



WELCOME AND INFORMATION BOOKLET



Welcome to Vantage RiversEdge Apartments (Strata Scheme 67408)

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Welcome

Vantage Riversedge Apartments ('Vantage') is an 18-storey modern apartment complex, completed in 2019 and located in a beautiful riverside setting, which is home to the residents of 212 apartments.

The Strata Council, also known as the Council of Owners (or 'COO'), extends a warm welcome to you and hopes you will enjoy living here and provides this booklet to all Owners and Residents of Vantage. Please take the time to read through the information contained in it and keep it on hand for future reference. The COO maintains a website (<https://vantageriversedgeapartments.com.au/>) that contains this information and provides useful links to documents and notices for the benefit of the owners and residents. Scan the QR code below to link to the website.



Please remember that at Vantage, we respect your right to privacy and your entitlement to live your life in the way you choose, however we also all have a shared responsibility to ensure that our lifestyle and behaviour do not adversely impact on any of our neighbours.

We hope that you will join us in maintaining the standard of our Vantage home to enable us all to enjoy living in a clean, peaceful and beautiful setting.

Vantage Strata

As with any large residential complex there are many shared services, facilities and communal areas which must be managed for the benefit of all owners and residents. It is also necessary to implement and maintain bylaws, rules and regulations, which need to be understood and observed by residents and visitors alike to ensure the interests and rights of all residents are protected and to maintain a harmonious living environment. Scan the QR code below to access the current Vantage Apartments Strata Bylaws.



In accordance with legislation, and to enable effective management of these shared elements, Strata Plan number 67408 (Vantage Strata) has been registered on behalf of all owners of Vantage Apartments. Vantage Strata is ultimately under the control of Vantage owners, who are required to meet at least annually to:

- Appoint a strata council to represent the interests of the owners between owner general meetings;
- Appoint a strata management company to manage the day-to-day affairs and finances of the strata and to ensure that the strata complies with all applicable legislation;
- Vote to approve or reject any changes in bylaws; and
- Review and approve strata accounts, budgets and owner levies.

Due to the size and complexity of the Vantage site a Building Manager has also been appointed to manage maintenance and cleaning of all communal facilities and services and to oversee any improvement or repair projects.

More information about living in / owning a strata property can be found on the [Landgate website](#).

Strata Council

The Council of Owners (COO) is elected annually by the owners of Vantage at the Annual General Meeting and is responsible for overseeing the governance, management and operation of the strata company on behalf of all owners.

The COO works alongside the appointed Strata Management and Building Management companies to assist in the effective administration, maintenance and operation of the complex, including the management of common property and compliance with the by-laws. Given the size and operational complexity of Vantage, the Council may establish Sub-Committees to assist with particular areas requiring ongoing attention or specialised focus. These may include matters relating to compliance and by-laws, building defects and major works, security and CCTV oversight, finance and budgeting, facilities and maintenance, and resident or community engagement. Sub-Committees assist the COO by reviewing matters in greater detail and providing recommendations to support informed decision-making and continuity in the management of the strata company.

Council members are volunteers who contribute significant personal time to assist in the management of the building and the broader Vantage community. Councillors are not expected to be experts in all aspects of strata governance or building management and may obtain professional advice where required. The COO may also hold open meetings or community forums from time to time to hear resident concerns and constructive suggestions relating to the ongoing operation and improvement of Vantage.

If you wish to raise a matter with the Council of Owners, please contact the Strata Manager and mark your correspondence for the attention of the Council of Owners, or alternatively use the 'Send a message' option on the Contact Us page of the website.

Strata Manager

The day-to-day administration and financial management of Vantage Strata is in the hands of our nominated strata management company, which employs an individual strata manager as the main point of contact for Vantage residents.

If you have any questions regarding the following matters, please email or call the Strata Manager:

- Queries regarding your property, the building or strata rules;
- After-hours urgent common property matters;
- Levy or other billing inquiries; or
- Communication for the Strata Council.

Oakfield Strata Management

Strata Manager: Claire Watson

Phone: (08) 6355 5225 (Mon – Fri. 9:00am – 4:00pm)

Afterhours: (08) 6355 5225 and follow the prompts.

Email: claire@oakfield.com.au

Office & Postal Address: 3 / 1060 Hay Street, West Perth, WA 6005

Building Manager

Vantage has an onsite Building Manager, who is employed by a facilities management company which coordinates and directs the day-to-day maintenance, repairs and cleaning of shared services and facilities.

If you have any questions or problems regarding common property maintenance or cleaning, please email or call the Building Manager or if not urgent enter the details in the appropriate book on the reception desk.

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Impex Group Facilities Management

Phone: (08) 6146 0360

Email: vantage@impex-group.com.au

Impex Onsite Building Manager: Kunal Gautam

Phone: 0484 121 034

(Mon – Fri. 7.30am – 2.30pm)

General Information & Rules

As with any large residential complex, there are rules and regulations (By-Laws), and they need to be understood and observed by residents and visitors alike.

Residents are responsible for their guests at all times and asked to behave in a respectful and appropriate manner to ensure the peace and privacy of other residents. Be mindful the foyer (entry) has apartments along it and noise carries. This also applies to the pool deck with apartments both below and overlooking the pool. Please report any excessive noise, inappropriate or violent behaviour to Police as well as informing the Strata Manager.

Vantage is fortunate to have many common facilities for residents to enjoy in a safe and peaceful manner. These facilities include the 13th Floor roof terrace, BBQ area and outdoor cinema. A ground floor theatre room, a resident's lounge and dining area, gym, dry sauna and steam room. The pool deck has a 20m pool and separate spa as well as another two BBQ areas. These facilities are to service our 212 apartments and are provided primarily for residents' private use. Vantage is not a function centre, and common facilities are only for small personal/family gatherings.

