

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 02/02/2026

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

Sarah Grove

CTS No. **22661**

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: **Katrina Johnstone**

Company: **BCsystems**

Phone: **07 3899 0299**

Email: **info@bcsystems.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: **1**

Plan type and number: **GTP105080**

Plan of subdivision: **STANDARD 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:

Standard

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?

No

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?

Yes

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

listed in the Community Management Statement

Lot entitlements and financial information

Lot entitlements

Lot entitlements 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 entitlements – a contribution schedule of lot entitlements and an interest schedule of lot entitlements, outlining the entitlements for each lot in the scheme. The contribution schedule lot entitlement 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 entitlement 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 entitlements and therefore may pay different contributions to the body corporate's expenses.

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

Contribution schedule

Contribution schedule lot entitlement for the lot: **34**
 Total contribution schedule lot entitlements for all lots: **240**

Interest schedule

Interest schedule lot entitlement for the lot: **34**
 Total interest schedule lot entitlements for all lots: **240**

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 **1** for the current financial year: \$ **1,264.52**

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

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

Monthly penalty for overdue contributions (if applicable): **2.50** %

Period	Due date	Amount due	Amount due if discount applied	Paid
01/01/25 to 31/03/25	01/01/25	267.75	267.75	27/12/24
01/04/25 to 30/06/25	01/04/25	267.75	267.75	28/03/25
01/07/25 to 30/09/25	01/07/25	364.51	364.51	27/06/25
01/10/25 to 31/12/25	01/10/25	364.51	364.51	29/09/25
01/01/26****31/03/26	01/01/26	325.62	325.62	29/12/25
01/04/26****30/06/26	01/04/26	325.62	325.62	

Amount overdue **Nil**
 Amount Unpaid including amounts billed not yet due **Nil**

Sinking fund contributions

Total amount of contributions (before any discount) for lot **1** for the current financial year: \$ **255.00**

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

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

Monthly penalty for overdue contributions (if applicable): **2.50** %

Period	Due date	Amount due	Amount due if discount applied	Paid
01/01/25 to 31/03/25	01/01/25	63.75	63.75	27/12/24
01/04/25 to 30/06/25	01/04/25	63.75	63.75	28/03/25
01/07/25 to 30/09/25	01/07/25	63.75	63.75	27/06/25
01/10/25 to 31/12/25	01/10/25	63.75	63.75	29/09/25
01/01/26****31/03/26	01/01/26	112.95	112.95	29/12/25
01/04/26****30/06/26	01/04/26	112.95	112.95	

Amount overdue **Nil**
 Amount Unpaid including amounts billed not yet due **Nil**

Special contributions - Administrative Fund (IF ANY)

Date determined: **27/08/25** (Access the body corporate records for more information).

Total amount of contributions (before any discount) **\$170.00**

Number of instalments: **1** (outlined below)

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

Monthly penalty for overdue contributions (if applicable): **2.50** %

Period	Due date	Amount due	Amount due if discount applied	Paid
01/10/25	01/10/25	170.00	170.00	29/09/25

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): **2.50** %

Due date	Amount due	Amount due if discount applied	Paid

Amount overdue **Nil**
Amount Unpaid including amounts billed not yet due **Nil**

Other contributions

	Period	Due date	Amount due	Amount due if discount applied	Paid
Insurance	01/01/25 to 31/03/25	01/01/25	218.31	218.31	27/12/24
Insurance	01/04/25 to 30/06/25	01/04/25	218.31	218.31	28/03/25
Insurance	01/07/25 to 30/09/25	01/07/25	214.03	214.03	27/06/25
Insurance	01/10/25 to 31/12/25	01/10/25	214.03	214.03	29/09/25
Insurance	01/01/26 to 31/03/26	01/01/26	227.71	227.71	29/12/25
Insurance	01/04/26 to 30/06/26	01/04/26	227.71	227.71	

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 <small>(Total Amount Unpaid including not yet due \$0.00)</small>	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): \$ 51,090.90

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

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 STRATA COMMUNITY INSURANCE	QRSC22007241	4,354,350.00	7,947.49	01/01/27	\$1,000 Standard \$1,000 Legal
FLOOD STRATA COMMUNITY INSURANCE	QRSC22007241	NOT INCLUDED		01/01/27	\$1,000 Standard \$1,000 Legal

