

- (e) Repair and maintain his unit, and keep it in sufficient good order, repair and condition to ensure that no damage or harm shall ensue to the common property or any other unit in the building of which his unit forms part.
- (f) Make no additions or structural alterations to the unit or an accessory unit or in any way alter the colour scheme or external appearance or decoration thereof without the consent of the body corporate nor mark, paint, drive nails in or drill screws or the like into or otherwise damage or deface any structure that forms part of any common property without the prior written approval of the body corporate and without compliance with the procedures, requirements, directions and conditions notified by the body corporate.
- (g) Observe and comply and procure the observance and compliance of his visitors, agents, servants and tenants with the Rules of the body corporate relating to the control, car parking arrangements, management, security, safety, care, operation, cleanliness and use of the units and common property and for the preservation of good order, safety and comfort and enjoyment of the occupants thereof and visitors thereto as may from time to time be in force and effect.
- (h) Properly and expeditiously repair, clean and maintain the grounds, the sealed/cobblestoned and/or concreted areas or surfaced areas (including common areas) where applicable adjacent to the principal Units and those areas comprising the accessory Units used for carparking, access or other purpose (fair wear and tear being excepted) and will where necessary at the cost and expense of the proprietor resurface and clean all such parts of such sealed/cobblestoned and/or concreted or surfaced areas as shall require resurfacing or cleaning as a result of the default, carelessness, misuse or negligence of the proprietor or any servant, agent, visitor or licensee of the proprietor.
- (i) A Proprietor or occupier of a unit shall not use or permit the use of a unit for any purpose other than as a private residence or visitors accommodation or such other use as approved by the Body Corporate. This approval shall not be unreasonably or arbitrarily withheld. If the unit is to be used for any form of visitors accommodation then it may only be used for that purpose if under a management agreement with a Manager in conjunction with other units which are managed for that purpose. For the purposes of these rules "visitor accommodation" means the use of land/or buildings for short-term, fee paying, living accommodation where the length of stay for any visitor is not greater than 3 months at any time.

POWERS AND DUTIES OF BODY CORPORATE:

2. The body corporate shall:

- (a) Repair, maintain, replace and keep clean all chattels, fixtures, fittings, the exterior of the building and grounds (including without limitation, signs, landscaping and grounds) used, or intended, adapted or designed for use in connection with the common property or the enjoyment thereof.
- (b) Repair and maintain all pipes, wires, cables, ducts, and all other apparatus and equipment of whatsoever kind and wheresoever situate which may be

reasonably necessary for the enjoyment of an incidental right which may from time to time exist by virtue of section 11 of the Unit Titles Act 1972.

- (c) On request, produce to any unit proprietor, or a registered mortgagee of any unit, or any person authorised in writing by any unit proprietor or registered mortgagee of any unit, all policies of insurance effected by the body corporate under the provisions of section 15 of the Unit Titles Act 1972 and the receipt for the last premiums paid in respect thereof.
- (d) Insure and keep insured all buildings and other improvements on the land to the replacement value thereof (including demolition costs and architect's fees) against fire and such other risks as are set out in section 15(1)(b) of the Unit Titles Act 1972.
- (e) Pay any other items or Operating Expenses of the common property or the building which the body corporate considers reasonably necessary for the good management, maintenance, upkeep and appearance of the common property and the building including the remuneration payable to a building manager or supervisor (but without limiting the generality of the foregoing).
- (f) Impose an annual levy (payable in the manner the Committee decides) upon each individual proprietor in terms of section 15(2) of the Unit Titles Act 1972 based on the unit entitlement of each Unit. In addition, the Body Corporate shall from time to time make demand on each proprietor to pay a levy which shall be applied towards the upkeep of the grounds of the property and facilities used in common by the registered proprietors and the amount of such levy to be altered as required from time to time by resolution of the Committee of the Body Corporate.
- (g) Ensure no parking is permitted at any time within the common driveway access area.

