



# RULES AND REGULATIONS

## 1. Objectives

The objectives of Lifestyle Working Brookvale House Rules are:

- a. To maintain the 5-star Australian Building Greenhouse Rating commitment agreement and to achieve ABGR Certification.
- b. To protect the image and quality of Lifestyle Working Brookvale for the benefit of owners, occupiers and visitors.
- c. To ensure that everyone obtains maximum benefit from the shared facilities and public spaces provided at Lifestyle Working Brookvale.
- d. To set guidelines to ensure a safe environment for owners, occupiers and visitors; and to minimize any disruption to the quiet enjoyment of all concerned.

*Compliance with the Rules & Regulations will benefit everyone.*

## 2. Philosophy

- a. The Facilities Manager of Lifestyle Working Brookvale is Precise Property Strata Management Pty Ltd or its representative or nominee from time to time (Facilities Manager is referred to in the By-Laws as the Building Manager). It is the responsibility of the Facilities Manager to provide a high standard of service and consistency throughout the building in line with current architectural, safety and environmental standards.
- b. Co-operation from all parties is essential to maintain the standards set out in this document.

## 3. Lifestyle Working Brookvale Details

### 3.1 Facilities Management office

Precise Property Strata Management Pty Ltd  
Suite 48, Lifestyle Working Brookvale  
117 Old Pittwater Road  
Brookvale NSW 2101  
Phone: 02 8922 2400  
Email: [fm117@lifestyleworking.com.au](mailto:fm117@lifestyleworking.com.au)

Hours: 8.30am to 5.00pm Monday to Friday

### 3.2 Building Hours of Operation

- a. Building Open: 7:00am – 6:30pm Monday to Friday  
24 hours with security access tag
- b. Loading Dock: 7:00am – 6:30pm Monday to Friday
- c. Car Park: 24 hours with security access tag
- d. Lost and Found: Located in Facilities Management office

## 4 Rules

### 4.1 Security

- a. Regular random security patrols are carried out throughout the building. A closed-circuit TV system, linked to the Security Control room and the Facilities Manager's office, monitors all areas of the building 24 hours a day.
- b. Access to the communications and security room is strictly prohibited and may only be accessed through the Facilities Manager.

### 4.2 Access Tags

- a. The Facilities Manager is responsible for the management of the Security Access System on behalf of the Owners Corporation. All security access tags belong to the Owners Corporation.
- b. Additional tags may be requested and obtained through the Facilities Manager. Additional tags will only be issued upon the request of the suite owner or authorised personnel. At no time will tags be issued directly to tenants, visitors or contractors without the prior written consent of the suite owner/occupier or their appointed agent.
- c. All requests must be made in writing and must state the name of the tagholder, suite and access level required. Any additional tags required will be subject to a fee (see 'Schedule of Fees' for charges). Additional tags can be collected from the Facilities Manager's office and an invoice will be issued to the owner/occupier from the "Owners Corporation of SP97892".
- d. Access may be restricted to owners and occupiers to parts of the building that they do not need to access to get to their premises. Doors and gates may be secured between hours determined to be appropriate by the Facilities Manager in order to preserve the security and protect owners, occupiers and their property.

- e. The Facilities Manager must be given details of any staff access tag changes in writing, so that tagholder details may be updated.
- f. Any access tags given to a contractor under instruction from an owner/occupier is the responsibility of the owner/occupier and any lost/stolen tags will incur a fee payable by the owner/occupier.
- g. All lost keys and access tags are to be reported to the Facilities Manager as soon as possible. Lost tags are able to be deactivated immediately. Fees apply for replacement tags. See 'Schedule of Fees' for charges.
- h. Any tags no longer required must be returned to the Facilities Manager.

#### 4.3 Contractors

- a. All contractors must report to the Facilities Manager on a daily basis when working at Lifestyle Working Brookvale. This will enable the Facilities Manager to issue the correct keys, access tag/security pass for movement throughout authorised areas within the building.
- b. Contractors working on behalf of owners/occupiers will only be issued with access tags after receiving a 'Notification to Perform Work' from the relevant owner/occupier and approval by the Facilities Manager. The Facilities Manager must receive this notification at least 24 hours prior to the effective date in order to approve access. Should this information not be provided, the Facilities Manager may deny access at their sole and absolute discretion. Service representatives responding to emergency callout requests will be admitted at short notice only with the authority of the owner/occupier and the Facilities Manager.
- c. The owner/occupier who has authorised work from a contractor is responsible for the contractor and any result of their actions.
- d. Repair for any damage caused to common areas or other persons suite by a contractor will be charged back to the owner/occupier responsible for that contractor. This charge will be at the Facilities Manager's discretion.
- e. Please note any lost security tags, keys and access cards will be charged back to the relevant owner/occupier.
- f. All cable runs in the common areas must be completed by the base building contractor.

