

CHARTLEIGH HOUSE
SUMMARY OF CONDUCT & HOUSE RULES
FOR THE MANAGEMENT OF THE BUILDING

Management & Conduct Rules as certified by the Deeds Office are available for inspection

TO BE READ BY ALL OWNERS, TENANTS,
PROSPECTIVE OWNERS, ESTATE AGENTS AND LETTING AGENTS

1. ANIMALS

- WITH EFFECT FROM 1ST JANUARY 2002, NO OWNER OR OCCUPANT OF A SECTION MAY KEEP ANY ANIMAL, REPTILE OR BIRD IN A SECTION OR ON THE COMMON PROPERTY.
- THIS PROHIBITION SHALL NOT APPLY TO ANY OWNER OR OCCUPIER OF A SECTION WHO HAS BEEN GIVEN THE WRITTEN CONSENT OF THE TRUSTEES TO KEEP A SPECIFIED ANIMAL, REPTILE OR BIRD IN A SECTION OR ON THE COMMON PROPERTY, PRIOR TO 1ST JANUARY 2002, PROVIDED THERE IS NO BREACH OF ANY CONDITION OF APPROVAL PRESCRIBED BY THE TRUSTEES.
- ON THE DEATH OR DISPOSAL OF THE SPECIFIED ANIMAL, REPTILE OR BIRD SUCH CONSENT SHALL CEASE AND THE ANIMAL, REPTILE OR BIRD MAY NOT BE REPLACED.

2. REFUSE DISPOSAL

EACH FLAT, GARAGE AND PARKING SPACE MUST BE KEPT IN CLEAN, GOOD ORDER BY THE OWNER. REFUSE MUST BE PLACED IN THE BINS PROVIDED ON EACH FLOOR OR IN THE GROUND LEVEL REFUSE AREA AT THE REAR OF THE BUILDING. FOOD MUST NOT BE LEFT OUT OF THE BINS PROVIDED.

3. VEHICLES

- ONLY AUTHORISED VEHICLES MAY BE PARKED WITHIN CHARTLEIGH HOUSE PROPERTY.
- IF A VEHICLE APPEARS TO BE ABANDONED OR NOT OPERATIONAL, THE TRUSTEES MAY AUTHORISE ITS REMOVAL.
- NO VEHICLE REPAIRS MAY BE DONE ON THE PROPERTY.
- IF ANY VEHICLE DRIPS OIL ETC. THE OWNER WILL BE CHARGED FOR THE COST OF CLEANING THE GROUND SURFACE.

4. DAMAGE, ALTERATIONS OR ADDITIONS TO COMMON PROPERTY

- AN OWNER OR TENANT SHALL NOT MARK OR DAMAGE OR ALTER ANY PART OF THE COMMON PROPERTY WITHOUT THE PRIOR WRITTEN CONSENT OF THE TRUSTEES.
- AN OWNER OR TENANT MAY INSTALL A LOCK, SAFETY GATE, BURGLAR BARS, SCREEN ETC. PROVIDED THE PRIOR WRITTEN CONSENT AND APPROVAL OF THE TRUSTEES HAS BEEN OBTAINED.

5. OUTSIDE APPEARANCE OF PROPERTY

- WITHOUT THE WRITTEN CONSENT OF THE TRUSTEES NOTHING SHALL BE DONE TO, OR PLACED ON, ANY BALCONIES, WALLS AND WINDOWS, WHICH, WHEN VIEWED FROM THE OUTSIDE IS AESTHETICALLY DISPLEASING.
- THIS INCLUDES WASHING LINES, AIRCONDITIONING UNITS, TV DISHES/AERIALS ETC. NO WASHING SHALL BE VISIBLE FROM OUTSIDE.
- THE AREA OF CURTAINS OR BLINDS VISIBLE FROM THE OUTSIDE SHALL BE ONLY WHITE OR A NEUTRAL COLOUR.

6. SIGNS AND NOTICES

NO SIGN, NOTICE, BILLBOARD OR ADVERTISEMENT MAY BE PLACED ANYWHERE ON THE PROPERTY WITHOUT TRUSTEES CONSENT.

7. LITTERING

AN OWNER OR TENANT SHALL NOT THROW ANY LITTER WHATSOEVER ON THE COMMON PROPERTY.

8. LAUNDRY

AN OWNER OR TENANT SHALL NOT ERECT WASHING LINES NOR HANG ANY WASHING OR LAUNDRY OR ANY ITEMS ON ANY PART OF THE BUILDING VISIBLE FROM OUTSIDE THE BUILDING OR FROM OTHER APARTMENTS.

