

THE RULES AND REGULATIONS OF THE ADELENE RETIREMENT VILLAGE AS AT 1st MAY 2009

Harmony within the Village relies on you. Consideration to all Residents is expected and appreciated.

- 1.** No alterations, whether internal or external should be started without first obtaining permission from the CEO IN WRITING. Prior to the commencement of any major external structural additions to existing units, the Residents Committee will be consulted to determine the possible impact on the ambience of the Village. Residents will also be given the opportunity to offer comment.
- 2.** Residents are not permitted to have pets, such as dogs or cats (caged birds excepted) and are asked not to encourage any animals which may stray into the Village grounds. They are also expected to inform their Visitors of this and request them to keep visiting animals under restraint and not allow them on common ground unless accompanied by a responsible person.
- 3.** Residents must park their vehicles only in their allotted garage or carport. As a deterrent against intruders we ask you to keep the garage door closed when away from the Village.
- 4.** All visitors, whether they be family, friends or contractors, should be directed to park their vehicles wholly within the visitors car parking areas and not to block access to letter boxes, car wash area, T corners, pathways, garages, etc or any other area whether marked “No Standing” or “No Parking” or not, in order not to inconvenience any other users of the roads and parking facilities. Residents should advise the office when visitors are staying overnight and their vehicle will be occupying a parking space so that security will be aware the vehicle is allowed to be parked in the Village overnight or for several nights.
- 5.** The Resident may install any safety locking device for protection against intruders after gaining permission of the CEO.
- 6.** The Company will restore gardens to lawns at the request of the Resident or incoming Resident OTHERWISE existing gardens are the responsibility of the Residents, as is also the cleaning of adjoining pathways and/or steps and must be maintained by the Resident or his/her privately insured employee. No further gardens, trees or shrubs or are to be dug without the permission of the CEO. This request must be in writing. When watering gardens, washing windows or vehicles please restrict the use of water as far as possible.
- 7.** Clotheslines are not to be used for any purpose whatsoever on Sunday, Good Friday or Christmas Day. Articles left to dry or air on patios must be on a clothes horse and not draped over railings, furniture or lines. A clothes horse can be no higher than the rails on your balcony or deck. The CEO has the right to allow discretion regarding this rule when ill health or extended periods of bad weather are being experienced.
- 8.** Heating appliances must be electrically operated and air conditioners are to be used only between the hours of 7.00am and 10.30pm. Discretion is left with the resident but if you need to go outside this rule please inform the CEO. If exemption to this rule is required on an ongoing basis then the CEO can allow some leeway after taking into consideration the needs of the resident, the type of appliance in use and the impact on nearby neighbours.

- 9.** Noise (TV, radio, children, normal household noise) must be kept to a minimum. These noises can be regarded as excessive when they can be heard in an adjoining unit.
- 10.** The Resident shall not fix or cause to be fixed a television or radio antenna to the premises without the consent of the Board of Management.
- 11.** All those parts of the Village, other than the actual units shall be under the complete control of the Board of Management and the Resident shall not in any way obstruct or permit the obstruction of any such part of the common area.
- 12.** The Resident and his/her guests or invitees must be adequately clothed and shall not use any language or behave in a manner likely to cause offence or embarrassment to any other Resident or Visitor lawfully using the Common Property.
- 13.** The Resident shall not permit any child of whom he/she has control to play upon Common Property unless accompanied by an adult who is exercising effective control over the child. Bikes, scooter, roller blades and skateboards are not permitted within Adelene's boundaries at any time.
- 14.** The Resident must use his/her best endeavours to protect and keep safe the premises and any property therein from theft and robbery and shall keep all doors, windows and other openings closed and securely fastened when the premises are not in use.
- 15.** No blinds, whether Venetian or Awnings shall be fitted to the outside of the Unit without first obtaining the permission of the CEO IN WRITING. The resident is responsible for the purchase, installation and maintenance.
- 16.** Extra light fittings and/or power points may be installed by a licensed electrician after obtaining the permission of the CEO IN WRITING. The cost to be borne by the Resident whom must maintain all light fittings, tubes, globes, starters or other parts.
- 17.** Screens or other safety devices to prevent the entry of insects or animals may be installed by a qualified person at the Resident's expense after gaining permission of the CEO IN WRITING.
- 18.** The Resident will not give or imply permission to any organisation outside the Residents of the Village, to hold any function or solicit donations to such organisations without the approval to the Board of Management.
- 19.** All requests for maintenance assistance should be in writing preferably on a Maintenance Request Form. This assists with prioritizing the work and ensuring tasks are not forgotten or overlooked by staff.
- 20.** Vehicles are not to be washed in the confines of garages or carports. A car washing bay is provided.
- 21.** Pot plants should not be placed on paths or verandahs where they will restrict access to Units.

- 22.** Residents are requested not to leave foodstuffs out for birds as this attracts stray dogs which have been known to scatter the contents of garbage bags and bins.
- 23.** Speed limit within the Village is 15 km per hour.
- 24.** The Village Nurse is on duty Monday to Friday 8.30 a.m. to 2 p.m.
- 25.** Collection of general waste bins (red lids) takes place every Wednesday and are returned the following day. The collection of recycling bins (yellow lids) takes place every alternate Wednesday and returned the following day. Personal garbage bins outside of your unit is not allowed as they attract vermin and stray animals.
- 26.** Security – the Village is patrolled from 9 p.m. to 5 a.m.
- 27.** Emergency buzzer – it is stressed that this is to be used in emergencies only.
- 28.** It is advisable to give the office a spare front door and security door key. It will be stamped with your Unit number and placed in a locked box in the Hostel. This is to enable nurses to attend to emergency calls.
- 29.** Maintenance fees (recurrent charges) are payable one month in advance by direct debit.
- 30.** Televisions should be tuned to the Village system at resident's expense. This gives the resident access to our in-house advertising channel.
- 31.** A letter box nameplate will be fixed to resident's letter box at a nominal charge to residents.
- 32.** All work carried out in units must be completed by fully licensed tradesmen who have current Public Liability and Workers Compensation insurance, a copy of which should be provided to the office.
- 33.** Any after hours maintenance emergencies involving electricity, plumbing, broken windows, etc. should be reported to a resident board member and a maintenance request form completed.
- 34.** Window and awning cleaning will be made available to the residents twice yearly. This is an optional service and will be at the resident's expense.
- 35.** Adelene Retirement Village will at all times obey the water restrictions that the Gosford City Council has in place at the time. Exemptions can be requested via the Administration Office which will make arrangements with the Gosford City Council on behalf of the resident.
- 36.** Residents are requested to keep the area surrounding their unit clean and tidy at all times. Whereby pots and garden furniture are acceptable, if they are causing a risk to others you will be asked to be remove them. Approval for any other objects will be at the discretion of the CEO.