



P:02 7252 7994

E: buildingmanager@springfieldtower.org.au

W: springfieldtower.org.au

SPRINGFIELD TOWER

2 SPRINGFIELD AVENUE, POTTS POINT NSW 2011

STRATA PLAN 30102

ACCESS CARD REQUEST FORM APPLICATION PROCESS

Residents requiring an additional or replacement building access card must complete this form, attach agent approval (if required) and email the form to building management at buildingmanager@springfieldtower.org.au.

Building Management will confirm receipt of the application and confirm your identify vs the resident register, and you can then proceed with the payment process in accordance with the following procedures:

1) Security Keys Conditions of Use

- a) Security keys remain the property of the Owners Corporation.
- b) Security keys will be issued by the Building Manager and only to an owner or an occupier authorised in writing by an owner or an owner's agent.
- c) Each residential and commercial lot is entitled to two (2) security keys free of any deposit charge.
- d) Unless circumstances reasonably justify the contrary, no more than one (1) security key shall be issued to each occupant of the building.
- e) A \$110 deposit charge is payable for the issue of each additional security key. The deposit charge will be refunded when the security key is returned undamaged and working.
- f) New security keys have a 1-year warranty from the date of issue.



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2) Residents will need their Building Link log in details to access the resident site (<http://www.springfieldtowerhub.com>) and make a payment for the new fob in the payment section of Building Link.

The screenshot shows the Springfield Tower Building Link website dashboard. The user is logged in as Curtis De Agrella, Bldg Mgmt. The dashboard features several sections:

- Announcements:** The Building Manager is onsite Monday - Friday from 07.30 am - 4.00 pm excluding weekends and public holidays. For all afterhours (emergency) enquiries please call 02 7252 7994 and select option 1 and for all non-urgent enquiries please e-mail buildingmanager@springfieldtower.org.a
- Building Info:** My Repair Requests (8), My Deliveries, Amenity Reservations, Communicate with Managing Agent, Building Library (1), Calendar, Survey Questions, Payments (highlighted), By-Laws, Information for Renovating, Information for New Residents and Owners, Building Access and Security.
- NeighbourNet:** NeighbourNet Dashboard, My Neighbours, Bulletin Board (24), My Public Profile, Pet Park.
- Upcoming Events:** There are NO entries to display.
- Bulletin Board Postings:** Add New Post, Moving boxes needed (27/06/22), Wanted - overhead garage storage unit (25/06/22), Car space wanted until September (20/06/22), Moulin Rouge Ticket 21st June Row C Stalls Cost \$178 Take \$150 ONO (19/06/22), Missing Amazon parcel for unit 1109 (17/06/22), Seeking casual car park to rent from time to time (27/05/22), Missing parcel for U209 from mailroom (19/05/22), Mens Versace "Eau De Toilette" Spray As New Unopened (11/05/22), Roof Rack Stretch Cables (11/05/22), Men's Wallet As New (11/05/22). View All 24 Posts.
- Local Links for 2011:** Sydney Transport, Coffee, Chemist, Woolworths, Coles, Restaurants, Australia Post.
- Services And Offers:** Directory of Local Vendors, Services, Offers (10%).

3) Once payment is confirmed, you can visit the BM office in the lobby during our office hours to collect your new fob.

DATE:	APARTMENT NO:	BUILDING:
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NAME:	CONTACT NO:	EMAIL:
Number of access cards requested: Is this a new or replacement access card?		
If a replacement access card, what happened to your previous access card? <small>(Please note: If your card has been lost you must bring to the office all cards issued so that the lost card can be identified and cancelled)</small>		
If a new access card, please state the reason for requiring an additional device? <small>(Please note: There are restrictions on the number of access cards available to residents (2xBed/Agent/Office/Spare))</small>		
Are you the owner of the property or tenant?		
If tenant, please provide your agents details: <small>(Please note: Tenants requesting an additional access card must provide an email from their managing agent authorising the additional card)</small>		
If tenant, has your agent provided an authorisation email or letter?		
Resident Agreement: By ticking this box <input type="checkbox"/> , I _____ confirm that I am a current resident/owner/agent and agree to the conditions outlined above.		
Staff Only		
<ol style="list-style-type: none">1) Create task in BMS, assign to "Key & Access Device Application" under the apartment number.2) Confirm identity of applicant. Resident must be registered in system. Add confirmation note to task.3) Confirm agent authority if tenant for new cards only. Add confirmation note to task.4) Check card issued is within limits. Add confirmation note to task.5) Audit or cancel lost cards. Add confirmation note to task.6) Confirm payment of access card in Building Link. Add confirmation note to task.7) Update access control system as per procedure. Add note to task.8) Update access card register spreadsheet. Add confirmation note to task.9) Provide resident with new access card. Add confirmation note to task.10) Close task.		

