

IORA

Renovation Guidelines

The following is a straightforward instruction procedure to carry out any renovation at IORA. The aim of these guidelines is to assist in a successful outcome for:

- the renovating owner,
- those neighbours having to live through such a renovating operation and
- owners' insurance implications of such a renovation.

A number of rules and tips are included:

- 1.0 Making an application for a renovation
- 2.0 By-laws
- 3.0 Existing Building Aesthetics
- 4.0 Common Property Areas
- 5.0 Caretaker and Neighbouring Units
- 6.0 Choice of Contractor
- 7.0 Contractors' obligations
- 8.0 Plumbing
- 9.0 Electrical
- 10.0 Floor Covering
- 11.0 Air Conditioning
- 12.0 Balconies and Terraces
- 13.0 Blinds and Shade Sails
- 14.0 Windows

1.0 Making an Application for a Renovation

1.1 Simple Renovation

A simple renovation is such that it relates to cosmetic internal changes including:

- Painting or wallpapering walls,
- Changing light fittings or door handles,
- Fitting new blinds and/or curtains,
- Attaching fixtures to an internal wall,
- Laying new carpet.

Owners Corporation approval is not normally required, however:

- The caretaker needs to be informed before work commences and
- The rules related to common property, work hours, waste disposal and contractor obligations are to be adhered.

1.2 Complex or Rebuild Renovations

There are a number of steps to take prior to proceeding with any renovation:

Step	Action
1	Prepare a description with drawings or sketches, to allow the Owners Corporation Executive Committee (OCEC) to have an understanding of the scope of works.
2	Generally, on a structural engineering level, <ul style="list-style-type: none">• infill brickwork walls may be able to be demolished and• main structural reinforced concrete columns or walls cannot be touched. In any case, when structural alterations are included, a structural engineer's approval or certificate needs to be obtained. The original structural engineer for the Iora complex is MPN Group Pty Ltd, North Sydney. In some cases, the preparation of a dilapidation report could be prudent. An inspection for wall cracks, water leaks or other features, could lead to an independent written report on the conditions of the units immediately above and below to avoid arguments about causation of possible minor defects during or after a renovation.
3	Check By-laws for precedents, or if a By-law is required.
4	Complete an Iora Building Works Application Form.
5	Sign a Letter of Indemnity
6	Discuss proposed major renovations with your immediate neighbours before applying to the OCEC.
7	Submit applications to the Owners Corporation (OCEC), through the OC letter box.

The OC approval can take around 4 weeks for a standard renovation and longer for more complex renovations. Work cannot proceed on site, until the OCEC has approved the renovation.

Generally, North Sydney Council approval is not required for a unit's renovation. The OCEC would advise if this additional step was necessary, generally if something is being considered external to a unit, such as a balcony.

2.0 By-Laws

The review of the existing by laws is important to obtain an understanding of renovations that have happened in the past.

3.0 Existing Building Aesthetics

Every effort must be made to preserve the distinctive architectural quality of our apartment complex. External materials finishes and colours used in an alteration or new construction must be compatible with the existing reinforced concrete framed, rendered brick infill structure. This requirement includes the colour of walls inside courtyards and gardens.

4.0 Common Property Areas

4.1 Common Property Areas - location

Consistent with By-law 5, contractors are required to take responsibility for all common property areas including:

- Main driveway which can have a maximum truck load of 4 tonnes.
- Visitor parking area having a maximum of two spaces.
- Garden areas (refer to By-law 4)
- Underground garages
- Perimeter walkway

4.2 Protection of Common Property

Internal common property areas, such as foyers, lifts or stairs must be protected from damage by the movement of materials or dust. Protective covers for the lift walls are obtainable from the caretaker. Protective mats should be used as necessary.

4.3 Damage Sustained to Common Property

Any damage should be immediately reported to the caretaker. Owners will be responsible for any costs involved in repairs or cleaning. (refer to By-law 16). It would be advisable, if common area is damaged prior to renovations, that this damage is noted and the caretaker be informed.

4.4 Unit circular doormat

It should be noted that the recessed circular doormat at the entry of each apartment is deemed "common property" and cannot be removed. The caretaker can arrange cleaning or replacement, if necessary. – (refer By-law 33)

4.5 Daily Clean Up

Tradespeople or contractors MUST clean up common property areas at the end of each day's work.

5.0 Caretaker and Neighbouring Units

5.1 Notice to Neighbours

A sign must be placed on the door of the apartment detailing:

- The contractors name and contact details,
- the work to be undertaken and
- the likely duration.

5.2 Noisy, Dusty, Smelly Work

The caretaker and your neighbours need to be considered. Your contractor needs to advise neighbours and the caretaker with 48 hours' notice prior to:

- Noisy work such as concrete drilling or jackhammering, tile removal
- Dusty work such as sanding down of gyprock or floors
- Smelly work such as floor sealing

When this nuisance work is performed, noise, dust and fumes should be contained within the unit, with doors and windows secure. If doors and windows are to be removed, better to remove after this nuisance work has been completed, for containment reasons.

6.0 Choice of Contractor

6.1 Qualified Contractor

It is suggested that Owners select contractors who are qualified and licensed, who are insured and who adhere to the WH&S (Workplace, Health and Safety) laws.

