

WELCOME TO TARA APARTMENTS
2-10 QUARRY MASTER DRIVE
PYRMONT NSW 2009



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Welcome to Tara

The Owners Corporation of Tara Apartments would like to take this opportunity to welcome you to our community. We hope that the information contained in this pack is informative and assists you to settle into the building and enjoy the facilities and location that Pyrmont has to offer.

Apartment living means close proximity to neighbours, and many everyday activities can easily have an impact on others around you. Therefore, there are rules and regulations which we trust that you will abide by so that living at Tara will be an enjoyable experience for everyone.

Our History

Tara Apartments is a proud and community-minded Strata Titled property. The building consists of 66 one, two and three bedroom apartments over 9 floors. It was constructed in 1999 and there have been a few refurbishments over the years, for example, the swimming pool area and security system. During 2012-2014, major repairs were undertaken on all exterior surfaces including the rendering, painting and roof membranes.

Tara is built on the site of the *Paradise Quarry* from which Charles Saunders extracted Sydney's finest sandstone, yellow block. Many of the city's heritage buildings were built from this stone in the late 1800s.

Building Manager

The building facility is managed under contract by Pacific Building Management Group. Steven Diamond Rogers is a friendly and competent manager. He is contactable 24/7. However, After Hours calls should be restricted to emergency purposes only. See the Emergency Contact sheet appended to this Welcome pack.

Contact: Steven Diamond: 0434 071 671- Email: tara@pacificbmg.com.au

After Hours Emergency: 1300 761 610

Strata Manager

The strata manager acts as the secretary for the Owner's Corporation taking care of the buildings finances and is the person to contact in regards to levy enquiries and payments. The Strata Manager is also the conduit to the Strata Committee for all correspondence and will issue notices to owners on behalf of the committee including levy notices and breach of by-law letters.

Strata Manager:	Hira Zaheer
Company:	Strata Title Management
Phone:	02 9266 2600
Email:	hizaheer@stratatitle.com.au
Web:	www.stratatitle.com.au

Balconies

The value of our property is considerably enhanced by a clean and uncluttered look. For this reason, visible clothes drying and rugs airing on balconies is prohibited. Balcony furniture should be limited to outdoor seating, a barbecue, an umbrella and planter boxes.

Please note that open flame fires and solid fuel, heat beads and wood burning barbeques such as Webers or similar, are not permitted as they emit unpleasant odours that seep in through doors and windows, affecting others in the building.

Fire Alarm & Emergency Evacuation

All Units are fitted with smoke and fire detectors which are tested each year, in addition the building has smoke and fire detectors in all the main corridors which are linked to the main fire alarm. Residents must evacuate the building immediately when the main fire alarm sounds.

Emergency Exits are clearly marked and lit and there is emergency lighting in the fire stair wells and corridors in case of power failure.

Do not use the lifts in a fire, in an emergency all residents can meet in the park area to the left hand side near the park stairs well away from the building.

Garage Area/Parking

Tara has 3 garage parking levels. The street entrance top level, **B1**, is where the garbage room and locked Lift entry are located.

B1 has four exits marked below by  which should be used in case of an emergency. Fire exits are clearly marked but only lead out to the street level with the doors locking behind you.

The other two levels **B2** and **B3** each have lift access and numerous clearly marked fire exits.

The Roller Door

This can be opened using an electronic remote control (available at a \$100 deposit cost and logging your car registration number) or via your security intercom within your apartment. When your visitor calls on the Security panel in the garage, you can select the door open or close button to allow them to enter and exit.

Height Limit – 2.5Metres

There are several pipes and services in the building that could be damaged resulting in a dangerous scenario and/or flooding if high vehicles hit them. The resulting repair bill may be at significant cost. Please be aware of the height limit - **2.5 Metres** - and advise your contractors to be **very careful** around our sprinklers and pipes. If you or your contractor cause any damage in the car park, all repairs and call out fees will be your responsibility.

Sprinkler system

The garage area has an extensive fire sprinkler system; significant fines exist for tampering with the sprinklers and the associated plumbing which may be present within resident's garage space. All care must be taken not to interfere or damage them.

