

BCCM**Form 33**

Department of Justice

Body corporate certificate*Body Corporate and Community Management Act 1997, section 205(4)**This form is effective from 1 August 2025*

For the sale of a lot included in a community titles scheme under the Body Corporate and Community Management Act 1997 (other than a lot to which the Body Corporate and Community Management (Specified Two-lot Schemes Module) Regulation 2011 applies).

WARNING - Do not sign a contract to buy a property in a community titles scheme until you have read and understood the information in this certificate. Obtain independent legal advice if needed.

You may rely on this certificate against the body corporate as conclusive evidence of matters stated in the certificate, except any parts where the certificate contains an error that is reasonably apparent.

This certificate contains important information about the lot and community titles scheme named in the certificate, including:

- becoming an owner and contacting the body corporate
- details of the property and community titles scheme
- by-laws and exclusive use areas
- lot entitlements and financial information
- owner contributions and amounts owing
- common property and assets
- insurance
- contracts and authorisations

This certificate does not include information about:

- physical defects in the common property or buildings in the scheme;
- body corporate expenses and liabilities for which the body corporate has not fixed contributions;
- current, past or planned body corporate disputes or court actions;
- orders made against the body corporate by an adjudicator, a tribunal or a court;
- matters raised at recent committee meetings or body corporate meetings; or
- the lawful use of lots, including whether a lot can be used for short-term letting.

Search applicable planning laws, instruments and documents to find out what your lot can be used for. If you are considering short-term letting your lot, contact your solicitor, the relevant local government or other planning authority to find out about any approvals you will need or if there are any restrictions on short-term letting. It is possible that lots in the community titles scheme are being used now or could in future be used lawfully or unlawfully for short-term or transient accommodation.

The community management statement

Each community titles scheme has a community management statement (CMS) recorded with Titles Queensland, which contains important information about the rights and obligations of the owners of lots in the scheme. The seller must provide you with a copy of the CMS for the scheme before you sign a contract.

The Office of the Commissioner for Body Corporate and Community Management

The Office of the Commissioner for Body Corporate and Community Management provides an information and education service and a dispute resolution service for those who live, invest or work in community titles schemes. Visit www.qld.gov.au/bodycorporate.

You can ask for a search of adjudicators orders to find out if there are any past or current dispute applications lodged for the community titles scheme for the lot you are considering buying www.qld.gov.au/searchofadjudicatorsorders.

The information in this certificate is issued on 19/03/2026

Becoming an owner

When you become an owner of a lot in a community titles scheme, you:

- automatically become a member of the body corporate and have the right to participate in decisions about the scheme;
- must pay contributions towards the body corporate's expenses in managing the scheme; and
- must comply with the body corporate by-laws.

You must tell the body corporate that you have become the owner of a lot in the scheme within 1 month of settlement. You can do this by using the BCCM Form 8 - Information for body corporate roll. Fines may apply if you do not comply.

How to get more information

You can inspect the body corporate records which will provide important information about matters not included in this certificate. To inspect the body corporate records, you can contact the person responsible for keeping body corporate records (see below), or you can engage the services of a search agent. Fees will apply.

Planning and development documents can be obtained from the relevant local government or other planning authority. Some relevant documents, such as the development approval, may be available from the body corporate, depending on when and how the body corporate was established.

Contacting the body corporate

The body corporate is an entity made up of each person who owns a lot within a community titles scheme.

Name and number of the community titles scheme

SHERWOOD FOREST

CTS No. **10823**

Body corporate manager

Bodies corporate often engage a body corporate manager to handle administrative functions.

Is there a body corporate manager for the scheme?

Yes. The body corporate manager is:

Name:

Company: **Ace Body Corporate (Brisbane Sth West)**

Phone:

Email: **southwest@bnecbd.acebcm.com.au**

Accessing records

Who is currently responsible for keeping the body corporate's records?

The body corporate manager named above.

Property and community titles scheme details

Lot and plan details

Lot number: **4**

Plan type and number: **4363**

Plan of subdivision: **BUILDING FORMAT PLAN**

The plan of subdivision applying to a lot determines maintenance and insurance responsibilities.

Regulation module

There are 5 regulation modules for community titles schemes in Queensland. The regulation module that applies to the scheme determines matters such as the length of service contracts and how decisions are made.

More information is available from www.qld.gov.au/buyingbodycorporate.

The regulation module that applies to this scheme is the:

Small

NOTE: If the regulation module that applies to the scheme is the Specified Two-lot Schemes Module, then BCCM Form 34 should be used.

Layered arrangements of community titles schemes

A layered arrangement is a grouping of community titles schemes, made up of a principal scheme and one or more subsidiary schemes. Find more information at www.qld.gov.au/buyingbodycorporate

Is the scheme part of a layered arrangement of community titles schemes?

