



RIVIERA

RESIDENT HANDBOOK

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WELCOME TO RIVIERA

On behalf of the Owners Corporation of Strata Plan 2539, we welcome you to Riviera and hope you soon feel part of our community. We hope the following information will help you find your way around the building and that you will soon feel at home.

Riviera is a residential apartment block of 60 units, built in 1968 on the site of a stately home called "Tudor". Riviera's Elizabeth Bay location is popular due to its stunning harbour views, parks, tree-lined streets, and proximity to the city, shops, restaurants, cafes, and public transport.

Riviera can provide both a sense of belonging, if you wish, or a level of privacy if desired. While vertical living has many benefits, there is also a level of compromise.

This Handbook is designed to enhance the sense of community within Riviera by providing a few guidelines to help you get the most out of living in this beautiful and unique part of Sydney.





Caretaker and Building Manager

The Caretaker and Building Manager is Fernando Lopez, and he is available on weekdays from 8:00 am to 4:00 pm and 10:00 am to 1:00 pm on Saturdays. He is on call in case of emergencies. His contact number is 0410 942 323.

Security

For the security of all residents, please ensure that the front entry doors and gates are locked shut each time you enter or leave the building. Do not prop open the doors or give access—either by allowing others to tailgate you or via the intercom system—to anyone who is not known to you. Closed-circuit television (CCTV) operates on all levels to increase the security provided to residents.

Noise

Residents are asked to be mindful of their neighbours and keep noise to an acceptable level. Riviera has a great sense of community and noise complaints are rare, but should there be a problem with noise, you should write to the Executive Committee or the Building Manager, providing details of the occurrence so action can be taken.



Noise is covered by By-Law No. 1, which states: “An owner or occupier of a lot must not create any noise on the parcel likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or any person lawfully using common property.”

No excessive noise should be heard between midnight and 8 am on Friday, Saturday, and any day before a public holiday. Every other day, no excessive noise should be heard between 10:00 pm and 8:00 am. Noise is considered excessive when it impinges on the peaceful enjoyment of any other neighbour’s space.

Parking

There are no visitor car parking or bicycle parking spaces in the building, as all the car spaces are privately owned. The caretaker may know of car spaces available for use during the day by tradespeople or car spaces available for rent.

Furniture Removal and Deliveries

Residents are requested to take every precaution to minimise damage to common property surfaces, walls, and floor coverings in the course of removal or delivery of furniture and other large household items. The Caretaker must be contacted at least 24 hours prior to the lift being used for furniture removal or delivery so the protective lift covers and mat can be in place before the delivery or removal of such items. The cost of repairs to common property damaged by furniture removal will be recharged to the resident.



Car Wash Bay

Vehicles should only be washed in the car wash bay on level 1. It is the third bay from the eastern wall of the car spaces along the northern side. Please note that the car wash bay is not to be used for parking. Vehicles may only be washed during daylight hours and in accordance with the prevailing Sydney Water restrictions.

Laundry

The laundry is located on the S (service) level and is open seven days a week between 7:30 a.m. and 9:00 p.m. The washing machines take four \$1 coins, and the washing cycle takes approximately 30 minutes. The drying machines take four \$1 coins, and the drying cycle takes one hour.

The washing machines and the dryers also work with \$2 coins.

Please be mindful that the laundry is for the use of all residents at Riviera, so we ask that you:

- Return to the laundry and remove your clothing as close as possible to the conclusion of the cycle.
- Allow the washing cycle to finish before removing your washing.
- Clean the lint from the dryer filter after each drying cycle.
- Do not leave laundry in the machines overnight.
- Use the laundry during the week if possible and avoid the weekends when usage is at its highest.
- Only use the laundry during the hours of 7.30am and 9.00pm so the noise from the laundry does not disturb your neighbours.

The machines are serviced every six months but if you have any problems these should be reported to the Building supervisor. Clothes which are left uncollected in the laundry will be disposed of after 5 days.

