

# “SPYGLASS HILL”

5 Woodlands Ave. BREAKFAST POINT 2137

“Community Living at Spyglass Hill”



Last update 29<sup>th</sup> September 2022

## Information Booklet

Visit our Website: [www.spyglasshillbp.net](http://www.spyglasshillbp.net)

### Contact our Building Manager

Wageh Micheal 1300 246 982 Office Hours

General Email: [SpyglassHill@estatemangers.com.au](mailto:SpyglassHill@estatemangers.com.au)

Strata Committee Email: [spyglassec@gmail.com](mailto:spyglassec@gmail.com)

Estate Managers Office Phone 1300 246 982

Out of Hours Estate Manager Matthew on 0419 276 064

Thanks to Mulberry Hill for original concept over 11 years ago.  
(Spyglass Hill Issue N°1 was produced on the 8<sup>th</sup> June 2011)

Created by Kevin Guest [spyglassec@gmail.com](mailto:spyglassec@gmail.com)



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# Welcome to Spyglass Hill

“Spyglass Hill”, made up of the high-rise with 53 apartments and the surrounding low-rise building consisting of 18 apartments. A close community that calls for all its residents to have consideration for each other.

Visit our website at [www.spyglasshillbp.net](http://www.spyglasshillbp.net) for a great deal of information is contained in various sources about obligations to each other and ultimately the building and its surrounds.

These sources include:

- The By-Laws of Strata Plan 77399
- The Breakfast Point Community Management Statement
- The Strata Schemes Management Act
- The Community Land Management Act
- Government requirements
- Local Government requirements

The intention of this guide is, in simple terms, to provide an outline of the more important requirements of the these sources, and to provide information about the community and its amenities and their use.

Please take the time to read it and to ensure that you are aware of your obligations and those of your children and guests.

For further information, clarification or suggestions please contact a member of the Strata Committee of the Owners Corporation. Their names appear on the community notice board that is located opposite lifts in basement 1.

The first part of this document concerns **EMERGENCY PROCEDURES AND FIRE SERVICES**. You are obliged to make yourself and your other residents and guests familiar with this part of the document.





# Fire, Emergencies & security

The following section of the guide outlines the important fire & emergency procedures, and personal health & safety aspects related to living at Spyglass Hill.

## Fire and Emergency procedures

### Costs for wilful or accidental calling of emergency services

Residents should be aware that they may be charged a “call out” fee when an emergency service is called to Spyglass Hill resulting from an accidental or wilful setting off of emergency alarms.

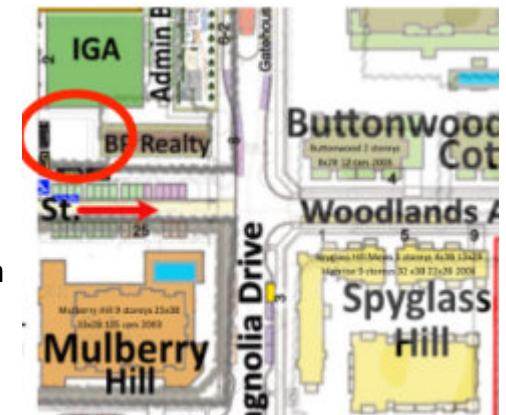
An example could be the opening of your front door, to release smoke from burning toast (where no fire has resulted) causing the smoke alarms for the building to be set off resulting in a fire brigade call where no emergency exists. **Note: Smoke alarms inside apartments are not connected back to the fire brigade, but detectors in common area corridors are.** Another example could be children or guests deliberately setting off alarms where no emergency exists.

### Emergency Fire drill

Emergency drills will be held from time to time and your participation will help ensure your safety. It is therefore essential you understand the evacuation procedures outlined below.

### Evacuation Procedure

- In case of an emergency the Fire Sirens within the building will activate making a continuous whooping sound. A beep beep sound means look for smoke or other signs that something is wrong. Only evacuate on whooping siren. **Do not use the lift.**
- When the fire sirens sounds you should immediately leave the building via the fire stairs. **Do not use the lifts in a fire emergency.**
- If you have limited mobility, wait in the fire stairs on your floor and either advise the emergency services (eg call 000) you are there or get someone else to so.
- As you leave your apartment or any of the common areas ensure that those with you leave as well.
- Ensure the door to your apartment is closed as you leave (passage way doors are fire resistant) AND take your keys with you.
- If the fire/emergency is in your apartment shut the door but do not lock it.
- Exit the building and gather on the lawn at the shops next to IGA.
- Wait on the lawn until a roll call of all apartments is completed by a member of the Strata Committee.
- Do not re-enter the building for any purpose until the ‘all clear’ is given by either the authority dealing with the emergency or a member of the Strata Committee.



# Community Fire Equipment

## General

Spyglass Hill has a comprehensive range of fire and safety equipment. All fire equipment within the building is maintained in accordance with statutory requirements.

## Equipment

- The building is fitted with a monitoring panel which automatically alerts Fire Authorities in the case of a fire.
- **Fire Fighting equipment throughout the building includes:**
- Sprinkler System in the car parks and Garbage Rooms.
- Fire Hydrant System throughout the building, including Fire Hose Reels on all levels.
- A Diesel Hydrant Pump set to maintain appropriate water pressure to the Hydrants.
- Fire Extinguishers on all levels.
- Fire Doors which include each apartment's front door and the doors accessing the fire stairwells.
- Emergency lighting should the need arise.
- Fire Escape doors to the outside of the building from each set of Fire Stairs.
- Exit signs at each Fire Stair doorway.
- Detection System including Fire Indicator Panel and Smoke Alarms.
- Monitoring 24/7 back to an authorised monitoring service.
- Note that smoke detectors within the apartments are not centrally monitored so if your toaster sets it off, just reset it. The fire brigade will not be knocking at your door. If your smoke detectors are beeping, the battery needs replacing by owner (slide cover in direction of arrow to open)

## Use of Fire Doors and Stairs

The Statutory Obligations relating to fire doors and stairs are listed at each fire door. Fire doors **are not to be used for moving around the building** except in an emergency. They are alarmed to detect intrusion and must not be left open at any time.

## Your Responsibility

It is your responsibility to:

- Develop your own safety and evacuation procedures in conjunction with these procedures.
- Ensure that all occupants and guests of your apartment are conversant with these procedures.
- Ensure that you and your occupants are aware of the locations of Fire Stairs, Fire Hoses and Fire Extinguishers on all levels that you access.

## Fire equipment in Your Apartment

Electrical appliances (e.g. stereos, TVs, Microwaves, Dishwashers, Washing Machines etc)., especially those left on 'standby', are prone to cause fires. If you are out of your apartment for any length of time please ensure these are turned off.

### Smoke Detectors

All apartments are fitted with smoke detectors. You are responsible for maintaining your own smoke detectors. They must not be disconnected from the mains power.

**Apartment Smoke detectors are not connected to the fire station (common areas are connected), if you burn the toast and set off your apartment smoke detector, do not open front door as this will set off common property smoke detector and fire brigade will attend, costing you over \$1000.**

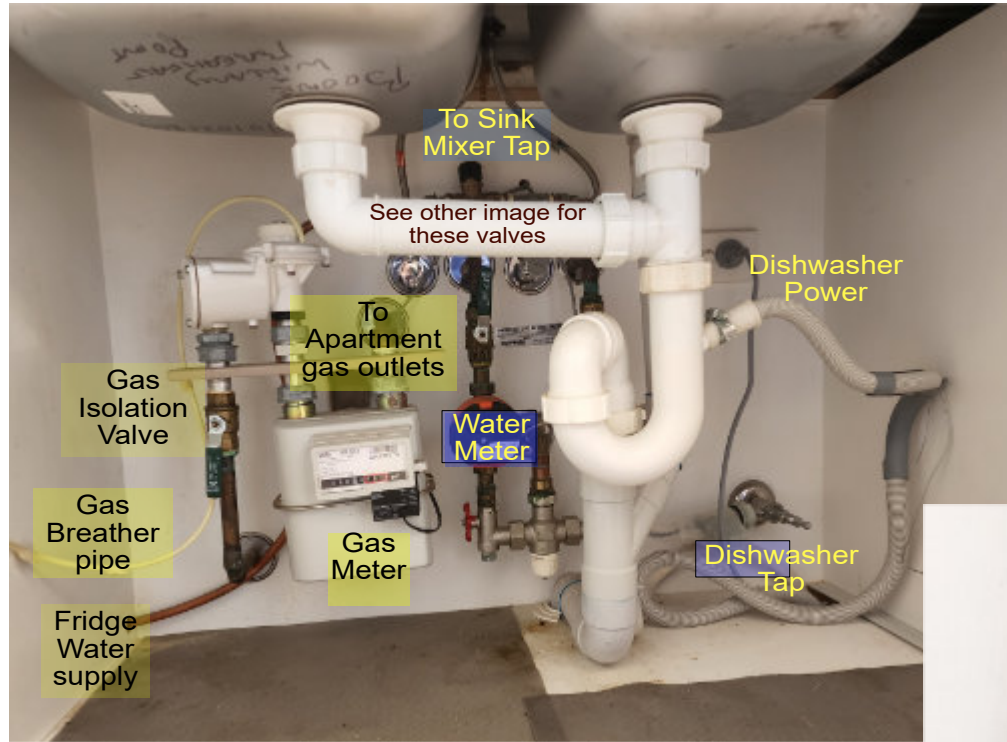


On side there is sign saying insert screwdriver and push detector away in same direction as screwdriver. Replace 9Volt battery and slide detector back on. For video instructions [click here](#)

### Extinguishers

The Strata Committee recommends that you equip your apartment with an appropriate Fire Extinguisher and Fire Blanket. Care should be taken to ensure that Fire Extinguishers are used for their designated purpose – if in doubt seek advice at the time of purchase.

