

MACLEAY REGIS LTD

12 MACLEAY STREET POTTS POINT NSW 2011 • PHONE (02) 9358 1201 • FAX (02) 9357 1424
ACN 008 390 163

BUILDING GUIDELINES



The Macleay Regis is a company title building and predominantly owner occupied. To maintain the good condition, security of the building and good relations with neighbours, the following guidelines apply to all residents.

THESE GUIDELINES DO NOT REPLACE THE COMPANY'S ARTICLES OF ASSOCIATION

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1.0 INTRODUCTION TO THE BUILDING

1.1 *History of the Macleay Regis*

Macleay Regis was the last grand Sydney apartment block completed before WWII. Designed by E.C. Pitt and completed by C.C. Phillips, the building is ten stories high and originally contained 87 flats as well as a penthouse for the developer, H.P. Christmas. It was completed in 1939 and was the subject of several articles in contemporary architecture and building magazines. It has been described as an 'exemplar of the American flat'.

Building magazine described the entrance foyer as 'spaciously and luxuriously furnished' with its rendered walls marked out to resemble sandstone and its five striking structural columns finished with Austrian Birch veneer. The central table, which was one of the original foyer furnishings, was re-assembled from two halves that were found in other parts of the building and restored in the late 1990s.

The building's concierge manned the foyer's curved inquiry counter which originally opened to an office and telephone switchboard behind (the existing wall of letterboxes is a more recent alteration). A small public telephone booth was originally located in the small room at the rear of the foyer (now a fire services cupboard).

In addition to the concierge (whose flat is now occupied by our caretaker, James Bradley), the building's staff included a maid and a cook. On the ninth floor, a service kitchen was provided so that tenants could order meals, which were then delivered by dumb-waiter to the relevant floor and then by a maid to the service entrance of the appropriate apartment. This kitchen has now been converted into a studio apartment. Another studio is located on the lower ground floor and was probably originally occupied by the maid.

Each typical floor includes six 1 bedroom and four 2 bedroom units designed around a standard living room/dining niche/kitchen module. Each apartment was designed to maximize the amount of natural light and cross-ventilation. Each kitchen was originally fitted with a 'telephonette', which gave each tenant a direct connection to the downstairs florist, chemist, and grocer.

The eastern (harbour-facing) part of the ninth floor was occupied by the penthouse which included a barrel-vaulted living room more than twice the size of those in the standard flats. A large dining room opened out onto a wide corridor and stone paved roof garden. The penthouse also contained four bedrooms and a maid's bedroom, all with their own bathrooms. The original penthouse has now been divided into two separate apartments.

Further information on the Building's history can be found in the Conservation Management Strategy prepared for Macleay Regis Limited in 2011 by heritage architect Dr Roy Lumby. This document is available to shareholders on request.

2.0 MANAGEMENT OF THE BUILDING

2.1 *Company Title Building*

The Macleay Regis is a registered company with the Australian Securities and Investments Commission (ACN 008 390 163).

Any correspondence to the Board of Macleay Regis Pty Ltd should be placed in Box 100, 12 Macleay Street, Potts Point.

2.2 *The Board of the Macleay Regis*

The function of the Board is to manage and maintain the building on behalf of shareholders. In doing so, Directors are required to act in accordance with relevant law and the Articles of Association of Macleay Regis Ltd.

Directors

The Board is made up of between three and seven directors who must be shareholders. Directors are elected annually at the AGM and nominations are called for prior to the meeting. If less than seven directors are elected, or if vacancies arise between AGMs, the Board may appoint additional shareholders to the Board or bring the number up to a maximum of seven.

Current directors are:

Director	Apartment Number
Ms Lesley Moodie	Unit 107
Ms Meredith MacDonald	Unit 603
Mr Bernard Fitzgerald	Unit 505
Ms Helen Crossing	Unit 402
Mr Terry Hemmings	Unit 804

Board Meetings

The Board meets once per month and minutes from these meetings are available at the front desk in the foyer.

Annual General Meeting

The AGM is held in November of each year and shareholders are advised of the date well in advance.

2.3 *Property Manager*

The day-to-day running of Macleay Regis including financial management, insurance, maintaining the share register, shop tenancies and leasing of apartments is managed by:

Mr Kinen Lau
Sydney Company Title Management (SCTM)
Ground Floor,
680 Willoughby Road,
Willoughby NSW 2068

Phone: 02 8973 1000

Email: kinen.lau@picaust.com.au

2.4 **Tradespeople**

If you are looking for suitable tradespeople, you can consult other shareholders for referrals or check the noticeboard in the foyer for names of tradespeople who have worked in the building.

It is sound practice to check the experience a tradesperson has working on heritage buildings prior to enlisting their services and assure yourself of their suitability.

