



Bell's Square House Rules

Welcome to Bell's Square, a place known for its quiet setting, manicured parklands and well-kept facilities. Please be respectful of other residents in everything you do. Your visitors are your responsibility and must be in your company whilst at the Bell's Square.

By-laws

You will have received a copy of the Body Corporate By-laws when signing your Tenancy Agreement. You are legally bound by them so please read them.

Fire Alarms

All units are fitted with smoke detectors for our safety. Please do not disconnect smoke detectors. This sends a signal to the main fire panel and you will be charged to reset it.

The smoke detector in your unit is not connected to the fire service.

If you burn your food and set off the internal alarm but do not have a fire, **do not** open the door to the stairwell. Open other doors and windows and wave something at the sensor near the source of the smoke to stop the alarm. If the Fire Service comes on a "False Alarm" you will be liable for the cost of approximately \$1,500.00.

In the case of fire **call 000 and break the glass on the red FIRE box** in your stairwell to call the fire service to site. Once the alarm is activated, follow the evacuation procedures shown on the signs located in all stairwells. Please make yourself aware of the procedures and assembly point for your block.

Access

Access to the complex and your unit is secured by codes. These are changed from time to time to control unwanted entry. For the safety and security of yourself and other residents, do not share the codes and do not block doors open. Escort your guests on and off the complex. All garages must have their roller door closed always.

Visitor Parking

Visitors may only park in spaces clearly marked **VISITORS ONLY** and while they **remain on site**. Do not suggest to others that they park here if they are going somewhere else – they may be towed away without warning. No vehicle may be parked in a visitor space for more than 12 hours. The Building Manager is authorised to investigate breaches, and to tow away vehicles whose owners ignore requests to move and/or are repeat offenders.

Resident parking is in allocated garages only or on the street. Contact Brisbane City Council for a Street Parking Permit.

Stairwells and Common Property

NOTHING is to be left or stored in stairwells or common property. Take extreme care when moving large items like furniture as you will be held responsible and charged for the repair of any damage done by you, your removalists or your visitors to stairwells and other areas of the Common Property.

Balconies

Balconies are **NOISE FREE between 10pm and 7am** each day. Only proper outdoor furniture and clothes drying frames are allowed on balconies. No household goods or furniture to be stored there and no washing or other items are to be hung on makeshift lines or balustrades. **You may not put screening on any part of your balcony.**

Care and Maintenance

If you are unsure how to use any of the appliances or facilities, please ask. If something in your unit appears not to work correctly or needs repair, please text or email the Resident Managers immediately – err on the side of caution. **Please DO NOT attempt to do repairs yourself.**

Pool, Spa and Sauna

THESE AREAS ARE STRICTLY GLASS FREE, SMOKE FREE AND ANIMAL FREE.

These facilities are open between 7am and 10pm each day. Please use common sense and common courtesy when using and sharing the facilities. Please do not remove the automated pool cleaner from the water as you may cause damage and you may be liable for repair. When using sauna please fill bucket with water from the tap just inside the door. Please replace the cover of the spa when you are finished using it.

No Smoking Areas

Definitely no smoking inside units and at the entry doors. In addition to the Pool, Sauna and Spa, all enclosed areas of Common Property e.g. stairwells, foyers, are strictly 'No Smoking'. Smokers are also asked to consider their neighbours when smoking on balconies because of the irritation your smoke can cause to them. Please dispose of cigarette butts properly and do not drop them on the Common Property.

Garbage Disposal Points

Refuse and Recycling Bins are located at Blocks C (the wooden door opposite the pool gate), D (the wooden gate at the north-eastern end of the building facing Diggles Close) and E (just inside and up from the vehicle gate off Trinity Street). Please only add to a bin if the lid can still close properly after you've dumped your refuse.

If you have large or empty boxes, please crush or tear them first to reduce their size and place rubbish in the appropriate bins. Things like pizza boxes and packaging materials (like polystyrene) go in the refuse (not the recycling) bins. Please keep bin areas clean and tidy always.

FURNITURE AND HOUSEHOLD ITEMS MAY NOT BE LEFT IN THESE OR OTHER COMMON AREAS. YOU WILL BE IDENTIFIED ON THE SECURITY CAMERAS AND BE CHARGED FOR REMOVAL AND TIP FEES. IF YOU NO LONGER NEED OR WANT SOMETHING, DO NOT LEAVE IT IN THE BIN ROOM THINKING SOMEONE MIGHT LIKE IT, PLEASE PUT IT IN A BIN AND MAKE SURE THE LID CLOSSES.

BBQs

The Barbecues and the gazebo area can be booked for up to four hours of private use through the Resident Manager. Bookings ensure exclusive use and that sufficient bins and additional tables and chairs can be provided. You may use the BBQs any time for cooking of normal meals, provided there is no "Reserved" sign on it. Please leave the area tidy, bin all rubbish and clean the barbecues when finished.

Front door locks

Do not change or install additional locks to your door without permission from the Body Corporate. Failure to gain permission may result in the lock being removed at your cost.

Mail and Parcels

Should you find mail in your box that is not yours, please put it in mail box 5 for redirection or return. We will collect parcels from couriers on your behalf and will text you when they arrive and store them in the office until you collect them.

Office Hours: There are no set office hours, though we endeavour to be open at the convenient times you may want access. If the office is unattended and you need something, please text or call us.

Should you have any queries at all, contact the Resident Managers, Ray and Mary Nannes on **0408 770270** or 32570333. Email: ray@bellssquare.com.au.

www.bellssquare.com.au