



Urambi Village Information Kit

November 2012

Urambi Village is a medium-density housing development with some unique features. It has been built for people who want to live in a community that provides a sense of belonging.

As owners, each of us has some land which belongs to us, and we are entitled to complete privacy there. We also own a lot of land in common, and the Community Centre is a focus for our life as a community.

By choosing to live in Urambi we gain the benefits of being part of a larger community. But we also have obligations to make sure that our own lifestyle doesn't interfere with the rights of other residents.

This information kit draws on the wisdom accumulated since Urambi was first occupied in late 1976, and aims to make life here as harmonious as possible.

All owners and tenants are kindly asked to please read this document.

You will find further information about Urambi Village on our website: www.urambivillage.org.au

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General information

Administration

Unit Titles Act

The ownership of Urambi Village is incorporated under the Unit Titles Act of the ACT as The Proprietors of Units Plan 119. A copy of the Act, the Unit Titles Regulations, and the amended Articles of the Corporation, which set out the specific application of the Act to Urambi, can be downloaded from the Urambi Village website at www.urambivillage.org.au.

The Body Corporate

Each unit owner (or owners jointly) is a member of the corporation: there are 72 memberships or shares, one for each unit. The Body Corporate, as the members of the corporation are called, meets annually, usually in August, to discuss and decide upon the management and development of the village, and to approve the budget for the new financial year. A quorum for the annual general meeting (AGM) is 37 unit ownerships. Each unit ownership has one vote. All resident owners are encouraged to attend or lodge a proxy form. Proxy forms are distributed with the AGM other papers for the meeting some weeks beforehand.

The Executive Committee

The day-to-day management of the village is carried out by the Executive Committee (EC) of the Body Corporate, elected at the AGM.

Under the provisions of the Unit Titles Act, the EC has the power to make decisions that are legally binding on residents.

EC meetings are usually held monthly and all residents are welcome to attend. The date and time of each meeting is usually fixed for a particular day each month. Any resident can bring an issue to the attention of the committee. Members are listed on the Urambi website. Minutes of all meetings are available from the website.

Managing agent

The Body Corporate employs a manager to collect levies and carry out administrative work relating to insurance matters and transfers of ownership of units.

The Body Corporate's agent is:

Ian McNamee & Partners
PO Box 500, Queanbeyan NSW 2620
Phone: 6297 5789

Landscaping

Our landscaping is contracted out. Please address any queries about landscaping to the EC.

Maintenance

The EC employs contractors for maintenance tasks, including plumbing, electrical work, path repairs and garden waste removal. Please address any queries about maintenance to the EC.

Residents directory

The directory provides an alphabetical list of residents and their telephone numbers, as well as a listing by house number. It is usually updated annually.

Urambi News

Urambi News is published monthly, usually soon after the EC meeting. The newsletter seeks to keep residents informed of EC decisions and other matters of interest to the community. You can ask to have an item included by contacting the editor, or any member of the EC. *Urambi News* is distributed through letterboxes and is available from the Urambi Village website.

Archives

Urambi Village has an interesting history, much of it documented in an archive kept in the Community Centre. The Urambi website has some early minutes of meetings and old copies of *Urambi News*. Much of this has now been stored digitally.

Levies

As an Owners Corporation, Urambi has two main levies—an Administrative Fund levy and a Sinking Fund levy. The levies are set annually at the AGM and are collected quarterly by our managing agent.

Administration levy

The costs of maintaining common property, administering the Body Corporate and insuring all buildings are met from funds raised through an administrative levy on all owners. The levy is expressed as a dollar amount per unit entitlement per quarter.

The unit entitlements total 606 and were determined when the Units Title was registered in 1976. They are also used by the ACT Government to calculate each unit's general rates.

The following are the unit entitlements allocated to each unit:

- 6 Houses 1, 2, 3, 4, 6, 8, 14, 45, 47, 51, 54, 58, 59, 60, 65, 68, 69, 71.
- 7 Houses 11, 20, 49, 64.
- 8 Houses 5, 7, 10, 12, 13, 19, 21, 37, 39, 40, 44, 46, 52, 53, 62, 66, 67, 70, 72.
- 9 Houses 15, 16, 23, 26, 32, 35, 36, 41.
- 10 Houses 9, 29, 48, 50, 55, 56, 57, 61, 63.
- 11 Houses 18, 24, 25, 27, 28, 30, 31, 38, 42.
- 12 Houses 17, 22, 34, 43.