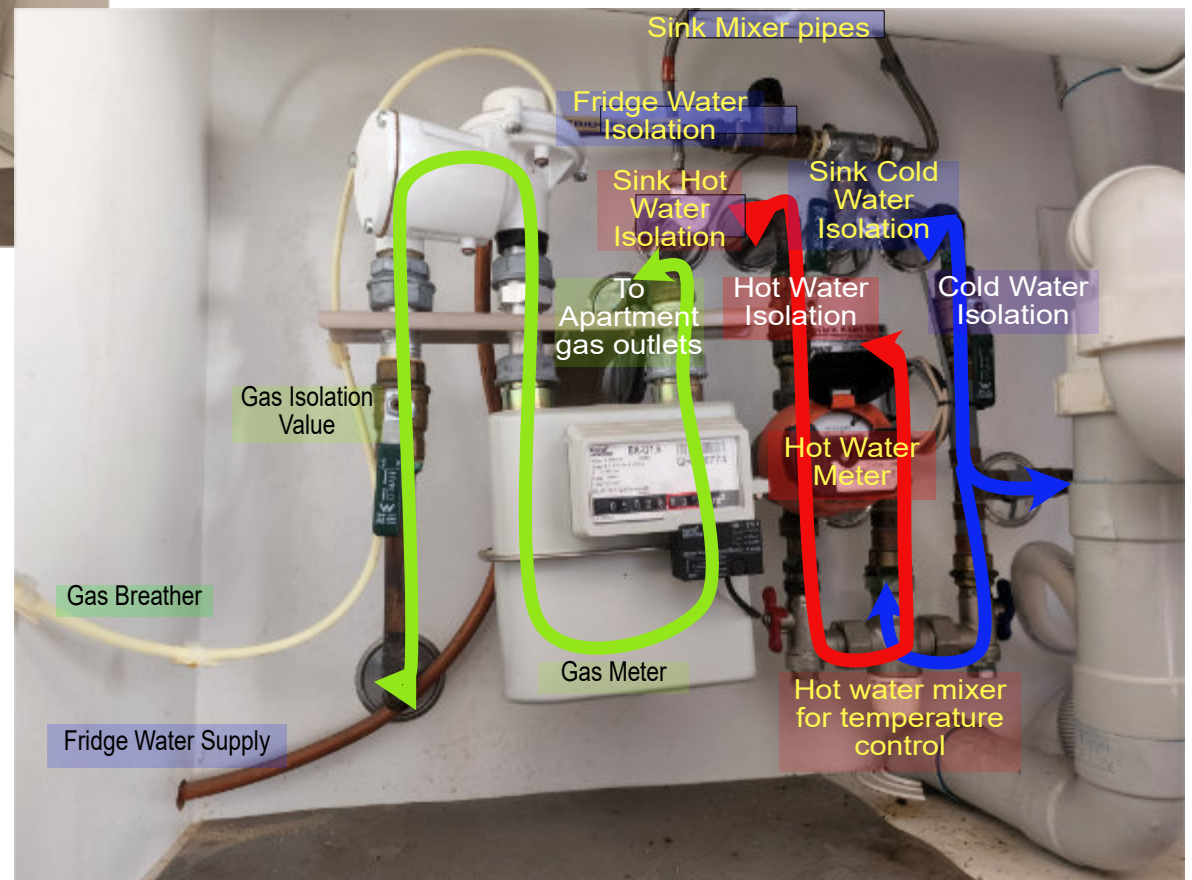
# Water and Gas Isolation



Your Gas and Water isolation values are typically under the kitchen sink. The layout will vary but the basics are consistent.

Below the

- Green line shows gas flow
- Red line hot Water flow
- Blue line cold water flow



## Personal Safety & security

The following section outlines the role of the more important organisations that provide services to the Spyglass Hill community.

## Spyglass Hill Strata and Building Management

There are four components that determine how the strata operates

### 1. Strata Committee

Elected at the AGM (around November) and consists of up to 9 owners who then elect the Chairman, Secretary and Treasurer.

### 2. Building Management

Currently contracted to Estate Managers located in the Admin Building across the road and our Building Manager

Email: [spyglasshill@estatemangers.com.au](mailto:spyglasshill@estatemangers.com.au) Phone: 1300 246 982

After Hours (Emergency Only) Matthew: 0419 276 064

### 3. Strata Management

Strata Managers manage invoice, levies and all financial matters

Currently contracted to Body Corporate Services

Elizabeth Higgins Licensed Strata Managing Agent

Level 27, 66-68 Goulburn Street Sydney NSW 2000

Locked Bag 22, Haymarket NSW 1238

Telephone: (02) 8216 0397, Email: [elizabeth.higgins@bcssm.com.au](mailto:elizabeth.higgins@bcssm.com.au)

As an owners you can register with BCS and have access to all your and Strata financials through their Portal

[www.bcsm.com.au](http://www.bcsm.com.au)





## 4. Community Association

Spyglass Hill is one of over 50 strata in the Breakfast Point Community. Facilities, gardens and roads are managed by the Community Association Executive (up to 9 members elected by the individual Strata)..

Their website is [www.breakfastpoint.info](http://www.breakfastpoint.info)

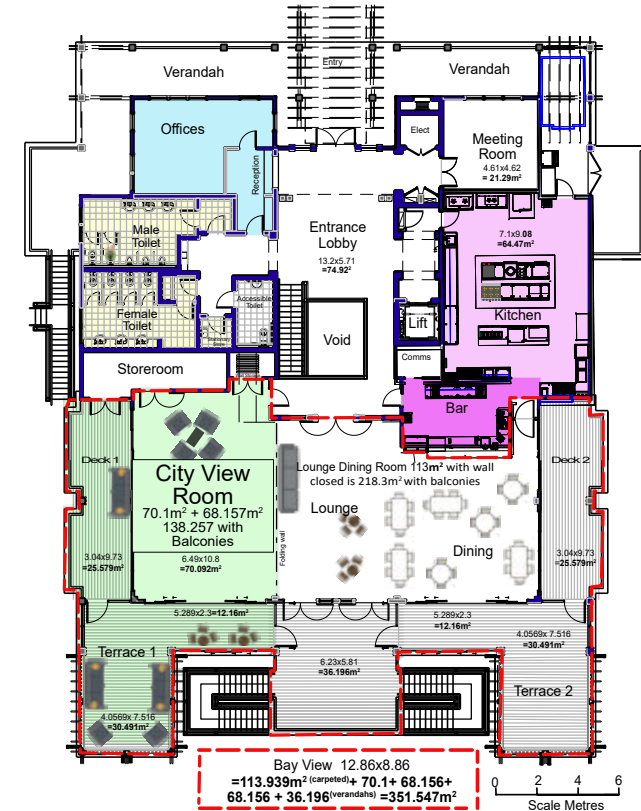


# Community Facilities

## Country Club



## Ground Floor Plan



## Lower Ground Floor Plan





# Admin Building and Men's Shed

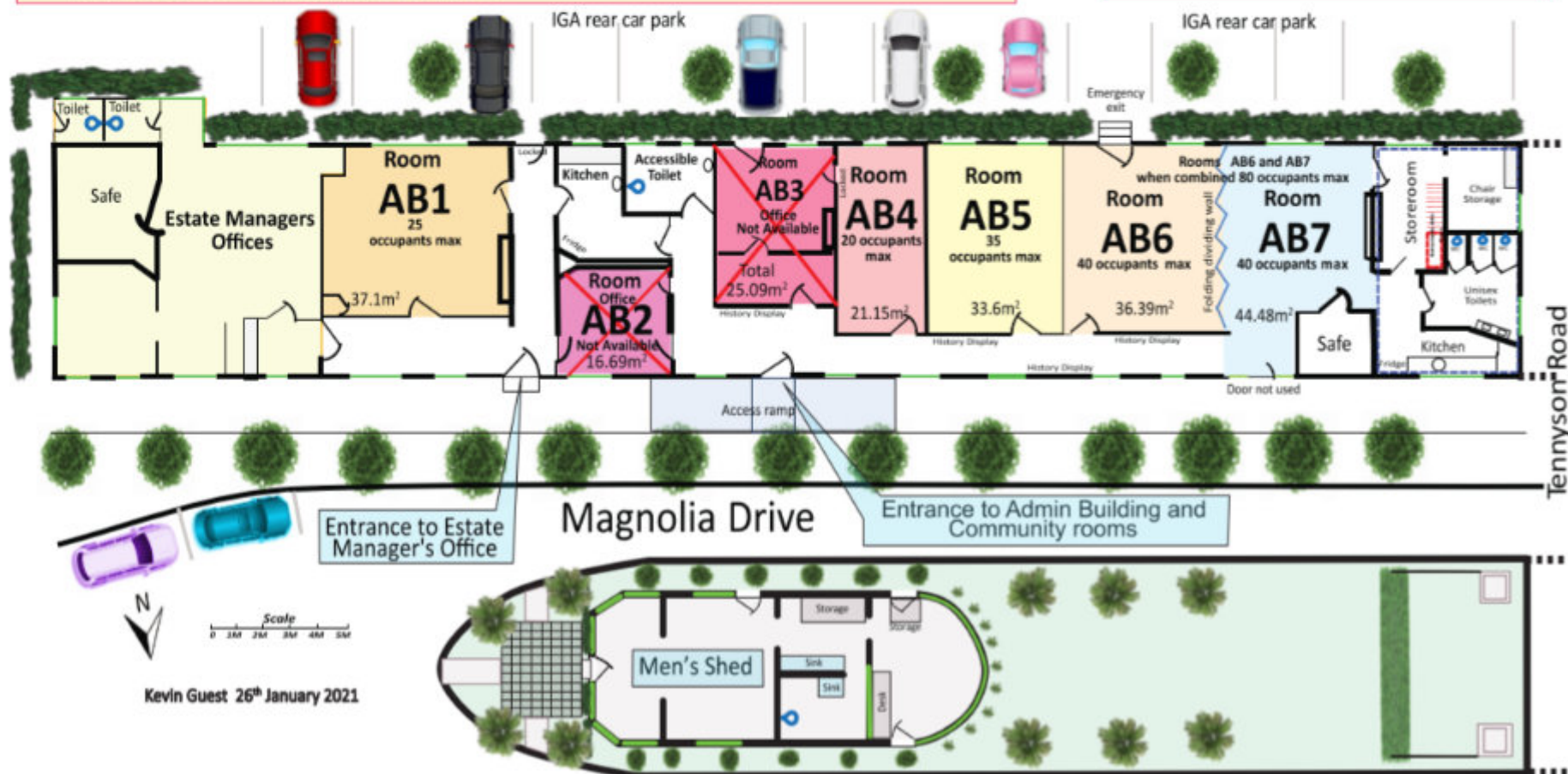
## Admin Building 2-4 Magnolia Drive Breakfast Point

To make a booking either -

- Pick up from Country Club reception a booking form you can complete.
- Call the Country Club Reception directly on 8765 6900 and they will email form to complete.
- Email request (with your group and contact details, phone number, time, dates and room(s) required) to [reception@breakfastpointcountryclub.com.au](mailto:reception@breakfastpointcountryclub.com.au). You will be sent a confirmation Email with entrance code, wifi password, instructions and security procedure.