#### 4.4 Contractor Dress Regulations

- a. Contractors must be suitably attired at all times. Clothes shall be clean, neat and tidy and suitable for their business activity. The Facilities Manager will determine the appropriateness of particular dress. Shoes are to be sturdy and enclosed and the appropriate safety wear is to be worn at all times.

#### 4.5 Fire Stairs

- a. There must be no interference with the fire stair operation. The propping open of fire doors endangers the safety of everyone in the building and this practice will not be tolerated under any circumstances and the Facilities Manager will take appropriate action as required.

#### 4.6 Deliveries and Loading Dock

- b. The loading dock is controlled by the Facilities Manager and is in operation from 8:00am to 6:00pm Monday to Friday or at such times as the Facilities Manager may determine. Access to the loading dock outside these hours may be arranged by giving 24 hours notice in writing to the Facilities Manager.
- c. Entry to the loading dock is via Old Pittwater Road, Brookvale, with a height restricted to 3.5 metres.
- d. The loading dock is not to be used for storage or as a work area unless prior arrangements have been made with the Facilities Manager.
- e. The speed limit throughout the loading dock and car park is 8kph.
- f. Unloading or loading of goods must not proceed without the approval of the Facilities Manager (small courier parcels excluded).
- g. If the loading dock area is full, drivers will be directed to "circle the block" until the congestion has cleared.
- h. Under normal circumstances the maximum loading/unloading parking time is 20 minutes. Large deliveries or collection of goods must be scheduled in advance and the time and procedure approved by the Facilities Manager.
- i. It is a condition of entry that all vehicles requiring 10 or more minutes access leave their keys and mobile phone number with the Facilities Manager or other authorised persons who are entitled to move any vehicle if required. Vehicles parked in any area of Lifestyle Working are at the owner's risk and no responsibility will be taken for loss or damage to any vehicle or other property whether in the car park, loading dock or elsewhere.
- j. Deliveries of goods, materials or rubbish are not to be left in the loading dock or common areas except for loading/unloading. If goods or rubbish are left in these areas without approval, they will be removed at the delivery company's, owner's or occupier's expense.
- k. Neither the Facilities Manager nor any persons of Precise Property will accept delivery of goods on behalf of owners or occupiers. Courier deliveries must be made directly to each suite.

- l. Should deliveries during outside hours be attempted without prior notification, the Facilities Manager will attempt to contact the owner/occupier by telephone. The owner/occupier will be requested to travel to the appropriate entrance point to accept the delivery of goods. Under no circumstances will a delivery person or courier be permitted to travel to a floor during outside hours unless escorted by the owner/occupier.
- m. The Facilities Manager shall be notified in writing with 24 hours minimum notice of any outwards passage of goods (other than handheld items) from the building. Removal of large or expensive items without prior notification may attract questioning by security personnel or the Facilities Manager.
- n. The Facilities Manager will not hold goods for collection by couriers or others without prior authorisation. Any such authorised holding of goods shall be at the risk of the owner/occupier and no responsibility for goods will be taken by Precise Property.
- o. Owners/occupiers are responsible for the movement of their own goods, deliveries or general items within Lifestyle Working Brookvale. This must be coordinated with the Lifestyle Working Facilities Management.
- p. Delivery of bulky goods must be supervised by the Facilities Manager or authorised representative.
- q. Any damage caused from the movement of bulky goods through the building will be repaired at the owner/occupier's expense at the discretion of the Facilities Manager.

#### 4.7 Car Parking

- a. Both the visitor and private car parking is accessible from the down ramp off Old Pittwater Road, with a speed limit of 8kph. The entry height to the car park is restricted to 2.2 metres.
- b. Visitor car spaces have a limit of 2 hour unless otherwise authorised by the Facilities Manager. Any car parked longer than the nominated period may be towed.
- c. All car park users enter and use the car park at their own risk.
- d. The Owners Corporation does not accept any responsibility for loss or damage to any vehicle or other property, whether in the car park or elsewhere.
- e. The car park user indemnifies the Owners Corporation against any loss, damage or claim which may arise as a result or use of the car park.
- f. The Owners Corporation does not accept liability for any injury or death to any person whilst in the car park or elsewhere.
- g. Visitor car bays are not for owners, occupiers, staff or contractors. They are strictly for visitors / clients unless otherwise approved by the Facilities Manager.