Sinking Fund levy

Owners corporations are required under the ACT Unit Titles Act to maintain a sinking fund and have a 10-year sinking fund plan for major infrastructure repairs and replacement. The level of the Sinking Fund Levy is determined at the AGM.

Miscellaneous and special levies

The Owners Corporation AGM may levy other amounts for special purposes; for example for unanticipated major repairs. However, such contingencies would normally be met from the Sinking Fund.

Payment of levies

Levy notices are issued by our manager prior to the dates fixed at the AGM. All levies are payable quarterly in advance direct to the manager with cheques made payable to The Proprietors of Units Plan 119 or paid by electronic funds transfer as directed on the levy notice.

Overdue levy interest

Interest is charged on amounts unpaid at the end of each business day at the rate of 10 per cent per annum compounding.

Amounts outstanding by more than 60 days are subject to recovery by our manager. Our manager's costs of recovery are charged in addition to outstanding levy amounts and interest.

Licence fees

Parking and storage fees

Owners who license Body Corporate parking spaces pay a fee determined at the AGM. Uncovered spaces and storerooms are licensed at the basic parking levy. Covered spaces are licensed at five times the basic parking levy. Information on parking spaces and licensing charges is provided below.

Craftroom fees

New guidelines are currently being prepared for the 2013 AGM on the licensing of the craftroom in the Community Centre.

Payment of licence fees

Dates for the payment of licence fees are: 1 July, 1 September, 1 January and 1 April.

Invoices for licence fees are issued by our manager prior to these dates. All fees are payable quarterly in advance direct to the manager with cheques made payable to The

Proprietors of Units Plan 119 or paid by electronic funds transfer as directed on the levy notice.

Overdue licence fee interest

Interest is charged on amounts unpaid at the end of each business day at the rate of 10 per cent per annum compounding.

Amounts outstanding by more than 60 days are subject to recovery by our manager. Our manager's costs of recovery are charged in addition to outstanding fee amounts and interest.

Insurance

The Unit Titles Act requires the Body Corporate to insure all houses and other buildings in Urambi. Our manager handles all claims and related issues.

Generally, there is an excess payment for damage to property caused by water (e.g. from leaking pipes). Our manager should be contacted immediately an event occurs that is likely to lead to a claim.

You are required to arrange your own contents insurance.

Corporate public liability insurance covers the common areas only. If you want public liability insurance within your unit entitlement you need to arrange it yourself.

Urambi and cars

Urambi was designed to put cars in their place—in parking areas. This not only gives us more space for living, but also provides a safe (especially for children) and an aesthetically pleasing environment. Please drive slowly and carefully in Urambi driveways, watching for other vehicles and for children. Please do not drive or park outside driveways and parking areas except in rare, exceptional circumstances such as emergencies.

Visitors' cars

There is no parking area for visitors within the village. Please ask your visitors, including tradespeople, to park in Crozier Circuit, or arrange for them to park in a designated space belonging to, or rented by a neighbour

whose agreement you have sought.

Parking

Each house has one parking space (some covered, some open) allocated to it. This space is recorded in your unit title document and forms part of your unit entitlement for levy purposes. Parking spaces were allocated to houses before the registration of the unit plan (around 1976).

The units plan has 108 designated parking spaces registered; 72 belong to individual houses and 36 are common property. A further 8 parking spaces have been established. Contact the EC if you want further information about ownership of parking spaces.

You are responsible for keeping your own parking space(s) neat and tidy so that it doesn't detract from the appearance of the village. Please do not store flammable materials in your garage.

If you wish, and it is feasible, you can build a storage area at the back of your garage and install a door. In some cases, it is possible to build a garage or carport on an open parking space. The *Structures guidelines* (see Appendix 1) set out procedures to do this.

Parking spaces owned by the Body Corporate are managed by the Executive Committee and are available for license to residents. There are also four Body Corporate storerooms. These are treated in the same way as Body Corporate parking spaces. Body Corporate parking spaces are not for sale.

