

Short Term Leasing, Management Plan

2/18 Robinson Ave Perth

Objective: To present an application to The City Of Vincent to obtain approval to use my home for Short Term Leasing. Home will be advertised on online platforms to generate income while I am away at work, operating only within the guidelines of Town Of Vincent Policy 7.4.5 and those outlined by my building strata committee.

Description of property

- 3 Bedroom, 2.5 bathrooms, 2 car bays, laundry, living room, dining room, kitchen, private rear courtyard, two-storey layout
- Direct access straight onto the street from front door, no shared facilities or shared access with other strata properties at the address.

Requirements

- Car Parking: Guests can only use the car bays assigned to my property. Parking instructions and rules provided to guests. Private bays are easy to access and parking at my property will never pose any issues to the neighbours or the Town of Vincent.
- Strata Situation: At length discussion was held with my strata committee at a recent meeting in regard to Short Term Rental use of my property. Strata has no by-laws in place that oppose this, however it was agreed to allow me to operate a short term rental operation provided I obtain approval from The City of Vincent and carry this out under strict guidelines stated in this application.
- Noise control: The property is separate from the main layout of the complex and has only 1 joining wall, joining my kitchen/laundry with the living room of Unit 1. There is no stereo or music playing device in the property and the downstairs smart TV is set and locked to "Hotel Mode", restricting any loud volume or loud music. House rules have a strict focus on ensuring guests remain quiet and refrain from using the outside courtyard late at night, This preventing any possible disturbance to neighbours and operating well within noise restrictions outlined by the Town of Vincent. The respect of my neighbours is of utmost importance to me.
- Complaints management: As discussed in the relevant strata meeting all my details have been provided to the strata and all neighbours and I have made myself contactable at any time with any issues. I have agreed to meet with neighbours on an ongoing basis to discuss any arising issues or conflicts and maintain a positive relationship with each of them.
- Security of Guests and Residents: House has only one exit straight onto the street making it a very unique strata property. Guests and neighbours have no shared facilities or access therefor no issue with security of the rest of the strata residents. Digital key pad dead bolt lock on the front door is self locking and code changed regularly providing excellent security to short term guests.
- House Rules: Rules have been developed after lengthy discussion with my strata and the Town of Vincent. As an experienced Short Term rental host I have learnt the best way to outline and enforce the House rules, and all guests are required to sign a code of conduct before booking approval. In the case that a guest breaches any house rules or disrupts a neighbour in any way, they will be evicted from the property and will pay the financial penalty of loss of security bond and no refund for remaining days booked. I have found over my time as a host that by having the guests sign this code of conduct and the risk of financial loss is always enough to ensure rules are followed. Rules will be displayed on the website and displayed in the house at all times. Signing of the code of conduct is mandatory before booking approval.



AIRBNB HOUSE RULES/ CODE OF CONDUCT

- Guests must state reason for travel, and list names and age of all guests staying
- No booking requests from guests under the age of 21 will accepted
- No booking requests from Perth based guests will be accepted
- Strictly no extra guests other than those listed to stay
- No smoking at all inside the house or outside in the courtyard as per strata by-laws. Smokers must smoke away from the entire complex
- No loud music to be played at the property
- Strictly no parties/ events or anti-social behaviour
- No use of the outside courtyard area late at night. Guests wishing to stay up late must stay inside with doors/ windows closed to minimise noise to neighbouring homes at night. Outside conversation at night travels a long way and may cause disturbance.
- When entering or exiting the house, please do so in a quiet and respectful manner, regardless of the time of day
- No loitering at the front of property or in driveways of the complex at any time
- Guests must only park in parking allocated to Unit 2. Under no circumstance will use of any bay not assigned to Unit 2 be acceptable. Any parking in surrounding areas must be conducted within the laws of The City of Vincent
- Guests must only use assigned bins for waste disposal located in the courtyard of the property
- Children must be accompanied by adults at all times throughout the stay
- Any damage to property or the house must be reported immediately. Costs of damages may be withheld from security bond

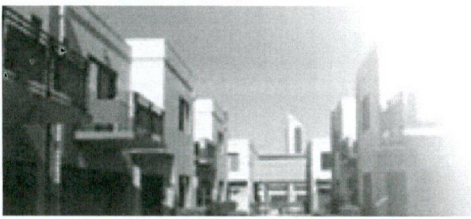
***The peace and quiet of my neighbours is of utmost importance to me. By signing below, you agree to adhere to all house rules outlined in this code of conduct. Any breach of these rules may result in you being evicted from the house immediately. Any monetary loss of booked days will not be recovered and security bond will be withheld. This signed copy must be returned to the property manager via email before check in details will be provided.**



