

# Seller disclosure statement

Property Law Act 2023 section 99

Form 2, Version 1 | Effective from: 1 August 2025

**WARNING TO BUYER** – This statement contains important legal and other information about the property offered for sale. You should read and satisfy yourself of the information in this statement before signing a contract. You are advised to seek legal advice before signing this form. You should not assume you can terminate the contract after signing if you are not satisfied with the information in this statement.

**WARNING** – You must be given this statement before you sign the contract for the sale of the property.

This statement does not include information about:

- » flooding or other natural hazard history
- » structural soundness of the building or pest infestation
- » current or historical use of the property
- » current or past building or development approvals for the property
- » limits imposed by planning laws on the use of the land
- » services that are or may be connected to the property
- » the presence of asbestos within buildings or improvements on the property.

You are encouraged to make your own inquiries about these matters before signing a contract. You may not be able to terminate the contract if these matters are discovered after you sign.

## Part 1 – Seller and property details

|   |   |
|---|---|
| Seller  | Martha Catherine Goddard                    |
| Property address<br>(referred to as the<br>“property” in this<br>statement) | 1/12 Jubilee Terrace<br>Ashgrove, QLD, 4060 |
| Lot on plan description   | L1 GTP105080                                |

Community titles scheme  
or BUGTA scheme:

Is the property part of a community titles scheme or a BUGTA scheme:

**Yes**

*If Yes, refer to Part 6 of this statement  
for additional information*

**No**

*If No, please disregard Part 6 of this statement  
as it does not need to be completed*

## Part 2 – Title details, encumbrances and residential tenancy or rooming accommodation agreement

|                      |  |
|----------------------|--|
| <b>Title details</b> | <b>The seller gives or has given the buyer the following—</b>  |
|                      | A title search for the property issued under the <i>Land Title Act 1994</i> showing interests registered under that Act for the property. <input checked="" type="checkbox"/> <b>Yes</b> |
|                      | A copy of the plan of survey registered for the property. <input checked="" type="checkbox"/> <b>Yes</b>   |

|   |  |
|---|--|
| <b>Registered encumbrances</b>                                      | <p>Registered encumbrances, if any, are recorded on the title search, and may affect your use of the property. Examples include easements, statutory covenants, leases and mortgages.</p> <p>You should seek legal advice about your rights and obligations before signing the contract.</p>   |
| <b>Unregistered encumbrances (excluding statutory encumbrances)</b> | <p>There are encumbrances not registered on the title that will continue <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> to affect the property after <b>settlement</b>.</p> <p><b>Note</b>—If the property is part of a community titles scheme or a BUGTA scheme it may be subject to and have the benefit of statutory easements that are <b>NOT</b> required to be disclosed.</p> <p><b>Unregistered lease (if applicable)</b></p> <p>If the unregistered encumbrance is an unregistered lease, the details of the agreement are as follows:</p> <ul style="list-style-type: none"> <li>» the start and end day of the term of the lease: <input type="text" value="Insert date range"/></li> <li>» the amount of rent and bond payable: <input type="text" value="Insert amount of rent and bond"/></li> <li>» whether the lease has an option to renew: <input type="text" value="Insert option to renew information"/></li> </ul> <p><b>Other unregistered agreement in writing (if applicable)</b></p> <p>If the unregistered encumbrance is created by an agreement in writing, and is not an unregistered lease, a copy of the agreement is given, together with relevant plans, if any. <input type="checkbox"/> <b>Yes</b></p> <p><b>Unregistered oral agreement (if applicable)</b></p> <p>If the unregistered encumbrance is created by an oral agreement, and is not an unregistered lease, the details of the agreement are as follows:</p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>Insert names of parties to the agreement, term of the agreement and any amounts payable by the owner of the property</p> </div> |
| <b>Statutory encumbrances</b>                                       | <p>There are statutory encumbrances that affect the property. <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p> <p><i>If Yes, the details of any statutory encumbrances are as follows:</i></p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>Easement No. 701720170 18/12/1996 at 15:06 burdening the land to Lot 2 in GTP105080 over Easement B on RP906907.</p> </div>   |
| <b>Residential tenancy or rooming accommodation agreement</b>       | <p>The property has been subject to a residential tenancy agreement or a rooming accommodation agreement under the <i>Residential Tenancies and Rooming Accommodation Act 2008</i> during the last 12 months. <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b></p> <p>If <b>Yes</b>, when was the rent for the premises or each of the residents' rooms last increased? <i>(Insert date of the most recent rent increase for the premises or rooms)</i> <input type="text"/></p> <p><b>Note</b>—Under the <i>Residential Tenancies and Rooming Accommodation Act 2008</i> the rent for a residential premises may not be increased earlier than 12 months after the last rent increase for the premises.</p> <p>As the owner of the property, you may need to provide evidence of the day of the last rent increase. You should ask the seller to provide this evidence to you prior to settlement.</p>   |

## Part 3 – Land use, planning and environment

**WARNING TO BUYER** – You may not have any rights if the current or proposed use of the property is not lawful under the local planning scheme. You can obtain further information about any planning and development restrictions applicable to the lot, including in relation to short-term letting, from the relevant local government.

|   |   |                                     |   |
|---|---|-------------------------------------|---|
| <b>Zoning</b>   | The zoning of the property is <i>(Insert zoning under the planning scheme, the Economic Development Act 2012; the Integrated Resort Development Act 1987; the Mixed Use Development Act 1993; the State Development and Public Works Organisation Act 1971 or the Sanctuary Cove Resort Act 1985, as applicable)</i> :  |                                     |   |
|   | LMR2 - Low-Medium Density Residential   |                                     |   |
| <b>Transport proposals and resumptions</b>  | The lot is affected by a notice issued by a Commonwealth, State or local government entity and given to the seller about a transport infrastructure proposal* to: locate transport infrastructure on the property; or alter the dimensions of the property.   | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
|   | The lot is affected by a notice of intention to resume the property or any part of the property.  | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
|   | <i>If Yes, a copy of the notice, order, proposal or correspondence must be given by the seller.</i>   |                                     |   |
| * <i>Transport infrastructure</i> has the meaning defined in the <i>Transport Infrastructure Act 1994</i> . A <i>proposal</i> means a resolution or adoption by some official process to establish plans or options that will physically affect the property. |   |                                     |   |
| <b>Contamination and environmental protection</b>   | The property is recorded on the Environmental Management Register or the Contaminated Land Register under the <i>Environmental Protection Act 1994</i> .  | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
|   | <b>The following notices are, or have been, given:</b>  |                                     |   |
|   | A notice under section 408(2) of the <i>Environmental Protection Act 1994</i> (for example, land is contaminated, show cause notice, requirement for site investigation, clean up notice or site management plan).  | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
|   | A notice under section 369C(2) of the <i>Environmental Protection Act 1994</i> (the property is a place or business to which an environmental enforcement order applies).   | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
|   | A notice under section 347(2) of the <i>Environmental Protection Act 1994</i> (the property is a place or business to which a prescribed transitional environmental program applies).   | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
| <b>Trees</b>  | There is a tree order or application under the <i>Neighbourhood Disputes (Dividing Fences and Trees) Act 2011</i> affecting the property.   | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
|   | <i>If Yes, a copy of the order or application must be given by the seller.</i>  |                                     |   |
| <b>Heritage</b>   | The property is affected by the <i>Queensland Heritage Act 1992</i> or is included in the World Heritage List under the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth).   | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
| <b>Flooding</b>   | Information about whether the property is affected by flooding or another natural hazard or within a natural hazard overlay can be obtained from the relevant local government and you should make your own enquires. Flood information for the property may also be available at the <a href="#">FloodCheck Queensland</a> portal or the <a href="#">Australian Flood Risk Information</a> portal. |                                     |   |
| <b>Vegetation, habitats and protected plants</b>  | Information about vegetation clearing, koala habitats and other restrictions on development of the land that may apply can be obtained from the relevant State government agency.   |                                     |   |

## Part 4 – Buildings and structures

**WARNING TO BUYER** – The seller does not warrant the structural soundness of the buildings or improvements on the property, or that the buildings on the property have the required approval, or that there is no pest infestation affecting the property. You should engage a licensed building inspector or an appropriately qualified engineer, builder or pest inspector to inspect the property and provide a report and also undertake searches to determine whether buildings and improvements on the property have the required approvals.

|  |   |                                     |   |
|--|---|-------------------------------------|---|
| <b>Swimming pool</b>                                       | There is a relevant pool for the property.  | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
|  | If a community titles scheme or a BUGTA scheme – a shared pool is located in the scheme.  | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
|  | Pool compliance certificate is given.   | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b>            |
|  | OR<br>Notice of no pool safety certificate is given.  | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b>            |
| <b>Unlicensed building work under owner builder permit</b> | Building work was carried out on the property under an owner builder permit in the last 6 years.  | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
|  | <i>A notice under section 47 of the Queensland Building and Construction Commission Act 1991 must be given by the seller and you may be required to sign the notice and return it to the seller prior to signing the contract.</i>  |                                     |   |
| <b>Notices and orders</b>                                  | There is an unsatisfied show cause notice or enforcement notice under the <i>Building Act 1975</i> , section 246AG, 247 or 248 or under the <i>Planning Act 2016</i> , section 167 or 168.  | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
|  | The seller has been given a notice or order, that remains in effect, from a local, State or Commonwealth government, a court or tribunal, or other competent authority, requiring work to be done or money to be spent in relation to the property.<br><br><i>If Yes, a copy of the notice or order must be given by the seller.</i>  | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
| <b>Building Energy Efficiency Certificate</b>              | If the property is a commercial office building of more than 1,000m <sup>2</sup> , a Building Energy Efficiency Certificate is available on the Building Energy Efficiency Register.  |                                     |   |
| <b>Asbestos</b>  | The seller does not warrant whether asbestos is present within buildings or improvements on the property. Buildings or improvements built before 1990 may contain asbestos. Asbestos containing materials (ACM) may have been used up until the early 2000s. Asbestos or ACM may become dangerous when damaged, disturbed, or deteriorating. Information about asbestos is available at the Queensland Government Asbestos Website ( <a href="http://asbestos.qld.gov.au">asbestos.qld.gov.au</a> ) including common locations of asbestos and other practical guidance for homeowners. |                                     |   |

## Part 5 – Rates and services

**WARNING TO BUYER** – The amount of charges imposed on you may be different to the amount imposed on the seller.

### Rates

#### Whichever of the following applies—

The total amount payable\* for all rates and charges (without any discount) for the property as stated in the most recent rate notice is:

Amount:

Date Range:

OR

The property is currently a rates exempt lot.\*\*

OR

The property is not rates exempt but no separate assessment of rates is issued by a local government for the property.

