Work may only be undertaken between the hours of 8.00am and 5.00pm Monday to Friday. No work is permitted on Saturdays, Sundays or Public Holidays.
- Any damage to, or soiling of, common property must be rectified by the applicant.
- Repair and maintenance of any items installed in the course of the approved work is the responsibility of the applicant.

If you require a skip bin for removal of rubbish, please include this in your application and coordinate with the Building Manager.

If you are unsure if your renovation requires prior approval, please contact the Strata Manager for advice.

Please be aware that the Strata Company, and persons authorised by the strata company may remove unauthorised work, additions, alterations undertaken by the owner or occupier at the cost of the owner.

Strata Levies and Utilities Recharges

The Annual Meeting of Owners in November or December considers and approves the Vantage administration and maintenance costs budget for the forthcoming year to 31 October, together with the schedule of quarterly levies. Levy notices are issued in advance, at least 2 weeks before the next quarterly levy is due.

All owners must ensure they provide the Strata Manager with a current and effective means of contacting them (telephone, email and postal address) and are required to pay levy invoices by the due date so that the necessary funds are in place to ensure that the administration and maintenance of Vantage can be properly carried out.

At Vantage, our electricity and gas-heated hot water are supplied on embedded networks but usage is individually sub-metered by apartment. The total cost of electricity and gas for the building is paid for by the Strata Manager and our individual usage is on-charged to us in two separate invoices by the Strata Manager on a bi-monthly basis.

Interest is charged on overdue amounts and accrued on a daily basis. Seriously overdue debts may be passed to a debt collection agency and ultimately referred to a lawyer. All costs incurred for debt collection are on-charged to the property owner and any unpaid debts and charges will ultimately be deducted at settlement, if and when an owner sells their apartment.

WA Government Energy Assistance Program

As outlined above our electricity supply is provided on an embedded network:

- This is common in apartment buildings.
- The Body Corporate (through the Strata Management Company) buys our electricity from an authorised retailer – In our case, Kleenheat.
- The benefits of living in an embedded network are lower energy costs.
- One disadvantage is that anyone normally eligible for a concession rebate with each bill is not, as they do not buy the electricity directly from Synergy.

Household Electricity Credit

Households who are supplied with electricity through an embedded network or sub-metering arrangement may be eligible for a credit. Visit wa.gov.au for information about the Household Electricity Credit including the eligibility criteria.

To apply for the credit use the following link <https://apps.osr.wa.gov.au/portal/0/home> . Applications must be made annually and close on 30 November.

Energy Concession Extension Scheme

If residents hold one of the following cards they may also qualify for additional assistance with electricity bills:

- Centrelink Health Care Card
- Centrelink Pensioner Concessions Card
- Veteran Affairs Gold Card
- Centrelink Commonwealth Seniors card
- Veteran Affairs Commonwealth Seniors Card
- Veteran Affairs Pensioner Concession Card

To find out more about the energy assistance program contact Revenue WA as follows:

Web enquiry: www.osr.wa.gov.au/waelectricitycredits

Website: www.wa.gov.au/government/publications/household-electricity-credit