Rubbish

The rubbish bins are located on the south-western wall of the Service level (S). Papers, glass bottles, jars, tins, and all other mixed recyclable items should be placed in co-mingling recycle bins with yellow lids. Small cardboard boxes should be flattened and placed in the co-mingling bins, and large cardboard boxes should be flattened and placed beside or behind the co-mingling bins.

All other rubbish should be wrapped and placed in the garbage bins with red lids. The rubbish bins with red lids are emptied daily, and the recycled bins are collected once a week on Wednesday morning. The Building Manager should be contacted if the Council collection of large items such as refrigerators or sofas is required. The Building Manager is required to make a booking by 11:00 am on Tuesday, and the resident should put the item requiring collection out in the street on Tuesday afternoon/evening for collection on Wednesday morning. The Council will not collect paint or any other construction materials.

Pets

See By-Law 16 (page 14).



Fire Safety

It is vitally important you understand how the building's fire system works, so as to know what to do in the event of the fire alarm being activated, but also to minimise the possibility of false activation.

There are two detectors in your unit:

- A smoke alarm with a grill around the outer surrounds.
- A thermal detector with solid surrounds around the outer surface.

What happens when a smoke alarm is activated in your unit?

The smoke alarm will sound “Beep, Beep, Beep” continuously until the smoke clears. To stop the beeping, wave a magazine or open a window to clear the room of smoke. The smoke detector alarm will only sound within your unit. The building occupancy warning system will not be activated, and the fire brigade will not be called.

Do not open your front door and let the smoke into the corridors

The smoke detectors in the corridors will activate the building occupancy warning system, and the fire brigade will be called. Cost recovery for fire brigade visits may be sought from offending units. The charge made by the NSW Fire Brigade for each visit due to a false alarm is \$1760.

What happens when a thermal detector is activated in your unit?

The thermal detector is activated only by heat. When it is activated, the building occupancy warning system is activated, and the fire brigade is called.

What happens when the building occupancy warning system is activated?

All residents should evacuate the building. The fire brigade will be called.



What happens when the batteries in my alarms need replacing?

A warning message will appear on the fire control panel in the fire control room, and the Building Manager will contact you to arrange access to your unit so he can replace the batteries.

The smoke detector alarm in your unit will flash red instead of green and sound intermittently until the batteries are replaced. This will not activate the building occupancy warning system, but the sound will be very annoying until the batteries are replaced.

Plumbing and Electrical Problems

Urgent plumbing or electrical issues should be brought to the attention of the Caretaker. Riviera has preferred tradespeople who are familiar with the building, and these tradespeople should be used. If the plumbing problem relates to the Common Property, then the Caretakers or Managing Agent should be contacted.



Building Gate Keys and Remote Controls

Your building key will open all the common property doors and the stairwell door to your level. Each residential unit owner has been issued two building keys, and a deposit of \$50 is required for each additional building key. Additional keys are only available to tenants with the written authorisation of the unit owner or the real estate agent.

The owner of each car space has been issued a front vehicle gate tag.

A deposit of \$75 is required for each additional street-level gate tag. The Caretaker has a supply of tags, and receipts are issued for all monies received.

If the owner of a car space wishes to purchase a remote control to access the car park, they should contact the Building Manager.

The remote control costs \$125.

BBQs

BBQs are not to be used on balconies as this is a fire hazard, may damage the external paintwork of the building, and the smell intrudes into the neighbouring units.





Access to Beare Park

Take the lift to the ground floor and use your building key to open the two gates down to the park. Please ensure that both gates are closed behind you.

Access to the Roof

The roof can be reached by taking the lift to level 8 and walking up two levels up the stairs. On your return trip, you will need to walk down the stairwell to level 8.