Lift doors are never to be held open as this causes a system fault and any damage to lifts will be charged to owners.

Moving In or Out

Strict procedures must be followed for all move in/out and deliveries of large furniture items, and you can access the full procedure by scanning the QR code below.



Please note carefully the following requirements and ensure ALL persons involved in the move are fully aware of these rules.

MOVES ARE ONLY PERMITTED FROM MONDAY TO FRIDAY.

THERE ARE STRICTLY NO MOVES ON WEEKENDS OR PUBLIC HOLIDAYS.

Prior to commencing the move, lift protection must be installed and a lift key be used for the duration of the move.

Please contact the Building Manager at vantage@impex-group.com.au or on 0484 121 034 at least 48 hours in advance to book a time and date for your move (either 8:00-12:00 or 12:00-16:00).

On the day of your move, please report to the Building Manager to collect the key to the lift and to receive instructions. The lift key must at all times be in the possession of the resident using it and should not be left in the lift unattended. The lift key must be returned as soon as the move is completed. If it is not returned in time the resident will be charged for a replacement. Should the Building Manager not be available to receive the key please place the key into the Body Corporate mailbox in the mail room.

Access devices must always be used to enter/exit doors and lifts. If this is ignored, a breach will be sent to the owner of the lot and any costs involved for repairs caused from damage will be on-charged accordingly.

Please contact the Building Manager if any clarification is required.

Residents involved in a move are responsible for all persons involved in the move and should note the following information below.

Do Not Prop or Forcefully Hold Doors or Lift Open

There is strictly **NO** propping open of any common area doors or covering of sensors during the move as by doing so you can potentially cause damage, and it will be classified a security breach.

Parking

Vehicles involved in the move must park on Riversdale Road away from the car park main entrance so as not to block vehicles entering/exiting from the building. Please ensure your removalist does not park on the verge. Please check with the Building Manager before parking in the driveway near the café to ensure that you do not interfere with waste bin collections.

Moving Furniture or Other Items

Items are to be moved through the main lobby directly into the lift and must not be piled up in the lobby or left leaning on common area walls and furniture.

Lift Dimensions

The dimensions of the lift are 2.4m high, 2m long and 1.3 wide. If you have items that are larger than these measurements, please do not force them into the lift as this can cause damage to the lift panels, ceiling, or mirror.

Disposal of Boxes and Packaging Waste

Large boxes must be taken offsite and disposed of correctly. Smaller boxes are to be flattened prior to placing in the yellow lid bins. Styrofoam and packaging plastics are not recyclable and must be disposed of in the red lid bins (for general waste). All bins are located in the ground floor bin room.

Unscheduled Moves and/or Damage Caused During the Move

Any moves or large furniture deliveries outside the permitted days/times, without a booking will result in a breach notice and a fee of up to \$200 (refer to [Breach Notices](#) below).

The repair costs for any damage to common property caused during the move is recoverable from the owner of that apartment, who will be invoiced accordingly.

Common Areas

All common areas (any space outside of your own apartment) **are smoke free.**

The ground floor and all passageways are to be kept clear at all times in order to comply with the Fire Code.

All fire doors are to be kept clear and closed at all times in order to comply with the Fire Code.

Residents must always be present with their guests when using common area facilities and children must be supervised at all times.

All damage to any part of the common areas must be reported to the Strata Manager and Building Manager immediately.

The riding of bicycles, skateboards, scooters, rollerblades, or any other similar equipment is not permitted in any common areas.

Residents must be appropriately dressed at all times in all common areas, nudity or partial nudity is not permitted at any time, and shoes must be worn at all times, no bare feet except around the pool area.

Pets

The Rules relating to pets are set out in clause 15A of Schedule 2 of the Vantage Bylaws. Domestic pets are generally welcome at Vantage but before moving in we strongly encourage you to read this bylaw, and note carefully the following requirements, because you may need to seek approval before you can bring your pets into the building:

- The by-law permits one cat or dog (provided it is a small dog) per apartment. If you have more than one, and/or you have a large dog, then prior approval from Strata Management must be obtained before bringing the animals into the building.
- Pets are not permitted to be in any common areas other than corridors, lifts and the lobby for the purposes of going to their apartment or leaving the building.
- Cat owners are advised that your cats must be kept within your apartment and not allowed to roam from balcony to balcony along building ledges.
- No pets are allowed to come with residents to socialise in any common areas.
- Any excrement or waste from pets in common areas must be cleaned up immediately by the owner. Any costs incurred in cleaning up common areas caused by pets will be charged to the owner.
- Whilst outside of the apartment but inside the perimeter of the building all dogs must be on a leash and other pets carried.
- Dog owners, please be mindful of barking or inappropriate behaviours that might affect other residents.
- If your animal regularly makes excessive noise or causes a nuisance, the Strata Council can give you notice to remove your pet within 7 days.

In particular please note the requirement to obtain written consent from the Strata Company before bringing any non-compliant pets into your property. Please contact the Strata Manager for a pet application form.

Short-Term Leasing or Renting

The Vantage Bylaws **DO NOT PERMIT short-term leasing or renting of apartments** (i.e. for periods less than 3 months). In particular the bylaw does not permit sub-leasing an apartment or advertising rooms via websites such as **Airbnb**.

Holiday rental sites are regularly monitored, and penalties will apply if owners or renters attempt to list their apartment on these websites.

For information regarding longer term sub-leasing of apartments please refer to the [Apartment Information](#) page of the website.

