

The Élan

Welcome to **The Élan**, a prestigious residential apartment building located in the heart of Sydney's Kings Cross precinct only minutes from the Sydney CBD.

The Élan offers a range of facilities that will make your time here an enjoyable experience.

Some of the facilities offered at **The Élan** include:

- 24-hour security surveillance and concierge
- Visitor car park
- Well equipped gymnasium
- Outdoor garden area
- Heated swimming pool, spa & sauna
- Snooker and library area
- Meeting room
- Car wash bay

The Élan is managed on behalf of the Owners' Corporation by the executive committee, elected by owners at the AGM. The day-to-day operation and management of **The Élan** is the responsibility of the building managers, assisted by the concierge staff.

The security of **The Élan** is managed by the concierge and building management staff and incorporates door alarms, video surveillance and restricted access.

In order to maintain the reputation and amenity of **The Élan** it is necessary to observe the Strata By-Laws, which are available together with more detailed information on most items in this letter at www.theelan.com.au

This is general information to residents about some of the facilities and regulations that have been established to make living at **The Élan** an enjoyable experience for everyone. Any further enquiries may be directed to the building managers or the concierge.

Contacts

Building Management & Concierge

Senior Building Manager: Gordon Lowe - glowe@3gfacility.com.au
Building Manager: Ken Groves - kgroves@3gfacility.com.au
Concierge: concierge@theelan.com.au
Postal address: 1 Kings Cross Road
RUSHCUTTERS BAY, NSW 2011
Phone: 9326 0077
Website: www.theelan.com.au

Strata Manager

Peter Clisdell Pty Limited - Attention Dianne Smithers (Quote Strata Plan 55773)
(Contact is for Owners only. Tenants should contact their respective Agents.)
Phone: 9556 5222
Postal address: Locked Bag 30
Rockdale DC NSW 2216

Common courtesies expected when living in The Élan

Please do not throw any objects from your apartment balcony, including cigarette butts, ash, water, champagne corks and food. Kindly make your guests aware of this.

Noise within your apartment must be kept to acceptable levels. Please be aware that thumping noises may transmit to the apartment below. Contact the concierge if you experience difficulties with the level of noise from neighbours. Repeated noise complaints may result in a report being made to the Owners' Corporation and/or your managing agent.

Residents are responsible for the behaviour of their guests. This includes any damages caused or complaints made by others. Please ensure your guests abide by all building by-laws. The building manager reserves the right to request that a guest that presents a nuisance or danger to others leave the building. Police may be called under certain circumstances.

Moving into The Élan

Your security tag will allow you access to your apartment, common area and car park (for apartments with parking): your purchasing or managing agent will have supplied the tag. Please make yourself known to the building managers and the concierge on your arrival.

You must make arrangements with the concierge at least 48 hours before you move into or out of **The Élan**. They will assist you with access to a dedicated service lift and to the loading dock. Vehicles have access to the loading dock after 8:30am. www.theelan.com.au

All moves must be carried out during the hours of 9:00am to 5:00pm, Monday to Saturday. No moves are allowed on **Sundays and public holidays**.

Living at The Élan

Access

All pedestrian access is to be through the main foyer entry on Kings Cross Road or Craigend Street door via the loading dock. Do not exit the building via the fire escapes, as you will set off alarms that are on these doors.

The main pedestrian entry on Kings Cross Road is locked at 10:00pm and unlocked at 6:00am daily. Entry outside these hours is by the swipe pass or concierge only.

Apartment cleaning

The concierge can give contact names for cleaning services.

Car wash bay

Located on Level 3 west, through the boom gate.

Common Areas

All common areas must be kept free of personal belongings as they may create a fire safety hazard, rodent breeding areas, as well as posing a work, health and safety risk.

Deliveries

You may arrange for deliveries to be left with the concierge but please let the concierge know when they might expect the delivery. Concierge must be notified if access is needed to the loading dock.

Emergency evacuation

The building has an emergency evacuation system. In the case of an emergency an alert tone will sound. There are two levels of alert. Please leave the building via the fire stairs. Do not use the lifts. Please follow all instructions given by the concierge and emergency service personnel. Assembly area is around the “Stones against the sky” sculpture at the forecourt, West side of the building.

Laundry and dry cleaning

The concierge can explain the terms to arrange the return of your garments.

Newspaper delivery

The concierge will deliver newspapers to your apartment if you have a subscription.

Pets

The Élan is a pet free-building. However, an amnesty was accorded to some pet owners who had pets in the building and registered them with the Owners Corporation before 22 March 2013. This does not, however, include approval for any new pets to be brought into the building.

Visitors must not bring pets into the building.

Recycling and garbage disposal

Centralised garbage and recycling facilities are located on level 4 in the loading dock area.

There are also garbage chutes on each level. Please bag all household waste appropriately and remember that only **small bags** should be deposited down the chute making sure bag drops down chute.

Glass and other dangerous items must not to be dropped down the chute.

All recyclable items (glass, plastic, paper) are to be taken to level 4 to be deposited in the appropriate recycle bins.

Cardboard boxes are to be taken to the recycling area on level 4, flattened. Any foam or other packing material is to be removed and disposed of into rubbish bin.

Smoking

Smoking is not permitted in all the common areas of the building including the pool and garden area on level 5, due to Work Health and Safety, and Fire Safety regulations.

Trolleys

Trolleys should not be borrowed from the ground floor without the Concierge staff first being informed.

