

www.pacificwavesmanly.com
RESIDENT INFORMATION
BOOKLET



This manual is for residents of 9-15 Central Avenue, Manly. It provides essential information about the Building, its layout, facilities, operation, rules and regulations. Owners and tenants are asked to familiarise themselves with the contents so that everybody may have a safe and enjoyable time.

www.pacificwavesmanly.com

Published by the Owners' Corporation SP 61139
January 2021

IMPORTANT

The Owners' Corporation (OC) has approved and registered 14 additional Special By-laws since 2014. The OC enforces these new By-laws and all By-laws rigorously. Please comply with them.

“Special Bylaws have been added to address the areas of major concern to the Owners Corporation and as between residents. Please read and understand them.”

- 66. Special By-law - Prohibition on smoking
- 67. Special By-law - Fire Alarms
- 68. Special By-law - Lot Owners Works
- 69. Special By-law - Goods left on common property and activities on common property
- 70. Special By-law - Hard Floors Residential Lots
- 71. Special By-law - Use of pool courtyard
- 72. Special By-law - Lot Heating
- 73. Special By-law - Use of Car Parking Spaces
- 74. Special By-law - Right of Owners Corporation to Ensure Security and Safety
- 75. Special By-law - Installation of Non-Carpet Floor Coverings
- 76. Special By-law - Prohibition of Short Term Accommodation
- 77. Special By-law - INSURANCE EXCESS
- 78. Special By-law - RENOVATION WORKS AT LOT 42
- 79. Special By-law - Pets By-law

Please refer to the “Registered By-Laws SP61139” for a complete list of OC’s By-laws, this can be found at; www.pacificwavesmanly.com.

TABLE OF CONTENTS

Introduction	4
Owners' Corporation	4
Residents' Information	5
Common Property Usage	5
Intercom	5
Summary of By-Laws and Rules	6
(By-Laws continued)	7
Moving In and Out	7
Security Cameras	7
Residents Parking	8
Parking Spaces	8
Security Access Cards/Fobs	9
Waste Removal	9
Pool/Hygiene	10
Fire Alarms and Exits	10
Fire Stairs and Entry Doors	11
Proper use of Balconies	11
Pets	11
Gym Access	12
Noise	12
Returning from beach	12
Posting of Signs	13
Renovations/Repairs-Trade Personnel	13
Locks/Keys to Unit Doors	13
Emergency Defibrillator use	13
Annual Fire Certification	14
Television and Computer Facilities	14
Services and Responsibilities	14
Smoking Policy	15
Short Term Letting	15
Real Estate Rental	15
Mail/Courier	15
Emergency After Hours Contacts	16
Building Details	16
Building Management	16
Strata Management	16

INTRODUCTION

The “Pacific Waves” building consists of a unique 8 level residential tower combined with a 3 level “mixed use” (residential, commercial and office level) in the low rise section of the building. The complex in its entirety contains 124 residential units.

There are restaurants, two levels of Northern Beaches Council public car park, some retail shopping and commercial offices including the office of the local paper, “The Manly Daily”. In the residential part of the building there is a pool and gym accessible to all residents. An integrated security system provides protection by limiting access with all movements recorded by electronic key and video CCTV systems. The Building was constructed in the late 1990’s and opened in 1999.

OWNERS’ CORPORATION (OC)

The OC meets on an annual basis or on special occasions as need arises. The Strata Committee (SC) usually meets quarterly. Details of upcoming meetings and the minutes of previous meetings are emailed, posted to Owners and posted on the notice board.

Owners who would like to receive information via email only should contact the Strata Manager with their email address.

All owners and residents are welcome to attend SC Meetings and where appropriate, participate in the OC and SC meetings. If attending a meeting please make yourself known to the Secretary or other SC members. **Please Note:** Whist owners and residents can attend SC meetings , they cannot speak unless invited to by the Chairman or agreed prior arrangement.

