



LIGHTER QUAY

*Lighter Quay Apartments, Halsey Street, Lighter Quay, Auckland 1010, New Zealand
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*Welcome
to living at the
Halsey Apartments
75 & 77 Halsey Street,
&*

*Pavilions
Block*

*79 Halsey Street,
Street*

Gym

81 Halsey

**PRÉCIS OF BODY CORPORATE RULES
& HOUSE INFORMATION
FOR RESIDENTS' OF BC 358939**

*Important Information,
please retain for your reference.*

APARTMENT NUMBER : _____

Intercom Number.....

ICP NumberMeter Number.....



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Welcome to Lighter Quay Apartments.

The Halsey Apartments, in which you reside, were recently completed at the beginning of 2006. They comprise of one and two bedroom apartments which are ideally suited for inner city workers. It is important to note that there are two other residence buildings and the Westin Hotel, which in totality make up the Lighter Quay Apartment Complex.

To the north, is the highly prestigious and award-winning residential “North”.

This consists of some 38 apartments and was the first to be completed in 2003.

To the east is “Stratis” the award-winning design is representative of the areas heritage, taking design elements from shipping containers stacked on the wharf, as well as incorporating the concept of the “long white cloud”.

To the south is the five star hotel *Westin at Lighter Quay*.

Finally, central to the complex is our internal marina and lock.

Attached is a précis of the rules of your Body Corporate and information about Lighter Quay facilities.

Please read and retain these – they are for your benefit and will assist you in settling in to Lighter Quay.

The Lighter Quay amenities include an indoor heated lap pool, spa, sauna and fitness centre complete with changing rooms available for your comfort and convenience.

Living in this community, with shared common areas, requires some basic rules that need to be complied with. The purpose is to ensure that all residents’ have peaceful enjoyment of their environs, and that a high standard is maintained in the facilities.

As a resident, one is required to comply with these rules, and compliance is an essential ingredient in the right to occupancy.

We trust you enjoy living at Lighter Quay.

Richard Cox
Residence Manager
Lighter Quay Apartments



L I G H T E R Q U A Y

1. Respect for your Neighbours' peaceful enjoyment

It is appreciated, that as a multi-apartment complex, problems may arise, however observance of the above maxim and adherence to the Body Corp rules will greatly enhance a harmonious atmosphere throughout the Lighter Quay complex.

Noise that interferes in anyway with the peaceful enjoyment of residents' of the Lighter Quay complex is not permitted.

Your co-operation in this matter will be greatly appreciated.

2. Manager Availability

The Duty Manager is available 7 days per week.

General hours are currently between 7am and 6pm

Please telephone the office landline to be connected to the Duty Manager.

Please limit after hour calls to emergencies only.

Manager Mailbox: This is situated by the office door close to the gym.

3. When Moving Furniture Items In or Out

Please contact the Residence Manager, at least 48 hours, prior to when a moving items in or out please advise the name and contact details of the moving company.

This is to ensure all administration matters and legal requirements are complied with.

- For the convenience of all residents, moving is limited to between **9.00am and 4.00pm Monday to Saturday.**
- *No moving on Sunday can be entertained.*
- The Management will ensure a curtain is available to protect the lifts, and supply a lift 'lock-off' key to ensure the doors are not damaged.
- In deference to fellow residents do not lock off the lift for extended periods of time.
- Please do not prop open lift doors, as they are damaged easily and are very costly to repair - a cost borne by the resident involved.
- Any soiling or damage caused during shifting will be the responsibility of the resident. Please ensure all tradespersons or movers are aware of this.
- In particular, the entrance tiles are easily scratched. Hence, bed and furniture feet should be protected and not slid along the floor.

- Watch out for the low sprinkler heads in the hallway and the fire exit signs.
- Ensure that the front entrance doors have been closed on completion.
- Please flatten all cardboard boxes and stack in the recycling area provided in basement.



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- *Please note that it is the manager's prerogative to require a deposit be paid, which is fully refunded should no damage occur.*
- When moving out, the manager can assist you organise an exit clean and the requisite carpet clean.

4. Mailing Address

Please ensure your mail is addressed correctly, as with some numbers up to 4 apartments can have the same number.

The south Halsey block is 75, apartments with last digit numbers from 01 to 05.

