

# City of Port Lincoln



## “KIRTON COURT”

### RETIREMENT UNITS

### Resident Handbook of Rules and Regulations

Reference: 16-51-T15  
Updated: 20 October 2016

## HANDBOOK OF RULES AND REGULATIONS

This Handbook is designed to inform you of what is expected of residents and details the various services and facilities which are available.

There is not a long list of rules and regulations, but by observing the procedures set out in this Handbook, a positive contribution will be made to your continued well-being and a courteous and sensitive attitude towards fellow-residents will produce a healthy community spirit.

Residents of "Kirton Court" will be seeking an active and interesting lifestyle. With this in mind, the objective of the Council is to provide for maximum personal independence with a range of support services that will also promote a sense of security.

### 1. **RESIDENTS' GUIDELINES**

The following guidelines have been determined to ensure that residents will have a clear understanding of their responsibilities and what they can expect of the Council.

#### **1.1. It is your responsibility to:**

- a) Keep the Unit clean and tidy at all times and in the same condition as when you first took possession of it, fair wear and tear and damage by any cause covered by the Council's insurance only excepted;
- b) Keep your allocated yards (rear, side, front) neat, clean and tidy and maintain any lawn or garden therein;
- c) Water any lawns, trees, shrubs or garden area at the front or rear of the Unit (but the Council will cut lawns);
- d) Permit the Council or its agent and others authorised by it to inspect your Unit and backyard at all reasonable times, and if requested by the Council or its agents, comply with any notice requiring work to be done within the Unit or outside it. If you fail to carry out the requirements of the Council within a reasonable time, the agent may authorise workman to carry out such work and charge the cost to you;
- e) Give the Council or its agent immediate notice of any accident or defect in the sewer or water connections, electric installations or fixtures in your Unit;
- f) Store all garbage and other rubbish in a proper hygienic manner at such place as the Council may nominate and attend to its prompt removal;
- g) Pay all accounts for electric light, gas, all telephone charges and rental in respect to your Unit;
- h) Insure your personal property (Refer note re: Insurance below).

#### **1.2. It is the responsibility of the Council to:**

- a) Pay all rates and taxes in respect to your Unit;
- b) Cut the lawns and maintain the gardens, paths and driveways in the common areas of all units (refer attached plan N20101189);
- c) Maintain the exterior of all Units at Kirton Court;
- d) Set a capital program of works to be undertaken for the following financial year;

## HANDBOOK OF RULES AND REGULATIONS

f) Take out Insurance to cover:

- Buildings;
- Equipment provided by the Council;
- Public and employer liability;
- Volunteer workers.

If you like to assist with lawn cutting, handyman jobs or any other activity, we encourage you to register as a "volunteer worker". Insurance cover would then be available for the rare occasion when accidents happen.

While you are responsible for insuring your personal property, the Council will insure your Unit against any loss or damage by fire, storm, tempest, flood, earthquake and other reasonable causes.

The Council is also able to arrange insurance cover at competitive rates through its own Brokers for your personal property. Please contact the office if you would like further information.

### 1.3. Alterations and Additions

Alterations to Units are not permitted without the approval in writing of the Council. Furthermore, the erection of any outside television antenna, wireless or other mast or aerial, shed, or rotary clothesline is not permitted. Each unit is connected to a common television antenna system.

### 1.4. Pot Plants, etc

Pot plants, statues, pottery figures, garden ornaments, wall signs or anything which might be visible and cause irritation to other residents are not permitted, without prior written consent of the Council.

Any requests for variations to landscaping design will be submitted to the Chief Executive Officer. Approval will be at the sole discretion of the Council.

### 1.5. Pets

In the interests of fellow-residents, pets are not encouraged. Specific permission to keep a pet is necessary and will only be given on the understanding that neighbours will not be inconvenienced in any way.

