

Hermitage Gardens Body Corporate

GENERAL BUILDING GUIDELINES

Policy Document No 1

Rationale

These guidelines are approved by the Hermitage Gardens Body Corporate to satisfy the Body Corporate's obligation to comply with standards set by Brisbane City Council and with the plans as in original building plans of complex and the By Laws for Hermitage Gardens.

In addition the Body Corporate has obligations to maintain landscaping plan, to ensure open space requirements are met and neighbouring buildings do not have their light and other amenities compromised.

The Hermitage Gardens Body Corporate Committee has the usual obligation to take into account the best interests of the owners of property within the complex, to set the required standards and to adhere to those standards.

Guidelines

1. Body Corporate require sighting of stamped building approval from Brisbane City Council for any construction before construction is commenced
2. A licensed contractor in accordance with Australian Standards must carry out all work
3. The approval is subject to all by-laws and relative Government authority requirements and must be in keeping with the current aesthetics of the complex.
4. Approval in writing must be obtained from the Body Corporate Committee before the commencement of any construction or paving / concreting. A written request is required together with plans specifying all aspects of the construction or concreting / paving. This request should be delivered to the Body Corporate Committee prior to the next scheduled meeting of the Committee.
5. Pergolas / concreting and paving, and timber decking are required to conform to standards of construction approved by the Body Corporate Committee and the Brisbane City Council.
6. Single storey dwellings may select a pergola of choice, and build in colours consistent with the remainder of the dwelling.
7. Townhouses consistent with the product termed Stratco Outback, structures of powder coated galvanised, and flat roofed.(20 degree slope for drainage) The colours approved for pergolas are Primrose, Smooth Cream, Stone, Slate Grey. All downpipes are to be coloured consistent with the structure, and must be connected to the drainage system.

Height of roof at building to be 2.5metres

8. No pergola constructions will be permitted on the Exclusive Use areas of ground floor apartment style units whether attached to the existing building or not, and no pergola or other extended constructions will be permitted in first floor apartment style units whether attached to the existing building or not.
9. Minimum distance for any pergola from any boundary with BCC or non Hermitage Gardens property to be 1.5metres as required by the Brisbane City Council except where a relaxation is provided by the Brisbane City Council on application in which case the minimum distance is not to be less than 600mm. Internal boundary distance is a minimum of 500 mm.

10. The roof span to be no greater than 3 metres
11. There must be provision for drainage from all roof areas, therefore, the roof of the pergola must be drained to the existing storm water drainage in the Exclusive Use area. The Body Corporate Committee require that a guttering system and storm water connection be constructed and incorporated in the plan for a pergola. The drainage for air conditioning units must be connected to the storm water system or the waste water system.
12. No awnings may be attached to any building without the approval of the Body Corporate Committee. Application must be in writing prior to an advertised meeting including plans and proposed materials /colours.
13. The maintenance of the pergola or awning or other constructions is the responsibility of the owner. Guttering should be kept clean and clear of obstructions at all times.
14. The owner must insure any approved constructions as they do not form part of the insurance of the buildings
15. Paving and concreting of Exclusive Use areas. Garden beds and trees are to remain, however, lawn can be replaced by paving, stamped concrete of a colour in keeping with complex.
16. Where paving or concrete is to adjoin the building, termite treatment and certification of such is required to be sighted by Body Corporate. Where paving or decking is constructed on top of existing concrete, termite treatment and certification of such is required to be sighted by the Body Corporate. Weep holes must be kept clear for inspection.
17. The Body Corporate requires of the owner that a termite treatment of paved and concreted areas is undertaken, including the sighting of verifying documents. The right includes inspection where deemed necessary by the Body Corporate.
18. In each instance where an owner has allowed construction to occur on the Exclusive Use area and where access to the Exclusive Use area has been obtained through Common Use areas then the Common Use area must be returned to its original state of presentation concerning in particular but not exclusively, lawns, concrete curbing, roadways, buildings, up right structures such as in carports, electrical and similar fittings.
19. The Hermitage Gardens Body Corporate Committee may engage a recognised, and qualified building certifier to represent its interests in negotiation with property owners, and other interested parties.
21. The Body Corporate Committee grants a written approval on the understanding that the owner will comply with the terms of the approval. The Body Corporate Committee will hold any project as, "not approved" when the conditions of the written approval have been breached.
20. Any construction or installation that does not have Body Corporate approval or that does not comply with the approval provisions will be removed at the expense of the owner.

