

## Peaceful enjoyment

Residents have a right to peaceful enjoyment of their home. By-laws and rules are developed and enforced to protect that right. Penalties may apply for breaches of by-laws or rules.

## No Smoking anywhere in the complex

The by-laws prohibit smoking on Common Property, and prohibits smoke drift from a Lot to Common Property or to any other Lot.

## Behaviour

At all times, in all common areas, without exception:

- Loud noise and loud music are not acceptable.
- Dress, language, and demeanour must befit a family environment.
- Guests, and children under 14 years in the pool, spa, gym, sauna, must be accompanied by an adult resident (18+).

## Safety and security

With so many people living in close proximity, your actions could place many other people and homes at risk. Please be careful.

- **If there is a fire in your apartment, call 000 immediately, before** any attempt to extinguish it.
- Keep smoke alarms in good working order.
- In the event of a fire alarm, stay calm and leave the building immediately by the fire exits.
- Fire doors should be closed except when in immediate use – keeping them open increases fire and security risks.
- Keep control of keys and electronic swipes. Report loss promptly.
- Never throw or drop anything from a balcony or window and be careful to ensure that nothing can be dislodged by the wind.
- Drive slowly (max. 10 km/h) and carefully everywhere within the complex. Watch for pedestrians, especially children.

## Sounds from your apartment

- Sound transmits readily through the building structure; sound inside your apartment *at any time* that disturbs neighbours is not acceptable.
- After 10 pm no sounds from your apartment should be audible in common areas or in other apartments.
- Book another venue for loud, large, or late parties.

## Guests

- Residents are fully responsible for the behaviour and actions of any person they invite or admit to the complex.
- Visitors must be accompanied by an adult resident (18+).

## Keys

- Residents should have keys to their apartment and relevant common areas – tower front door, stairwell, gym. Key form is online. Order via Strata Manager (tenants via property manager) to buy keys. Building Manager replaces Airkey batteries, free!

## Keep common areas clean and tidy

This is our home. Let's take good care of it together.

Common Areas include lobbies, lifts, pool and spa area, gym, residents' lounge, function room, sauna, games room, putting green, walkways, visitor parking, bike parking, driveways, and forecourts.

- Common Areas must be left clean and tidy after use.
- If you spill or drop anything, if your garbage bag leaks and drips on the floor, if your boots leave dirty marks, if you drop and break a glass, if you create any other mess in any common area, you must clean it up thoroughly right away – fetch a broom, mop, or vacuum cleaner from your apartment if you need them.
- If you use or move any furniture, return it to its proper position when you leave the area.
- Never leave excess rubbish next to the kitchen bin or piled up just anywhere. Take it to the bin room.
- Any article left or stored without permission in any Common Area is treated as lost property. It may be removed immediately, and is liable to be discarded if not claimed within 21 days.

## Moving

You are responsible for any damage to common areas caused by moving items to or from your apartment. Protective lift curtains must be in place if you use the lifts to move. At least *one working day in advance*, arrange to have the lift curtains installed.

Always use the DOOR OPEN <> button to hold the doors open while loading and unloading the lift. Never hold or obstruct the doors.

Large moving trucks do not fit in our narrow driveways.

## Parking within Ceresa

- You may only park in the two parking bays allocated to your apartment. If you have more than two vehicles, the others cannot be parked within Ceresa. Note that street parking is scarce.
- Many bays suit only smaller cars; check that your cars fit entirely within your bays. The height restriction is 2.1 m; over-height vehicles cannot be parked at Ceresa. Large vehicles may stop in the forecourt for loading and unloading but cannot be parked anywhere at Ceresa.
- Ensure that your vehicle is fully contained within your own car bay and does not encroach on other car bays or any common areas. Do not obstruct access to emergency exits and equipment.
- Car bays may be used only to park motor vehicles – no storage. The Building Manager can provide temporary storage space.
- Subject to the Rules, *visitors*, not residents, may use Visitor Parking while they are at Ceresa with their resident host. A Permit must be displayed. Study the permit rules before you park.
- Vehicles parked in contravention of the Rules are liable to be towed-away without notice. Release fees are *never* refunded.

## Balconies

Seen from outside your apartment, balconies should project a *luxury resort* image.

- Only outdoor furnishings and plants are allowed on your balcony.
- You may not leave or store fridges and other appliances, eskies, bikes, boxes, mops, buckets, brooms, or any other items on your balcony. Remove mops etc. and eskies promptly after use.
- Do not place the back of a BBQ facing the glass balustrade.
- **Conduct by-law 21 prohibits placing washing where it is** visible from anywhere outside your unit. Try wall or ceiling-mounted retractable racks in the laundry or bathrooms, or hang washing on a portable fold-up rack inside your apartment, and remove it when the washing is dry.
- Only festive decorations in season may be hung on balustrades.
- Balconies collect and reflect sound. Take care not to allow sounds or noise from your balcony to disturb other residents, and go inside and close the doors if you are still socialising after 10 pm.