## 2. MAINTENANCE PROCEDURES

Where possible a maintenance request form 16-55-T2 should be completed and sent through to the office. Phone requests should be limited to 'urgent' situations. Council staff will arrange for a registered Council tradesperson, or a Council employee, to contact you direct to arrange a time to inspect the maintenance request as appropriate.

Only jobs of a most urgent nature can be arranged after hours.

Council staff will allocate maintenance requests on an as needs basis.

The Council will not accept responsibility financial or otherwise, for tradesmen called in by residents.

You are responsible for repairs to your personal property.

## HANDBOOK OF RULES AND REGULATIONS

### **WARNING - ELECTRICAL FAULTS**

*For your personal safety, DO NOT tamper with electrical installations. Faults should be reported to the Council as soon as possible.*

### **3. HOUSE GUESTS AND USAGE**

You may have friends or relatives to stay with you for short periods, but please take care to ensure that neighbours are not unduly disturbed. To avoid possible misunderstanding or inconvenience to others, units are not to be occupied by friends or relatives in your absence without the express approval of the Council.

Remember, you are NOT PERMITTED to:

- Conduct a trade or business from the Unit;
- Sublet or allow any other person to take possession of the Unit;
- Take in boarders or lodgers;
- Sell or transfer your interest in the Unit.

### **4. GOING ON HOLIDAYS**

Where a longer than normal absence is planned, you should let your neighbours know and advise the Chief Executive Officer. In addition, arrangements should be made for the payment of the normal maintenance fee charges in advance.

### **5. SERVICE OF NOTICES**

Any notice from the Council can be served on you by leaving same for you at your Unit. In the event of a notice relating to a breach of the Agreement by occupants, such notice will be served personally.

### **6. MAINTENANCE FEES**

Maintenance fees are levied to meet the cost of:

- Administration;
- Rates and Taxes (excluding Council rates);
- Insurance (building, equipment, public and employer liability and volunteer workers);
- Maintenance of grounds and buildings;
- Handyman service; and
- Public lighting.

These fees are reviewed annually and proposed adjustments according to cost movements will be discussed and advised at the annual meeting.

The fee will be set as per Council's Fees and Charges Schedule (refer Council website [www.portlincoln.sa.gov.au](http://www.portlincoln.sa.gov.au))

The fee will be invoiced per calendar month in advance for payment under Council's usual debtor trading terms.

## HANDBOOK OF RULES AND REGULATIONS

### 7. GENERAL DESIGN FEATURES

#### 7.1. THE DEVELOPMENT

The development provides homes for people 55 years and over. Units are 2-Bedrooms with an attached Carport.

Roads are bitumen with concrete kerbs. Driveways are concrete.

All public areas are landscaped to a high standard. Each Unit has a private rear yard available for the use of the occupant.

#### 7.2. EXTERNAL MATERIALS

Walls	Clay brickwork (Brick Veneer) feature wall in lounge
Roof	Colourbond steel profile
Windows	Aluminium, bronze anodised, vertical sliding
Main Entrance under Carport	Quarry tiles and concrete

#### 7.3. GENERAL INTERNAL DESIGN FEATURES

1. Reverse cycle air conditioning and hot-water service in each Unit.
2. Security screen door on front door.
3. Roof insulation.
4. Two TV points and two telephone connection points.
5. "Paraline" clothesline in each rear yard.
6. The following storage areas:
  - Built in wardrobe - in bedroom 1
  - Linen cupboard
  - Outside store-room under carport.
7. The following fittings to each home:
 

Kitchen	Stove Stainless Steel Sink Benches and cupboards Exhaust fan for stove
Laundry	Stainless steel trough with cupboard under Taps for automatic washing machine
Bathroom	Shower alcove Vanity unit with basin Bath Bathroom cabinet Three-in-one heating fan light Sundry fittings - towel rails etc.

#### 7.4. RESIDENTS ARE TO PROVIDE THE FOLLOWING:

Refrigerator, Washing Machine and Dryer (if required) etc

Replacement of air conditioning unit.



## HANDBOOK OF RULES AND REGULATIONS