No

If yes, you should investigate the layered arrangement to obtain further details about your rights and obligations. The name and number of each community titles scheme part of the layered arrangement should be listed in the community management statement for the scheme given to you by the seller.

Building management statement

A building management statement is a document, which can be put in place in certain buildings, that sets out how property and shared facilities are accessed, maintained and paid for by lots in the building. It is an agreement between lot owners in the building that usually provides for supply of utility services, access, support and shelter, and insurance arrangements. A lot can be constituted by a community titles scheme's land.

Does a building management statement apply to the community titles scheme?

If yes, you can obtain a copy of the statement from Titles Queensland: www.titlesqld.com.au. You should seek legal advice about the rights and obligations under the building management statement before signing the contract -for example, this can include costs the body corporate must pay in relation to shared areas and services.

By-laws and exclusive use areas

The body corporate may make by-laws (rules) about the use of common property and lots included in the community titles scheme. You must comply with the by-laws for the scheme. By-laws can regulate a wide range of matters, including noise, the appearance of lots, carrying out work on lots (including renovations), parking, requirements for body corporate approval to keep pets, and whether smoking is permitted on outdoor areas of lots and the common property. However, by-laws cannot regulate the type of residential use of lots that may lawfully be used for residential purposes. You should read the by-laws before signing a contract.

What by-laws apply?

The by-laws that apply to the scheme are specified in the community management statement for the scheme provided to you by the seller.

The community management statement will usually list the by-laws for the scheme. If the statement does not list any by-laws, Schedule 4 of the Body Corporate and Community Management Act 1997 will apply to the scheme.

In some older schemes, the community management statement may state that the by-laws as at 13 July 2000 apply. In these cases, a document listing the by-laws in consolidated form must be given with this certificate.

General by-laws

The community management statement includes the complete set of by-laws that apply to the scheme.

Exclusive use areas

Individual lots may be granted exclusive use of common property or a body corporate asset, for example, a courtyard, car park or storage area. The owner of a lot to whom exclusive use rights are given will usually be required to maintain the exclusive use area unless the exclusive use by-law or other allocation of common property provides otherwise.

Are there any exclusive use by-laws or other allocations of common property in effect for the community titles scheme?

No

If yes, the exclusive use by-laws or other allocations of common property for the schemes are:

Date of Resolution	Lot Description	Conditions
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Lot entitlements and financial information

Lot entitlementments

Lot entitlementments are used to determine the proportion of body corporate expenses each lot owner is responsible for. The community management statement contains two schedules of lot entitlementments – a contribution schedule of lot entitlementments and an interest schedule of lot entitlementments, outlining the entitlementments for each lot in the scheme. The contribution schedule lot entitlementment for a lot (as a proportion of the total for all lots) is used to calculate the lot owner’s contribution to most body corporate expenses, and the interest schedule lot entitlementment for a lot (as a proportion of the total for all lots) is used to calculate the lot owner’s contribution to insurance expenses in some cases. Lots may have different lot entitlementments and therefore may pay different contributions to the body corporate’s expenses.

You should consider the lot entitlementments for the lot compared to the lot entitlementments for other lots in the scheme before you sign a contract of sale.

Contribution schedule

Contribution schedule lot entitlementment for the lot: **20**

Total contribution schedule lot entitlementments for all lots: **100**

Interest schedule

Interest schedule lot entitlementment for the lot: **20**

Total interest schedule lot entitlementments for all lots: **100**

Statement of accounts

The most recent statement of accounts prepared by the body corporate for the notice of the annual general meeting for the scheme is given with this certificate.

Owner contributions (levies)

The contributions (levies) paid by each lot owner towards body corporate expenses is determined by the budgets approved at the annual general meeting of the body corporate.

You need to pay contributions to the body corporate’s administrative fund for recurrent spending and the sinking fund for capital and non-recurrent spending.

If the Commercial Module applies to the community titles scheme, there may also be a promotion fund that owners of lots have agreed to make payments to.

WARNING: You may have to pay a special contribution if a liability arises for which no or inadequate provision has been made in the body corporate budgets.

The contributions payable by the owner of the lot that this certificate relates to are listed over the page.

Body corporate debts

If any contributions or other body corporate debt (including penalties or reasonably incurred recovery costs) owing in relation to the lot are not paid before you become the owner of the property, YOU WILL BE LIABLE TO PAY THEM TO THE BODY CORPORATE. Before signing the contract, you should make sure that the contract addresses this or provides for an appropriate adjustment at settlement.

