Nexus – Resident Welcome Pack

A brief summary of what you need to know about living at Nexus at St Leonards

Dear Resident,

The Owners Corporation welcomes you to your home at Nexus at St Leonards.

The Building Manager has been appointed to facilitate the smooth running of the day to day operations of Nexus.

We trust the information contained herein will aid you in familiarising yourself with Nexus and includes some brief notes on building operations, By-Laws and recommendations. A complete Resident Information Guide (19 pages) expanding on this Welcome Pack is available for download from the Nexus at St Leonards website (www.nexusatstleonards.com.au).

To enable the Building Manager to better manage the Nexus facilities, please complete the Resident Registration Form attached and return it to the Building Manager as soon as possible.

The Building Manager’s office is located on Residential Level M and Aloysius can be contacted on:

**Mobile: 0423-035-769**

**Email:** **buildingmanager@nexusatstleonards.com.au**

**Location: Level M, 15 Atchison Street, St Leonards NSW 2065**

14-Mar-12

The Nexus Team

*buildingmanager@nexusatstleonards.com.au www.nexusatstleonards.com.au*

# Car Park

Most apartments enjoy the use of a private carspace in the Car Park. A list of those apartments cross matched with their apartment number is found on the Nexus at St Leonards website ([www.nexusatstleonards.com.au](http://www.nexusatstleonards.com.au)). Each carspace is private property and parking in another carspace is trespassing on the private property of a neighbour.

# Contractor Works

* Please ensure that you have all of the necessary permissions before you commence any major works in your apartment. If in doubt, contact the Building Manager for guidance
* Notify the Building Manager of commencement dates so that all necessary precautions can be taken e.g. isolation of the fire system, etc
* If the Fire System is activated and it is deemed to be a false alarm, the NSW Fire Brigade will issue a call out fee and this will be paid for by the resident who engaged the contractor who caused the false alarm

# Common Area Faults and Defects

* Any faults or defects in the Nexus Common Areas should be reported to the Building Manager immediately so that a prompt response can be made to rectify the problem

# Fire Alarms

* All apartments, Lobby corridors, Car Parking and Common Areas have a public address system that will only operate in fire emergencies and during system tests
* If the public address system advises you to evacuate the building, then please do so immediately via the Fire Stairs – do not use the Lifts
* There are two fire exits on each level and are located opposite the Lifts
* A complete explanation of the Nexus Fire Alarm system can be found in the Resident Information Guide (18 pages) available for download from the Nexus at St Leonards website (www.nexusatstleonards.com.au).

# Garbage and Recycling

Each Level has a Garbage Recycling Room equipped with Garbage Chute and two Recycling bins

* Garbage should be “double-bagged” and placed in the Garbage Chute. Please only use smaller supermarket plastic bags - larger bags will get stuck in the Garbage Chute
* At no time must the Garbage Chute be used for disposal of any loose items
* No liquids, sharp or irregular shaped items should be placed in the Garbage Chute as they will cause spillages, breakages and/or obstructions
* For any oversize bags - do not attempt to put these in the Garbage Chute. Take them directly to the Garbage room on Level M
* Recycled Paper and Cardboard should be broken down and placed in the Blue Bin
* Recycled Glass and Plastic should be placed in the Black Bin
* Please ﬂatten any cardboard boxes and cartons and take them to the Garbage room on Level M
* Bins are emptied daily and taken to the Garbage Recycling Room found on Level M
* If you have large quantities or bulky items of Glass, Plastic or Paper, please take them to the Garbage Recycling Room and breakdown into smaller pieces to place in the Recycling Bins
* Any larger items and any articles such as chairs, stools, pots, cupboards, carpets etc, MUST NOT be placed in the Garbage room or left on Common Property. The disposal of such items is the direct and personal responsibility of each resident. Two options are available:
	+ Use the North Sydney Council Clean-up service which has 2 or 3 collections every month. Contact the council to arrange a booking, or
	+ Take the items to the Artarmon Waste and Recycling Centre, Lanceley Place, Artarmon

# Gymnasium

* The Gymnasium is located on Level M
* Correct clothing and footwear must be worn at all times
* Children under 12 years of age must be supervised by an adult at all times whilst in the Gym
* Glass objects, drinking glasses and sharp objects are not permitted in the Gym
* Towels must be used in the Gym at all times
* Please wipe down all equipment after use
* Smoking is not permitted in the Gym or in any part of the Nexus building
* Anyone using the Gym does so at their own risk

# Junk Mail

Each Mailbox has a NO JUNK MAIL sticker attached

* If you receive Junk Mail in your mailbox and do not require it, then dispose of it responsibly in the Recycling Bins
* Do not leave any Junk Mail on top of the mailboxes
* If you receive incorrectly addressed mail in your mailbox, then mark the mail as “Not known at this address - Return to Sender” and place it in a red Australia Post street mail box
* Do not leave any incorrectly addressed mail on top of the mailboxes as the Postman will not collect this mail for return