Guest Name: _____

Signature: _____

Date: _____



The Owners
18 Robinson Avenue

SP42377

Email: robinsonave18@yahoo.com.au

ABN 15 868 251 355

Strata Company, 18 Robinson Avenue, Perth WA 6000

MINUTES OF EXTRAORDINARY GENERAL MEETING
OF THE OWNERS OF 18 ROBINSON AVENUE
STRATA PLAN 42377

Held on Thursday the 30th November 2017

At Unit 5, 18 Robinson Avenue, Perth

1. **Attendance**

Darren Bowden	Unit 1
Jason Edwards	Unit 2
Craig Sherratt	Unit 3
Phil and Lee Ashton	Unit 5
Roslyn Bristow-Lang	Unit 8

Apologies:

None received

Proxies Received:

Dee Yek	Unit 7
Erica Jago	Unit 9
Zhen Kai & Ying Yu Wu	Unit 10

2. **Quorum**

A quorum was confirmed and meeting began at 6.40 pm

3. **Election of Meeting Chair and Minute Taker**

Nominated Chairperson: Lee Ashton Minute Taker: Ros Bristow-Lang

Moved: Phil Ashton Seconded: Darren Bowden

4. **Minutes of Previous Meeting held on 9th March 2017**

Moved: Darren Bowden Seconded: Lee Ashton that the minutes of the previous Annual General Meeting held 9th March 2017 be accepted.

Carried, no dissent

5. **Financial Status**

Darren updated the meeting, confirming that the finances are in good order and on track to cover upcoming expenses such as painting.

6. **General Business:**

6.1 Garage Doors: It was reported that no further action has been taken in regard to the upgrading of the garage doors. Darren and Ros advised they will take the matter up in January 2018.



6.2 House Rules:

Lee Ashton requested for clarification of process for making a complaint about noise within the complex, confirmed to be as follows:

A resident is to make a formal complaint via email to Strata who will then forward the details of the complaint to the owner or Property Manager.

6.3 Garden:

No further action has been taken since the suggestion at the March meeting that a review be undertaken for the purpose of revitalising all garden areas. Discussion was held and it was unanimously agreed that quotes be sought from Le Grove Landscaping by Ros and one other company by Lee. Any other suggestions would be welcome.

Action: Lee Ashton and Ros Bristow-Lang

7. Other Matters

7.1 Short Term Leasing

Discussion took place in regard to concern over the owner of Unit 2's decision to establish his Unit as an Air BnB entity, without any pre-notification to or approval by City of Vincent or 18 Robinson Ave Strata.

Following further lengthy discussions, it was unanimously agreed that Jason should immediately lodge his application to the City of Vincent with the required supporting documentation, after which a decision will be made on whether to accept his request to continue the operation of an Air BnB on his premises.

It was further agreed that in the meantime he be allowed to continue **under the proviso that** if/when a disturbance should occur which is reported to Strata by another owner/tenant, it will be immediately discontinued.

Council of Owners present at the meeting unanimously agreed that approval be sought as soon as possible from all owners, for the lodgement of a new strata by-law disallowing any future Air BnBs to operate in the complex.

Action: Lee Ashton

7.2 Letterboxes:

Discussion was held regarding the poor standard of the letterboxes, especially in light of them having had attempts made to break them open. Craig offered to investigate having them replaced, including design and costings, to present at a future meeting.

Action: Craig

7.3 Gate Remote Control – Unit 11

Lee Ashton was notified by a tenant of Unit 11 that their remote had been stolen from his car. Ros confirmed that she will contact Selekim to replace the lost air key, and have the register changed accordingly. The Property Manager will be notified, and the owner on-billed.

Action: Ros

7.4 Courtyard Wall Painting:



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Craig enquired as to whether there are any rules in regard to painting individual courtyards a different colour to that of the building. It was unanimously decided that this matter should be re-visited when it arises .

