

Motto rules

These rules are to be read in conjunction with the Motto by-laws

Contents

Contents.....	1
Visitor and driveway parking.....	1
Animals.....	2
Garbage disposal.....	2
Move-in/move-out procedures and deliveries of large items.....	3
Pool usage.....	4
Renovations, Alterations, Additions.....	5
Car Park Storage.....	6
By-laws.....	6
Contact details.....	7

Visitor and driveway parking

1. Owners and Residents are not permitted to use the Visitors Parking – Visitor Parking is only available to bona fide (genuine) visitors
2. The driveway is not to be used for parking at any time, without prior permission of the Building Manager
3. Visitors may use the Visitors Parking for a stay of up to 24 hours
4. Visitors may use the Visitors Parking for a maximum of two days in any one week
5. Anyone wishing to use the Visitors Parking for a longer period or on a more regular basis must obtain the permission of the Building Manager and display the issued permit on the windscreen
6. Disabled parking areas must be respected
7. Parking in the car wash bay is not permitted
8. The Building Manager will issue one only notice of breach of this rule
9. Following a breach notice, the vehicle will be locked in with bollards and/or clamped should contravention of the Visitor Parking rules continue
10. The Building Manager must be contacted to release the vehicle. Release of the vehicle will be done during normal working hours only (i.e. 7.30am-12.30pm, Monday to Friday).

Animals

The following rules are an extract of the Motto by-laws in relation to Animals (**Motto By-Law 13: Animals**):

- 13.5 An owner or occupier of a Lot who has been permitted by the Owners' Corporation to keep an animal on the Lot or Common Property must:
- (a) Keep the animal leashed, in an animal carrier or otherwise under control at all times when on internal common property and supervised at all times when on external common property.
 - (b) Ensure that all faeces or other animal waste, whether on the Lot or the Common Property is immediately removed and disposed of and that in doing so no faeces or other animal waste is placed in the common property garbage receptacles unless contained within a securely sealed plastic or other impermeable wrapping and in such a manner that no offensive odours escape; and
 - (c) Ensure that the animal does not disturb other owners or occupiers of a Lot; and
 - (d) Ensure that the animal does not wander on to another Lot or on the Common Property; and
 - (e) Ensure that dogs and cats are appropriately identified by, for example, microchip, tattoo or other appropriate means and registered with City of Sydney Council; and
 - (f) Ensure that an appropriate flea and vaccination schedule is maintained in respect of the animal; and acknowledge that the Owners Corporation may withdraw its consent to keep an animal in the event of a breach of By-Law 15.
 - (g) Ensure that the animal does not enter the swimming pool enclosure or swimming pool.

Please also refer to additional rules in relation to animals - **Motto By-Law 13: Animals**

Garbage disposal

1. Do not leave unwanted household items in the bin rooms. All unwanted household items are to be placed inside the enclosed garbage holding area on the Motto driveway (at the intersection with MacDonald Street)
2. No furniture is to be left at the curb side; it must be placed inside the enclosure, towards the front. Before taking it there, please consider advertising it on the Motto Facebook page to see if it can be re-homed to a neighbour.
3. Council collection for household items is Thursday, so please only put items in this area on a Wednesday night. It is especially important for people moving out to manage the disposal of their unwanted furniture and mattresses using the Council timeframes to alleviate congestion in the bin room.
4. Please place all return and earn bottles and cans in the supplied green return and earn bins. This reduces the amount of recycling in the yellow recycling bins, which are often at capacity.

Large cardboard boxes

These should be folded or broken down, taken to the rear of the enclosed garbage area on the Motto driveway and stored flat.

E-waste

A small bin has been placed in the M2, M3 & M4 bin rooms for e-waste. This is suitable for items such as cables, computer mice, keyboards, phones and chargers.

Clothing

A clothing recycling bin has been placed in M2, M3 and M4 bin rooms for clothes.

Move-in/move-out procedures and deliveries of large items

1. **All moves in and out** of Motto must be booked with the building manager. Failure to book your move may result in access being denied. The move in/move out form must be completed. The form can be requested from the Building Manager via email at bm@motto.net.au and submitted to Strata manager, Claire Wilson at claire.wilson@dynamicproperty.com.au

At the time of placing the move in/move out booking, the form is to be submitted with a \$500 holding deposit paid to the strata manager, to be held in trust. Please contact the strata manager above to arrange this holding deposit.