Owner contributions and amounts owing

Administrative fund contributions

Total amount of contributions (before any discount) for lot **4** for the current financial year: \$ **2,399.80**

Number of instalments: **4** (outlined below)

Discount for on-time payments (if applicable): **0** %

Monthly penalty for overdue contributions (if applicable): **0.00** %

Period	Due date	Amount due	Amount due if discount applied	Paid
01/10/23 to 31/12/23	01/10/23	520.00	520.00	15/09/23
01/01/24 to 31/03/24	01/01/24	626.60	626.60	15/01/24
01/04/24 to 30/06/24	01/04/24	626.60	626.60	15/04/24
01/07/24 to 30/09/24	01/07/24	626.60	626.60	15/07/24
01/10/24****31/12/24	01/10/24	626.60	626.60	14/10/24
01/01/25****31/03/25	01/01/25	557.80	557.80	15/01/25
01/04/25****30/06/25	01/04/25	557.80	557.80	26/05/25
01/07/25****30/09/25	01/07/25	557.80	557.80	16/06/25
01/10/25****31/12/25	01/10/25	557.80	557.80	29/09/25
01/01/26****31/03/26	01/01/26	620.73	620.73	02/01/26
01/04/26****30/06/26	01/04/26	620.73	620.73	
01/07/26****30/09/26	01/07/26	620.73	620.73	
01/10/26****31/12/26	01/10/26	620.73	620.73	
			Amount overdue	Nil
			Amount Unpaid including amounts billed not yet due	\$620.73

Sinking fund contributions

Total amount of contributions (before any discount) for lot **4** for the current financial year: \$ **1,400.00**

Number of instalments: **4** (outlined below)

Discount for on-time payments (if applicable): **0** %

Monthly penalty for overdue contributions (if applicable): **0.00** %

Period	Due date	Amount due	Amount due if discount applied	Paid
01/10/23 to 31/12/23	01/10/23	200.00	200.00	15/09/23
01/01/24 to 31/03/24	01/01/24	400.00	400.00	15/04/24
01/04/24 to 30/06/24	01/04/24	400.00	400.00	15/04/24
01/07/24 to 30/09/24	01/07/24	400.00	400.00	15/07/24
01/10/24****31/12/24	01/10/24	400.00	400.00	14/10/24
01/01/25****31/03/25	01/01/25	466.60	466.60	15/01/25
01/04/25****30/06/25	01/04/25	466.60	466.60	26/05/25
01/07/25****30/09/25	01/07/25	466.60	466.60	16/06/25
01/10/25****31/12/25	01/10/25	466.60	466.60	29/09/25
01/01/26****31/03/26	01/01/26	911.13	911.13	02/01/26
01/04/26****30/06/26	01/04/26	911.13	911.13	
01/07/26****30/09/26	01/07/26	911.13	911.13	

Sinking fund contributions

Total amount of contributions (before any discount) for lot **4** for the current financial year: \$ **1,400.00**

Number of instalments: **4** (outlined below)

Discount for on-time payments (if applicable): **0** %

Monthly penalty for overdue contributions (if applicable): **0.00** %

Period	Due date	Amount due	Amount due if discount applied	Paid
01/10/26****31/12/26	01/10/26	911.13	911.13	

Amount overdue	Nil
Amount Unpaid including amounts billed not yet due	\$911.13

Special contributions - Administrative Fund (IF ANY)

Date determined: (Access the body corporate records for more information).

Total amount of contributions (before any discount) **Nil**

Number of instalments: **0** (outlined below)

Discount for on-time payments (if applicable): **0** %

Monthly penalty for overdue contributions (if applicable): **0.00** %

Period	Due date	Amount due	Amount due if discount applied	Paid
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Amount overdue	Nil
Amount Unpaid including amounts billed not yet due	Nil

Special contributions - Sinking Fund (IF ANY)

Date determined: (Access the body corporate records for more information).

Total amount of contributions (before any discount) **Nil**

Number of instalments: **0** (outlined below)

Discount for on-time payments (if applicable): **0** %

Monthly penalty for overdue contributions (if applicable): **0.00** %

Due date	Amount due	Amount due if discount applied	Paid
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Amount overdue	Nil
Amount Unpaid including amounts billed not yet due	Nil

Other amounts payable by the lot owner

Purpose	Fund	Amount	Due date	Amount
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No other amounts payable for the lot.

Summary of amounts due but not paid by the current owner

At the date of this certificate

Annual contributions		Nil
Special contributions		Nil
Other contributions		Nil
Other payments		Nil
Penalties		Nil
Total amount overdue	(Total Amount Unpaid including not yet due \$1,531.86)	Nil

(An amount in brackets indicates a credit or a payment made before the due date)

Common property and assets

When you buy a lot in a community titles scheme, you also own a share in the common property and assets for the scheme. Common property can include driveways, lifts and stairwells, and shared facilities. Assets can include gym equipment and pool furniture.

