



Tattoo Apartments – Residents Guide – Current as at March 2011

Tattoo Apartments is home to around 40 people living in 36 Apartments. It is a friendly community and with a little care and effort we can all help keep Tattoo a great place to live. Located moments from bars and cafes, a few minutes from shops and entertainment, this is a great building in a fantastic location. This guide covers most of the things you need to know about living at Tattoo Apartments and lists the basic rules and guidelines, which if are followed will make living here a pleasant experience for all.

Tattoo Apartments are run and administered by a Body Corporate Committee in partnership with our professional Body Corporate Secretary. Both the committee and secretary meet as necessary to keep the building maintained and functioning as planned.

As residents of the Tattoo Apartments you are subject to the Body Corporate rules, and if a tenant to your tenancy agreement. Whilst not all sections of the Body Corporate rules apply to a tenancy, certain sections do, generally those that cover noise levels, smoking, pets, security, rubbish and use of common areas.

Resident Rules for Tattoo Apartments

1. No rubbish in corridors, foyers or any common areas.
2. Laundry is not to be hung in areas that can be seen from the street.
3. No excessive noise between 9.30pm and 7am Sunday to Thursday and 10.30pm and 7am Friday and Saturdays.
4. Please treat public areas of the building with respect.
5. No smoking within any of the common areas of the building.
6. Follow the moving guidelines to the letter.
7. A rubbish skip is provided in the 'rubbish bay' next to the Wigan Street entrance to the building.
8. If you are a tenant, report any problems with your unit to your property manager.
9. If there are noise problems please advise your property manager if you are a tenant, or the Body Corporate Committee Contact after contacting Noise Control (Ph: 04 499 4444).
10. Do not keep the entrance doors to the building held open as this comprises the security of the apartments and building.
11. Clear your letterbox regularly. Any mail that is addressed to previous residents of your apartment, please mark "Return to Sender, no longer at this address" and place in the nearest NZ Post mailbox.
12. Mounting Items on the Walls and Ceilings: The walls (interior and exterior) and the ceiling of each unit are part of the fire cells of the building. You cannot drill or create holes of any sort in the walls or ceiling. This means that pictures will need to be mounted with 3M style hooks and items such as TV's cannot be wall mounted.

Complete Body Corp Solutions | 5 Bengal Street, Khandallah, Wellington 6035

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Mail and Post

The postal address for residents of the Tattoo Apartments is:

Apt X/42 Abel Smith Street, (*X is the apartment number*)
Te Aro,
Wellington 6011

NZ Post has access to the letterboxes in the entry foyer. Couriers cannot access the building. If something is being couriered to you, please ensure that someone is there to accept it.

Please clear your mail box regularly.

Moving in and out

You must communicate the date and time of your moving at least 48 hours in advance.

You can only move in or out of the building between 10am and 4pm week days and 9am and 6pm on weekends and public holidays. This is to ensure the least possible disturbance to other residents of the building.

Moving procedures and agreements are available from the Body Corporate Secretary or your property manager and need to be signed before you commence your move and must be adhered to.

You will be responsible for any damage caused to the common areas from moving in or out whether by movers or yourself.

Noise

Please have respect for your neighbours and allow them their right to quiet enjoyment of their apartment. However, we recognise that when living in apartments there will be times where some noise transfer between apartments are unavoidable.

Instances of excessive noise may result in Noise Control being called. Any instances of excessive noise will result in a written notice being issued to the owner (and tenant/s) responsible. Repeated instance of excessive noise may result in further action being taken against the owner and/or tenant.

Our suggestions if you are planning a party:

- Advise your neighbours
- Turn your music down by 9.30pm Sunday to Thursday and by 10.30pm Friday and Saturday.
- After these times keep voices to a normal speaking level.
- Keep your guests in your apartment not wandering the common areas on their own.
- Ask your guests be quiet when leaving the apartment

Rubbish and Recycling

There is a rubbish skip provided for all household rubbish is provided in the 'rubbish area' next to the Wigan Street entrance to the building.

Tattoo Apartments does not cater for disposal of large cardboard boxes and furniture. You will have to make arrangements for disposal of those items on your own.

Fire Alarms

When the fire alarms sound all residents and guests must evacuate the building as soon as possible. Fire exits are all marked clearly and will illuminate even if the power is off. The assembly area is at the corner of Abel Smith Street and Kelvin Grove (next to the Southern Cross). The fire evacuation plan is also located in your apartment.

Fire Systems and Callouts

There are smoke detectors in each apartment. There are wired in and monitored. If you remove them they will alert the monitoring company that there is a defect and they will have to attend. The owner of the apartment will be charged for the call out.

There are fire hose reels, manual call points, smoke and heat detectors in the common areas.

When the fire alarm is triggered the fire department is automatically called and the call cannot be cancelled. False callouts incur a charge which is billed to the Body Corporate. The charge for these callouts is currently around \$1200 for each callout with a further \$300 - \$400 for fire security re-setting and checks.

The Body Corporate will recover the cost of the callout and related service charges from the owners of the apartments which triggered the callouts. Tenants need to be aware that the apartment owner may choose to recover this cost from the tenants responsible.

Fire Safety

Tattoo apartments are inspected each month for general fire safety requirements. This involves a check of all emergency lighting, fire fighting equipment and fire escape areas.

All fire escape areas must be kept clear of belongings and rubbish to allow escape in case of a fire.

The building is inspected yearly to enable the current Building Warrant of fitness to be issued. This involves the Body Corporate Secretary and one of the Body Corporate Committee members accompanying fire safety contractors inside each apartment while the smoke detectors and fire alarms are tested. The Body Corporate Secretary will advise the occupiers of each apartment of access times for this inspection to be carried out.

Security

It is important to be aware of potential intruders who use the “tail gating” technique – (following residents into the building). Do not hesitate to ask strangers why they are on the premises. If they claim to be a contractor ask for identification. The Tattoo Apartments are your home. To help ensure the building remains secure it is important that residents support and assist with identifying potential security risks.

There is an intercom facility at both entry doors to the building. The intercom connects to the apartments and you can converse with the person at the doors.

After letting your visitor into the foyers you will need to meet them and take them to you apartment.

Tattoo Apartments
42 Abel Smith Street, Te Aro, Wellington

Body Corporate Secretary:

Complete Body Corp Solutions

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