The licensing fee charged for Body Corporate car spaces is decided by the AGM and is payable quarterly in advance. The licence on a parking space is not transferable. On the sale of your unit, or if you will be away from the village for more than 12 months, the licence terminates and the space becomes available again for relicensing to the next person on the waiting list. A licence entered into by an owner on

behalf of a tenant or lodger terminates when the tenant or lodger leaves the Village.

You may license more than one Body Corporate parking space if there is no-one else waiting for a space.

Licences are usually for an indefinite period. You need to give 1 month's written notice to terminate the licence. The Body Corporate is required to give you two months written notice if it wishes to terminate the licence. The Body Corporate may automatically terminate your licence if you fail to pay rent within one calendar month of the date of your licence fee invoice.

Licences are entered into between an owner and the EC. If you are a tenant and wish to lease a space, you need to get the agreement of the owner or their agent

Golf course access

Please observe the following long-standing guidelines regarding parking and car access to houses on the perimeter of the village:

- Please do not park your car adjacent to your house if it's on the perimeter of the village, except for a short period in special circumstances, or in emergencies
- Please avoid regular use of the perimeter access track as this is on Murrumbidgee Country Club (MCC) land.

Although the track is on MCC land, the club allows us limited access to the track. A key to the padlock on the gate is available from some EC members. Please make sure you lock the gate after you.

Access to the track is at your own risk. Neither the Body Corporate nor the MCC accepts liability for vehicles or people using the track. The MCC has asked for our cooperation by not walking on the golf course.

Community Centre

The Community Centre was built for all residents and is available for use by any resident. It consists of the kitchen room with vinyl floor, kitchen area (stove, sink, work bench) and attached store room; the fireplace room, with carpet, fireplace and lounge furniture; the courtyard with a barbecue; and a ball court.

The main purpose of the rules and booking procedures for the Community Centre is to ensure that we all get equal enjoyment from the facility, and to protect the centre from damage. Please use common sense and courtesy whenever you use the centre, and remember the centre is close to some units. So please keep the noise down to a reasonable level.

Any owner or tenant can license all or part of the Community Centre. Additional equipment, such as chairs and tables, are also available and stored in the centre. People and groups not associated with Urambi can also license the centre. However, residents will be given preference when competing for the same date. Once your booking is accepted as definite, it stands.

You should book the centre through the booking officer, who is listed on the website. The booking officer can give you details of licence charges and other information about the centre (which are also from the Residents' areas on the website).

Any complaints about Community Centre facilities or licensing should be made in the first instance to the EC through the Secretary at urambisec@gmail.com.

Please leave the barbecue clean after use. You don't need to book the ball court.

Swimming pool

The pool is available to all residents. You will need a key (contact urambisec@gmail.com about how to obtain a key) to access the pool enclosure. Please abide by the rules (see Appendix 2 and the Residents' area of the website) for using the pool, which is open from 6am to dusk during the swimming

season. For further information about using the pool, contact an EC member.

Common property

The EC arranges regular maintenance, cleaning and repairs of Urambi common property. The maintenance and development of all common land is a Body Corporate responsibility. If you have ideas to improve the village, or notice repair work that needs to be done, please contact an EC member.

You're encouraged to look after and develop common land, but only in ways that conform with the overall development concept for the village. This includes planting mainly Australian species on common land. If you are planning major improvements or development on common land, please seek permission from the EC first.

Individuals' property

Structures alterations

Urambi Village is a B type unit title, meaning that individual owners, not the Body Corporate, are responsible for maintaining units and owned parking spaces. The Body Corporate does some minor maintenance on parking spaces, but major maintenance is your responsibility, even if such maintenance is organised by the Body Corporate on behalf of owners.

Any changes to the structure of a unit require Body Corporate approval. The Structures guidelines (Appendix 1) can also be downloaded from the website. The guidelines set out the requirements and procedures for any structural alterations to properties. They also have information about paint colours for the exterior of units.

Noise

Noise often carries, so please consider your neighbours, whether it's playing music or renovating your house. If you're planning work on your unit entitlement that is likely to be noisy and last for some time, please inform your neighbours.

Pets

The Unit Titles Act empowers executive committees to decide whether or not pets may be kept.

The Urambi Village Articles require the written permission from the EC to keep a pet. This permission may be withdrawn if the pet is considered to be a nuisance.