Owners and/or tenants who would like to contact the OC or SC are requested to forward all correspondence in writing. Letters and documents may be delivered to the Owners’ Corporation mailbox which can be found within the buildings mailbox area on the ground floor or alternatively please email the Building Manager (buildingmanager@pacificwavesmanly.com) or the Strata Manager.

RESIDENTS' INFORMATION

As required by the Strata Schemes Management Act (SSMA 2015), Section 119, it is essential that the Building Manager on behalf of the OC maintain up-to-date details of all owners and tenants who reside in the Pacific Waves Building. Information is used for security, management and emergency purposes only. It is securely stored on-site and is not shared with any external agencies unless needed for operational reasons (e.g. electrical or plumbing problems) and emergency service providers such as Police, Ambulance or Fire Brigade.

When moving into the Pacific Waves owners and tenants are required to inform the Building Manager of their contact details, (email address and phone number) and lease duration.

You can do this by either writing to the Building Manager or by sending an email to buildingmanager@pacificwavesmanly.com.

COMMON PROPERTY USAGE

Facilities in the building are made available for the convenience of you and your visitors. Part of this convenience means being considerate and respectful to others. As the saying goes 'do unto others as you would have done unto yourself'. As excessive noise can be a problem the OC and SC require your co-operation not to create noise that disturbs other residents. **Please note:** Many elderly and shift worker folk live in the Building with you. If you are entertaining please ensure that visitors are made aware of the situation and are always accompanied by you while on common property (this includes corridors, car park and pool areas).

Common property areas such as stairwells beside apartments, hallways, lobbies, the car park and the pool area must be kept free of personal belongings in keeping with fire and occupational health and safety regulations. This includes bags of rubbish, doormats, rugs, shoes and bicycles. Any items left on the common property will be removed daily by the cleaners or the Building Manager and where relevant, costs to remove these items will be passed back to the lot owner.

INTERCOM

The video intercom is located on the ground floor next to the main automatic door. To use, simply enter the number of the unit you wish to contact and press the bell button. The intercom can be used to allow entry into the Building and your specific floor for your guests. Please be mindful to only let people you know into the building. Mischief makers may randomly buzz apartments in an attempt to gain access.

SUMMARY OF PACIFIC WAVES BY-LAWS AND RULES

Please refer to the “Registered By-Laws SP61139” for a complete list of OC’s By-laws, this can be found at; www.pacificwavesmanly.com. If you are a tenant, these by-laws must be supplied to you by your real estate agent or the owner of the apartment. A soft copy is also held by the Building Manager.

Some of the more common rules for the building are summarized below. The compliance of all residents and their visitors is required to maintain a high standard of quality of life. Accordingly, please **DO NOT**:

- deposit any beach sand/water on the common property (dry off, brush off or shower before entering the foyer of the building). Cleaning/restoration admin fees will apply to offenders
- place or attempt to store anything on the common property without the prior written approval from the Building Manager
- create excessive noise or use offensive language that disturbs other residents
- leave children unattended on common property, this includes the car park, the pool and eastern court yard
- smoke on the common property, on your balcony or in your lot.
- carry out any renovations to your apartment, including replacing floor coverings without the Building Manager’s prior approval
- hang washing, towels, etc. on the balcony so that they are visible from the outside of the building
- move furniture across the common property without the Building Manager’s prior approval
- keep animals in your lot or on the common property, except in strict compliance with by-law 79 and only after receiving written approval to do so.
- park or stand a vehicle on common property except as authorised by the Building Manager
- block fire escapes or interfere with fire services
- use the gas supply to your lot for any purpose other than cooking unless using OC approved supplementary gas jack in accordance with bylaw 72
- **sub let or short term lease your lot, the OC is very rigorous at enforcing this By-law, offenders will face the full extent of the Law.**

SUMMARY OF BY-LAWS AND RULES CONT.