Jon Woodhall (Secretary)

Body Corporate Committee FEB 2008

HERMITAGE GARDENS BODY CORPORATE

ADDITIONAL FEATURES

POLICY DOCUMENT NO 2

Rationale

These guidelines are approved by the Hermitage Gardens Body Corporate to satisfy the Body Corporate's obligation to comply with standards set by the Brisbane City Council and with the plans as in original building plans of complex and the By-laws for Hermitage Gardens.

In addition the Body Corporate has obligations to maintain landscaping plan, to ensure open space requirements are met and neighbouring buildings do not have their light and other amenities compromised.

The Hermitage Gardens Body Corporate committee has the usual obligations to take into account the best interest of the owners of property within the complex, to set the required standards and to adhere to those standards.

Owners are advised that any additional features to be installed must be approved by the Body Corporate Committee before construction begins.

Additional features may include but are not limited to: air conditioners, patios, pergolas, paving in addition to that already provided, decks, clotheslines, television masts and satellite dishes, additional fencing, and changes to the appearance of internal fencing.

It must be noted that changes to the public side of fences, the external walls and features of the building will not be approved where such changes will be visible from the street in front of the unit or dwelling.

Once the Body Corporate Committee has received your application and the following process will now occur:

1. The material of the application will be circulated to members of the Committee
2. You will be advised if you have not provided sufficient information. You should provide requested further information as soon as possible.
3. The Body Corporate Committee members will meet with you to discuss the project and inspect the site. Please advise Resident Unit Manager of your daytime telephone number and preferred availability for the Body Corporate inspection process.
4. The Body Corporate Committee will be able to inspect the proposed work and advise you of the approval to proceed. Projects that have unusual features and/or complex constructions will require discussion at formal Body Corporate Committee meeting and a delayed decision.
5. You will be provided with a letter of approval from the Body Corporate Committee.
6. Notwithstanding the approval from the Body Corporate Committee, owners are still required to comply with the By-laws of Hermitage Gardens, and owners must comply with the laws and regulations of Brisbane City Council.
7. Each project undertaken must be completed by returning common areas, including trees and shrubs (if disturbed by the project) to their original state of presentation.
8. The Owner is responsible for the removal of all waste and surplus materials from the completion of any project. No surplus materials are to be left on common property.

HERMITAGE GARDENS BODY CORPORATE

POLICY DOCUMENT NO 2 (continued)

For your assistance ask the Residential Unit Manager for copies/additional copies of:

- General Building Guidelines February 2008
- Guidelines for installing Air Conditioners February 2008
- Notice for owners wishing to construct or install any additional features at their unit, dwelling or townhouse. February 2008
- Rain Water Tanks Installation February 2008
- Solar Power Technology February 2008

Please direct any current inquiries to the Residential Unit Manager

Jon Woodhall
Secretary
The Body Corporate Committee
February 2008

Hermitage Gardens Body Corporate

Policy Document No.3

Air Conditioning

That the attached policy guidelines and specifications for the installation of air conditioners in any part of the Hermitage Gardens complex be approved, be attached to the official set of the by laws and be made available to owners.

AIR CONDITIONERS

1. Owners are advised that you require Body Corporate approval for the installation of an air conditioning system to your Lot, you shall be required to advise your acceptance in writing of the following conditions:
2. All air conditioners must be an approved split system unit
3. The installation of the air conditioner and all associated equipment must be in a good quality workmanlike manner in keeping with the Hermitage Gardens design and that does not detract from the external appearance of the lot, or the complex generally.
4. The ducting associated with the installation of an air conditioning system shall match the down piping colour scheme of the dwelling. The ducting shall be vertical to the wall only, with no horizontal or other angled ducting permitted.
5. The installation of drainage piping for the internal unit must conform to the ducting rules above. No ducting of any type is to be installed on the front of any part of any building.
6. The lot owner shall be wholly responsible for the cost of the air conditioner, its installation, ongoing maintenance or replacement and insurance.
7. The owner is to acknowledge their obligations to comply with the noise levels and hours of operation defined in current Environmental Protection Authority Regulations.
8. At this time, these regulations are
9. For noise measured at a "noise sensitive place" (e.g.-: the neighbours), between 7 am and 10 pm, a sound pressure to be no more @ 50 decibels (dB(A)), and between 10 pm and 7 am, no louder than 40 dB(A) or 5 dB(A) above background noise level.
10. The positioning and any sound attenuation required to achieve this requirement are to be the sole responsibility of the owner.
11. As a guideline, it is believed that an air conditioner with an outside rated sound power level at 1 metre of 60 dB(A) maximum will meet the EPA requirements.
12. Detailed installation drawings showing the proposed installation of the air conditioner and all associated ducting with details of the proposed air conditioner specifying noise levels, are to be submitted to the Body Corporate prior to the approval or installation of the air conditioning system.
13. Installation of the air conditioner is not to proceed until the owner has approval in writing from the Body Corporate.
14. The Body Corporate shall not be responsible for any initial or subsequent or associated costs in relation to the air conditioner.