Parking

Vantage is now fully occupied, and parking is at a premium in the area around the building, so rules apply to the use of parking bays within the building. The Vantage Use of Visitors' Parking Bays rules can be viewed by scanning the QR code below.



Please read, understand and observe the rules and in particular note the following:

- Residents are only permitted to park in their designated car space.
- Due to the compact design of the Vantage car park, the size and positioning of vehicles can be an issue. Please ensure your car is parked as centrally as possible and remains within the white lines at the sides. Please also try to ensure that your vehicles (including motorcycles) do not extend beyond the ends of the white lines, as this can be a hazard to vehicles passing, and please note that some bays are marked for small cars only.

- For security reasons, the leasing of parking bays to any person other than a resident who currently resides at Vantage is not permitted.
- Visitor bays are for visitors only (except as set out in the Visitor Parking Rules). Two Visitor Parking Permits are issued annually to each apartment.
- Please ensure only genuine guests are parking in the visitor bays, and that they are displaying one of your visitor parking permits. Failing to do so may result in a parking infringement.
- The Building Manager should be informed of any house guests you have staying with you that will be using a visitors bay for a period of time.
- For the safety of pedestrians and especially small children, there is a speed limit of 10kph in the underground parking.

Security & CCTV

Unfortunately, in the area in which we live, security is an ongoing concern and numerous thefts, and car break-ins have occurred. In this regard, common areas, lifts and carparking levels have CCTV installed and where practical doors are controlled with keyed locks or electronic fob access.

We all need to play our part in maintaining security, and residents can assist by being vigilant and by:

- Ensuring all pedestrian access doors are kept closed at all times (when entering or leaving please ensure doors close securely behind you and when entering try to ensure that no one follows you in, unless you know they are a resident);
- Never wedging open access doors within the building;
- Keeping items such as your car, storeroom and other possessions securely locked and never leaving valuables in your car;
- Having your overnight visitors park on B1 in designated visitor bays;
- Keeping your keys, access fobs & carpark remotes secure at all times i.e. do not leave them in cars, do not leave them in the mailroom and do not give them to other people (unless completely trustworthy);
- Immediately report any stolen or missing keys, fobs or remotes to the Building Manager;
- Not allowing unknown individuals, who claim to be residents, to enter the complex. If you feel comfortable, politely ask them what they are doing. If you do not feel comfortable confronting them, make a mental note of the time and their description in case the information is required later;
- Ensuring all deliveries of packages and food are picked up at the ground floor entry doors (under no circumstances should delivery people be admitted to your apartment);
- Ensuring your mailbox is always securely locked and parcels are collected promptly.

Compromising security for convenience can place everyone at risk.

Fire Safety and Building Evacuation

- It is important that you report any sighting of fire or smoke to 000 Fire Emergency.
- The Fire Brigade will charge fees for multiple false-alarm callouts, which may be on-charged to residents.
- An evacuation message will be relayed over the intercom into your apartment.
- **Do not use the lift when instructed to evacuate under any circumstances.**

- Proceed down the stairs and exit the building to Riversdale Road.
- If you are unable to proceed down the stairs due to medical reasons, advise a neighbour to notify the fire officers that you are on the landing awaiting assistance.
- Please do not use fire hoses for domestic duties. Use of fire hoses by unauthorised persons is illegal.
- By law all fire doors are required to be kept clear and closed at all times, they should never be propped open.
- Corridors and passageways should also be kept clear at all times.
- Smoking/Vaping in the passageways, foyers and lifts may activate the alarms.
- In the event of a building evacuation, as far as possible pets should be carried until you reach the street.

Smoking and Smoke Drift

ALL VANTAGE COMMON AREAS ARE NO-SMOKING AND NO-VAPING AREAS.

- This applies to all residents and their guests and includes the pool & barbecue areas, all parking areas, gardens & grounds, corridors and the lobby.
- Smoking is also not permitted on balconies due to the impact of smoke drift and offensive odours on residents in surrounding apartments.
- Disposing of cigarette butts from balconies is also an offence because it is a fire hazard and can cause damage to the property of other apartments.
- Disposing of cigarette butts into the garden beds etc. is not permitted as it is a fire hazard and may also incur a cleaning fee.
- Please note that smoke from e-cigarettes or other smoking alternatives may trigger the Fire Alarm. The cost of any associated evacuation will be borne by the resident responsible either if caused by themselves or one of their guests.

Noise and Antisocial Behaviour

All residents are requested to be conscious at all times that Vantage is home to the residents of 212 apartments and to be considerate of other residents, as such we should:

- Actively try to keep our individual noise levels to a minimum at all times;
- Ensure that conversations and music within your apartment are at a volume that cannot be heard in surrounding apartments;
- Be aware that whilst using apartment balconies noise radiates to surrounding apartments;
- When walking along all passageways and especially on the Ground Floor be aware that you can be heard and may be disturbing residents in the adjoining apartments, especially at nighttime and during other quieter periods.
- While on the pool deck be aware that any noise is projected clearly to the apartments above it.

Noise or anti-social behaviour which compromises the peaceful enjoyment of other residents may result in a letter of warning and if it continues will be treated as a breach of the Bylaws with the associated costs payable by the offenders.

Excessive noise, drunken and/or disorderly behaviour and damage to Vantage property are likely to also result in police being summoned to deal with offenders. This includes loud noise within your apartment or on common property.

Breach Notices

In WA strata properties, breach notices are issued when there has been blatant, inconsiderate or repeated violations of by-laws or strata rules, such as improper parking, excessive noise, misuse of facilities or unauthorized modifications.