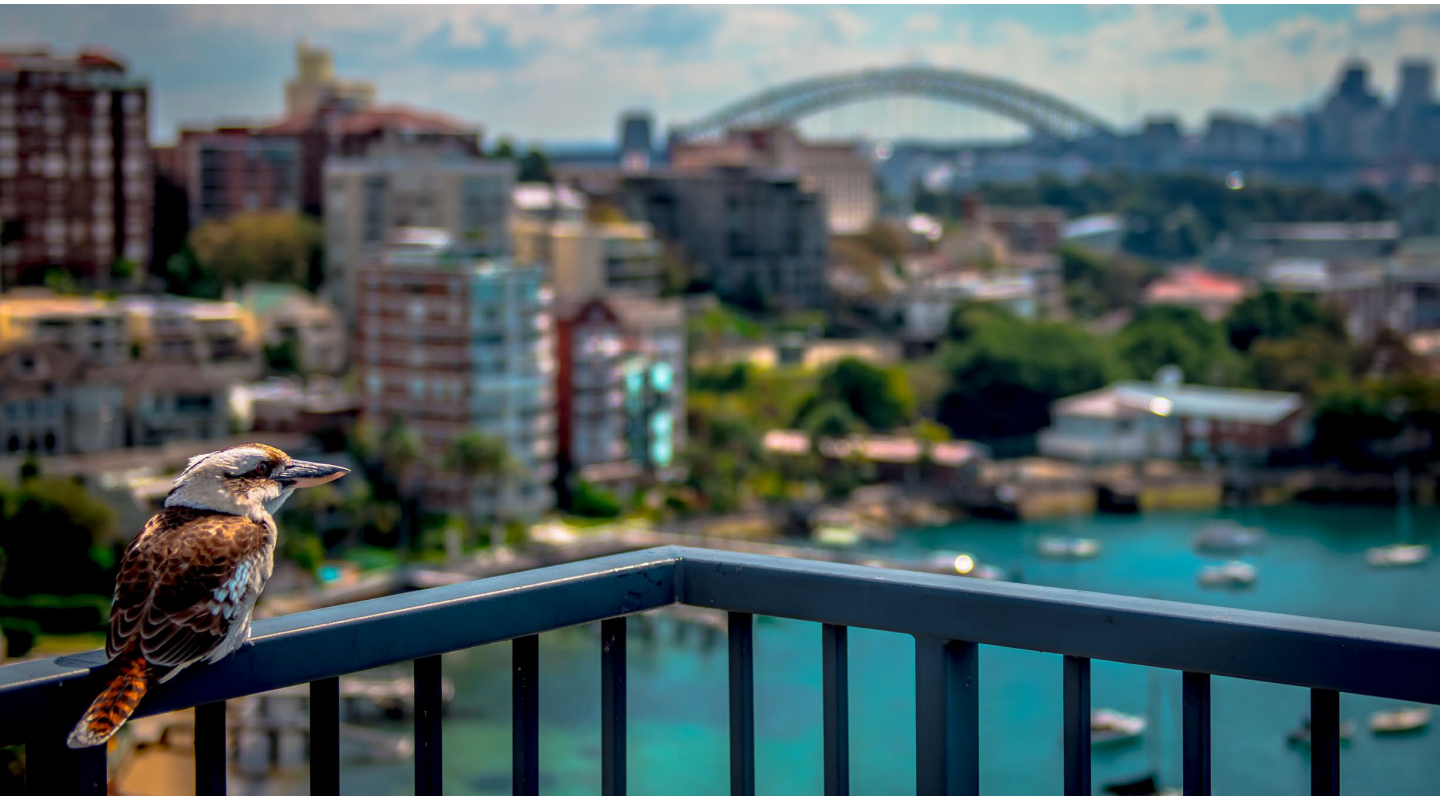
The roof is not to be used as a venue for parties or functions but may be used for sightseeing, sunbathing, and for viewing the fireworks on New Year's Eve. Special arrangements are made for the New Year's Eve fireworks; you will be advised of these in December. No furniture, glasses, or bottles are to be left on the roof, and cigarette butts are not to be thrown off the roof.