\*Concessions: A local government may grant a concession for rates. The concession will not pass to you as buyer unless you meet the criteria in section 120 of the *Local Government Regulation 2012* or section 112 of the *City of Brisbane Regulation 2012*.

\*\* An exemption for rates applies to particular entities. The exemption will not pass to you as buyer unless you meet the criteria in section 93 of the *Local Government Act 2009* or section 95 of the *City of Brisbane Act 2010*.

### Water

#### Whichever of the following applies—

The total amount payable as charges for water services for the property as indicated in the most recent water services notice\* is:

Amount:

Date Range:

OR

There is no separate water services notice issued for the lot; however, an estimate of the total amount payable for water services is:

Amount:

Date Range:

\* A water services notices means a notice of water charges issued by a water service provider under the *Water Supply (Safety and Reliability) Act 2008*.

## Part 6 – Community titles schemes and BUGTA schemes

(If the property is part of a community titles scheme or a BUGTA scheme this Part must be completed)

**WARNING TO BUYER** – If the property is part of a community titles scheme or a BUGTA scheme and you purchase the property, you will become a member of the body corporate for the scheme with the right to participate in significant decisions about the scheme and you will be required to pay contributions towards the body corporate’s expenses in managing the scheme. You will also be required to comply with the by-laws. By-laws will regulate your use of common property and the lot.

**For more information about living in a body corporate and your rights and obligations, contact the Office of the Commissioner for Body Corporate and Community Management.**

|   |  |
|---|--|
| <b>Body Corporate and Community Management Act 1997</b> | <p><b>The property is included in a community titles scheme.</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b><br/> <i>(If Yes, complete the information below)</i></p>  |
| <b>Community Management Statement</b>                   | <p>A copy of the most recent community management statement for the scheme as recorded under the <i>Land Title Act 1994</i> or another Act is given to the buyer. <input checked="" type="checkbox"/> <b>Yes</b></p> <p><b>Note</b>—If the property is part of a community titles scheme, the community management statement for the scheme contains important information about the rights and obligations of owners of lots in the scheme including matters such as lot entitlements, by-laws and exclusive use areas.</p>   |
| <b>Body Corporate Certificate</b>                       | <p>A copy of a body corporate certificate for the lot under the <i>Body Corporate and Community Management Act 1997</i>, section 205(4) is given to the buyer. <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p> <p><i>If No</i>— An explanatory statement is given to the buyer that states: <input type="checkbox"/> <b>Yes</b></p> <ul style="list-style-type: none"> <li>» a copy of a body corporate certificate for the lot is not attached; and</li> <li>» the reasons under section 6 of the <i>Property Law Regulation 2024</i> why the seller has not been able to obtain a copy of the body corporate certificate for the lot.</li> </ul>   |
| <b>Statutory Warranties</b>                             | <p><b>Statutory Warranties</b>—If you enter into a contract, you will have implied warranties under the <i>Body Corporate and Community Management Act 1997</i> relating to matters such as latent or patent defects in common property or body corporate assets; any actual, expected or contingent financial liabilities that are not part of the normal operating costs; and any circumstances in relation to the affairs of the body corporate that will materially prejudice you as owner of the property. There will be further disclosure about warranties in the contract.</p>   |
| <b>Building Units and Group Titles Act 1980</b>         | <p><b>The property is included in a BUGTA scheme</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b><br/> <i>(If Yes, complete the information below)</i></p>  |
| <b>Body Corporate Certificate</b>                       | <p>A copy of a body corporate certificate for the lot under the <i>Building Units and Group Titles Act 1980</i>, section 40AA(1) is given to the buyer. <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p> <p><i>If No</i>— An explanatory statement is given to the buyer that states: <input type="checkbox"/> <b>Yes</b></p> <ul style="list-style-type: none"> <li>» a copy of a body corporate certificate for the lot is not attached; and</li> <li>» the reasons under section 7 of the <i>Property Law Regulation 2024</i> why the seller has not been able to obtain a copy of the body corporate certificate for the lot.</li> </ul> <p><b>Note</b>—If the property is part of a BUGTA scheme, you will be subject to by-laws approved by the body corporate and other by-laws that regulate your use of the property and common property.</p> |

# Signatures – SELLER

*Martha Catherine Goddard*

\_\_\_\_\_  
Signature of seller

\_\_\_\_\_  
Signature of seller

Martha Catherine Goddard

\_\_\_\_\_  
Name of seller

\_\_\_\_\_  
Name of seller

07-04-2026

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Signatures – BUYER

**By signing this disclosure statement the buyer acknowledges receipt of this disclosure statement before entering into a contract with the seller for the sale of the lot.**

\_\_\_\_\_  
Signature of buyer

\_\_\_\_\_  
Signature of buyer

\_\_\_\_\_  
Name of buyer

\_\_\_\_\_  
Name of buyer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CURRENT TITLE SEARCH  
QUEENSLAND TITLES REGISTRY PTY LTD

Request No: 55618336

Search Date: 31/03/2026 14:08

Title Reference: 50149374

Date Created: 20/11/1996

Previous Title: 50145245

REGISTERED OWNER

Dealing No: 722706070 25/08/2023

MARTHA CATHERINE GODDARD

ESTATE AND LAND

Estate in Fee Simple

LOT 1 GROUP TITLES PLAN 105080  
Local Government: BRISBANE CITY  
COMMUNITY MANAGEMENT STATEMENT 22661

EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by  
Deed of Grant No. 10134206 (POR 646)
2. EASEMENT No 701720170 18/12/1996 at 15:06  
burdening the land to  
LOT 2 IN GTP105080  
OVER EASEMENT B ON RP906907
3. MORTGAGE No 722706071 25/08/2023 at 16:10  
BEYOND BANK AUSTRALIA LIMITED A.C.N. 087 651 143

ADMINISTRATIVE ADVICES - NIL

UNREGISTERED DEALINGS - NIL

Caution - Charges do not necessarily appear in order of priority

\*\* End of Current Title Search \*\*

COPYRIGHT QUEENSLAND TITLES REGISTRY PTY LTD [2026]

Requested By: D-ENQ EQUIFAX

Building Units and Group Titles Act 1980  
BUILDING UNITS AND GROUP TITLES REGULATIONS 1980  
(Form 1)

Regulation 8(1)  
Sheet No 1 of 9 Sheets  
*AMENDMENT 1 TO SHEET 1 MADE  
THIS 20 NOV 1996*

NAME OF PARCEL: "SARAH GROVE"

**GROUP TITLES PLAN NO. 105080**

SIGNATURE OF REGISTERED PROPRIETOR:



*[Signature]*  
ARTHUR JOHN WATT

*[Signature]*  
BARBARA ANN WATT

who hereby certify that they are the proper Officers to affix the Seal.

NAME OF REGISTERED PROPRIETOR

Arthur John Watt and Barbara Ann Watt as Trustees *under Instrument 701433602 and*  
and Damac Pty Ltd A.C.N. 009 830 559 as Trustee *under Instrument 701433602 as tenants*  
*in common in equal shares.*

ADDRESS: C/- Cranston McEachern Solicitors  
19th Level Waterfront Place  
1 Eagle Street  
Brisbane Queensland 4000

REFERENCE TO TITLE: ~~VOLUME~~ ~~FOLIO~~ 50145245 50145245

DESCRIPTION OF PARCEL: LOT 26 on RP 899414

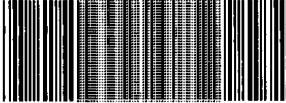
COUNTY: STANLEY

PARISH: ENOGGERA

CITY:

NAME OF BODY CORPORATE: THE PROPRIETORS "SARAH GROVE"  
GROUP TITLES PLAN No. **105080**

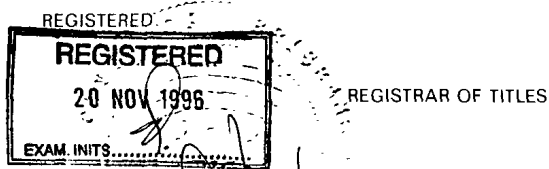
ADDRESS at which documents may be served: C/- 12 Jubilee Terrace  
ASHGROVE QLD 4060



**CMS22661**

**GTP105080**

GROUP TITLES PLAN No.: **105080**



A. T. REID  
Appointed Officer  
BRISBANE CITY COUNCIL

L.J. HEWITT & Co.  
Surveyor's Reference: 95-290  
Local Authority Reference:

ANNEXURE 1 TO SHEET No. 1

OF GROUP TITLES PLAN No. 105080

ON 20 NOV 1996

*Handwritten signature*

REGISTRAR OF TITLES.

