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JVCC Access Policy

- ◆ Owners
- ◆ Tenants
- ◆ Contractors

Version	2
Create Date	3 rd July 2023
Last Updated	16 th July 2023

Purpose

The purpose of this policy is to define the rules around the issuing and cancellation of entry access to the Jackson's View Country Club.

Definition

For the purpose of this policy the following definitions apply:-

- "JVCC" is defined as the Jackson's View Country Club, 56 Jackson's Drive Drouin
- "JVOC" is defined as the Jackson's View Owners Corporation.
- "JVOCC" is defined as the Jackson's View Owners Corporation Committee.
- "Lot owner" is defined as member of the Jackson's View Owners Corporation whose Owners Corporation fees are up to date with no monies owing.
- "Manager" is defined as the Jackson's View Country Club Administrator.
- "Landlord" is defined as a lot owner who has chosen to lease their property.
- "Tenant" is defined as a resident of a property owned by a lot owner that has a valid lease agreement with the lot owner and has exclusive occupation of the leased property and is named on the lease agreement.
- "Contractor" is defined as someone or an organisation that has a current contract with JVOC.
- "OC Manager" is defined as Strata Management Victoria, who the JVOCC has engaged to assist with the running of the JVOC.
- "Induction" is Centre Administrator's process of introducing residents to the centre.

Important notes

- Only residents that are defined as Lot Owners and/or Tenants and/or Contractors defined above are entitled access to the JVCC.
- Only Lot Owners, Tenants, and/or **immediate family permanently residing** with the Lot Owner and/or Tenant (over the age of 14) and Contractors are able to use mobile **phone** access to enter the JVCC and must undergo an induction to the centre prior to access (where a contractor has specific area or operation, this may not be required and is decided by the Centre Administrator).
- A Lot Owner / Tenant / Contractor may **not** provide their mobile **phone for** access to any other person, **nor share** their mobile **phone** for access with any other Lot Owner or Tenant or Contractor.
- Contractors are only able to access the JVCC in the purpose of their business.

Jackson's View Country Club Opening Hours

Sunday – Thursday: 5.00am to **11pm** - Friday & Saturday: 5.00am to **12.00pm**

The premises silent alarm will trigger a security call-out outside of the **closing times**.

If a security call-out fee is incurred due to a breach; it will be invoiced to the Lot concerned or the contractor who breached the alarm.

NB: Current times are always displayed at the entrance of the Country Club.

THIS INCLUDES THE OUTSIDE AREA AND POOL

Issuing Mobile Phone Access to the JVCC

Lot owners

All lot owners are entitled to access the JVCC **via their mobile phone** on the condition that their owners corporation fees are paid up to date and that they are not in arrears.

Applications for JVCC Mobile Phone registration for Access must be made using the "Owner/Occupier/Contractor Mobile Phone Access Application" Form" and submitted to the Club Administrator for approval.

Upon approval of the application, the Owner will be provided with Mobile Phone access to the JVCC.

Tenants

Tenants may NOT be automatically entitled to access the JVCC. That is at the discretion of the landlord and / or the JVOCC.

In order for the Tenant to be able to apply for access to the JVCC, the Lot Owners corporation fees are to be paid up to date and not in arrears.

Applications for JVCC Mobile Phone Access must be made using the "Owner/Occupier/Contractor Mobile Access Application" Form along with a "Letter of Owner's Approval Form – for Tenants" if the applicant is a tenant, signed by the Landlord or approved managing agent and submitted to the Club Administrator for approval.

In the event that the Landlord approves the Tenant having access to the JVCC, the Landlord forfeits their right to access.

Upon approval of the application, the tenant will be provided with Mobile Phone access to the JVCC.

Contractors

Contractors may be entitled to mobile phone access to the JVCC, however, they are NOT automatically entitled to such. It is at the discretion of the JVOCC.

Applications for JVCC Mobile **Phone** Access must be made using the "Owner/Occupier/Contractor Mobile Access Application" Form and submitted to the JVCC Administrator who will seek approval from the JVOCC.
Contractors are only able to access the JVCC for the purpose of their business and not for personal use.

Suspension of Access

A Lot Owner / Tenant / Contractor may not provide their access to any other person, nor share their access with any other Lot Owner, Tenant or Contractor. In the event that this occurs the Lot Owner's / Tenant's / Contractor's access will be suspended immediately pending an enquiry by the JVOCC.

Lot owners

In the event that the Lot Owner has outstanding owners corporation fees exceeding 30 days or more after the due date their mobile phone access will be automatically suspended. Information as to the current financial status of the Lot Owner will be taken from the Aged Arrears Report at the commencement of each month.

JVCC mobile phone access will only be reinstated once all outstanding Owners Corporation fees have been paid.

Tenants

In the event that the landlord has outstanding owners corporation fees exceeding 30 days or more after the due date, mobile phone access allocated to their tenants will be automatically suspended. Information as to the current financial status of the Lot Owner will be taken from the Aged Arrears Report at the commencement of each month.

JVCC mobile phone access will only be reinstated once all outstanding Owners Corporation fees have been paid.

Contractors

Contractors may have their JVCC mobile phone access suspended at the discretion of the JVCC.

Cancellation of JVCC Mobile Phone Access

Lot owners

In the event that the Lot Owner sells their property, they **MUST advise the Jackson's View Country Club Administrator** within fourteen (14) days of the date of settlement to ensure that the next application has an unencumbered right for access.

Tenants

In the event that the lease between a Tenant and the Landlord ceases to exist, the landlord/managing agent **MUST advise the Jackson's View Country Club Administrator** within fourteen (14) days following the termination of the lease to ensure that the next application has an unencumbered right for access.

Contractors

In the event that a contract is either terminated or not renewed, the Contractor's mobile phone access will be cancelled.

Document Control

Version	Comments	Date
1	Initial Version	3 rd July 2023
2	Minor edits & document name correction	16 th July 2023

Document Approval

Date	Approved by
10 th July 2023	V1 Approved by JVOCC
16 th July 2023	JVOCC