Your mailbox is situated on the ground floor under the stairs

The main Halsey block is 77, apartments with middle and last digit numbers from 06 to 18. *Your mailbox is at the entrance to your floor.*

Pavilions are 79. *Your mailbox is situated at your entrance.*

Gym Block is 81. *Your mailbox is at the main entrance to the block.*

Your area code is AUCKLAND 1010

Couriers should deliver to the “delivery box” situated at the main Podium entrance. This is cleared daily by Management and delivered to the recipient. If you wish for the larger packages to be delivered into your apartment, please sign your approval, otherwise they will be left outside your door.

5. Electricity

You may use any service provider, but the Lighter Quay preferred supplier is BOSCO. Their telephone number is 302 1500.

They may request your ICP or Meter number, both of these are on your Lighter Quay agreement form.

Meters are located in a secure area, and are not available for readings by residents.

BOSCO undertake regular readings early each month.

Please set up automatic payments for your power account, as disconnections are disruptive for all involved.

For connections of power to your apartment, please ensure that your main power switch is in the off position.

Your power and fuse panel is located in your wardrobe.

BOSCO will need to contact the Manager to gain access to the service cupboard for connection. Please liaise with Manager at least 24 hours in advance.



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6. Telephone

To arrange a telephone connection, ring Telecom on 123.

The technician will need to gain access to the service cupboard, please liaise with the Manager to arrange a time at least 24 hours in advance. Broadband is able to be connected.

7. Newspaper Delivery

The Duty Manager is able to deliver your newspaper. However, please advise management of your account number and delivery frequency. Any changes must be advised to the manager or this service will be withdrawn.

8. Intercom

Situated at the main entrance doors to the foyer, is the Farfisa Intercom System. Visitors can announce their arrival by pushing the arrow buttons "< --- >" (at the top of the panel on the right) either way until they find your apartment number. When this is displayed on the screen, they push the bell symbol and the intercom will ring in your apartment.

Alternatively, there is a short code for each Apartment, which is the one or two digit number (beside your apartment number). The visitor need just dial this short code followed by the bell key to call your apartment.

Your code is on your Lighter Quay agreement form and you can give this to your guests in advance.

On hearing the intercom phone ring, please ensure you identify the caller as your guest. Press the black button to release the door (press until you here intermittent beep)

Do not allow access to any caller who is not your intended guest.

9. SKY Television and Reception

All apartments are connected to the satellite dish, individual apartments are required to sign up with SKY for their decoder.

Aerial reception is available but the signal is weak due to the poor line of sight with the transmitter. In this case, Freeview is recommended and can be connected through the satellite dish.



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10. Water

Water is currently provided as part of the Body Corporate cost. In emergencies, the switch-off valve is located in the ceiling, outside your apartment door. Any wastage of water could result in restrictions being imposed.

11. Shower Waste

Please clean the shower waste, at least monthly, to ensure that flooding does not result.

12. Pets

If pets are permitted by your landlord, this must also be approved, in writing, by management on behalf of the Body Corporate committee. Separate conditions also apply regarding pets and their control in the common areas.

13. Rubbish Disposal – Recycling Programme

Please double-wrap all rubbish in secure plastic bags before removing from your apartment. This is to prevent leakages on the corridor and lift carpets.

Please follow the following recycling programme, any evidence of non-compliance will result in a fine and/or withdrawal of privileges.

GENERAL WASTE AND RECYCLING – SITUATED IN BASEMENT

- **General Waste Bins – have Black Lids**

Please place your rubbish bags into these bins.

Could you please tie the top of the rubbish bags as this helps keep the insides of the bins clean and free of odour.

If the rubbish bags are placed into the bins with the tie to the top, this reduces leakage.

- **“Recycling” or co-mingle Bins – have Green Lids**

The following items can be placed into the Recycling bins.

- Glass and Plastic Bottles,
- Aluminum and Tin Cans,
- Newspapers and Magazines.

Please rinse tin cans and jars before placing them in the Recycling Bin.



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Recycling Cardboard Boxes

Please remove all contents of the box including plastic bags and polystyrene and dispose in general waste bin

The boxes should then be unfolded and flattened down.

Note that newspapers and magazines go in the Recycling Bin

Inorganic Rubbish

For a small charge, we have an inorganic collection service, please advise manager in advance and we will assist you with its disposal. Any items left without approval will be seen as a breach of rules and dealt with appropriately.