*Easement*  
No. 701633370, burdening the land to Brisbane City Council over Easement A on RP 905023  
Produced 1 Nov 1996 Recorded 4 Nov 1996 *Handwritten signature*

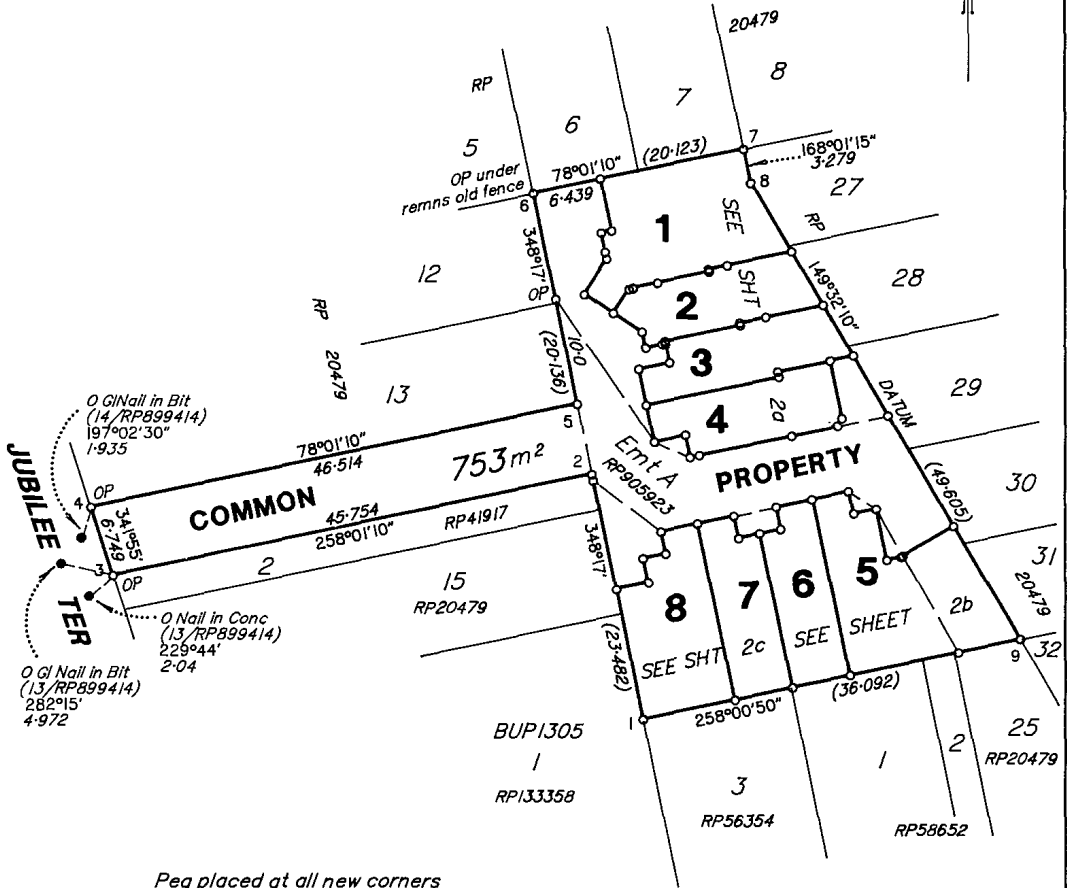
NO. 701721330 NOTIFICATION OF CHANGE OF BY LAWS RECORDED 28 JAN 1997

*Handwritten signature*

Name of Parcel: "SARAH GROVE"

Regulation 8(1)  
Sheet No. 2 of 9 Sheets

# GROUP TITLES PLAN NO. 105080



Peg placed at all new corners unless otherwise shown

SCALE: 1:500

SIGNATURE OF REGISTERED PROPRIETOR:

*[Handwritten signatures]*  
DAM  
COMMONS  
D.C.N. 009 430 559  
THE  
SEAL

who hereby certify that they are the proper Officers to affix the Seal

ARTHUR JOHN WATT

BARBARA ANN WATT

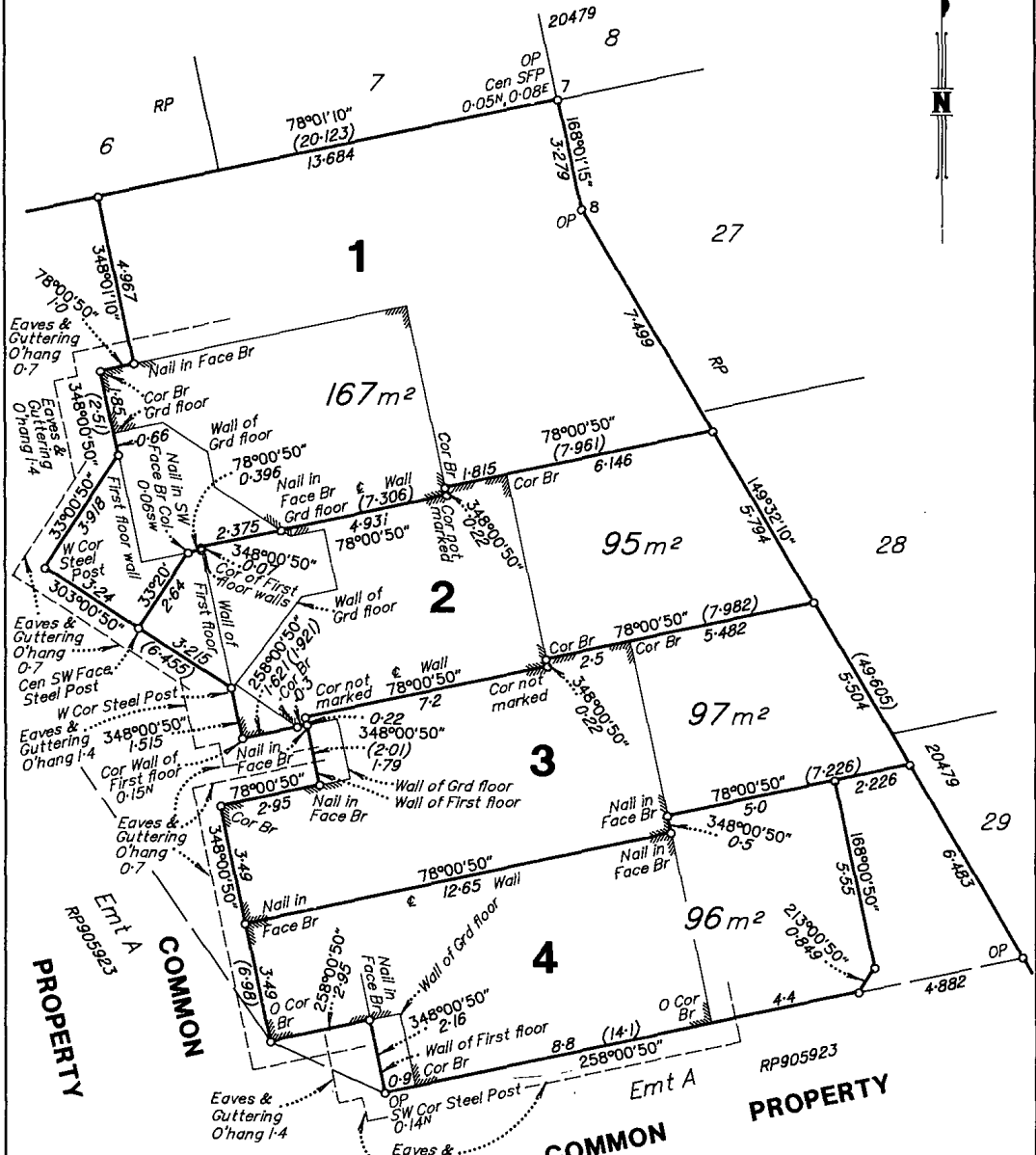
A. J. REID  
Appointed Officer

Brisbane City Council

Name of Parcel: "SARAH GROVE"

Regulation 8(i)  
Sheet No. 2(a) of 9 Sheets

# GROUP TITLES PLAN NO. 105080



Peg placed at all new corners unless otherwise shown  
Measurements to Eaves & Guttering Overhang approximate only

SIGNATURE OF REGISTERED PROPRIETOR:

*[Handwritten signatures of two proprietors]*



who hereby certify that they are the proper Officers to affix the Seal

SEE SHEET 2b  
SCALE: 1:150

*[Handwritten signatures of Arthur John Watt and Barbara Ann Watt]*  
ARTHUR JOHN WATT  
BARBARA ANN WATT