The body corporate is usually responsible for maintaining common property in a good and structurally sound condition. An owner is usually responsible for maintaining common property or assets that their lot has been allocated exclusive use of, or for maintaining improvements to common property or utility infrastructure that is only for the benefit of their lot. The body corporate may have additional maintenance responsibilities, depending on the plan of subdivision the scheme is registered under. For more information, visit www.qld.gov.au/buyingbodycorporate.

Sinking fund forecast and balance - maintenance and replacement of common property / assets

The body corporate must have a sinking fund to pay for future capital expenses, such as repairs or replacement of common property and assets. The body corporate must raise enough money in its sinking fund budget each year to provide for spending for the current year and to reserve an amount to meet likely spending for 9 years after the current year. If there is not enough money in the sinking fund at the time maintenance is needed, lot owners will usually have to pay additional contributions.

Prior to signing a contract, you should consider whether the current sinking fund balance is appropriate to meet likely future capital expenditure.

Does the body corporate have a current sinking fund forecast that estimates future capital expenses and how much money needs to be accumulated in the sinking fund?

Yes - you can obtain a copy from the body corporate records

Current sinking fund balance (as at date of certificate): \$ 8,654.49

Improvements to common property the lot owner is responsible for

A lot owner may make improvements to the common property for the benefit of their lot if authorised by the body corporate or under an exclusive use by-law. The owner of the lot is usually responsible for maintenance of these improvements, unless the body corporate authorises an alternative maintenance arrangement or it is specified in the relevant by-law.

Details of authorised improvements to the common property that the owner of the lot is responsible for maintaining in good condition are given with this certificate below

Date	Description	Conditions
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Body corporate assets

The body corporate must keep a register of all body corporate assets worth more than \$1,000.

The body corporate does not have any assets that it is required to record in its register

Insurance

The body corporate must insure the common property and assets for full replacement value and public risk.

The body corporate must insure, for full replacement value, the following buildings where the lots in the scheme are created:

- under a building format plan of subdivision or volumetric format plan of subdivision - each building that contains an owner's lot (e.g. a unit or apartment); or
- under a standard format plan of subdivision - each building on a lot that has a common wall with a building on an adjoining lot.

Body corporate insurance policies

Details of each current insurance policy held by the body corporate including, for each policy, are given with this certificate.

TYPE/COMPANY	POLICY NO.	SUM INSURED	PREMIUM	DUE DATE	EXCESS
BUILDING CHU UNDERWRITING AGENCIES P/L	HU000615986	1,735,650.00	5,390.82	02/12/26	Std excess \$1000 All others \$1000
LOSS OF RENT CHU UNDERWRITING AGENCIES P/L	HU000615986	260,347.00		02/12/26	
CATASTROPHE CHU UNDERWRITING AGENCIES P/L	HU000615986	520,695.00		02/12/26	
PUBLIC LIABILITY CHU UNDERWRITING AGENCIES P/L	HU000615986	30,000,000.00		02/12/26	
FIDELITY GUARANTEE CHU UNDERWRITING AGENCIES P/L	HU000615986	250,000.00		02/12/26	
OFFICE BEARERS CHU UNDERWRITING AGENCIES P/L	HU000615986	5,000,000.00		02/12/26	
VOLUNTARY WORKERS CHU UNDERWRITING AGENCIES P/L	HU000615986	\$300,000/\$3,000		02/12/26	

Body corporate insurance policies

Details of each current insurance policy held by the body corporate including, for each policy, are given with this certificate.

TYPE/COMPANY	POLICY NO.	SUM INSURED	PREMIUM	DUE DATE	EXCESS
GOVT AUDIT COSTS CHU UNDERWRITING AGENCIES P/L	HU000615986	25,000.00		02/12/26	
LEGAL EXPENSES CHU UNDERWRITING AGENCIES P/L	HU000615986	50,000.00		02/12/26	
MACHINERY BREAKDOWN CHU UNDERWRITING AGENCIES P/L	HU000615986	10,000.00		02/12/26	
LOT OWNERS IMPROVE CHU UNDERWRITING AGENCIES P/L	HU000615986	250,000.00		02/12/26	
APPEAL EXPENSES CHU UNDERWRITING AGENCIES P/L	HU000615986	100,000.00		02/12/26	
CATASTROPHE-TEMP ACC CHU UNDERWRITING AGENCIES P/L	HU000615986	78,104.00		02/12/26	
COMMON AREA CONTENTS CHU UNDERWRITING AGENCIES P/L	HU000615986	17,356.00		02/12/26	
CATASTROPHE-RENT/ACC CHU UNDERWRITING AGENCIES P/L	HU000615986	26,034.00		02/12/26	
CATASTROPHE-OTHER CHU UNDERWRITING AGENCIES P/L	HU000615986	26,034.00		02/12/26	

Alternative insurance

Where the body corporate is unable to obtain the required building insurance, an adjudicator may order that the body corporate take out alternative insurance. Information about alternative insurance is available from www.qld.gov.au/buyingbodycorporate.