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
FLOATING FLOORS STRATA COMMUNITY INSURANCE	QRSC22007241	INCLUDED		01/01/27	\$1,000 Standard \$1,000 Legal
PUBLIC LIABILITY STRATA COMMUNITY INSURANCE	QRSC22007241	20,000,000.00		01/01/27	\$1,000 Standard \$1,000 Legal
OFFICE BEARERS LIA STRATA COMMUNITY INSURANCE	QRSC22007241	250,000.00		01/01/27	\$1,000 Standard \$1,000 Legal
COMMON CONTENTS STRATA COMMUNITY INSURANCE	QRSC22007241	43,544.00		01/01/27	\$1,000 Standard \$1,000 Legal
LOSS OF RENT STRATA COMMUNITY INSURANCE	QRSC22007241	653,153.00		01/01/27	\$1,000 Standard \$1,000 Legal
FIDELITY GUARANTEE STRATA COMMUNITY INSURANCE	QRSC22007241	100,000.00		01/01/27	\$1,000 Standard \$1,000 Legal
BUILDING CATASTROPHE STRATA COMMUNITY INSURANCE	QRSC22007241	1,306,305.00		01/01/27	\$1,000 Standard \$1,000 Legal
GOVERNMENT AUDIT COS STRATA COMMUNITY INSURANCE	QRSC22007241	25,000.00		01/01/27	\$1,000 Standard \$1,000 Legal
LOT OWNERS FIXTURES STRATA COMMUNITY INSURANCE	QRSC22007241	300,000.00		01/01/27	\$1,000 Standard \$1,000 Legal
APPEAL EXPENSES STRATA COMMUNITY INSURANCE	QRSC22007241	100,000.00		01/01/27	\$1,000 Standard \$1,000 Legal
LEGAL DEFENCE EXP STRATA COMMUNITY INSURANCE	QRSC22007241	50,000.00		01/01/27	\$1,000 Standard \$1,000 Legal
VOLUNTARY WORKERS STRATA COMMUNITY INSURANCE	QRSC22007241	INCLUDED		01/01/27	\$1,000 Standard \$1,000 Legal

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?

No

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 BCsystems

Positions/s held Body Corporate Manager

Date 02/02/2026

Signature/s _____



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

Sarah Grove CTS 22661

12 Jubilee Terrace Ashgrove Qld 4060

BALANCE SHEET

AS AT 31 DECEMBER 2025

	ACTUAL 31/12/2025	ACTUAL 31/12/2024
<u>OWNERS FUNDS</u>		
Administrative Fund	(361.74)	(1,195.90)
Sinking Fund	50,293.60	35,591.99
<u>TOTAL</u>	<u>\$ 49,931.86</u>	<u>\$ 34,396.09</u>
<u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>CURRENT ASSETS</u>		
Cash At Bank	22,667.20	8,614.75
B O Q Stratacash A/C 1	21,976.71	21,010.10
Prepaid Expenses	7,947.49	7,753.00
<u>NON-CURRENT ASSETS</u>		
<u>TOTAL ASSETS</u>	52,591.40	37,377.85
<u>LIABILITIES</u>		
Creditors	223.20	154.00
Levies In Advance	1,645.41	1,735.52
Other Payments In Advance	790.93	1,092.24
<u>TOTAL LIABILITIES</u>	2,659.54	2,981.76
<u>NET ASSETS</u>	<u>\$ 49,931.86</u>	<u>\$ 34,396.09</u>

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STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JANUARY 2025 TO 31 DECEMBER 2025

	ACTUAL 01/01/25-31/12/25	BUDGET 01/01/25-31/12/25	%	ACTUAL 01/01/24-31/12/24
<u>ADMINISTRATIVE FUND</u>				
<u>INCOME</u>				
Levies - Administrative Fund	8,926.10	8,926.00	100.00	7,200.00
Special Admin. Fund Levy	1,200.00	1,200.00	100.00	0.00
Insurance Premium Reimbursemnt	5,900.78	5,694.01	103.63	5,143.08
Interest On Overdue Levies	29.56	0.00		9.48
<u>TOTAL ADMIN. FUND INCOME</u>	16,056.44	15,820.01		12,352.56
<u>EXPENDITURE - ADMIN. FUND</u>				
<u>AUDIT & TAXATION COSTS</u>				
Income Tax Return	220.00	220.00	100.00	220.00
<u>BANK & FINANCIAL CHARGES</u>				
Stratapay Transaction Fee	38.10	40.00	95.25	30.10
<u>UTILITIES</u>				
Cold Water - Common -No Gst	267.82	0.00		0.00
<u>INSURANCE</u>				
Insurance Premium	7,618.97	7,176.49	106.17	7,184.75
Insurance Stamp Duty - No Gst	605.48	576.51	105.03	579.25
<u>PROFESSIONAL ADVICE/FEEES</u>				
Land Titles/Search Fees	69.62	0.00		0.00
Advice - Strata Additional	792.60	600.00	132.10	482.70
Advice - Maintenance	488.40	0.00		176.00
<u>LICENCES & PERMITS FEE</u>				
Software & Records Storage	184.80	184.80	100.00	184.80
<u>COMPLIANCE</u>				
Report - Insurance Valuation	385.00	385.00	100.00	0.00
Report - Sinking Fund	407.00	330.00	123.33	0.00
<u>PEST CONTROL</u>				
Pest Control Treatment	0.00	300.00	0.00	0.00
<u>ELECTRICAL</u>				
R&M - Electrical General	495.00	250.00	198.00	308.00
<u>PLUMBING</u>				
Plumbing General	0.00	250.00	0.00	0.00
<u>GARDENS/GROUNDS</u>				
R&M - Grounds General	2,070.89	2,800.00	73.96	2,642.75
<u>BODY CORPORATE MANAGEMENT</u>				
Fixed Price -Management Time	1,067.86	1,070.00	99.80	1,036.78
Fixed Price - Disbursements	387.54	387.00	100.14	376.31
Variable Disbursements	123.20	50.00	246.40	45.76
<u>GST</u>				
<u>TOTAL ADMIN. EXPENDITURE</u>	15,222.28	14,619.80		13,267.20