No Smoking

Residents are asked not to smoke in any enclosed areas, as this may activate the smoke alarms in the corridors. Additionally, smoking is not allowed in any common property within the building, including car parks and the garden.

No Native Bird Feeding

Feeding native birds on balconies is not allowed as it is harmful to the birds, and they can soil the building and damage the woodwork.





Information for Residents Moving In or Out

Notification Required (By-Law 13)

The Caretakers must be notified at least 24 hours before a resident wishes to move in or out. This is so the lift covers and mat can be in place before the move commences and to discuss parking and other matters related to the move.

Times for Moving In or Out

Ideally, residents should move in and out on weekdays during times when there is not a great demand on the lift, i.e., 9:00 am to 4:00 pm. If residents wish to move in or out at other times, this must be discussed with the Caretaker.

Access to the Car Park

The Caretakers can arrange for access to the car park and should be contacted if parking is required for the removalist.

Propping Open Building or Lift Doors

People involved in the removal are not permitted to prop open the lobby or lift doors. Removalists should ensure they have sufficient people working on the job so that the removal takes place as quickly and smoothly as possible.

Damage to Common Property (By-Law 5)

The cost of repairing any damage caused by removalists will be charged to the unit owner, who will then charge the resident.

If the lift breaks down due to overloading, the call-out charge made by the lift company will be recharged to the resident who caused the overload.

Contact Details

The Building Manager maintains a list of all current residents' contact details.

All new residents are required to provide their contact information to the Building Manager for future communication requirements.



Riviera's By-Laws as per Strata Schemes Management Act (1996)

1. Noise

An owner or occupier of a lot must not create any noise on the parcel likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using common property.

2. Vehicles

An owner or occupier of a lot must not park or stand any motor or other vehicles on the common property except with the written approval of the owners corporation.

3. Obstruction of common property

An owner or occupier of a lot must not obstruct the lawful use of the common property by any person.

4. Damage to lawns and plants on common property

An owner or occupier of a lot must not:

- (a) damage any lawn, garden, tree, shrub, plant or flower being part of or situated upon the common property; or
- (b) Use for his or her own purposes as a garden any portion of the common property.

5. Damage to common property

(1) An owner or occupier of a lot must not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property without the approval in writing of the owners corporation.

(2) An approval given by the owners corporation under sub clause (1) cannot authorise any additions to the common property.

(3) This by-law does not prevent an owner or person authorised by an owner from installing:

- (a) any locking or another safety device for protection of the owner's lot against intruders, or (b) any screen or another device to prevent the entry of animals or insects on the lot, (c) any structure or device to prevent harm to children.



(4) Any such looking or safety device, screen or other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, in keeping with the appearance of the rest of the building.

(5) Despite section 62 of the Act, the owner of a lot must maintain and keep in a state of good and serviceable repair any installation or structure referred to in subclause (3) that forms part of the common property and that services the lot.

6. Behaviour of owners and occupiers

An owner or occupier of a lot when on a common property must be adequately clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the owner or occupier of another lot or to any person lawfully using common property.

7. Children playing on common property in the building

An owner or occupier of a lot must not permit any child of whom the owner or occupier has control to play on common property within the building or, unless accompanied by an adult exercising effective control, to be or to remain on common property comprising a laundry, car parking area or another area of possible danger or hazard to children.

8. Behaviour of invitees

An owner or occupier of a lot must take all reasonable steps to ensure that invitees of the owner or occupier do not behave in a manner likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or any person lawfully using common property.

9. Depositing rubbish and other material on common property

An owner or occupier of a lot must not deposit or throw on the common property any rubbish, dirt, dust or other items upon the common property without the prior written approval of the owners corporation.