The diagram below is a guideline only and marks the important features in this information sheet



Speed Limit

Please note the speed limit in the car park is **10 km per hour** (or walking speed) at all times. There are often pedestrians in the garage area and some corners have limited passing space, so the slower the better. We would hate to have an accident occur in our car park, or have anyone injured.

Private Garages / Guidelines

All apartments have their own parking garage(s) which should be used by residents if they own a vehicle.

- The registration, make and model of all owner and tenant vehicles must be advised to the Building Manager when you move into your apartment, so that this can be monitored. It is also important for you to advise if you change or sell your vehicle so that this information can be updated.
- Residents are not permitted to park in unmarked areas of the car park or common area at any time, as this creates a hazard for other vehicles and pedestrians.
- For both security and personal insurance requirements please keep your garage doors closed and locked. This also ensures your car is within the garage space.
- Cars cannot pass over the line of the door as it impinges on common property. This can lead to the car being damaged by other vehicles.
- It is against council laws and Tara By-laws to lease, loan or rent your Garage space to any non-resident – this is enforced by our building as it poses a security risk to person and property
- It is against general by-laws and health and safety regulations to keep any dangerous chemicals, solvents or other flammable materials in garages
- Please keep drains and vents in your garage space clear as they are essential for drainage and ventilation
- All moves into and out of Tara require to be booked with our building manager to assist you in loading space and lift access

Visitor Car Parking

The 10 visitor car parking bays  are for the **exclusive use of short term visitors to the building**. These visitor spots are limited so any resident parking in these places causes inconvenience to other residents who have guests and visitors needing those places.

Residents should NOT park in visitor spaces, unless this is for a quick pick up or drop off.

Disabled car parking

The disabled car parking space  is on left hand side just past the service bay and is signposted

This space is for the sole use of visitors who have an authorised mobility parking permit displayed on the vehicle while parked. Please be considerate and not use this space unless the driver is authorised to do so.

Car Wash Bay

There is 1 car wash space  which also doubles as a service bay. This is located directly on the right hand side when you drive into the garage at level B1.

It is secured by a locked bollard, and is the only place cars should be washed as it has a drain for the water to flow down. Please do not wash your car elsewhere in the car park as it will flow down into the garages and may damage other tenants' property, which you will be liable for. Please consider others by cleaning up after using the car wash bay.

If you wish to use the car wash/service bay, please contact the Building Manager, Kevin Rogers for the key.

Service Bays



The 2 service parking areas are for the use of the cleaner and contractors parking to service our residents. They can also be used for short periods for residents to move large items in and out of the building. The service bays are secured by a locked bollard. If you have a contractor coming in or need to use one of the service bays please contact the Building Manager, Kevin Rogers for the key.

Parking in Pyrmont

If you have more than one vehicle, residents can apply for a parking permit online:

<http://www.cityofsydney.nsw.gov.au/live/residents/parking-permits>

A resident permit will allow you to park within a large area of Pyrmont/Ultimo at any time for free.

Garbage

Collection Day for **RED garbage** bins: Monday & Thursday

Collection Day for **YELLOW recycle** bins: Thursday

Please help keep Tara in a hygienic state:

- Keep the bin room clean and tidy
- Take your recycling down to the bin room. RECYCLING (Bottles, Pizza boxes, Newspapers) and other large items must not be put down the garbage chute as it will become blocked & unsanitary
- Ensure your garbage is securely double wrapped before placing it in the chute (especially baby's nappies and pet litter)

The building manager can arrange council pick-up of large items on Tuesday pm for Wednesday collection. For council information, go to: <http://www.zerowaste.org.au/>

Moving Procedures

Anyone moving in or out of Tara must advise the Building Manager prior to the date. This is designed to assist you with loading space and lift access, making the process much easier for you and your neighbours. You will be able to secure easier access to the building and it will be much more streamlined if the process is co-ordinated with Kevin. Kevin can arrange for lift curtains to protect the lift and he can also answer any questions you may have in relation to building rules and regulations.