Does the body corporate currently hold alternative insurance approved under an alternative insurance order?

Lot owner and occupier insurance

The occupier is responsible for insuring the contents of the lot and any public liability risks which might occur within the lot.

The owner is responsible for insuring buildings that do not share a common wall if the scheme is registered under a standard format plan of subdivision, unless the body corporate has set up a voluntary insurance scheme and the owner has opted-in.

More information about insurance in community titles schemes is available from your solicitor or www.qld.gov.au/buyingbodycorporate

Contracts and authorisations

Caretaking service contractors and letting agents – Accommodation Module, Commercial Module and Standard Module

A body corporate may engage service contractors to provide services to the body corporate to assist in the management of the scheme.

If the Standard Module, Accommodation Module, or Commercial Module apply to a community titles scheme, the body corporate may also authorise a person to conduct a letting agent business for the scheme, that is, to act as the agent of owners of lots in the scheme who choose to use the person's services for the letting of their lot.

A service contractor who is also authorised to be a letting agent for the scheme is called a caretaking service contractor. Together, an agreement to engage a person as a caretaking service contractor and authorise a person as a letting agent is typically referred to as 'management rights'.

The maximum term of a service contract or authorisation entered into by a body corporate is:

- 10 years if the Standard Module applies to the scheme; and
- 25 years if the Accommodation Module or Commercial Module applies to the scheme.

You may inspect the body corporate records to find information about any engagements or authorisations entered into by the body corporate, including the term of an engagement or authorisation and, for an engagement, duties required to be performed and remuneration payable by the body corporate.

Has the body corporate engaged a caretaking services contractor for the scheme?

No

Has the body corporate authorised a letting agent for the scheme?

No

Embedded network electricity supply

Is there an arrangement to supply electricity to occupiers in the community titles scheme through an embedded network?

No

More information about embedded networks in community titles schemes is available from www.qld.gov.au/buyingbodycorporate.

Body corporate authority

This certificate is signed and given under the authority of the body corporate.

Name/s Ace Body Corporate (Brisbane Sth West)

Positions/s held Body Corporate Manager

Date 19/03/2026

Signature/s *c.a.shah*

Copies of documents given with this certificate:

- by-laws for the scheme in consolidated form (if applicable)
- details of exclusive use by-laws or other allocations of common property (if applicable)
- the most recent statement of accounts
- details of amounts payable to the body corporate for another reason (if applicable)
- details of improvements the owner is responsible for (if applicable)
- the register of assets (if applicable)
- insurance policy details

Queensland Titles Registry Pty Ltd
ABN 23 648 568 101

Search Date: 19/03/2026 16:46

Request No: 55480160

SCHEME NAME

SHERWOOD FOREST COMMUNITY TITLES SCHEME 10823

BODY CORPORATE ADDRESS

PO BOX 7805
EAST BRISBANE QLD
4169

COMMUNITY MANAGEMENT STATEMENT No: 10823

Title	Lot	Plan	Title	Lot	Plan
16173032	1	BUP 4363	16173033	2	BUP 4363
16173034	3	BUP 4363	16173035	4	BUP 4363
16173036	5	BUP 4363	19204363	CP	BUP 4363