In a large community like Vantage, with more than 200 apartments, enforcing by-laws through breach notices is essential to protect the interests and property of other residents, maintain order, ensure safety, and foster a harmonious living environment. Consistently managing breaches also helps protect shared property, uphold residents' rights, and encourage accountability within the community.

The most common breach notices issued at Vantage are for: -

- Parking in visitor bays or other residents' bays rather than in your designated car space (offenders have often bought or rented an apartment with a single car space but possess two or more cars and use others' bays rather than making alternative parking arrangements).
- Using the Pool and Spa after Dusk.
- Failing to clean up after using common areas.

Breach notices are issued by the Strata Manager primarily under instructions from the Council of Owners. Currently, a \$66 administration fee applies to cover the cost of issuing and managing a breach notice and this may increase to \$200 depending on cost recovery circumstances. In some instances, you may also be issued with a damages and/or cleaning cost recovery.

If you believe a breach notice has been incorrectly issued to you, please contact the Strata Manager.

Locked Out of Apartment

In the event that you accidentally forget your apartment key and are locked out there are procedures to follow which you can access by scanning the QR code below. Please note this is not a matter for the Building Manager, and you will personally need to contact a locksmith. A1 Locksmiths are the preferred service providers at Vantage.



Shared Services

Electricity System

At Vantage our electricity supply is provided on a shared 'embedded' network, which is common in apartment buildings.

The benefit of an embedded network is lower energy costs due to improved purchasing power by aggregating apartment usage into one account. The Strata (through the Strata Management Company) buys our electricity from an authorised retailer. Consumption by apartments is individually sub-metered and on-charged to us bi-monthly by the Strata Manager, but a significant proportion of electricity used at Vantage is consumed in common areas and shared services and facilities. This unrecovered portion is funded by quarterly levies.

Water & Hot Water

Apartment owners at Vantage pay water rates, which are based on the rateable value of your property, on a bi-monthly basis directly to the Water Corporation. Similarly, the Strata pays an amount bi-monthly to the Water Corporation for water and sewerage charges for our shared services and facilities and this is recovered through quarterly levies.

Vantage uses a gas-fired heating system to provide hot water via a separate embedded system within the building. Similar to the electricity, the hot water consumption of individual apartments is monitored by individual meters and owners are recharged through a bi-monthly invoice based on meter readings.

The water supply at Vantage is configured such that the lower levels (from B4 to Level 6) are fed from the mains water meter, but Levels 7 and above are fed by internal pumps from a water tank on the ground floor. This can mean that if there are issues with mains pressure from the street, levels 6, 5 and 4 are initially likely to be most affected.

Sewerage System

Vantage has a communal sewer pit at the base of the building which collects and filters all sewerage and wastewater before it is released into the Perth sewerage system. The sewer pit filter can become blocked as a result of residents and/or their guests flushing inappropriate items down their toilets such as disposable nappies, plastic bags and tissues. On previous occasion this has led to an overflow and flooding in the basement levels.

As a consequence of this the sewer pit is inspected on a regular basis and on occasions has to be drained and cleared, which is a significant cost for all owners.

Accordingly, please do not, and please instruct your guests not to, flush anything down your toilet other than bodily waste and toilet paper.

Rubbish Disposal & Bin Room

In order to help keeping Vantage a clean and pleasant place to live for all residents please note the following:

- All house waste is to be sealed inside sturdy rubbish bags (or double bagged) before being taken to the communal bin room, which is located behind the reception desk in the Lobby.
- Please be mindful of not allowing bin room doors to slam as this affects residents living on the ground floor.
- Please consider carrying your rubbish in the plastic household bin to the bin room to prevent spillage of liquids or other matter;
- If you do accidentally drop rubbish or spill liquid on the floor of the lift or corridor, please clean it up immediately. Residents may be recharged for any additional cleaning costs incurred by the Strata.

- An air purification and insect control unit has been installed in the bin room, but residents can assist in minimising odours and insects by ensuring organic materials and their discarded containers or wrappings are tightly sealed up within sturdy rubbish bags.
- The Refundable Containers bins are located at the rear of the bin room near the door to the service driveway. Funds from these are collected and the proceeds are used to host various functions for all residents throughout the year or for charitable donations. Please read the sign near these bins which details which containers are accepted.
- Please do not use the bins to dispose of large household items, furniture or appliances (this includes ironing boards, fans or electronic items).
- No large household items, furniture or appliances are to be left in the bin room or on the verge.
- These items are the responsibility of the resident to dispose of. Please take these items to a Council recycling centre or contact Belmont City Council for advice or a special pick-up. More information can be found on their website page [Bulk bins, drop-off days & on demand](#).
- Please note that there is CCTV coverage in the Bin Room and residents who contravene these rules will be on-charged the full costs of disposing of these items.
- Please flatten all cardboard boxes before placing them into the cardboard bins, a box cutter is provided in the bin room to assist with this.

We currently have 3 types of bins, please read the labels on the front of bins and use the appropriate one. Please refer to the [website](#) for further details on when these bins are emptied.

Cleaning of Communal Areas & Building Exterior

Vantage employs a contract cleaning company to clean all internal common areas on a regular basis, and they are on site everyday between Monday and Friday. If you have any special cleaning requests or any concerns about cleaning quality or coverage, please record requests or suggestions in the appropriate book at the reception desk.

It is the responsibility of users to ensure that barbecues, ovens, fridges and surfaces are left clean immediately after their use. Failure to do so is likely to result in additional cleaning costs being on-charged to offenders.

Ground floor accessible external windows of common areas are cleaned by contractors on a regular basis.