Sarah Grove CTS 22661

12 Jubilee Terrace Ashgrove Qld 4060

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JANUARY 2025 TO 31 DECEMBER 2025

	ACTUAL	BUDGET	%	ACTUAL
	01/01/25-31/12/25	01/01/25-31/12/25		01/01/24-31/12/24
<u>SURPLUS / DEFICIT</u>	<u>\$ 834.16</u>	<u>\$ 1,200.21</u>		<u>\$ (914.64)</u>
Opening Admin. Balance	(1,195.90)	(1,195.90)	100.00	(281.26)
<u>ADMINISTRATIVE FUND BALANCE</u>	<u>\$ (361.74)</u>	<u>\$ 4.31</u>		<u>\$ (1,195.90)</u>

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STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JANUARY 2025 TO 31 DECEMBER 2025

	ACTUAL 01/01/25-31/12/25	BUDGET 01/01/25-31/12/25	%	ACTUAL 01/01/24-31/12/24
<u>SINKING FUND</u>				
<u>INCOME</u>				
Levies - Sinking Fund	1,800.04	1,800.00	100.00	1,799.96
<u>INTEREST</u>				
Interest Received	966.61	0.00		1,010.10
<u>TOTAL SINKING FUND INCOME</u>	2,766.65	1,800.00		2,810.06
<u>EXPENDITURE - SINKING FUND</u>				
<u>PLUMBING</u>				
Plumbing - General	(11,934.96)	0.00	0.00	11,935.00
<u>TAXATION</u>				
Income Tax - Payg Instalment	0.00	303.00	0.00	0.00
<u>GST</u>				
<u>TOTAL SINK. FUND EXPENDITURE</u>	(11,934.96)	303.00		11,935.00
<u>SURPLUS / DEFICIT</u>	<u>\$ 14,701.61</u>	<u>\$ 1,497.00</u>		<u>\$ (9,124.94)</u>
Opening Sinking Fund Balance	35,591.99	35,591.99	100.00	44,716.93
<u>SINKING FUND BALANCE</u>	<u>\$ 50,293.60</u>	<u>\$ 37,088.99</u>		<u>\$ 35,591.99</u>

Details of improvements to common property that the lot owner is responsible for

The prospective purchaser of the lot will automatically become responsible for any improvements to common property that were made by the current or previous owner/s of that lot.

By definition, any part of the building that is not original to the construction is an "improvement" - a thing that was added, modified, or removed later by an owner at the time of that lot. The responsibility for an improvement always rests with the current owner of the lot.

Example of an improvement to common property by a lot owner:

In a building format plan townhouse scheme, Lot 1 requests approval to install an awning over their front entry door, so they can be protected from rain as they unlock their front door. The body corporate approves this request, but the installation is made by Lot 1 at their own cost.

The installation of the awning is technically located on the common property (being on the exterior of the lot). Had that awning been original to the development, it would have been a body corporate obligation to maintain it based on its location on common property.

However, as it is an 'improvement to common property' made by Lot 1 for their own benefit, that awning will forever be the maintenance responsibility of Lot 1. If Lot 1 sells, the future owner of Lot 1 will inherit the responsibility.

The following information is provided by the Queensland Government:

An owner can make an improvement to common property if approved by the committee or the body corporate at a general meeting.

The committee can approve an improvement by an owner if the:

- *total cost is less than \$3,000*
- *improvement does not detract from the appearance of a lot*
- *body corporate is satisfied that the use and enjoyment of the improvement is not likely to be a breach of the owner's duties as an occupier (e.g. by causing a nuisance to others in the scheme).*

If the committee cannot approve the work it must be authorised by ordinary resolution at a general meeting.