Jon Woodhall
Secretary
The Hermitage Gardens Body Corporate Committee

FEB 2008

HERMITAGE GARDENS BODY CORPORATE

PROTOCOL FOR APPROVALS

POLICY DOCUMENT NO 4

1. The general rule is that each construction, installation or other change in the dwelling, or to the exclusive use area requires the approval of the Body Corporate Committee.
2. Requests must be advised to the Secretary via the Body Corporate letterbox at the Uxbridge Street entrance.
3. The request will be emailed by the Residential Unit Managers to members of the Body Corporate Committee.
4. Relevant Guidelines will be issues by the Residential Unit Manager to the applicant/s.
5. To simplify the approval process the Body Corporate Committee will conduct and on site inspection at an agreed time.
6. Inspections must be carried out by at least one member of the Body Corporate Committee and by one of the Residential Unit Managers
7. The inspection group may decide that some further members or all members, of the Body Corporate Committee will be required to inspect the proposal to decide on any approval or other advice.
8. The decision of the inspection will be conveyed to the Secretary and then brought to the following meeting of the Body Corporate Committee for ratification.
9. The decision of the Body Corporate Committee shall be conveyed in writing to the owner seeking the approval. Owners shall be required to follow the decision and instructions of the Body Corporate Committee in all matters concerning the application.

Jon Woodhall
Secretary
Body Corporate Committee
FEBRUARY 2008

HERMITAGE GARDENS BODY CORPORATE

POLICY DOCUMENT NO 5

Protocol relating to the Residential Unit Manager reporting to the Body Corporate Committee

The following protocols will be observed:

1. Matters of interest and importance to the Body Corporate Committee will be emailed by the Chair, Secretary and by the Residential Unit Manager.
2. Should an important matter require a decision of the Body Corporate Committee then an emailed request for a decision will be required, or a meeting called.
3. Procedures arising from decisions / resolutions already taken at a Body Corporate Committee meeting should not require further decision making by the whole Body Corporate Committee. The delegated person/s will carry out the action agreed.
4. Resolutions of the Body Corporate Committee requiring action by the Body Corporate Committee or by its member/s or by the Residential Unit Manager should specify:
 - What is the task delegated
 - Who must undertake the task
 - Indicate the extent of the person's authority in the matter. That is; is the delegation for a specified action only, or for several reasonable follow up actions
 - Indicate any specific time line for reporting to the Chair, or Body Corporate Committee. Actions without time lines will be reported to the next meeting of the Body Corporate Committee
 - Email should be used by all members of the Body Corporate Committee and the Residential Unit Manager to keep members and the residential unit manager informed between meetings

Jon Woodhall
Secretary
Hermitage Gardens Body Corporate Committee
February 2008

Hermitage Gardens Body Corporate

Policy Document No.6

Committee delegation for examining financial statements.

As a further check on the financial affairs of Hermitage Gardens the Body Corporate Committee will from time to time delegate the examination of financial statements to the Treasurer and at least one other member of the Body Corporate Committee or one of the Residential Unit Managers.

This examination by the delegated persons will take place prior to the meeting of the Body Corporate Committee and a report will be made to the following meeting of the Body Corporate Committee.

Jon Woodhall
Secretary
The Body Corporate Committee

February 2008

Hermitage Gardens Body Corporate

Policy Document No.7

A Policy affecting payment of fees during a transition of ownership.