# Moving in or out or receiving a delivery?

The Lifts at Nexus service 88 apartments and as such are busy all day, every day

* All moving in or out of Nexus must be done between the hours of 09:00am to 02:00pm Monday to Friday and is not permitted on weekends, evenings or Public Holidays
* Please notify the Building Manager at least 48 hours prior to any move in or out so that the Lift can be booked and the Lift wall covers are fitted to avoid any damage
* A security deposit of $500 is to be left with the Building Manager before any move in or out is conducted. The deposit will be returned if there is no damage or cleaning costs incurred during the move in or out
* If any move in or out has to occur after the nominated times or days, please contact the Building Manager to make necessary arrangements. A call out fee of $200 will have to be paid to the Building Manager prior to any move in or out when the Building Manager is needed to attend after the nominated times or days

# Security Fobs

* Every apartment has been provided with Security Fobs that give access to the Nexus building Common Areas and apartment Level
* If a Security Fob is lost or misplaced, please notify the Building Manager immediately so that the lost or misplaced Security Fob can be deactivated to ensure Nexus security
* Additional Security Fobs are available for purchase through the Building Manager

# Smoke Detectors

Smoke detectors are fitted in all common property areas including lobbies, corridors and carparks. These are connected to the Nexus fire monitoring system that will trigger an evacuation of the building and call the Fire Brigade when activated.

If your smoke detector sounds, please check for the cause and open windows to clear the smoke. If you open your apartment front door to clear the smoke, the lobby smoke detector will be activated and in turn will activate the building fire alarm causing a general evacuation of Nexus.

# Smoking

Under the Nexus By-Laws, Section 4.1 What are your General Obligations?

You must not smoke cigarettes, cigars or pipes while you are on Common Property or in part of an apartment which is air conditioned or allow smoke from them to enter Common Property

Smoking in common property, including the arcade between Atchison Street and Albany Lane, may activate the smoke alarm and cause a building evacuation. Under the Strata Schemes Management Act 1996, your balcony forms part of the Common Property of the Nexus building, so even it is a no smoking area.

# Telephone and Internet

Firstly, engage your telephone and/or Internet provider of choice (e.g. Telstra, Optus, TPG, etc) and sign all necessary contracts.

If the telecommunications service provider requires access to the Nexus MDF Room (only between the hours of: 09:00am to 02:00pm Monday to Friday, not permitted on weekends, evenings or Public Holidays), please have them contact the Building Manager (see the Emergency Contacts tab) as the MDF Room requires a special access key.

**Nexus - Resident Registration Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apartment Number** | **Owner or Tenant** | **Number of Bedrooms (1-3)** | **Study (Yes/No)** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Date of Rental Agreement expiry** |  |
| **Name of Real Estate Agent Company** | **Name of Real Estate Agent Property Manager** |
|  |  |
| **Phone Number of Real Estate Agent** | **Email of Real Estate Agent** |
|  |  |

Number of Residents = Number of Bedrooms x 2 e.g. 2 x Bedrooms plus Study = 4 x Residents. Studies are not habitable areas

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Resident 1** |  |  |
| **Title** | **Full Name** | **Email Address** | **Phone Number** |
|  |  |  |  |
|  | **Resident 2** |  |  |
| **Title** | **Full Name** | **Email Address** | **Phone Number** |
|  |  |  |  |
|  | **Resident 3** |  |  |
| **Title** | **Full Name** | **Email Address** | **Phone Number** |
|  |  |  |  |
|  | **Resident 4** |  |  |
| **Title** | **Full Name** | **Email Address** | **Phone Number** |
|  |  |  |  |
|  | **Resident 5** |  |  |
| **Title** | **Full Name** | **Email Address** | **Phone Number** |
|  |  |  |  |
|  | **Resident 6** |  |  |
| **Title** | **Full Name** | **Email Address** | **Phone Number** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Emergency Contact** |  |  |
| **Title** | **Full Name** | **Email Address** | **Phone Number** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Do you (or anyone else) park a car or motorbike in Nexus?** |  |  |
| **Registration – Car/Bike 1** | **Vehicle Make – Car/Bike 1** | **Carspace Number 1** |
|  |  |  |
| **Registration – Car/Bike 2** | **Vehicle Make – Car/Bike 2** | **Carspace Number 2** |
|  |  |  |

|  |  |
| --- | --- |
| **Do you have an animal at Nexus? (No, Cat, Dog, Fish Other)** |  |

For expanded information, please see the complete

Nexus - Resident Information Guide (19 pages)

available for download from the Nexus at St Leonards website

www.nexusatstleonards.com.au