All parking areas are swept by commercial cleaning company using a mechanical sweeper on a bi-annual basis.

The cleaning of all inaccessible windows, ledges and other surfaces on the exterior of the building is a highly expensive exercise because it requires engaging an experienced abseil-cleaning company, a specialised area in which contractors are in high demand and able to charge high fees. There is also the difficulty that hosing down ledges and walls can make windows dirty, but conversely cleaning windows can leave marks on ledges. To date, exterior windows have been cleaned annually, and the ledges and walls are cleaned bi-annually. The annual window clean is generally done at the beginning of summer, when the weather becomes drier. More frequent and more extensive cleaning is possible but will add significantly to strata costs and accordingly to owner levies.

Mail Room & Courier Deliveries

The Vantage Mail Room is located to the right of the building entrance and contains lockable mailboxes for every apartment. It also contains two fridges for fresh produce or frozen items. Residents can access the mail room by fob and Australia Post, and other reputable delivery organisations can access the room from outside the building using a pin code which opens the exterior access door.

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A range of items are delivered daily, some of which will not fit into mailboxes and have to be left on the floor. Sadly, we have recently experienced a number of incidents in which these parcels have been stolen and mailboxes broken into.

To help maintain tighter security the mail room pin code is periodically changed and is now only issued to approved service providers who may require after-hours access and the following approved delivery organisations:

Australia Post, Star Track, Hello Fresh, Lite N Easy, FedEx, TNT, Team Global Express, Parcel Freight Logistics, Aramex, DHL, Youfoodz and Amazon.

The code is managed by the Building Manager and if residents wish to have the code provided to another delivery organisation they will need to submit a request to him. Please note the Building Manager is not employed to receive your deliveries.

Some deliveries require a signature to evidence delivery. In this situation the courier will call on the intercom at the building entrance. Many residents also order meals through Uber Eats or other food delivery couriers. In these instances, to maintain security for all residents and guests within Vantage, the courier should not be given access to the building and should be met at the front door. Unattended items left by couriers outside the front of the building may be considered discarded and treated as litter or rubbish.

Please assist in minimising or eliminating parcel theft by:

- Ensuring you collect (or arrange for someone else to collect) parcels promptly as soon as you are aware of delivery;
- Where possible requiring deliveries to be signed for or picked up at a post office or delivery depot;
- Keeping mailboxes locked;
- Not keeping fobs or keys in the mail room and not giving them to non-residents.

Garden Maintenance

Strata employs a professional gardening company to maintain and tidy communal lawns, garden beds and external pathways. They attend site monthly to carry out this service. Additional gardening work, new or replacement plants and any modifications are only carried out after prior instructions have been given, and additional charges are incurred based on the nature of the work.

Apartment Information

Owner vs Strata Responsibilities

The owner of an apartment is responsible for the maintenance and repair of all fixtures, fittings, appliances, services, doors (including the entry door) and internal surfaces within the apartment. This also includes all contents and surfaces (walls, floor, ceiling and glass) of the balcony, up to the edge of the concrete slab, but excluding exterior ledges.

The Building Manager is not responsible for resolving any issues within individual apartments unless they can be shown to be due to problems with an external shared service or to have been caused by another apartment.

PLEASE NOTE – In the event that an owner or tenant calls the Building Manager regarding an issue in an apartment, and it turns out to be the result of a problem within the apartment, the owner will be on-charged for the call-out and service costs.

If you do experience a problem, we strongly recommend that you contact the relevant preferred service provider from the list provided on the [website](#) because they are frequently on site, are familiar with the systems and issues at Vantage and are likely to be more capable of resolving issues more quickly and at a lower cost.

Please refer to the [website](#) for more information on plumbing & water supply, electrical, heating, ventilation & air-conditioning (HVAC), balconies & glass, intercom, keys, fobs & access, ants/pests and internet, telephone & TV reception.

Apartment Alterations or Improvements

Permission should be sought before any alterations or improvements are made within your apartment to ensure compliance to applicable Building Standards.

Examples of Required Building Standards -

- Tiling in wet areas requires the application of adequate waterproof membrane prior to tiling.
- There are specific Noise and Fire Prevention requirements for the installation of flooring, carpet and underlay.
- Tiles and wooden floors generate noise and there are strict guidelines for the installation of these products.
- Wall penetrations or drilling may require a report from a Structural Engineer.

Full details of the renovations and your proposed commencement date should be included in the submission to the Strata Manager, allowing sufficient time for consideration by the Strata Council.

If approval is granted, conditions will be applied which will usually include the following:

- The works must not involve structural alterations or changes to common property or shared services.
- All work is undertaken by appropriately qualified and licensed tradesmen.
- The contractor carries all risk and workers compensation insurance.
- Work may only be undertaken between the hours of 8.00am and 5.00pm Monday to Friday. No work is permitted on Saturdays, Sundays or Public Holidays.
- Any damage to, or soiling of, common property must be rectified by the applicant.
- Repair and maintenance of any items installed in the course of the approved work is the responsibility of the applicant.

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If you require a skip bin for removal of rubbish, please include this in your application and coordinate with the Building Manager.

If you are unsure if your renovation requires prior approval, please contact the Strata Manager for advice.

Please be aware that the Strata Company, and persons authorised by the strata company, may remove or reverse any unauthorised work, additions, alterations undertaken by the owner or occupier at the cost of the owner.

Balconies

As stated above, owners and their tenants are responsible for all the surfaces and contents of their balcony, which includes balustrade rails and glass.

