

**The National Apartments
Units Plan No. 2265
House Rules V2.0**

1. Introduction

The Owners Corporation of Unit Plan 2265 manages the collective affairs of The National Apartments and has adopted House Rules in accordance with the [Unit Titles \(Management\) Act 2011](#) (referred to as 'the Act') -as well as other Acts applicable in the ACT- for the management of the complex. These rules have been ratified by the Owner's Corporation and are to be included as an integral part of any leasing arrangement between an owner and a tenant.

The House Rules have been devised to assist the general well-being of the residents in the apartment complex and to ensure that all residents enjoy a maximum of convenience, comfort, and privacy. They are also intended to ensure that The National remains a prestigious apartment complex in which the residents take justified pride. All residents and owners should ensure that they are familiar with all of the requirements of the House Rules.

Queries regarding these House Rules should be directed to Bright & Duggan (The Owners Corporation's managing agent), whose contact details are provided below.

2. Appearance

The appearance of our complex is a very critical component of the overall enjoyment of our environment.

- Residents should maintain their apartment so that other residents are not adversely affected in terms of hygiene, appearance or value.
- A sense of community is based on the understanding that all residents should assist in keeping the common property e.g. garage areas, nature strips, and landscaped gardens, clean and free from litter.
- Clothing, towels, rugs, bedding etc must not be draped over balcony railings.
- Curtains or blinds in a window/door that faces common property must have a backing of white/off white or cream, or any other colour which has been approved in writing by the Executive Committee. This restriction on colours also applies to any approved external awnings, sunshade or blinds.
- No window tinting or treatment that would affect the appearance of the building is permitted. Suitable window treatments may be approved at the absolute discretion of the Executive Committee.
- Residents are responsible for any damage to Common Property, or to the property of other residents, caused either directly or indirectly by themselves, their guests or trades people engaged by them, including removalists.

3. Basement Carpark

- Residents may park their vehicles only in their allocated car space(s) and not on common property. Car spaces are only to be used for the parking of registered vehicles and/or bicycles. Other items must be securely stored in approved cabinets and not on common property or car spaces.
- Car spaces must not be used in any way that obstruct or hinder access to another car space or access through the Common Property.
- For security reasons, car spaces are not to be leased to non-residents.
- Drivers are asked to keep to a 10km/h speed limit and to look out for pedestrians when entering and exiting the basement car park.
- In the interest of safety, children are not permitted to cycle, skate, rollerblade or play games in the basement car park area, and should always be accompanied by an adult while in the basement.

4. Basement Storage

- Residents are not permitted to store combustible items in storage lockers or within their allocated car space(s).

- Residents are also not permitted to store items in the Common Areas. This includes placing items on wall ledges in their allocated car space(s) or on top of storage lockers.
- Advice must be sought from the Executive Committee before placing any free standing storage cabinet in car spaces. Consistent with Section 95 of the ACT *Emergencies Act 2004* and the fire safety plan for The National Apartments, the height of any free standing storage cabinet against a wall with ventilation grills must be no higher than the bottom of the ventilation grills.

4. Pets

Residents intending to keep or mind a pet must first complete the Pet Registration form that is attached to the [Pet Policy](#) on this website. Residents must submit the completed application to the Executive Committee via Bright & Duggan for approval. Permission to keep a pet is not transferable to a new owner or tenant of an apartment or to current residents replacing an approved pet.

Pet owners must ensure that their pets do not cause a nuisance to other residents and do not damage or soil Common Property. Pets are not allowed at any time on the courtyard grassed areas and garden beds or to be exercised on Common Property. Dogs must be kept on a leash while traversing Common Property.

The Committee will keep under review any permission that has been given.

5. Noise

As required by the Act (Schedule 4, Part 8) residents must not make, or permit to be made, such a noise within the unit as might (in the circumstances) be reasonably likely to cause substantial annoyance to an owner, occupier or user of another unit. Complaints about noise should in the first instance be referred to Bright & Duggan.