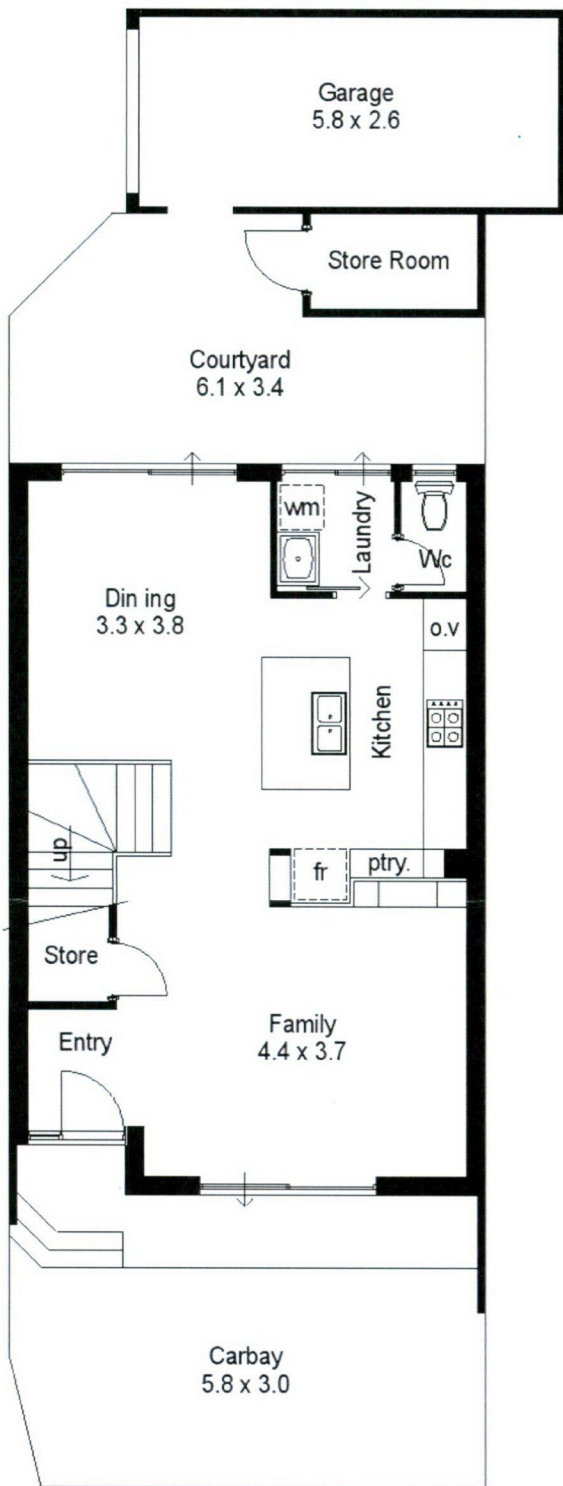
7.5 Water Damage

Craig advised that water damage had been found coming from garden outside Unit 3 into the interior wall, as identified in the Purchase Building Report. Craig will forward inspection report to Strata, who will determine if damage will be covered by the Strata insurance.

Action: Craig

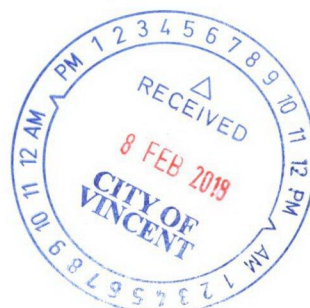
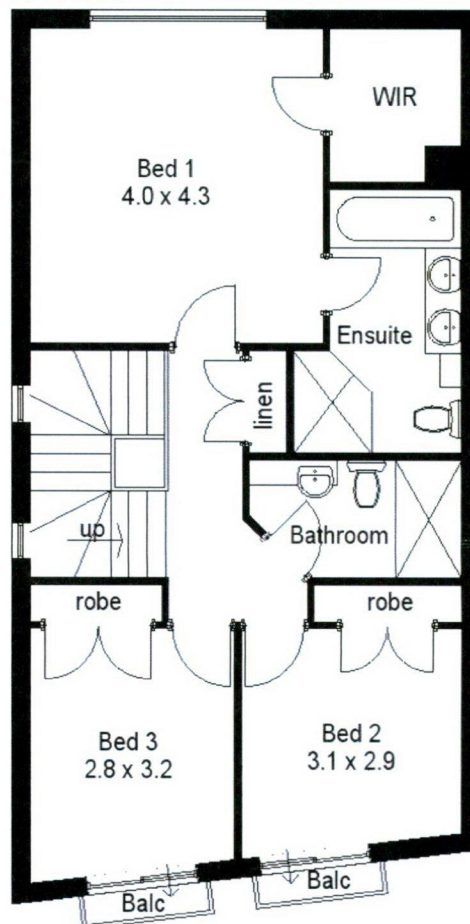
There being no further business to discuss, the meeting closed at 9pm.





Ground Floor

First Floor



Approximate Areas

GROUND FLOOR
Residence: 64m²
Garage: 17m²
Store: 4m²

FIRST FLOOR
Residence: 76m²
Balconies: 2m²

Total area: 163m²

Total area: 203m²

All measurements are estimates.

All dimensions are in metres.

Plans are for demonstration only.

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2/18 Robinson Avenue, Perth