- h. Car parking spaces will be used only for the parking of motor vehicles or motorcycles. No items other than vehicles are to be stored in these spaces at any time.
- i. Other than the car space/s designated for your suite/s there is no parking permitted on the site for any vehicles.
- j. Should an owner/occupier wish to make any one of their designated car parking spaces available to their visitors or contractors, please notify the Facilities Manager in writing and at least 24 hours in advance of the contact name and nominated car parking space so access can be arranged.
- k. Any vehicles identified as belonging to the owner/occupier or their employees breaching these rules will result in a fine being issued to the owner/occupier at the sole and absolute discretion of the Facilities Manager.

#### 4.8 Lift Operations

- a. Lift operating times are 8:00am-6:00pm. Use of the lifts outside this time is by access tag only.
- b. Prior to using the lifts for the movement of goods (other than those items, which may be carried by hand), the Facilities Manager must be advised and approval obtained.
- c. Under no circumstances are building materials to be carried within lifts until approval has been obtained from the Facilities Manager.
- d. Any large goods approved to be carried in the lift must be supervised by the Facilities Manager and appropriate protection installed prior.

#### 4.9 Security and Keying

- a. The location of lockable doors must be shown on the fit-out plan, and any internal security system specified.
- b. The entry key system shall be compatible with the existing building system. All key and lock requirements are to be approved by the Facilities Manager. This will help to maintain the integrity of our security system.
- c. For further information on locks and keying, please contact the Facilities Manager.

#### 4.10 Directory Board

- a. There are two directory boards located on the ground level, one inside the main entry doors and one next to the lift. These boards are for the use of the owner or occupier at their own expense to display their suite number and company name.

- b. Each sign must be in accordance with the description given by the Owners Corporation. Please contact the Facilities Manager if you require your business to be listed on these boards. (Fees apply)

#### 4.11 Window Treatments

- a. Frosting must be from the floor to 1800mm high and measured from the slab. Where suites have carpet, this measurement is to be taken from the walkway. This treatment must also cover the entire width of the window or door.
- b. Coloured bands may include the company logo and must measure 400mm high. These coloured bands must take up the entire width of the window or door. Placement must be at 1400mm and finishing at 1800mm (measured from the floor slab).
- c. All window treatments including decals and blinds must be submitted to and approved by the Owners Corporation prior to any works commencing. Failure to have plans approved will result in the removal of treatment or covering at the cost of the tenant.
- d. For any clarification on these requirements, please contact the Facilities Manager.

#### 4.12 Window Coverings

- a. Owners/occupiers are permitted to install blinds in their suites at their own expense. These blinds/window coverings must be in keeping with the feel of the building.
- b. Blind specifications have been pre-approved by the Owners Corporation as suitable/approved window coverings. Please contact the Facilities Manager for details of building approved blinds.

#### 4.13 Suite Signage above doors

- a. Each suite has a sign plate located above the suite door. This can be used at the tenant's expense to display their company logo only. Artwork for these signs must first be submitted to the Owners Corporation for approval prior to works commencing.

#### 4.14 Environment, Health and Safety

- a. Owners, occupiers and contractors are reminded of their responsibilities in respect of the Occupational Health and Safety Act 1983 and EPA regulations. All works carried out at Lifestyle Working Brookvale must comply with the respective regulatory requirements.

#### 4.15 Fit-out Works

- a. Fit-out works can only be performed after the appropriate authorities have granted approval.
- b. A Construction Certificate together with proposed fit-out plans must be provided to the Facilities Manager for approval by the appropriate authorities prior to the commencement of fit-out works. Refer to the 'Fit-out Guide' section of this handbook for further information.
- c. Prior to the commencement of fit-out works owners/occupiers must give fourteen days written notice to the Owner's Corporation through the Facilities Manager of their intention to carry out fit-out works.
- d. Owners/occupiers and their employees (which includes their agents and contractors) must abide by the guidelines set out in the By-Laws.
- e. If required, the owner/occupier (and their agents or contractors) must supply the Facilities Manager with a Safe Work Method Statement (SWMS) and accompanied by an MSDS for any hazardous substances in accordance with the Environmental Health & Safety requirements. This must be supplied for approval prior to works commencing. At all times all necessary precautions must be undertaken to ensure the safety of all persons.
- f. Noise levels must be kept to an acceptable level within the premises and in common areas for the duration of the fit-out works. At no time are the adjoining occupants to be disturbed due to noise transmission during the fit-out.
- g. All other work audible beyond the premises, will only be permitted by the approval of the Strata Manager / Facilities Manager and/or Owners Corporation.