Admin Building Free Wifi  
Wifi name: **Admin Building 1**  
Password: **12345678**



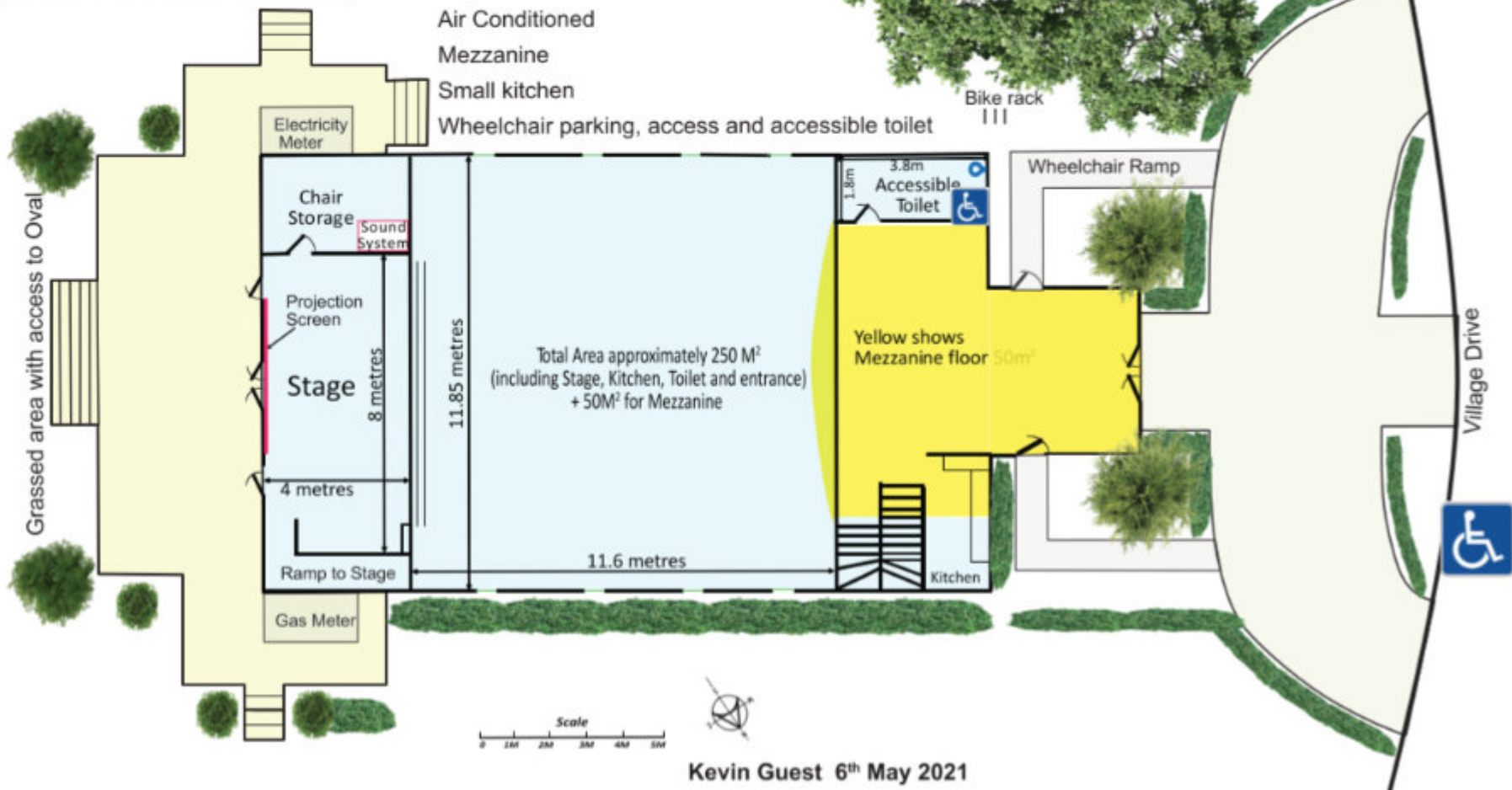
# Community Hall and Village Green



## Community Hall

### Facilities Detail

Capacity 150, 150 folding chairs  
Raised Stage, Sound System  
Projector screen  
Air Conditioned  
Mezzanine  
Small kitchen  
Wheelchair parking, access and accessible toilet





# Village Green



## Owners & Tenants Responsibilities

We all have responsibilities to each other for security within and around the building. To assist we should ensure that doors, including the foyer door and the gate to the car park, close properly behind us and that others unknown to us do not follow us into the building.

### Security cameras

For your security, cameras have been installed at the entrance, foyer, each floor at lift doors and basement levels B1 & B2. These cameras record all movements in these areas and we are able to monitor and review personnel entering and leaving the building and garage areas.

### Loitering & Suspicious Persons

If persons are seen loitering within the building they should be reported immediately to a member of the Strata Committee, the Building Manager or the local police. Contact numbers for the Strata Committee are posted on the notice board and the Burwood Police station telephone number is 02 9745 8499.

### Security keys, your responsibilities

It is the responsibility of us all to ensure that we remain vigilant with respect to the security of our apartment and our building. Security FOBS and the garage door opener are issued to each new owner and to each new tenant. At time of issue the FOB number is recorded against the name of the owner/tenant. Keys and FOBS are not transferable and must not be given to persons not living in the apartment or who do not have a security rating e.g. registered cleaners. *Each set of keys should include a FOB, letter box key and two master keys, one for front apartment door and a second for building front doors and to enable you to access your floor from the fire stairs.*

### Audit of Key Fobs

From time to time the Strata Committee will check that only registered FOB holders have access to the building, all non-current registered holders will be removed from the system and denied access. Therefore, it is crucial that owners and tenants ensure that their registrations are current by checking with the Building Manager when you purchase an apartment or when you rent an apartment. Please refer to the notice board for telephone numbers of the Building Manager or contact a member of the Strata Committee.

### Loss of Keys

Owners and tenants are responsible for the replacement of all keys related to their apartments, and for the costs of locksmith services.

### Moving Into And Out Of Apartments

Moving into and out of your new home is often very stressful for those moving and can be a major source of irritation for other residents. We hope these rules strike a good balance between the needs of both groups.

## Restrictions

### Where to park, entrance and exit location

You must not bring items through the foyer. The only entrance and exit for moving in and out of the building is the basement (B1) via the large garage door. Trucks must not impede residents entering or exiting the garage.

### Moving In / Out Times

In order to minimise the damage to lifts and common areas, as well as the inconvenience to other residents, the Strata Committee has stipulated specific days and times that are permitted for bringing in or exiting large quantities of furniture or household goods, this is especially important where household removalists are involved. Currently, moves are to take place between the hours of:

- 9am to 4pm - Monday to Friday
- 8am to 3pm – Saturday No moving in/out - Sunday

It is important that you coordinate your removalist with the Building Manager who will make a lift key available to you and instruct the removalist how to protect the lifts from damage using the curtains & flooring provided for the move. Please note that if you do not have a registered booking, you may be denied access to the lifts.

### Number of Moves in a Day

To ensure lifts are available for residents, moving in and out of apartments will be restricted to two moves in any one day, one in the morning and one in the afternoon.

### Use of Foyer, Lifts and Basements

- If you are moving in or out (or you are an owner and your tenant is moving in or out) you must not use the lift foyer as an entry or exit point for removalists.
- Furniture and large items must be moved in and out of the building via the basement (Level B1).
- Lifts need to be protected from damage when large items are moved in or out of apartments. This can be arranged by giving the Building Manager appropriate notice. Any damage that occurs as a result of moving items will be billed to the owner of the apartment. It is the responsibility of a non-resident owner to recover this from a tenant.

### Booking your move time

- Prior to moving into or moving out of your apartment, you should attend to the following:
  - Notify the Building Manager of the date that you are moving in or moving out of the apartment and arrange for a suitable time to have the lifts available.
  - On moving day contact the Building Manager to collect the key for lift access and confirm times.

## Mail

- When you leave Spyglass Hill please remember to have your mail forwarded to your new address. In addition to this, please leave your new address with the strata manager. If no address is left, any mail that turns up will be returned to sender.
- If you receive mail at your address that is addressed to the previous resident please forward on if you can. If you do not know where to send it, please contact the strata manager or return it to the sender. Don't just leave it lying around as it may be very important.

## No Junk Mail Signs

The Owner's Corporation requests that only standard 'No Junk Mail' signs be used in order to maintain a uniform standard. If you require a 'No Junk Mail' sign they are available for free by ringing Estate Managers on 02 87659033.

## Estate Agent Responsibility

Estate Agents are requested to assist in the proper management of Spyglass Hill by notifying the Strata Committee, through the Building Manager, of a new owner or tenant movements.

## Common Areas

The following section outlines some of the facilities and amenities available at Spyglass Hill for the benefit of all residents, and the rules related to their use.

## Use of Common Areas & amenities

One thing that causes great concern to all residents is the way that community facilities are used. Many residents have previously lived in homes that have private facilities and they have not needed to consider others living in such close proximity. The 'Community Rules' that follow outline your obligations. These rules also apply to young and older children and it is the responsibility of parents to ensure that they abide by them. Please make sure that you and your family observe all signs around the community.

The Estate Manager, Building Manager or a member of the Strata Committee has the right to ask anyone on community property or within community facilities to leave if they are there without proper authority or not accompanied by a resident host or parent.

Common sense should prevail in the way that people live together, and this is firmly reinforced by these rules. Breaches can be brought to the attention of the Strata Committee and action taken. Some particular things that you, your family and your guests will need to keep in mind are:

## Noise and General Behaviour

You must not let any excessive noise, inappropriate behaviour or bad language at your apartment interfere with the peaceful enjoyment that others expect in theirs.



## Children & Guests

Do not give your key to guests unless they are "house-guests" who are actually living at your apartment.

Ensure that children are accompanied when in common areas and that their play does not interfere with the peaceable enjoyment of others.