3. The Body Corporate may:

- (a) Borrow any money necessary to enable it adequately to perform its duties or exercise its powers;
- (b) Invest any money for the time being held by it (whether in a fund established under section 15 of the Unit Titles Act 1972 or otherwise) in any of the modes of investment for the time being authorised by the law for the investment of trust funds.
- (c) Establish a current account at a bank, and nominate for the purposes of this paragraph 3 persons (including the secretary) of whom any 2 may operate the account;
- (d) Enter into any agreement with a proprietor or an occupier of any unit for the provision of amenities or services by it to the unit or to the proprietor or occupier;
- (e) Grant to a proprietor of a unit or to anyone claiming through him any special privilege (not being a lease) in respect of the enjoyment of part or parts of the common property;

Provided that any such grant shall be determinable by special resolution;

- (f) Enter into any agreement with any individual, a duly incorporated management company or professional manager for a fixed period for the carrying out and management of the duties of the Body Corporate at such remuneration and upon such terms and conditions (including all visitor accommodation requirements) as it may approve. Any such Management agreement shall include (but not be limited to) in the operational duties and powers of the Manager the following:
- (i) Impose and enforce an outdoor property use curfew between 2230 and 0730 to ensure noise levels do not exceed those levels provided for residential activities in the District Plan and ensure noise shall be managed in accordance with the noise management plan submitted to and approved by Council in accordance with the resource consent of the site.
 - (ii) Provide for and enforce on site car parking arrangements and ensure the car parks allotted to each units shall be used by the occupier of that unit and enforce "sensible" parking for any additional parking requirements such as boats.
 - (iii) The Manager will have jurisdiction to require that any anti-social behaviour problems experienced by any occupation of the site or any neighbouring site ceases and shall have additional powers to terminate any tenancy arrangements.

COMMITTEE OF A BODY CORPORATE

4. Where there are more than 3 proprietors, the powers and duties of the Body Corporate shall be exercised and performed by a committee, subject to any restriction imposed or direction given at a general meeting of the Body Corporate.
5. Until the first annual general meeting of the Body Corporate, the proprietors of all the units shall constitute the committee. Thereafter the committee shall consist of such number of proprietors, not being fewer than 3, as is fixed from time to time by the body corporate at an annual general meeting.
6. The members of the committee shall be elected at each annual general meeting, to hold office until the next annual general meeting;

Provided that, unless the committee consists of all the proprietors, the body corporate may by resolution at an extraordinary general meeting remove any member of the committee before the expiration of his term of office and appoint another proprietor in his place to hold office until the next annual general meeting.
7. Any casual vacancy on the committee may be filled by the remaining members of the committee.
8. The quorum necessary for the transaction of the business of the committee may be fixed by the committee; and, unless so fixed shall be 2 if there are not more than 6 members and 3 otherwise.
9. If the number of committee members is reduced below the number which would constitute a quorum, the remaining members may act for the purpose of increasing

the number of members to that number or of summoning a general meeting of the body corporate, but for no other purpose.

10. At meetings of the committee all matters shall be determined by a simple majority of votes. In the case of equality of votes the chairman for the time being of the meeting shall have a casting vote as well as a deliberate vote.

11. Subject to any restriction imposed or direction given at a general meeting, the committee may:

(a) Meet for the conduct of business, adjourn, and otherwise regulate its meetings as it thinks fit.

Provided that it shall meet when any member of the committee gives to the other members not less than 7 days notice of a meeting proposed by him, specifying the reason for calling the meeting.

(b) Employ for and on behalf of the Body Corporate such agents and servants as it thinks fit in connection with the control, management, and administration of the common property, and the exercise and performance of the powers and duties of the Body Corporate.

(c) From time to time elect one of its members to act as convener of the committee.

(d) Delegate to one or more of its members such of its powers and duties as it thinks fit, and at any time revoke the delegation.

(e) Whenever it thinks fit, convene an extraordinary general meeting of the Body Corporate.

12. The committee shall:

(a) Keep minutes of its proceedings.

(b) Cause minutes to be kept of general meeting of the Body Corporate, and include therein a record of all unanimous resolutions.

(c) Cause proper books of account to be kept in respect of all sums of money received and expended by it, and the matters in respect of which all such income and expenditure is received or incurred.

(d) Prepare proper accounts relating to all money of the Body Corporate and the income and expenditure thereof but it shall not be necessary for such accounts to be audited by an independent auditor. A copy of such accounts will be sent to each proprietor before each annual general meeting of the Body Corporate provided however that a majority may at any general meeting of the Body Corporate require that the accounts be audited in which case it shall be obligatory that an audit be completed forthwith at the expense of the Body Corporate.