Residents and their visitors **MUST**:

- properly sort/breakdown boxing and dispose of garbage into the bins provided in the ground floor garbage room
- accompany all guests and visitors while on common property
- be adequately clothed when on common property
- keep their property clean and free of vermin
- maintain the appearance of their lot in keeping with the Building (e.g. white curtains only) no storage of goods on the balconies.

MOVING IN AND OUT

Hours for moving in and out of apartments are:

Monday to Friday 9:00am to 4:00pm

Saturday 9:00am to 4:00pm

If you are moving furniture and/or bulky items into or out of the building then you must book the lift in advance with the Building Manager. You will be provided with Instructions, a lift key and protective curtains to line the lift. Please note that if any loss or damage occurs and procedures are not followed you will be liable for reimbursing the Owners' Corporation with the cost of repairs etc.

SECURITY CAMERAS

In addition to the Access Key system the OC has installed a security CCTV system that records activities in areas such as hallways, lifts foyers, car park etc. Should you encounter a safety or security problem please contact the local Police on 9977 9499 and the Building Manager by email at buildingmanager@pacificwavesmanly.com or by phone (9976 6091).

RESIDENTS' PARKING

Use of the car park is restricted to Pacific Waves **Residents** only.

If you (as the tenant) are eligible, your Pacific Waves Building Access Cards/fobs will be enabled to provide access through the Garage door to the residents' car park.

Visitor parking is not permitted or possible due to the shortage of car parking spaces. Car park access is **NOT TRANSFERABLE to non Pacific Waves Residents. SUB-LEASING** may be permitted between residents (please inform the Building Manager). Anyone who passes on their access to the car park to non Pacific Waves Residents will have their access card/fob **CANCELLED**.

To determine whether or not you are eligible for parking please see your Real Estate Property Manager. If eligible you will be provided with instructions outlining parking procedures.

Visitors to the Building may choose to park within the Northern Beaches Council (NBC) car park - the first 2 hours are free.

If you need additional parking you may be eligible for a NBC on-street parking permit. Residential and visitor parking permits are relatively inexpensive. NBC can be contacted on 9976 1500 or at their Manly Office (Town Hall Belgrave Street, Manly), open 8:30am to 5:30pm Monday to Friday.

PARKING SPACES

All residents should note that there is NO storage allowed within the private car parking spaces, EXCEPT where goods are stored within an OC approved steel storage cabinet (please see the Building Manager for direction with compliance). Residents are also required to keep their car parking spaces in a clean and serviceable condition. Please see Special By-law 73 for further details. Any goods / discarded items left in car parking spaces will be considered as abandoned unless the storage is approved by the building manager.

Note: if considering the effective installation of an approved storage cabinet you must also consider how it will reduce the size of your car space. Vehicles **MAY NOT** protrude beyond the car space boundaries. The OC may enforce By law 3 which explains that vehicles are not permitted to park on the common property without the approval of the OC.

SECURITY ACCESS CARDS/FOBS

The Pacific Waves Building has installed a security access key system which controls and logs access. When you move into the Building you will be given an access card/fob. Cards are programmed individually with access limited to the areas relevant to your occupancy. Each card/fob is engraved with a unique number and it is advisable that you take note of this number in case the card/fob is lost or stolen.

Please promptly report lost or stolen access cards/fofs to the BM who will deactivate that card/fob. Replacement cards/fofs will be issued upon payment of the fee (\$50) determined by the SC from time to time. (**Note:** The OC will replace a broken or malfunctioning card/fob “free of charge” once per annum if that problem card/fob is returned to the BM).

The number of cards/fofs granted to each unit is strictly controlled: 3 per 1 bedroom apartment, 4 per 2 bedroom apartment and 6 per 3 bedroom apartment. If you would like an additional card/fob please contact the BM.

WASTE REMOVAL

Recycling bins for glass, plastic bottles, cans, paper and cardboard are located in the garbage room on the ground floor, next door to the BM office. Please flatten all cardboard boxes and remove lids from plastic and glass bottles before depositing them in the appropriate bins.

Non-recyclables and organic material (including foodstuffs and their containers) may be placed in the large green garbage bins. Organic material must be bagged with the top tied securely.

