



GREYFRIARS PTY LTD
(ACN - 007 272 931)

SHAREHOLDER AND RESIDENT AGREEMENT GREYFRIARS COMMON RULES 2023

In accordance with the Greyfriars Constitution 2021, Article 12.3 and Schedule 2, items 2 and 3.

New shareholders and tenants are required to read and sign the Greyfriars Common Rules prior to purchase or signing a lease agreement. The signed copy should be sent to jess.blair@strataocm.com.au. An orientation session about the property and Common Rules can be arranged on request.

COMMON AREAS, FACILITIES and GROUNDS

Residents are welcome to use the gardens and common grounds. Residents must ensure that:

- No personal items, laundry, furniture, bicycles or litter are left on the grounds, walkways or balustrades.
- Noise or smells do not impact upon neighbours

Real Estate Boards

Real estate display boards or any other signs are not permitted to be displayed on the buildings or grounds. Auctions are not permitted in apartments or on the grounds.

Smoking

Smoking on walkways is not permitted, and butts must be disposed of in the rubbish bin.

Asbestos

There is asbestos cement sheeting in the eaves above the walkways and other locations around the building. It is sealed and safe, but must not be disturbed by residents or contractors.

Pets

Residents wanting to keep a pet must submit a signed [Greyfriars Pet Policy and Agreement](#).

Pot plants

Planters must not obstruct walkways and residents should ensure no water damage occurs to the walkways from watering plants.

Parking

Limited car parking is available for residents who are renting a car space only. Residents can apply for a space by submitting the [Carpark Rental Agreement](#). A space will be allocated to you, or you will be placed on a waiting list, depending on availability.

Cars should be parked bonnet first, and not be left running. The speed limit is 5 km/h.

A space is available for tradespeople and carers to use while they are onsite. There is also a 5 minute pick up and drop off zone, located between the two driveway entrances.

For residents with a garage, cars should not be parked in front of garages. Parking on the grounds is not permitted for anyone else. Motorbikes may not be parked on the grounds. Removal trucks should not attempt to drive through the arches.

Bicycles

Greyfriars has a bike room with seventeen fixed bicycle racks for residents to use. Spaces are allocated and residents must apply for a space by submitting a signed [Bike Storage Agreement](#).

Bicycles stored in the bike room without an allocated space will be removed without further notice. Dumped or abandoned bikes will also be removed without notice. Bicycles must not be stored under stairwells or on walkways. No other items should be stored in the bike room.

APARTMENTS

The maximum number of residents per apartment is three.

Shareholders are responsible for maintaining their apartment in good repair. Smoke detectors must be installed and maintained.

No commercial or retail business is to be conducted on the premises.

Residents must comply with Glen Eira Council and EPA requirements relating to health, safety and noise.

Residents must ensure their use of the property does not impact on other residents' quiet enjoyment of their apartment or the common areas.

PURCHASING, RENTING and SHORT-TERM STAY

Purchasing

The signed Common Rules **must** be included as a condition of sale. It is the responsibility of the shareholder to ensure real estate agents are aware of this requirement. Prospective shareholders may request an orientation with Greyfriars board members prior to a sale going ahead.

Deeds of Covenant – Documents required by financial institutions for purchase of shares must be seen by Greyfriars solicitors prior to presentation to the board of directors and the Company Secretary.

Renting

The signed Common Rules agreement **must** be included as a condition of the lease agreement. It is the responsibility of the shareholder to ensure real estate agents are aware of this requirement.

Prospective tenants may request an orientation with Greyfriars board members prior to commencing a lease.

Airbnb and Short-Term Stays

Shareholders who wish to use Airbnb or other short-term lease arrangements may rent their entire apartment with a minimum length of stay of 30 days. The Greyfriars Common Rules must be included in the house rules description on Airbnb. All short-term guests should be greeted on arrival and shown the facilities. **Tenants** may not sublet their apartment on Airbnb or a similar platform, in part or in full.

RENOVATIONS

Written application with a description of planned renovations must be submitted for approval 30 days **prior** to the commencement of any work. Refer to the [Greyfriars Renovation Policy and Application](#) for what information is required and to apply. An [Acoustic Policy](#) outlines requirements for replacing floor coverings.

If structural renovations are proposed, plans and an engineering report must be submitted. Greyfriars may seek further technical advice and guidance on applications. Any costs associated with the application will be met by the shareholder.

External building features **must not be altered**. External doors, security doors and windows must adhere to Greyfriars guidelines.

Galvanised iron pipes may be replaced by the Greyfriars house plumber to coincide with proposed kitchen and bathroom renovations. These are being progressively replaced with new pipes as the opportunity arises.

Dishwashers must be connected to cold water only. A water pressure reducing valve must be installed.

Washing machines are not permitted to be installed in apartments.

External Awnings

External awnings must not be installed without approval. Awnings should be a single block colour that is complementary to the red or cream brick work with a simple straight edged design.

Internal Blinds

Internal window coverings for large picture windows are compulsory in bedrooms and lounge rooms and must be white horizontal venetian blinds or curtains with a white or neutral facing.

Air Conditioning and Heating

External air conditioning or heating units are not permitted. Wood fires are not permitted in fire places.