#### 4.16 Fire Alarms & Essential Services

- a. Fire detectors and alarm circuits throughout the building are fully activated at all times. The de-activation of these systems will only be permitted whilst tests are in progress, repairs or additions being carried out or whilst conditions that may cause false alarms are evident. For example, smoke detectors should be isolated whilst cutting, sawing and mist spraying.
- b. Prior to carrying out any works which may cause false alarms owners/occupiers must advise the Facilities Manager and submit to them a Fire System Impairment notice outlining the details of the works to be carried out i.e. date, time, location etc.
- c. Any charges incurred as a result of the Fire Brigade responding to false alarms caused by works carried out by contractors on behalf of owners/occupiers will be charged back to the relevant owner/occupier.
- d. Only the Facilities Manager may authorize the isolation of fire safety systems. Under no circumstances are fire safety systems to be isolated until this authority is received.



- e. All owners/occupiers must keep fire escape passages free of obstruction at all times.
- f. The owner/occupier must comply with any act or regulation relating to sprinkler, fire alarm or fire safety regulations at all times

#### 4.17 Hot Work Permit

- a. Prior to welding or cutting operations, which use or generate heat, flame or sparks, a 'Hot Work Permit' must be completed and submitted to the Facilities Manager. A copy of this form is located in this Hand Over Guide, on the building's intranet or from the Facilities Manager.
- b. All contractors must comply with the Hot Work Permit which requires the use of authority approved non-flammable shields and all necessary equipment in case of fire, including fire extinguishers securely attached to each electric, oxyacetylene or oxy LPG welding plant brought into the complex and the provision of an adequate supply of water.
- c. The contractor must maintain a fire watch for 30 minutes after the hot work activities have ceased and advise the Facilities Manager on completion.

#### 4.18 Impact Work

- a. Any works that may affect other owner/occupiers i.e. noise (structural borne), odours etc. must be performed during outside hours with prior approval by the Facilities Manager. An 'Impact Statement' must be lodged breaking down each element of work, highlighting the impact and nominating how this impact will be minimised. This statement must be provided to the Facilities Manager for approval prior to the works commencing.

#### 4.19 Protection of Surfaces

- a. Contractors are responsible for protecting all surfaces and finished work from damage during the course of their works. Particular attention shall be paid to the protection of carpets, ceilings, light fittings, walls, doors and frames and ducted skirting cover plates.
- b. The carpet must be protected with a clear plastic film taped at the joints. This protection should be maintained and repaired as necessary during the course of the works and removed on completion.
- c. When moving equipment and materials onto a floor, attention must be made to the common areas (walls, ceilings lifts, floors etc).
- d. Any damage to any surface or area resulting from the contractor's work will be rectified at the owner/occupier's cost, which will be at the sole discretion of the Facilities Manager.

#### 4.20 Return Air Filters

- a. In order to protect the buildings air filter system from dust created during fit-out works or modifications to existing tenancy fit-outs, owners, occupiers and/or Contractors are required to insert additional filter material on all return air dampers prior to commencing any work.

#### 4.21 Insurance

- a. Please note that prior to commencement of any fit-out or contracted works at Lifestyle Working Brookvale, insurance details must be forwarded to the Facilities Manager.
- b. Public Liability insurance is required to the value of a minimum of \$20,000,000 which in the state of NSW must be in place with a principles extension that is the policy should state that the cover is also applied to Lifestyle Working Brookvale.

#### 4.22 Supervision

- a. All work must be supervised, for its duration, by a competent, full time foreman or supervisor who will be fully experienced in all aspects of the works. The foreman is to be the contractor's representative on the site and must be empowered to take all necessary action as requested by the Facilities Manager in relation to quality, performance and labour control, as well as the day to day organization and planning of the works.
- b. All removals and delivery of bulky goods must be supervised by the Facilities Manager or authorised representative.
- c. Any damage caused by the movement of bulky goods through the building will be repaired at the owner/occupier's expense at the discretion of the Facilities Manager.