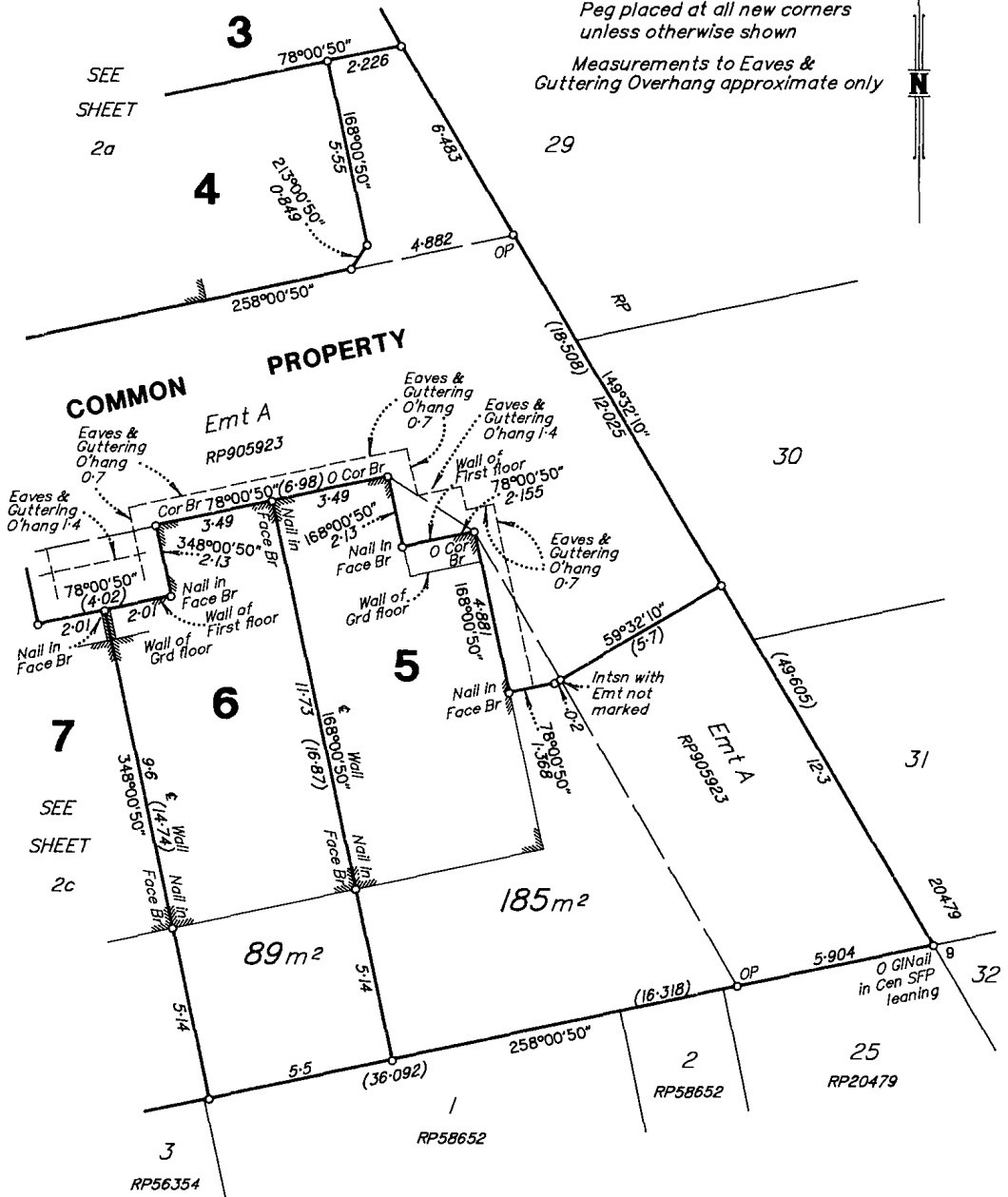
*[Signature of A. F. Heid]*  
A. F. HEID  
Appointed Officer  
**Brisbane City Council**

Name of Parcel: "SARAH GROVE"

Regulation 8(1)  
 Sheet No. 2(b) of 9 Sheets

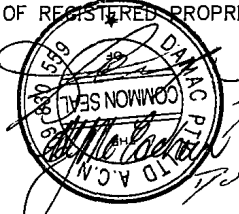
# GROUP TITLES PLAN NO. 105080

Peg placed at all new corners  
 unless otherwise shown  
 Measurements to Eaves &  
 Guttering Overhang approximate only



SIGNATURE OF REGISTERED PROPRIETOR:

*[Handwritten signatures of proprietors]*



who hereby certify that they are the proper Officers to affix the Seal

SCALE: 1:150

ARTHUR JOHN WATT

BARBARA ANN WATT

A. J. REID

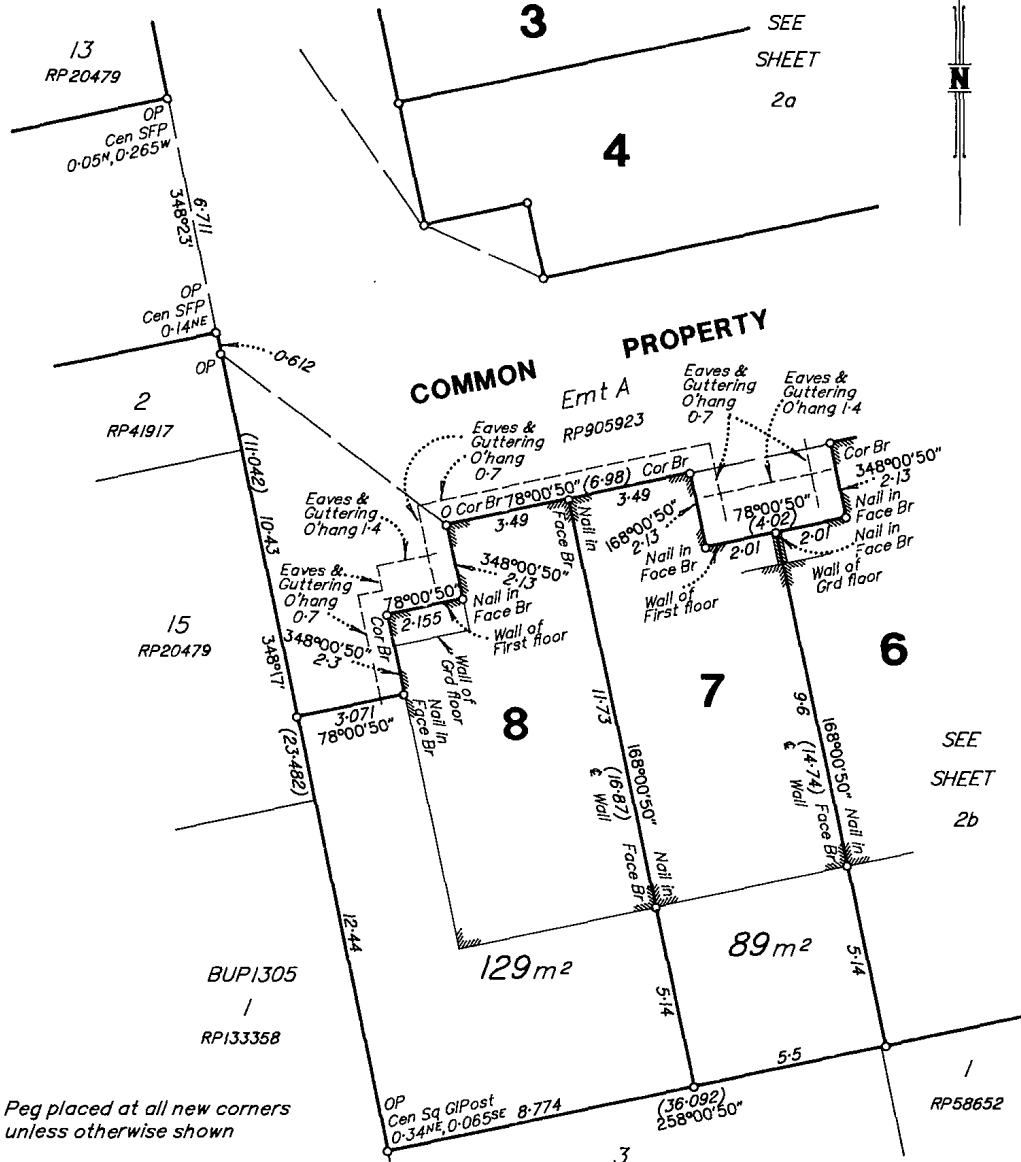
Appointed Officer

Brisbane City Council

Name of Parcel: "SARAH GROVE"

Regulation 8(1)  
 Sheet No. 2(c) of 9 Sheets

# GROUP TITLES PLAN NO. 105080



Peg placed at all new corners unless otherwise shown  
 Measurements to Eaves & Guttering Overhang approximate only

SCALE: 1:150

SIGNATURE OF REGISTERED PROPRIETOR:

*[Handwritten signature]*  
 COMMON SEAL  
 10/10/80

*[Handwritten signature]*  
 ARTHUR JOHN WATT  
*[Handwritten signature]*  
 BARBARA ANN WATT

who hereby certify that they are the proper Officers to affix the Seal

*[Handwritten signature]*  
 A. T. REID  
 Appointed Officer  
**Brisbane City Council**

Name of Parcel "SARAH GROVE"

Sheet No 3 of 9 Sheets

**GROUP TITLES PLAN NO. 105080**

WE, TABWEST PTY LTD A.C.N. 010 495 691


hereby certify that the Company has surveyed the land comprised in this plan by Mark Robert VROEGOP (Licensed Surveyor) and Gordon Keith FRASER (Survey Graduate)

for whose work the company accepts responsibility and that the plan is accurate, that the said survey was performed in accordance with the Surveyors Act 1977 and the Surveyors Regulation 1992 and that the said survey was completed on 16-8-96



Licensed Surveyor/  
Director  
Licensed Surveyor/  
Director

Date 9-9-96

  
Chief Executive Officer, A.T. REID  
Appointed Officer

BRISBANE CITY COUNCIL

Building Units and Group Titles Act 1980  
BUILDING UNITS AND GROUP TITLES REGULATIONS 1980  
(Form 3)

Name of Parcel: "SARAH GROVE"

Regulation 8(1)  
Sheet No. 4 of 9 Sheets

**GROUP TITLES PLAN NO. 105080**

CERTIFICATE OF LOCAL AUTHORITY

Brisbane City Council hereby certifies that the proposed subdivision of the parcel, as illustrated in the abovementioned plan has been approved by the Brisbane City Council and that all the requirements of the City of Brisbane Act 1924 /Local Government (Planning & Environment) Act 1990 as modified by the Building Units and Group Titles Act 1980 have been complied with in regard to the subdivision.