## Rubbish and recycling

- Bin rooms for rubbish and recycling are located on the ground floor of each tower. Access is from the foyer.
- Place rubbish and recycling correctly in the appropriate bin.
- Make sure that your rubbish does not drip when you carry it through common areas.
- Wrap food and dirty waste securely and put it a *red-top* bin.
- Do not overfill bins - look for another bin if one bin does not have enough space for your rubbish.
- Take materials for recycling *out of any bag or container* and put them in a *yellow-top* bin.
- **Familiarize yourself with what can and cannot be recycled.**
  - **Please do not wishcycle.**
- Flatten, and if necessary cut up, cartons and cardboard boxes to ensure that the bin lid could fully close.
- Hazardous waste including paints, oils, and solvents must be disposed of in accordance with city by-laws, and may not be placed in the Ceresa bins or poured into drains – not ever!
- Potential toxic waste like batteries, light bulbs, and printer cartridges should be taken to an approved disposal facility.
- Contact the Building Manager for disposal of **E-waste** (computers, phones, electrical goods) or, sadly, put in a *red-top* bin.
- Clothes and household items that are still in good condition should be cleaned and donated to a charity – there are several shops on Abernethy Road. Otherwise place in the *red-top* bin.
- If you need to dispose of household appliances, furniture, moving boxes, or any item too big to fit entirely within the bin, *do not* take them to the bin room or leave them in a common area – ask the Building Manager for advice or assistance.

## Swimming pool and spa

The swimming pool and spa are licensed by the state Health Department for daytime use only. The permitted hours are: from the later of 7 am or sunrise, to the earlier of 8 pm or sunset.

- Use of the pool and spa is at your own risk.
- For your own safety, avoid being alone in the pool enclosure.
- Detailed regulations are displayed near doors that lead to the pool area. For your own safety, read and observe all signs.
- Children under 14 years must be supervised by an adult resident.
- Please shower before you enter the swimming pool or spa.
- Glass, food, and smoking are not permitted within the enclosure.
- Pets are not allowed in the pool and spa enclosure.
- Do not attempt to adjust spa temperature.

## Residents' lounge and games room

Central Tower. Permitted hours: 7 am to 10 pm every day.

- Your group of residents plus guests should not exceed 12 persons, including children.
- Observe all rules that pertain to common areas.
- Protect the pool table, balls, and cues. Do not sit or lie or place drink containers or other foreign items on any part of the table.
- Turn off lights and air-conditioners if you are the last to leave.

## Sauna

Permitted hours: 7 am to 10 pm every day.

- Use of the sauna is at your own risk.
- Saunas are not recommended for children.
- The sauna is for *dry use only – no water or liquids* may be poured on the rocks, heater, floor, benches, or walls.
- Do not take food or other substances into the sauna.
- Use your towel to protect benches and walls from perspiration.
- Turn off the sauna heater and lights when you have finished.

## Gym

Permitted hours: 5 am to 10 pm every day. Be conscious of noise.

- Use of gym equipment is at your own risk. Think safety.
- *Do not use* faulty or damaged equipment; *report it promptly*.
- Use your towel to wipe down equipment immediately after use.
- Gym equipment may not be removed from the gym.
- Gym equipment may only be used for its intended purpose.
- After use, replace weights in the rack provided.
- Turn off the air conditioning if you are the last to leave.

## BBQ

The BBQ is in the swimming pool enclosure. The pool times and rules apply. Please clean the BBQ after use.

## Function room

The Function Room in West Tower must be booked in advance. A \$400 refundable bond is required. Full details are given on the booking form (download it or request a copy by email).

## Pets

Registered assistance animals are welcome. Some types of pet are permitted, subject to written approval, obtained *before* you bring your pet to Ceresa. Details of what is acceptable or prohibited and terms and regulations are given in the application form.

## Something wrong? Please report, promptly

- Report any damage or defect in the common areas to the Building Manager and Strata Council promptly in writing (email is ideal) so that repairs can be arranged. Management *relies* on your reports.
- Report excessive noise, anti-social or suspicious behaviour to the Strata Council by email; after hours you may call 9485 7698 and request a security officer to attend, if warranted.
- Factual, specific email reports are best (date, time, location, what happened). If you need a guide, download the reporting form.
- Violent, threatening, or illegal behaviour is not tolerated and should be reported to the police without delay – 13 14 44.

## Further information and help

For more details, please visit [www.ceresa.com.au](http://www.ceresa.com.au).

Useful forms and documents are available to download.

Also consult:

- Ceresa by-laws.
- Notice boards and local signs.
- City of Belmont website and publications.
- DFES website and publications (Fire Safety).
- EMRC website (recycling and hazardous waste disposal).

## Contact:

Strata Council [Council@ceresa.com.au](mailto:Council@ceresa.com.au)  
Building Manager [BuildingManager@ceresa.com.au](mailto:BuildingManager@ceresa.com.au)  
Monday – Friday 9 am to 1 pm: 0488 220 999  
Strata Manager [StrataManager@ceresa.com.au](mailto:StrataManager@ceresa.com.au)  
[mitch@richardsonstrata.com.au](mailto:mitch@richardsonstrata.com.au)  
Monday – Friday 9 am to 4 pm: 9472 1833

Tenants: call your property manager for problems *inside* the unit.

## Emergency Call 000

ask for Fire, Police, or Ambulance

**Defibrillator available outside Central Tower front door.**

For genuine building emergencies that demand immediate attention call the Strata Manager = 9472 1833, or After Hours call 9485 7698.

Revised: 4 July 2022

# CERESA

## RIVER APARTMENTS

*a great place to live*



[www.ceresa.com.au](http://www.ceresa.com.au)

## A Brief Guide to Living at Ceresa

This guide is brief, not comprehensive. It provides as a summary of how to get the best out of living at Ceresa and respect the rights of fellow residents.

For more complete information, please consult [www.ceresa.com.au](http://www.ceresa.com.au) and the sources mentioned under *Further information and help*.



**Defibrillator available outside Central Tower front door.**

**COVID-19:** stay informed; follow official advice; observe local signage; respect and protect others. Hand sanitizer and wipes are provided for your use.

Strata Council [Council@ceresa.com.au](mailto:Council@ceresa.com.au)