## Car Parking

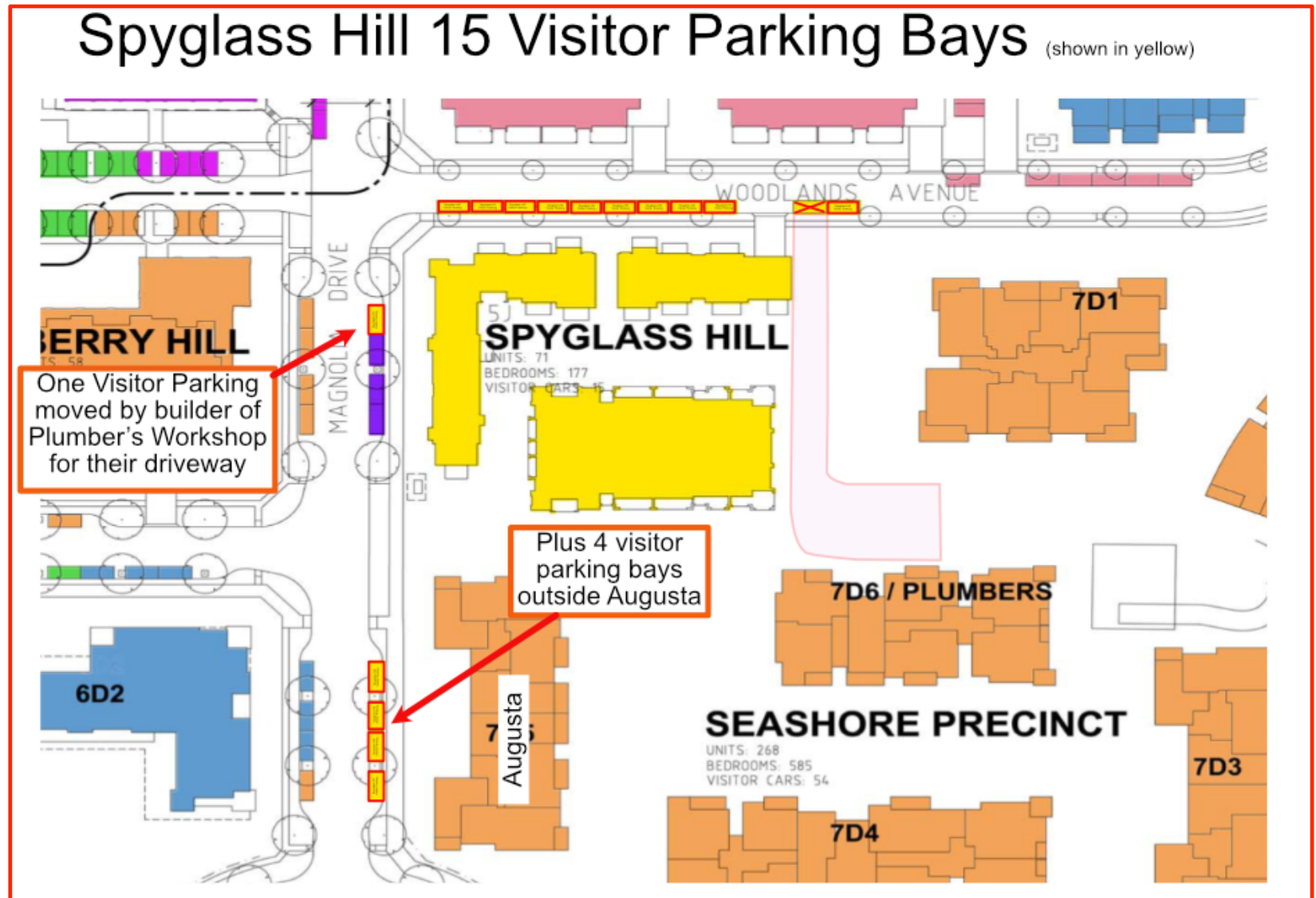
The parking bays in Woodlands Ave. are for the use of visitors only and must not be used by residents.

## Grease/Oil Stains in Basement.

On occasions, sump oil may drip onto the basement concrete. All residents are kindly reminded that where this occurs, it must be removed and cleaned by the owner or resident. A general purpose degreaser should be used to assist in cleaning.

## Car Washing Bay

The car wash bay on level B2 is for use by all residents only in accordance with water use guidelines current at the time. These are issued by Sydney Water. The car wash bay is NOT to be used as a car park.



## Gardens

The gardens around the building add significantly to its appearance. Owners and tenants are welcome to assist with their care and maintenance, they are not, however, permitted to add or remove plants of any kind. Weeds are an exception.

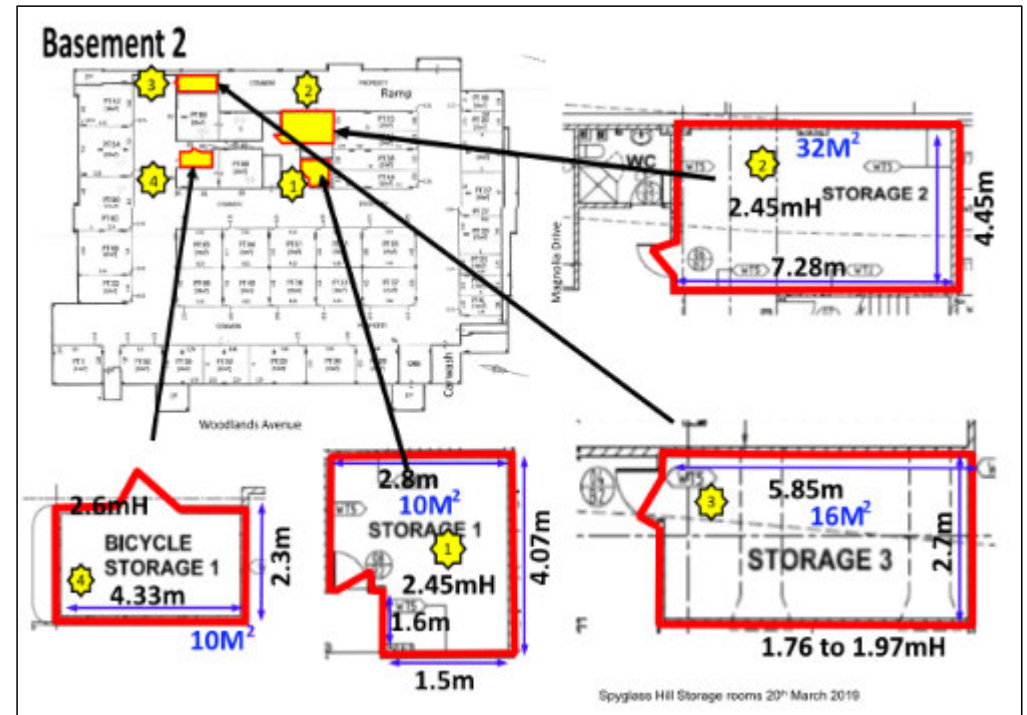
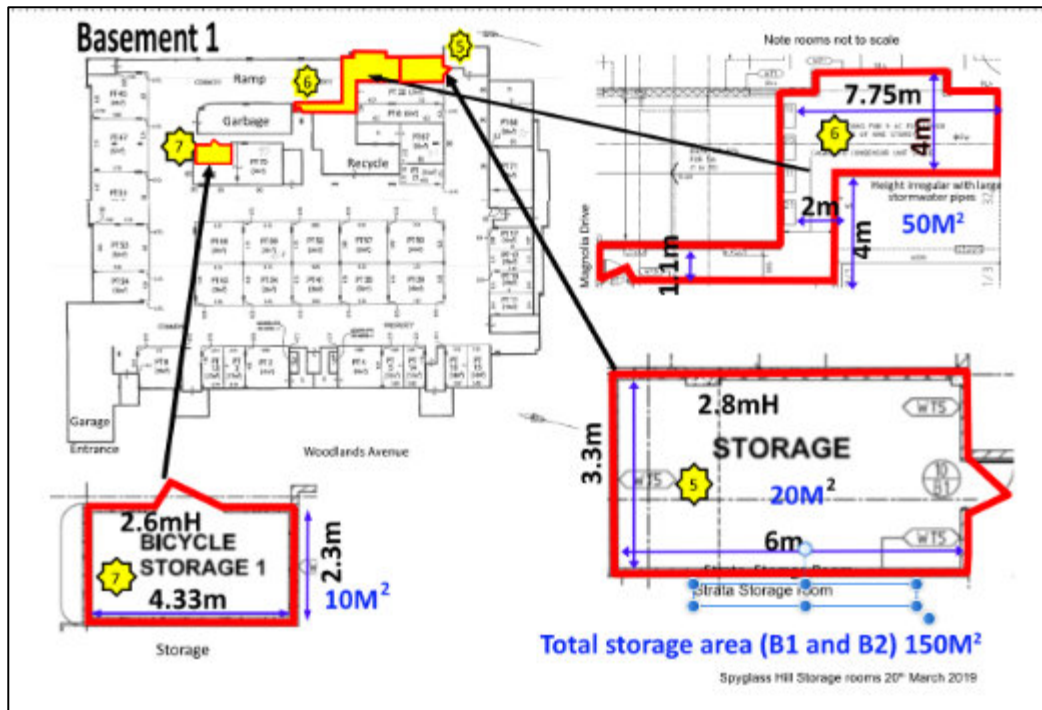
## Bicycle Storage

Bikes can be stored in your car space (at owner's risk) and must not be left in the corridors

## Additional Storage

There are some additional storage rooms available in the basement for storage, to use these areas a key is available (with a deposit) from the Spyglass Secretary. Total storage area (B1+B2) is 150m<sup>2</sup>

Limited space is available for owners to store large items, all items must be marked with owner details. A \$100 key deposit is payable to our Secretary before a key is supplied and space allocated.



# Garbage & Recycling Facilities

When disposing of garbage, either by hand or via the chute, please exercise proper standards of hygiene and care.

## Garbage Chutes

The garbage chutes are for disposing of small household waste items only. These should be securely bagged before being put in the chute. Please do not place large bags, cardboard pizza boxes or bottles in the garbage chute as these items jam the chute and render it inoperable.

## Garbage Room

Recyclables and larger items are to be taken to the garbage room on B1 and disposed of in the **YELLOW** bins in accordance with Council's recycling policies. These are outlined on the bin lids.

- PLASTIC BAGS ARE NOT TO BE PLACED IN RECYCLING BINS.** If items are taken to them in plastic bags remove the items from the bags and put the items into the bin. Put the plastic bags into a (RED) garbage bin.

- Cardboard cartons are to be flattened and/or cut up and put into the recycling bins by those who take them to the garbage room. They are not to be left on the floor or placed into the bin such that the lid cannot close. In such cases those responsible will be charged with the cost of removal.

- Garbage of any kind is not, under any circumstances, to be left outside the door to the garbage room.

- Large items that cannot be placed in a bin (such as disused furniture, wooden materials etc) must not be left in the garbage room and must be disposed of by the individual owners/tenants.

- Canada Bay Council provides a Council Cleanup twice a year for collecting large items.