Please note that all large items must be moved in and out of the building via the Lift on Level B1 which is just inside the garage on the left. There is a service bay you can utilise for parking and easy loading/unloading of items next to the lift. If you need a key to unlock the bollard, please contact the Building Manager, Kevin Rogers.

Please note the procedures to be followed regarding all movements of household furniture and whitegoods into or out of Tara.

Move in/Out Times:

- Monday to Friday 7:30am to 6:00pm
- Saturday & Sunday 8:30am to 4:30pm

Procedures:

- If you are moving in or out of the building, moving furniture or carrying out a renovation, you need to contact and coordinate with the Building Manager:

Steven Diamond, Email: tara@pacificbmq.com.au

- An elevator will be reserved for you to help facilitate and expedite your move and also minimise the inconvenience to other residents. Lift cars in the building are approx. 2.05m high x 1.45m wide x 1.85m deep
- Protective lift curtains will be installed to protect the lift from any potential damage.
- The car park entry is approx. 2.5 m high and is the correct point of entry/exit for all moves. Concrete walls and overhead pipes limit manoeuvring inside the car park,
large trucks must remain in the street.
- Furniture, boxes or building materials are to be brought into the building via the door to the elevator on level B1, opposite the garbage room.
- A service parking bay can also be freed up for you to use while loading or unloading
- Cleaning & Damages - All areas used during your move must be left in the same condition as they were found, and any cleaning or rectification will be at your cost.

UNDER NO CIRCUMSTANCES ARE LIFT DOORS TO BE FORCED-OPEN NOR HOUSEHOLD FURNITURE AND/OR WHITEGOODS TO BE MOVED THROUGH THE MAIN FOYER OF THE BUILDING.

Animals at Tara

It is permitted to keep some small animals, however the following by-laws must always be followed:

- Apply for and obtain approval from the Owners Corporation to keep the animal in your apartment (see attached application);
- Keep the animal within your apartment and carry the animal while it is on common property (where practical);
- Be responsible for any noise animals may make which is likely to interfere with the potential wellbeing of other residents;
- Take such action as may be necessary to clean all areas of the lot or the common property that may be damaged or soiled by the animal.
- You must not allow your visitors to bring an animal into the Tara Apartment block unless it is a guide/hearing dog, and your visitor is visually or hearing impaired.

The Tara Community

At Tara we have a lot of owner residents and long term leasing tenants. This is because many of the owners are proud of our home and want to keep it a quality place to live.

We ask all of our community who live at Tara to help us look after our home by:

- keeping it tidy by not littering
- attending to any spills you may make, or reporting major spills to the Building Manager to arrange the clean-up
- looking after the gardens and plants, not sitting on or placing items on the edge of garden planters and not allowing children to play with the plants or trample on the planter-boxes
- complying with Rules of Use for the gym, pool and common areas – they are there to share and enjoy so we all have a responsibility to be considerate and keep the area clean and tidy

Occasionally we have a working bee - if you would like to meet other residents and have the opportunity to improve our surroundings then please join us.

Cleaners

Our cleaners come in daily, however, if you spill something in the foyer, on the carpets or other common areas, please clean it up immediately. This will avoid a hazard to other residents. Stains may set by the time the cleaners come in the next day.

If you see something that could be a hazard please report this to the Building Manager immediately.

If you have tradesmen working at your unit, please ensure they know to keep common areas clear of debris and that they clean up at the end of each day. Please report any major spills to the Building Manager.

Noise and Nuisance

Everyone has the right to have fun and the occasional party or gathering is permitted. However, these must always be conducted with your neighbours and community in mind. It is against general by-laws to interfere with the peaceful enjoyment of other residents at any time of the day or night.

Noise carries very easily through our concrete walls and floors and can be heard far beyond your own floor. Noise also reverberates loudly from the pool area due to the sandstone cliff. Please be considerate when using your balcony or courtyard. Please be aware that heels on wooden floorboards can be very loud for many apartments adjoining or below.