The Hermitage Gardens Body Corporate Committee will allow on application and in normal circumstances, a grace period of thirty (30) days before the penalty rate applies for the non-payment of fees beyond the due date, in cases where a new owner has not been made aware of the payment conditions applying to Body Corporate fees at Hermitage Gardens.

Jon Woodhall
Secretary
The Body Corporate Committee

February 2008

HERMITAGE GARDENS BODY CORPORATE

RAIN WATER TANKS

POLICY DOCUMENT NO 9

Rain Water Tanks

That the attached policy guidelines and specifications for the installation of rain water tanks in any part of the Hermitage Gardens complex be approved, be attached to the official set of by-laws and be made available to owners.

RAIN WATER TANKS

1. Owners are advised that you require Body Corporate approval for the installation of a rain water tank to your Lot you shall be required to advise your acceptance in writing of the following conditions:
2. Rain water tanks must be approved by the State Government regulation authority.
3. Rain water tanks must be purchased only from an approved supplier
4. A licensed contractor in accordance with Australian Standards must carry out all work.
5. The installation of the rain water tank and all associated equipment must be in good quality workmanlike manner in keeping with the Hermitage Gardens design and that does not detract from the external appearance of the lot, or the complex generally.
6. The ducting associated with the installation of a rain water tank, its installation, ongoing maintenance or replacement and insurance
7. The lot owner shall be wholly responsible for the cost of the rain water tank, its installation, ongoing maintenance or replacement and insurance.
8. Approved colours of rain water tanks are those that match the exterior colour of the building adjacent to the installation site.
9. The minimum distance of any non combustible rain water tank less than or equal to 2.4m high from any side or rear boundary is to be 450mm as required by the Brisbane City Council. If the rain water tank is constructed of a plastic combustible material an application for relaxation is to be provided by the Brisbane City Council
10. If the rain water tank is greater than 1 meter high and is to be located within 6 meters of a road boundary an application for relaxation is to be provided from the Brisbane City Council
11. Detailed installation drawings showing the proposed installation of the rain water tank and all associated ducting, are to be submitted to the Body Corporate prior to the approval or installation of the rain water tank system.
12. Installation of the rain water tank is not to proceed until the owner has approval in writing from the Body Corporate
13. The Body Corporate shall not be responsible for any initial or subsequent or associated costs in relation to the rain water tank system.
14. If the tank is to be placed on a concrete slab, the slab must be treated with reticulated termite treatment or an approved termite treatment.

Jon Woodhall
Secretary
The Hermitage Garden Body Corporate Committee
FEBRUARY 2008

HERMITAGE GARDENS BODY CORPORATE

SOLAR POWER TECHNOLOGY

POLICY DOCUMENT NO 10

Solar Power Technology

That the attached policy guidelines and specifications for the installation of solar power technology including solar powered hot water systems in any part of the Hermitage Gardens complex be approved, be attached to the official set of by-laws and be made available to owners.

SOLAR POWER TECHNOLOGY AND SOLAR POWER HOT WATER SYSTEMS

1. Owners are advised that you require Body Corporate approval for the installation of solar power panels and/or solar power hot water systems to your Lot you shall be required to advise your acceptance in writing of the following conditions:
2. Solar power panels and solar power hot water systems must be approved by the State Government regulation authority.
3. Solar power panels and solar power hot water systems must be purchased only from an approved supplier
4. A licensed contractor in accordance with Australian Standards must carry out all work.
5. The installation of the solar power panels and/or solar power hot water systems and all associated equipment must be in good quality workmanlike manner in keeping with the Hermitage Gardens design and that does not detract from the external appearance of the lot, or the complex generally.
6. Solar power hot water systems are to be sited within the external shell of the building. The tank component of any solar hot water system must not be installed on the roof of any building
7. The ducting associated with the installation of a solar power hot water system shall match the down piping colour scheme of the dwelling.
8. The lot owner shall be wholly responsible for the cost of the equipment, its installation, ongoing maintenance or replacement and insurance.
9. Detailed installation drawings showing the proposed installation of the hot water system and all associated ducting are to be submitted to the Body Corporate prior to the approval or installation of the hot water system.
10. Installation of the hot water system is not to proceed until the owner has approval in writing from the Body Corporate
11. The Body Corporate shall not be responsible for any initial or subsequent or associated costs in relation to any solar power technology and/or solar power hot water systems.

Jon Woodhall
Secretary
The Hermitage Garden Body Corporate Committee
FEBRUARY 2008