COMMUNITY MANAGEMENT STATEMENT Dealing No: 703069053

** End of Community Titles Scheme Search **



FORM 14 - GENERAL REQUEST

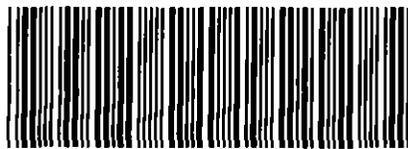
Version 2

Land Title Act 1994 and Land Act 1994



Queensland Land Registry

Stamp Duty Imprint



703069053

\$50.00

16/12/1998 15:14

BE 470

OFFICE USE ONLY

1. Nature of Request

TO RECORD A NEW
COMMUNITY MANAGEMENT STATEMENT
FOR SHERWOOD FOREST CTS 10823

Lodger Name, address & phone number LODGER CODE

R MATTHEWS & SON PTY LTD
678 IPSWICH ROAD
ANNERLEY QLD 4103
PH: (07) 3848 0655

2. Description of Lot

County

Parish

Title Reference

COMMON PROPERTY OF
SHERWOOD FOREST
COMMUNITY TITLES SCHEME 10823

STANLEY

YEERONGPILLY

19204363

3. Registered Proprietor / Crown Lessee

BODY CORPORATE FOR
SHERWOOD FOREST
COMMUNITY TITLES SCHEME 10823

4. Interest

NOT APPLICABLE

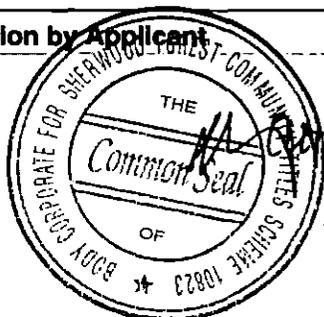
5. Applicant

BODY CORPORATE FOR
SHERWOOD FOREST
COMMUNITY TITLES SCHEME 10823

6. Request

I hereby request that: a new Community Management Statement deposited herewith which changes the Regulation Module and amends Schedules A, B & C of the existing Community Management Statement be recorded as the Community Management Statement for Sherwood Forest Community Titles Scheme 10823.

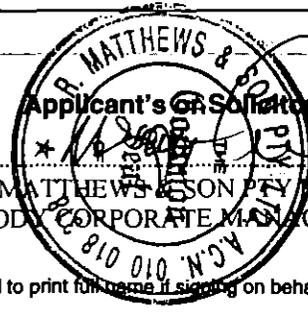
7. Execution by Applicant



[Handwritten Signature]
BODY CORPORATE
MANAGER

Execution Date

16/12/98



Applicant's or Solicitor's Signature

[Handwritten Signature]
R MATTHEWS & SON PTY LTD
BODY CORPORATE MANAGER

Note: A solicitor is required to print full name if signing on behalf of the applicant



THIS STATEMENT MUST BE LODGED TOGETHER WITH A FORM 14 GENERAL REQUEST AND IN THE CASE OF A NEW STATEMENT MUST BE LODGED WITHIN THREE (3) MONTHS OF THE DATE OF CONSENT BY THE BODY CORPORATE

10823

This statement incorporates and must include the following:

- Schedule A - Schedule of lot entitlements
Schedule B - Explanation of development of scheme land
Schedule C - By-laws
Schedule D - Any other details
Schedule E - Allocation of exclusive use areas

1. Name of community titles scheme

SHERWOOD FOREST
COMMUNITY TITLES SCHEME 10823

2. Regulation module

SMALL SCHEMES

3. Name of body corporate

BODY CORPORATE FOR SHERWOOD FOREST COMMUNITY TITLES SCHEME 10823

4. Scheme land

Table with 4 columns: Description of Lot, County, Parish, Title Reference. Row 1: COMMON PROPERTY OF SHERWOOD FOREST CTS 10823, STANLEY, YEERONGPILLY, 16173032-16173036 (inclusive)

5. Name and address of original owner #

NOT APPLICABLE

6. Reference to plan lodged with this statement

NOT APPLICABLE

first community management statement only

7. Local Government community management statement notation

NOT APPLICABLE PURSUANT TO SECTION 54(4) OF THE BODY CORPORATE AND COMMUNITY MANAGEMENT ACT 1997

..... signed
..... name and designation
..... name of Local Government

8. Execution by original owner/Consent of body corporate

Execution Date

16 MAR 98
THE COMMON SEAL OF THE BODY CORPORATE FOR SHERWOOD FOREST COMMUNITY TITLES SCHEME 10823
Body Corporate Manager

R. MATTHEWS & SON PTY LTD
Director
R MATTHEWS & SON PTY LTD
BODY CORPORATE MANAGER

* Original owner to execute for a first community management statement
Body corporate to execute for a new community management statement



SCHEDULE C

BY-LAWS

Section 130

SCHEDULE 2 - BY-LAWS

NOISE.

1. The occupier of a lot must not create noise likely to interfere with the peaceful enjoyment of a person lawfully on another lot or the common property.

VEHICLES.

- 2.(1) The occupier of a lot must not, without the body corporate's written approval -
 - (a) park a vehicle, or allow a vehicle to stand, on common property; or
 - (b) permit an invitee to park a vehicle, or allow a vehicle to stand, on the common property.
- 2.(2) An approval under subsection (1) must state the period for which it is given.
- 2.(3) However, the body corporate may cancel the approval by giving 7 days written notice to the occupier.

OBSTRUCTION.

3. The occupier of a lot must not obstruct the lawful use of the common property by someone else.

DAMAGE TO LAWNS etc.

