

# **Plan of Management**

**1064 New England Highway, Lochinvar**

**Manufactured home estate for 206 homes**

## **Community facilities**

**Including**

**Communal building  
Gymnasium  
BBQs  
Swimming Pool  
4 Pickleball courts  
Playground  
Open space  
Display suite**

**Prepared by Boycecorp Pty Ltd  
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# Plan of Management 1064 New England Highway Lochinvar

## 1.0 Aim

To provide high quality manufactured homes for purchase located in an estate people will feel proud to call their home. The estate is designed to function like a standard residential area where residents are free to come and go as they wish but have exclusive access to facilities on the site.

## 2.0 Name of Operations Management

Company Name

Address

Email

24 hour on call Phone number

Owners Details

Boycecorp

## 3.0 Site Management

The Estate is owned by Boycecorp and managed by a private local company such as a strata company or stock and station management company. Boycecorp will have direct contact with management company and are ultimately responsible for the operation of the estate in accordance with this plan of management. Whilst it is the intention for Boycecorp to maintain ownership of the estate for the long term should this change the relevant Local Government should be advised (Maitland Council at 2024)

The Site Management Company will be responsible the following;

- Mowing of grass and vegetation control in the open space areas, bushfire defendable space adjacent to the property boundaries.
- Vegetation control on vacant sites that have not yet been leased.
- Ensuring the Bushfire Asset Protection Zone is maintained along the property boundaries
- Weekly cleaning of communal facilities.
- Street sweeping as required.
- Maintenance of drainage infrastructure i.e. cleaning of pits as necessary on a regular basis.
- Maintenance of community facilities.
- Running the online booking service for the community facilities.
- Maintaining the home ownership register.
- First contact for owners of the homes who wish to sell or remove their home.
- Collection and management of ground lease fees.
- Frontline contact by residents to report incidents or maintenance requirements of communal assets.
- Frontline contact by Council or other regulatory body or emergency response units.
- Assisting with maintaining positive relationships in the estate, including organising events such estate Christmas Party at the community facility or other group gatherings.
- Maintaining of a complaints and feedback register.

- Managing and monitoring the security systems.
- Operating the entry security i.e. HID Card management, code setting and registering car number plates.
- Liaise with emergency services for any accidents or criminal activity.
- Deal with petty misdemeanours and escalate to the Police where necessary.

#### **4.0 Security**

Entry to and from the estate is available 24 hours seven days a week, pedestrian access is available via the footpath to the front boundary at all times.

The boom gate will be a multi system with a combination of number plate recognition, HID card or by mobile phone Wi-Fi control. This works by texting a code to a phone number that controls the boom gate. Residents will be provided with 2 HID cards for their personal use. The code text code can also be used by residents and their visitors. Residents can advise the management company of the number plates to allow into the estate.

CCTV security cameras will be installed throughout the estate, including the boundaries, within the community facility and monitoring the open space areas. The cameras will be clearly signed to act as a deterrent to anti social behaviour. The CCTV footage will be stored for 30 days unless an incident is detected and the footage will be saved on a separate computer drive for use by either the Police or management.

#### **5.0 Visitors**

It is not proposed to limit visitors as they will be allowed into the site by the owners of the homes at any time. Any anti social behaviour can be reported to the Management Company and the Police. Whilst in the homes the visitors will be the responsibility of the home owner and whilst visitors can use the facilities this can only occur in the company of an owner of a home in the estate on the proviso that they abide by the Plan of Management.

#### **Communal Facilities**

Use of the community facility room will be via an online booking system that will be operated by the Management Company. The community facility is to be kept cleaned by the residents after use. Contract cleaners will be engaged to clean the entire facility on at least a weekly basis or additionally on a needs be basis.

The gym and pool facilities will be open from 7.00 am till 9.30 pm is a walk up on demand service i.e. no bookings required. Towels will be required when using the gym equipment. The gym will be cleaned on a weekly basis or on a needs be basis.

Management will be required to clean the pool and maintain the correct water balance all year round. The childproof pool fencing is required to be maintained in proper working order at all times.

A life float shall be maintained in a visually prominent location near the pool.

The required life saving plaque shall be attached to a wall in prominent vision from the pool deck.

All pool safety regulations are to be complied with.

A communal defibrillator shall be available in proximity to pool that is available for all residents in the estate.

The pickle ball courts can be used between 7.00 am till sunset.

Out door play areas will be available with no bookings.

## **6.0 Record keeping**

All homes will be provided with a copy of the completed updated Plan of Management  
The Plan of Management will be updated to include any operational conditions of consent issued by the Consent Authority.

The Management agency and Boycecorp will keep the following records;

- all records of the ownership of the homes including contact details and registration of cars that are associated with the residents
- A copy of the development consent
- Copies of all Section 68 approvals to site the homes on the site.
- Any other licenses issued by authorities

## **7.0 Communication**

A notice board will be provided in the community building to inform residents on events or maintenance activities that are to occur in the estate.

A broadcast email will be sent to the owners providing notice of the activities in the estate or scheduled maintenance that may impact upon the roads or other services.

## **8.0 Emergency Response**

In the case of an emergency call 000. If possible call Site Management to advise of the incident

Site Management will be on call 24 hours all year round.

In the case of Bushfire or other natural disaster residents must take instructions from the responsible body i.e. Police, NSW Fire Brigade Rural Fire Service, State Emergency Service.

A portable defibrillator will be available for all resident use adjacent to the pool.

## **9.0 Waste Collection**

A private contractor will be responsible for the kerb side collection of waste and recycling material.

Each home will be provided with a 120 Litre general waste bin, a 240 litre recycling bin and a 240 litre green waste bin. General waste will be collected weekly and green and recycling bin collected fortnightly alternate weeks. Bulk waste can be organised for large household items.

Recycling and general waste bins in the communal facilities will be collected twice a week.

The gardening contractors will be responsible for the mulching of vegetation for the reuse on site or for removal. Where possible mulching mowers will be used to minimise the amount of grass clippings to be disposed of.

Site management will be responsible for the washing of the communal bins after collection.

## **10.0 Roads and Carparks**

It is the responsibility of the site management to advise the owner of any maintenance required to road surfaces including the common parking areas and driveways on non leased land. The owner must engage the necessary road maintenance company to ensure that all roads and common parking areas are maintained to a high standard.

## **11.0 Responsibility of the residents**

To follow the plan of management

To maintain look after their own landscaping or engage contractors to maintain their lawns and gardens to a high standard.

To maintain their home to a high standard.

To not litter the estate.

To only place waste in bins and to leave the community facilities to a satisfactory level of cleanliness.

All mowing and outdoor maintenance is to be undertaken during daylight hours and not before 7.00am Monday to Saturday and 9.00am on Sundays.

## **12.0 Plan of Management**

The Plan of Management should be an evolving document that responds to meet the ever changing community expectations or to deal with unforeseen circumstances. Site Management will be in constant contact t with the owners who may update the Plan of Management as necessary.

Boycecorp trusts that you enjoy living in this estate and encourage the use of the community facilities.