(e) On application by a proprietor or a registered mortgagee of a unit, or any person authorised in writing by either of them, make the books of account and all minutes available for inspection at all reasonable times.

- (f) Upon a requisition in writing made by proprietors entitled to 25 percent of the total unit entitlement of the units, convene an extraordinary general meeting of the Body Corporate.
13. Except as provided in clause 9 of these Rules, no act or proceeding of the committee or of any person acting as a member of the committee shall be invalidated in consequence of there being a vacancy in the number of committee at the time of that act or proceeding, or of the subsequent discovery that there was some defect in the election or appointment of any person so acting, or that he was incapable of being or had ceased to be such a member.

GENERAL MEETINGS OF A BODY CORPORATE

14. A general meeting of the Body Corporate, to be called at the annual general meeting, shall, in addition to any other meeting, be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting. The first annual general meeting of the Body Corporate shall be held within 3 months after the date of the deposit of the unit plan or of the first sale of unit, whichever is the later.
15. All general meetings of the Body Corporate other than annual general meetings shall be called extraordinary general meetings.
16. At least twenty (20) days notice of every general meeting of the Body Corporate specifying the place, the date, and the hour of the meeting and the proposed agenda shall be given by the proprietor or proprietors of any unit or by the secretary of the Body Corporate to all persons entitled to exercise a vote in accordance with the provisions of section 41 of the Unit Titles Act 1972 and of clause 23 of the Rules provided that accidental omission to give such notice to anyone so entitled shall not invalidate any proceedings at any such meeting.
17. Any notice required to be given under clause 16 of these Rules shall be sufficiently given if delivered personally to the person concerned or if left, or sent by letter posted to the person concerned, at the last address of that person notified to the Body Corporate, or if no such address has been so notified at that person's last known place of residence.
- Provided that, if a proprietor advises the Body Corporate in writing that he requires notices sent to him by post to be sent by registered post, a notice thereafter sent to him by post shall not be sufficiently given unless it is sent by registered post.
18. At a general meeting of the Body Corporate, the persons entitled, on an ordinary resolution, to exercise the voting power in respect of not less than one third of the units shall constitute a quorum.
19. Save as otherwise provided in these Rules, no business shall be transacted at any general meeting of the Body Corporate unless a quorum is present at the time.
20. If within half an hour from the time appointed for a general meeting of the Body Corporate a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same place and time, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the number of persons present and entitled to vote at the expiration of that half hour shall constitute a quorum.

21. At a general meeting of the Body Corporate, the chairman shall normally be the convener of the committee if he is present. If there is no convener or if the convener is not present or is unwilling to act, a chairman shall be elected at the commencement of the meeting.
22. Save as otherwise provided by the Unit Titles Act 1972 or these Rules, all matters at a general meeting of the Body Corporate shall be determined by a simple majority of votes. In the case of equality of votes the chairman for the time being of the meeting shall have a casting vote as well as a deliberate vote.
23. Subject to the provisions of section 41 of the Unit Titles Act 1972, at any general meeting of the Body Corporate:
 - (a) Where a unanimous resolution is required each person who is a proprietor shall be entitled to exercise one vote.
 - (b) In all other cases one vote only shall be exercised in respect of each principal unit, and no separate vote may be exercised in respect of any accessory unit.
 - (c) Any proprietor which is a company or other incorporated body may by resolution or its directors or other governing body authorise such person as it thinks fit to act as the representative of that company at any meeting of the Body Corporate or committee and the company shall notify the Body Corporate of the name of the person so authorised and that person may exercise on behalf of the company at any meeting of the Body Corporate or committee the same powers on behalf of the proprietor he represents as that proprietor could exercise if it were an individual person.
24. At any meeting of the Body Corporate any person present and entitled to vote on the matter that is under consideration may demand a poll thereon, which shall be taken in such manner as the chairman thinks fit.
25. The result of the poll shall be deemed to be the resolution of the meeting at which it was demanded. Where a poll is not demanded, a declaration by the chairman that a resolution has been carried shall be conclusive evidence of that fact without proof of the number or proportion of votes recorded for or against the resolution.
26. Any vote to be cast at a general meeting of the Body Corporate may be exercised personally or by proxy. Where 2 or more persons are jointly entitled to exercise one vote and wish to do so by proxy, that proxy shall be jointly appointed by them and may be one of them. A proxy shall be appointed in writing. If only one of those persons is present at a general meeting and they have not appointed a proxy as aforesaid, he or she may exercise the vote.
27. Where a poll is demanded or a special resolution is before the meeting, each vote shall correspond in value with the unit entitlement of the principal unit and accessory unit (if any) in respect of which it is exercised. In all other cases each vote shall be of equal value.
28. Except where a unanimous resolution is required, a power of voting in respect of a unit shall not be exercised unless all amounts accrued due and payable under the Unit Titles Act 1972 to the Body Corporate in respect of the unit of which the vote is exercisable have been duly paid.

