



# NEWSLETTER

No. 3 of 2016 (July)

Welcome to the Owners Corporation Committee Newsletter for July 2016. It provides important and up-to-date information about our community for all Owners and Occupiers.

## Proposed Rules and Website Launch

**6.30pm Wednesday 27 July 2016 - 1 Queens Road, Melbourne**

The proposed Rules with any amendments will be discussed, please bring any suggested amendments in writing to ensure we accurately capture your issues.

A number of projects continue to progress or have been completed. These projects continue to enhance the current system and improve your residential experience. Recent works include:

- **CCTV System** - The upgrade to the CCTV system is complete. The CCTV system is now fully digital which means images captured are of high clarity. Additional cameras have been installed in the car parks on each level, the car park pedestrian gate to Park Street, the gym, over the ground floor mail boxes, the Building Manager's Office and the southern side of the building;
- **Signage** – Replaced signage warning of CCTV monitoring at various points in and around the building with anti-tailgating signage at the Park Street vehicle entry;
- **Website** - The Hallmark website will be launched at the proposed Information Evening for Rules and Website this Wednesday 27 July from 6.30pm at 1 Queens Road. As previously outlined, the website will further improve communication across our community and also provide important information, contacts and an ability to raise issues of concern through online reports – all in one accessible place. Of course, the website is not a substitute for face-to-face, telephone or other communication modes but rather an enhancement;
- **OC Rules** – The review and refinement of The Hallmark Owners Corporation Rules is complete. All Owners should have received the revised Rules for comment with an explanatory memorandum. As a Lot Owner, if you have not received the revised Rules please contact OCMS;
- **Library** – The Committee is most appreciative of the excellent work of Mrs Karen Adair in expanding the current library. You may have noticed there are now two sets of shelves housing library books in the car park basement adjacent to the lifts. The library is available for use by all Owners and Occupiers;
- **Welcome Card** – To further enhance integration of new residents into our community the OC Committee has developed a double-sided DL sized "Welcome" card. This card will be provided to each new resident once the website is launched. The card contains essential contacts, the website URL and succinctly explains expectations of residents including their guests when at the Hallmark;
- **After Hours** – An After Hours policy has been developed and will be uploaded onto the website. This policy provides contact details and advice should you require after hours assistance i.e. noise, access and the like through Monjon Security between 11.30pm – 8am;
- **Gym** – An access reader has been installed for the gym along with signed hours on the gym door (6am – 10pm). You will need to use your access card to now use the gym. Please note, the gym toilet is for gym users only; and
- **Operating Procedures** – Our Building Manager in conjunction with your Committee continues to formally develop the operating system at The Hallmark. In addition to the after-hours policy, current work has included a CCTV images policy, registration of contractors and visitors, and website administration.

Members of our community are encouraged to provide advice and suggestions relating to any aspect of the Hallmark and its systems.

## Building Manager

### Building Manager

Michael has asked residents to ensure:

- **Car Park Bays** - If you have any hard items (boxes, trolleys etc) in your car park bays please remove them ASAP. Also clean up any oil spills in your car park and ensure your vehicle does not protrude outside the lined car parking area.
- **Window Cleaning** - Please note window cleaning will commence 1 Aug weather permitting.
- **Visitor Car Parking** - Please ensure that the visitors car park is not used for longer than 24hrs. Should you anticipate a longer period please contact the Building Management before any extended parking as a nightly review of vehicles in the visitors parking areas occurs with overstay notices.
- **Resident Information Form** - If you have received a resident information form please complete ASAP and return it to Building Management so we can update our data base. When the new website is launched an electronic database is included so we have immediate communication with Owners and Occupiers as required.

## OC Management Services

### Working with the Hallmark Committee

As part of its contractual role OCMS continues to work with the Hallmark Committee. Each month Allister Schorg meets with the OC Chair, Dr Tony Zalewski to ensure projects and maintenance works are appropriately addressed. These meetings also allow preparation for the monthly OC Committee meetings. If a resident wishes to present an issue for consideration by the Committee please contact Allister as outlined below. Your issue will be passed to the Committee for consideration.

### Building Defects

As previously reported, although moving slowly our legal advisors continue to work with the builder's legal team in an attempt to resolve the defect issues. Settlement options are being considered and feedback from Lot Owners will be sought once the parameters of the settlement options are finalised. Representatives from the Committee and OCMS are meeting with Tresscox Lawyers Mon 25 July to further profess this matter.

### Owners Corporation Fees

The next Owner's Corporation fees will be issued in September for the period 01/10/2016 - 31/12/2016.

For any Owners Corporation matters please contact Allister at OC Management Solutions on (03) 9863-9707 or via email – [allister@ocmanagementsolutions.com.au](mailto:allister@ocmanagementsolutions.com.au)

## Other Matters

### **Important** - Air conditioning units and smoke detectors

As outlined in our last newsletter, this offer remains. To prevent breakdowns and leaks and to maximise efficiency of AC units, it is important to have them regularly maintained. A service technician will attend your apartment to check electronics, gas pressures, clean filters and test condensation drain over an hour.

Wesfel Electrical has offered The Hallmark the above maintenance service at \$150 for each air conditioning split system in an apartment. The smoke detectors will also be checked at the same time with no additional charge. Large apartments with two units will be charged at \$180.

Call 1300WESFEL or 0420 246 828 to book your service. Quote "The Hallmark Service Offering" and their confirmed price as per above.

**Hope to see you at the Proposed Rules and Website Launch**

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