6.2 Supervision of Contractor

The owners are responsible for the contractors, whilst they are working at Iora.

7.0 Contractors Obligations

7.1 Working hours

- Building renovation or repair work can only be performed between 08:00 and 17:00, Monday – Friday, with work not permitted on weekends or public holidays.
- An exception to this rule, is for silent, noise-free, dust-free or fume-free work, such as painting, which can be done at any time.

7.2 Rubbish or demolition material

- Rubbish is to be removed as soon as is practical, with no rubbish being stored on common areas, including the balcony and fire stairs (refer By-law 9).
- A skip bin may only be ordered after approval of the caretaker. The fully loaded mini-skip bin with truck weighs around 7 tonne, which exceeds the 4 tone max load on the suspended driveway slab. Therefore, skips can only be used external to the Iora site.
- No building or demolition rubbish is to be placed in the garbage chutes, rooms or bins.

7.3 Materials

Building materials cannot be stored on common areas, including the balcony, without prior permission being sought from the caretaker.

7.4 Cleaning instruction from caretaker

Together with the daily cleanup mentioned in 4.5, cleaning directions from the caretaker or assistant caretaker must be carried out promptly. If the Owners Corporation cleaners are subsequently required to clean any common area, the owner will be made responsible for this cost.

7.5 Iora Security

Contractors are to be mindful of security. Propping open security doors or leaving garage doors up, whilst unattended, is not permissible.

Ground floor apartments, with direct access to gardens or owners garage level, need to have doors deadlocked (or something equivalent) outside of construction hours, to prevent unauthorised entry into Iora buildings.

8.0 Plumbing

There have been cases of concealed pipes being damaged during renovations, causing flooding. The plumbing contractor MUST contact the caretaker prior to works proceeding, to identify the main water valve(s) to be able to isolate the apartment.

To turn the main water valve to the apartment OFF, the caretaker MUST be informed. A fee may be required to have the Iora's plumber in attendance, when the valve is turned OFF.

9.0 Electrical

When renovating, owners are required to install a "residual current device" (RCD), known as "safety switches" as part of their switch board, in accordance with Wiring Rules AS/NZS 3000.

10.0 Floor Covering

The replacement of internal floor coverings is covered by By-laws 14 and 70. The understanding of these by-laws is critical.

Carpet covering must be retained in bedrooms and on floors which are above other apartment bedrooms.

In the case of a hard floor covering (timber or tiles), in addition to the by-law, the owner must agree to:

- Comply with the By-laws
- Arrange for a time when the flooring underlay can be inspected by the caretaker and a member of the OCEC.
- Attach adhesive felt under chair and table legs.
- Lay rugs and/or runners to prevent the sounds of footsteps disturbing other residents.

Failing action taken above, the owner must agree that should it become apparent that the hard flooring interferes, in any way with the "peaceful enjoyment of any other lot", to pay for the complete removal of the hard floor and installation of carpet, or a satisfactorily insulated hard floor.

Tiling in bathrooms and laundry, due to the compromise of waterproofing membranes, does not require to comply with this By-law, and needs to be waterproofed in accordance with best practice and Australian Standard AS3740 "Waterproofing of Wet Areas within Residential Buildings" – 2004 or equivalent.

11.0 Air Conditioning

Refer to the dedicated website section on "Air Conditioning" for all rules relating to the installation of new air conditioning systems

12.0 Balconies and Terraces

12.1 Clearing balcony drains

All balconies are common property (refer to By-law 55). The owner is responsible for clearing drains to ensure water escapes in a satisfactory manner.

12.2 Re-tiling balconies

Approval from the Owners Corporation (OC) is required, with an approved tile.

A new waterproof membrane would be required, and the owner would be required to absolve the OC of any future responsibility for ongoing maintenance of the new tiled work. An indemnity form, specifically for the balcony, will be needed to be signed and a lawyer drafted special By-law will be required.

12.3 Terraces over Internal Living Spaces

The replacement of tiles over living spaces is same as 12.2.

12.4 Complying to current balustrade regulations

The owner is able to increase the height of the balustrade to comply with current regulations (refer By-law 92).

13.0 External Blinds and Shade Sails

External blinds and shade sails form part of “common property” and therefore approval is required for their replacement. Refer By-laws 47, 49 and 53.

External awnings and “drop down exterior” sunshades must meet certain standards to ensure a consistent appearance is maintained for the apartment complex.

The OCEC must be provided with specific drawings of where the proposed binds or awnings will be located.

Structural engineering certification will be required and the OCEC must be indemnified against any damage to common property that may be done both at installation and during the life of the blind or shade sail.

Installers need to be qualified and suppliers are to provide a one year warranty.

14.0 Windows and Doors

14.1 Replacement of door and windows

Windows and doors form part of “common property” and therefore approval is required for their replacement. Windows and doors, with frames can be renewed by owners. The standard of the aluminium finish for doors and windows is to be marine grade, dark bronze anodising. Owners must submit specifications to the OCEC for approval.

Consideration should be given to making locks 1500mm above floor level for sliding doors leading onto balconies, as per preschool regulations with safety concerns with small children.

14.2 Reflective Coating

A reflective coating may be applied on the glazing. A number of units have applied the Solar Gard product, known as “Quantam Silver Quantam 20”.