29. If there is no committee, the responsibility for the matters set out in clause 12 of these Rules except paragraph (a) and the powers given to the committee by clause 11 of these Rules except paragraph (a), shall be those of the Body Corporate, and unless the context otherwise requires, every reference in these Rules to the committee shall read as a reference to the Body Corporate.
30. A secretary, who may or may not be a proprietor, shall be appointed by the Body Corporate at its first annual general meeting for such term, at such remuneration, and upon such conditions as it may approve; and any secretary so appointed may be removed by the Body Corporate provided it is entitled to do so pursuant to any written agreement with the secretary, either at a subsequent annual general meeting or at an extraordinary general meeting called for that purpose. At any such meeting the secretary shall have the right to attend and be heard.
31. The function of the secretary shall be to keep proper books of account in which shall be kept full, true, and complete accounts of the affairs and transactions of the Body Corporate and to carry out such other functions as may from time to time be delegated to him by the Body Corporate.
32. The secretary shall in each year prepare a balance sheet showing the Body Corporate's financial dealings during that year, and shall, within 6 months after each annual general meeting, send a copy of the latest balance sheet to every proprietor.

MISCELLANEOUS

33. The common seal of the Body Corporate shall not be used without the authority of the committee of the Body Corporate previously given. Whenever the seal is affixed to any instrument, that instrument shall be attested by at least 2 members of the committee or, where an administrator has been appointed or there is only one proprietor, by the administrator or that proprietor.
34. For the purposes of these Rules a special resolution means a resolution proposed at a general meeting of the Body Corporate of which at least 14 days' notice specifying the intention to propose the resolution as a special resolution has been given.
35. Where a resolution is proposed as a special resolution, the vote of the meeting shall be taken in the same way as if it had been proposed as an ordinary resolution and a poll had been demanded

Provided that a special resolution shall be deemed not to be carried unless persons entitled to exercise not less than three-fourths of the value of the votes and not less than three-fourths of the number of votes exercisable in respect of all the units vote in favour of it.

36. Notwithstanding anything contained in these Rules the secretary from time to time appointed by the Body Corporate pursuant to Rule 30 thereof may in the name of and on behalf of the Body Corporate give certificates pursuant to section 36 of the Unit Titles Act 1972 to any person authorised in writing by any proprietor to request such certificate and where such certificate is given then:
 - (a) The common seal of the Body Corporate may be affixed to the certificate without any further or other authority; and

- (b) The affixing of the common seal on the certificate shall be witnessed by the secretary and one proprietor.
37. Anything that may be done in accordance with the Rules in the second schedule may be done in the same manner or by resolution passed without a meeting or any previous notice being given, by means of an entry in the Minute Book signed by all the members or their duly appointed proxies having the right to vote in that resolution and comprising the proprietors for the time being of all the units comprised in the unit plan. It shall not be necessary for the Body Corporate to hold an annual general meeting if everything required to be done at that meeting within the time prescribed for the holding of the meeting is done by means of an entry in the minute book signed in accordance with this proviso. A memorandum pasted or permanently affixed in the minute book and signed by the members of the Body Corporate shall be deemed to be an entry accordingly.
38. In the event of the Body Corporate at a general meeting or extraordinary general meeting resolving by special resolution that a particular use of a principal or accessory unit is objectionable or in contravention of the Rules then for the better protection of the interest of all registered proprietors, it shall be lawful for the Body Corporate to resolve to forward a notice to the registered proprietor or occupier requiring him to forthwith refrain from such use of the premises or particular use found to be objectionable or in breach of these Rules. In the event of the registered proprietor or occupier not complying with such notice within fourteen (14) days of its service then the Body Corporate may without any further notice to that proprietor or occupier take such further or other steps as may be necessary to restrain the registered proprietor or occupier from carrying on such use. In the event of an injunction, restraining or other order being granted against the registered proprietor or occupier then the Body Corporate may recover the disbursements and costs of such, determined on a solicitor and client basis by a levy under these Rules on the proprietor of such offending unit.