DATED this

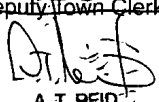
6<sup>TH</sup>.

day of

November, 1996

Lord Mayor

Deputy Town Clerk

  
A. T. REID  
Appointed Officer  
Brisbane City Council

Building Units and Group Titles Act 1980  
 BUILDING UNITS AND GROUP TITLES REGULATIONS 1980  
 (Form 7)

Name of Parcel: "SARAH GROVE"

Regulation 8(1)  
 Sheet No 5 of 9 Sheets

## GROUP TITLES PLAN NO. 105080

*ARTHUR*  
 I, JOHN WATT, of 686 Sandgate Road, CLAYFIELD

a valuer registered under the provisions of the Valuers Registration Act 1965 do hereby certify that set forth in the following schedule is my opinion as to the unimproved value, and the lot entitlement, of each lot contained in the group titles plan to which this certificate is annexed.

SCHEDULE

| LOT | UNIMPROVED VALUE | LOT ENTITLEMENT |
|-----|------------------|-----------------|
| 1   | \$ 34,000        | 34              |
| 2   | \$ 29,000        | 29              |
| 3   | \$ 29,000        | 29              |
| 4   | \$ 28,000        | 28              |
| 5   | \$ 34,000        | 34              |
| 6   | \$ 28,000        | 28              |
| 7   | \$ 28,000        | 28              |
| 8   | \$ 30,000        | 30              |

|           |           |     |
|-----------|-----------|-----|
| AGGREGATE | \$240,000 | 240 |
|-----------|-----------|-----|

DATED this second day of October, 1996

*Arthur*

*ARTHUR*  
 JOHN WATT  
 REGISTERED VALUER. NO 587

*A. T. Reid*  
 Chief Executive Officer  
 A. T. REID  
 Appointed Officer  
 BRISBANE CITY COUNCIL

Building Units and Group Titles Act 1980  
 BUILDING UNITS AND GROUP TITLES REGULATIONS 1980  
 (Form 8)

Name of Parcel: "SARAH GROVE"

Regulation 8 (1)  
 Sheet No. 6 of 9 Sheets

## GROUP TITLES PLAN NO. 105080

SCHEDULE OF LOT ENTITLEMENTS AND REFERENCE TO  
 CURRENT CERTIFICATE OF TITLE

| Lot No.   | Entitlement | Current C's T. |      | Lot No.   | Entitlement | Current C's T. |      |
|-----------|-------------|----------------|------|-----------|-------------|----------------|------|
|           |             | Vol.           | Fol. |           |             | Vol.           | Fol. |
| 1         | 34          |                |      |           |             |                |      |
| 2         | 29          |                |      |           |             |                |      |
| 3         | 29          |                |      |           |             |                |      |
| 4         | 28          |                |      |           |             |                |      |
| 5         | 34          |                |      |           |             |                |      |
| 6         | 28          |                |      |           |             |                |      |
| 7         | 28          |                |      |           |             |                |      |
| 8         | 30          |                |      |           |             |                |      |
| AGGREGATE | 240         |                |      | AGGREGATE |             |                |      |

SIGNATURE OF REGISTERED PROPRIETOR:

who hereby certify that they are the proper Officers to affix the Seal

*[Signature]*  
 ARTHUR JOHN WATT

*[Signature]*  
 BARBARA ANN WATT

*[Signature]*  
 Chief Executive Officer A. T. REID  
 Appointed Officer  
 BRISBANE CITY COUNCIL

GENERAL CONSENT

| 1. Description of Lot | County  | Parish   | Title Reference      |
|-----------------------|---------|----------|----------------------|
| Lot 26 on RP 899414   | Stanley | Enoggera | 15679126<br>50145245 |

2. Instrument being consented to

|                  |   |
|------------------|---|
| Instrument type  | Group Titles Plan No. 105080  |
| Dated            |   |
| Names of Parties | ARTHUR JOHN & BARBARA ANN WATT & DAMAC PTY LTD A.C.N. 009 830 559<br>as Trustees under Instrument 701433602 |

3. Instrument under which consent required

|                          |   |
|--------------------------|---|
| Dealing type             | Mortgage  |
| Dealing No.              | 701433625                                       |
| Name of Consenting Party | Commonwealth Bank of Australia ACN. 123 123 124 |

4. Execution by consenting party

The party identified in Item 3 consents to the registration of the instrument identified in Item 2.

Witnessing Officer

Execution Date

Consenting Party's Signature

..... signature

15/10/96

..... full name

COMMONWEALTH BANK OF AUSTRALIA  
By its Attorney

..... qualification  
as per Schedule 1 of Land Title Act 1994 (eg Legal Practitioner, JP, C, Dec)

.....  
ACTING SUPERVISOR EXECUTIONS/REPAID LOANS  
LOAN PROCESSING CENTRE QUEENSLAND  
UNDER POWER OF ATTORNEY NO. L774189T

# Rate Account Tax Invoice

Property Location 1/12 JUBILEE TCE  
ASHGROVE  
Issue Date 2 Jan 2026

Bill number  
[REDACTED]

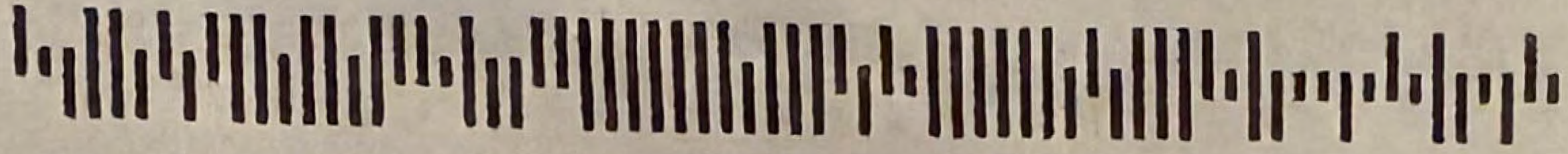
Bill number including donation  
[REDACTED]

## Enquiries

(07) 3403 8888  
24 hours 7 days

Account Period

1 Jan 2026 - 31 Mar 2026



P364BCCRA156\_A4MA01/E-581/S-1161/I-2321/H-1

MS MARTHA C GODDARD  
SARAH GROVE  
1/12 JUBILEE TCE  
ASHGROVE QLD 4060

### Nett Amount Payable

**\$450.55**

### Due Date

**2 Feb 2026**

The rates and charges set out in this notice are levied by the service of this notice and are due and payable within 30 days of the issue date  
**Full payment by the Due Date includes Discount and/or Rounding (where applicable).**

Payment assistance - If you would like to arrange a payment extension or a payment plan please contact Council on (07) 3403 8888.

### Summary of Charges

|   |                 |
|---|-----------------|
| Opening Balance   | 0.47            |
| Brisbane City Council Rates & Charges   | 400.20          |
| Brisbane City Council Miscellaneous Charges                                     | 1.98            |
| State Government Charges  | 62.90           |
| <b>Total GST on this TAX INVOICE \$0.18</b>                                     |                 |
| <b>Gross Amount</b>   | <b>465.55</b>   |
| <b>Discount and/or Rounding (where applicable)</b>                              | <b>15.00 CR</b> |
| <b>Nett Amount Payable</b>  | <b>450.55</b>   |
| <b>Optional Lord Mayor's Charitable Trust donation received by the Due Date</b> | <b>465.55</b>   |

## Donate to the Lord Mayor's Charitable Trust to help those in need

You can donate your \$15 rates discount to the Lord Mayor's Charitable Trust to support Brisbane's grass-roots charities.

Donations are tax deductible and can be made through your preferred rates payment method. A separate receipt will be issued by Council.

For more about the work of the Trust visit [lmct.org.au](http://lmct.org.au)

Fundraising for the Lord Mayor's Charitable Trust. Incorporated charity under the Collections Act 1966.



LORD MAYOR'S CHARITABLE TRUST

For your payment please tear off this slip and return with payment. Please do not pin or staple this slip. See reverse for payment methods.

