

# The Guardian

105 Queen Street, Auckland 1010

## Welcome to The Guardian

Living close together with shared common areas, it is important that residents comply with a number of basic rules, which were established when the development was completed. The purpose is to ensure that we live together happily and that a quality environment is maintained for all. The rules apply to all residents and tenants.

## Summary of Body Corporate Rules

Body Corporate 323599 - 105 Queen Street

To ensure that the development remains a high quality environment in which to live, certain rules must be adhered to. Below is a summary of the more important rules. Please read them carefully. If you have any queries or would like a full set of rules, please feel free to give The Secretary, Body Corporate Administration Ltd a call.

### Use of Unit

- \* Units must not be used for any purpose other than as a private residence, without the approval of the Body Corporate.
- \* No one may hold an auction or garage sale without permission from the Body Corporate.
- \* No one may have more than two permanent residents per bedroom.
- \* An owner/tenant of a unit must not permit a use that is illegal, noisy, noxious, not compliant with local authority requirements, or which may interfere with the general management of the body corporate.

### Use of Common Areas

- \* No one shall store or leave anything on the common area. The common area should not be used for any activity or behaviour that may cause offence to other people within the development.
- \* No obstruction or hindrance may be caused to the entrances, exits or any part of common property.
- \* Lobbies and stairwells are designated smoke free areas. This is a no smoking building.
- \* Each Resident shall ensure no debris of any kind to be placed on common property or in view of or creating a nuisance to other units or residents.
- \* When upon common property be adequately clothed and not use language or behave in a manner likely to cause offence or embarrassment to another resident or to any person lawfully using common property.
- \* Any damage caused to common property as a result of shifting / renovating work will be made good by those concerned.
- \* Take all reasonable steps to ensure that invitees do not behave in a manner likely to interfere with the peaceful enjoyment of the proprietor or occupier of another unit or any person lawfully using common Property and in particular whilst visiting or leaving any unit.

### Exterior of Units

- \* An occupier shall not erect external blinds or awnings. It is not permitted to hang any clothing, bedding or any other articles including signs (unless approved by the Body Corporate Committee) on or from the outside or inside of the windows and or balconies of the unit.
- \* No one shall erect an external aerial or satellite dish on his or her unit without the permission of the Body Corporate.
- \* No one shall hang or display any item that can be visible from the common area or roadway that may detract from the quality appearance of the development. This includes washing lines, burglar alarms and air-conditioning units that do not have specific permission.

### Noise

- \* Keeping noise down so as not to disturb your neighbours is appreciated. Music should be turned down or off by 10:00pm.
- \* Please avoid loud discussions and late parties as the noise travels throughout the complex. Please be considerate of others.
- \* Persons leaving or entering the complex must do so quietly, particularly after 10:00pm.
- \* For parties and excessive noise residents can call Noise Control on 09 3010101.
- \* Noise Control have access to enter the complex and all floors. Warnings and breaches will be issued to offenders.

### Windows

- \* All windows shall be kept clean and if broken or cracked shall be promptly replaced by the owner/occupier of the unit at the expense of the owner or tenant.
- \* Any curtains or blinds visible from the outside of the unit must have a backing of such colour and design that shall be approved by the Body Corporate. In giving such approval the Body Corporate shall ensure that curtain backing or lining used in all units presents a uniform and orderly appearance when viewed from the outside of the unit development.

### Security

- \* When entering and leaving the building, please do not allow unknown people to enter, including trade people and couriers. This is to ensure maximum safety and security for all residents.
- \* Owners and tenants need to keep a look out for any suspicious people on site.
- \* Residents are encouraged to keep all doors and windows locked when the Unit is unoccupied.
- \* Residents are responsible for the security of the building at all times. Please ensure you do not allow people in to the building that you do not know. If you lose your swipe tag, notify Constant Building Management immediately.
- \* Do not press the emergency release on any common door unless there is an emergency. When pressed the door remains insecure until it is reset, you will be held responsible for any loss or damage as a result of pressing the emergency release door unnecessarily.

### Animals

- \* No pets allowed.