#### 4.23 Protective Clothing and Equipment

- a. It is the responsibility of the works supervisor to ensure their personnel have suitable protective clothing and equipment necessary to carry out their tasks safely.
- b. The Owners Corporation take no responsibility for any damage or injury caused through non-safe practices.

#### 4.24 Cleaning and Rubbish

- a. No rubbish is to be left or stored on common areas or in a public area where it might cause obstruction. The owner/occupant must arrange to have rubbish removed and disposed of by others.

- b. Each tenancy is responsible for the cleaning of their premises and the removal of their rubbish.
- c. A recycle room is provided adjacent to the loading dock and can be utilised by all tenancies. Please ensure you keep this area neat and tidy and notify the Facilities Manager of any tenancies not doing so.
- d. All contractors must remove their own rubbish, no exceptions. The bins provided at Lifestyle Working are for the tenants use only, no building materials are permitted in these bins.

#### 4.25 Pests / Animals

- a. An owner/occupier of a lot must take all proper precautions to keep the lot free of rodents, vermin, insects, pests, birds and animals. If necessary owner/occupier will employ pest extermination at their own expense.
- b. Subject to the By-Laws, animals (other than a dog) are prohibited from the building at all times with the exception of any animal trained to assist a person with a visual disability, hearing disability or any other disability (as defined in the *Disability Discrimination Act 1992*) to alleviate the effect of the disability, or because of any other matter related to that fact.
- c. An owner or occupier of a lot may keep a dog on the lot if the owner or occupier gives the owners corporation written notice that it is being kept on the lot.
- d. Dogs must be on a leash in common areas at all times.

#### 4.26 No Smoking Policy

- a. Smoking is prohibited in all areas of Lifestyle Working Brookvale including shared facility areas and common areas of the building. This includes the car park, loading dock, lifts and their lobbies, corridors, toilets, plantrooms, gymnasium, pool, BBQ area, and entries to Lifestyle Working Brookvale. There is no smoking permitted in any suites, balconies or terraces.
- b. Smoking areas are provided at the easternmost and westernmost points of the property. Butt receptacles are provided for smokers at these points, please ensure these are used and not the garden areas.

#### 4.27 Suite Lines

- a. On no occasion are occupants or contractors to display/stand anything outside their suite lines or block any access to fire and or essential services.

#### 4.28 Events

- a. Due to security reasons, any events held inside a suite/s but outside business hours (8:00am – 6:00pm) must first be authorised by the Facilities Manager. All patrons of the organiser and their actions are the responsibility of the owner/occupier.
- b. An owner/occupier looking to host any event in any of the common areas must first have this approved by the Facilities Manager. All patrons of the organiser and their actions are the responsibility of the owner/occupier.
- c. All common areas used must be cleaned by the owner/occupier immediately after the event has been held.
- d. For larger/outside business hour events, a bond of \$1,000 will be held in case of damage or clean-up requirements.
- e. For security reasons, any event held outside business hours must be supervised. Refer to the 'Schedule of Fees' for charges.

#### 4.29 Alcohol

- a. The consumption of alcoholic beverages is prohibited in the shared facility areas and the common areas at all times without prior permission from the Facilities Manager. Designated area and times to be approved by the Facilities Manager.

#### 4.30 Common Areas

- a. Children under the age of 12 are not permitted on common property unless accompanied by an adult exercising effective control.
- b. An owner/occupier of a lot must not interfere with the use and enjoyment of the common areas by any other person/s.
- c. All building materials are to be stored at all times within the area comprising of the premises, allocated basement or storage lot if any. No materials are to be left on common property ie footpaths, lobbies and corridors. Deliveries may not be left in common areas.
- d. Any damage, spills or hazards to or in the common areas must be reported to the Facilities Manager immediately.
- e. Power is provided in common areas for general use only. All cables must be kept tidy at all times to avoid dangerous hazards.
- f. When using power in common areas, there must not be any overloading of circuits. Power boards or other adaptors must not be used.

- g. Riding or storing of bicycles is not permitted in common areas.
- h. Photography / filming in common areas is not permitted without prior approval by the Owners Corporation.