- 4.(1) The occupier of a lot must not, without the body corporate's written approval-
 - (a) damage a lawn, garden, tree, shrub, plant or flower on the common property; or
 - (b) use a part of the common property as a garden.
- 4.(2) An approval under subsection (1) must state the period for which it is given.
- 4.(3) However, the body corporate may cancel the approval by giving 7 days written notice to the occupier.

DAMAGE TO COMMON PROPERTY.

- 5.(1) An occupier of a lot must not, without the body corporate's written approval, mark, paint, drive nails, screws or other objects into, or otherwise damage or deface a structure that forms part of the common property.
- 5.(2) However, an occupier may install a locking or safety device to protect the lot against intruders, or a screen to prevent entry of animals or insects, if the device or screen is soundly built and is consistent with the colour, style and materials of the building.
- 5.(3) The owner of a lot must keep a device installed under subsection (2) in good order and repair.

BEHAVIOUR OF INVITEES.

6. An occupier of a lot must take reasonable steps to ensure that the occupier's invitees do not behave in a way likely to interfere with the peaceful enjoyment of another lot or the common property.

LEAVING OF RUBBISH ETC. ON COMMON PROPERTY.

7. The occupier of a lot must not leave rubbish or other materials on the common property in a way or place likely to interfere with the enjoyment of the common property by someone else.

APPEARANCE OF LOT.

- 8.(1) The occupier of a lot must not, without the body corporate's written approval, make a change to the external appearance of the lot unless the change is minor and does not detract from the amenity of the lot and its surrounds.
- 8.(2) The occupier of a lot must not, without the body corporate's written approval-
- (a) hang washing, bedding, or another cloth article if the article is visible from another lot or the common property, or from outside the scheme land; or
 - (b) display a sign, advertisement, placard, banner, pamphlet or similar article if the article is visible from another lot or the common property, or from outside the scheme land.
- 8.(3) This section does not apply to a lot created under a standard format plan of subdivision.

STORAGE OF FLAMMABLE MATERIALS.

- 9.(1) The occupier of a lot must not, without the body corporate's written approval, store a flammable substance on the common property.
- 9.(2) The occupier of a lot must not, without the body corporate's written approval, store a flammable substance on the lot unless the substance is used or intended for use for domestic purposes.
- 9.(3) However, this section does not apply to the storage of fuel in-
- (a) the fuel tank of a vehicle, boat, or internal combustion engine; or
 - (b) a tank kept on a vehicle or boat in which the fuel is stored under the requirements of the law regulating the storage of flammable liquid.

GARBAGE DISPOSAL.

- 10.(1) Unless the body corporate provides some other way of garbage disposal, the occupier of a lot must keep a receptacle for garbage in a clean and dry condition and adequately covered on the lot, or on part of the common property designated by the body corporate for the purpose.
- 10.(2) The occupier of a lot must-
- (a) comply with all local government local laws about disposal of garbage; and
 - (b) ensure that the occupier does not, in disposing of garbage, adversely affect the health, hygiene or comfort of the occupiers of other lots.

KEEPING OF ANIMALS.

- 11.(1) The occupier of a lot must not, without the body corporate's written approval-
- (a) bring or keep an animal on the lot or the common property; or
 - (b) permit an invitee to bring or keep an animal on the lot or the common property.
- 11.(2) The occupier must obtain the body corporate's written approval before bringing, or permitting an invitee to bring, an animal onto the lot or the common property.

GUIDE DOGS.

N.B. : By-law 11 does not apply to 'Guide Dogs' in accordance with Section 143.(1),(2) & (3) of the Act.



**FORM 20 - SCHEDULE / ENLARGED PANEL /
Version 1 ADDITIONAL PAGE / DECLARATION**

Land Title Act 1994 and Land Act 1994

Queensland Land Registry

Page 5 of 5



SCHEDULE D OTHER DETAILS REQUIRED/PERMITTED TO BE INCLUDED

Nil.

**SCHEDULE E DESCRIPTION OF LOTS ALLOCATED EXCLUSIVE USE AREAS OF
COMMON PROPERTY**

Nil.

MINUTES OF AGM OF "SHERWOOD FOREST" CTS 10823 HELD 2 OCTOBER 1997

(8) (MOTIONS 6 TO 12)

MOTION 6 – BALLOT

It was resolved as provided for under the Body Corporate and Community Management Act 1997 that a secret ballot be not required for the election of the committee at this or future Annual General Meetings.

MOTION 7 – PENALTY FOR LATE PAYMENT OF LEVIES

It was resolved that as provided for under the Body Corporate and Community Management Act 1997 the committee for the time being shall at its discretion, be authorized to charge the prescribed penalty of 2.5% against owners for the late payment of levies, including any Special Levies which may be properly struck at any time.