Please dispose of nappies, sanitary pads, cotton buds, kitty litter and the like, etc. with your general garbage in the garbage room. Do not flush them down toilets as this has in the past blocked the sewage system.

If you have large amounts of rubbish (e.g. the result of moving) or wish to dispose of bulky goods such as fridges or furniture, please contact the Building Manager to arrange collection. Such items **MAY NOT** be left in the garbage room as the contractor will not collect these. **CCTV** is in use. Costs associated with removal will be recovered from the resident or lot owner.

NOTE: All garbage must be placed in the bins provided.

IMPORTANT: Under no circumstances should rubbish be deposited or left on common property. This includes, garden beds, the car park areas and all other common property. The OC will take action against those found to be dumping rubbish on the common property. Cleaning and removal costs will be recovered from the resident or owner.

POOL RULES AND HYGIENE

The pool, located in the eastern side courtyard, is for the use of all residents.

Please note: The OC takes Pool, Spa and Gym Safety very seriously.

Your compliance with ALL signage, pool rules and By-law's 71 and 74 is required.

An offender who does not comply may have their pool access restricted in accordance with By-law 74.

Further to the above, It is a requirement that you shower before entering the pool and that you take a towel with you to dry off before re-entering the building from the pool area. Following this practice will ensure the highest possible levels of hygiene and safety are maintained.

FIRE ALARMS AND EXITS

All residents, should familiarize themselves with the emergency exits. There are emergency stair exits located at the end of every hallway.

Should the fire alarm sound, please proceed immediately to your nearest emergency exit and exit the building. **DO NOT USE THE LIFTS**, as there may be a power failure and you may become trapped in the lift.

The NSW Fire Brigade is conveniently located 2km away so you can expect them to respond promptly.

Residents are directed to be careful opening front doors when cooking as steam or smoke WILL set off smoke detectors in the hallways. These detectors are linked "back to base" and will trigger a response from the Fire Brigade. The detectors within the apartments are not 'back to base' in type and will not trigger a response from the Fire Brigade. If you have a lot of steam and/or smoke when cooking please promptly open your balcony doors or windows. **DO NOT LEAVE FRONT DOORS TO THE HALLWAY OPEN.**

The NSW Fire Brigade charges a fee of \$1600 + GST for attending false alarms. The Owners' Corporation will pass these fees on to the responsible resident or lot owner.

FIRE STAIRS AND ENTRY DOORS

The fire stairs are for use in emergency situations and the entry doors to the fire stairs should always be securely closed.

Please Note: The (Northern) Fire Stair only has been wired with an electronic fob access control system enabling you access to use the stair and your fob should the lift system fail. Your fob is programmed to allow you to your level only.

Please note: In order to maintain security in the building residents must ensure that the fire doors close completely. Please report any problems to the Building Manager.

PROPER USE OF BALCONIES

Under NB Council regulations and the Pacific Waves By-laws washing may not be hung to dry on balconies such that it is visible from outside the building, e.g. from the footpath or neighboring buildings, nor may satellite dishes be erected or material stored for extended periods, especially if the goods are flammable (e.g. packaging, newspapers, clothing, paint, etc.). Please see By-laws 10 and 16 for further details.

Throwing or dropping solids or liquids from balconies is dangerous, illegal, inconsiderate and a nuisance. Of particular concern are cigarette butts and empty drink containers.

IMPORTANT: Please ensure to keep children safe whilst on the balcony's. Furthermore, improper balcony usage is considered a serious breach of the Pacific Waves rules. As with incorrect garbage, excessive noise, pet and pest management, strong action will be taken by the OC.

PETS

Please be aware that bringing animals (other than registered/pre-approved animals, in accordance with Special By-law 79) into the building is against the Building's by-laws. Pets such as dogs, cats or birds are not allowed to be in apartments on balcony's or on the common property without prior Owners Corporation approval in strict accordance with By-law 79.

