



# REFLECTIONS

Waterfront Apartments

**EAST TOWER STRATA PLAN 58084**

**WELCOME INFORMATION BROCHURE**



# REFLECTIONS

Waterfront Apartments

EAST TOWER STRATA PLAN 58084

## COUNCIL OF OWNERS

BY MAIL: CORPORATE MAIL RECEPTACLE

98 TERRACE ROAD

PERTH WESTERN AUSTRALIA 6004

BY EMAIL: [admin@reflectionseast.net.au](mailto:admin@reflectionseast.net.au)

WEBSITE: <http://www.reflectionseast.net.au> & [.com.au](http://www.reflectionseast.com.au)

## STRATA MANAGER

SMITHWICK STRATA SERVICES

POST OFFICE BOX 408

NORTH PERTH WESTERN AUSTRALIA 6906

CONTACT: MR HENRY VAN ES - DIRECTOR/PRINCIPAL

TEL: (08) 9227 6274 (24 HOURS)

FAX: (08) 9227 0974

Email: [henry@smithwickstrataservices.com](mailto:henry@smithwickstrataservices.com)

## EMERGENCY CONTACT (24 HOURS)

**STRATA MANAGER: (08) 9227-6274**

## 1. Introduction

### 1.1 Welcome

The Council of Owners welcomes you to the Complex and has compiled this Brochure to assist you in settling into your new Residence.

We trust the information contained herein will aid you in familiarising yourself with our adopted By-Laws (known as the Management Statement), gain an understanding of your obligations and your responsibilities with regards to your Residence, use of the Facilities and the Common Areas of the Scheme as well as assure you that your interests are of paramount importance to us as a Council.

We are more than happy to assist with any enquiry you may have which can be lodged at the contacts noted on the front of this Brochure.

## 2. Website

Our Website, <http://www.reflectionseast.net.au> sets out information relevant to the Complex and, as it is live in the public domain, provides potential buyers with an overview of our location, amenities and lifestyle.

The Website also offers a secure Owners' page which contains 'Confidential' information to owners such as Minutes of General Meetings, Minutes of Council Meetings, Financial Reports and Notices. This section of the Website is only accessible to Owners by use of the private Login and Password provided.

The Website is easy to use and Council trusts that you will find within it the necessary information to reassure you that your Residence is being managed in your best interests.

You can email either the Council or the Strata Manager directly from the Website.

## 3. Your Residence

### 3.1. Moving In/Out

Moving at Easter, Christmas and week-ends is not allowed.

A lift key and lift protective covers are available on request for ease of moving in or out of the Complex. The key will lock the lift to your floor ensuring the safety of your removalists and the lift covers will protect the common property. Please request the lift key and lift covers with at least 48 hours notice either by mail, telephone or email at the contacts noted herein or via our Website.

Arrangements also need to be made with the City of Perth for the booking of two street front car bays for the convenience of your removalists by contacting the City of Perth on Tel: (08) 9461 3122 or by email at: [info.city@cityofperth.wa.gov.au](mailto:info.city@cityofperth.wa.gov.au)

### **3.2. Mail Room**

Located on the ground floor is the secure mail room. In this room there is a notice board for general notices. Please refer to it from time to time.

On the credenza in the mail room you will find Booking Forms for the Lounge Room of the Complex as well as the "Cleaning/Maintenance Book" on which all residents can record any common area items of cleaning and/or maintenance which require attention

The Council of Owners will refer to this book and endeavour to attend to all reported items in a timely fashion in an effort to better maintain the property.

### **3.3. Individual Floor Lobbies**

Personal items are not to be stored on any section of the common property, and in particular, on individual floor lobbies as these items could cause a serious trip hazard in the event of an emergency evacuation should lighting not be available. Your co-operation is respectfully requested in this matter.