MOTION 8 – BODY CORPORATE MANAGER'S APPOINTMENT

It was resolved that the Body Corporate Managers, R Matthews & Son Pty Ltd, be re-appointed for a further period until the next Annual General Meeting at the same fee of \$95-00 per unit per year.

MOTION 9 – USE OF COMMON SEAL

It was resolved that as provided for under the Body Corporate and Community Management Act 1997, the Body Corporate Manager be authorized to hold custody of the Common Seal and be authorized to use the Common Seal as required in the conduct of the business of the Body Corporate.

MOTION 10 – CHANGE OF ADDRESS

It was resolved that the registered address of the Body Corporate be changed at the Department of Natural Resources to the address of R Matthews & Son Pty Ltd to enable all correspondence to be received in due time and attended to as required.

MOTION 11 – PUBLIC OFFICER'S APPOINTMENT

It was resolved that Mr Trevor Matthews be appointed the Public Officer for the Body Corporate for the purpose of lodging and signing Income Tax Returns.

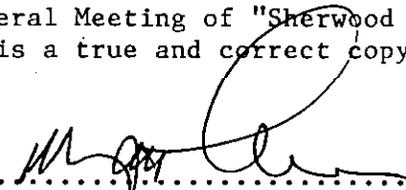
MOTION 12 – PAY TV

It was resolved that authorization be given to the Body Corporate Managers to enter into a standard agreement, on behalf of the Body Corporate, when and if the occasion arises that a proprietor wishes to install Subscription Television Services.

GENERAL BUSINESS: I hereby certify that this document described as page 2 of the Minutes of the Annual General Meeting of "Sherwood Forest" CTS 10823 held 2 October 1997 is a true and correct copy of page 2 of such minutes.

FRONT FENCE

No action was proposed at this time.


.....
Trevor Matthews, Committee Member

(9) ELECTION OF OFFICE BEARERS

Chairperson: G Hughes was elected to the position from the floor of the meeting.

Secretary/Treasurer: Mr Trevor Matthews (Body Corporate Manager) was elected to the joint position (non-voting) from the floor of the meeting.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.20 AM.

MINUTES OF THE AGM OF "SHERWOOD FOREST" CTS 10823
HELD WEDNESDAY 9 DECEMBER 1998

ADMIN & INSURANCE SCHEDULE CONTRIBUTIONS (motion 5(b))

It was resolved that the Administrative Fund & Insurance Schedule contributions be levied quarterly, in accordance with the approved budget and new CMS, at \$17-20 Admin Fund & \$5-80 Insurance Schedule per contribution lot entitlement per annum (payable quarterly).

SINKING FUND BUDGET (motion 6(a))

It was resolved that the Sinking Fund Budget, as presented to the meeting, be approved.

SINKING FUND CONTRIBUTIONS (motion 6(b))

It was resolved that the Sinking Fund contributions be levied quarterly, in accordance with the approved budget and new CMS, at \$9-00 per contribution lot entitlement per annum (payable quarterly).

(9) MOTION 7 – BODY CORPORATE MANAGER’S APPOINTMENT

It was resolved that the Body Corporate Managers, R Matthews & Son Pty Ltd, be re-appointed for a further period until the next Annual General Meeting at an increased fee up from \$95-00 to \$100-00 per unit per year. I hereby certify that this document described as page 2 of the Minutes of the Annual General Meeting of "Sherwood Forest" CTS 10823 held 9 December 1998 is a true and correct copy of page 2 of such minutes.

GENERAL BUSINESS:

CRACK IN FRONT WALL

An engineer is to be engaged to report on the external crack in the brickwork at the front and inspect other external parts of the building at the same time.

.....
Trevor Matthews, Committee Member

FRONT FENCE

The front fence is in need of repair or replacement and a report is to be obtained for the decision of owners.

EXTERNAL PAINTING

The exterior is in need of repainting but this is to be delayed until the result of the brickwork cracking is known. Quotes are to be obtained for the decision of owners in due course.

CHANGE OF DATES FOR LEVY PAYMENTS

The current date for payment of levies is 1/10, 1/1, 1/4 and 1/7 each year but in future the dates for payment are to be changed to 1/12, 1/3, 1/6 and 1/9 to simplify office accounting procedures and to coincide with the new time frame for the holding of the AGM and the new financial year end of the Body Corporate; these changes are brought about by the introduction of the new BCCM Act.

(10) ELECTION OF OFFICE BEARERS

- Chairperson** No election.
- Secretary/Treasurer** Mr Trevor Matthews (Body Corporate Manager) was elected to the joint position (non-voting) from the floor of the meeting.
- Committee** G Hughes was elected to the committee.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11:30 AM.