The owner must:

- *comply with any conditions of approval, and*
- *maintain the improvement.*

When an improvement is made to the common property by a lot owner they must give the body corporate details of the type of work and value of the improvement.

If the improvement increases the body corporate's insurance premium, the owner may have to pay the extra.

From <<https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/maintenance/improvements>>

How to identify a specific obligation

Improvements to common property include both:

- *Authorised* improvements (being approved at either a committee meeting or general meeting; AND
- *Unauthorised* improvements (i.e. improvements made without approval).

As improvements may have been made without obtaining the body corporate's approval (*unauthorised improvements*), the absence of approval records does not guarantee that the thing is an original part of the common property.

Common examples of improvements:

The following are common examples of improvements made to common property by and for the benefit of a lot:

- Air-conditioner condensers situated on the exterior of a building
- Private (non-shared) hot water systems
- Additional door locks, electronic locks, peep-holes,
- Security screen doors, flyscreens or insect screens
- External shutters and blinds on windows, or on balconies or patios
- Solar panels and associated equipment
- Security cameras, electronic doorbells
- Motors on garage roller doors and tilt doors (where the original construction was manually operated doors)
- Internet cabling, TV antenna, satellite dish
- Enhanced or new areas of garden directly adjacent to the lot
- Changes to the exterior ground surface - Pavers, pathways, gravel, garden beds, fencing
- Changes to any patio, terrace, courtyard area which is subject to an exclusive use by-law
- Garden sheds
- Carports and carport slabs
- Window awnings

Historical improvements

Improvements may have been made at any time from the original construction, to the current date. In older schemes, improvements may have been made over a very long period of time. The responsibility to maintain those aged improvements still transfers to the current owner of the lot, though they may be more difficult to identify with certainty.

By definition, any part of the building that is not original to the construction is an "improvement" - a thing that was added, modified, or removed later by an owner at the time of that lot.

Improvement as a 'removal' of something

The *removal* of something may also be an 'improvement' for which a lot owner is responsible.

If for example a lot owner requested permission to remove some lattice or fencing from common property to improve the view out of their window, then a subsequent owner of that lot could not expect the body corporate to reinstate that lattice or fencing later.

If the reinstatement of the lattice or fencing was required later, that would be a cost for the owner of lot which originally had it removed.

Further right to information

A prospective purchaser is eligible to inspect the full records of the body corporate for a minor statutory cost. The buyer may inspect personally, or may appoint an agent to inspect the records on their behalf.

A full records inspection may identify the relevant minutes of the meeting at which an improvement was approved (if it is an authorised improvement), or may identify other correspondence or records identifying improvements for which the lot owner is responsible to maintain.

Queensland Titles Registry Pty Ltd
ABN 23 648 568 101

Search Date: 03/02/2026 14:50

Request No: 54915904

SCHEME NAME

SARAH GROVE COMMUNITY TITLES SCHEME 22661

BODY CORPORATE ADDRESS

BODY CORPORATE SYSTEMS PTY LTD
PO BOX 743
MORNINGSIDE QLD
4170

COMMUNITY MANAGEMENT STATEMENT No: 22661

Title	Lot	Plan	Title	Lot	Plan
50149373	CP	GTP 105080	50149374	1	GTP 105080
50149375	2	GTP 105080	50149376	3	GTP 105080
50149377	4	GTP 105080	50149378	5	GTP 105080
50149379	6	GTP 105080	50149380	7	GTP 105080
50149381	8	GTP 105080			

COMMUNITY MANAGEMENT STATEMENT Dealing No: 704472271

** End of Community Titles Scheme Search **

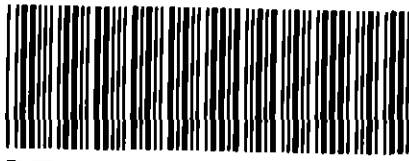
FORM 14 Version 2

Land Title Act 1994 and Land Act 1994

GENERAL REQUEST

QUEENSLAND LAND REGISTRY

Page 1 of 1



704472271

Stamp Duty Imprint

\$50.00

08/12/2000 13:23

BE 470

1. Nature of request	Lodger Name, address & phone number			Lodger Code
Request to record New Community Management Statement for Sarah Grove Community Titles Scheme 22661	Teys McMahon C/- Westside Legal Services Floor 5, 150 Edward Street Brisbane Qld 4000 Ph: 07 3229 2399			45
2. Description of Lot	County	Parish	Title Reference	
Common Property of Sarah Grove Community Titles Scheme 22661	Stanley	Enoggera	50149373	
3. Registered Proprietor/Crown Lessee	Body Corporate for Sarah Grove Community Titles Scheme 22661			
4. Interest	Fee Simple			
5. Applicant	Body Corporate for Sarah Grove Community Titles Scheme 22661			
6. Request	I hereby request that the New Community Management Statement deposited herewith which amends the by-laws contained in the interim statement be recorded as the Community Management Statement for Sarah Grove Community Titles Scheme 22661.			
7. Execution by applicant				