9. INFLAMMABLE MATERIALS ETC.

NO MATERIALS OR ACTS ARE PERMITTED WHICH WILL ENDANGER THE PROPERTY AND PREJUDICE THE BUILDING'S INSURANCE.

NO PERMANENT GAS EQUIPMENT MAY BE INSTALLED.

10. LETTING OF UNITS

ALL TENANTS AND OCCUPIERS OF UNITS ARE OBLIGED TO COMPLY WITH THESE CONDUCT RULES, NOTWITHSTANDING ANY CONFLICT WITH ANY LEASE OR RIGHT OF OCCUPANCY.

11. PESTS

- AN OWNER SHALL KEEP HIS SECTION PEST-FREE AND SHALL ALLOW THE TRUSTEES TO INSPECT HIS SECTION IF NECESSARY.
- ANY COSTS OF PEST ERADICATION AND REPLACEMENT OF WOODWORK ETC. SHALL BE AT THE COST OF THE OWNER.

12. LEGAL COSTS

- IF ANY OF THESE RULES IS BREACHED BY AN OWNER OR OCCUPIER OF A SECTION, THE TRUSTEES MAY INSTRUCT ATTORNEYS.
- THE DEFAULTING OWNER WILL BE LIABLE FOR ALL COSTS AND CHARGES.

13. MAINTENANCE OF PROPERTY

EACH OWNER SHALL REPAIR AND MAINTAIN HIS/HER PROPERTY IN A STATE OF GOOD ORDER. THIS INCLUDES SERVANT'S ROOMS, GARAGES, PARKING SPACE ETC. ALL INTERIOR PAINTING, PLUMBING, MAINTENANCE ETC. SHALL BE THE SOLE RESPONSIBILITY AND COST OF THE OWNER.

14. USE OF PROPERTY

- AN OWNER SHALL USE AND ENJOY THE COMMON PROPERTY IN SUCH A MANNER AS TO NOT UNREASONABLY INTERFERE WITH THE USE AND ENJOYMENT BY OTHER OWNERS OR LAWFUL VISITORS.
- AN OWNER SHALL NOTIFY THE TRUSTEES OF ANY CHANGE IN OWNERSHIP OR OCCUPATION OF HIS/HER SECTION. BEFORE SUCH CHANGE OCCURS THE NAME AND CONTACT TELEPHONE NUMBER OF THE NEW OCCUPIER PLUS THE INTENDED DATE OF OCCUPATION SHALL BE ADVISED TO THE TRUSTEES.

- EACH OWNER SHALL USE HIS/HER PROPERTY ONLY FOR RESIDENTIAL PURPOSES AND NOT FOR ANY BUSINESS PURPOSE.
- FLATS MAY ONLY BE OCCUPIED BY OWNERS, THEIR FAMILY OR THEIR LAWFUL TENANTS, WITH A MAXIMUM NUMBER OF PERSONS AS DETAILED IN REGISTERED CONDUCT RULE NO 17.1
(APPLY TO TRUSTEES FOR DETAILS).
- AN OWNER OR HIS/HER TENANT SHALL NOT DO ANYTHING THAT DIMINISHES THE IMAGE OF THE BUILDING OR
 - IS ILLEGAL
 - IS DIRTY OR UNCLEAN
 - IS A BREACH OF ANY LAW ETC.
 - IS A NUISANCE OR ANNOYANCE TO NEIGHBOURS

15. STAFF QUARTERS

- AN OWNER OF STAFF QUARTERS MUST BE RESPONSIBLE FOR THE CONDUCT AND BEHAVIOUR OF HIS/HER STAFF MEMBER, AS WELL AS SUCH STAFF MEMBER'S CHILDREN AND VISITORS.
- STAFF QUARTERS MUST ONLY BE OCCUPIED BY THE PERSON WHO IS IN THE EMPLOY OF THE OWNER OR LEGAL OCCUPIER OF A SECTION.

16. CHANGE OF OWNERSHIP OR OCCUPATION

- AN OWNER MUST IMMEDIATELY NOTIFY THE TRUSTEES OF ANY CHANGE OF OWNERSHIP OR OCCUPATION, GIVING FULL DETAILS.
- NO LEASE, SUBLEASE OR RIGHT OF OCCUPATION SHALL BE FOR A PERIOD LESS THAN 6 MONTHS.

17. LEVIES

THE TRUSTEES MAY, AT ANY TIME AND AFTER DUE DISCUSSION AND DELIBERATION, RAISE SPECIAL LEVIES TO ENSURE THAT UNFORSEEN EXPENSES OF THE PROPERTY ARE MET.