Recreational facilities at The Élan

The recreational facilities are located on level 5. The facilities include:

- Billiards room and library
- Gymnasium
- Swimming pool, spa and saunas (Male and Female)
- Table tennis
- Meeting room (to be booked – Concierge has forms)

All children under 12 must be supervised by an adult.

Please contact the concierge if you have any queries about using the recreational facilities. Any facility that requires equipment can be arranged with the concierge.

Please show consideration for your fellow residents when you use the facilities.

You and your visitors may use the recreational facilities during the hours nominated. You must accompany your visitors at all time.

For your safety and the safety of others you must not bring glass objects, drinking glasses or sharp objects into the recreational areas or run, be noisy or do anything that might be dangerous whilst you are using the facilities.

Food or drink may not be taken into the recreational areas.

Please do not interfere with, operate or adjust the settings of equipment, such as air conditioning in the recreational areas.

Billiard room and library

- Equipped with a full size billiard table.
- Billiards, snooker and pool balls can be collected from the Concierge.
- Dartboard
- Books are for resident use. Feel free to donate to the collection.

Gymnasium

- Equipped with high quality computerized aerobic equipment.
- Temperature set at around 20⁰C.
- Refer to gym rules on **The Élan** website.
- Non resident trainers must be in the company of their resident clients at all times.
- Resident trainers must not train non resident clients in the gym.
- No broadcast music allowed in the gymnasium.

Spa

- Located adjacent to the pool level 5.

Saunas

- Located at the rear of the male and female toilet, changing and shower areas on level 5.

Swimming pool

- Open from 5:00am to 10:00pm.
- 20 metres long by 6 metres wide.
- Chlorinated.
- Gas heated to around 26-27⁰C.
- Cabana area.
- Outdoor cold water shower.

Living in your Élan apartment

Air conditioning

Your apartment is air conditioned by means of a water-cooled air-handling unit, which distributes conditioned air via ceiling and bulkhead mounted ductwork and air outlets.

The air conditioner services the living and bedroom areas. The air-handling unit is located in a cupboard in your apartment. A control station and control thermostats are provided in your apartment. Low speed operation of the fan is recommended for maximum efficiency.

You or, in the case of tenants, your agents are responsible to maintain the air conditioning plant and equipment within your apartment. Clean filters are available for exchange from the Concierge.

Air extraction

Air is continuously extracted from bathroom and laundry areas of your apartment.

Cleaners

Please inform the concierge if you have hired a cleaner to clean your apartment. Keys or instructions must be left with the concierge so that your cleaner can gain access. If the concierge has no authorisation on record, and you cannot be contacted, access to your apartment will be refused.

Power

Your apartment is separately metered for electricity. Contact Energy Australia on 131 553 or your preferred supplier for assistance to connect (or disconnect) the power supply to your apartment. The circuit breakers are usually located on the wall of the laundry or in the kitchen. If there is an electrical fault in your apartment one or more of the breakers may trip out. Unplug the appliance last switched on before resetting the breaker.

Smoke detector

This is located in your apartment on the ceiling near the kitchen or bedrooms. It is a legal requirement for these smoke detectors to be checked annually, organized by the Building Manager. It is not linked to the Early Warning Evacuation System (EWIS), the building's central electronic fire warning system. Cooking smoke or burnt toast can set the detector off. If this occurs remove the cause of the smoke and open the balcony doors to ventilate the room. Do not open the front apartment door. The smoke detectors in the foyer are linked to the EWIS and will set off the fire alarms in the building that will automatically call the fire brigade. – Charges may apply (\$1,325 approx.).

Fire sprinklers

These are in the ceiling of each room and on the balcony. They are sensitive and should not be disturbed. The sprinklers are linked to the EWIS and if disturbed will set off the fire alarms in the building that will automatically call the fire brigade and will also flood your apartment. For more information see the website under the menu Apartment – Safety.

Telephone system and Internet

There are two telephone outlets in your apartment. The telephone system is designed to allow you to install additional telephone outlets if required at your expense. Telstra (132 200) or your preferred supplier can be contacted to arrange for the installation of additional telephone outlets. You must advise the technician that the main line number to **The Élan** is 9326 0077. The building is cabled for Telstra broadband internet and also for Foxtel connections.

Water Supply

Ask Building Managers for details regarding location of isolation valve (stop cock).

Parking at The Élan

You are only entitled to park in your own designated car space.

You are not permitted to park in the visitor's car spaces.

No items are to be left or stored in car spaces without the permission of the Owners Corporation. No flammable or hazardous items are to be left in car spaces.

If you wish to erect a storage cage please contact the building manager who will advise you of the necessary approval process.

For security reasons, the Craigend Street gates are closed at 11:00pm and opened again at 6:00am the next morning.

The speed limit in the car park is **8** km/h.

Visitor's car spaces are for use by guests visiting residents in their apartment and are not to be used by residents. If you expect guests who wish to use the visitor parking you must make arrangements with the concierge for a space to be reserved for them. There is no guarantee there will be a space available at busy times.

Visitors without a prior booking will be denied access to parking. Overnight visitors must remove their vehicles by 8:00 am on weekdays and 10.00 am on weekends.

Whilst there are generally ample visitor car spaces in the building, there may be times when the concierge has to limit two visitor car spaces per apartment. Unauthorised parking is closely monitored, to ensure that these facilities are fairly available to all visitors.

If you do not have a car space and would like one, or if you require an additional car space, please approach the concierge who will assist you to rent a space from another resident.

The Owners' Corporation takes no responsibility for any items lost or damaged in the parking areas or on common property.

Thank you for taking the time to read this information.

Senior Building Manager
Gordon Lowe