**Newstead Terraces News**

**April 2013**

**Welcome** to our newest residents at Newstead Terraces, U26 Ross and Sarah and to U52 Stephen and Myles. We are **farewelling** Jane U41 for a six month sabbatical in France, lucky lucky lady, and long term renters Jeanine and Glenn from U30 and their young family, also moving to France in early May. There are a number of tenancies changing over this month and early next month so we will have some more new faces in the complex.

With all this change, I thought it a good idea to **refresh everyone’s memory on the routine** **maintenance** that occurs in the units at Newstead Terraces. Tenants and Landlords I do this on your behalf. Owner Occupiers have the opportunity to join in and take advantage of the bulk discount rates I am often able to negotiate by booking multiple properties at once.

Annually properties have a **pest control treatment**. We time this to coincide with the pest control of the common areas to maximize the effectiveness of the treatment for the complex. This is usually done in Jan-Feb each year. Rental properties are automatically included in this process, owner occupiers are emailed with the details and invited to join in should they so wish.

**Air conditioning units** are cleaned and maintained professionally once a year. Rental properties are automatically included as are any common area air conditioning units. Once again owner occupiers are invited to join in. This service is usually done at the beginning of winter when the contractor is a bit slower with his work and able to offer a discounted service. Generally we do the work in May/June. Routine maintenance and cleaning helps to lengthen the life of the unit.

**Smoke Alarms**. In rental properties the smoke alarms must be serviced and certified as operational and current by a licenced professional. Smoke Alarm services do this service for us at $79 annual fee. Each time a new tenant moves into a property, the smoke alarms must be checked, batteries changed and a certificate or compliance issued within 30 days of the tenancy change over. This is a task I manage for the rental properties. For the owner occupiers, I am not licenced or insured to carry out smoke alarm testing or maintenance on your behalf. You are welcome to do your own smoke alarm maintenance, or I can recommend some contractors that are happy to do it for you. It is recommended that you do change the batteries in your smoke alarms annually. April 1st is the date recommended as it is easily remembered, and publicly promoted.

**Painting and carpets and work internal to the Lot**. As long as your paint choices are internal on your lot, and can’t be seen from the outside, you are welcome to choose colours you like. I do need to remind you that all contractors coming on site to work on your lot must check in with the office first to comply with work place health and safety regulations. Before engaging your contractor, you must ensure that they have the appropriate licences and insurances. Your contractor will need to show their credentials to me at the office when they arrive on site. This is a stipulation of the work place health and safety regulations we are compelled to comply with. Please remember that any serious work being done in the apartment should be cleared with the body corporate first.

Kind Regards, Georgina