18. NON-PAYMENT OF LEVIES

IN THE EVENT THAT AN OWNER IS IN ARREAR IN PAYMENT OF LEVIES, THE TRUSTEES RESERVE THE RIGHT TO:-

- CHARGE INTEREST; and/or
- INSTRUCT ATTORNEYS TO RECOVER THE ARREARS.

HOUSE RULES

1. SMOKING POLICY

THE TRUSTEE HAVE DESIGNATED CHARTLEIGH HOUSE AS A "NON-SMOKING BUILDING". CONSEQUENTLY NO SMOKING IS ALLOWED IN THE COMMON AREAS SUCH AS CORRIDORS, LIFTS AND FOYERS.

2. DISPUTES BETWEEN OWNERS AND TRUSTEES

ANY DISPUTE OR DIFFERENCE ARISING BETWEEN OWNERS AND TRUSTEES SHALL BE SUBMITTED TO ARBITRATION AND THE DECISION OF THE ARBITRATOR SHALL BE FINAL AND BINDING ON ALL PARTIES.

3. GARAGES AND STAFF QUARTERS

- NO GARAGE OR STAFF QUARTER MAY BE OWNED BY ANY PERSON WHO DOES NOT OWN A FLAT IN CHARTLEIGH.
- A GARAGE OR PARKING SPACE MAY ONLY BE OCCUPIED BY A PERSON WHO OWNS A FLAT IN CHARTLEIGH OR IS THE LEGAL TENANT OF AN APARTMENT IN CHARTLEIGH HOUSE.
- STAFF QUARTERS MAY ONLY BE OCCUPIED BY A PERSON WHO IS IN THE FULL TIME EMPLOY OF THE OWNER OR FULL TIME EMPLOY OF A LEGAL TENANT OF AN APARTMENT IN CHARTLEIGH HOUSE.
- STAFF QUARTERS AND GARAGES CANNOT BE LET TO OUTSIDERS.
- AN OWNER SHALL BE RESPONSIBLE FOR THE PROPER MAINTENANCE OF HIS/HER STAFF QUARTERS.
- ONLY AUTHORISED VISITORS (WHO HAVE BEEN SIGNED-IN BY SECURITY) MAY VISIT THE STAFF QUARTERS.

NOTE : In the interest of the safety and security of the whole building the Trustees will enforce these Rules very strictly.

4. **SECURITY**

- A SECURITY GUARD IS ON DUTY AT THE FRONT OF THE BUILDING 24/7.
- A SECURITY GUARD IS ON DUTY AT THE BACK GATE FROM 7.30AM UNTIL 5.30PM ON WEEKDAYS (EXCLUDING PUBLIC HOLIDAYS).
- AT 7.00PM THE BACK PEDESTRIAN GATE IS LOCKED. PEDESTRIAN ENTRY SHOULD BE MADE THROUGH THE FRONT OF THE BUILDING.
- ANY BREACH OF THE SECURITY RULES OR ANY PROBLEMS WITH THE SECURITY GUARDS MUST BE REPORTED TO THE TRUSTEES AS A MATTER OF URGENCY.
- RESIDENTS ARE REQUESTED TO OBTAIN A KEY FOR THE PEDESTRIAN GATE AT THE REAR OF THE BUILDING, AND TO USE IT INSTEAD OF OPENING THE LARGE VEHICLE GATE WITH A REMOTE. THE BODY CORPORATE'S FINANCIAL RESERVES ARE DIMINISHED BY THE CONTINUAL, UNNECESSARY USE OF THE LARGE GATE, AS THE MECHANISM REGULARLY REQUIRES REPAIRS AND SERVICING.

5. **SECURITY DISKS**

- EACH OWNER IS ENTITLED TO PURCHASE SECURITY DISKS FOR ADMISSION TO THE BUILDING THROUGH THE VARIOUS SECURITY DOORS. A COMPUTERISED SYSTEM HAS BEEN INSTALLED TO MONITOR EVERY ENTRY USING A DISK.
- SHOULD ANY UNAUTHORISED PERSON BE FOUND TO BE IN POSSESSION OF ONE OF OUR ACCESS SECURITY DISKS, THIS WILL BE REPORTED TO THE POLICE IMMEDIATELY.
- VISITORS TO THE BUILDING SHOULD BE ADMITTED BY THE RESIDENT BEING VISITED. UNDER NO CIRCUMSTANCES MUST STRANGERS BE ALLOWED TO ENTER THE BUILDING WITHOUT AUTHORISATION FROM A RESIDENT.
- RESIDENTS' TELEVISION SETS MAY BE TUNED TO VIEW VISITORS ARRIVING AT THE FRONT DOOR.