Execution Date

Applicant's or Solicitor's Signature

J 12 00

ROSSLINE AGNES FANE JANES
SOLICITOR

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

SCHEDULE A	SCHEDULE OF LOT ENTITLEMENTS
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Lot on Plan	Contribution	Interest
Lot 1 in GTP 105080	34	34
Lot 2 in GTP 105080	29	29
Lot 3 in GTP 105080	29	29
Lot 4 in GTP 105080	28	28
Lot 5 in GTP 105080	34	34
Lot 6 in GTP 105080	28	28
Lot 7 in GTP 105080	28	28
Lot 8 in GTP 105080	30	30
TOTALS	240	240

SCHEDULE B	EXPLANATION OF THE DEVELOPMENT OF SCHEME LAND
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Sections 57(1)(e) and (f) of the Body Corporate and Community Management Act 1997 are not applicable.

SCHEDULE C	BY-LAWS
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1. DEFINITIONS

1.1 Dictionary

Act	means the Body Corporate and Community Management Act 1997.
Body Corporate	has the same meaning as in the Act.
Body Corporate Committee	has the same meaning as in the Act.
Commissioner	has the same meaning as in the Act.
Common Property	has the same meaning as in the Act.
Invitee	any person on the Scheme Land with the permission of an Occupier.
Lot	has the same meaning as in the Act.
Occupier	an Owner of a Lot, a tenant of a Lot, a licensee of a Lot, or any person resident in a Lot.
Owner	has the same meaning as in the Act.
Scheme Land	has the same meaning as in the Act.
Window Coverings	curtain, blind, venetian or roller shade.

1.2 Rules for interpretation

In these by-laws unless the context indicates a contrary intention:

- a) words denoting any gender include all genders
- b) the singular number includes the plural and vice versa
- c) a person includes their executors, administrators, successors, substitutes (for example, persons talking by novation) and assignors
- d) words importing persons will include all bodies, associations, trusts, partnerships, instrumentalities and entities corporate or unincorporated, and vice versa
- e) any obligation on the part of or for the benefit of two or more persons will be deemed to bind or benefit as the case may be, any two or more of them jointly and each of them severally
- f) references to any legislation includes any legislation which amends or replaces that legislation
- g) headings are included for convenience only and will not affect the interpretation of these by-laws.
- h) a reference to any thing includes the whole or each part of it, and
- i) in interpreting these by-laws, no rules of construction will apply to the disadvantage of a party because that party was responsible for the drafting of these by-laws or any part of them.

2. NOISE

- (a) An Occupier must not create any noise likely to interfere with the peaceful enjoyment of a person lawfully on another Lot or the Common Property.
- (b) Occupiers leaving or returning to Lots late at night or early in the morning must do so with minimum noise.
- (c) The Occupier must request Invitees leaving after 11pm to leave quietly.

3. VEHICLES

- (a) An Occupier must not park any vehicle upon Common Property except -
 - (i) with the consent in writing of the Body Corporate Committee, or
 - (ii) where authorised by an exclusive use by-law.
- (b) An Occupier, and to the greatest practical extent, an Occupier must ensure his Invitees do not exceed the speed limit of 15 kph on the Common Property roadways.

4. PRIVATE ROADS AND OTHER COMMON PROPERTY

- (a) The Common Property roadways and pathways and any easement giving access to the Scheme Land shall not be obstructed by any Occupier or their Invitees for any purpose other than the reasonable ingress and egress to and from their respective Lots or the parking areas provided.
- (b) An Occupier of a lot shall not:
 - (i) Drive or permit to be driven any motor vehicle in excess of two (2) tonnes weight onto or over the Common Property other than such vehicles entitled by any statute and/or local government ordinances.
 - (ii) Permit any Invitee's vehicle to be parked on the roadway forming part of the Common Property at any time. Any Invitees shall park their vehicles in the visitors' parking bays on the Common Property and shall use such area only for its intended purpose of casual parking.
 - (iii) Permit any boat, trailer, caravan, campervan or mobile home onto, over or through the Common Property or on the Scheme Land unless the same is housed in a garage and is not visible from any part of the Common Property.
 - (iv) Permit any occupation of a caravan on a lot.
 - (v) Permit major mechanical work of any nature to be carried out on any vehicle in the driveway of a Lot or on the Common Property.
 - (vi) Permit the riding of skateboards, roller blades, skates, carts or any other similar equipment on the Common Property.