Note: pets cannot be left unattended on balconies at any time.

GYM ACCESS

Hours of Operation—Daily – 5:30am to 9:00pm unless otherwise authorised.

The Pacific Waves Building has a small gym located on the eastern side courtyard. The gym is only accessible by an authorized access card/fob. To be eligible for Gym access you will need to undertake the mandatory induction procedure. Please email the BM. You will be required to formerly agree to the Gyms rules. A \$60 admin fee will be payable to the OC by you via the BM. This fee entitles you to gym access for a six month period.

Please note that strict rules particularly in relation to excessive noise apply and leaving the area in a clean and tidy manner. Breaches of Gym Facility rules may result in access being cancelled.

NOISE

It is unacceptable to create noise that interferes with the peaceful enjoyment of fellow residents in their apartments in the Pacific Waves Building. Noise from slamming doors, parties, sound systems, televisions, musical instruments travels through the building, particularly at night. If problems are encountered residents should contact the Building Manager (9976 6091) or the local police (9977 9499). Please keep a note of the occurrence (date and time) and provide these details to the Building Manager during office hours or by email.

RETURNING FROM BEACH

IMPORTANT: Your compliance is required: Please remove all sand and water from feet, wet suits, surfboards etc, of yours, your children and visitors before entering the foyer areas of the Pacific Waves Building. Lack of compliance with this requirement not only makes the Building appear unsightly but is a breach of the OC's registered, "Goods and activity's on common property" By-law, no. 69. Please dry off thoroughly before entering the Building. **Cleaning and Admin. fees will apply to offending residents. CCTV is in use 24 hrs per day, 7 days per week.**

Please Note: There is a FREE "hot" shower/change room facility located in the rear of the garbage room, please use it to clean up and dry off! Further, there is a "FREE", lockable surfboard storage area available to surf board owners, this is located in the loading bay area. **Please Note:** there is a limited number of surfboard storage available so surfboards must be registered. Please contact the BM: buildingmanager@pacificwavesmanly.com

POSTING OF SIGNS

The posting of signs in/on the Building is not permitted. There are two notice boards located in the secondary foyer for use by the Owners' Corporation and residents. The Owners' Corporation reserves the right to remove any notice it believes to be inappropriate or offensive. To place a notice in the Residents' Notice Board please contact the Building Manager via email or leave the note under the BM door.

RENOVATIONS/REPAIRS-TRADE PERSONNEL

Before carrying out renovation works to a unit or replacing floor coverings you must contact the Building Manager to seek the approval of the Strata Committee. Please see By-laws 14, 68 and 70.

Many activities which on the surface might appear minor (e.g. installation of air-conditioning, blinds or floor covering) will require Owners' Corporation approval. Failure to gain such approval may result in costly rectification.

Should you have trades people attending your premises and/or deliveries being made please ensure the Building Manager is notified in advance, as issues such as the protection of common areas, facilities and parking need to be managed.

LOCKS/KEYS TO UNIT DOORS

Please be aware that the use of dead bolts on apartment entry doors is illegal. Please contact the Building Manager prior to any installation of new locks. If an incorrect/inappropriate lock is installed it will be replaced by the OC and the cost charged to the relevant lot owner.

EMERGENCY - DEFIBRILLATOR USE

The Owners Corporation has installed a defibrillator/resuscitation kit within the library room outside the Building Managers office. The emergency resuscitation devices within the kit are available to any and all residents 24 hours 7 days per week. If you are interested in how these devices work and can be used in an emergency please follow the link to the YouTube tutorial today. <https://www.youtube.com/watch?v=kXFF2QJOVGQ>

ANNUAL FIRE CERTIFICATION

Once a year the Building is legally obliged to be tested for fire certification so that it complies with Australian Standards. This involves testing all fire and mechanical services within the building including individual unit doors, thermal detectors and locks. Notices are sent out two weeks prior to inspection and you are required by law to provide appropriate access. If you expect to be unavailable during one of these inspections please contact the Building Manager in advance to discuss access to your unit.