- Dogs and cats must carry a tag on their collars with their name and the telephone number of their owner.
- Cats should also carry a bell on their collar to protect the wonderful variety of wildlife within the village.
- Dogs owners must meet the conditions of the ACT Dog Act. No dog is to be unleashed on Urambi common areas.
- If you keep a dog, it's your responsibility to remove faeces from common areas and private gardens.

The RSPCA policy on de-sexing of pets is endorsed as part of this pets policy. All dogs and cats should be de-sexed, kittens and puppies at 6 months of age, mature cats and dogs within one month of taking up residence in the Village. The EC may give approval to exempt registered breeding animals.

The EC will warn owners whose pets are being a nuisance (such as barking). If the nuisance persists, residents affected by the nuisance are advised to lodge an Animal Nuisance Complaint under the ACT's *Domestic Animals Act 2000*. Complaints can be lodged through the Department of Territory and Municipal Services (TAMS).

Please note, it is recommended that before lodging a complaint with TAMS, you speak to your neighbours about the problem. Some people are unaware that their animals are causing a problem and this direct approach may fix the problem quickly.

Garbage and recycling

The Body Corporate provides garbage and recycling bins for general use within the bin enclosures. The bins are placed out for

emptying on collection days. If you're putting out garbage after the bins have been put on the street for clearance, please put it in the bin on the footpath. Garbage that is not in bins will not be collected. Leaving bags and boxes of garbage outside bins is not acceptable. Please help keep the areas clean by securing all garbage in plastic bags before putting it in the bins. Garden rubbish can be put in the special enclosures next to the bin enclosures.

Unit owners' obligations

If you're intending to sell or lease your unit, please give a copy of these guidelines to your agent so that prospective buyers or tenants are aware of the community ethos and the legal requirements of living in a body corporate. Extra copies of this *Information kit* are available from urambisec@gmail.com, the managing agent and the Urambi Village website.

Please notify the EC Secretary if you're selling or renting your property, and of the names of new tenants and owners.

The correct contact to give estate agents and lawyers settling changes of ownership is the Body Corporate's managing agent.

If you're living away from the village, please keep the EC Secretary informed of your current addresses or of the contact details of your agent to ensure provision can be made for you to lodge a proxy if you cannot attend the AGM. It is preferable that you lodge your proxy with a resident owner, who will be aware of issues to be discussed at the meeting.

If you intend being away from the village for more than a month, we advise you to notify the EC as a security measure.

Murrumbidgee Country Club

Urambi's boundary is very close to the houses on the club perimeter.

The Body Corporate has an agreement with the MCC for Urambi to maintain a buffer zone on MCC land.

To ensure the continuing existence of the

buffer zone and preclude the necessity of a fence being built between Urambi and the club, it is essential we respect both the club's property and its members' requirements about access to the land (See Golf club access, page 6).

You and your visitors should only be on the golf course if you're playing golf. Please keep your children off the course, and don't walk on it, whether golfers are present or not. For use of the vehicle access track, see above.

A key to the gate to the golf course track is available from EC members.

Other useful information

Plumbing problems

If you have a major plumbing blockage or damaged pipe or stopcock, please contact an EC member

If you have plumbing problems that affect your house, first decide whether the problem is an emergency that could cause an overflow of water or effluent that will damage your property.

If you do have an emergency, you should ring either ACTEW if you know that the problem is in the sewer or water mains. If you're not sure, then you should ring a plumber who can respond quickly to your problem. However, you must inform the Body Corporate through an EC member. If you don't, you could find yourself responsible for any costs to the village that result from your actions.

Plumbing problems originating within your property boundaries lines are your responsibility. The Body Corporate will not reimburse you for costs of fixing such faults. If you do intend to ask the Body Corporate to reimburse you for plumbing costs, you will need a plumber's report with the invoice that explains what the problem was and where it was located.

Lawnmower

A mower is available for use by residents. Please contact an EC member for the key to

the Body Corporate equipment garage.

First aid kit

There is a first aid kit in the Community Centre, adjacent to the kitchen area. For urgent access contact an EC member.

Social activities

Social activities open to all residents are arranged from time to time and are usually advertised in *Urambi news* or by notices in letterboxes.