#### 4.31 Privileged Meeting Rooms

- a. Privileged areas include Manly, Freshwater, Curl Curl and North Steyne. These rooms must be booked in advance through the intranet booking system. Each owner/occupier is permitted to use one room for up to two hours each day free of charge. For bookings longer than two hours you will be directed to a payment site, please see fees in Rate Card on the dashboard.
- b. The meeting rooms are for everyone's use and enjoyment. All owner/occupiers are requested to follow a 'fair use' policy – use them on occasion and do not use the rooms as an extension of your suite.
- c. Any owner/occupier deemed to be abusing the 'fair use' policy will be denied access to the rooms.
- d. If a booking is made in the system and the room is not used, the owner/occupier will be charged for the entire time the room was reserved for them.
- e. Cancellations must be made at least 24 hours prior to the booking to receive a refund if the booking is over two hours.
- f. Meetings must be held during the correct booked time, not before or after. Rooms are to be left clean and neat. Furniture is not to be removed from meeting room at any time without approval from Facilities Manager.
- g. Technology in meeting rooms is to be used for designated and approved purposes only. Any damage of equipment failure or malfunction must be reported to the Facilities Manager immediately. Misuse of these facilities by owner/occupiers, their delegates or visitors will be charged back to the owner/occupier at the Facilities Manager's discretion.
- h. The air conditioning, lighting and audio/visual controls are to be switched off as you leave.
- i. Any spillages or damage must be reported to Facilities Manager. Rooms will be periodically inspected after use by the Facilities Manager.
- j. Any cleaning that is required after use will be charged to owner/occupier (refer to the 'Schedule of Fees' for charges).

#### 4.32 Semi Privileged Areas

- a. Common spaces including but not limited to the ground floor atrium and courtyard areas, Palm Beach, The Bower, Avalon and Queenscliff.
- b. Semi Privileged Areas are to be left neat and tidy and any spillages or damage is to be reported to the Facilities Manager.
- c. Any cleaning that is required after use will be charged to the owner/occupier of a suite. (Refer to the Schedule of Fees for charges)

#### 4.33 Disabled Facilities

- a. Disabled facilities are strictly only for the use of persons with physical disabilities. Able bodied persons are to use standard facilities located throughout the building.

#### 4.34 Showers / Toilets (Basement)

- a. Showers and toilets are only for the use of owner/occupiers of a lot and must be kept clean and tidy at all times.
- b. Water use is to be kept to a minimum and taps must be turned off.
- c. Use of these facilities is at your own risk as the Owners Corporation takes no responsibility for any loss or personal injury.

#### 4.35 Bike and Surfboard Storage

- a. Bike and surfboard storage is free for all owners/occupiers of the building. All bikes/boards must be locked at all times. Lifestyle Working Brookvale encourages its owners/occupiers to utilise this facility. Your access tag will open the door to this area. For the safety of all equipment, please ensure this room is locked at all times.
- b. Users are to respect the property of others and ensure no damage is caused to other bikes/boards.
- c. Any bikes/boards kept in the store will be kept there at the owner's risk and no responsibility will be taken for any loss, damage or personal injury.

#### 4.36 Mail Area

- a. Each owner/occupier is responsible for clearing their mailbox (located in the basement) on a regular basis.
- b. It is up to each owner/occupier to sign their mailbox with an approved 'No Junk Mail' sign if required. On request the Facilities Manager can supply an approved 'No Junk Mail' sign to owners/occupiers at a nominal charge.
- c. Any unwanted mail items must not be left to clutter the area and should be properly recycled. Please help to keep this area free from rubbish.

#### 4.37 Illegal Activity

- a. The owner/occupier of a lot must not at any time use or allow to be used the Lot or common property for any illegal use and any act or thing which in each case contrary to the provisions of any law, regulation, ordinance, by law or town planning scheme from time to time in force.
- b. The use of each lot must first be approved by the Owners Corporation in writing which consent will not be unreasonably withheld having regard to the good reputation and quality of the Strata Scheme and the preservation of the essence or theme of the Strata Scheme.

#### 4.38 Prevention of Hazards

- a. The owner/occupier of a lot must not do anything or permit any invitees of the owner/occupier to do anything on the lot or common property that is likely to create a hazard or danger to the owner/occupier of another lot or any person lawfully using the common property.

#### 4.39 Additions and Deletions

- a. The policies, procedures and operating requirements set out in this document "Rules & Regulations" may be amended from time to time. An up-to-date copy is available in the building's intranet or in the Facilities Management office.