5. OBSTRUCTION/NUISANCE

- (a) An Occupier must not obstruct lawful use of Common Property by any other person.
- (b) An Occupier must not cause a nuisance or act in such a way as to interfere with the peaceful enjoyment of a person lawfully on another Lot or the Common Property.

6. DEPOSITING RUBBISH, ETC ON COMMON PROPERTY

An Occupier must not deposit or throw upon the Common Property any rubbish, dirt, dust or other material likely to interfere with the peaceful enjoyment of a person lawfully on another Lot or using the Common Property.

7. GARBAGE DISPOSAL

- (a) The Occupier must keep a receptacle for garbage in a clean and dry condition and adequately covered on the Lot, or on a part of the Common Property designated by the Body Corporate for that purpose, unless the Body Corporate provides for some other way of garbage disposal.
- (b) The Occupier must -
 - (i) comply with all local government local laws about disposal of garbage, and
 - (ii) ensure that in disposing garbage, the hygiene health and comfort of other Occupiers is not adversely affected.

8. UTILITY INFRASTRUCTURE

- (a) An Occupier must use the utility infrastructure for the purpose for which it was designed and not for any other purpose.
- (b) If an Occupier becomes aware of any defect or damage to the utility infrastructure, the Occupier must promptly give notice to the Body Corporate Committee of the defect or damage.
- (c) An Occupier shall ensure all water taps in a Lot are promptly turned off after use.

9. DAMAGE TO COMMON PROPERTY

- (a) An Occupier must not -
 - (i) damage any Common Property lawn, garden, tree, shrub, plant or flower, or
 - (ii) use as a garden any portion of the Common Property, except with the consent in writing of the Body Corporate Committee.
- (b) An Occupier must not mark, paint, or drive nails or screws or the like into, or otherwise damage or deface a structure that forms part of the Common Property, except with the consent in writing of the Body Corporate Committee.
- (c) An Occupier must not erect any structure on the Common Property for his own benefit, unless consent has been obtained in accordance with the Act.

10. ALTERATIONS TO LOTS

- (a) The Body Corporate wishes to retain conformity as to style and colour of buildings on both the Common Property and Lots and to maintain a high standard in relation to the external appearance of those buildings.
- (b) An Occupier must not, except with the consent in writing of the Body Corporate Committee -
 - (i) alter the external appearance of a building on any Lot, or
 - (ii) paint the external surfaces of a building on any Lot.
- (c) To ensure compliance with by-laws 10(a) and (b), the Body Corporate may supply, or engage another person to supply, painting services for the benefit of Owners.
- (d) Where the Body Corporate supplies to an Owner painting services in accordance with by-law 10(c), the Owner must reimburse the Body Corporate for the cost of the service provided by the Body Corporate. The amount owing by the Owner to the Body Corporate is recoverable by the Body Corporate in the same way as it is entitled to recover contributions levied on Owners.
- (e) An Occupier must not erect any fence on a Lot or on the boundary of a Lot and the Common Property, except with the consent in writing of the Body Corporate Committee.

- (f) An Occupier must not make any structural alterations, renovations or additions to the external part of a Lot (including, but not limited to the erection of an aerial, pergola, screen, awning or other outbuilding, the installation of an air conditioning unit, alterations to utility infrastructure or enclosing a balcony), except with the consent in writing of the Body Corporate Committee.

11. WINDOW COVERINGS

An Owner must ensure that Window Coverings are of colours sympathetic to the overall appearance of the Scheme Land and that when viewed from outside the Lot present an aesthetic appearance.

12. APPEARANCE OF LOTS

- (a) An Occupier must not display any sign, advertisement, placard, banner, pamphlet or like matter on any part of his Lot in such a way as to be visible from another Lot, the Common Property or outside the Scheme Land, except with the consent in writing of the Body Corporate Committee.
- (b) An Occupier must not hang any washing, towel, bedding, clothing or other article (except on clothes lines provided for the purpose of hanging laundry) on any part of his Lot in such a way as to be visible from another Lot, the Common Property or outside the Scheme Land, except with the consent in writing of the Body Corporate Committee.
- (c) An Occupier must ensure that all empty bottles, boxes, used containers and similar items are stored tidily and, so far as possible, out of sight.

13. MAINTENANCE OF LOTS

- (a) Each Owner must ensure his Lot is kept and maintained so as not to allow infestation by vermin or insects or be offensive in appearance to other Occupiers.
- (b) An Owner must ensure all glass doors and windows are kept clean and promptly replaced with glass of the same kind and weight, if cracked or broken.
- (c) The Body Corporate wishes to retain a high standard as to the appearance and maintenance of lawns and gardens within Lots. In this regard, Owners are to ensure that gardens and lawns within Lots are maintained to a standard equivalent to those on the Common Property and that lawns are regularly weeded, watered and fertilised.