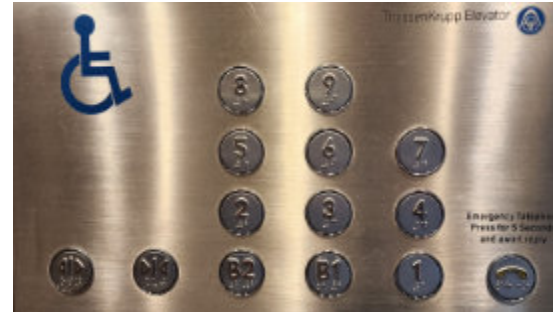
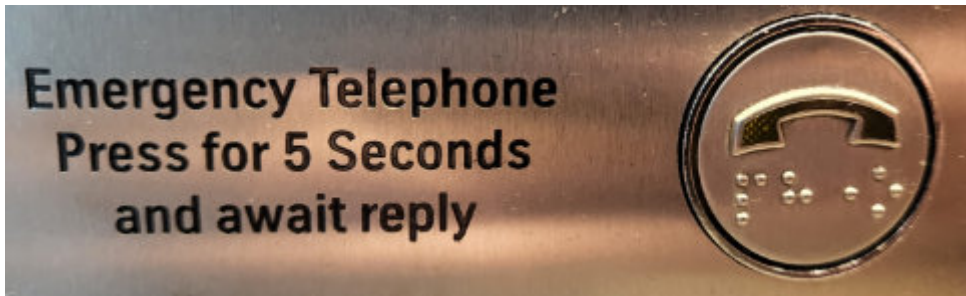




## Lifts



- The lifts are for accessing apartments. They are not to be used by children for play. Children must be accompanied by an adult in the lift.
- **In case of fire, use the fire stairs, do not use the lifts.**
- In case of breakdown advise Building Manager or a member of the Strata Committee or, if you are caught in the lift, use the communication facilities within it.
  - Do not hold lift door open with your hands or boxes, only use lift open button to hold doors open. If you force doors to stay open, this can damage lift and you will need to pay for repair..
  - If there is an emergency, press and hold emergency button. **Warning**, if you lean against wheelchair emergency button siren will sound.



## Spyglass Hill Building Management

The Building Management for Spyglass Hill is supplied by Estate Managers (our current contractor for this service). Please refer to the notice board opposite lift in basement 1 and basement 2 for contact details. The Building Manager has a large range of responsibilities which include:

- First point of contact for emergencies and should only be contacted in emergencies e.g. no hot water, flooding, garage door will not open etc. Our Building Manager is not available under our contract for assistance with personal problems.
- He/She is here to assist when settling into your new apartment and is responsible for ensuring that residents comply at all times with the by-laws set down for Spyglass Hill and the wider Breakfast Point Community. In the first instance we recommend that new residents and those leaving Spyglass Hill, contact the Building Manager for entry and exit regulations and assistance.
- The Building Manager has the full support of the Strata Committee in this role.

**ESTATE MANAGERS**  
 Powered by **PICA** Group  
**Estate Managers**  
 6 Magnolia Drive, Breakfast Point NSW 2137

## Building Management



The following section outlines the more important rules and issues related to the proper management of Spyglass Hill and the maintenance of standards that benefit all residents.

## Animal and Pets

The provisions of by-law 67 of the Community Management Statement apply to the keeping of animals within the Strata Scheme.

The Owners Corporation is responsible for providing the approval under by-law 67.2 of the Community Management Statement. The Owners Corporation must act reasonably in proving such approval. An Owner or Occupier must:

- give notice prior to bringing an animal on Common Property;
- ensure that the animal does not enter any part of the Common Property which has been designated by the Strata Committee as area which animals cannot enter.
- Without affecting the Owners Corporation's rights under the Act, the Owners Corporation may issue a notice cautioning the Owner or Occupier in respect of a breach of any of the provisions of this by-law or by-law 67 of the Community Management Statement.
- A further breach under by-law 22.4, will entitle the Owners Corporation to require the immediate removal of the animal from the Parcel.
- Any resident or owner of SP 77399 that wishes to keep a pet within their lot must request and obtain permission in writing from the Strata committee of the owners corporation of SP 77399 before bringing the pet on to the lot.
- All pets brought onto any part of the common area of SP77399, excluding balconies or courtyards attached to an individual residence must be on a lead at all times.
- Any person bringing a pet onto any part of the common area of SP77399 must immediately clean up any pet faeces that the pet has deposited within the common area of SP77399.
- Any person bringing a pet onto any part of the common area of SP77399 must ensure the pet does not urinate or defecate on any wall, pathway, lift, gate, carpet or planter box within the common area of SP77399.
- Owners or residents who keep pets within a lot of SP77399 must ensure that the pet does not cause any disturbance to any other resident or owner of SP77399 such as, but not limited to, acting aggressively to others or barking in a manner that can be heard outside the lot where the pet is kept.
- If an owner or resident who keeps a pet within a lot of SP77399 breaches this by-law or by-law 67 of the Community Association - Keeping of Animals, a breach notice will be issued.
- If the breach notice is not complied with the Strata committee of the owners corporation of SP77399 will demand the owner or resident keeping the offending pet remove the pet either temporarily or permanently from the lot.

## Use of Balconies and Outside Courtyards

- Do not hang any washing, bedding or articles of a similar nature on your balcony or within sight in your courtyard.
- Special By-Law 5 No Smoking
- The proprietor or occupier of a lot within the strata scheme must not smoke or allow smoking within or on their balcony or courtyard, or within or on the common property.
- Without limiting clause 1, the proprietor or occupier of a lot must not allow any invitee to their lot to smoke within or on their balcony or courtyard, or within or on the common property.
- Do not feed birds on your balcony as they are messy feeders and seeds and husks will blow onto other balconies.

## Fast Food, Grocery and Courier Deliveries

- It is preferred that 'fast' food, grocery and courier deliveries be met at the gate however large items such as an online grocery orders may be delivered to your apartment.

## Garage enclosures & Storage in Garages

Purchase of an apartment provides under cover parking for one or more cars. If an owner wishes to enclose their allotted parking area then they must apply to The Strata Committee in writing providing a sketch with dimensions of the proposed enclosure. It is also important that enclosures meet the common standards already existing in the garage area.

Under no circumstances are flammable items or any other items to be stored in the parking bays. All items must be stored in approved containers or cage except for bicycles. Access ways and emergency services must not be blocked at any time.

## Improvements or Alterations of Apartments

You are not permitted to make any alterations or additions or attach any external fixtures to the outside of your apartment unless written approval has been sought and granted by the Strata Committee and the Community Association. Any addition such as air-conditioners, external structures (even blinds, shutters and awnings) will need to be in accordance with the "Spyglass Hill Architectural and Landscaping Standards". In some cases approval may also be required from the Breakfast Point Community Association and the City of Canada Bay Council. If you are in doubt please consult a member of the Strata Committee or the Estate Manager.

## Owner Responsibilities Regarding Tenants

- Apartment Owners have direct responsibility for ensuring that their tenants are aware of and understand the importance of applying the contents of this document to their occupancy.

## Owner responsibilities for faults within apartments

Should a fault occur within an apartment then the owner is in the first instance responsible for determining the nature, cause and costs to rectify the fault. If it is considered that the fault might be the responsibility of the body corporate or a construction fault, then the owner should contact the Strata Committee to determine the most appropriate way in which to proceed to rectify the fault. See [Who Owns What](#) below.

## Reporting Common Area Issues

- Any issues concerning common areas or their use should be reported to a member of the Strata Committee or the Building Manager.
- In the case of objectionable or unacceptable behaviour, a member of the Strata Committee or the Police should be notified.

## Visitors

- Visitor parking is along Woodlands Ave and Magnolia Drive in front of 'Spyglass Hill'.
- Visitors can contact you on arrival via the ground floor intercom system by pressing your apartment number followed by the Bell button'.
  - When you want to let your guests in, answer their intercom call, and press the bottom right button while holding the handset, then hang up. Your guests can now access the front gate, lift foyer and access your floor in the lift.
  - Once you provide access your visitors should proceed directly to the lift foyer, enter a lift and travel to your floor. They will not be provided access to any other floor. (if unsuccessful because someone ahead of them has used their lift pass, they must call you again)
  - Upon arrival and departure care should be taken to ensure that visitors do not disturb other residents. To exit through the main gate, press the button on the left of the gate.



**Spyglass Hill**  
5 Woodlands Ave Breakfast Point 2037

### Intercom Operation

To contact an apartment, enter the apartment number followed by the OK key.

Talk to the apartment and then they can give you access to the front gate, glass doors and their lift level.

## Protecting the Environment

### Smoking

- Smoking in all common areas is prohibited. Such areas include, but are not limited to balconies, the front gate, open courtyard, lift foyers, fire stairs, the basements and garbage rooms.

### Sinks, Drains and Toilets

- Do not use sinks, drains or toilets for disposing of inappropriate waste. Items such as sanitary napkins, cleaning rags, chux cloths, plastic bags and other household solids cause blockages within the building's pipework. These blockages can cause sewerage overflows into apartments below. Dispose of such items hygienically through the normal 'household' garbage.

**Reminder to Spyglass Hill Residents**

**Smoking on Balconies and common areas is not allowed under our bylaws.**

Recently cigarette butts have been dropped onto courtyards from balconies above.

*Bylaws*

*ByLaw 3.2 The proprietor or occupier of a lot within the strata scheme must not smoke or allow smoking within or on their balcony or courtyard, or within or on the common property.*

