

STRATA COMMITTEE INFORMATION PACK

20-28 Maddox St Alexandria NSW 2015

WELCOME TO MADDOX ST!

The Strata Committee would like to provide some useful information about the building.

Firstly, please note that owners can contact the Strata Committee or the Strata Manager directly. Tenants should contact their managing agent or suite owner to report any issues that may need to be resolved.

If you want to contact all Strata Committee members, please send an email to committee@spbc.net.au. If you would like to distribute an email to all occupants in the building, please send an email to people@spbc.net.au (this email address is moderated). Individual Strata Committee members are listed below:

Peter O'shea	suite 16 peter@peterosheaprojects.com.au
Anne Gordon	suite 40 anne@annegordondesign.com
Walter Bienz	suite 46 walter@thesolidstate.com.au
Rick Wootton	suite 67 info@ximula.com.au
Alex Gostin	suite 39 alex@allegria.com.au
Diane Yanire	suite 39 diane@allegria.com.au

The Strata Manager is Stuart Debenham from GK Strata Management - you can contact him on 8218 9999 or send an email to stuart@gkstrata.com.au

SIGNAGE AND DIRECTORY BOARD LISTING

There are by-laws regarding signage and a style guide which you can find on the website at <https://spbc.net.au/> Please be aware that all signage has to be approved in writing by the Strata Committee before installation.

For listing on the directory board/mailbox/carpark space, we recommend that you contact Anne Gordon from the Strata Committee (see above) to ensure that you are using a correctly matching font and style.

"To Let" and "For Sale" signs are not permitted anywhere on the exterior of the building.

BUILDING ALTERATIONS

If you plan to alter your lot in any way, you will need written approval from the Owners Corporation. This includes any request for alterations such as an air conditioner, security bars or doors, awnings, skylights, signage or light fittings.

You may not drill, mount or affix anything on the external walls, roof or any other part of the Common Property without prior written permission of the Owners Corporation.

FALSE FIRE ALARM

Owners/tenants are responsible for the cost of false alarm call-outs by NSW Fire Brigade so please take care not to activate smoke alarms by cooking fumes or dust from drilling or other construction. The call-out fee charged by Fire & Rescue NSW is around \$1700 and must be paid by the owner or occupier who set off the alarm.

LADDERS

The Owners Corporation keeps two large ladders in the interior car park and these can be borrowed for changing light fittings. Please contact anyone on the Strata Committee to organise a key.

GARBAGE ROOM AND RECYCLING

Garbage collection is our largest expense and it is in everyone's interest to keep costs down. You can do this by flattening cardboard boxes, not mixing recycling with non-recycling, and not dumping any construction materials or large items such as office furniture, pallets, fridge, e-waste, etc.

ROOF ACCESS

Should you require roof access for air-conditioning maintenance or replacement, please contact the Committee for an application form. Entry is opposite the lift upstairs and the lock is activated by a one-off PIN.

CONSTRUCTION MATERIAL/RUBBISH

Please ensure that your contractors remove any construction material/rubbish on completion of any works. If rubbish is illegally dumped, a removal fee will be charged to the owner or occupier responsible.

E-WASTE WITH CITY OF SYDNEY AND SCRAP METAL

Please do not dump your old computers and electrical equipment in the garbage room. The City of Sydney provides an e-waste service free of charge.

cityofsydney.nsw.gov.au/live/waste-and-recycling/e-waste-and-chemicals/e-waste

SCRAP METAL

There is a scrap metal recycle service nearby on Bourke Road which accepts all forms of metal. They will pay for stainless steel, aluminium, brass and copper. Australian Metal Co Pty Ltd 15 Bourke Road, Alexandria, NSW 2015, telephone: 9319 6295

SECURITY

Security cameras have been installed throughout the building including the garbage room and loading zone with 24-hour recorded surveillance.

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The building security system is activated outside of business hours and is set to automatically lock all external doors between 7.00pm and 7.00am, Monday to Friday. The main entry door is also open from 9 am – 5pm on Saturdays. At all other times you will need an electronic entry tag to access the building. Tags are available from GK Strata – please see separate attached notice for details about this.

Any door that is left open after hours will activate an alarm which will continue until the door is properly closed. If you need to open any doors for extended periods (eg. if you are moving office), please contact the Strata Manager or the Strata Committee to arrange for the security system to be disabled.

If you or any of your visitors do not have entry tags, there are “push to release” buttons on the building's three pedestrian exit doors for after-hours exit.

Please remember that you are responsible for the actions of your visitors at all times while they are on common property, so if in doubt you should always escort your visitors off-site.

EMERGENCY PROCEDURES

There is an emergency phone in the lift which is answered at all times.

In the event of a fire alarm or power failure, all door locks are automatically disabled.

If the building fire alarm sounds, you should gather your staff and visitors and evacuate the building. The NSW fire brigade will attend ALL fire alarm events and will advise when it is safe to return to your suite.

CLEANER

The cleaner is on-site every morning, Monday to Friday. If you have an issue with cleaning or notice that any maintenance has been neglected, please contact the Strata Committee by email or any committee member in person.

PARKING BOLLARDS

Please obtain permission from the Strata Committee before installing any bollards to your parking space.