10. Drying of laundry items

An owner or occupier of a lot must not, except with the consent in writing of the owners corporation, hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the building other than on any lines provided by the owners corporation for the purpose and then only for a reasonable period.

11. Cleaning windows and doors

An owner or occupier of a lot must keep clean all glass in windows and all doors on the boundary of the lot, including so much as is common property.

12. Storage of inflammable liquids and other substances and materials

(1) An owner or occupier of a lot must not, except with the approval in writing of the owners corporation, use or store on the lot or on the common property any inflammable chemical, liquid or gas or other inflammable material.

(2) This by-law does not apply to chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any chemical liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

13. Moving furniture and other objects on or through common property

An owner or occupier of a lot must not transport any furniture or large objects through or on common property within the building unless sufficient notice has first been given to the executive committee so as to enable the executive committee to arrange for its nominee to be present at the time when the owner or occupier does so.

14. Floor coverings

(1) An owner of a lot must ensure that all floor space within the lot is covered or otherwise treated to an extent sufficient to prevent the transmission from the floor space of noise likely to disturb the peaceful enjoyment of the owner or occupier of another lot.

(2) This by-law does not apply to floor space comprising a kitchen, laundry, lavatory or bathroom.

15. Garbage disposal

An owner or occupier of a lot:

- (a) will securely enclose his or her garbage and deposit it tidily in the area provided on S level;
- (b) will place any recyclable garbage in the receptacle provided in the same area;
- (c) will comply with any notices erected in the area relating to the storage and disposal of garbage.

16. Keeping of animals

(1) Subject to section 49 (4) of the Act, an owner or occupier of a lot must not, without the prior written approval of the owners corporation, keep any animal (except a cat, a small dog or a small caged bird, or fish kept in a secure aquarium on the lot) on the lot or the common property.

(2) The owners corporation must not unreasonably withhold its approval of the keeping of an animal on a lot or the common property

(3) If an owner or occupier of a lot keeps a cat, small dog or small caged bird on the lot then the owner or occupier must:

- (a) notify the owners corporation that the animal is being kept on the lot, and
- (b) keep the animal within the lot, and
- (c) carry the animal when it is on the common property, and
- (d) take such action as may be necessary to clean all areas of the lot or the common property that are soiled by the animal.

17. Appearance of a lot

(1) The owner or occupier of a lot must not, without the written consent of the owners corporation, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of the building.

(2) This by-law does not apply to the hanging of any washing, towel, bedding, clothing or another article as referred to in By-law 10.

18. Notice-board

An owners corporation must cause a notice board to be affixed to some part of the common property.

19. Change in use of a lot to be notified

(1) An occupier of a lot must notify the owners corporation if the occupier changes the existing use of the lot in a way that may affect the insurance premiums for the strata scheme (for example, if the change of use results in a hazardous activity being carried out on the lot, or results in the lot being used for commercial or industrial purposes rather than residential purposes).

(2) An owner or occupier of a lot may only use the premises for those purposes approved by the appropriate statutory authority.



Information for Owners

Building Works - Permission to undertake works

Any proposed works within a lot require permission from the Body Corporate. The managing agent has an application form which must be filled in and lodged with them at least 30 days prior to the commencement of works.

No work can commence until authorised in writing by the Managing Agent. The Managing Agent will advise if any special conditions apply, e.g., a security bond, a special by-law, or if the City of Sydney requires a Development Application to be lodged, which will be the case for some air-conditioner installations and changes to internal walls.



The Executive Committee of the Owners Corporation:

The Committee meets once a month.

The agenda is posted on the Notice Board in the laundry three days before the meeting, and the minutes are posted seven days after the meeting.