TELEVISION AND COMPUTER FACILITIES

The television antenna connection in your apartment provides free to air reception for digital signal only. If you wish to receive digital signal you will need appropriate equipment including a suitable TV and/or set top box.

The Pacific Waves is wired for Foxtel pay TV. To have this service installed to your apartment please contact the Building Manager for approval and instructions. Tenants must first contact their real estate agent or the lot owner.

SERVICES AND RESPONSIBILITIES

If you experience problems with services or utilities (e.g. lighting, water leaks) within the common property area please contact the Building Manager.

All other services are the responsibility of the lot owner. If light fittings, stoves, fridges, etc. break down or you need light globes, tap washers, etc. inside the apartment you occupy, please contact the lot owner or your real estate professional. **Please Note;** repairs to the intercom, windows, sliding doors and apartment front doors must be managed by the Building Manager as these are the property of the OC.

The Building Manager will provide you with the names and phone numbers of tradesmen and service providers to the Pacific Waves OC from whom you may obtain quotes for the work required in your apartment. In providing this information the Building Manager is not making a recommendation.

SMOKING PROHIBITION

The OC has registered a By-law which seeks to regulate smoking in the PWB. Smoking is not permitted on the common property at anytime. Smoke drift from a lot which is detectable in another lot is also prohibited. Please see Special By-law no. 66 for further details.

SHORT TERM LETTING

The minimum term for renting in the Pacific Waves Building is strictly 3 months (90 days). Heavy fines apply to offenders that do not comply with this By-law and Development Application Condition.

NOTE: The Owners Corporation will not tolerate short term letting and will seek orders from the local regulator, local court or NSW Civil & Administrative Tribunal (NCAT) in all instances to enforce this policy.

REAL ESTATE RENTAL

All sales/leasing for Pacific Waves Building apartments is carried out by external real estate agents or by lot owners themselves.

IMPORTANT, Please Note. Section 119 of the SSMA 2016 obliges the Lessor to provide details of the Lessee to the OC with 14 days of commencing a new Lease. Please do this if you are Leasing a lot in the PWB.

MAIL/COURIER

Australia Post delivers normal mail on weekdays at approximately 10:00 a.m.

If you are expecting a parcel please ensure you have it delivered to an address where there will be somebody to receive it.

The BM is not in a position to accept parcels on behalf of residents.

EMERGENCY AFTER HOURS CONTACTS

Locked out of Apartment? Call

Locksmiths (Manly Locksmiths)

0499 775 625

Fire/Police/Ambulance

000

Building Manager (PMP)

9976 6091

(after hours listen to the message in full)

Elevator Service (Liftronic)

9666 3922

Electricity (Power Failure)

13 13 88

Plumber (Rapid Response)

0419 978 987

Plumber (Super Plumbers)

0413 373 314

Plumber (Paul Reed Plumbing)

0412 400 559

Electrician (Paul Dwyer)

0418 248 219

Electrician (Fully Charged electrical)

0435 499 030

Electrician (Kim Kong electrical)

0439 994 574

Council Ranger

9976 1633

Cleaner (Insite Services)

0420 363 431

WEBSITE

www.pacificwavesmanly.com

BUILDING DETAILS

Address: 9-15 Central Avenue, Manly, NSW 2095

BUILDING MANAGEMENT (BM)

Company:

Property Management Professionals
Pty Ltd

Office Location:

Ground floor of building
(adjacent to lift lobby)

Building Manager:

Tony Strati

Office Hours:

By phone and email Monday to Friday

Phone Number:

02 9976 6091

Email Address:

buildingmanager@pacificwavesmanly.com

STRATA MANAGEMENT (SM)

Company:

Lamb and Walters

Address:

Shop 1, 13 Whistler Street Manly 2095

Postal Address:

PO Box 95, Gordon NSW 2073

Phone Number:

02 9449 8855

Email:

hello@lambandwalters.com.au