

BODY CORPORATE MANAGEMENT NATIONAL LIMITED

PO Box 384
Wellington 6140

Telephone
04 978-2152

E-Mail
tracey@bcmanagement.co.nz

Winslow Apartments

Welcome to Winslow Apartments, please find listed a few points to note about the complex for your information and the comfort of your neighbours;

- In the case of cooking issues concerning smoke, do not open the internal stairwell apartment door as the smoke detectors in the hall will activate resulting in a fire department callout. Any false alarms to the fire department are charged at \$1,150.00 and a \$500.00 fee will be on charged per call out to the party responsible.
- The common areas of the complex are to be kept free of rubbish and personal belongings.
- Do not dispose of cigarette butts over the balconies into the courtyard below.
- The wheelie bins located in the clothesline area are for your use. Please ensure any food scraps are secured in a plastic bag to reduce the smell in the wheelie bins. Do not leave large bulky items in this area as they will not be collected by the rubbish contractor.
- Do not leave rubbish outside your apartment doors, as this is an obstacle in case of an evacuation and not acceptable from a health and safety aspect, possibly attracting unwanted rodents.
- Wellington City Council recycling must be curbside before 7.00am on a Wednesday morning, either in the green 45 litre recycling bins or in plastic bags.
- Please ensure you do not leave apartment windows latched open on windy days as the window stays are not strong enough to keep them secure. Any windows damaged due to occupants neglect will be at the occupants cost.
- Please be considerate of your neighbours with regard to noise levels, especially in the warmer weather when doors and windows are open. Voices and audio equipment noise travel easily in calm weather.
- Please ensure the internal stairwell doors closed securely behind you when entering and existing. This ensures the safety of the buildings occupants and the building itself.
- **With regard to common area concerns you may contact me as per the details above.**