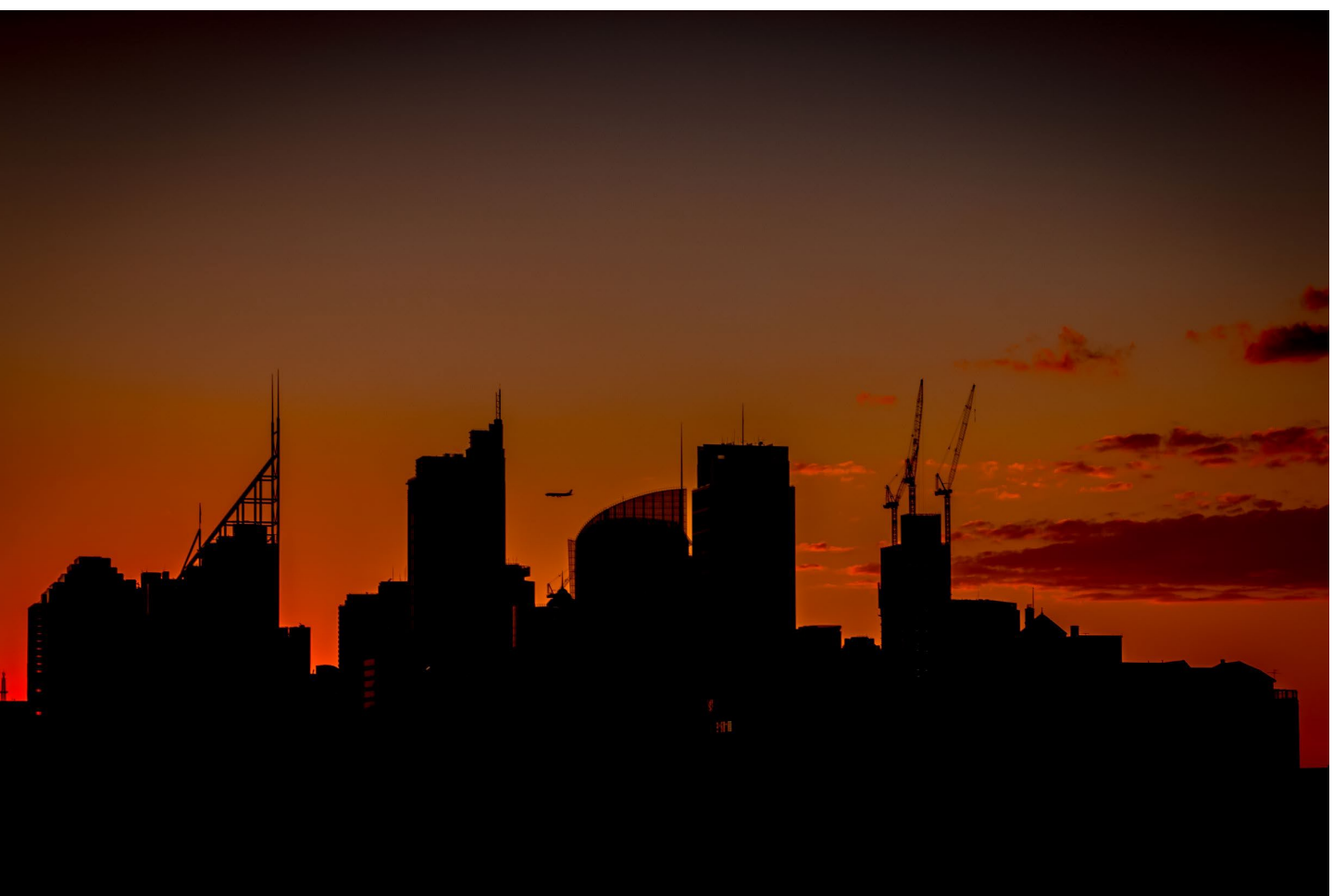
Agendas and minutes are also found on our website: Riviera106.com

Owners should feel free to raise any matters of concern with the Managing Agent or the Executive Committee via email:

contact@riviera106.com

Managing Agent

O'Neill Strata Management Pty Ltd
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RIVIERA

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