By-Law 14 Extract - Security Keys



14.5 For the purpose of protecting the safety, welfare and enjoyment of all owners and occupiers of lots in the strata scheme, the

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Owners Corporation may:

- a) restrict access to the Building or parts of the Building by means of Security Keys including to restrict your access to the residential floors of the Building to only the floor on which your lot is situated.
- b) limit the number of Security Keys issued in respect of each lot.
- c) engage qualified and, where applicable, licensed contractors to perform its functions under this By-law 14 in relation to Security Keys.

14.6 Security Keys are the property of the Owners Corporation.

14.7 The Owners Corporation will provide Security Keys to you (including via the Building Manager of the Building on instructions from and as directed by the Owners Corporation from time to time) as follows:

- a) If you are an owner or occupier of a lot (excluding a Car Parking Lot) – a maximum of two Security Keys per lot, provided at no charge;
- b) If you are an owner of a Car Parking Lot – a maximum of one Security Key per Car Parking lot, provided at no charge.

14.8 The Owners Corporation will not provide a Security Key to any person who is not an owner or occupier or to a child regardless of whether or not the child is an occupant of a lot in the Building.

14.9 If you wish to obtain an additional or replacement Security Key then you will be:

- a) required to submit an application to the strata committee for approval (in a form to be determined by the strata committee from time to time acting reasonably) for that additional or replacement Security Key, which approval must not be unreasonably withheld; and
- b) charged a fee for an additional or replacement Security Key, in an amount to be determined by the strata committee from time to time acting reasonably; and
- c) required to pay a security deposit for an additional Security Key, in an amount to be determined by the strata committee from time to time acting reasonably, refundable to you when you return the Security Key in a clean and undamaged condition.

14.10 Where your lot or Car Parking Lot is leased, you must exercise a high degree of caution and responsibility in making a Security Key available for use by your occupier and must use all reasonable endeavours, including by requiring your occupier in the lease, to ensure the return of the Security Key to you or the Owners Corporation at the conclusion of such lease.

14.11 When using a Security Key you must:

- a) not duplicate or copy the Security Key;
- b) not give the Security Key to any person who is not an owner or occupier of your lot or a Car Parking Lot;
- c) immediately notify the Owners Corporation if the Security Key is lost, stolen or misplaced;
- d) when reasonably requested by the Owners Corporation, immediately return the Security Key to the Owners Corporation;
- e) take all reasonable steps to safeguard the Security Key against loss, damage or theft;
- f) return all Security Keys to the Owners Corporation if you (if an occupier) move out of the strata scheme or (if an owner) sell your lot in the strata scheme.

14.12 At least once in each calendar year, at intervals of not less than six months, the Owners Corporation may conduct an audit of all Security Keys on issue and consequent upon that audit may:

- a) deactivate every Security Key that cannot be accounted for;
- b) deactivate any Security Key that the Owners Corporation reasonably considers is being used for or in a manner that does not comply with the by-laws.

14.13 You must comply with the reasonable directions of the Owners Corporation to assist in the conduct of the audit of Security Keys including but without limitation by promptly providing your Security Key(s) to the Owners Corporation during the audit.

14.14 The Owners Corporation must not deactivate any Security Key used by an owner or occupier who has advised the Owners Corporation of their absence from the strata scheme for any period of time in which an audit of the Security Keys may be conducted.

14.15 Without limiting clause 14.12, if the Owners Corporation is informed that a Security Key has been lost or stolen, it must immediately deactivate that Security Key.