Please note the specific requirements of Vantage by-law 20, Schedule 2 relating to balconies, which reads as follows:

1. The external appearance of the building must be maintained to a uniform appearance.
2. A proprietor, occupier or other resident of a lot shall not do any of the following without the prior written consent of the strata company.
 - Enclose or add blinds, awnings, or other materials to the balcony or terrace of a lot.
 - Place or keep pot plants or planter boxes on the balcony or terrace.
 - Install a gas bayonet on a balcony or terrace
 - Install a barbecue or other cooking device on the balcony or terrace.
 - Install or affix any structure (including shade sails), improvements, or objects to the balcony, terrace, or any external walls or surfaces of the building.

Please contact the Strata Manager to obtain instructions for alteration applications. Please note that while some items may be approved at the discretion of the Council of Owners, others may require an inspection by a building engineer (at your cost) and/or require referral to a General Meeting of the Strata Company for approval

Please also note:

- The use of balconies to display signage or store items, other than appropriate outdoor furniture, is not permitted.
- Perth is a windy city and lightweight outdoor furniture, and glass top tables are not suitable for high-rise balconies. Please be mindful that you may need to bring furniture and cushions inside your apartment if strong winds are forecast.
- Approval is usually granted for pot plants as long they are secure in high winds and not excessive in weight or numbers of plants. Plants should also be well tended to prevent stagnant water from collecting and creating a breeding ground for mosquitos in the summer months. Excess water should not be allowed to flow or drip from your balcony onto properties below.
- Balconies and balustrades are not to be used as a place to hang/dry laundry or clothing.

Notification of Owner or Tenant Changes & Contact Details

Owners are required by the Strata Titles Act to inform the Strata Manager when an apartment has been sold or when there is a change of principal tenant or occupant. When this occurs, the following information must be provided to the Strata Managers before the change of ownership or occupancy occurs:

- Apartment or lot number

- Effective date of change
- Full name of new owner or occupant
- Contact email address
- Contact telephone number.

If an owner wishes to sub-let their apartment, as stated above it must be for periods of three months or longer and, it is the responsibility of the Owner to ensure the tenants/occupants are made fully aware of the Vantage By-laws, Vantage Rules and required standard of behaviour.

Long-term lease agreements arranged through a property management agent should incorporate the By-Laws and Rules of the Strata Company as an annexure to the lease agreement. There can then be no claim of ignorance by your tenant. It is strongly recommended that you use a reputable, experienced real estate agent to manage your apartment.

Insurances

The Strata Titles Act requires the Strata Company to establish and maintain a compliant insurance policy which protects owners' interests by insuring their shared property (i.e. the building and common area contents) against potential damage and natural disasters and providing cover for legal claims against owners in areas such as public liability or workers compensation.

The building and contents are revalued regularly by professional surveyors and are currently valued at approximately \$120 million, which makes the insurance premium a significant part of the annual costs of running the strata.

A copy of the certificate of currency for the Vantage insurance policy can be obtained by scanning the QR code below.



Levies & Finances

The Annual Meeting of Owners in November or December considers and approves the Vantage administration and maintenance costs budget for the forthcoming year to 31 October, together with the schedule of quarterly levies. Levy notices are issued in advance, at least 2 weeks before the next quarterly levy is due.

All owners must ensure they provide the Strata Manager with a current and effective means of contacting them (telephone, email and postal address) and are required to pay levy invoices by the due date so that the necessary funds are in place to ensure that the administration and maintenance of Vantage can occur effectively. Please note that email is the fastest method to obtain your invoices. Our current Strata Manager has also made available to owners' access to their Stratafy app, where you can download invoices. Instructions on how to access the app can be accessed by scanning the QR code below.



At Vantage, our electricity and gas-heated hot water are supplied on embedded networks, and usage is individually sub-metered by apartment. The total cost of electricity and gas for the building is paid for by the Strata Manager, and our individual usage is on-charged to us in two separate invoices by the Strata Manager on a bi-monthly basis.

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All invoices should be paid promptly because interest is charged on overdue amounts and accrued on a daily basis. Excessively overdue debts may be passed to a debt collection agency and ultimately referred to a lawyer. All costs incurred for debt collection are on-charged to the property owner.

Please be aware that the Strata Titles Act requires that all unpaid strata debts, interest and charges be deducted at settlement when an owner sells their apartment, which means all Strata debts will ultimately be recovered.

Shared Leisure Facilities

Vantage is fortunate to have many common facilities for residents to enjoy in a safe and peaceful manner. These facilities include the 13th Floor roof terrace, BBQ area and outdoor cinema. A ground floor theatre room, a resident's lounge and dining area, gym, dry sauna and steam room. The pool deck has a 20m pool and separate spa as well as another two BBQ areas. These facilities are to service our 212 apartments and are provided primarily for residents' private use. Vantage is not a function centre, and common facilities are only for small personal/family gatherings.

Non-Bookable Facilities (Residents Only)

Pool & Spa Deck

The Pool Deck on the Ground Floor at the rear of the building has a heated 20 metre infinity pool with eight sunbeds, a spa, an outdoor shower and a cabana area with barbecue facilities. These facilities are not large and because Vantage has residents from 212 apartments, they are intended to be for residents use only, **it is not possible to reserve any of the Pool Deck facilities for personal use**. However, we understand that residents often want to share facilities with friends and/or family, so provided the area is not excessively busy, **a maximum of 2 guests per apartment** is permitted.