The rules in the Third Schedule to the Unit Titles Act 1972 are revoked and replaced by the following rules:

Rules which may be amended by a resolution of the Body Corporate:

A proprietor or occupier of any unit shall not:

1. Use or permit his unit to be used for any purpose which is illegal or may be injurious to the reputation of the building.
2. Make undue noise in or about any unit or common property.
3. Keep any animal on his unit or the common property without the prior consent of the committee of the Body Corporate, or, if there is no committee, of the Body Corporate.
4. Use the common property in such a manner as unreasonably to interfere with the use and enjoyment thereof by other proprietors and their families and visitors.
5. Use his unit or permit it to be used in such manner or for such purpose as to cause a nuisance or disturbance to any occupier of any unit (whether a proprietor or not) or the family of any such proprietor.

Use

6. A proprietor or occupier of a unit shall not use nor permit the use of his unit for any purpose which may be illegal or injurious to the reputation of the building or of the proprietors or occupiers of units or which may interfere with the peaceful enjoyment of another unit by the proprietor or occupier thereof or which may interfere with the general management of the building.
7. Where the context shall require the word "unit" shall include the accessory unit.

Aerials, etc

8. Outside wireless and television aerials may not be erected without written permission of the committee.

Structural Alterations

9. No structural alteration shall be made to any unit (including any alteration to gas, water or electrical installations and air extraction systems) without the prior permission in writing of the committee.

Signs, Notices etc

10. A proprietor or occupier of a unit shall not paint, affix or display any signs, advertisements, notices, posters, placards, banners or like matter to or on any part of the building nor do anything to vary the external appearance of his unit without the prior written consent of the committee PROVIDED ALWAYS THAT whilst the original proprietor remains a proprietor of any unit in the building it or its servants and/or agents may without the consent of the committee paint, affix or display any signs, advertisements, notices, posters, placards or banners to or on any part of the building for the purposes of offering for sale any unit in the building.

Relation to Management

11. All requests for consideration of any particular matter to be referred to the committee or to the Body Corporate shall be directed to the secretary and not the chairman or any members of the committee. A proprietor or occupier of a unit shall not directly instruct any contractor or workman employed by the Body Corporate unless so authorised.

Obstruction

12. The pathways and drives on the land and any easement given access to the land shall not be obstructed by any of the proprietors or occupiers of units or used by them for any other purpose than the reasonable ingress and egress to and from their respective unit or accessory units and no proprietor or occupier of a unit shall park or stand or permit to be parked or stood upon common property any vehicle except in those areas designated as visitor parking on the common property which areas may be used by proprietors, occupiers or their invitees for temporary parking purposes or except as otherwise specifically consented to in writing by the committee. A proprietor or occupier of a unit shall not obstruct nor deposit nor throw anything on any path, hall, stairway, corridor, lobby, or entranceway in the building nor injure or dirty any part thereof.

Interior Maintenance

13. Each proprietor or occupier of a unit is responsible for the interior maintenance, exterior maintenance and decoration of his unit. A proprietor shall not change the exterior colouring of his or her unit without the approval of the Body Corporate.
14. A proprietor or occupier of a unit shall not employ any contractor or workman for the purpose of repairing, altering or making good any part of his unit or any services rendered thereto other than contractors or workmen duly appointed or approved by the committee or to perform any work in connection therewith except under the supervision and to the satisfaction of the committee which may specify conditions under which the work shall be done PROVIDED HOWEVER THAT nothing in this rule shall be deemed to prevent the proprietor or occupier from employing his own interior decorator for the purpose only of decorating or redecorating the interior of his unit PROVIDED THAT the proprietor or occupier may nominate certain tradesmen for the purpose of repairing or making good any part of his unit in the occasion of an emergency and, subject to the committee accepting these nominations the proprietor or occupier may employ any such nominated tradesman for the purpose of effecting such emergency repairs.