6. **SATELLITE TELEVISION**

- A CENTRAL AERIAL FOR DSTV ONLY HAS BEEN INSTALLED ON THE ROOF OF THE BUILDING AND WIRING HAS BEEN PROVIDED TO EACH FLOOR.
- OWNERS MAY BE CONNECTED TO SUCH SYSTEM ON PAYMENT OF THE APPROPRIATE FEES CONTACT BUILDING MANAGER.

- NO ELECTRICAL WIRING OR TELEVISION CONNECTION IN THE CORRIDORS OR IN THE COMMON AREAS WILL BE PERMITTED WITHOUT TRUSTEES' PRIOR APPROVAL. IF SUCH APPROVAL IS NOT OBTAINED, THE WIRING WILL BE REMOVED.

7. **WIRELESS INTERNET**

THIS FACILITY IS AVAILABLE TO OWNERS AND TENANTS WHO WILL BE CONNECTED ON PAYMENT OF THE APPROPRIATE FEE (AND A NOMINAL MONTHLY FEE) CONTACT BUILDING MANAGER FOR DETAILS.

8. **BUILDING ALTERATIONS TO APARTMENTS**

IF ANY OWNER INTENDS ALTERING HIS/HER APARTMENT IN ANY WAY (OTHER THAN MINOR INTERNAL REPAIRS), THEN:-

- THE TRUSTEES MUST BE ADVISED, IN WRITING, OF THE INTENDED ALTERATION, WITH NON-TECHNICAL SKETCHES AND EXPLANATIONS.
- IF, IN THE OPINION OF THE TRUSTEES, THE PROPOSED ALTERATIONS ARE ACCEPTABLE, THEN SUCH APPROVAL SHALL BE GIVEN IN WRITING.
- IF, IN THE OPINION OF THE TRUSTEES, THE PROPOSED ALTERATION WILL ADVERSELY AFFECT THE OUTSIDE APPEARANCE OF THE BUILDING OR WILL AFFECT OR ANNOY ANY OTHER APARTMENT OWNER OR WILL AFFECT THE COMMON PROPERTY, THEN THE TRUSTEES MAY ACT AS FOLLOWS:
 - CALL ON THE OWNER TO MAKE CHANGES, or
 - REFER THE MATTER TO INDEPENDENT ARCHITECTS (AT THE OWNER'S EXPENSE).
- A DEPOSIT MUST BE PAID TO COVER WEAR AND TEAR, ELECTRICITY AND ANY DAMAGE TO THE COMMON PROPERTY OR LIFTS. ANY BALANCE REMAINING WILL BE REFUNDED AFTER COMPLETION OF THE WORK.
- BUILDERS MUST ADHERE TO THE BUILDING TIMES/RULES WHICH ARE AVAILABLE FROM THE BUILDING MANAGER. THESE RULES WILL BE STRICTLY ENFORCED AND A FINE LEVIED FOR ANY BREACH.

9. **REFUSE**

- AS ADEQUATE REFUSE BINS ARE PLACED IN THE FOYERS AND CORRIDORS, ANY PERSON FOUND LITTERING WILL BE CENSURED BY THE TRUSTEES, IN THIS MATTER, OWNERS ARE RESPONSIBLE FOR THEIR TENANTS AND VISITORS. FOOD MUST NOT BE LEFT OUT OF THE BINS PROVIDED.

10. **SIGNS & NOTICES**

OWNERS WISHING TO SELL THEIR FLATS MUST ADVISE THEIR ESTATE AGENT TO APPLY TO THE TRUSTEES FOR PERMISSION TO AFFIX THEIR SIGNS.

11. **CHILDREN**

CHILDREN ARE NOT ALLOWED TO PLAY ON CORRIDORS, STAIRWAYS OR PARKING AREAS.

12. **AMENDMENT OF HOUSE RULES**

THE TRUSTEES MAY DELETE, AMEND OR ADD TO THESE RULES. OWNERS WILL BE ADVISED OF ANY CHANGE.

13. **MOVING IN AND OUT ON WEEKENDS**

IN THE EVENT OF A RESIDENT MOVING IN OR OUT OF CHARTLEIGH HOUSE ON A WEEKEND AND REQUIRING THE USE OF THE MOTORISED GATE TO ENABLE THEM TO BRING FURNITURE ETC. IN, A SECURITY GUARD MUST BE PLACED AT THE BACK GATE FOR THE DURATION OF THE PROCESS AND THE COST THEREOF MUST BE BORNE BY THE RESIDENT MOVING IN OR OUT.

THE BUILDING MANAGER MUST BE NOTIFIED 24 HOURS IN ADVANCE TO MAKE ARRANGEMENTS FOR A SECURITY GUARD.