14. STORAGE OF FLAMMABLE LIQUIDS ETC.

An Occupier must not bring to, do or keep on a Lot anything which increases the rate of fire insurance on the Scheme Land, or which may conflict with any insurance policy upon the Scheme Land.

15. KEEPING ANIMALS

- (a) Subject to Section 143 of the Act, an Occupier must not, except with the consent in writing of the Body Corporate Committee:
- (i) bring or keep an animal or bird on the Lot or the Common Property, or
 - (ii) permit an Invitee to bring or keep an animal or bird on the Lot or the Common Property.
- (b) Any consent of the Body Corporate Committee may be:
- (i) given on conditions, and
 - (ii) withdrawn at any time.

16. BEHAVIOUR OF INVITEES

- (a) Occupiers must take all reasonable steps to ensure that their Invitees abide by the by-laws and do not behave in a manner likely to interfere with the peaceful enjoyment of a person lawfully on another Lot or the Common Property.

- (b) Owners will be liable to compensate the Body Corporate for all damage to the Common Property caused by their Occupiers and Invitees.

17. USE OF RECREATIONAL FACILITIES

An Occupier must not use any recreational facilities on the Common Property between 10pm and 7am, except with the consent in writing of the Body Corporate Committee.

18. USE OF LOTS

Each Lot must be used for residential purposes only and not for any illegal, unlawful or immoral purpose.

19. RECOVERY BY BODY CORPORATE

Where the Body Corporate spends money to repair damage caused by a breach of the Act or of these by-laws by any Occupier or Invitee then the Body Corporate is entitled to recover the amount spent as a debt in any court action from the Owner of the Lot from which that Occupier or Invitee came.

20. RECOVERY OF COSTS

An Owner must pay on demand the whole of the Body Corporate's costs and expenses (including solicitor and own client costs), such amount to be deemed a liquidated debt, incurred in:

- (a) recovering levies or any other money that the Body Corporate is entitled to receive from the Owner; and
- (b) all proceedings, including legal proceedings, taken against the Owner concluded in favour of the Body Corporate including, but not limited to, applications for an order by the Commissioner.

21. EXCLUSIVE USE – CAR SPACES

- (a) That the Owner for time of time of each Lot identified in Schedule E shall have the exclusive use and enjoyment of the carparking spaces as identified in Schedule E and on the attached Sketch Plan marked "A".
- (b) Each Owner of a Lot shall be responsible for keeping clean and in a tidy condition that part of the Common Property as shall be allocated to that Lot as a carparking space provided that all proper repairs and maintenance of that part of the Common Property which shall be allocated as carparking spaces shall remain the responsibility of the Body Corporate. Any part of the Common Property allocated as a carparking space shall not be used for any purpose other than a space for the parking of a car.

22. EXCLUSIVE USE – STORAGE AREA

The Owners from time to time as identified in Schedule E shall have the exclusive use of the refuse storage area as identified in Schedule E and on the attached sketch plan marked "A". Such Owners shall be responsible for keeping their respective refuse areas in a clean and tidy condition. All other Owners shall store their refuse and recycling bins in their respective garages.

SCHEDULE D	OTHER DETAILS REQUIRED/PERMITTED TO BE INCLUDED
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Nil

SCHEDULE E	DESCRIPTION OF LOTS ALLOCATED EXCLUSIVE USE AREAS OF COMMON PROPERTY
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Exclusive use of car spaces

Lots affected:

Lot	Exclusive Area
Lot 1 in GTP 105080	Area 1 CP on Sketch A
Lot 2 in GTP 105080	Area 2 CP on Sketch A
Lot 3 in GTP 105080	Area 3 CP on Sketch A
Lot 4 in GTP 105080	Area 4 CP on Sketch A
Lot 5 in GTP 105080	Area 5 CP on Sketch A

Lot 6 in GTP 105080	Area 6 CP on Sketch A
Lot 7 in GTP 105080	Area 7 CP on Sketch A
Lot 8 in GTP 105080	Area 8 CP on Sketch A