Please note that the company is not responsible in instances where a tradesperson is engaged directly by a shareholder.

3.0 **CARETAKER**

The Macleay Regis has a live in caretaker – Mr James Bradley. As he lives on the premises, his privacy is to be respected.

3.1 **Contact Details**

Mr Bradley can be contacted during work hours on 93581201 or by email at macleayregis1@bigpond.com

3.2 **Duties**

- Cleaning of common areas
- Garbage collection
- Minor building repairs and maintenance
- Co-ordination of building works

3.3 **Hours of Work**

Monday to Friday: 8.00am to 5.00pm.

3.4 **Emergencies**

In the event of an emergency affecting the safety and security of the building, Mr Bradley can be contacted outside of normal working hours.

Spare keys to your apartment can be left with the caretaker. This is useful for maintenance, and in the case of an emergency. While these are held securely by the caretaker, this is a service to occupants and neither the Company nor the caretaker can assume any liability for the security of these keys. The caretaker is not available outside of working hours to obtain spare keys. It is wise to have spare keys with a neighbour or someone external to the building when the caretaker is unavailable.

4.0 **MOVING ITEMS IN AND OUT OF THE BUILDING**

4.1 **Foyer Floor and Front Doors**

Please refrain from moving any objects through the foyer that may damage the parquet flooring; this includes deliveries, tradesmen, and wheeling of suitcases for example. The wooden floors are very soft and mark easily. Damage caused is potentially irreparable.

To protect the foyer floor and front doors from likely damage all furniture and large items must be taken through the garage or side entrance. **Under no**

circumstances is anybody permitted to move furniture or large items through the front door. Arrangements for alternative access through the garage door must be made in advance with the caretaker.

Please note that security cameras record access to the building's entrance and foyer. Costs incurred as a result of negligent actions will be charged to the person responsible.

Access from the garage is via the Goods Lift, which opens directly into the garage. **At all times, the garage door must be attended when open to prevent any risks to security.**

4.2 Access to the Garage

The garage is locked at all times and only those people who utilise the garage frequently are issued with a key. Contact the Caretaker if access is required to move goods in or out of the building. See 12.0.

5.0 APARTMENT LIVING

5.1 Pets

No animals or pets are to be kept in the building. This is a requirement of all residents' tenancy agreement as set out in the Articles of Association of Macleay Regis. It is also not permissible to have 'visiting dogs'.

5.2 Balconies

- Please ensure that smokers use ashtrays and do not throw cigarettes and matches over the balcony.
- Ensure when watering plants that water does not drip onto balconies below.
- It is not permitted to hang washing from or on balconies.
- BBQs of any kind are not permitted.
- Do not hang plants from balconies (or window ledges).

5.3 Serveries

The serveries between apartments are common property and are to be kept clear for access to services such as gas, telephone, and plumbing.

5.4 Common Areas

Common areas include the laundry, courtyards, foyer, passages, fire stairs, serveries, hallways, and store rooms.

5.6 Trees

Trees are common property. Under no circumstances are shareholders permitted to have any trees in any of the common areas lopped or trimmed without Board permission. This is in the interest of the amenity of all shareholders.

5.7 Special Conditions

From time to time there may be other conditions or agreements applicable to specific apartments and relevant shareholders will be advised of these.

6.0 NOISE

6.1 *Close Proximity Living* **Bathrooms**

Please be aware that the 1930s plumbing is often noisier than modern installations.

Balconies

Noise emanating from apartments is reflected by the hard surfaces of adjacent buildings and may be clearly audible to your neighbours. Please be mindful of your neighbours, particularly late in the evening.

Dealing with Noise Complaints

In the first instance please approach your neighbour personally and simply state the issue you are having and seek resolution. If after making the effort to resolve the issue and the noise is excessive, you can contact the police or the leasing agent, if the resident is a tenant. A letter to the board to notify us of problematic behaviour is also accepted. However, it is up to the Board to determine what action they will take.

6.2 *Parquetry Floors*

The parquetry floors provide a great source of noise transmission to apartments below. Please be aware of your neighbours and refrain from walking in hard-heeled shoes, particularly late at night. This will protect your investment and help maintain positive relationships with other residents. Suitable floor coverings are recommended in high traffic areas of your apartment.

6.3 *Building Works see also 13.6*

The hours of all building work are restricted to:

Monday to Friday 8:30am to 4:30pm

Saturday 9:00am to 12:00pm (no jack-hammering)

No work is permitted on Sundays and Public Holidays

As a courtesy, please inform your neighbours and the Caretaker in advance of noisy works.

