

INFORMATION for NEW TENANTS – SURFLEN STREET SITE

Welcome to the Surfle Street site, we hope you will enjoy living in our community.

Courtyard & Environment

- Please be considerate of other neighbours peace and quiet, and be cautious not to disturb other residents
- Loud music, hammering drills etc should be restricted to reasonable hours
- If using the communal balcony, be especially considerate of noise if you are directly in front of a neighbour's house
- Parties, band practice etc can be negotiated with neighbours in advance
- It is reasonable to request your neighbour to turn down the volume if you are working/studying etc or if it is too late
- Each property has solar electric power, installed in late 2013. The black box on the wall of each property at the second level is the inverter which converts solar generated DC to AC current for use in the home. Please check the box periodically to ensure it is still operating during daylight hours (the green light will be on). If you want to check usage/input at the meter, all property meters are located in a box at street level (at rear of 1/21 Surfle St) and the buttons on them cycle through the readings.

Garden Spaces & Common Garden

- There is a communal garden on the second floor. You may negotiate with the neighbours about garden space and division of labour. As a general rule, simply look after any plants you introduce or check with neighbours if you would like to take on any gardening responsibilities. To protect the deck, any pots should be placed on a tray to avoid water draining onto the deck.
- There is a leaf blower for blowing leaves around on the ground floor, if you are so inclined.
- There is a BBQ next to the laundry which can be used.
- There are tools/ladder etc. kept in the laundry which can be used and returned as required
- Every now and again there will be a working bee to clean gutters, cut back foliage and generally tidy up the place, which will be organised by the maintenance committee. You are expected to attend and help, or if you cannot then do some of the work required at another time.

Ground level:

- There is a water tank in western side of the site, on the ground level. This collects water from the roof, and can be used by any tenant. Some tenants drink the water.
- The ground level is used as a pedestrian thoroughfare between Surfle Street and Nelson Place, especially for neighbouring co-operative and the neighbouring lawyers chambers. However, it is the co-ops private property and anyone suspicious, unpleasant or threatening can be asked to leave or reported to the police.

Parking

- Each unit has its own dedicated parking spot. Parking your car as far forward as possible generally helps neighbours getting out. The space is tight, but easy once you get used to it.
- Please ensure you and any guests do not park in anyone else's parking spots unless previously arranged.

Laundry

- There is a communal washing machine in the laundry.

- Mark the laundry use sheet above the washing machine every time you use it. Every now and again the laundry monitor collects \$1 for every use based on this sheet. The job of the laundry monitor is rotated between the Surfle St. residents.
- There are two common clothes lines and communal pegs to hang your washing out on the deck.
- Please try to leave the laundry clean and tidy as there is no official cleaner, only the site residents.

Rubbish

- Rubbish day is Wednesday, so our bins need to be put out on Tuesday night to be sure of pickup.
- The red bins are for general rubbish and go out every week. The yellow bins are for recycling and go out every second week. The green bins are for gardening waste and go out fortnightly for collection Monday morning, on the same week as recycling.
- There are several bins marked MC – these are the Mitchell Chambers – please do not put rubbish in them. The council periodically send out calendars for rubbish and hard rubbish, you can also check on the website or alternatively just try to guess based on what the neighbours are doing.
- Please remember that if you use the bins it is your obligation to put the bins out on bin night or make sure someone else has done so! There is nothing worse than stinking refuse bins sitting around the main entryways to our beautiful garden area. And of course the bins will need to be brought in on Thursday afternoon/evening.

Maintenance

- Maintenance on each property is organised by the maintenance committee, so if you have any issues with your property, please consult the committee co-ordinator. If you wish to make any changes such as painting or structural changes please consult the committee before undertaking them.
- Small maintenance items (eg: cleaning windows, clearing gutters, oiling squeaking doors) may be done by the tenants. If you have difficulty with any of these tasks please don't be afraid to ask your neighbours or make a request of the maintenance committee.
- Once every year the external wooden window frames and doors need to be sealed with a protective oil to keep them in good condition and this is expected to be done by the individual tenants (you will be notified of this when it happens).
- There are some tools such as screw drivers and drills, as well as paint brushes, ladders etc, that are stored in the Laundry and can be used (and promptly returned) by tenants.

Guests

- Guests are welcome on site. You are responsible for them and their behaviour. If you have a guest to stay for a period of time longer than one or two nights, you are advised to inform your neighbours so that they will expect that person to be around the property/common area.
- If your guest is staying for a week or a longer period then you should inform all members on site and introduce them to your guests when convenient/possible.
- If you wish for your guest to stay longer than 12 weeks then this will need approval from the management committee (GM) and will affect your rent calculations. Policy 3.2 Visitors covers the rules for visitors staying with you for longer periods.

Pets

- Pets must be approved according to Pets Policy 3.8.