6. Smoking

Smoking may affect the amenity and health of others. In line with ACT anti-smoking laws for public places, smoking is not permitted on enclosed Common Property areas (e.g. lobby, basement car park, stairwells, lifts). In other private areas such as balconies and courtyards, smokers are asked to be mindful that smoke may drift into other units, and may cause an actionable nuisance under the Act (Schedule 4, Part 7).

In order to maintain the amenity of the area, residents and visitors must not drop litter (including cigarette butts) within the complex or onto other residents' property.

7. Garbage Area

The garbage room is a shared facility. Residents are urged to keep it tidy and ensure their rubbish is placed in the appropriate bins. Please note that the garbage room is under CCTV surveillance.

Residents are encouraged to recycle bottles, tins, plastic containers and clean paper in the recycle bins. Boxes must be flattened and shredded paper bagged before disposal. Note that polystyrene should be disposed of in the general waste bin and NOT in the recycling bins.

All household garbage must be enclosed in a drip proof outer container, such as a garbage bin liner, fastened securely and placed in the general waste bin (and not the bin for Lachlan Café). Greasy drips on the stairs to and floor of the garbage room are not only unsightly, but potentially dangerous.

Items such as furniture, bedding, appliances and computers/TVs must not be disposed of in the garbage room or nature strips. The National is under CCTV surveillance and those caught doing so will be charged for the commercial disposal of the items.

The driveway to the garbage room must be left clear during working hours on week days to allow access by garbage trucks servicing the complex. Residents must ensure that removalists or workmen do not obstruct or park their vehicles in the driveway.

8. Central Courtyard

The central courtyard garden is for the peaceful enjoyment of all residents. Young children using this area must be supervised by an adult and kept away from the pebbled bed in particular so as to avoid damaging the

plants and irrigation system. Activities such as skating, skateboarding, rollerblading and ball games are not permitted in the central courtyard areas, as they can damage the pavers and cause disturbance to residents. Residents must not damage or remove any plants on Common Property.

9. Security

Security is a collective responsibility. Residents should ensure all entry doors and access gates are properly closed behind them. Please report faulty self-closing doors and gates to Bright & Duggan.

Residents should not leave cars unlocked or leave security access keys or other valuables in their vehicles. Vehicles parked in the basement carpark and their contents, and items stored in the unit's storage lockers are there at the owners' risk. The Owners Corporation will not accept responsibility for any personal property removed, damaged or stolen from Common Property areas, including the basement car park.

Residents are provided fobs with access to lobbies/lifts/stairwells of their block and the basement car park. Additional fobs may be obtained from Bright & Duggan, but these fobs will not open the basement car park roller door. Lost fobs and keys must be reported to Bright & Duggan as soon as possible so that they can be deactivated. Replacement fobs or keys are available through Bright & Duggan at a cost.

10. Structural Alterations and Additions

All proposed structural changes, for example, but not exclusively, window treatments, floor treatments (including wooden floors), awnings, shade sails, external doors/gates, and spas/pools require the approval of the Executive Committee before any work is commenced. Residents may not fix any item to walls in the Common Property.

11. Moving in/out

A unit owner or an agent of a unit owner must not erect a sign, including a 'For Sale' or 'To Let/Lease' sign on the Common Property. In order to minimise security concerns and excessive wear and tear of the common areas all tenancy agreements must be for a minimum of six (6) months.

Residents moving in/out of the National Circuit and Macquarie Street buildings with lifts must give two clear working days' notice to Bright & Duggan so as to enable them to arrange for protective covers to be installed in the relevant lift before the resident or authorised person commences the move.

Lift doors must not be propped open during removals as this will trigger a fault not covered by the lift maintenance contract. The resultant call out fee to restore services will be charged to the owner/resident responsible. Removals should be restricted to between 8:30 am and 5:00pm.

13. Owners Corporation Manager

Bright & Duggan has been engaged for the administrative, financial and building management of the corporation under the Executive Committee. Maintenance issues, including for the lifts, should in the first instance be directed to:

Bright & Duggan Pty Ltd,
27 Torrens Street, BRADDON ACT 2612
PO Box 6248, O'CONNOR ACT 2602
Tel: (02) 6156 3305
Email: customercare@bright-duggan.com.au