### **3.4. Balconies**

These have been provided as part of your outdoor living space and not as a storage space. Items such as washing, clothes airers, white goods, office furniture, bicycles, mops/buckets etc. stored on your balcony is a breach of the By-laws and also most unsightly. We trust you will not want to retain such items which, in any event, would detract from the amenity of the Residence.

### **3.5. Car Parks**

Each apartment enjoys the use of two private car bays. These are your private property. Consequently parking in another bay is trespassing on the private property of a neighbour. As wheel clamping procedures may be implemented in the future you should be aware that the illegal parking of your vehicle may lead to its wheels being clamped resulting in costs being incurred by you to remove those clamps.

Kindly note that our By-laws prohibit the leasing of our private car bays to non-residents of our complex.

The complex does not provide car washing facilities, hence you will need to make private arrangements regarding the cleaning of your motor vehicle/s.

Two Visitors' Car Bays are available on the ground floor of the complex and they are clearly marked "Visitors". These bays are intended for short term use of visitors to owners or residents of our complex and not for use by contractors or long term guests.

Bike racks are provided in both basement and ground floor car parks. Alternatively you can store your bike within the store room which forms part of your Lot.

### **3.6. Store Room**

A store room is provided for each apartment within the Complex. This is your private property and forms part of your Lot.

## **4. Basement & Ground Floor Stores**

### **4.1. Common Stores**

Separate to your individual store room (which forms part of your Lot) other store rooms have been provided within the Complex known as "Common Area Store Rooms". These are store rooms which are intended for storing "common" property i.e. property which belongs to all owners in respect of their unit entitlement. Items such as cleaning materials, gardening tools & materials, paints, building/construction equipment, lawn maintenance equipment and the like are meant to be stored in the common area storerooms as those items are required to be used within the Complex to maintain the "common area" for the benefit of all owners.

Your personal effects cannot be stored in common area stores.

### **4.2. Work Shop**

The Council of Owners recognises that some owners may wish to carry out hobbies such as wood work or enjoy some spare time working on a special project. To this end we have designated a common area storeroom to be converted into a "Work Shop". This room is located in the basement of the Complex and it can be accessed by calling the on-site mobile.

Your co-operation is sought to maintain this room in a clean and tidy condition.

## **5. Facilities & Common Areas**

All facilities are located on the first floor of the Complex.

Please note that as this is a residential Complex and for the comfort of all residents restrictions may apply to the hours of use of some of the facilities. The Council of Owners will advise those restrictions (if any) from time to time.

We take this opportunity to advise that this is a “smoke free Complex” so that smoking is not allowed on any part of the Common Property.

#### **5.1. BBQ and Outdoor Courtyard Area**

For health and safety reasons the BBQ and the work areas surrounding it need to be cleaned as and when used. It would be appreciated if you would leave this area in a clean and tidy condition after use and wipe any soiled outdoor furniture as a measure of respect for following users.

Bins are provided for refuse.

#### **5.2. Pool and Spa**

This part of the complex is open during daylight hours only, as per the licence granted by the Health Department of the City of Perth.

Glass of any kind is not allowed outside of the gated pool/sauna area. Should broken glass fall in the pool or spa to necessitate the draining of those facilities the resulting cost to the strata company would be considerable. For this reason security cameras are in place and offending owners will be held personally responsible for the costs associated with damage caused to this area.

The spa is licensed for use by a limit of 3 adults at any one time. Please be mindful of this restriction so that everyone can enjoy this facility.

As all apartments overlook the pool please ensure that suitable pool attire is worn by you and your guests at all times.

Likewise the BBQ/Courtyard Area is immediately beneath apartments and your consideration is requested in not being excessively loud.

#### **5.3. Sauna & Gym**

Children under 16 are not allowed to use any of the facilities unless accompanied by their parents (or an adult person). In respect of the sauna each family needs to take responsibility, even with children over 16 years of age, having regard to the maturity level of the individual.