Windows

15.
 - (a) All windows shall be kept clean and if broken or cracked shall be promptly replaced by the proprietor or occupier of the unit at his expense with fresh glass of the same or better quality and weight as at present.
 - (b) A proprietor or occupier of a unit shall not employ any contractor or workman for the purpose of replacing broken or cracked windows other than contractors or workmen duly appointed and approved by the committee and under the supervision and to the satisfaction of the committee.
 - (c) No clothing or other articles shall be hung on the windows, balconies, or on the outside of the building or windows thereof.

Blockage of Pipes etc

16. The water closets, conveniences and other water apparatus waste pipes and drains shall not be used for any other purpose other than those for which they were constructed and no sweepings or rubbish or other unsuitable substance shall be deposited therein. Any damage or blockage resulting to such water closets, conveniences and other water apparatus, waste pipes and drains from misuse or negligence shall be borne by the proprietor whether the same is caused by his own actions, or his servants, tenants or invitees.

Notice of Accidents, Defects etc

17. A proprietor or occupier of a unit shall give the committee or the Building Manager prompt notice of any accident to or defect in the water pipes, electric installations, fixtures or the building which comes to his knowledge and the committee or Building Manager shall have authority by its agent or servants in the circumstances having regard to the urgency involved to examine or make such repairs or renovations as they may deem necessary for the safety and preservation of the building as often as may be necessary.

Cleanliness

18. A proprietor or occupier of a unit shall not deposit anything or throw any dust or beat any mat or carpet on or in or obstruct the use or enjoyment by other proprietors or occupiers of units or the common property.
19. A proprietor or occupier of a unit shall not throw or allow to fall or permit or suffer to be thrown or fall any paper, rubbish, refuse, cigarette butts or other substances or liquids whatsoever, out of the windows or doors, from balconies, or from the roof of the building. Any damage or costs for cleaning or repairs caused by breach thereof shall be borne by the proprietor or occupier of the unit concerned.
20. A proprietor or occupier of a unit shall keep his unit clean and take all practicable steps to prevent infestation by vermin and/or insects.
21. The committee or building manager shall use its best endeavours to cause all external surfaces (including windows) and the common property of the building to be cleaned in a proper and workmanlike manner and such cleaning will include the regular removal of rubbish and garbage from the building PROVIDED THAT the committee shall in no way be responsible to a proprietor or occupier for any loss or damage to the property or effects of the proprietor or occupier caused by anyone employed to provide such cleaning services. All costs in providing the cleaning services as aforesaid shall be borne by the proprietors equally.

Rubbish Disposal

22.
 - (a) Property secured and sealed rubbish bags for disposal shall be placed only where approved by the committee or the Building Manager and used only for the purpose for which they are provided.
 - (b) Empty bottles, boxes, used containers and similar items shall be stored tidily and, so far as possible, out of sight where directed by the committee or Building Manager.

Accessory Unit

23. Accessory units shall be kept tidy and free of all litter.

No Dangerous Substances

24. A proprietor of a unit shall not bring to, do or keep anything in his unit which shall increase the rate of fire insurance on the building or any property on the land or which may conflict with the laws and/or regulations relating to fires or any insurance policy upon the building or any property on the land or the regulations or ordinances of any Public Authority for the time being in force.
25. A proprietor or occupier of a unit shall not use chemicals, burning fluids, acetylene gas or alcohol in lighting or heating the premises, nor in any way cause or increase a risk of fire or explosion in his unit.

Noise

26. A proprietor or occupier of a unit, or his servants, agents, tenants and invitees shall not make or permit any objectionable noises in the building or upon the land or interfere in any way with the peaceable enjoyment of other proprietors or occupiers of units or those having business with them or of any person lawfully using the common property and all musical instruments, radios, stereo equipment, television sets and the like shall be controlled so that the sound arising therefrom shall be reasonable and not cause annoyance to the other proprietors or occupiers of units. In particular, no proprietor or occupier of a unit shall hold or permit to be held any social gathering in his unit or on common property in which there shall occur any noise which interferes with the peace and quietness of any other proprietor or occupier of a unit, at any time of day or night. The volume of musical instruments, radio or television receivers and stereo equipment or any other electronic device or medium shall be kept as low as possible at all times and they shall not be operated in such a manner as to be audible in any other unit.