14.Security

- Please do not admit any person into the building or complex unless that person is visiting you.
- If you are tailgated, and they are unknown to you, contact the Manager
- If anyone calls your apartment, or seeks to enter as you are going in/out, please do not admit them, but ask them to call the Manager.
- It is desirable that you accompany your guests, if they are unfamiliar with the layout of the complex, to the front door when they leave.
- Should you notice anyone acting suspiciously around the complex or in the basement garage, please call the Manager.
- Anyone claiming to have forgotten or lost their key and asks you for access should be referred to the Manager.
- Promptly report any lost or stolen fob keys to the Manager so they can be deactivated.

15.Evening Security

Currently, the onsite security guard patrols between 10pm and 6am.

They can be contacted by calling the Night Manager at the Westin on 909 9000.

Also for noise issues, the City Council Noise Control can be called on 379 2020.

If you have any serious concerns please call the Duty Manager on the office number, and/or the Police.

16.Lock out

If you lock yourself out of your apartment, the Duty Manager is happy to assist during work hours. Identification will be required.

After hours call out will be charged for at \$100.00



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17.Host Responsibility

All residents are responsible for the actions of their guests while in Lighter Quay, please accompany them in the common areas, especially late at night.

Unaccompanied guests could be challenged and the Police called for trespass.

Liability for any damage or intrusion will be the responsibility of the host and fines will apply.

18.Apartment & Common Area Use

As a resident, it is acknowledged that the apartment is for private residential use only, and no illegal activities are to take place.

Responsibility for the cleanliness and general care of the apartment, rests with each resident.

Please note that the Body Corporate rules allow the manager to enter any apartment to ensure compliance, and all costs associated will be recovered from those offending.

Responsibility for one's social behaviour within the Lighter Quay complex rests with each resident and breaches of the above can lead to fines, withdrawal of privileges and/or, in the most serious cases, the issue of a trespass notice and exclusion from the complex.

19.Bio-Metric Entry to Common Areas

The security system has recently been upgraded and incorporates Bio-Metric access. To gain access to the common areas you are required to have your finger scanned. Due to Privacy issues your fingerprint is not recorded. The scan maps 10 random places on your finger and converts this to a unique digital code. This code is entered into the system and grants you access to the areas appropriate.

20.When away for extended periods

Please advise the Manager if you are going to be away from your apartment for more than a few days. If you have guests staying in your absence they should be introduced to the Manager to avoid any unnecessary reproach. Management are happy to keep an eye on your apartment whilst you are away, and assist with any issues you may have in your absence.



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21. Car parking

- Each car space in the basement car park is allocated to an apartment, and there are no spare car spaces.
- Speed is restricted to 5 km/h in the basement car park
- Any cars parked illegally will be towed and only released at the owner's expense.
- While the car park is secure, we suggest you do not leave any valuables in your vehicle and keep it locked at all times.
- To ensure the car park is kept clean and tidy, as well as for health & safety issues, items must not be stored in your carpark area. Such items will be ticked and removed by management after 7 days at your expense.
- If your car leaks oil badly, please ensure cardboard is laid, and this is regularly cleaned. Any treatment required to the floor will be undertaken by management at your expense.
- **All bicycles** should be secured in the appropriate bicycle storage area.
- **The Podium** is only for North and Stratis visitors, trade and emergency vehicles.
- **Vehicle Washing** is not permitted in the basement garage or podium. Self-wash facilities are available around the City.
- **Garage Door:** Residents are requested to take care when entering or exiting the garage and should allow the garage doors to open fully before proceeding. Any damage will result in repairs being billed to you.
- **Tailgating:** As a resident it is your responsibility not to allow yourself to be tailgated.
- **Vehicle Registration:** Please register your vehicles details (and any changes) with the manager.
- **Responsibility:** The body corporate accepts no liability for use of the carpark. Residents' use of the carpark is entirely their responsibility.

22. Balcony

- All internal and external glass surfaces on your balcony must be kept clean, in good order and repair.

- No clothes drying is permitted on the balcony or to be visible from the apartment windows, a fine of up to \$115/day may result, and management reserves the right to enter the apartment and remove clothing from view.
- Only furniture and furnishings that do not detract from the overall appearance and standing of the Building shall be permitted on the balcony.
This includes washing lines, satellite dishes, alarms and air-conditioning units.



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- No window treatment other than existing blinds may be hung.
- No rubbish, signage or objects which may cause offence, shall be displayed
- Be aware that noise on your balcony does carry, particularly during the night, please close windows and ranchsliders if entertaining late.

23. Smoke Detectors and Alarms

Your apartment is fitted with both smoke detectors and sprinklers.

