



# “Montreaux Matters”

## The newsletter of Montreaux Apartments, December 2015

*We would like to wish all residents and owners a very Happy Christmas and the very best for the New Year.*

In recent months there have been new residents who have *moved* into Montreaux – to these newcomers we say ‘welcome’ and hope that your experience in our apartment complex will be a pleasurable one.

### YOUR BODY CORPORATE COMMITTEE

Since our last newsletter:

- Ange Corderoy, our building manager, has resigned from Oxygen. Her last day was December 4<sup>th</sup>. Oxygen has appointed Jamie Mortensen to the position. Please see below for details regarding current building management.
- The front garden has been cleaned and gravel laid.
- The building has had its six monthly wash.
- Our building Warrant of Fitness has been issued by WCC.
- The committee has received the final copy of our updated LTMP.

**Note:** If you require a bike rack, wish to install a locker or are requesting a proximity tag’ (application forms are available on the Montreaux website), please place completed application forms in the BCC letterbox.

### BUILDING MANAGEMENT

**Contact** Donna Ngan (Ph. 04 472 5746 or 027 824 2200, email [donna@oxygen.co.nz](mailto:donna@oxygen.co.nz)) for any building management tasks including reading electricity meters, moving in or out of the building, etc. You will be advised when Jamie officially takes over and his contact details.

### CHRISTMAS TREES

If you have a live Christmas tree then it is your responsibility to dispose of it – it is not to be placed in the rubbish room.

### OWNERS AND TENANTS’ REGISTER

Residents moving in or out are reminded to contact the Building Manager to arrange for the lift covers to be hung, a lift lock-off key to be made available and the necessary inspections undertaken.

New occupants - for legal, security, and safety reasons our Montreaux register must contain the names and contact details for all persons living within the building, along with all owner details. It is also important for communication with owners and tenants. When tenants change, it is the owner’s responsibility (or their agent) to provide complete details to [claire@oxygen.co.nz](mailto:claire@oxygen.co.nz) as soon as possible.

### VACATIONS

Before you leave on vacation, it’s a good idea to let a neighbor know you’ll be away. Letting them know how long you will be away – and even where you are going – is a good way of taking care of each other. It’s also a good idea to:

- Ensure the only windows left open are those under cover
- Ensure plants left on your balcony are watered.
- Turn off the water supply to your washing machine
- Check all you taps and toilets
- Unplug all electronic devices.
- Take out your rubbish.

### ABSENCE

If you are going to be absent for three (3) weeks or more over the Christmas - New Year break, or at any other time during the year, you must advise the BC Secretary and provide them with a contact person’s name and contact details, to comply with the Unit Titles Act 2010. This person, who should hold a key, will act as your “authorized agent” in any matter concerning your unit.

### POOL ROSTER VOLUNTEERS

We expect to see an increase in the use of the pool over the summer months. We are always seeking to enlist people onto the roster of volunteers who check the pool area facilities each evening at 10pm to ensure the lights are switched off etc. We would be grateful for any residents willing to assist with this task - contact Sue Holman at [sue.holman@gmail.com](mailto:sue.holman@gmail.com)

### BIRDS

We have been having some bird issues over recent weeks.

- Pigeons on the grass area adjacent to Kumototo Lane – signs have been erected. Please don’t feed these birds.
- Sparrows nesting on upper level balconies – if you have a problem please let the building manager know. They will discuss a solution.
- It has been noted that someone has been putting bread crumbs on the front pavers. Please don’t do this as the birds create a health issue.

### REMINDERS:

**Lifts** - If the lift goes ‘out of order’ please in the first instance phone the Building Manager (Donna) on 027 8242200 or the BC Chairperson (Brian) on 021 0695395. If you can’t make contact with either of these persons then phone Schindlers.

#### Smoke detectors and fire sprinklers –

- Don’t remove smoke detectors – it will show on the fire panel and you will be charged for the callout.
- If you are having painting undertaken, please ensure paint is not splashed onto the sprinklers as this may lead to sprinklers having to be replaced at a cost to the owner.
- Please don’t hang anything off sprinklers.

**Rubbish Room:** Recycling requires cardboard boxes to be broken down before being placed in or beside the recycling wool sack. Please don’t put cupboard in the Yellow paper bin.

**Moving:** A minimum of 3 days’ notice to the Building Manager (Donna) is required when moving in or out and ALL moves must be done through Level B2.