Please read and observe the following rules in relation to use of the Pool Deck and please ensure your guests comply with them:

- The rules regarding hours of use of the pool and spa are governed by the CITY OF BELMONT COUNCIL (NOT VANTAGE STRATA), which has specified that THE POOL DECK MAY ONLY BE USED DURING DAYLIGHT HOURS (i.e. DAWN TO DUSK). Use outside of daylight hours will result in a breaches and financial penalties being issued.
- NO SMOKING IS PERMITTED ANYWHERE ON THE POOL DECK.
- NO GLASSWARE IS PERMITTED ANYWHERE ON THE POOL DECK INCLUDING THE CABANA.
- NO FLOATING DEVICES/INFLATABLE POOL TOYS ARE PERMITTED EXCEPT FOR CHILD SAFETY SWIM RINGS.
- NO PETS ARE ALLOWED ON THE POOL DECK.
- NO OPEN MUSIC SPEAKERS ARE PERMITTED.
- The pool sits above four floors of terrace apartments. Any actions/behaviour such as diving or jumping into the pool causes water to spill over or splash onto these apartments and is not permitted.
- The resident MUST always accompany their guests. Children under 16 years of age must be accompanied by an adult.
- Residents and their guests must be appropriately attired at all times.
- Residents and guests must dry themselves thoroughly, put on footwear and be attired appropriately before they enter the building.
- Residents and guests should be considerate of residents living above the pool, by not making excessive noise and being mindful that the Pool deck acts like a megaphone and projects clearly to the apartments above it.

Gymnasium

Vantage is fortunate to have a well-equipped gym which is available for use around the clock. Residents need to be aware of the following rules regarding its use:

- THE GYM IS FOR RESIDENTS USE ONLY.

- USE OF ANY GYM EQUIPMENT IS AT YOUR OWN RISK.
- Music must be played through personal headphones or earpieces only. No open music / speakers are permitted.
- Please do not take or make phone calls whilst in the gym. Please take them outside.
- If there are residents already using the gym when you arrive, please check with them before changing the settings on the air conditioner. Existing users have priority.
- Children under the age of 13 are not allowed in the Gym and all other children must be accompanied by an adult resident.
- No food or drinks (other than water bottles) is permitted in the Gym.
- The use of a towel is mandatory to wipe off any perspiration on the gym equipment after use.
- No equipment is to be removed from the Gym.
- No equipment is to be used for anything other than that for which it was intended.
- Appropriate clothing and closed footwear are to be worn at all times.
- All equipment must be returned to its correct storage position after use.
- After using the gym, do not enter the pool or spa without first showering for hygiene reasons.
- If you are the last to leave, please turn off lights and air conditioner.

Sauna & Steam Room

The Sauna Room and the Steam Room are located at the end of the corridor to the right of the entrance to the Gym and are also available for use 24/7. If you wish to use the Sauna or Steam Room, please be aware of the following rules:

- THE SAUNA AND STEAM ROOMS ARE FOR RESIDENTS USE ONLY.
- The Sauna is an electric dry unit. NO WATER SHOULD BE APPLIED TO THE ROCKS;
- No food or drink (other than water bottles) are permitted in the Sauna and Steam Rooms;
- Please use a towel to sit on in the Sauna;
- After use, please always turn off the units in both rooms;
- When leaving, please leave the Steam Room door open to allow it to dry to prevent the growth of mould and bacteria;
- If you intend to swim after a daylight sauna or steam use, please shower on the pool deck prior to entering the pool or spa;
- CHILDREN UNDER THE AGE OF 13 ARE NOT PERMITTED TO USE EITHER THE STEAM OR SAUNA ROOMS.
- If using the Sauna or Steam Room after dark, you may NOT enter the pool after use.

Facilities With Bookable Areas

Theatre Room

The Theatre Room is located on the Ground Floor. It has a projector with a 130 x 300 cm screen with seating for 12 people. It can be used to play your own movies or stream live TV or any streaming service using a resident's personal account.

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It is possible to submit a request via the Vantage Facilities Booking system to reserve the Theatre Room for a group of up to 12 residents, family or friends, but please note the following:

- Refer to the [Facility Bookings](#) section on the website for information on how to submit a reservation request.
- First-time users are requested to see the Building Manager for a demonstration of equipment before use.
- The Theatre Room and the Ground Floor Dining CANNOT be booked by the same person at the same time.
- Bookings are for a maximum of 3 hours.
- Hours of use are from 9am to 10pm Sunday to Thursday and 9am to 11pm Friday and Saturday.
- Please remember there are 4 residential units on the Ground Floor close to the Theatre Room. Consider other residents and ensure you and your guests do not make excessive noise.
- Once you are finished with using this area, please turn all lights and projector off.

Residents and their guests must treat the equipment and furniture with care and respect, and please note that food is not permitted in the Theatre Room. If you are the last to leave the Theatre Room, please make sure you turn off all the equipment and also the lights and air-conditioning.

Level 13 – Rooftop Facilities

Rooftop Cinema

The Level 13 rooftop terrace has an outdoor cinema facility with portable seating, which (similar to the Theatre Room) can be used for movies, live TV and streaming services.

The facility may only be used between 5pm-10pm from Sunday to Thursday and 5pm-11pm on Friday and Saturday. It is possible to reserve the use of the equipment for periods of up to 5 hours (6 on Friday and Saturday) by submitting a request through the Facility Bookings System (refer to the [Facility Bookings](#) section on the website) however, because it is an open area primarily for residents' use, others are likely be using Level 13 deck area at the same time. This area may be booked up to six times a year by an individual apartment.

After use, please ensure you turn off all equipment and return all seating to the projector room before leaving.

Rooftop Dining/BBQ

There is also a large barbecue facility on Level 13 comprising two barbecues, two refrigerators, two sinks, ample cupboard storage space and two large tables capable of comfortably seating at least 8 people. However, there are no toilet facilities, so residents and their guests will need to return to their apartment for that purpose.