This deposit is fully refundable after the move once all the conditions of the move have been met and there is no damage to common property

2. **All large deliveries** (e.g. furniture, white goods) must be notified to the building manager to ensure the delivery time is available – many of the following rule also apply to deliveries.

General rules

3. Moves and deliveries may only occur Monday to Saturday between 8.30 am and 1pm. Sunday moves and deliveries are not allowed
4. A request for the timeslot / delivery must be made to the Building Management at least 48 hours in advance to confirm availability of the timeslot
5. Any extension of the move beyond your allocated timeslot will be billed at \$80 per hour, in hourly increments, to cover Building Manager attendance and administration costs
6. Protective lift curtains must be in place and can be obtained from the Building Manager
7. The resident must ensure that the removalist holds Public Liability and Workers Compensation Insurance
8. Residents are responsible for any damage to common property during the move or delivery – including any damage to walls, paint and carpet, lift breakdowns caused by overloading of the lift, door obstruction, etc. A deduction will be made from the holding deposit to be refunded, or the entire deposit withheld to cover the damage and/or required cleaning costs
9. Furniture, appliances and boxes are not to block exit doors, pathways, and corridors at any time – this could result in injury
10. All packaging waste must be removed by the contractor from the site and any floors (carpet, lift, tiles) will need to be vacuumed
11. No rubbish, boxes, furniture, is to be left in the chute rooms, bin rooms, corridors, fire exits, fire stairs or fire cupboards at any time. Small waste may be placed in the bins of the car park. Bulky furniture must be removed off site. Any items found dumped in and around the building will be disposed of at a cost to the resident, and deducted from the move deposit bond
12. The Building Manager or representative will conduct a check before refunding the bond. The Building Manager's instructions must be followed at all times
13. Failure to adhere to these rules, including payment of the move deposit, will result in any damage being charged to the resident and/or lot owner, including any expense incurred by Building Manager attendance, administration, breach notices issued and any other related costs.

Pool usage

Important rules for use of the pool during COVID

1. The pool is strictly for the use of Motto residents only – no friends, family or other non-residents may use the pool to limit exposure and assist with COVID-19 tracking procedures.
2. The entire pool enclosure is limited to a maximum of 15 people at a time (based on one person per four square metres) – this is the total number of people, in or out of water.
3. Whether you are in or out of the water, stay at least 1.5 metres away from people you don't live with.
4. Stay home if you or a family member are unwell or if you are awaiting a test result.
5. Sanitise your hands before and after use, including when touching any surfaces such as the entry gate and pool ladders.
6. Do not share food, drinks, equipment, or towels.
7. Try and keep use to a maximum of 60 minutes, especially during busy periods. Let all residents have an opportunity to use the pool.

These conditions are based on guidelines provided by NSW Health, Swimming NSW and NSW Fair Trading and are for the safety of all Motto residents. They are subject to change based on advice of these authorities.

General rules

1. The pool is open during the hours of 6.30am and 9pm – ensure you exit by this time as the door will lock
2. No breakable items permitted in the pool enclosure: No glass, ceramics, porcelain, etc.
3. No loud/anti-social behaviour
4. No animals
5. Please take your rubbish with you
6. Please ensure you properly dry yourself before entering any of the buildings.

The following additional rules apply in accordance **Motto By-Law 17: Pool**

17.1 The following rules apply to the use of the Pool Area:

- (a) You enter and use the Pool Area at your own risk;
- (b) any child under the age of 12 years must be accompanied by a responsible adult who must remain in the Pool Area;
- (c) You must not run, jump, dive or otherwise conduct yourself in a dangerous or careless manner in the Pool Area or within the vicinity of the Pool Area;
- (d) You must not leave any object on the ground or in the water, in the Pool Area, or within the vicinity of the Pool Area;
- (e) You must not disturb the peaceful enjoyment of the Pool Area by other users; and
- (f) You must leave the Pool Area when requested to do so by any person authorised by the Owners Corporation.
- (g) Only Occupiers and their accompanied guests may enter or remain in the Pool Area.
- (h) No breakable item may be taken into the pool area, including glass, ceramics, and porcelain.
- (i) No one may enter or remain the pool area outside the published opening times.

