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Introducing your Building Manager

Robert McDonough commenced as building manager in June having come from an extensive background in customer service managing some leading residential properties in Melbourne. Prior to this Robert had a long-term career with several

international airlines where he worked in Melbourne. Robert's career has prepared him to ensure The Hallmark continues with its high standards of safety, security, and amenity.

Robert is in the building on business days from 7:30am to 4pm and looks forward to meeting you, at your earliest convenience.



The Front Entrance Ficus Trees

Professional arborists have been engaged to prune the ficus trees at the building's front entrance. This work will commence on Monday, 30 June, and will involve some inconvenience with barriers redirecting pedestrian traffic during the work which we have been advised will be completed within the day.

Swimming Pool

Many of you will be aware that the old pool heater had not been operational recently. We have now installed a new heater and have set the water temperature to 28°C, as recommended by the supplier's technical staff.

New Look Foyer

A subcommittee of the owner's corporation have already engaged architects to plan the refurbishment of the foyer and the building manager's office with a recent site visit from the architects to advance the project.

Moves and Large Deliveries

Before you arrange a removalist or prepare to do it yourself, please check with your building management team a few days before the move to ensure there is no prior booking for that date and time. Appropriate parking and a padded lift need to be available. The same rules apply to large deliveries such as furniture and white goods.

We require a valid certificate of currency (insurance cover policy) either from the removalist or the residents doing the move themselves a few days before the scheduled move.

Please note: **Moves and large deliveries are not permitted on weekends, public holidays or after hours.**

Securing Your Building

The Hallmark has a good history of security but there are still risks.

- If a car is directly behind you at the car park entrance gate, you can prevent unauthorised entry to the car park by stopping just inside the gate and waiting for it to shut before you proceed to your park.
- Any suspicious activity should be reported to the building management team during their duty hours so that they can investigate. After hours, call Monjon Security 24 hour service on 0417 666 566.

Gym equipment

The gym equipment has recently been checked and serviced by our authorised contractor. Please remember to take a towel with you when working out to wipe down the equipment and seating. In the interest of energy saving, do not forget to turn off the lights, if you are the last to leave.

Robert McDonough

Building Manager
M: 0422 387 384
E: bm@thehallmark.com.au



Building manager hours: 7:30am - 4pm Mon - Fri (except public holidays)
Concierge hours: 4pm - 11:30pm Mon - Fri (except public holidays)
7:30am - 11:30pm (except public holidays)
Hallmark Website: www.thehallmark.com.au
(resources for moving, standard rules etc.)