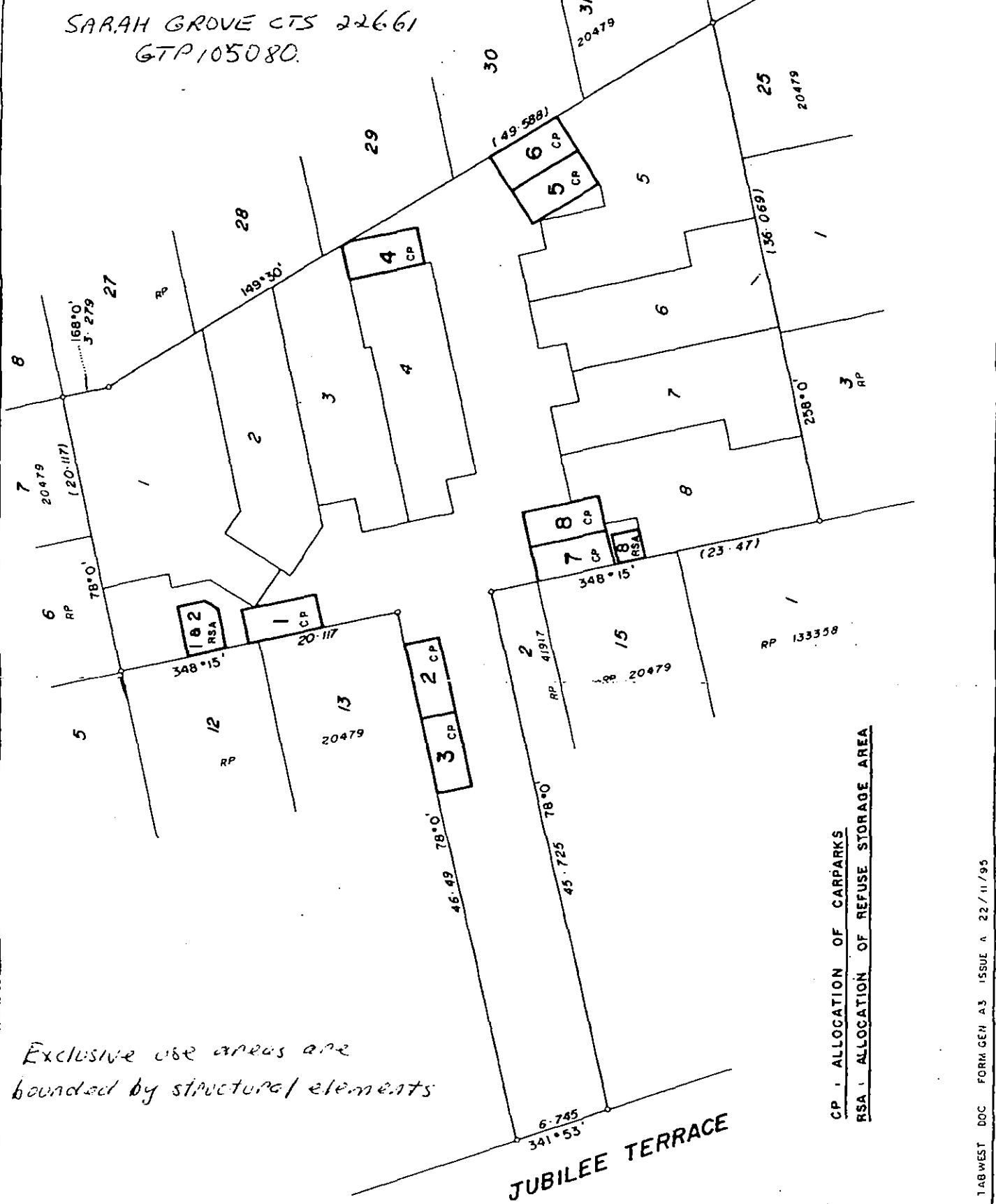
Exclusive use of storage areas

Lots affected:

Lot	Exclusive Area
Lots 1 and 2 (jointly) in GTP 105080	Areas 1 & 2 RSA on Sketch A
Lot 8 in GTP 105080	Area 8 RSA on Sketch A

TMDOCS1-#5817-v1-CMS_for_Sarah_Grove_CTS_22661.DOC

SARAH GROVE CTS 22661
 GTP 105080

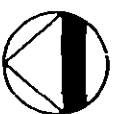


Exclusive use areas are bounded by structural elements

CP - ALLOCATION OF CARPARKS
 RSA - ALLOCATION OF REFUSE STORAGE AREA

TABWEST DOC FORM GEN A3 ISSUE A 22/11/95

NORTH POINT



SCALE 1: 250

PLAN OF EXCLUSIVE USE FOR ALLOCATION OF CARPARKS AND REFUSE STORAGE AREAS ON GTP 105080

PARISH OF ENOGGERA
 COUNTY OF STANLEY

SURVEYED: GF	REF 95 / 290
DRAWN: FW GF	F BK
CHECKED: MV GF	LEVEL DATUM:
DATE: 16/1/97	RL
17:1-97	