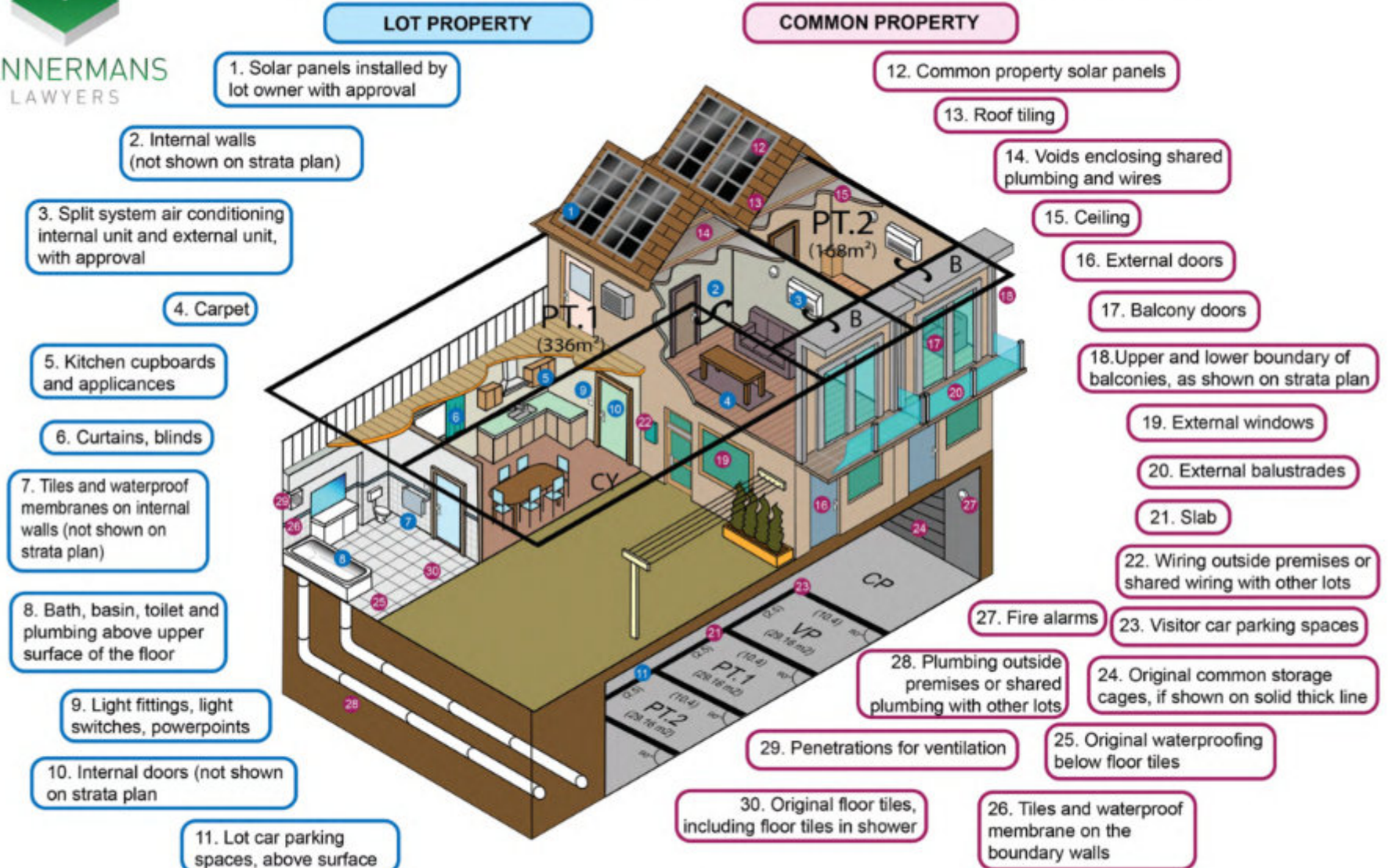
*ByLaw 3.3 The proprietor or occupier of a lot must not allow any invitee to their lot to smoke within or on their balcony or courtyard, or within or on the common property.*



# Who Owns What?



## WHAT DO I OWN AND WHAT IS COMMON PROPERTY?



Please note:

- This diagram is provided as a guide for strata schemes registered after 1 July 1974.
- To a limited extent, notations on the strata plan can modify the general position, as can any by-laws, alterations, additions or removal of common property put in place after the registration of the plan.

Liability limited by a scheme approved under Professional Standards Legislation.



## Contact Details

Building Manager Wageh Micheal 1300 246 982 Office Hours

Email – [spyglasshill@estatemangers.com.au](mailto:spyglasshill@estatemangers.com.au)

Out of Hours Estate Manager Matthew on 0419276064

Estate Managers Phone 1300 246 982

Estate Managers out of hours Matthew 0419 276 064

Strata Committee Email: [spyglassec@gmail.com](mailto:spyglassec@gmail.com)

## Emergency Contact Numbers

Ambulance 000 (Mobiles 112) Security - BNP 8765 8777

MedPlaza (Doctors) 87650777

Concord Hospital Emergency 9767 6090

Poisons Information 131126 BP Pharmacy 97433822

Police -Burwood 97458499 Fire Brigade (Concord) 97631648

Canada Bay Council (Normal and A/Hours) 9911 6555

State Emergency Services 9747 8022

See our Spyglass Website [www.spyglasshillbp.net](http://www.spyglasshillbp.net) for additional information on our Strata and Community.

**Spyglass Hill Strata**  
New website

Tuesday, July 26<sup>th</sup> 2022  
Time to next Strata Committee meeting is 19 days 22 hours 15 minutes 53 seconds  
5962 days or 16 years since Spyglass Hill Building handover

[Home Page](#)
[Spyglass Hill Information](#)
[Pictures](#)
[Community Association](#)
[Contacts](#)

New site visitors: 3 4 3  
 Updated 26th July 2022

Next Strata Committee meeting will be on  
 Monday 15th August at 6pm in AB6-7  
**Note now third Monday of the month**

Time to next meeting

1	9	2	2	1	5
Days		Hours		Minutes	

**Latest news**

**Estate Managers**

As part of our continued service improvements, we are going live with a dedicated email address for each building ([spyglasshill@estatemangers.com.au](mailto:spyglasshill@estatemangers.com.au)), this will commence from Monday 11th July.

# Breakfast Point Strata Names



Go to Spyglass Hill website to download map

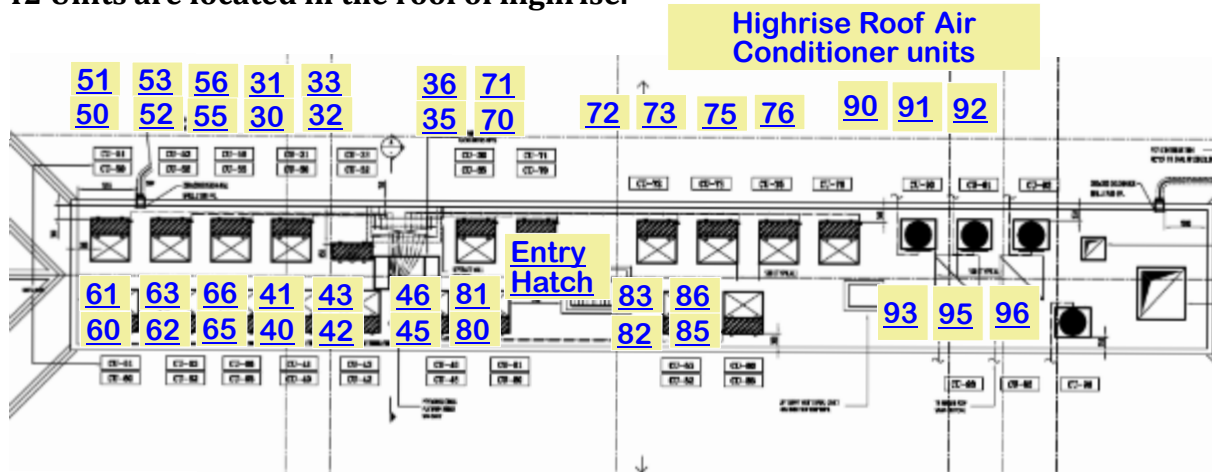


## Air Conditioning

All units in Spyglass Hill had ducted air-conditioning installed during construction.

**Their maintenance and replacement is the responsibility of the lot owner and permission to replace has to go through Strata Committee,**

**42 Units are located in the roof of highrise.**



### 19 in Car Spaces

3 Magnolia Units, 30, 31, 20, 21, 10(B2)

1 Woodlands Ave, 31, 30, 21, 10, 11(B2)

3 Woodlands 3

5 Woodlands none available

7 Woodlands 7

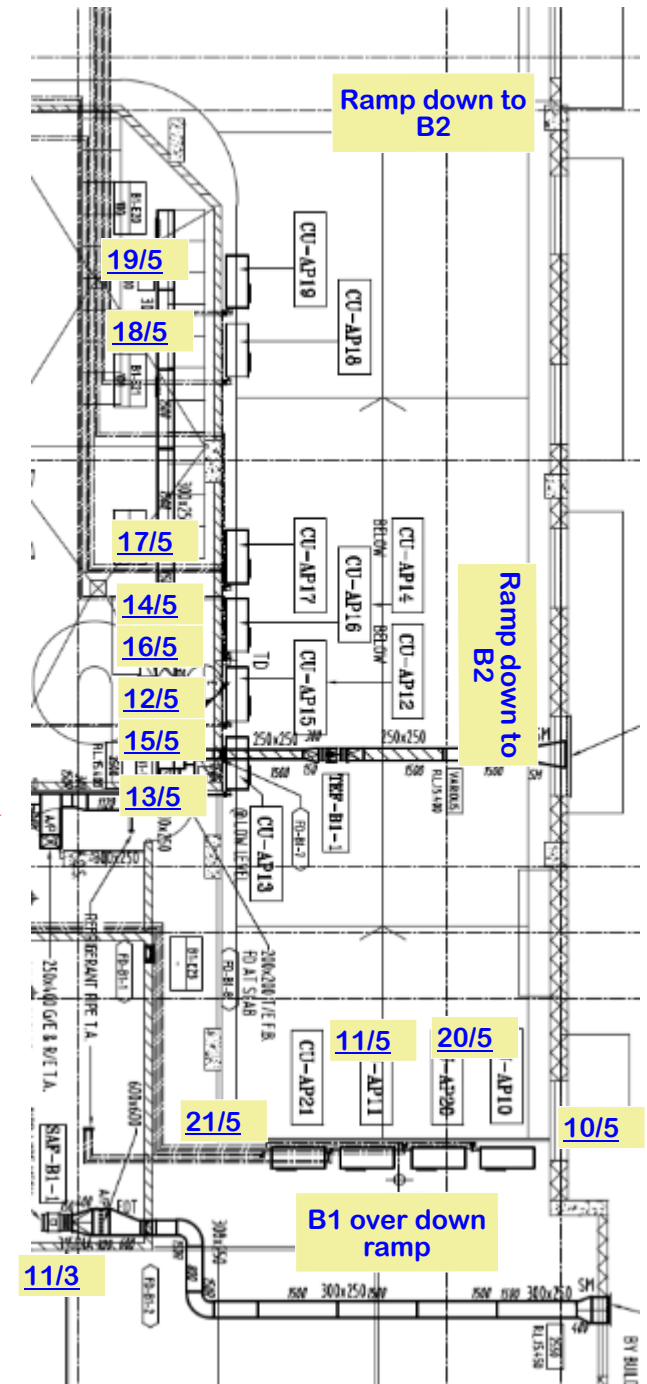
9 Woodlands 31, 20, 10(B2), 11,

**12 over ramp to B2 on levels B1 and B2**

## Electric Car Charging

Owners with Air conditioning units located in their car parking lot are able to install a switch to swap between charging and air conditioning.