Renovations, Alterations, Additions

You must seek authority to undertake renovations and/or additions to your lot. We encourage you to contact strata management to discuss any proposed renovations or additions. When lodging an application, you must submit a completed application form along with all associated plans, diagrams, specifications etc. Please contact building or strata management for a copy of the application form.

The following rules apply to any works:

Owners corporation notification and approval	<p>Approval is subject to the Owners Corporation passing a minuted resolution, either via a Strata Committee Meeting or via a General Meeting. Any approval that requires the holding of a General Meeting or a restricted matter, cannot be resolved or approved by the Strata Committee.</p> <p>Pending what type of approval is required, the lead time to gain approval may vary from one week to several months. In particular General Meetings (other than the Annual General Meeting) are held infrequently throughout the year. If you require an expedited General Meeting to approve your work the costs of holding that General Meeting will be charged to you.</p> <p>If approval is granted by the Owners Corporation, the applicant must give four (4) weeks' notice prior to of commencement of works in writing to the Strata Committee and the owners corporation's strata managing agents (Dynamic Property Services)</p>
Occupants notification	<p>Ten (10) days prior to works commencing, notice shall be provided by the applicant to all occupants of the building by providing a written notice to be placed in their letterbox and a copy to be placed on the Owners Corporations notice board, where applicable. The notice must include the following:</p> <ol style="list-style-type: none"> 1. A summary of the works 2. The applicants name and telephone contact details 3. Council's approved hours of work
Builder Management notification	At commencement of works, contractors must present to the Building Manager for identification as well as to ensure any necessary requirements are communicated
Compliance	All works must comply with the Building Code of Australia and all other relevant codes, standards, and specifications. The works must also comply with any development or building consent approved by Council
Common property	When access is required to common property, it is the responsibility of the applicant to ensure no damage is caused. Any damage, including dirt or stains to common property flooring, will be made good at the cost of the applicant
Parking	Tradespersons and contractors are not permitted at any time to park on common property, unless there has been prior approval granted by the Owners Corporation.
Use of lifts	In the event that it is intended to use the Owners Corporations lift, where applicable, the interior of the lift must be protected against possible damage at all times, and the lift shall be released for use by other residents after each load
Waste disposal	The applicant is responsible for the removal of all waste resulting from the works. The Owners Corporations garbage bins are not permitted to be used for this purpose. The applicant may, with the consent of the Owners Corporation, arrange for a waste skip bin to be located on common property to assist with waste disposal. Such requests must be made in advance of works proceeding
Variations	The applicant must advise the Owners Corporation in writing in advance, of any proposed variations to the approved application, design and/or plans. The applicant must receive approval from the Owners Corporation in advance of any works commencing
Compliance with these rules	The applicant is responsible for ensuring that all common areas, including car parks, passageways, foyers, staircases, lifts etc. are clean at all times. If the applicant fails to maintain

	the standard of cleanliness for the building, the areas will be cleaned by the Owners Corporation at the expense of the applicant
--	---

Car Park Storage

1. Car park lots must be kept clean and tidy at all times.
2. No items may be stored outside the Lot or on common property (including parked cars extending beyond the car park lot).
3. No items may be stored in areas designated for car parking.
4. All items must be stored in a permanent enclosed storage structure.
5. Storage structures may be obtained by contacting the preferred contractor: Space Commander Garage Storage Solutions on 1800 006 090.
6. The storage structure must not obstruct periodic cleaning of the car park.
7. A permanent storage structure provided by Space Commander Garage Storage Solution o may only be installed with submission of an application to the building manager and in consultation with the preferred contractor.
8. The application must have the consent of the Owners Corporation.
9. The storage structure must not compromise access to building services or safety.

By-laws

The most up to date version of these rules and the Motto by-laws are accessible from:

- Strata management
- The building manager
- Your letting agent
- The motto website – <http://www.motto.net.au>

Please note that Motto by-laws and statutory and regulatory requirements, as adjusted from time to time, take precedence over any rules.

Contact details

Building manager

Name: George Candi
Company: Building Management Headquarters (BMHQ)
Phone: 0420 300 153
Email: bm@motto.net.au

Strata manager

Name: Claire Wilson
Company: Dynamic Property Services
Phone: 02 9263 9938
Email: clairew@dynamicproperty.com.au

Assistant Strata manager

Name: Elise Pitcher
Company: Dynamic Property Services
Phone: 02 9263 9985
Email: elisep@dynamicproperty.com.au