

218 Ocean Keys Bvd

Clarkson

1.2 Management Plan

b. The Management Plan shall include the following:

i. The maximum number of guests to be accommodated – the proposed Holiday Accommodation shall be offered in three separate areas with own entrances. Refer to attached plan. Two units will be on the ground floor, each with 2 bedrooms (on Plan referred to as Bed, Bed, Office and Filing Room). Two main bedrooms will be furnished with double beds, and the smaller bedrooms with a single bed. Suitable for families with a child, or alternatively two adults per unit. The first floor above the Garage shall be a one bedroom unit suitable for singles or one couple. The maximum number of adults to be accommodated is six.

No pets shall be allowed, and non-registered guests shall not be permitted to sleep overnight.

- ii. Details regarding the expected behavior and obligations of guests, including the control of noise. This shall include a complaints management procedure, which provides contact telephone numbers. These contact details have been provided to our neighbors on both sides.
- iii. Details regarding check-in and checkout procedure,
- iv. Details regarding waste management,

See attached House Rules. These Rules are to be displayed in each apartment and are to be gone through as part of the "Check In Procedure" with guests.

House Rules – 218 Ocean Keys Boulevard

- Accommodation is only permitted for registered guests, and no other persons shall be allowed to stay overnight without permission. No pets are allowed
- Please be considerate to other guests on the property, no noise is permitted before 8am or after 10pm. Anti-social behavior will not be tolerated and may result in cancellation of booking
- Park in allocated parking bay only or off street
- Please be considerate to fellow guests when using the shared court yard and BBQ area.
- Keep doors locked at all times, including garage and front door
- Please use pot stands, table mats on bench tops and tables to protect from heat.
- Please use non-scratch materials when cleaning stove top and oven.
- Please ensure that air conditioner, lights, heaters and fans are off when not needed. Air
 Conditioner should be set to COOL MODE, and select temperature up or down
- Please open and close blinds with care.
- Please use wheely bins in courtyard for disposal of all waste, green for rubbish, yellow for recyclables. The bins shall be placed outside for collection by the management and returned
- NB. No smoking indoors. Please use ashtrays in the courtyard provided and do not leave butts in the garden.

Checking In and Before you vacate

Please check the apartment when checking in and report anything not in order to the owner immediately

Please leave oven, microwave and washing machine clean and dry.

Please empty and clean fridge and bins.

Please ensure BBQ is clean and stored under the Alfresco when you vacate if used.

Please ensure bathrooms and kitchen areas are scrubbed and left as found, especially showers and toilets.

Please leave the Unit in the same condition you found it, there is no need to wash linen or towels Should extra servicing be necessary, you will be charged.

Safety

- For Police Assistance and Ambulance call 131444, always notify owner in event of incident
- Please notify owner if First Aid box is opened and used
- Smoke alarms may be activated during cooking, please use extractor fans

Complaints

For any issues please contact the owners immediately. We are happy to attend to any matter
and would prefer to sort things out as soon as possible. Please do not give negative
feedback on website after checking out without giving us an opportunity to attend to any
issues.

Thank you!!

Enjoy your stay!!