Pay using your smartphone



Snip



Amt: \$465.55 by 2 Feb 2026

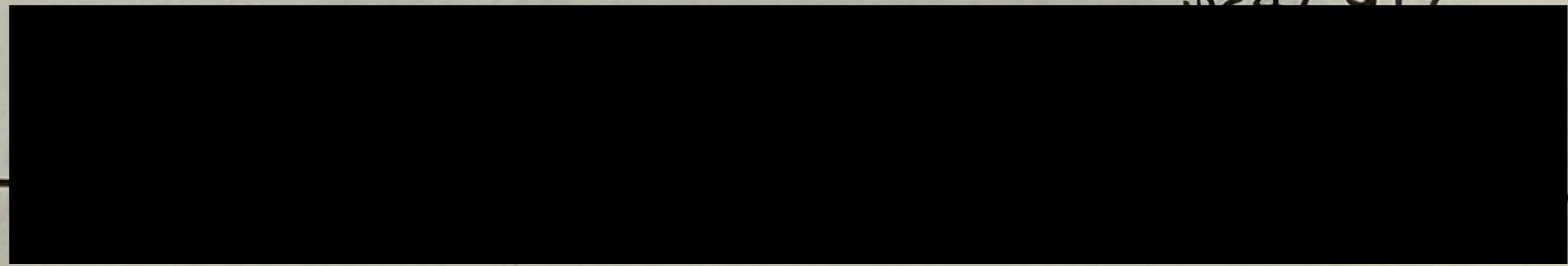
**PAY**

Amt: \$450.55 by 2 Feb 2026

# Property Details

|                                       |                                   |  |           |
|---------------------------------------|-----------------------------------|--|-----------|
| Owner                                 | MS MARTHA C GODDARD               |  |           |
| Property Location                     | 1/12 JUBILEE TCE<br>ASHGROVE      |  |           |
| Real Property Description             | L.1 GTP.105080 PAR ENOGERA 34/240 |  |           |
| Valuation effective from              | 1 Jul 2023                        |  | \$233,750 |
|                                       | 1 Jul 2024                        |  | \$233,750 |
|                                       | 1 Jul 2025                        |  | \$276,250 |
| Average Rateable<br>Valuation (A R V) |                                   |  | \$247,917 |

## Account Details



|   |  |             |    |
|---|--|-------------|----|
| <b>Opening Balance</b>                                      |  |             |    |
| Closing Balance Of Last Bill                                |  | 465.08      |    |
| Payment Received - 17-Nov-2025                              |  | 467.22      | CR |
| Interest Charged On - State Government Charges              |  | 0.35        |    |
| Interest Charged On - Brisbane City Council Rates & Charges |  | 2.25        |    |
| Projected Interest  |  | 0.01        |    |
| <b>Total</b>  |  | <b>0.47</b> |    |

### Period: 1 Jan 2026 - 31 Mar 2026

#### Brisbane City Council Rates & Charges

|  |               |
|--|---------------|
| General Rates - Category 10 (Annually 0.2661 Cents In The A R V \$) @ Parity Factor (P/F) 1.000000 | 249.67        |
| Waste Utility Charge - 1 Charge(S) @ \$128.24 Qtr  | 128.24        |
| Bushland Preservation Levy Category 10 (Annual 0.0098 Cents In The A R V \$) @ P/F 1.000000        | 9.18          |
| Environmental Mgt Compliance Levy Category 10 (Annual 0.014 Cents In The A R V \$) @ P/F 1.000000  | 13.11         |
| <b>Total</b>   | <b>400.20</b> |

#### Brisbane City Council Miscellaneous Charges

|                       |             |
|-----------------------|-------------|
| Rate Notice Paper Fee | 1.98 *      |
| <b>Total</b>          | <b>1.98</b> |

#### State Government Charges

|                                     |              |
|-------------------------------------|--------------|
| Emergency Management Levy - Group 2 | 62.90        |
| <b>Total</b>                        | <b>62.90</b> |

**Water and Sewerage  
Quarterly Account**

QUUR24\_A4B/E-1/S-1/I-1/  
MARTHA CATHERINE GODDARD  
1/12 JUBILEE TCE  
ASHGROVE QLD 4060

**Property Location:** SARAH GROVE 1  
12 JUBILEE TERRACE  
ASHGROVE 4060

|                                 |                   |
|---------------------------------|-------------------|
| Customer reference number       | [REDACTED]        |
| Bill number                     | [REDACTED]        |
| Date issued                     | 16/10/2025        |
| <b>Total due</b>                | <b>\$289.23</b>   |
| <b>Current charges due date</b> | <b>21/11/2025</b> |

**Your water usage**

|                  |    |
|------------------|----|
| Water usage (kL) | 10 |
| Days charged     | 92 |

*Average daily water usage (litres)*

|                       |     |
|-----------------------|-----|
| Current period        | 109 |
| Same period last year | 0   |

**Account Summary**      Period 01/07/2025 - 30/09/2025

**Your Last Account**

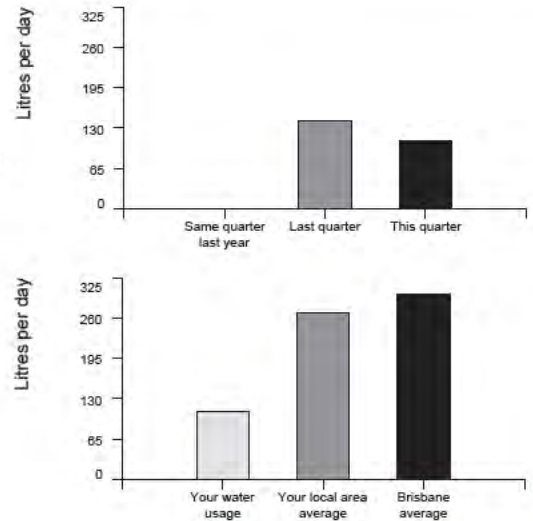
|               |            |
|---------------|------------|
| Amount Billed | \$287.70   |
| Amount Paid   | \$287.70CR |

**Your Current Account**

|                 |          |
|-----------------|----------|
| Balance         | \$0.00   |
| Current Charges | \$289.23 |

**Total Due**      **\$289.23**

*If full payment is not received by the due date, simple interest (at an annual interest rate of 11%) will apply to each outstanding transaction.*



**Direct debit**  
To arrange automatic payment from your bank account, visit [www.urbanutilities.com.au/directdebit](http://www.urbanutilities.com.au/directdebit)

**Telephone and internet banking - BPAY®**  
Contact your bank or financial institution to make this payment from your cheque, savings, credit card, debit or transaction account.  
BPAY View® View and pay this bill using internet banking. More info: [www.bpay.com.au](http://www.bpay.com.au)  
® Registered to BPAY Pty Ltd ABN 69 079 137 518

**Internet**  
Pay your account online using MasterCard or Visa credit card at [www.urbanutilities.com.au/creditcard](http://www.urbanutilities.com.au/creditcard)  
Payment by credit card will incur a surcharge. We accept Mastercard or Visa credit cards.

**Payment options**

**By phone**  
Call 1300 123 141 to pay your account using your MasterCard or Visa card.

**Mail**  
Tear off this slip and return with your cheque payment to Queensland Urban Utilities PO Box 963, Parramatta, NSW 2124

**In person**  
Pay in person at Australia Post with cash, cheque, money order, debit card or any branch of the Commonwealth Bank with cash or cheque.

Amount paid

Date paid

Receipt number

# YOUR CHARGES for 01/07/2025 - 30/09/2025 (92 days)

## Your meter readings

| Serial Number | Read Date  | Reading | Usage | Comment |
|---------------|------------|---------|-------|---------|
| ABG2208559    | 01/07/2025 | 38      |       |         |
|               | 01/10/2025 | 48      | 10KL  |         |

## Water Usage

### State bulk water price

|                                 |                      |         |
|---------------------------------|----------------------|---------|
| State Bulk Water Charge 2025/26 | 10KL @ \$3.517000/kL | \$35.17 |
|---------------------------------|----------------------|---------|

### Urban Utilities distributor-retailer price

|                      |                      |                |
|----------------------|----------------------|----------------|
| Tier 1 usage 2025/26 | 10KL @ \$0.981000/kL | \$9.81         |
| <b>Subtotal</b>      |                      | <b>\$44.98</b> |

## Water Services

### Urban Utilities water service charge

|                              |         |                |
|------------------------------|---------|----------------|
| Water service charge 2025/26 | 92 days | \$63.84        |
| <b>Subtotal</b>              |         | <b>\$63.84</b> |

## Sewerage Services

### Urban Utilities sewerage service charge

|                                 |         |                 |
|---------------------------------|---------|-----------------|
| Sewerage service charge 2025/26 | 92 days | \$180.41        |
| <b>Subtotal</b>                 |         | <b>\$180.41</b> |

Water usage **\$44.98**

Water services **\$63.84**

Sewerage services **\$180.41**

**Your total charges 01/07/2025 - 30/09/2025 \$289.23**

Customer ref. no. [REDACTED]

SARAH GROVE 1  
12 JUBILEE TERRACE  
ASHGROVE 4060

 Your usage was 10 kilolitres.  
That's an average of 109 litres per day.



Heat and rain can impact the water and wastewater networks, but we work 24/7 to prepare.

SEE WHAT WE'RE DOING:



### INTERPRETER SERVICE 13 14 50

当您需蒙口译员时，请致电 13 14 50。  
اتصل على الرقم 13 14 50 عندما تكون بحاجة إلى مترجم فوري.  
Khi bạn cần thông ngôn, xin gọi số 13 14 50  
통역사가 필요하시면 13 14 50 으로 연락하십시오.  
Cuando necesite un interprete llame al 13 14 50

© Urban Utilities 2025

Tear off slip and return with your cheque payment to PO Box 963, Parramatta, NSW 2124. See reverse for payment options.