7.0 BUILDING SECURITY

Security is a concern for the residents of the building. With this in mind it is essential to be vigilant with building security issues. Visitors must be granted access by a resident. **Beware of allowing people to follow you into the building.** See 7.1 Access to the building

There are three access points into the building from Macleay Street:

- Front Door
- Tradesperson's Entrance
- The side entrance adjacent 14 Macleay Street

These are all accessible using the front door security key.

Please ensure that access to the building is only given to residents of the Macleay Regis. Residents usually identify themselves by showing their front door key.

Ask people that you do not recognise to use the intercom to be given access.

If any problems arise, please use the emergency phone located opposite office. The phone is located opposite the office. It is to be used for:

- Contacting police in case of an emergency in the building.
- Reporting a breakdown if the caretaker cannot be located e.g. breakdown of lift, or power failure

7.2 Security Cameras

Closed circuit TV cameras have been installed in the following locations:

- Front entrance
- Tradesman's entrance
- Inside the foyer
- Inside the passenger lift
- Inside the garage and outside the garage on the street

Footage from these cameras is accessible only by the Caretaker and the Board if required. Should any shareholder need access to these records please contact the Caretaker in the first instance to retain the footage.

Viewing of footage is to be undertaken with two Directors present.

7.3 Intercom

The building is wired for audio and video intercom. Buzzers are located at both the front door and the tradesperson's entrance. Each apartment is only able to provide access to their apartments.

7.4 Insurance

All occupants are strongly urged to take out their own contents insurance. The Company does not assume any liability or responsibility for loss of or damage to the property of occupants. Shareholders are reminded that loss or damage can occur through many causes (such as burglary, water escape or penetration and fire) and so insurance should be as comprehensive as possible.

8.0 KEYS

8.1 Front Door Keys

This key provides access to all common area doors except the garage door. Additional front door keys can be obtained through the Caretaker. SCTM will invoice a fee of \$50 as a security deposit. This is refundable on return.

8.2 Garage Keys

Garage keys are distributed to those who require access to the garage. Please see the Caretaker if you require a key.

8.3 Spare Keys with the Caretaker

Spare keys to your apartment can be held securely by the caretaker (see 3.4).

9.0 LAUNDRY

The laundry is located on the lower ground floor of the building. It is for the use of Macleay Regis shareholders and their tenants only. Five commercial washing machines and five dryers are provided by an external provider – Mini Mat.

9.1 Use of Facilities

The cost of both a wash and a drying cycle is \$1.40 to \$2.00 depending on machine size.

To ensure access to these facilities for all, residents are requested to show consideration for their neighbours and remove washing promptly from machines when the washing and drying cycles are finished and from lines when dry. Clothes baskets, detergents, and the like are to be removed from the laundry.

9.2 Hours of Use

Hours of use are restricted to 7:30am - 9:00pm. The power to the laundry is on a timer that operates only within these hours. There is an after-hours light switch for the laundry located immediately inside the door to the laundry corridor on the left-hand side. This stays on for approximately 3 minutes only.

10.0 GARBAGE

10.1 Collection

On each floor there are two communal garbage areas. Garbage is collected daily from each floor from Monday to Saturday by the Caretaker. Large items or cartons are to be taken to the area behind the lifts adjacent the garage. The Caretaker will remove items to the garage.

10.2 Recycling

Please follow recycling instructions on display in each garbage room.

10.3 Removal of Building Works

Shareholders are responsible for the removal of any building materials associated with renovations including paint tins.

11.0 STORAGE

11.1 Basement Storage

There is a small amount of storage in the basement for shareholders. Please check with the Caretaker for availability.

12.0 GARAGE AND PARKING

The garage is to be locked at all times, and only those people who access the garage frequently will be issued with a key.

12.1 Car Parking

There are a small number of car spaces that are leased to shareholders. The Car Parking Policy is as follows:

- The shareholder's position on the car parking list is governed by the date of entry of the shareholder's name on the share register. Joint shareholders are treated as one in this regard.
- In the event that shares have been registered at the same time – proof of settlement date will be required to verify which shareholder has precedence.
- The vehicle must be registered in the name of the shareholder or alternately be a company vehicle used by that shareholder.
- The vehicle must be registered.
- No sub-leasing is permitted.
- If an apartment is leased a car space will not be available.
- If a shareholder turns down a space for any reason, they will be eligible for the next available space.
- If shareholders are non-financial and have a history of being non-financial they will not be eligible for a car space.
- Shareholders who have owned more than one apartment will be registered on the date of entry to the building, providing ownership was consecutive.
- Car spaces cannot be assigned to estates of deceased shareholders.

12.2 Bike Racks

Residents may apply to the Board to obtain a space for bicycles. Bikes are to be tagged and recorded in a register maintained by the Caretaker before being stored in the garage. There is no charge for this and residents do so at their own risk.