### Rubbish

- \* An owner/occupier will not allow any waste, rubbish or litter to accumulate in or on the Unit, Accessory Unit or on the Common Property.
- \* There is to be no dumping of rubbish of any sort, out of the front of the complex or on the roadway.
- \* Rubbish needs to be put into approved council bags. Pink for general and clear for recycling. All rubbish is to be taken down to the Mills Lane exit after 5pm and put out on the footpath. This is collected daily by the council. Council bags are available to residents - please contact the building manager on manager@theguardian.org.nz
- \* Do not litter in common areas of the building. Do not leave rubbish outside your apartment, keep it inside or take it directly to the rubbish area. Please ensure your rubbish is not dripping - if it is it must be double bagged.

### Lock Outs

In the event of a lockout please contact CITY LOCKSMITHS on 09 524 0718. Payment must be made immediately by CASH, EFTPOS, or CREDIT CARD.

1. UNLOCK ONLY Normal business hours 8am-5pm Mon - Fri \$184 incl. GST. After hours \$276 incl GST
2. UNLOCK, CUT & SUPPLY 2 X KEYS, SUPPLY 1 X SWIPE TAG Business Hours \$273 incl GST. After Hours \$365 incl. GST
3. UNLOCK, CHANGE BARREL? SUPPLY 2 X KEYS, SUPPLY 1 X SWIPE TAG Business Hours \$281 incl GST  
After Hours \$370 incl. GST

### Power Outages

- \* In the event the power blows to the whole apartment, first check the fuse box in your apartment. If this isn't the problem you will need to get the Building Electrician to trace and attend to the issue.
- \* Baker Electrical will attend 24 hours 7 days a week. Payment must be made immediately by CASH or via INTERNET BANKING. Contact Number 0278 555 128
- \* RE-LIVEN OR DISCONNECT POWER only (if safe) :
- \* CALL OUT FEE DAY \$210 incl GST, between MON - FRI 8am - 5pm, payable direct.
- \* CALL OUT FEE AFTER HOURS \$320 incl GST, between 5pm - 8am, Includes Sat, Sun & Public Holidays, payable direct.
- \* Any works in addition to initial diagnosis and re-enlivening will be at additional cost and will be advised prior to the commencement of work.

### If you discover a fire

- + Activate the nearest fire alarm;
- + Phone the Fire Service dial (outside line) 111;
- + Evacuate the building using the nearest safe fire exit;
- + Use fire-fighting equipment only if no danger is involved;
- + Do not use water extinguishers or fire hoses on fires involving electrical equipment.

### If the alarm sounds or you are instructed to evacuate

- + Evacuate the building immediately using the nearest safe fire exit;
- + Do not linger to collect personal belongings;
- + Make sure that visitors evacuate with you;
- + Assist any persons with disabilities;
- + Do not carry food or drinks when evacuating;
- + Do not use the lifts to evacuate;
- + Proceed to your assembly area outside adjacent buildings in Queen Street or Mills Lane
- + Keep well away from the entrances to the building to give the Fire Service clear access;
- + Do not re-enter the building until the Fire Service has given the All Clear

### One person from each apartment must

- + Search the apartment to ensure that it is clear;
- + Report your apartment number to the Building Warden or Deputy Building Warden outside the Queen Street entrance or to the Deputy Building Warden in Mills Lane;
- + Inform the Building Warden or Deputy Building Warden of any people left in the building, specify their reason for remaining;

### As part of normal routine please ensure that

- + Exit doors and corridors are kept clear of obstacles at all times.
- + Exit doors leading to exit ways are not locked, barred or blocked as to prevent occupants from leaving the building and doors can be easily opened from the inside without means of a key.
- + Smoke control and fire stop doors are kept closed at all times unless fitted withhold open devices which comply with the building code,
- + Stairways and passageways which are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate.
- + Flammable liquids or materials are not stored Near, or within, any part of the building used as a means of escape from a fire.

### Moving In or Out

- \* Please advise the building management at least 48 hours prior to moving into and out of the complex, the building manager will ensure the lift quilts are in place.

**Thank you for your co-operation, It is greatly appreciated. We hope you enjoy living at The Guardian.**  
**Building Manager**

The building manager is available on email: manager@theguardian.org.nz or 0276771974, Monday to Friday 8am to 2pm or after hours for genuine emergencies. After hours lock out assistance charge \$60. There is no master key system for the building but the manager may have a spare. Supply of updated/new duplicate keys to the building manager is required to make lockout assistance straightforward.

Any correspondence to the body corporate committee should be directed through the Body Corporate Manager: BCA Ltd, 09 373 2336.