**Water and Sewerage Account**  
In Person / Mail Payment Advice  
Name: MARTHA CATHERINE  
GODDARD



**BPAY**® this payment via internet or phone banking.  
**BPAY View**® - View and pay this bill using internet banking.  
To use the **QR code**, use the reader within your mobile banking app.  
More info: www.bpay.com.au



Date

Cash



Teller Stamp & Initials

Cheques

Current charges due date  
21/11/2025

For Credit **Urban Utilities**  
Trans Code User ID

Customer Reference No.

Total Due

\$ 289.23

**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](http://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](http://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](http://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](http://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](http://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 |
|---------|------|--------|----------|--------|
|---------|------|--------|----------|--------|

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   | <b>Nil</b> |
| Special contributions  | <b>Nil</b> |
| Other contributions  | <b>Nil</b> |
| Other payments   | <b>Nil</b> |
| Penalties  | <b>Nil</b> |
| Total amount overdue <small>(Total Amount Unpaid including not yet due \$0.00)</small> | <b>Nil</b> |

(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](http://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<br>STRATA COMMUNITY INSURANCE | QRSC22007241 | 4,354,350.00 | 7,947.49 | 01/01/27 | \$1,000 Standard<br>\$1,000 Legal |
| FLOOD<br>STRATA COMMUNITY INSURANCE    | QRSC22007241 | NOT INCLUDED |          | 01/01/27 | \$1,000 Standard<br>\$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<br>STRATA COMMUNITY INSURANCE      | QRSC22007241 | INCLUDED      |         | 01/01/27 | \$1,000 Standard<br>\$1,000 Legal |
| PUBLIC LIABILITY<br>STRATA COMMUNITY INSURANCE     | QRSC22007241 | 20,000,000.00 |         | 01/01/27 | \$1,000 Standard<br>\$1,000 Legal |
| OFFICE BEARERS LIA<br>STRATA COMMUNITY INSURANCE   | QRSC22007241 | 250,000.00    |         | 01/01/27 | \$1,000 Standard<br>\$1,000 Legal |
| COMMON CONTENTS<br>STRATA COMMUNITY INSURANCE      | QRSC22007241 | 43,544.00     |         | 01/01/27 | \$1,000 Standard<br>\$1,000 Legal |
| LOSS OF RENT<br>STRATA COMMUNITY INSURANCE         | QRSC22007241 | 653,153.00    |         | 01/01/27 | \$1,000 Standard<br>\$1,000 Legal |
| FIDELITY GUARANTEE<br>STRATA COMMUNITY INSURANCE   | QRSC22007241 | 100,000.00    |         | 01/01/27 | \$1,000 Standard<br>\$1,000 Legal |
| BUILDING CATASTROPHE<br>STRATA COMMUNITY INSURANCE | QRSC22007241 | 1,306,305.00  |         | 01/01/27 | \$1,000 Standard<br>\$1,000 Legal |
| GOVERNMENT AUDIT COS<br>STRATA COMMUNITY INSURANCE | QRSC22007241 | 25,000.00     |         | 01/01/27 | \$1,000 Standard<br>\$1,000 Legal |
| LOT OWNERS FIXTURES<br>STRATA COMMUNITY INSURANCE  | QRSC22007241 | 300,000.00    |         | 01/01/27 | \$1,000 Standard<br>\$1,000 Legal |
| APPEAL EXPENSES<br>STRATA COMMUNITY INSURANCE      | QRSC22007241 | 100,000.00    |         | 01/01/27 | \$1,000 Standard<br>\$1,000 Legal |
| LEGAL DEFENCE EXP<br>STRATA COMMUNITY INSURANCE    | QRSC22007241 | 50,000.00     |         | 01/01/27 | \$1,000 Standard<br>\$1,000 Legal |
| VOLUNTARY WORKERS<br>STRATA COMMUNITY INSURANCE    | QRSC22007241 | INCLUDED      |         | 01/01/27 | \$1,000 Standard<br>\$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](http://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](http://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](http://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<br>31/12/2025       | ACTUAL<br>31/12/2024       |
|--|----------------------------|----------------------------|
| <b><u>OWNERS FUNDS</u></b>                   |                            |                            |
| Administrative Fund                          | (361.74)                   | (1,195.90)                 |
| Sinking Fund                                 | 50,293.60                  | 35,591.99                  |
| <b><u>TOTAL</u></b>                          | <b><u>\$ 49,931.86</u></b> | <b><u>\$ 34,396.09</u></b> |
| <br>   |                            |                            |
| <b><u>THESE FUNDS ARE REPRESENTED BY</u></b> |                            |                            |
| <br>   |                            |                            |
| <b><u>CURRENT ASSETS</u></b>                 |                            |                            |
| 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                   |
| <b><u>NON-CURRENT ASSETS</u></b>             |                            |                            |
| <b><u>TOTAL ASSETS</u></b>                   | <b>52,591.40</b>           | <b>37,377.85</b>           |
| <br>   |                            |                            |
| <b><u>LIABILITIES</u></b>                    |                            |                            |
| Creditors                                    | 223.20                     | 154.00                     |
| Levies In Advance                            | 1,645.41                   | 1,735.52                   |
| Other Payments In Advance                    | 790.93                     | 1,092.24                   |
| <b><u>TOTAL LIABILITIES</u></b>              | <b>2,659.54</b>            | <b>2,981.76</b>            |
| <br>   |                            |                            |
| <b><u>NET ASSETS</u></b>                     | <b><u>\$ 49,931.86</u></b> | <b><u>\$ 34,396.09</u></b> |

# 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<br>01/01/25-31/12/25 | BUDGET<br>01/01/25-31/12/25 | %      | ACTUAL<br>01/01/24-31/12/24 |
|--|-----------------------------|-----------------------------|--------|-----------------------------|
| <b><u>ADMINISTRATIVE FUND</u></b>          |                             |                             |        |                             |
| <b><u>INCOME</u></b>                       |                             |                             |        |                             |
| 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                        |
| <b><u>TOTAL ADMIN. FUND INCOME</u></b>     | <b>16,056.44</b>            | <b>15,820.01</b>            |        | <b>12,352.56</b>            |
| <b><u>EXPENDITURE - ADMIN. FUND</u></b>    |                             |                             |        |                             |
| <b><u>AUDIT &amp; TAXATION COSTS</u></b>   |                             |                             |        |                             |
| Income Tax Return                          | 220.00                      | 220.00                      | 100.00 | 220.00                      |
| <b><u>BANK &amp; FINANCIAL CHARGES</u></b> |                             |                             |        |                             |
| Stratapay Transaction Fee                  | 38.10                       | 40.00                       | 95.25  | 30.10                       |
| <b><u>UTILITIES</u></b>                    |                             |                             |        |                             |
| Cold Water - Common -No Gst                | 267.82                      | 0.00                        |        | 0.00                        |
| <b><u>INSURANCE</u></b>                    |                             |                             |        |                             |
| 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                      |
| <b><u>PROFESSIONAL ADVICE/FEEES</u></b>    |                             |                             |        |                             |
| 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                      |
| <b><u>LICENCES &amp; PERMITS FEE</u></b>   |                             |                             |        |                             |
| Software & Records Storage                 | 184.80                      | 184.80                      | 100.00 | 184.80                      |
| <b><u>COMPLIANCE</u></b>                   |                             |                             |        |                             |
| Report - Insurance Valuation               | 385.00                      | 385.00                      | 100.00 | 0.00                        |
| Report - Sinking Fund                      | 407.00                      | 330.00                      | 123.33 | 0.00                        |
| <b><u>PEST CONTROL</u></b>                 |                             |                             |        |                             |
| Pest Control Treatment                     | 0.00                        | 300.00                      | 0.00   | 0.00                        |
| <b><u>ELECTRICAL</u></b>                   |                             |                             |        |                             |
| R&M - Electrical General                   | 495.00                      | 250.00                      | 198.00 | 308.00                      |
| <b><u>PLUMBING</u></b>                     |                             |                             |        |                             |
| Plumbing General                           | 0.00                        | 250.00                      | 0.00   | 0.00                        |
| <b><u>GARDENS/GROUNDS</u></b>              |                             |                             |        |                             |
| R&M - Grounds General                      | 2,070.89                    | 2,800.00                    | 73.96  | 2,642.75                    |
| <b><u>BODY CORPORATE MANAGEMENT</u></b>    |                             |                             |        |                             |
| 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                       |
| <b><u>GST</u></b>                          |                             |                             |        |                             |
| <b><u>TOTAL ADMIN. EXPENDITURE</u></b>     | <b>15,222.28</b>            | <b>14,619.80</b>            |        | <b>13,267.20</b>            |

# 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           |
| <b><u>SURPLUS / DEFICIT</u></b>           | <b><u>\$ 834.16</u></b>   | <b><u>\$ 1,200.21</u></b> |        | <b><u>\$ (914.64)</u></b>   |
| Opening Admin. Balance                    | (1,195.90)                | (1,195.90)                | 100.00 | (281.26)                    |
| <b><u>ADMINISTRATIVE FUND BALANCE</u></b> | <b><u>\$ (361.74)</u></b> | <b><u>\$ 4.31</u></b>     |        | <b><u>\$ (1,195.90)</u></b> |