If you are going to make noise due to renovation or maintenance work – please advise the Building Manager, Kevin Rogers, as soon as possible. Kevin can advise if you need permission to carry out the specific work. The building manager is also able to organise notices to other residents on your behalf and help liaise between yourself and any residents that may have concerns. It is common courtesy to let your neighbours know - not only the ones next door but those below and above you as well.

Security

Electronic registered key fobs are used to open the front entry doors and to gain access to your floor via the lift. These electronic fobs are an important security feature. If you lose your security fob this must be reported to the Building Manager immediately and it will be deactivated to protect our security.

The security entry system requires visitors to call your apartment number from outside the front glass doors then again at the keypad at the lift, once it has arrived. That is, you need to let your visitors into the foyer on the first call then let them up to your floor via the lift on the second call.

Never let anyone unknown to you tailgate you into the building or garage as this poses a major security risk. Burglars often gain access to apartments in this manner or posing as couriers etc. Remember that if they are legitimately visiting someone it is their responsibility to contact the resident to gain entry.

We all share the responsibility to keep Tara safe, so please report any leaks, major spills of liquid, smoke or other perceived dangers immediately to our Building Manager, Kevin Rogers. This can include suspicious people hanging around our building or non-residents entering our common areas or garage space. Keep in mind that a quick phone call could save a life, avoid a robbery or assault.

The Pyrmont suburb, although relatively safe, is not immune to urban crime. Please be aware of your surroundings, particularly after dark. The local city police are generally responsive and can be reached on 9219 2199. The Police Line is 131 444.

CCTV Cameras

We have numerous security cameras working 24 hours a day. Video footage can be provided to the police in case of any incidents in or outside Tara.

Smoke Detectors

All apartments in the building have smoke detectors installed per building regulations. Smoke detectors must not be tampered with. Please report any issues to the Building Manager immediately.

There is an annual inspection of all fire and safety equipment to meet Fire Regulations.

Renovating Your Lot

All owners considering renovations or modifications to their lot, must contact the Building Manager in the 1st instance. The Strata Manager may be engaged to obtain approval from the Owners Corporation where necessary. All requests for any renovation work must be in writing and complete with specifications, clearly outlining compliance with all provisions of the general and specific By-Laws.

Main Water Shutoff Taps

Each apartment at Tara has a main shutoff tap for the hot water and one for the cold water.

Hot Water shutoff tap

The hot water shutoff valve is usually located in a **kitchen cupboard** near the sink and gas meter.

The images below show the location of the main hot water tap in each apartment:



In some apartments the hot water shut off is in the laundry, under the sink.

See image below:



Cold water shutoff tap

The main shutoff tap for the cold water for each apartment is located in the hose reel cupboard in the corridor outside the apartment. The tap for your apartment will be labelled.

See image below:



Owners Corporation

All owners and residents are encouraged to participate in the running of Tara Apartments. If you have any suggestions or complaints do not hesitate to drop a note into the Owners Corporation letter box which is marked Strata.

All owners and residents are invited to attend the Executive Committee meetings. Residents may attend the meeting as observers. Details of these meetings may be found on the Notice Board in the foyer to the left of the lifts, adjacent to the pool door.

If you wish to know what is happening in your building, you are encouraged to attend the Annual General Meeting, usually held in January of each year. Owners have the opportunity of contributing to our community or join the Executive Committee as a volunteer.

Tara By-Laws

All residents are encouraged to obtain a copy of the By-Laws and abide by all regulations contained therein: *Strata Schemes Management Regulation 1997, Schedule 1, Residential Model By-Laws*

If you have not been given a copy of the By-Laws, please request one from the Building Manager.

Use of Swimming Pool

The hours of use for the Swimming Pool are:

- Sunday to Thursday - 6.00am to 10.00pm
- Friday & Saturday - 6.00am to Midnight

Please abide by the Rules of Use which are clearly signposted on the wall in the pool area.

Please dry yourself thoroughly before you leave the pool area to avoid creating a water hazard in the foyer.