The smoke detectors are run by batteries, if these beep intermittently, this indicates the battery needs to be changed.

If, while cooking, the apartment smoke detector sounds, open your windows and ranchslider and fan the smoke out side.

The apartment smoke detectors are a warning only, and not connected to a fire call out, fanning the detector will help stop the noise when activated.

However, under no circumstances, open your hallway door to allow smoke out.

The smoke detectors in the hall are connected to a monitoring service.

On their activation the fire brigade is called out.

False callouts are charged out at \$1500.

The apartment responsible will be charged this fee.

Do not remove the fire detector. This will alert our fire contractor, as the fire switchboard will go into defect. The call out fee will be charged to the offending apartment.

Fire Evacuation from the Building

Please ensure you familiarise yourself and guests with the evacuation plan in your apartment. In the unlikely event of an emergency requiring you to vacate your apartment, emergency lights will operate on each hallway. Please follow these to the nearest exit, walk down the stairs and exit through the front foyer doors to Halsey St, the muster area is across the road by the bus station.

Please treat all fire activations seriously.

Breaches will result in defaulting apartments being fined.

24 Indoor Heated Pool, Spa, Sauna and Fitness Centre

Rules are displayed prominently in both the gymnasium and pool area, please make yourself aware of these. Copies are also available from the Manager.

The Body Corporate has established the following general conditions of use:

- Complex Hours 5.00am to 11.00pm



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- Residents are responsible for their guests and ensuring they adhere to rules, guests must be accompanied by residents when using these facilities.
- Smoking is not permitted.
- No glasses or bottles are to be used, you are welcome to use plastic water bottles that can be capped, these can also be refilled at the water fountains.
- Please do not bring in food, alcohol or coloured beverages, as spills will stain the flooring and remove special sealants.
- Please ensure children under the age of 13 are **supervised by an adult at all times.**
- *Please shower before using the pool facilities*
- Shower facilities are not to be used for daily personal use.

Please note that any serious breaches will result in the withdrawal of privileges.

25. Marina

Swimming in the Marina or lock/waterway is strictly prohibited. Large pumps automatically balance the water levels between the Harbour and Marina, this causes strong undercurrents, As well, pollutants from the harbour are always present.

If you would like to berth a boat in the marina, please contact the manager.

26. Smoke Free Common Areas

The building is smoke free.

Smoking is prohibited in all common areas, except your own apartment (and only with your landlord's permission).

Please do not flick ash or butts from your balcony as this can, and has, (in other apartments) been the cause of fire on a balcony below.

27 Lost Property

Please hand all property found, into the office. We will make every effort to find the owner.

28 Skateboarding

Skateboarding is not permitted anywhere in the Lighter Quay precinct.



29 Maintenance

Please contact the Manager in the event of any repairs and maintenance work being required. The Manager can then approach your Property Manager for instructions to proceed. However, in the interests of your safety and security, urgent works or after-hours assistance will be undertaken expeditiously.

Note that management has the right of entry to any apartment, if urgent works are required. However, every effort will be made to contact the tenant involved.

Please advise manager of any common area damage that you discover.

Maintenance Forms are available outside the 77 lift or Reception.

30 Tradespeople

Management has a number of preferred tradespeople, who are regularly in attendance on site. Management is happy to assist with organising these trades for you. If you are organising any trades please inform the manager 24 hours in advance.

31 Peaceful enjoyment of Residence

It can not be stressed strongly enough that excessive or intrusive noise and activities are not tolerated.

The Body Corporate has zero tolerance on the noise issue.

In order to ensure that residents of Lighter Quay are not disturbed, all residents are requested to monitor their own behaviour and be mindful of their fellow residents.

Consideration should be given in all common areas, especially when guests are arriving or departing. Within the apartment keep the volume of entertainment systems down to a reasonable level and be aware that voices carry a considerable distance on the balconies and through open windows. Please contain noise by closing windows and doors.

Between the hours of 10pm and 7am no external noise is tolerated.

The Body's Corporate powers are far more stringent than that of a Tenancy Agreement held with the Landlord - as the Body Corporate does not acknowledge the difference between landlord and tenant - only that of occupier.

Accordingly, the Body Corporate may fine the landlord for any tenant breaches, as well as enter the offending apartment and remove appliances and/or occupants who have not abided by demands. Further, access fobs can be cancelled and all privileges withdrawn (including power) indefinitely.