It is possible to reserve the west (or cityside) table and barbecue from 12pm for periods of up to 5 hours (6 on Friday and Saturday nights) through the Facilities Booking System (refer to the [Facility Bookings](#) section on the website) but this does not entitle you exclusive use of the entire rooftop terrace. This area may be booked twice a year by an individual apartment.

When using the facilities on Level 13 please note the following:

- Level 13 is a NO-SMOKING, NO-VAPING area.
- There are no toilet facilities on the 13th floor, as such it is expected that residents and their guests access toilet facilities in the resident's apartment.
- Hours of use are from 7am to 10pm Sunday to Thursday and 7am to 11pm on Friday and Saturday.

- Consider other residents and ensure you and your guests do not make excessive noise. When entering and exiting the lift lobby please be mindful there are 3 residential units on this floor.
- It is not possible to reserve the entire 13th floor for personal use, nor can both the western BBQ & dining table and the Rooftop Cinema be booked by the same resident at the same time.
- At all times the other table will be available to residents.
- Bookings are for a maximum of 5 hours (6 on Friday and Saturday nights) and a maximum of 12 residents and guests.
- If lights are turned on, including the planter box lights, please turn them off when you leave.

Residents' Lounge

Vantage has a large, combined Lounge & Dining Facility (the 'Residents Lounge') on the Ground Floor at the rear of the building with a view over the Pool Deck. It has a lounge seating area, four tables with chairs (two in the Dining Area and two in the Lounge Area), quality kitchen appliances in the dining area and an external barbecue and seating area.

Permitted hours of use are between 8am and 10pm Sunday to Thursday and 8am to 11pm Friday and Saturday. Noise should be kept to a minimum as there are apartments next to it and directly above it.

The Residents' Lounge is primarily for resident-use, but an individual resident may **reserve the Dining Area only** from 12 pm on weekends for private gatherings of up to 12 (including any residents) for a period of 5 hours (6 on Friday and Saturday nights). Other residents are still entitled to use the Lounge Area while the Dining Area is being used for a private booking. No bookings are permitted for business events, training or other such formal events. This area may be booked twice a year by an individual apartment.

Please refer to the [Facility Bookings](#) section on the website for more information.

Barbecues

Vantage is fortunate to have four barbecues (BBQ) for residents use. There are two on Level 13 which run on mains gas, one outside the Dining Area of the Residents' Lounge which also runs on mains gas and one which runs on a refillable gas cylinder on the Pool Deck. If you intend to use the BBQ facilities, please note the following:

- All BBQ facilities are primarily for residents' use whenever required.
- On Level 13 it is possible to reserve the western BBQ and dining table **ONLY**. The other table and BBQ may be used by residents during your booking period.
- The BBQs and surrounding areas must be thoroughly cleaned by the resident after use.
- Cleaning equipment is stored under each BBQ.
- Please notify the Building Manager and / or Strata Manager if the BBQ Gas Cylinder in the Pool Deck BBQ requires replacing.

Facility Bookings

Subject to the rules and conditions below and in the relevant section above, and depending on availability, it is possible to reserve the following common areas:

- Dining Room on ground floor (not including residents lounge)
- Indoor Theatre Room on ground floor
- 13th Floor Dining / BBQ area (Western or City side table & BBQ only)
- 13th Floor Rooftop Cinema

Booking rules for these areas are as follows:

- Residents with outstanding levy arrears are not permitted to make bookings until the debts are cleared.
- Bookings must be made at least 7 days in advance.
- Only one facility can be booked by the same resident at the same time.
- There are specific booking rules for each facility, maximum duration and hours of use (refer to specific area for details).
- All bookings are for a maximum of 12 people (including residents). Please remember that Vantage is primarily a home and not a function centre. Larger events should be hosted at a more suitable venue
- Residents are permitted 2 bookings per calendar year for the dining facilities and 6 bookings per calendar year for the theatres.
- Residents are able to use any of the bookable areas with a maximum of 2 guests without making a booking, provided it is available (not booked by another resident).
- No common area may be booked on any public holiday, Melbourne Cup Day, Grand Final Day, New Year's Eve, or any other significant date that the Council deems.
- Booking of an area does not constitute permission to use other common areas.
- Booking of eligible areas does not extend to business events, training, or other such formal events.
- Rescheduling and cancelling bookings should be done through the Facility Booking System. The Building Manager will then approve or reject the booking, providing an explanation in case of any rejection.
- Cancellation of a booking should be done as early as possible, if a booking is not cancelled and the event does not go ahead this may hamper the residents' ability to make future bookings.
- Bookings require a designated adult resident to be the responsible contact.
- The resident is required to clean up after the event and return the room and any equipment used to the condition it was found.
- Failure to clean up will incur the costs of cleaning staff which will be invoiced to the owner of the apartment.
- The resident must accompany guests at all times.
- Noise is to be kept to a minimum.

To make a booking of one of the bookable facilities listed above please follow the instructions below:

- Make your booking at <https://vantage-apartments.appointlet.com/>
- Choose a Meeting Type (Facility)
- Choose an Area (Facility)
- Choose your preferred date and time
- Provide all necessary additional information
- Review and complete booking request

Conclusion

Thank you for taking the time to read this Welcome and Information Booklet. By becoming familiar with the information, rules and expectations outlined in these pages, residents help ensure Vantage remains a safe, respectful, well-maintained and enjoyable place for everyone to live.

We appreciate your cooperation, consideration for your neighbours, and contribution to maintaining the high standard of our shared home. If you have any questions or require clarification about any matter covered in this booklet, please contact the Strata Manager or Building Manager as appropriate.