Presently there is no option available for all other units as a recent power consumption survey indicated that we do not have the capacity to install additional charging points

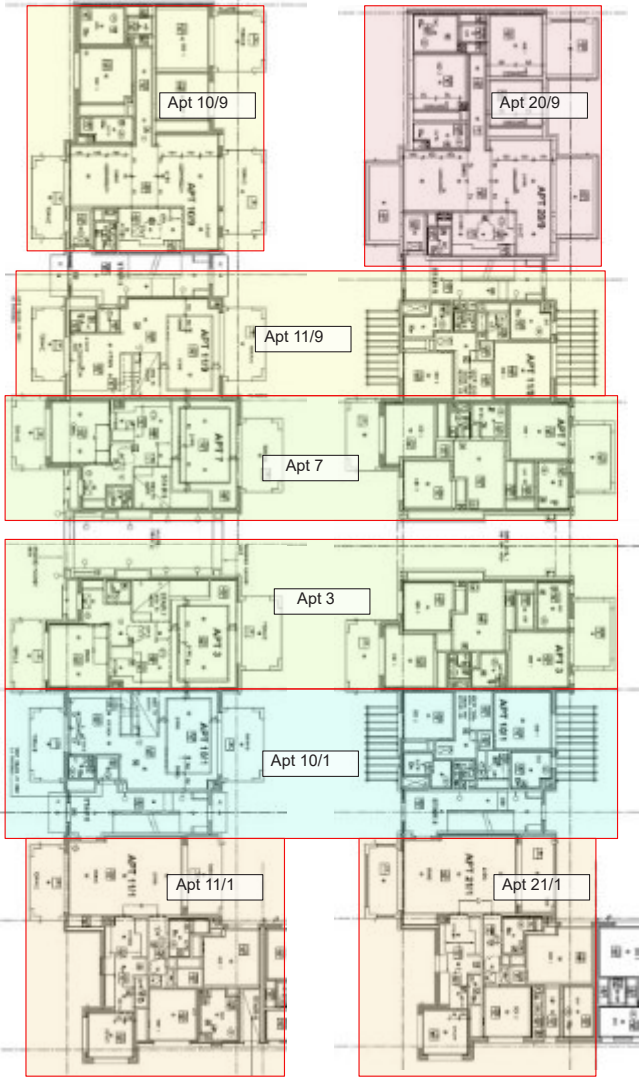


Building Plans

Mews Woodlands Ave

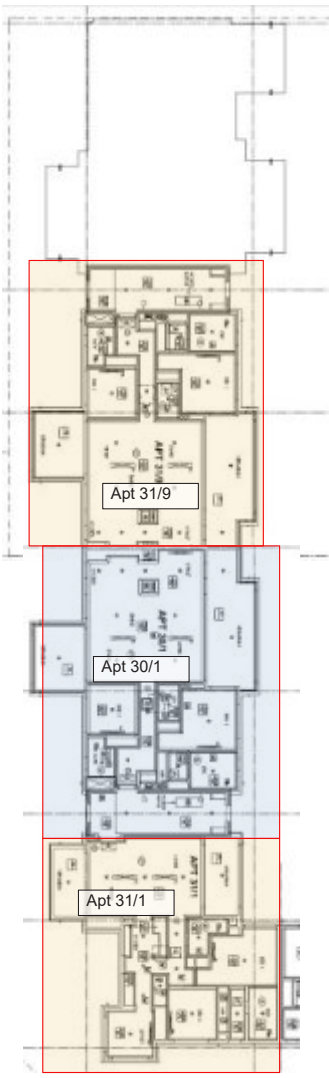
The Mews contains 17 apartments 13 single storey and 4 two storeys..