Greyfriars encourages passive cooling and heating, including use of ceiling fans, external awnings, sealing gaps under doors and in window frames, double glazing and the use of curtains. These measures combined have a positive effect on keeping internal temperatures acceptable. Insulation is installed in the roof cavity.

MAINTENANCE

Greyfriars has a house plumber who must be used for water supply issues and faults to common facilities such as hot water services, common pipes and drainage. Hot water or common plumbing issues should be reported to boardadmin@greyfriars.com.au or via the Greyfriars Community WhatsApp group.

Greyfriars has a house electrician for faults with public lighting, electricity supply to the laundry or other common areas.

Residents should use their own plumber and electrician for internal repairs and works.

LAUNDRY

Three washing machines, two dryers and a hanging area are available in the laundry. The laundry is a high-use common facility and residents must help to keep it tidy. Clean up detergent spills and rubbish, collect laundry promptly when dry, and do not leave unwanted clothes or items behind. Personal belongings must not be stored or dumped in the laundry.

Access to the laundry is via a key code lock. The code will be provided when the signed rules are received. For security, the laundry door should be kept closed.

Please report any equipment issues to Greyfriars Administration at boardadmin@greyfriars.com.au or via the Greyfriars Community WhatsApp group.

Laundry hours are Monday to Friday 7.00am-8.00pm, and Sat-Sun and public holidays 8.00am-8.00pm.

RUBBISH, RECYCLING and GREEN WASTE

There are bin areas on for each side of the property. The bin areas are common areas and should be kept tidy at all times. Refer to [Glen Eira Council rubbish, recycling and green waste information](#) for guidance.

Rubbish – Red

Do not overfill or leave rubbish beside the bins. Ensure rubbish is placed in a bag. Rubbish bins must not be used for building waste.

Recycling - Yellow

Please recycle plastics, paper, cardboard and glass in accordance with the Glen Eira Council guidelines. Plastic bags should not be put in the recycling bins. Cardboard boxes must be flattened.

Green Waste and Compost - Green

Green waste bins are for food and garden compost only. Biodegradable takeaway food containers and compostable bags should not be placed in the green waste bins. Refer to [Glen Eira Council guidelines](#)

Hard Rubbish

A hard rubbish collection must be [booked](#) in advance with Glen Eira Council. No rubbish, building waste or unwanted items are to be left around the grounds. The cost of removing abandoned hard rubbish will be charged to the resident.

BREACH OF RULES

If a shareholder or tenant is in breach of any rules outlined above, Greysfriars will advise of the breach and require it to be remedied within 28 days.

If a shareholder or tenant, or their visitors or contractors are in breach of health or safety requirements or jeopardise the health and safety of any resident, Greysfriars will advise of the breach and outline a process to remedy it.

Any costs associated with notifying a shareholder or tenant of a breach of rules, remedying the breach, and cost recovery will be charged to the shareholder. Interest will be charged on any outstanding charges.

CORRESPONDENCE and DISPUTES

Feedback, suggestions or complaints should be provided in writing to body corporate manager Jess Blair at Strata OCM via jess.blair@strataocm.com.au

Resolution of disputes between residents should in the first instance be attempted by the residents concerned. Greysfriars may seek the assistance of the Dispute Resolution Centre to resolve disputes between any residents.

CONTACTS and COMMUNICATING WITH THE BOARD

Body Corporate Manager: Jess Blair, Strata OCM jess.blair@strataocm.com.au

Greyfriars Administration: Rosie Giunta boardadmin@greyfriars.com.au

Greyfriars Community WhatsApp group: Contact Rosie Giunta to be added or removed.

House Plumber: Tapfix 1300 827 349

House Electrician: Elecflight 03 8838 8311

GREYFRIARS POLICIES AND FORMS

All Greyfriars documents are available at <https://greyfriars.com.au/rules-forms/>

- Greyfriars Constitution (2021)
- Greyfriars Common Rules (2023)
- Greyfriars Policy Statement and Application - Renovations
- Greyfriars Policy Statement and Application - Acoustic Privacy
- Bike Storage Agreement
- Car Park Rental Agreement
- Pet Application and Agreement
- Debt Recovery Policy
- Share Acquisition and Disposal Process
- City of Glen Eira & EPA noise policies:
 - www.gleneira.vic.gov.au
 - <http://www.epa.vic.gov.au/your-environment/noise/residential-noise>

AGREEMENT

GREYFRIARS COMMON RULES between the Shareholder or Tenant and Greyfriars Pty Ltd.

TO BE INCLUDED IN ALL CONTRACTS, SALES OF SHARES AND LEASE AGREEMENTS.

Return the signed form to body corporate manager jess.blair@strataocm.com.au

Apartment number	
1. Name	
Mobile	
Email	
2. Name	
Mobile	
Email	
<p>The Common Rules are established in accordance with Schedule 2 of the Greyfriars Constitution. The shareholder or tenant agrees to abide by these rules and associated policies to ensure that Greyfriars runs smoothly and harmoniously, and is kept safe and well maintained.</p>	
Signed	Date __/__/____
Signed	Date __/__/____

Witnessed by Directors (sign)	Date __/__/____
----------------------------------	-----------------