Use of Gym

The hours of use for the Gym are:

- Sunday to Thursday - 6.00am to 10.00pm
- Friday & Saturday - 6.00am to Midnight

Please abide by the Rules of Use which are clearly signposted on the wall in the pool area.

General rules for Gym & Pool

- wash your hands before using the equipment;
- use a towel when using the equipment;
- leave the area clean and tidy;
- turn off equipment & fan when finished to save power (this will save us all money);
- turn off the lights before you leave (this will also save us all money);
- if there is any problems with the equipment please contact the Building Manager

Dos and Don'ts of Community Living

Just as a reminder:

DO keep all car parking areas free of extraneous and dangerous materials

DO bag all rubbish before disposing of it in the garbage bins

DO keep your garage clean and tidy and free of clutter

DO clean up oil spills in your garages

DON'T throw cigarette butts or any object over the balcony

DON'T park in the visitor car parking area

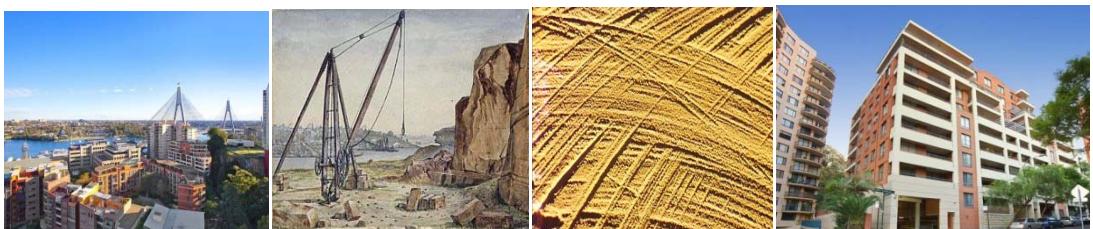
DON'T hang washing off balconies where it is visible from the street

DON'T smoke in common areas

DON'T leave any items outside the apartments on common property (hallways)

Please assist by being considerate of others so we all enjoy living at Tara and the benefits of our Pyrmont village lifestyle.

Thank You



Appendix 1 - Tara Emergency Repairs and Maintenance Contacts – Oct 2019

TARA APARTMENTS PYRMONT



CONTACT NUMBERS

SITE DETAILS

Tara Apartments Pyrmont	Address	2-10 Quarry Master Drive
	Suburb	Pyrmont
	Postcode	2009

BUILDING MANAGEMENT

Pacific Building Management Group Building Manager: Steven Diamond	Mobile	0434 071 671
	After Hours Emergency	1300 761 610
	Email	tara@pacificbmg.com.au

For all Building/Unit Related Emergencies, please contact your Building Manager or after hours Pacific Building Management Group on the numbers provided. Please state the type of emergency, provide your full name, phone number, unit number and address when calling.

LOCKSMITHS

Locksmiths: Bells Locksmiths: 9357 2333	Phone 24 Hours Service	0415 967 038
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Please note Building Management do not have keys to apartments. If you have perhaps been locked out or lost your keys, please contact Bells Locksmiths as per the details listed above. Please note that you must present relevant ID and/or provide authorisation from your agent if you are tenant.

LIFT SERVICES

Liftronic	Phone 24 Hours Service	9666 3922

In the event of an emergency. Please contact and report any issues to Building Management.

ESSENTIAL SERVICES

Electricity Supply – AusGrid	Phone	13 13 88
Water Supply – Hunter Water	Phone	1300 657 657
Gas Supply – Jemena	Phone	13 19 09
City of Sydney Council	Phone	9265 9333

Please note for any internal plumbing issues, electrical issues, air conditioning issues, etc. Please contact Building Management on the details listed above to arrange the relevant trades/contractors to attend site to rectify any issues.

EMERGENCY SERVICES

Police, Ambulance, Fire	Phone	000
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Please be ready to provide information such as: Address/Location, including cross road (Help Street); Nature of the incident; Your name. Please also notify Building Management to report any incidents.

Appendix 2 – Pyrmont Locality Guide