The sauna is an electric dry sauna and, as such, only water should be poured over the rocks. Pouring anything other than water will damage the sauna and the steam will set off the fire alarm causing the evacuation of the building and a call out by the Fire Brigade.

Please ensure to switch off the sauna and all lighting when you have finished.

Usage of any gym equipment is solely at the user's risk. The Strata Company does not accept any responsibility or liability whatsoever for any injury sustained in the gymnasium or the sauna as a result of negligent or incorrect usage of the equipment by residents or their guests.

Gym equipment is to be used only for the purpose intended, and relocation of that equipment within the gym is not to be made without Council of Owner's approval. Items are not to be removed from the gym itself.

#### **5.4. Residents' Lounge Room**

This large room is fitted with full kitchen facilities (which include a microwave and refrigerator) a bench bar, lounges and tables and chairs and is perfect for entertaining those extra guests at special times of the year such as birthdays and anniversaries. The Council of Owners have initiated a booking system for this facility which is limited to a few hours for your private function. Booking Forms are available via the Website or from the mail room. A bond applies to the booking which will be totally refunded if the Lounge is left in a clean and tidy condition and no damage has been caused to the common area.

#### **5.5. Board Room, Billiard Room & Tennis Court**

The Boardroom accommodates 8 and is ideal for your business or private meetings.

Enjoy a game of billiard or snooker with your friends and guests in the games room directly opposite the Boardroom or play a game of tennis on the full size tennis court which can also be accessed via the Billiard Room.

As no booking system is currently in place for these facilities your co-operation and common courtesy when using them would be appreciated.

#### **6. Fire Safety & Water Shut-off Valve**

##### **6.1. Fire Safety**

As the safety of our loved ones is of paramount importance a “Fire Evacuation Plan” has been provided to each apartment. May we urge you to familiarise yourself with this plan and bring it to the attention of your family, friends and visitors.

Please retain the plan in a prominent place in your apartment and maybe take the time to carry out your own ‘test’ evacuation so that you and your family may be better equipped to deal with an emergency.

## 6.2. Water Shut-off Valve

We suggest that all residents be aware of the location of the water shut-off valve within your Residence.

This valve is generally accessible through the manhole located in either the second bathroom or the laundry of your apartment. To confirm the location of this valve you should refer to the Apartment Manual posted in the "Apartment Living" section of our Website.

Knowing the location of this valve can prevent the damage and inconvenience that can be caused by flooding within your apartment.

## 7. **General Matters**

### 7.1. Pets

Pets are not allowed on any part of the common property. When taking your pet for a walk you need to carry them in and out of the Complex.

### 7.2. Visitors

Please note that you need to accompany your visitors whilst using any facilities and throughout the common property areas as you are responsible for their actions and behaviour.

### 7.3. Disposal of Household Refuse

A bin chute is located in the back balcony on each individual floor foyer for your convenience. This is for household refuse only. All recyclable materials need to be disposed of in the recycle bins (those with yellow lids) located in the Bin Room on the ground floor. The Bin Room is accessible via the ground floor main lobby lift area which leads out to the ground floor car park.

### 7.4. Newspapers

Unfortunately these are not available for delivery to your apartment, but can be purchased at two convenience shops, close by.

### 7.5. City Access

The Complex is located within walking distance of Adelaide Terrace and the Central Business District (CBD). You are in the "Free Transport Zone" of the City and can enjoy bus travel free of charge.

Refer to our "Location Map" on our Website which will provide you with a better guide and understanding of the many amenities within walking distance of our Complex.

### **Thank You!**

We trust that this Brochure serves to provide you with an insight to how best you can enjoy your Residence and a brief overview of the Facilities and Common Areas.

You should refer to the Management Statement for a complete set of the By-Laws applicable to Reflections East. This is available on our Website.

We take this opportunity to welcome you to your new Residence and prompt you to contact us should you have any queries or concerns.

*Council of Owners*

*.... The City address with the Resort Lifestyle*



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Revised June 2013