This restriction shall apply to all principal and accessory units and to all of the common property.

Security

27. A proprietor or occupier of the unit shall:
- (a) Securely fasten all doors and windows to his unit on all occasions when the unit is left unoccupied and the committee or Building Manager shall have the right to enter and fasten the same if left insecurely fastened.
 - (b) Observe and perform all rules and regulations relating to the security of the building and any common property or amenities located therein as the committee may from time to time prescribe.

Committee's Power of Entry

28. Upon one (1) day's notice in writing or immediately without notice in the event of an emergency the committee and its servants, agents and contractors and Building Manager shall be permitted to inspect the interior of any unit and to test any electrical, gas or water installations or equipment therein and to trace and repair any leakage or defect in the said installations or equipment (at the expense of the proprietor or occupier of the unit in cases where such leakage or defect is due to any act or default of the said proprietor or occupier or their guests, servants or agents). If not so permitted they may affect an entry. The committee or Building Manager, in exercising this power, shall ensure that its servants, agents and employees cause as little inconvenience to the proprietor or occupier of the unit as is reasonable in the circumstances.

Notice of Rules

29. A copy of these rules (or a précis thereof approved by the committee) shall be exhibited in a prominent place in any unit leased or made available for letting.

Special Rules for Common Property

30. The committee may make rules relating to the common property not inconsistent with these Rules and the same shall be observed by the proprietors or occupiers of any units unless and until they are disallowed or revoked by a majority resolution at a general meeting of the Body Corporate.

31. The duties and obligations imposed by these Rules on a proprietor or occupier of a unit shall be observed not only by the proprietor or occupier but also by the guests, servants, employees, agents, invitees, licensees and tenants of such proprietor or occupier.

Recovery of Funds Expended to Rectify Breach

32. Where a Body Corporate expends money to make good any damage or loss caused by a breach of the Unit Titles Act 1972, or of these Rules by any proprietor or occupier of a unit or the guests, servants, employees, agents, invitees, tenants or licensees of the proprietor or occupier of a unit or any of them, the committee shall be entitled to recover the amount so expended as a debt in any action in any court of the competent jurisdiction from the proprietor of the unit at the time when the breach occurred.

Blinds, Curtains etc

33. A proprietor or occupier of a unit shall not erect external blinds nor hang curtains and/or blinds visible from outside the unit unless those curtains have a backing or be a white or cream shade or a colour and design as shall be approved by the committee or Building Manager. A proprietor or occupier of a unit shall not install, renovate and/or replace the curtain backing without having the colour and design of same approved by the committee or Building Manager unless the colour is of a white or cream shade. In giving such approval the committee or Building Manager shall ensure so far as practicable that curtain backing used in all units presents a uniform and orderly appearance when viewed from outside the building.
34. The committee may permit the Building Manager for the time being of the building to use as a car space such parts of the common property as the committee in its discretion sees fit (other than those parts of the common property over which exclusive use to a proprietor or proprietors has been granted).

Leasing

35. Where a unit is to be occupied for periods more than 3 months by a person other than a proprietor then the proprietor shall prior to granting any lease, tenancy or other right of occupation to such person do the following:
- (a) Be satisfied that such person is respectable and responsible.
 - (b) Ensure that such person has received and perused a copy of the Rules of the Body Corporate.
 - (c) Notify in writing to the Building Manager (if any) or the secretary the name of such person and the details of the proposed leasing, tenancy or other right of occupation by that person.

Emergency Contact

36. A proprietor or occupier of a unit shall advise the Body Corporate of the private address and telephone number of the proprietor or occupier or if the proprietor or occupier is a corporation then of the manager, secretary or other responsible person employed by the proprietor or occupier and shall keep the Body Corporate promptly informed of any change of such address or telephone number.

Fire Drills and Evacuation Procedures

37. The Body Corporate shall have the right to require the proprietor or occupier to perform from time to time fire drills and observe all necessary and proper emergency evacuation procedures and the proprietor or occupier and person under the control of the proprietor or occupier shall co-operate with the Body Corporate in observing and performing such rules and procedures.