1,3,7, and 9 Woodlands Ave



Level 1

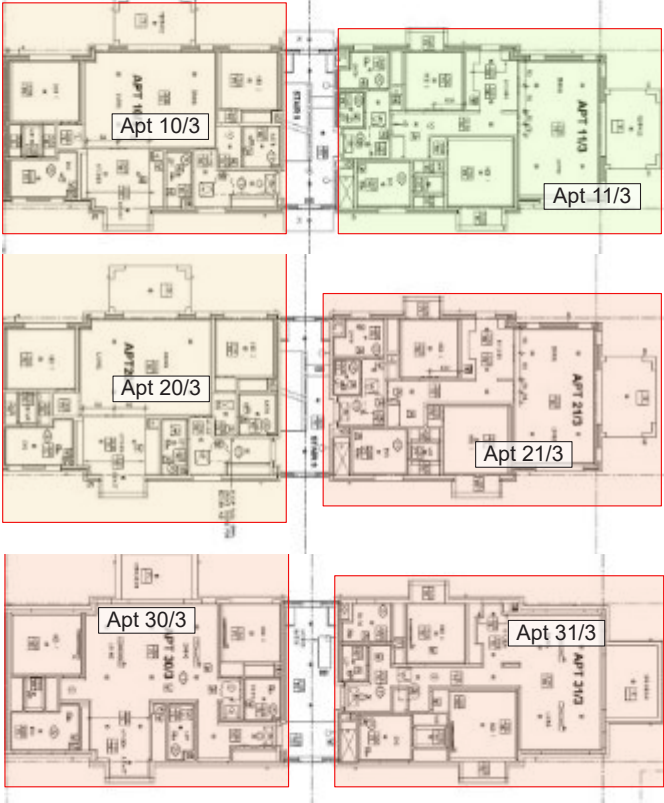
Level 2



Level 3

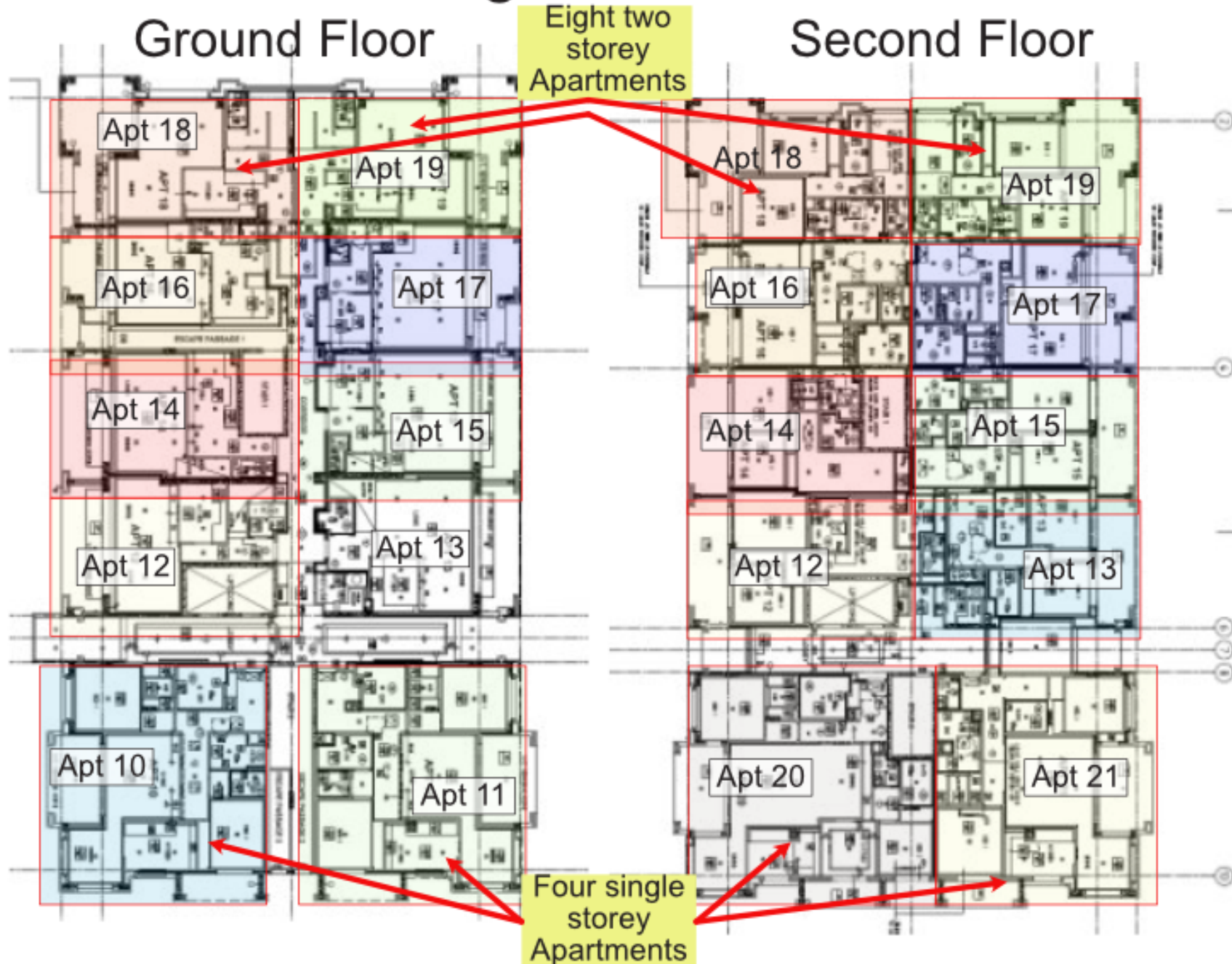
3 Magnolia Drive

Mews Magnolia Drive

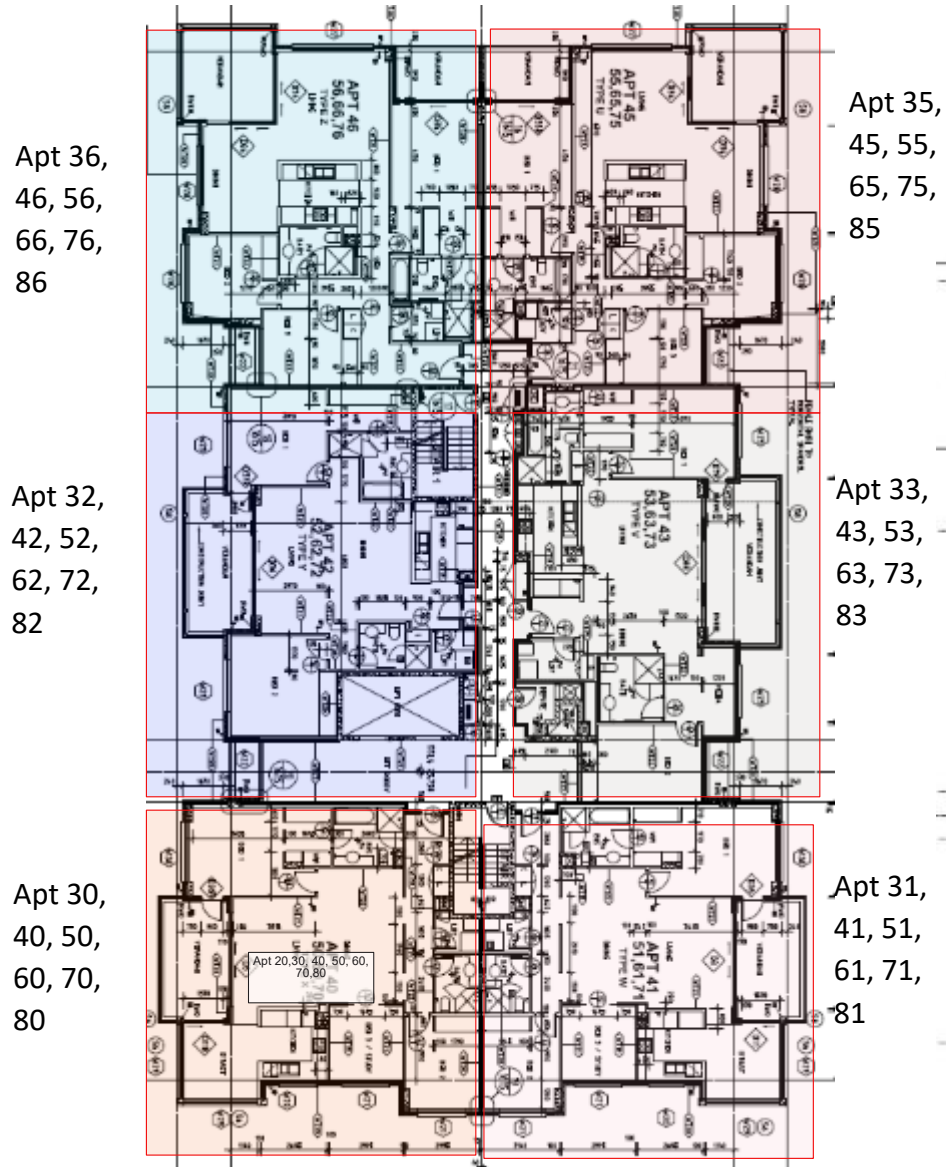




# Highrise Level 1-2



## Highrise Level 3-8



## Highrise Level 9-10

Six two storey Penthouse Apartments



## Unit Entitlements

The Unit Entitlement (UE) of each unit is calculated when the Strata is formed. It determines the percentage paid by each unit towards the total Strata costs

Lot	Apart	UE	UE Percent	25	17	11	1.10%	49	61	15	1.50%
1	10/9	13	1.30%	26	18	11	1.10%	50	62	11	1.10%
2	11/9	11	1.10%	27	19	11	1.10%	51	63	14	1.40%
3	7	13	1.30%	28	20	12	1.20%	52	65	18	1.80%
4	3	13	1.30%	29	21	13	1.30%	53	66	14	1.40%
5	10/1	11	1.10%	30	30	12	1.20%	54	70	14	1.40%
6	11/1	10	1.00%	31	31	13	1.30%	55	71	17	1.70%
7	10/3	11	1.10%	32	32	11	1.10%	56	72	12	1.20%
8	11/3	11	1.10%	33	33	12	1.20%	57	73	15	1.50%
9	20/9	12	1.20%	34	35	14	1.40%	58	75	19	1.90%
10	21/1	10	1.00%	35	36	13	1.30%	59	76	15	1.50%
11	20/3	10	1.00%	36	40	13	1.30%	60	80	15	1.50%
12	21/3	10	1.00%	37	41	13	1.30%	61	81	18	1.80%
13	31/9	11	1.10%	38	42	11	1.10%	62	82	13	1.30%
14	30/1	11	1.10%	39	43	12	1.20%	63	83	16	1.60%
15	31/1	10	1.00%	40	45	14	1.40%	64	85	20	2.00%
16	30/3	10	1.00%	41	46	14	1.40%	65	86	15	1.50%
17	31/3	11	1.10%	42	50	13	1.30%	66	90	23	2.30%
18	10	11	1.10%	43	51	14	1.40%	67	91	31	3.10%
19	11	11	1.10%	44	52	11	1.10%	68	92	25	2.50%
20	12	11	1.10%	45	53	14	1.40%	69	93	31	3.10%
21	13	11	1.10%	46	55	16	1.60%	70	95	32	3.20%
22	14	10	1.00%	47	56	14	1.40%	71	96	27	2.70%
23	15	11	1.10%	48	60	14	1.40%				
24	16	11	1.10%								



## Paint Schemes

There are three original paint schemes used in our buildings

<u>TWILIGHT COLOUR SCHEME</u>	
UNITS: 10/9,11/9,10/3,11/3,31/9,31/1,30/3,7,10,11,13,17,18,19,20,21,33,35,36,41 42,43,50,56,60,62,66,70,72,73,80,85,86,91,92 & 96.	
Kitchen Floor-	AC-00K01 316x316mm
Kitchen S/B-	Ivory Gloss Ripple 150x150mm
Laundry Floor-	Classic Ceramics Stone Fawn 200x200mm
Laundry SK&S/B-	SKM White Gloss 100x100mm
Guest WC Floor-	Classic Ceramics Stone Fawn 200x200mm
Guest WC SK-	Classic Ceramics Stone Fawn 200x200mm
Guest WC Wall-	AC-4869 100x300mm
Botticino Classico 300x300mm Floor And Skirting Where Required.	
Bath/ Ens Floor-	Classic Ceramics Stone Fawn 200x200mm
Bath/Ens Walls-	AC-4869 100X300mm
Botticino Classico 300x300mm Floor, Bath Riser & Vanity Plinth Where required.	
Thresholds-	Botticino Classico.

<u>MOONLIGHT COLOUR SCHEME</u>	
UNITS : 10/1,20/3,45 & 93.	
Kitchen Floor-	SKM 30361G 450x450mm
Kitchen S/B-	Ivory Gloss 150x150mm
Laundry Floor-	Classic Ceramics Donkey Grey 200x200mm
Laundry SK&S/B-	SKM White Gloss 100x100mm
Guest WC Floor-	Classic Ceramics Donkey Grey 200x200mm
Guest WC SK-	Classic Ceramics Donkey Grey 200x200mm
Guest WC Wall-	AC-484869 100x300mm
Bath/Ens Floor-	Classic Ceramics Donkey Grey 200x200mm
Bath/Ens Wall-	AC-484869 100x300mm
Arabescato 300x300mm Floor, Bath Riser & Vanity Plinth Where Required.	
Thresholds-	Arabescato

<u>STARLIGHT COLOUR SCHEME</u>	
UNITS : 11/1,20/9,21/1,21/3,30/1,31/3,3,12,14,15,16,30,31,32,40,46,51,52,53,55, 61,63,65,71,75,76,81,82,83& 90.	
Kitchen Floor-	AC-00K02 316x316mm
Kitchen S/B-	White Gloss 150x150mm
Laundry Floor-	Classic Ceramics Polvere Grey 200x200mm
Laundry SK&S/B-	SKM White Gloss 100x100mm
Guest WC Floor-	Classic Ceramics Polvere Grey 200x200mm
Guest WC SK-	Classic Ceramics Polvere Grey 200x200mm
Guest WC Wall-	AC-4869 100x300mm
Bath/Ens Floor-	Classic Ceramics Polvere Grey 200x200mm
Bath/Ens Wall-	AC-4869 100x300mm
Ceaser Stone Osprey 3141 300x300mm Floor, Bath Riser & Vanity Plinth Where Required.	
Thresholds-	Ceaser Stone 3141White

Below are the paint, carpet etc colour styles used

Project: Breakfast Point Lot 5J SPYGLASS HILL APARTMENTS  
SCHEDULE OF FINISHES, FIXTURES AND SERVICES

Job No:04069

Bathroom	Flush jointed plasterboard	"Boral ClassiCove 90 mm Sydney Cove" 55 scotia 10/9 Woodlands "Boral ClassiCove 90 mm Sydney Cove"	As for Ensuite	nil	nil	Ceramic tile	
Guest WC	Flush jointed plasterboard	55 scotia	Tiles to 900 to wall with basin	1 course ceramic wall tiles	Heritage Profiles "Telford" 92mm	Ceramic tile	
Laundry	Flush jointed plasterboard	55 scotia 10/9 Woodlands "Boral ClassiCove 90 mm Sydney Cove"	Villaboard, tub / WM wall tiled to 1400	1 course ceramic tiles	Heritage Profiles "Telford" 92mm	Ceramic tile	Note: if laundry opens directly off kitchen, continue kitchen floor tiles through laundry

## Colours and Selections - General

Surface	Twilight	Moonlight	Starlight	Notes
Ceiling and Cornice – Living / Dining, Kitchen, Entry, Hall, Bedrooms, Study	30% Dulux 50YY 83/086 "Chalk USA" 70% Dulux PW1.H9 "Vivid White"	30% Dulux 50YY 83/057 "Berkshire White" 70% Dulux PW1.H9 "Vivid White"	Dulux PW1.H9 "Vivid White"	Wash + Wear 101 flat acrylic
Ceiling and Cornice – bathrooms, ensuite, laundry and WC	Dulux PW1.H9 "Vivid White"	Dulux PW1.H9 "Vivid White"	Dulux PW1.H9 "Vivid White"	Wash + Wear 101 low sheen acrylic
Walls	Dulux 50YY 83/086 "Chalk USA"	Dulux 50YY 83/057 "Berkshire White"	Dulux 45YY 74/073 "China White"	Wash + Wear 101 low sheen acrylic
Laundry walls	Dulux 50YY 83/086 "Chalk USA"	Dulux 50YY 83/057 "Berkshire White"	Dulux 45YY 74/073 "China White"	Wash + Wear 101 semi-gloss acrylic
Skirtings and Architraves	Dulux PW2.D4 "White Watsonia"	Dulux 40YY 58/072 "Soapstone"	Dulux PW1.H9 "Vivid White"	Super Enamel high gloss
Doors and Frames Internal Stairs – balustrade, stringer, newell and handrail	Dulux PW2.D4 "White Watsonia"	Dulux 40YY 58/072 "Soapstone"	Dulux PW1.H9 "Vivid White"	Super Enamel high gloss Lobby side/exterior side of front door to be painted differently – refer lobby and external finishes schedule Paint finish to doors to be applied by brush
Carpet, including stairs	Victoria Carpets Central Boulevard "Alluring"	Victoria Carpets Serenity "Woodsmoke"	Victoria Carpets Central Boulevard "Perfection"	
Kitchen floor tiles	AC-00K01 316x316 ceramic, stack bond	ACE 4648 matt finish 300x300 vitrified, stack bond	AC-00K02 316x316 ceramic, stack bond	Tiles from Ace Ceramics
Guest WC – floor	Stone Fawn 200x200	Donkey Grey 200x200 stack bond	Polvere grey 200x200 stack bond	Tiles from Classic Ceramics

Giles Tribe Architects	Spyglass Hill Apartments	Date 26 May 2006
Issue / Rev: 7 -	Lot 5J Woodlands Avenue Breakfast Point	Page 2 of 7

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**Date taken Late 2005, Early 2006**