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

## **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 \*\*

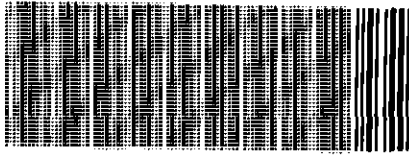
FORM 14 Version 2

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

|  |  |               |                        |                    |
|--|--|---------------|------------------------|--------------------|
| <b>1. Nature of request</b>  | <b>Lodger Name, address &amp; phone number</b>   |               |                        | <b>Lodger Code</b> |
| Request to record New Community Management Statement for Sarah Grove Community Titles Scheme 22661 | Teys McMahon<br>C/- Westside Legal Services<br>Floor 5, 150 Edward Street<br>Brisbane Qld 4000<br>Ph: 07 3229 2399   |               |                        | 45                 |
| <b>2. Description of Lot</b>   | <b>County</b>  | <b>Parish</b> | <b>Title Reference</b> |                    |
| Common Property of Sarah Grove Community Titles Scheme 22661                                       | Stanley  | Enoggera      | 50149373               |                    |
| <b>3. Registered Proprietor/Crown Lessee</b>   | Body Corporate for Sarah Grove Community Titles Scheme 22661   |               |                        |                    |
| <b>4. Interest</b>   | Fee Simple   |               |                        |                    |
| <b>5. Applicant</b>  | Body Corporate for Sarah Grove Community Titles Scheme 22661   |               |                        |                    |
| <b>6. Request</b>  | 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. |               |                        |                    |
| <b>7. Execution by applicant</b>   |  |               |                        |                    |

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

NEW COMMUNITY MANAGEMENT STATEMENT

22661

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

CMS LABEL NUMBER

1. Name of community titles scheme  
Sarah Grove Community Titles Scheme 22661

2. Regulation module  
Standard Module

3. Name of body corporate  
Body Corporate for Sarah Grove Community Titles Scheme 22661

4. Scheme land

| Description of Lot                       | County  | Parish   | Title Reference                       |
|--|---------|----------|---------------------------------------|
| Common Property of Sarah Grove CTS 22661 |         |          | 50149373                              |
| Lots 1 – 8 (inclusive) in GTP 105080     | Stanley | Enoggera | 50149374 –<br>50149381<br>(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

\*Execution

15/19/00

X *[Signature]*  
.....  
Chairperson

X *[Signature]*  
.....

X *[Signature]*  
.....  
Committee Member



Place seal here

|                   |                                     |
|-------------------|-------------------------------------|
| <b>SCHEDULE A</b> | <b>SCHEDULE OF LOT ENTITLEMENTS</b> |
|-------------------|-------------------------------------|

| 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         |
| <b>TOTALS</b>       | <b>240</b>   | <b>240</b> |

|                   |  |
|-------------------|--|
| <b>SCHEDULE B</b> | <b>EXPLANATION OF THE DEVELOPMENT OF SCHEME LAND</b> |
|-------------------|--|

Sections 57(1)(e) and (f) of the Body Corporate and Community Management Act 1997 are not applicable.

|                   |                |
|-------------------|----------------|
| <b>SCHEDULE C</b> | <b>BY-LAWS</b> |
|-------------------|----------------|

## 1. DEFINITIONS

### 1.1 Dictionary

|                                 |   |
|---------------------------------|---|
| <b>Act</b>                      | means the Body Corporate and Community Management Act 1997.                                 |
| <b>Body Corporate</b>           | has the same meaning as in the Act.   |
| <b>Body Corporate Committee</b> | has the same meaning as in the Act.   |
| <b>Commissioner</b>             | has the same meaning as in the Act.   |
| <b>Common Property</b>          | has the same meaning as in the Act.   |
| <b>Invitee</b>                  | any person on the Scheme Land with the permission of an Occupier.                           |
| <b>Lot</b>                      | has the same meaning as in the Act.   |
| <b>Occupier</b>                 | an Owner of a Lot, a tenant of a Lot, a licensee of a Lot, or any person resident in a Lot. |
| <b>Owner</b>                    | has the same meaning as in the Act.   |
| <b>Scheme Land</b>              | has the same meaning as in the Act.   |
| <b>Window Coverings</b>         | 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 |
|------------|---|
|------------|---|

Nil

| SCHEDULE E | DESCRIPTION OF LOTS ALLOCATED EXCLUSIVE USE AREAS OF COMMON PROPERTY |
|------------|--|
|------------|--|

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 |

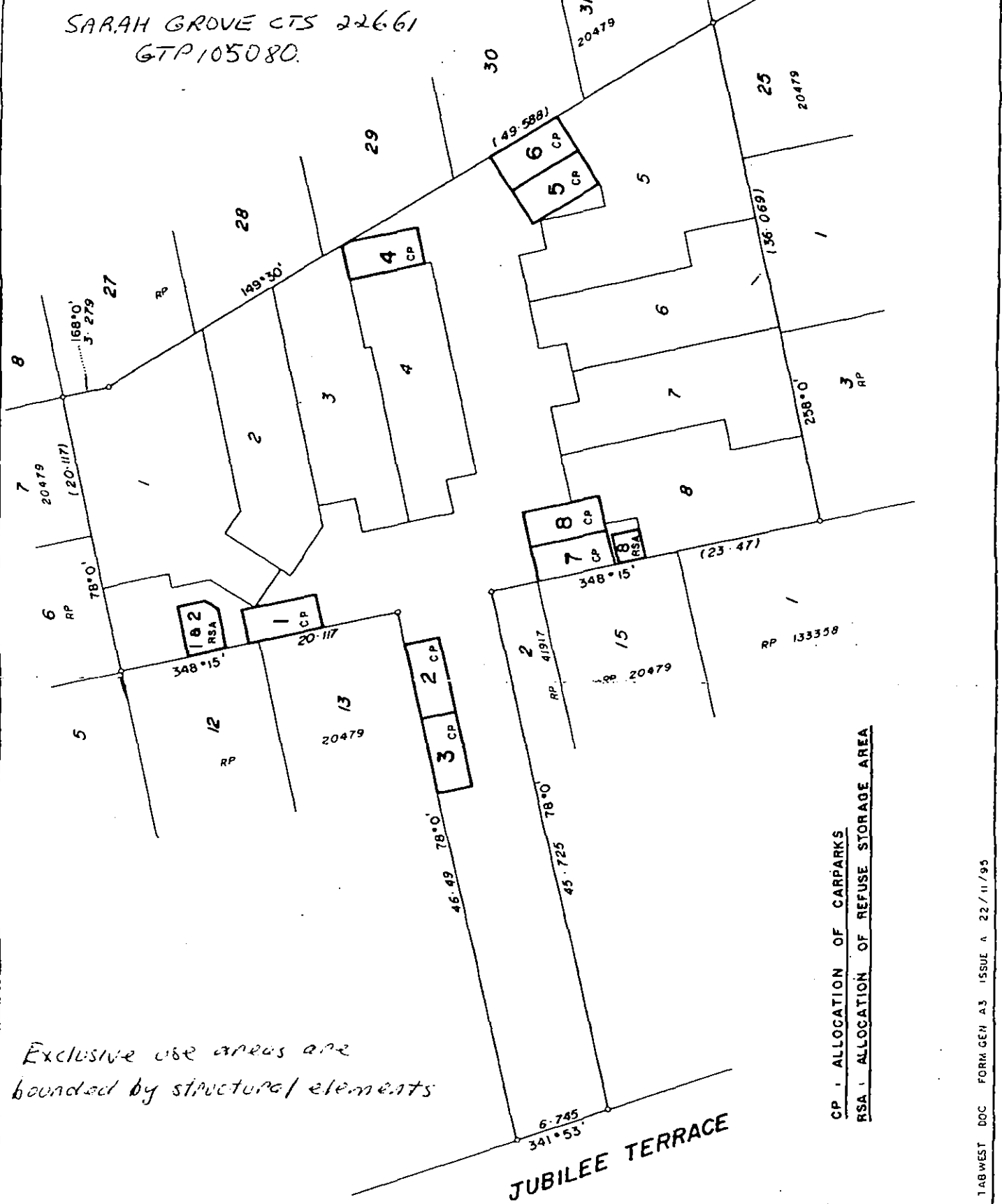
Exclusive use of storage areas

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

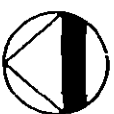


*Exclusive use areas are bounded by structural elements*

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       |              |



# CERTIFICATE OF COMPLETION

Date Generated: 07/04/2026 10:23:50 AM (AEST)

## Document Details

**Subject:** SignAnything - 1/12 Jubilee Terrace, Ashgrove, QLD, 4060

**Document Pages:** 50

**Certificate Pages:** 1

**Status:** Signed

**Exchanged by:** Not Applicable

**Exchange Date:** Not Applicable

**No. of Signatures:** 1

## Signature Logs

**Signer:** Martha Catherine Goddard

**Email Address:** marthacgoddard@gmail.com

**Status:** Signed

**IP Address:** 132.234.229.179

**Supervised By:**

**Email Sent Date:** 07/04/2026 08:12:04 AM (AEST)

**Signed Date:** 07/04/2026 10:23:47 AM (AEST)

**Signature:** *Martha Catherine Goddard*

---

**Signer:**

**Email Address:**

**Status:**

**IP Address:**

**Supervised By:**

**Email Sent Date:**

**Signed Date:**

**Signature:**

---

**Signer:**

**Email Address:**

**Status:**

**IP Address:**

**Supervised By:**

**Email Sent Date:**

**Signed Date:**

**Signature:**