Those residents who keep bikes in the building are asked to use the garage entrance or the Tradesperson's entrance; bikes should not be taken through the front doors, the foyer or in the passenger lift.

13.0 RENOVATIONS

The current Articles of Association of the Company limits shareholders with respect to the renovations they are permitted to make within their respective apartments. Structural modifications are not permissible.

13.1 Board Notification

Residents wishing to renovate their apartment are required to apply to the Board in writing. An application form is to be completed for renovations or alterations that affect plumbing, electrical wiring and changes to kitchens, bathrooms or any original features such as tiles, and parquetry.

Renovations include the installation of dishwasher and washing machines. Approval will no longer be given for security doors grilles, or air-conditioning units.

Please obtain a copy of the Renovation Checklist and Application for Approval Form from the Caretaker or Building Manager.

All works are to be undertaken by suitably qualified tradespeople and in accordance with relevant building and council codes.

Please be aware that in accordance with the Tenancy Agreement in the Articles of Association, the Company is not responsible for damage that may occur between apartments, and shareholders are advised to insure appropriately (see 7.4 above).

13.2 Retention of Building Features

No alteration or modification of any kind is permitted to common areas or building fabric, for example windows and balconies.

13.3 Plumbing Requirements

The installation of stop cocks is required in all kitchen and bathroom renovations. This reduces the instances of damage and will permit water isolation to your apartment making repairs easier in the future.

13.4 Tradespeople

Tradespeople undertaking repairs in your unit must be clearly informed of procedures for working in the building including:

- Making contact with the Caretaker
- Strict adherence to working hours
- Access and security issues
- Entrance points for moving heavy items into the building

Only licensed plumbers and electricians are to be used and where applicable Home Owners Warranty is essential.

13.5 Hours of Work

As stated in 6.3 the hours of all building work are restricted to:
Monday to Friday 8:30am to 4:30pm
Saturday 9:00am to 12:00pm (no jack hammering)
Work on Sundays and Public Holidays is not permitted.

As a courtesy, please inform your neighbours and the Caretaker in advance of noisy works.

14.0 DELIVERIES

14.1 Regular Mail

Mail from Australia Post is delivered to the letterboxes. Large items and parcels will be left on the counter.

14.2 Large Deliveries

A tradesperson's entrance is located to the right of the front doors, between the two shops. This is to be used for the delivery of large items.

15.0 UTILITIES

15.1 *Hot Water*

The building's hot water is supplied by a boiler located in the basement.

15.2 *Gas*

Gas for heating and cooking is supplied to all apartments. Gas meters for each apartment are located in the servery.

15.3 *Fuse Boxes and Switchboard*

Fuse boxes are generally located on each floor. The main switch-room is located on the lower ground floor adjacent the Laundry. If you require access to either of these please see the Caretaker.

16.0 FIRE REGULATIONS

The building has a fire system that is directly linked to the Darlinghurst Fire Station. In the event of a fire alarm, bells will sound and shareholders are to leave the building. If the Fire Station is called for attendance at what proves to be a "false alarm" charges associated will be payable by the shareholder of the relevant apartment. The charge for false alarms is currently \$1,250.

16.1 *Heat/Smoke Sensors*

Smoke detectors (heat sensor in the kitchen) are fitted in each apartment. Please be aware that wallpaper steamers, excessive dust or painting fumes have at times activated the detectors. If in doubt, check with the Caretaker.

It is illegal to remove or cover these detectors.

16.2 *Fire Escape*

There are two fire escapes on most levels – please familiarise yourself with the location of these.

17.0 LEASING YOUR APARTMENT

Rental of apartments is possible only after the apartment has been owned for 2 years. The maximum rental period is 4 years, with a maximum of 2 tenants during this time. A 2 year/4 year ratio is then in place.

These leasing conditions are set out in the Articles of Association of Macleay Regis Ltd and are clear when purchasing an apartment in the building. They have been put in place to ensure that a high proportion of residents are also owners.

18.0 MOVING IN AND OUT OF THE BUILDING

There is significant time and cost associated with moving in and out of the building. The Board has instituted a fee of \$750.00 to cover the expense of the Caretaker supervising removalists, wear and tear on the building, and other costs. This fee will be charged directly to the shareholder of the

apartment to cover each time a tenant other than the shareholder moves into the building.

19.0 BUILDING GUIDELINES

Please read this document carefully and sign below to indicate that you have read and understood the 'Macleay Regis Building Guidelines'. Please contact one of the Board members if you have any questions you need answering.

It is important that you and your guests abide by these rules for the enjoyment of all.

Signed:

Dated: