

Seller disclosure statement



Queensland
Government

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 **LOREN LIVINGSTONE COX AND LOUISA CHRISTINE ELISABETH COX**

Property address
(referred to as the "property" in this statement) **2/104 RYANS ROAD, NUNDAH QLD 4012**

Lot on plan description **LOT 2 BUP3171**

Community titles scheme or BUGTA scheme:	Is the property part of a community titles scheme or a BUGTA scheme:
	☒ Yes ☐ No
	<i>If Yes, refer to Part 6 of this statement for additional information</i> <i>If No, please disregard Part 6 of this statement as it does not need to be completed</i>

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

Title details	The seller gives or has given the buyer the following—	
	A title search for the property issued under the <i>Land Title Act 1994</i> showing interests registered under that Act for the property.	☒ Yes
	A copy of the plan of survey registered for the property.	☒ Yes

Registered encumbrances	<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>
Unregistered encumbrances (excluding statutory encumbrances)	<p>There are encumbrances not registered on the title that will continue to affect the property after settlement. ☐ Yes ☒ No</p> <p>Note—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 NOT required to be disclosed.</p> <p>Unregistered lease (if applicable)</p> <p>If the unregistered encumbrance is an unregistered lease, the details of the agreement are as follows:</p> <div><div>» the start and end day of the term of the lease:</div><div></div><div>» the amount of rent and bond payable:</div><div></div><div>» whether the lease has an option to renew:</div><div></div></div> <p>Other unregistered agreement in writing (if applicable)</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. ☐ Yes</p> <p>Unregistered oral agreement (if applicable)</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></div>
Statutory encumbrances	<p>There are statutory encumbrances that affect the property. ☒ Yes ☐ No</p> <p><i>If Yes, the details of any statutory encumbrances are as follows:</i></p> <div>Urban Utilities infrastructure affects the property as per attached plan.</div>
Residential tenancy or rooming accommodation agreement	<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. ☐ Yes ☒ No</p> <p>If Yes, 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>) <div></div></p> <p>Note—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.

Zoning	<p>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>:</p> <div style="border: 1px solid black; padding: 5px;">LMR2 Low-Medium density residential (3 or 4 storey mix)</div>	
Transport proposals and resumptions	<p>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. ☐ Yes ☒ No</p> <p>The lot is affected by a notice of intention to resume the property or any part of the property. ☐ Yes ☒ No</p> <p><i>If Yes, a copy of the notice, order, proposal or correspondence must be given by the seller.</i></p>	
Contamination and environmental protection	<p>The property is recorded on the Environmental Management Register or the Contaminated Land Register under the <i>Environmental Protection Act 1994</i>. ☐ Yes ☒ No</p> <p>The following notices are, or have been, given:</p> <p>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). ☐ Yes ☒ No</p> <p>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). ☐ Yes ☒ No</p> <p>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). ☐ Yes ☒ No</p>	
Trees	<p>There is a tree order or application under the <i>Neighbourhood Disputes (Dividing Fences and Trees) Act 2011</i> affecting the property. ☐ Yes ☒ No</p> <p><i>If Yes, a copy of the order or application must be given by the seller.</i></p>	
Heritage	<p>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). ☐ Yes ☒ No</p>	
Flooding	<p>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 FloodCheck Queensland portal or the Australian Flood Risk Information portal.</p>	
Vegetation, habitats and protected plants	<p>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.</p>	

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.

Swimming pool	<p>There is a relevant pool for the property.</p> <p>If a community titles scheme or a BUGTA scheme – a shared pool is located in the scheme.</p> <p>Pool compliance certificate is given.</p> <p>OR</p> <p>Notice of no pool safety certificate is given.</p>	<p>☐ Yes ☒ No</p> <p>☐ Yes ☒ No</p> <p>☐ Yes ☐ No</p> <p>☐ Yes ☐ No</p>
Unlicensed building work under owner builder permit	<p>Building work was carried out on the property under an owner builder permit in the last 6 years.</p> <p><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></p>	<p>☐ Yes ☒ No</p>
Notices and orders	<p>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.</p> <p>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.</p> <p><i>If Yes, a copy of the notice or order must be given by the seller.</i></p>	<p>☐ Yes ☒ No</p> <p>☐ Yes ☒ No</p>
Building Energy Efficiency Certificate	<p>If the property is a commercial office building of more than 1,000m², a Building Energy Efficiency Certificate is available on the Building Energy Efficiency Register.</p>	
Asbestos	<p>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 (asbestos.qld.gov.au) including common locations of asbestos and other practical guidance for homeowners.</p>	

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: <input type="text" value="\$521.86"/> Date Range: <input type="text" value="01/10/2026-31/12/2026"/>
	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: <input type="text" value="\$223.04"/> Date Range: <input type="text" value="03/06/2026-24/08/2026"/>
	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: <input type="text"/> Date Range: <input type="text"/>

* 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.

Body Corporate and Community Management Act 1997	<p>The property is included in a community titles scheme. ☒ Yes ☐ No</p> <p>(If Yes, complete the information below)</p>
Community Management Statement	<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. ☒ Yes</p> <p>Note—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>
Body Corporate Certificate	<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. ☒ Yes ☐ No</p> <p>If No— An explanatory statement is given to the buyer that states: ☐ Yes</p> <ul style="list-style-type: none"> » a copy of a body corporate certificate for the lot is not attached; and » 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.
Statutory Warranties	<p>Statutory Warranties—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>

Building Units and Group Titles Act 1980	<p>The property is included in a BUGTA scheme ☐ Yes ☒ No</p> <p>(If Yes, complete the information below)</p>
Body Corporate Certificate	<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. ☐ Yes ☐ No</p> <p>If No— An explanatory statement is given to the buyer that states: ☐ Yes</p> <ul style="list-style-type: none"> » a copy of a body corporate certificate for the lot is not attached; and » 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. <p>Note—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

Signed by:
Louisa Christine Elisabeth Cox
0A009E5E1EC0455...

Signature of seller

Louisa Christine Elisabeth Cox

Name of Seller

30/10/2026

Date

Signed by:
Loren Livingstone Cox
F59F8B23BD1948A...

Signature of seller

Loren Livingstone Cox

Name of Seller

30/10/2026

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
ABN 23 648 568 101

Title Reference:	15846102	Search Date:	26/10/2026 18:37
Date Title Created:	11/01/1979	Request No:	58091739
Previous Title:	15559156		

ESTATE AND LAND

Estate in Fee Simple

LOT 2 BUILDING UNIT PLAN 3171

Local Government: BRISBANE CITY

COMMUNITY MANAGEMENT STATEMENT 11985

REGISTERED OWNER

Dealing No: 722950850 13/12/2023

LOREN LIVINGSTONE COX

LOUISA CHRISTINE ELISABETH COX

JOINT TENANTS

EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by
Deed of Grant No. 10026089 (POR 142)

ADMINISTRATIVE ADVICES

NIL

UNREGISTERED DEALINGS

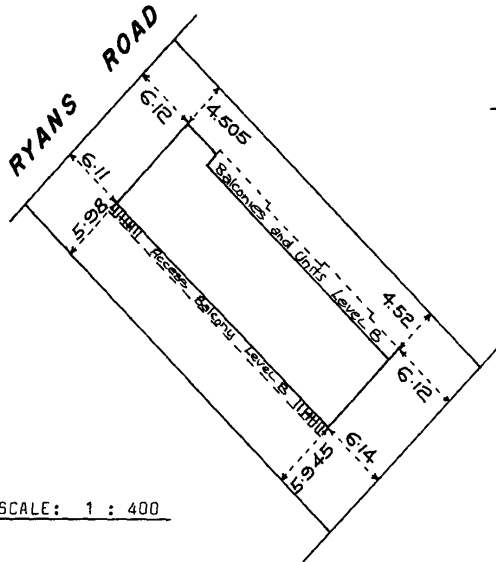
NIL

** End of Current Title Search **

Charted on C.C. 42
Noted on R.P. 155187
12-1-79

NAME OF BUILDING UNITS: COBHAM *Lodge* Regulation 5 (a)
(Form 1) Sheet No. 1 of 7 sheets

BUILDING UNITS PLAN NO. **3171**



SCALE: 1 : 400

Signature of Registered Proprietor:

N. Stewart

Name of Registered Proprietor: Neville George STEWART and EUNICE May STEWART
as Joint tenants

Address: 84 Spence Road, Wavell Heights, Brisbane

County: Stanley

Parish: Toombul

City: Brisbane

Building Units Plan

Registered

Registrar of Titles

Office reference only

Reference to Title Volume **5559** Folio **156**

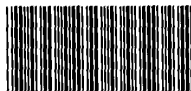
Description of Parcel: Lot 43 on R.P. 155187, Original Portion 142,
Parish of Toombul

Name of Body Corporate: The Proprietors of Cobham Lodge

Building Units Plan No. **3171**

Address at which documents

may be served: 104 Ryans Rd., Northgate.



BUP3171

CMS11985

A. J. Philbrick
Deputy Town Clerk.
Brisbane City Council.

CISP

B/244B

(Form 2)

Regulation 12

Sheet No. 2 of 7 sheets

BUILDING UNITS PLAN NO. **3171**

I, Michael David George Arnold, of 909 Logan Rd., Holland Park,
Authorised Surveyor under the "Land Surveyors' Acts, 1908 to 1916",
do hereby certify that the building shown on the Building Units Plan
to which this certificate is annexed is within the external surface
boundaries of the parcel the subject of the Building Units Plan.

Dated this Twentieth day of October, 1976.



Authorised Surveyor.



Deputy Town Clerk.

(Form 3)

Regulation 13

Sheet No. 3 of 7 sheets

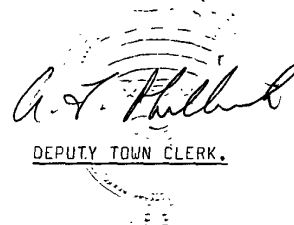
BUILDING UNITS PLAN NO. **3171**

The Brisbane City Council certifies that the proposed subdivision of the parcel, as illustrated in the Building Units Plan, has been approved by the Brisbane City Council and that all requirements of the "City of Brisbane Acts, 1924 - 1976" and the "City of Brisbane Town Planning Acts of 1964 - ¹⁹⁷⁷" have been complied with in regard to the subdivision.

(Seal)

Brisbane City Council.


J. Steeman
LORD MAYOR.


A. T. Philbeck
DEPUTY TOWN CLERK.

(Form 11)

Regulation 13A

Sheet No. 4 of 7 sheets

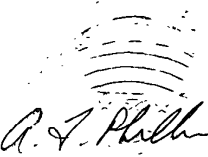
BUILDING UNITS PLAN NO **3171**

I, *R. A. PHILLIPS* of *BRISBANE*,

a Building Inspector appointed by the Brisbane City Council, do hereby
certify that the building shown on the Building Units Plan to which
this certificate is annexed has been substantially completed in
accordance with plans and specifications approved by the Brisbane
City Council.

Dated this *11th* day of *DECEMBER* 197*8*.

R. A. Phillips
Building Inspector.


A. J. Phillips
Deputy Town Clerk.
Brisbane City Council.

(Form 4)

Regulation 14
Sheet No. 5 of 7 sheets

3171

SCHEDULE OF UNIT ENTITLEMENT AND REFERENCE
TO CURRENT CERTIFICATE OF TITLE.

UNIT NO.	LEVEL	ENTITLEMENT	CURRENT C's T.	
			VOL.	FOL.
1	A	3	5846	101
2	A & B	2		102
3	A & B	2		103
4	A & B	2		104
5	A & B	2		105
		TOTAL 11		

Signature of Registered Proprietor:

M. Stewart
E. M. Stewart

A. J. Phillips
Deputy Town Clerk.
Brisbane City Council.

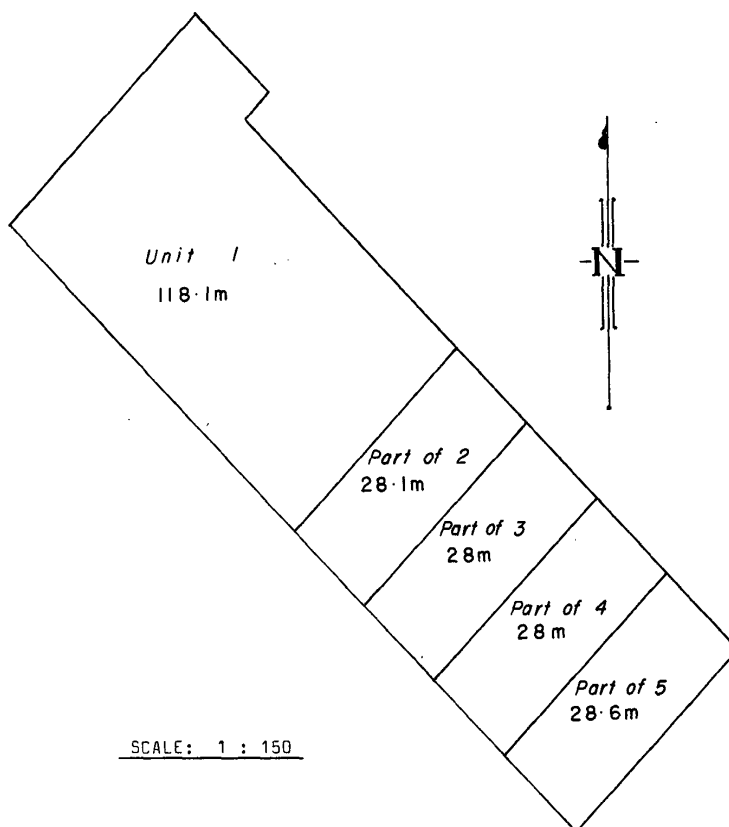
(Form 5)

Regulation 15

Sheet No. 6 of 7 sheets

BUILDING UNITS PLAN NO. **3171**

Level "A"



SCALE: 1 : 150

Floor areas are approximate only.

Signature of Registered Proprietor:

M. Stewart

E. M. Stewart

A. J. Phillips

Deputy Town Clerk.

Brisbane City Council.

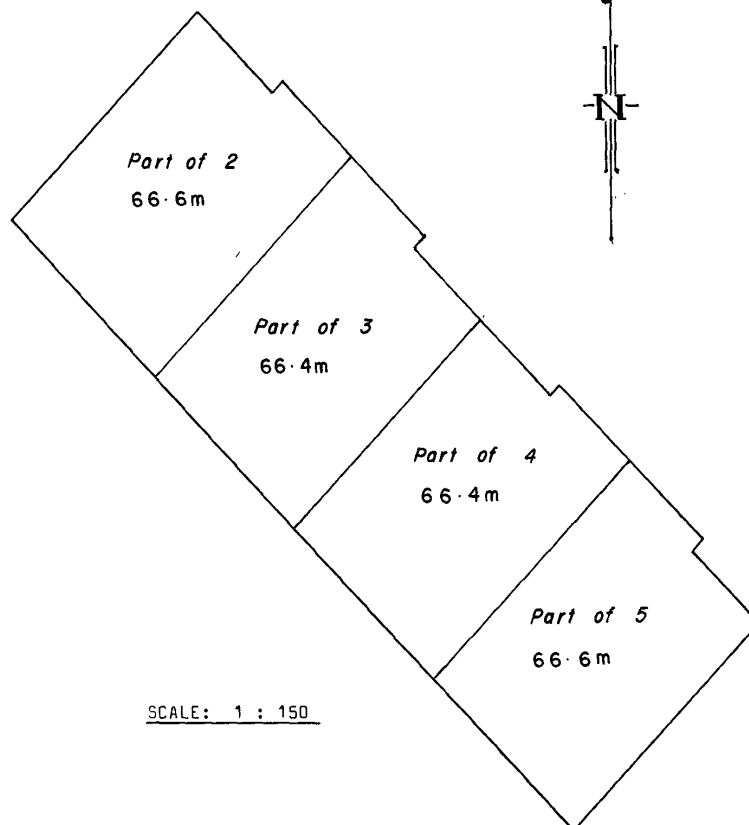
(Form 5)

Regulation 15

Sheet No. 7 of 7 sheets

BUILDING UNITS PLAN NO. **3171**

Level "B"



SCALE: 1 : 150

Floor areas are approximate only.

Signature of Registered Proprietor:

M. Stewart

E. M. Stewart

A. T. Phillips

Deputy Town Clerk.

Brisbane City Council.

Security Permanent Building Society



115 Queen Street, Brisbane, Qld. Telephone 229 3122 (P.O. Box 2260-4001.)

All communications to be addressed
to the Manager
if telephoning kindly ask for: LDG/LS

~~Mr.~~ Mrs. Lyons.

15 December 1978

The Register of Titles,
BRISBANE Q 4000

3171

Dear Sir,

RE: STRATA TITLE PLAN - N.G. & E.M. STEWART.

As Mortgagee under Bill of Mortgage No. F390397 Security Permanent Building Society
hereby consents to the above Strata Title Plan. 3171

SECURITY PERMANENT BUILDING SOCIETY

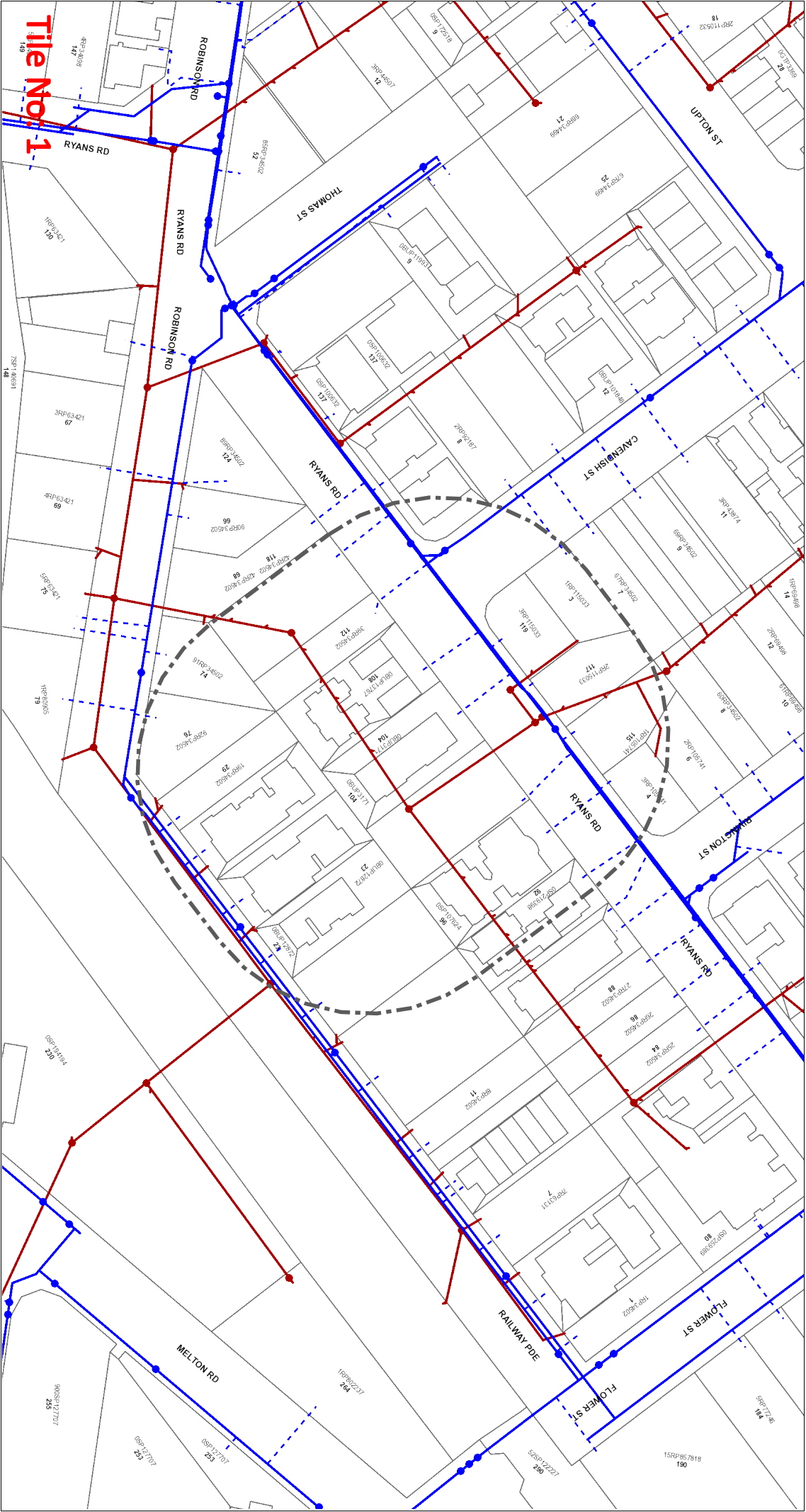
By Its Attorney



ERROL JAMES McALPINE
LOANS MANAGER
BANK OF QUEENSLAND LIMITED.


.....
IN THE PRESENCE OF:

Urban Utilities - Water, Recycled Water and Sewer Infrastructure



Tile No: 1



Before You Dig Australia- Urban Utilities Water,
Recycled Water and Sewer Infrastructure

BYDA Reference No: 281431222

Date BYDA Ref Received: 24/10/2026

Date BYDA Job to Commence: 24/10/2026

Date BYDA Map Produced: 24/10/2026

This Map is valid for 30 days

Produced By: Urban Utilities

Urban Utilities

Water

Infrastructure

Major Infrastructure

Network Pipelines

Network Structures

Water Service (indicative only)

Recycled Water

Infrastructure

Major Infrastructure

Network Pipelines

Network Structures

Water Service (indicative only)

While reasonable measures have been taken to ensure the accuracy of the information contained in this plan response, neither Urban Utilities nor PellicanCorp shall have any liability, whatsoever in relation to any loss, damage, cost or expense arising from the use of this plan response or the information contained in this plan response. The information is provided as a guide only and provided without warranties of any kind, express or implied including in relation to accuracy, completeness, correctness, currency or fitness for purpose. Urban Utilities takes no responsibility and accepts no liability for any loss, damage, cost or liability that may be incurred by any person acting in reliance on the information provided on the plans. This plan should be used as a guide only. Any dimensions should be confirmed on site by the relevant authority. Based on or contains data provided by the State of Queensland (Department of Natural Resources and Mining) (2020). In consideration of the State permitting the use of this data you acknowledge and agree that the State gives no warranty in relation to the data including accuracy, liability in negligence for any loss, damage or costs (including consequential damage) relating to any use of the data. Data must not be used for direct marketing or be used in breach of the privacy law. © State of Queensland Department of Natural Resources and Mining (2020). For further information, please call Urban Utilities on 13 26 57 (Ram-gram weekdays), faults and emergencies 13 23 64 (24/7).

ABN 86 673 835 011

Docusign Envelope ID: B34921C2-5EE1-4FEC-8342-DFA3FDD9B704

QUEENSLAND TITLES REGISTRY PTY LTD AUTOMATED TITLES SYSTEM ENE470
01/04/2026 09:44 COMMUNITY TITLES SCHEME SEARCH STATEMENT
Request No: 55627621

Scheme Name: COBHAM LODGE COMMUNITY TITLES SCHEME 11985

Body Corp. Addr: CAPITOL BODY CORPORATE ADMINISTRATION
PO BOX 2362
CHERMSIDE CENTRE QLD
4032

COMMUNITY MANAGEMENT STATEMENT No: 11985

Title	Lot	Plan
15846101	1	BUP 3171
15846102	2	BUP 3171
15846103	3	BUP 3171
15846104	4	BUP 3171
15846105	5	BUP 3171
19203171	CP	BUP 3171

COMMUNITY MANAGEMENT STATEMENT Dealing No: 708969523

** End of CMS Search Statement **

COPYRIGHT QUEENSLAND TITLES REGISTRY PTY LTD [2026]
Requested By: D-ENQ INFOTRACK PTY LIMITED

FORM 14 Version 2

Land Title Act 1994 and Land Act 1994

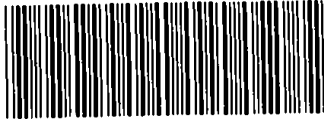
Dealing No.

GENERAL REQUEST

QUEENSLAND LAND REGISTRY

Page 1 of 1

Stamp Duty Imprint

**708969523****\$58.40**

12/09/2005 14:34

BE 470**1. Nature of request**

To record a new Community Management Statement for Cobham Lodge Community Titles Scheme 11985.

Lodger Name, address & phone number

Lodger
Code**PJ LEGAL SERVICES**
PO BOX 504
LUTWYCHE QLD 4030
PH: 0418 197730
54
COBHAM LODGE COMMUNITY TITLES SCHEME
BY INSTRUMENT

2. Description of Lot	County	Parish	Title Reference
Common Property of Cobham Lodge Community Titles Scheme 11985	Stanley	Toombul	19203171

3. Registered Proprietor / Crown Lessee

Body Corporate for Cobham Lodge Community Titles Scheme 11985

4. Interest

Fee Simple

5. Applicant

Body Corporate for Cobham Lodge Community Titles Scheme 11985

6. Request

I hereby request that: The New Community Management Statement deposited herewith which amends Schedule E of the existing Community Management Statement be recorded as the Community Management Statement for Body Corporate for Cobham Lodge Community Titles Scheme 11985

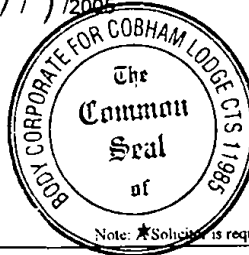
7. Execution by applicant

Execution Date

11/9/2005

Applicant's or Solicitor's Signature

Body Corporate Chairman



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

STEPHEN

CMS Version 1
Body Corporate and Community Management Act 1997

QUEENSLAND LAND REGISTRY

NEW COMMUNITY MANAGEMENT STATEMENT

Page 1 of 7

11985

CMS LABEL NUMBER

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
area*

1. Name of community titles scheme
COBHAM LODGE COMMUNITY TITLES
SCHEME 11985

2. Regulation module
STANDARD

3. Name of body corporate

BODY CORPORATE FOR COBHAM LODGE COMMUNITY TITLES SCHEME 11985

4. Scheme land

Description of Lot	County	Parish	Title Reference
Common Property of Cobham Lodge	Stanley	Toombul	19203171
Community Title Scheme 11985 Lots 1 to 5 in BUP 3171	Stanley	Toombul	15846101- 15846105 inclusive

5. Name and address of original owner #

Not Applicable

first community management statement only

6. Reference to plan lodged with this
statement

Not Applicable

7. Local Government community management statement notation

Not Applicable pursuant to Section 60(6) of the Body Corporate and Community Management Act 1997

.....signed

.....name and designation

.....name of Local Government

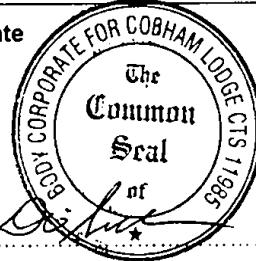
8. Execution by original owner/Consent of body corporate
Execution Date

11 9 12005

*Execution

Chairman

Secretary



FORM 20 Version 1
Land Title Act 1994 and Land Act 1994

QUEENSLAND LAND REGISTRY

**SCHEDULE / ENLARGED PANEL /
ADDITIONAL PAGE / DECLARATION**

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Title Reference

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SCHEDULE A SCHEDULE OF LOT ENTITLEMENTS		
Lot on Plan	Contribution	Interest
Lot 1 on BUP 3171	3	3
Lot 2 on BUP 3171	2	2
Lot 3 on BUP 3171	2	2
Lot 4 on BUP 3171	2	2
Lot 5 on BUP 3171	2	2
TOTALS	11	11

SCHEDULE B EXPLANATION OF THE DEVELOPMENT OF SCHEME LAND

NOT APPLICABLE

SCHEDULE C BY-LAWS

BY – LAWS

Noise

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

Vehicles

2.(1) The Occupier of a lot must not, without the body corporate's written approval -

- (a) park a vehicle, or allow a vehicle to stand, on the common property; or
- (b) permit an invitee to park a vehicle, or allow a vehicle to stand, on the common property, except for the designated visitor parking which must remain available at all times for the sole use of visitors vehicles.

(2) An approval under subsection (1) must state the period for which it is given, with the exception of designated visitor parking.

(3) However, the body corporate may cancel the approval by giving 7 days written notice to the occupier, with the exception of designated visitor parking.

Obstruction

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

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QUEENSLAND LAND REGISTRY

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Damage to lawns etc.

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

Damage to common property

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

Behaviour of invitees

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

Leaving of rubbish etc. on the common property

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

Appearance of lot

- 8.** The occupier of a lot must not, without the body corporate's written approval, make a change to the external appearance of the lot unless the change is minor and does not detract from the amenity of the lot and its surrounds.

Title Reference

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Storage of flammable materials

9.(1) The occupier of a lot must not, without the body corporate's written approval, store a flammable substance on the common property.

(2) The occupier of a lot must not, without the body corporate's written approval, store a flammable substance on the lot unless the substance is used or intended for use for domestic purposes.

(3) However, this section does not apply to the storage of fuel in -

- (a) the fuel tank of a vehicle, boat, or internal combustion engine; or
- (b) a tank kept on a vehicle or boat in which the fuel is stored under the requirements of the law regulating the storage of flammable liquid.

Garbage disposal

10.(1) Unless the body corporate provides some other way of garbage disposal, the occupier of a lot must keep a receptacle for garbage in a clean and dry condition and adequately covered on the lot.

(2) The occupier of a lot must -

- (a) comply with all local government local laws about disposal of garbage; and
- (b) ensure that the occupier does not, in disposing of garbage, adversely affect the health, hygiene or comfort of the occupiers of other lots.

Keeping of animals

11.(1) The occupier of a lot may keep one (1) cat or dog on the lot if the cat or dog is less than 10kg in weight and 30cm in height only with the body corporate's prior written approval, which shall not be unreasonably withheld. The occupier to whom an approval is given shall not without the prior written approval of the body corporate -

- (a) bring or keep another animal on the lot or the common property; or
- (b) permit an invitee to bring or keep another animal on the lot or the common property.

(2) Any approval for the keeping of an animal granted by the body corporate may be granted with or without conditions. If conditions are imposed then the occupier shall comply with those conditions. Should the occupier fail to comply with any conditions that are imposed, then the approval may be withdrawn at the discretion of the committee.

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QUEENSLAND LAND REGISTRY

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Cleanliness

12. The occupier of a lot must keep that lot clean and pest free.

Expenditure of body corporate funds

13. Where the body corporate expends any of its funds to rectify any breach of any law or these by-laws by an occupier of a lot, the body corporate may recover the amount spent as a debt from the owner of that lot by commencing proceedings against him.

Legal Proceedings

14. The body corporate may commence or authorise the commencement of legal proceedings against any owner of a lot owes money to the body corporate.

Interest

15. If any moneys owing to the body corporate are unpaid 30 days after the due date for payment, the body corporate may charge interest on those moneys at such rate as the body corporate may from time to time determine.

Contractors and Workmen

16. Except with the written consent of the body corporate, no occupier or owner of a lot will give directions to any contractors or workmen employed by the body corporate.

By-laws to be displayed

17. If an owner lets or leases a lot then the owner must give to the tenant or occupier a copy of these by-laws and must keep a copy of them displayed in a prominent place on the lot.

Exclusive Use

- 18.(1) The owner of the lot identified in Schedule E is entitled to exclusive use of the area allocated therein and as identified on the sketch plan marked "A" attached hereto.

- (2) Each occupier of the lot identified in Schedule E as being entitled to the exclusive use of a certain area must:-

- (a) use it in a way not likely to interfere with the peaceful enjoyment of the other lot or the common property;
- (b) keep the area in good repair and condition and be responsible for all repairs and maintenance within that area
- (c) use it only for the purpose for which the allocation was granted; and
- (d) keep it tidy and free from rubbish.

FORM 20 Version 1
Land Title Act 1994 and Land Act 1994

QUEENSLAND LAND REGISTRY
SCHEDULE / ENLARGED PANEL /
ADDITIONAL PAGE / DECLARATION Page 6 of 7

Title Reference
19203171

SCHEDULE D	OTHER DETAILS REQUIRED/PERMITTED TO BE INCLUDED
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Not Applicable

SCHEDULE E	DESCRIPTION OF LOTS ALLOCATED EXCLUSIVE USE AREAS OF COMMON PROPERTY
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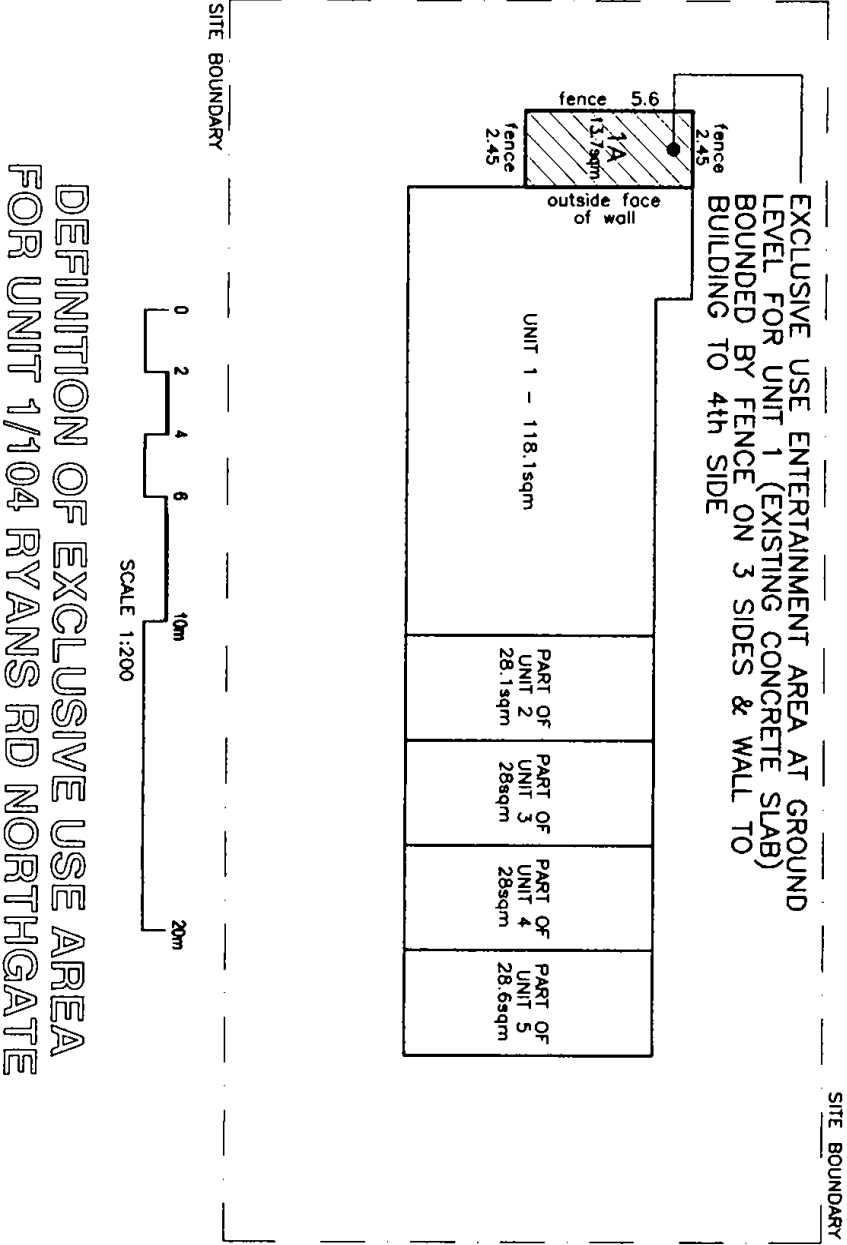
Lot 1 on BUP 3171	Area 1 on the attached sketch marked "A"	Outdoor Purposes
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DECLARATION *Dennis O'Sullivan*
I, *Dennis O'Sullivan*, certify that the details shown on this sketch plan are correct.
Dennis O'Sullivan
Signed *Dennis O'Sullivan* Date *24-05-2025*

SITE ADDRESS
104 RYANS ROAD, NORTHGATE
REAL PROPERTY DESCRIPTION
LOT 43 ON RP 155187
PARISH OF TOOMBUL
COUNTY OF STANLEY
COMMUNITY TITLES SCHEME
COBHAM LODGE - CTS 11985

RYANS ROAD





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 ...[Page 2](#)
- details of the property and community titles scheme ...[Page 3](#)
- by-laws and exclusive use areas ...[Page 4](#)
- lot entitlements and financial information ...[Page 5](#)
- owner contributions and amounts owing ...[Page 6](#)
- common property and assets ...[Page 8](#)
- insurance ...[Page 9](#)
- contracts and authorisations ...[Page 10](#)

This certificate does not include information about:

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

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

The community management statement

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

The Office of the Commissioner for Body Corporate and Community Management

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

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

The information in this certificate is issued on 30 / 10 / 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 (Example – Seaview CTS 1234)

Cobham Lodge CTS 11985

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: Lucinda M

Company: Our Body Corp

Phone: 1300 848 343

Email: manager@ourbodycorp.com.au

☐ No

Accessing records

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

☒ The body corporate manager named above.

☐ The following person:

Name: Role:

Phone: Email:

Property and community titles scheme details

Lot and plan details

Lot number: 02

Plan type and number (Example – BUP 1234): CTS 11985

Plan of subdivision: ☒ Standard Format ☐ Building Format ☐ Volumetric Format

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

Regulation module

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

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

The regulation module that applies to this scheme is the:

☐ Accommodation ☐ Commercial ☐ Small Schemes ☒ Standard

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

Layered arrangements of community titles schemes

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

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

☐ Yes

☒ 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?

☐ Yes

☒ No

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

By-laws and exclusive use areas

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

What by-laws apply?

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

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

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

General by-laws

- ☐ The community management statement includes the complete set of by-laws that apply to the scheme.
- ☐ The community management statement specifies the by-laws in Schedule 4 of the *Body Corporate and Community Management Act 1997* apply to the scheme.
- ☒ A consolidated set of the by-laws for the scheme is given with this certificate.

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
- ☒ No

If yes, the exclusive use by-laws or other allocations of common property for the schemes are:
(select all that apply)

- ☐ listed in the community management statement.
- ☐ given with this certificate.

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: 2

Total contribution schedule lot entitlements for all lots: 11

Interest schedule

Interest schedule lot entitlement for the lot: 2

Total interest schedule lot entitlements for all lots: 11

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 2 for the current financial year: \$ 1000

Number of instalments: 2 (outlined below)

Monthly penalty for overdue contributions (if applicable):0..... %

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

Due date	Amount due	Amount due if discount applied	Paid
01 / 08 / 2026	\$ 500.00	\$ 500.00	☒ Yes ☐ No
01 / 02 / 2027	\$ 760.00	\$ 760.00	☐ Yes ☒ No
... / ... /	\$ _____	\$ _____	☐ Yes ☐ No
... / ... /	\$ _____	\$ _____	☐ Yes ☐ No

Sinking fund contributions

Total amount of contributions (before any discount) for lot 01 for the current financial year: \$ 750.00

Number of instalments: 2 (outlined below)

Monthly penalty for overdue contributions (if applicable): ...0..... %

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

Due date	Amount due	Amount due if discount applied	Paid
01 / 08 / 2026	\$ 500.00	\$ 500.00	☒ Yes ☐ No
01 / 02 / 2027	\$ 500.00	\$ 500.00	☐ Yes ☒ No
... / ... /	\$ _____	\$ _____	☐ Yes ☐ No
... / ... /	\$ _____	\$ _____	☐ Yes ☐ No

Special contributions (IF ANY)

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

Total amount of contributions (before any discount) for lot ____ : \$

Number of instalments: (outlined below)

Monthly penalty for overdue contributions (if applicable): %

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

Due date	Amount due	Amount due if discount applied	Paid
... / ... /	\$ _____	\$ _____	☐ Yes ☐ No
... / ... /	\$ _____	\$ _____	☐ Yes ☐ No
... / ... /	\$ _____	\$ _____	☐ Yes ☐ No
... / ... /	\$ _____	\$ _____	☐ Yes ☐ No

Other amounts payable by the lot owner

For the current financial year there are:

- ☒ No other amounts payable for the lot.
- ☐ Amounts payable under exclusive use by-laws, totalling \$
- ☐ Amounts payable under service agreements (that are not included in body corporate contributions for the lot), totalling \$
- ☐ Other amounts payable, totalling \$ (see explanation given with this certificate).

Summary of amounts due but not paid by the current owner

At the date of this certificate:

- ☒ All payments for the lot are up to date.
- ☐ The following amounts are due but not yet paid for the lot:
 - ☐ Overdue contributions: \$ [Click or tap here to enter text.](#)
 - ☐ Penalties on overdue contributions: \$0.....
 - ☐ Other amounts due but not paid: \$0.....

Total amounts due but not paid: \$ NIL

Common property and assets

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

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

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

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

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

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

- ☐ Yes - you can obtain a copy from the body corporate records.
- ☒ No

Current sinking fund balance (as at date of certificate): \$ 7,663.79

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.

- ☒ There are no authorised improvements to the common property that the owner of the lot is responsible for maintaining in good condition.
- ☐ 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.
- ☐ A copy of the body corporate register of assets is given with this certificate.

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, the:

- type of policy;
- name of the insurer;
- sum insured;
- amount of premium; and
- excess payable on a claim

are given with this certificate.

Alternative insurance

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

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

☐ Yes

☒ No

Lot owner and occupier insurance

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

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

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

Contracts and authorisations

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

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

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

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

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

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

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

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

- ☒ Yes - Name of caretaking service contractor engaged: Busy Gardener
- ☐ No

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

- ☐ Yes - Name of authorised letting agent:
- ☒ No

Embedded network electricity supply

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

- ☒ Yes
- ☐ No

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

Body corporate authority

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

Name/s: Our Body Corp C/O Cobham Lodge CTS 11985

Michael Pizzino

Position/s held: Owners Corporate Manager

Chairperson of CTS 11985

Signature/s: DocuSigned by:
Our Body Corp - Lucinda Mandarino
415F1801D6BA46E...

Signed by:
Mr Michael Pizzino
A141C94F9F7B418...

Date: 30/10/2026

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

Title Reference

/9203171

SCHEDULE A SCHEDULE OF LOT ENTITLEMENTS		
Lot on Plan	Contribution	Interest
Lot 1 on BUP 3171	3	3
Lot 2 on BUP 3171	2	2
Lot 3 on BUP 3171	2	2
Lot 4 on BUP 3171	2	2
Lot 5 on BUP 3171	2	2
TOTALS	11	11

SCHEDULE B EXPLANATION OF THE DEVELOPMENT OF SCHEME LAND

NOT APPLICABLE

SCHEDULE C BY-LAWS

BY - LAWS

Noise

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

Vehicles

- 2.(1) The Occupier of a lot must not, without the body corporate's written approval -
 - (a) park a vehicle, or allow a vehicle to stand, on the common property; or
 - (b) permit an invitee to park a vehicle, or allow a vehicle to stand, on the common property, except for the designated visitor parking which must remain available at all times for the sole use of visitors vehicles.
- (2) An approval under subsection (1) must state the period for which it is given, with the exception of designated visitor parking.
- (3) However, the body corporate may cancel the approval by giving 7 days written notice to the occupier, with the exception of designated visitor parking.

Obstruction

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

Title Reference

1920 3171

Damage to lawns etc.

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

Damage to common property

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

Behaviour of invitees

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

Leaving of rubbish etc. on the common property

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

Appearance of lot

8. The occupier of a lot must not, without the body corporate's written approval, make a change to the external appearance of the lot unless the change is minor and does not detract from the amenity of the lot and its surrounds.

FORM 20 Version 1

Land Title Act 1994 and Land Act 1994

QUEENSLAND LAND REGISTRY

SCHEDULE / ENLARGED PANEL /
ADDITIONAL PAGE / DECLARATION

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Storage of flammable materials

9.(1) The occupier of a lot must not, without the body corporate's written approval, store a flammable substance on the common property.

(2) The occupier of a lot must not, without the body corporate's written approval, store a flammable substance on the lot unless the substance is used or intended for use for domestic purposes.

(3) However, this section does not apply to the storage of fuel in -

- (a) the fuel tank of a vehicle, boat, or internal combustion engine; or
- (b) a tank kept on a vehicle or boat in which the fuel is stored under the requirements of the law regulating the storage of flammable liquid.

Garbage disposal

10.(1) Unless the body corporate provides some other way of garbage disposal, the occupier of a lot must keep a receptacle for garbage in a clean and dry condition and adequately covered on the lot.

(2) The occupier of a lot must -

- (a) comply with all local government local laws about disposal of garbage; and
- (b) ensure that the occupier does not, in disposing of garbage, adversely affect the health, hygiene or comfort of the occupiers of other lots.

Keeping of animals

11.(1) The occupier of a lot may keep one (1) cat or dog on the lot if the cat or dog is less than 10kg in weight and 30cm in height only with the body corporate's prior written approval, which shall not be unreasonably withheld. The occupier to whom an approval is given shall not without the prior written approval of the body corporate -

- (a) bring or keep another animal on the lot or the common property; or
- (b) permit an invitee to bring or keep another animal on the lot or the common property.

(2) Any approval for the keeping of an animal granted by the body corporate may be granted with or without conditions. If conditions are imposed then the occupier shall comply with those conditions. Should the occupier fail to comply with any conditions that are imposed, then the approval may be withdrawn at the discretion of the committee.

Title Reference

19203171

Cleanliness

12. The occupier of a lot must keep that lot clean and pest free.

Expenditure of body corporate funds

13. Where the body corporate expends any of its funds to rectify any breach of any law or these by-laws by an occupier of a lot, the body corporate may recover the amount spent as a debt from the owner of that lot by commencing proceedings against him.

Legal Proceedings

14. The body corporate may commence or authorise the commencement of legal proceedings against any owner of a lot owes money to the body corporate.

Interest

15. If any moneys owing to the body corporate are unpaid 30 days after the due date for payment, the body corporate may charge interest on those moneys at such rate as the body corporate may from time to time determine.

Contractors and Workmen

16. Except with the written consent of the body corporate, no occupier or owner of a lot will give directions to any contractors or workmen employed by the body corporate.

By-laws to be displayed

17. If an owner lets or leases a lot then the owner must give to the tenant or occupier a copy of these by-laws and must keep a copy of them displayed in a prominent place on the lot.

Exclusive Use

- 18.(1) The owner of the lot identified in Schedule E is entitled to exclusive use of the area allocated therein and as identified on the sketch plan marked "A" attached hereto.

- (2) Each occupier of the lot identified in Schedule E as being entitled to the exclusive use of a certain area must:-

- (a) use it in a way not likely to interfere with the peaceful enjoyment of the other lot or the common property;
- (b) keep the area in good repair and condition and be responsible for all repairs and maintenance within that area
- (c) use it only for the purpose for which the allocation was granted; and
- (d) keep it tidy and free from rubbish.

FORM 20 Version 1

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QUEENSLAND LAND REGISTRY

SCHEDULE / ENLARGED PANEL /
ADDITIONAL PAGE / DECLARATION

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Title Reference

1920 3171

SCHEDULE D OTHER DETAILS REQUIRED/PERMITTED TO BE INCLUDED

Not Applicable

SCHEDULE E

DESCRIPTION OF LOTS ALLOCATED EXCLUSIVE
USE AREAS OF COMMON PROPERTY

Lot 1 on BUP 3171

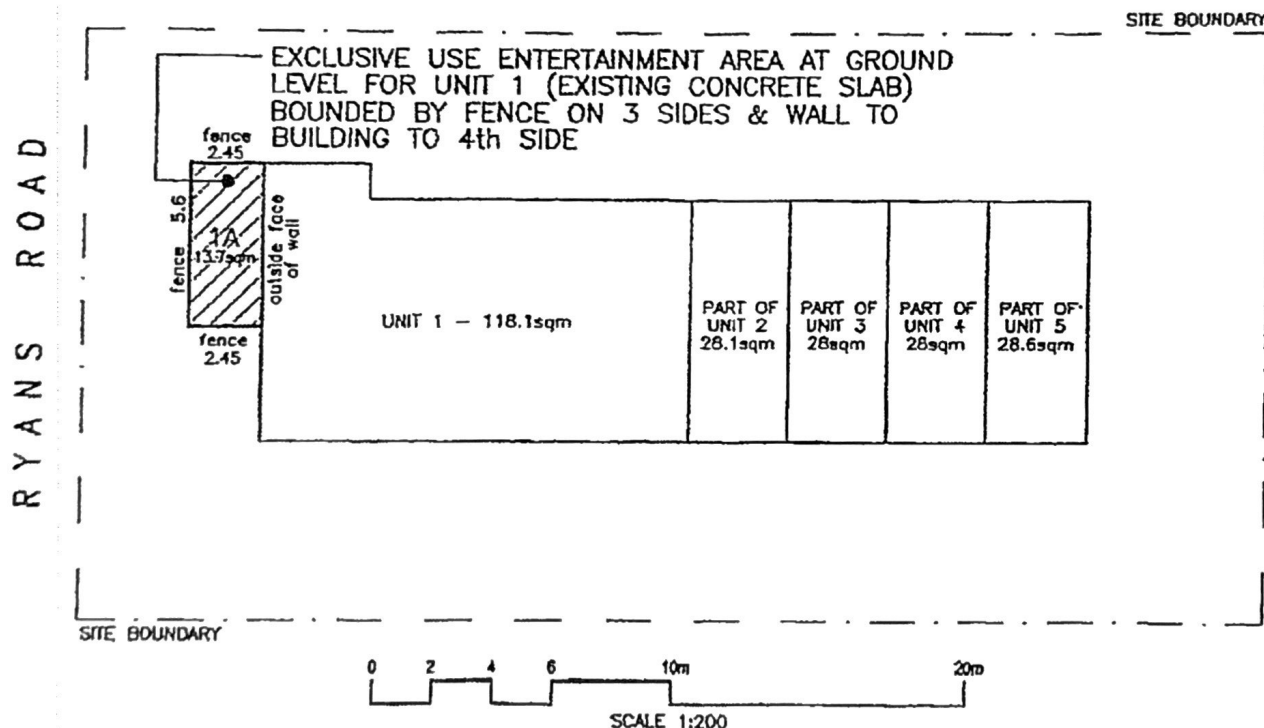
Area 1 on the attached sketch marked "A"

Outdoor Purposes



DECLARATION *DRIMAS O'SULLIVAN*
 I, *D. Sullivan*, certify that the
 details shown on this sketch plan are correct.
 Signed *D. Sullivan* Date *24 OCT 2005*

SITE ADDRESS
 104 RYANS ROAD, NORTHGATE
REAL PROPERTY DESCRIPTION
 LOT 43 ON RP 155187
 PARISH OF TOOMBUL
 COUNTY OF STANLEY
COMMUNITY TITLES SCHEME
 COBHAM LODGE - CTS 11985



**DEFINITION OF EXCLUSIVE USE AREA
 FOR UNIT 1/104 RYANS RD NORTHGATE**



Meeting Minutes

Annual General Meeting (long form agenda)

Location

Date

Time

Annual General Meeting 2025

Google Meets 6.30pm QLD Time

10 Nov 2025

19:30 to 20:30

- Objectives
- To increase our property's value
 - To live harmoniously

	Agenda	Minutes	Actions
1	<p>CHAIR FOR MEETING - An item to elect a Chairperson and a Minute Taker for the Meeting.</p> <p>PROPOSED MOTION: THAT, the person listed in the minutes is duly appointed to act as Chairperson of the Meeting. THAT, the person listed in the minutes is duly appointed to act as the Minute Taker of the Meeting.</p>	<p>THAT Lucinda Mandarino (OBC) be appointed Chairperson of this Meeting and be appointed Minute Taker for this Meeting.</p> <p>Resolution: Carried.</p>	
2	<p>ATTENDEES - A motion to confirm attendees and proxies to the General Meeting and their entitlement to vote as a fully paid financial member of the Strata/Body Corporate/Owners Corporation.</p> <p>PROPOSED MOTION: THAT the names of all attendees, proxies, and apologies as well as any correspondence received from owners related to this AGM will be duly noted in the minutes. MOTION: THAT the following names noted in the minutes are a true and accurate account of those attending this AGM, as are the names listed as proxies.</p>	<p>Motion: THAT the names of all attendees, proxies and apologies and any owner correspondence be recorded and THAT the Chairperson has determined those present are entitled to vote as financial owners. Resolution: Carried. Attendance recorded above. The Chair confirmed attendees were financial owners and entitled to vote</p> <p>The owners present and confirmed as financial (entitled to vote) at the AGM were:</p> <ul style="list-style-type: none"> • John Shirley — Unit 1 • Louisa Coz and Mr Loren Cox — Unit 2 • Michael Pizzino — Unit 3 • Mandeep Singh — Unit 4 	
3	<p>QUORUM - A motion to confirm if a Quorum has been achieved for the Meeting.</p>	<p>THAT the minutes reflect the Chairperson's determination whether a quorum was achieved. Resolution:</p>	



	<p>PROPOSED MOTION: THAT the minutes reflect that the Chairperson has determined if a quorum was achieved. THAT if a quorum was not able to be achieved, the required action was taken to reflect the State Legislation requirements due to a quorum not being able to be achieved.</p>	<p>Carried. Four of five owners were present (4/5).</p> <p>The Chairperson confirmed a quorum was present and the meeting proceeded.</p>	
4	<p>PREVIOUS MINUTES - A motion to confirm minutes and business actions arising from the last General Meeting.</p> <p>PROPOSED MOTION: THAT the Minutes of the previous AGM be confirmed as true and accurate of proceedings at that Meeting and THAT (if applicable) the Our Body Corp Meeting Action Tracker for those minutes listing any Business arising from the Minutes/Actions of the previous meeting have been reviewed and actioned/closed or referred for further consideration in this AGM. The resolution is provided within the minutes.</p>	<p>THAT the Minutes of the previous AGM be confirmed as true and accurate where available and THAT outstanding actions be reviewed. Resolution/Note: The Manager advised that previous minutes were not in the meeting documents on the platform. John located a copy on the noticeboard; Manager to download, attach to these minutes and circulate to owners for confirmation. Actions from that prior record were discussed: roof repair confirmed as completed; other items (pressure washing, garden extension quotes) noted and added to action tracker for follow up.</p>	<p>Manager to download minutes off noticeboard 2024 OBC Support Team</p>
5	<p>ELECT COMMITTEE / OFFICE BEARERS - A motion to elect and appoint the Committee and also the Office Bearer positions of Chair/Treasurer/Secretary for the next 12 month period.</p> <p>PROPOSED MOTION: THAT the minutes reflect the names of those persons that were nominated and seconded to become Committee Members for this Strata/Body Corporate/Owners Corporation and THAT the minutes also reflect the names of those person(s) nominated and seconded to become the Chairperson, Treasurer and Secretary for the next 12 months or until such time as the next AGM is conducted.</p>	<p>THAT the minutes reflect persons nominated and elected as Committee Members and THAT office bearers be recorded for the next 12 months.</p> <p>Resolution: Carried. Michael Pizzino confirmed to continue as primary contact and was appointed Chairperson (role changed from Treasurer to Chairperson).</p> <p>No other contested changes to office bearer roles were made during the meeting. Manager to confirm full committee membership and include names in final circulated minutes if any further nominations are provided.</p>	
6	<p>PREVIOUS FINANCIAL STATEMENT - A motion to confirm and accept the Income and Expenditure Statement for the previous financial year. THAT the Statement of Financial Position as provided with this notice for the previous financial year be adopted.</p> <p>PROPOSED MOTION: THAT the</p>	<p>THAT the Income & Expenditure Statement and Statement of Financial Position for the previous financial year be adopted.</p> <p>Resolution: Carried, subject to Manager correction of allocation of gardening expense (Manager to reallocate a \$1,000 item from 'admin' to grounds/contractor</p>	



	resolution is noted within the minutes.	and circulate an updated financial report).
		<p>Manager to clean up the report and circulate to owners for review.</p> <p>Matters noted: Insurance was higher than budget; building repair (\$25,000 range) was unbudgeted and recorded in the financials; Manager to provide corrected allocations.</p>
7	<p>CONFIRMATION OF INSURANCE - A motion to review and accept the Insurance Policy provided for the Strata/Body Corporate/Owners Corporation.</p> <p>THAT pursuant to the relevant legislation, the Committee continues the cover as per the attached schedule in the Notice of Annual General Meeting on all land and property in which the Strata/Owners Corporation/Body Corporate has an insurable interest with the current insurer.</p> <p>EXPLANATORY NOTE: the Strata/Owners Corporation/Body Corporate is required to take out insurance for all required insurance policies through an approved insurer. Insurances are already in place as detailed in the enclosed schedule of insurances and these need to be confirmed. The Strata/Body Corporate/Owners Corporation insurance does not cover contents or owners chattels including carpets inside units. Floating floors may be covered as part of the Strata/Body Corporate/Owners Corporation Insurance. Please refer to the Insurance Product Disclosure statement and Financial Services Guide provided at the time of each Insurance Renewal. Each owner should hold their own Contents Insurance which includes Personal and Public Liability cover. Additionally, landlords are advised to hold Landlords Insurance appropriate for their needs which can also include Contents cover. You may wish to check these exclusions and inclusions for yourself on the product disclosure statement(s) which are available from</p>	<p>THAT the insurance schedule provided with the Notice of AGM be noted and THAT cover is confirmed as current and suitable.</p> <p>Resolution: Carried. Certificate of Currency (policy expiry 11 January 2026) noted and attached.</p> <p>Owners reminded to hold contents/landlord insurance for their lots.</p>



the insurer upon request or can be viewed on your insurers website.

PROPOSED MOTION: THAT that the current insurance cover is confirmed as being current, suitable and not expired.

8	<p>RENEWAL OF INSURANCE - A motion to confirm Renewal of Insurance.</p> <p>PROPOSED MOTION: THAT no later than 2 months prior to the expiry of the current insurance policy, quotations be requested by the Manager (if a Manager is appointed) or Committee and that the Committee be responsible for the review of the quotations of the recommended insurance policy to ensure suitability of the insurance policy to the needs of the Strata and to approve the preferred policy and payment of such prior to the expiry of the current existing policy. In the case that approval is not received prior to expiry of the current policy then the Manager (if a Manager is appointed) and/or appointed broker and/or insurer may place insurance cover to ensure continuity of insurance.</p>	<p>THAT quotations be requested no later than two months prior to policy expiry and the Committee be authorised to review and approve renewal to ensure continuity of cover; that if approval not received prior to expiry the Manager/appointed broker/insurer may place cover to ensure continuity.</p> <p>Resolution: Carried. Manager to obtain renewal quotations mid-December and present options to Committee for approval prior to expiry.</p>	
9	<p>INSURANCE REVALUATION - A motion to consider and confirm if a property valuation is required for insurance purposes.</p> <p>PROPOSED MOTION: THAT the Strata/Owners Corporation/Body Corporate note that a valuation of the Strata Property building(s) and any common property assets should be conducted every 3 to 5 years and that based on this consideration, the Strata/Owners Corporation/Body Corporate indicates in the minutes if they resolve to conduct a valuation within the next 12 months and prior to the renewal of the insurance policy.</p>	<p>THAT the Owners Corporation note valuations should occur every 3–5 years and THAT a building valuation for insurance be arranged prior to the next renewal.</p> <p>Resolution: Carried. Manager authorised to obtain a building valuation (estimate \$550) and to proceed on Chair approval; results to be reported to Committee.</p>	<p>building valuation (estimate \$550) OBC Support Team</p>
10	<p>INSURANCE EXCESS PAYMENT - An Item for Note, THAT if an excess is applied to any claim made on an insurance policy held by the Strata/Owners Corporation/Body Corporate, the excess will be payable by the party causing the claim and for the avoidance of doubt the following will</p>	<p>THAT insurance excesses be paid by the body corporate where claims arise from common property or shared services, and that where a claim is caused by a lot, the lot owner causing the damage will be responsible for the excess (and may be required to pay the excess prior to works commencing).</p>	



apply:

1. where a claim is caused by an event or action on common property or by a shared service and rectification to common property and/or a lot or lots is required because of that action, the Strata/Owners Corporation/Body Corporate will meet the excess
2. where a claim is caused by an event or action from within a lot or a service specific to one lot, and rectification is required to common property and/or a lot or lots, the Strata/Owners Corporation/Body Corporate will apply the benefit principle, in that the lot/s causing the damage will be required to meet the amount of the insurance excess, and that the Strata/Owners Corporation/Body Corporate may require that the excess is paid either to the Strata/Owners Corporation/Body Corporate or the contractor undertaking the works prior to works commencing.

Resolution: Carried. Manager to apply this procedure for claims and invoice lot owners as required where liability allocated to a lot.

- 11 COMPLIANCE MEASURES - An item and motion to confirm that the appropriate due diligence has been completed by the Committee with the applicable Local or State Authorities to confirm that the required Compliance Measures as they relate to the Strata/Owners Corporation/Body Corporate have been confirmed and meet the legislated requirements.

PROPOSED MOTION: If the due diligence has not been completed THAT the committee nominates in the minutes a working group to complete this activity and confirm the requirements as they apply to your Strata/Owners Corporation/Body Corporate. If the requirements for your property have been confirmed, THAT the Owners Corporation/Body Corporate resolves for the Manager (if a Manager is appointed) or Committee as noted in the minutes to identify and engage the required accredited practitioners to conduct the required assessments to ensure that the Strata/Owners Corporation/Body Corporate meets all required legislated safety measures and that rectification work/maintenance is completed to

THAT the Committee/Manager confirm due diligence for required compliance measures and, if not confirmed, that accredited practitioners be engaged to inspect and certify required measures. Resolution: Carried. Manager advised no known essential service regimes are currently active at the site; Manager to obtain quotes to

(a) locate/confirm fire evacuation plan and

(b) obtain any inspections/quotes necessary to ensure compliance with safety measures and issue certifications where required.

Manager to obtain quotes to (a) locate/confirm fire evacuation plan and (b) obtain any inspections/quotes necessary to ensure compliance with safety measures and issue certifications where required.

OBC Support Team



ensure compliance with the Standard and that Occupation/Certification Certificates are issued as required (monthly, quarterly, annually) to the Manager or Committee. PLEASE NOTE: This motion in no way infers that the Manager (if a Manager is appointed) or Committee has any knowledge of the existence of any essential fire safety measures or other safety measures that may be present. Your Manager (if a Manager is appointed) or committee is not a certified practitioner and as such, is unable to confirm what fire or other safety measures are present and/or should be present at your property. We note that an incorrect assessment of these measures may impact your insurance policy coverage in the event of a fire. If you are unsure about the presence of measures, we urge that an expert ESM provider be engaged to attend and audit your building and review what site and fire safety requirements, reporting and equipment should be in place appropriate for your property.

KEY COMPLIANCE ITEMS INCLUDE:

Fire Safety, Building/People Safety (OHS), Window Safety (devices), Asbestos, Gas and Electrical Safety.

12	REPORTS - An item to review reports that have been presented as applicable with the AGM Agenda (Committee Report, Managers Report, Accountants/Treasurers, Contractor Reports)	THAT reports presented with the AGM be noted and actions recorded. Resolution: Noted. No separate written Committee report tabled. Manager to include any contractor reports obtained in the circulated minutes and add follow-ups to the Action Tracker.	
13	MAINTENANCE - An item to discuss Maintenance, Cleaning, Gardening or other Common Property issues. THAT issues raised by attendees be reviewed, considered and if resolved, the action be minuted recorded and assigned in the Our Body Corp Meeting Action Tracker for completion by the determined date.	Maintenance (Common Property) Motion: THAT maintenance items raised be considered and actions recorded and assigned in the Our Body Corp Action Tracker. Resolution and Actions: Carried. Items raised and assigned: <ul style="list-style-type: none">Electrical cabinet front doors (warped/rot): Owner (Louisa) to take photos and forward to	Quote for new Electrical cabinet front doors (warped/rot) OBC Support Team Lifting driveway pavers / car park area: Manager to obtain quotes for (a) local brick reset for the immediate area,



NOTE: 1. As defined in the legislation of some States, urgent or emergency repairs must be responded to within 24 hours.

2. Where an after hours call out is made by an owner and it is determined that the issue was not in regard to common property but to an owners lot, a special levy will be raised to that owner to reimburse the Strata/Owners Corporation/Body Corporate for the cost of work and administration not related to the common property

3. That where a contractor is engaged by either the Committee or the Manager (if a Manager is appointed) to perform works at the property, the appointed contractor must comply with the minimum requirements and criteria set out by the Statutory bodies, criteria includes - registered as a business for tax purposes in Australia, Public and Product Liability Insurance (\$10M), Professional Indemnity Insurance (\$1M), Statutory Workers Compensation Insurance, hold all required licences, health and safety management system.

Manager. Manager to obtain handyman/carpenter and electrician quotes for repair or replacement and present options.

- **Lifting driveway pavers / car park area: Manager to obtain quotes for (a) local brick reset for the immediate area, and (b) full paving estimate for longer term budgeting. Consider prioritising immediate repair of unsafe lifting area.**
- **Gardening/common garden quotes: NIL**

OBC Support Team

14	<p>MAINTENANCE APPROVAL - A motion to confirm the amount the Manager or Nominated Office Bearer is authorised to approve works for non-urgent works.</p> <p>PROPOSED MOTION: THAT the Manager (if a Manager is appointed) or Nominated Office Bearer is authorised to approve non-urgent works up to the value of \$750 (inclusive of GST) and for urgent/emergency works to a value that enables the situation or issue to be made safe (for example, stop major water leak, secure a vandalised or damaged property or prevent further damage occurring). Motion to confirm in the minutes stating the \$750 (or other amount) approval limit.</p>	<p>THAT the Manager (or nominated office bearer) be authorised to approve non-urgent works up to \$750 (inclusive of GST) and to authorise urgent/emergency works to an amount necessary to make the situation safe.</p> <p>Resolution: Carried and recorded.</p>	
15	<p>LONG TERM MAINTENANCE PLAN - An item to create or review Long Term Maintenance/Property Improvements and/or a the 10 year Maintenance Plan and Sinking Fund/Capital Works contributions.</p>	<p>Long Term Maintenance Plan / Sinking Fund Motion: THAT the Committee review/update the Long Term Maintenance Plan (10 year plan) and the sinking fund contributions and present recommended adjustments to</p>	



	<p>PROPOSED MOTION: To either a) create a Long Term Maintenance Plan, b) Adjust or update an existing Long Term Maintenance Plan, c) not create a Long Term Maintenance Plan and reconsider at the next General Meeting</p>	<p>owners. Resolution: Carried. Manager to prepare suggested adjustments to levy allocations between Administration and Sinking funds (current sinking fund balance noted ~ \$12,000) and circulate proposals to owners; Chair to approve any final reallocation prior to issuing levies.</p>	
16	<p>GENERAL BUSINESS - A Motion to discuss any other General Business.</p> <p>PROPOSED MOTION: THAT all General Business items raised in the meeting including the resolutions to action and resolve each issue also be recorded and assigned in the Our Body Corp Meeting Action Tracker.</p>	<p>THAT all general business items raised be recorded and assigned in the Action Tracker. Resolution/Notes: Items raised:</p> <ul style="list-style-type: none"> • WhatsApp group: Manager to create group. Owners to text Manager (name/unit/phone) to be added. Manager number provided: 0491 094 362. • Whirly birds / roof ventilation: Luisa to obtain quotes or advice if owners request; John/Louisa expressed interest 	<p>WhatsApp group: Manager to create group. Owners to text Manager (name/unit/phone) to be added. Manager number provided: 0491 094 362. OBC Support Team</p> <p>Whirly birds / roof ventilation: Luisa to obtain quotes Louisa Cox and Mr. Loren Cox</p>
17	<p>NEXT FINANCIAL PERIOD BUDGET AND LEVIES - A motion to review the Strata/Owners Corporation/Body Corporate Budget for the next 12 month financial period and the total annual Levy Contributions for the Operating/Administration Fund and Sinking/Capital Works Fund (if one exists).</p> <p>PROPOSED MOTION: THAT the proposed budget was presented to all attendees for review and to confirm or adjust accordingly, and that the resolution to adopt the agreed Budget for the next financial year be noted in the minutes as accepted and adopted for the next 12 month financial period and the annual Levy Contribution amounts for each lot/unit (considering the Unit Equivalent Value (UEV) whereby the per lot levy amount may differ) for both the Operating/Administration Fund and Sinking/Capital Works Fund (if one exists) have been noted.</p>	<p>THAT the proposed budget for the next financial year be presented and THAT levy totals remain unchanged but allocations between Administration and Sinking funds be adjusted as recommended by the Manager and approved by the Chair. Resolution: Carried. Manager to reconfigure allocations and circulate updated budget before levies issued.</p> <p>Levies to remain six a month; next levy issue 1 January (as discussed).</p>	
18	<p>FEES DUE - Motion to confirm frequency of levy notices.</p>	<p>THAT levy notices be issued six a month and THAT dates be recorded in these</p>	



	<p>PROPOSED MOTION: To confirm that levy notices will be issued in line with the frequency noted in the minutes (quarterly, 6-monthly, annual), and the dates these levies are to be issued.</p>	<p>minutes.</p> <p>Resolution: Carried. Levies to continue on a six-monthly basis;</p> <p>Manager to correct allocations and confirm amounts on levy notices.</p> <p>Manager advised Mandeep currently holds a credit and next levy amount for Mandeep will be adjusted accordingly</p>
19	<p>MANAGEMENT OF LEVY ARREARS - An item and motion to confirm Levy Collection Procedures.</p> <p>THAT the Strata/Owners Corporation/Body Corporate, for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the Act, authorise the Manager (if a Manager is appointed) and/or the Strata Committee to do any of the following:</p> <ol style="list-style-type: none"> 1. To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans; 2. To charge Lot Owners interest on any levies which are overdue, such interest is at a rate determined by the Act; 3. To engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the Strata/Owners Corporation/Body Corporate; 4. To issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any Lot Owner, mortgagee in possession and/or former Lot Owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs; 5. Enter and enforce any judgement obtained in the collection of levy contributions including issuing writ for levy of property (personal and real 	<p>Manager/Committee authorised to act for levy recovery but will not charge interest during the coming period; review at next AGM.</p> <p>Resolution: Carried.</p>



property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;

6. Liaise, instruct and prepare all matters, if required, with the Strata/Owners Corporations/ Body Corporates debt collection agents, lawyers and experts in relation to any levy recovery proceedings; and

7. Any Lot Owner/s who fails to pay on their last Levy Debt Recovery Fee Notice shall reimburse the Owners StrataCorporation/Body Corporate for any/all administrative, legal or other charges that may apply in the recovery of the debt. This includes any costs associated with recovery of the debt through Tribunals, debt collection agency or enforcement of any Orders made against the Lot Owner/s pursuant to the applicable State Legislation.

PROPOSED MOTION: THAT the Strata/ Owners Corporation/Body Corporate approve the actions listed within this Agenda Item be adopted.

- 20 DELEGATION TO COMMITTEE/CHAIRPERSON OR APPOINTMENT OF MANAGER - A motion to confirm the delegation of powers.
- PROPOSED MOTION: THAT the Strata/Owners Corporation/Body Corporate delegates by these minutes to the elected Committee/Chairperson of the Strata/Owners Corporation/Body Corporate or to the Appointed Manager (if a Manager is appointed) (advise which party in the minutes) all the powers and functions it may properly delegate pursuant to the relevant State legislation, with the exclusion of matters requiring unanimous resolution, a special resolution, a resolution at a General Meeting or the appointment or termination of a Manager. In the case of the Manager (if a Manager is appointed), the powers and functions apply to the authorities as set out in these minutes and the Contract of

THAT the Owners Corporation delegates to the elected Committee/Chairperson and to the Appointed Manager (Our Body Corp) those powers and functions able to be delegated under Queensland legislation, excluding matters requiring special/unanimous resolution or appointment/termination of a Manager.

Resolution: Carried.

Delegation recorded.

Manager's appointment under existing Contract of Appointment confirmed to continue.



	Appointment. Where a Manager has been appointed under a Contract of Appointment, the minutes confirm the continued appointment or otherwise of the Manager for at least a further 12 months under either the existing or newly executed Contract of Appointment. The resolved instructions are detailed and confirmed in the minutes.	
21	<p>PERSON IN CONTROL OF BUSINESS UNDERTAKING - THAT the Strata/Owners Corporation/Body Corporate acknowledges in the minutes they are the Person in Control of a Business Undertaking in regard to the common property for the purposes of any applicable Occupational Health and Safety legislation.</p> <p>THAT the Owners Corporation acknowledges, for the purposes of applicable Occupational Health and Safety legislation, that it is the Person Conducting a Business or Undertaking (PCBU) in respect of the common property. The Owners Corporation authorises the Committee and/or the appointed Manager to take all necessary steps to discharge the Owners Corporation's WHS duties in relation to common property, including but not limited to: arranging inspections, engaging accredited practitioners, commissioning remedial works, ensuring safe systems of work, and maintaining records and certificates of compliance.</p> <p>The Manager is to report outcomes and any recommended remedial actions to the Committee and record all activities in the meeting Action Tracker.</p>	
22	<p>NEXT MEETING & CLOSE - To confirm and minute the next Annual General Meeting Date and note the meeting close time for this meeting.</p> <p>THAT the next AGM be scheduled in Aug–Sept 2026 (following financial year end) and THAT the Meeting be closed.</p> <p>Resolution: Carried. Manager to circulate proposed dates for the next AGM.</p> <p>Meeting closed: 18:48.</p>	

Attachments

- [Agenda 2: GEN - Generic Proxy Form - OBC letterhead.docx](#)
- [Agenda 6: Financial Report 2025.pdf](#)
- [Agenda 7: Strata Certificate Of Currency \(QRSC16006230_QTE10388176\).pdf](#)



Invoices Report

Cobham Lodge CTS 11985 CTS 11985

Search Results for Unit: '02'

Inv #	Name	Unit	Pmt Ref	Created	Due	Paid	Tot Amt	Rem Amt	Status
0098	Mrs. Louisa Cox and Mr. Loren Cox	02	0173101854	01/01/2027	01/02/2027	-	\$1,260.00	\$1,260.00	unsent
0093	Mrs. Louisa Cox and Mr. Loren Cox	02	0173101854	01/07/2026	01/08/2026	13/07/2026	\$1,000.00	\$0.00	paid
0089	Mrs. Louisa Cox and Mr. Loren Cox	02	0173101854	01/01/2026	01/02/2026	12/01/2026	\$1,000.00	\$0.00	paid
0084	Mrs. Louisa Christine Elisabeth Cox and Mr. Loren Livingstone Cox	02	0173101854	01/07/2025	01/08/2025	10/07/2025	\$1,000.00	\$0.00	paid
0078	Mrs. Louisa Christine Elisabeth Cox and Mr. Loren Livingstone Cox	02	0173101854	01/01/2025	01/02/2025	13/02/2025	\$1,000.00	\$0.00	paid
0073	Mrs. Louisa Christine Elisabeth Cox and Mr. Loren Livingstone Cox	02	0173101854	01/07/2024	01/08/2024	07/08/2024	\$1,000.00	\$0.00	paid
0067	Mrs. Louisa Christine Elisabeth Cox and Mr. Loren Livingstone Cox	02	0173101854	01/01/2024	01/02/2024	01/02/2024	\$1,000.00	\$0.00	paid
0062	Mr. Callan Barich	02	0173101854	01/07/2023	13/10/2023	11/10/2023	\$800.00	\$0.00	paid
0057	Mr. Callan Barich	02	0173101854	05/02/2023	05/03/2023	07/03/2023	\$800.00	\$0.00	paid
0052	Mr. Callan Barich	02	0173101854	01/06/2022	01/07/2022	06/06/2022	\$800.00	\$0.00	paid
0047	Mr. Callan Barich	02	0173101854	08/09/2021	08/10/2021	24/11/2021	\$800.00	\$0.00	paid
0042	Mr. Callan Barich	02	0173101854	01/06/2021	01/07/2021	04/06/2021	\$800.00	\$0.00	paid
0037	Mr. Callan Barich	02	0173101854	01/01/2021	01/02/2021	06/01/2021	\$800.00	\$0.00	paid
0032	Mr. Callan Barich	02	0173101854	01/06/2020	01/07/2020	22/06/2020	\$800.00	\$0.00	paid
0027	Mr. Callan Barich	02	0173101854	01/12/2019	01/01/2020	27/12/2019	\$800.00	\$0.00	paid
0022	Mr. Callan Barich	02	0173101854	01/06/2019	31/07/2019	21/06/2019	\$800.00	\$0.00	paid
0017	Mr. Callan Barich	02	0173101854	01/02/2019	01/03/2019	25/02/2019	\$800.00	\$0.00	paid
0012	Mr. Callan Barich	02	0173101854	26/06/2018	01/08/2018	28/06/2018	\$700.00	\$0.00	paid
0002	Mr. Callan Barich	02	0173101854	04/12/2017	31/01/2018	13/12/2017	\$660.00	\$0.00	paid
0007	Mr. Callan Barich	02	0173101854	01/08/2017	01/08/2017	01/08/2017	\$1,540.00	\$0.00	paid

* For part paid invoices, the date of the most recently recorded payment for that levy notice is shown

Report generated on 30/10/2026



STRATA COMMUNITY INSURANCE

stratacommunityinsure.com.au

T 1300 SCINSURE (1300 724 678)

E myenquiry@scinsure.com.au

A PO Box 2878, Brisbane, QLD 4001

CERTIFICATE OF CURRENCY

THE INSURED

POLICY NUMBER	QRSC16006230
PDS AND POLICY WORDING	Residential Strata Product Disclosure Statement and Policy Wording SCI034-Policy-RS-PPW-02/2021 Supplementary Product Disclosure Statement SCIA-036_SPDS_RSC-10/2021
THE INSURED SITUATION	Body Corporate for Cobham Lodge Community Title Scheme 11985 104 Ryans Road, Nundah, QLD, 4012
PERIOD OF INSURANCE	Commencement Date: 4:00pm on 11/01/2026 Expiry Date: 4:00pm on 11/01/2027
DATE OF ISSUE	16/01/2026

POLICY LIMITS / SUMS INSURED

SECTION 1	PART A	1. Building	\$1,877,958
		Common Area Contents	\$18,779
		2. Terrorism Cover under Section 1 Part A2	Applies
	PART B	Loss of Rent/Temporary Accommodation	\$281,694
	OPTIONAL COVERS	1. Flood	Not Included
		2. Floating Floors	Not Included
SECTION 2	Liability		\$10,000,000
SECTION 3	Voluntary Workers		Included
SECTION 5	Fidelity Guarantee		\$100,000
SECTION 6	Office Bearers' Liability		\$1,000,000
SECTION 7	Machinery Breakdown		Not Included
SECTION 8	Catastrophe		\$563,387
SECTION 9	PART A	Government Audit Costs – Professional Fees	\$25,000
	PART B	Appeal Expenses	\$100,000
	PART C	Legal Defence Expenses	\$50,000
SECTION 10	Lot Owners' Fixtures and Improvements		\$300,000
SECTION 11	Loss of Lot Market Value		Not Included

This certificate of currency has been issued by Strata Community Insurance Agencies Pty Ltd, ABN 72 165 914 009, AFSL 457787 on behalf of the insurer Allianz Australia Insurance Limited, ABN 15 000 122 850, AFSL 234708 and confirms that on the Date of Issue a policy existed for the Period of Insurance and sums insured shown herein. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further notice to the holder of this notice. It is issued as a matter of information only and does not confer any rights on the holder. This certificate does not amend, extend, replace, negate or override the benefits, terms, conditions and exclusions as described in the Schedule documents together with the Product Disclosure Statement and insurance policy wording.

Certificate Of Completion

Envelope Id: 275E6DE8-7648-872B-81E1-7DE66ABCA85D

Status: Completed

Subject: Kindly review and sign this document

Originator organisation: Settlers Legal Pty Ltd

Originator: Peter Thornton

Source Envelope:

Document Pages: 56

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

InfoTrack AU

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Level 8, 135 King Street

Envelopeld Stamping: Enabled

Sydney, NSW 2000

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signit.au@infotrack.com.au

IP Address: 52.62.124.48

Record Tracking

Status: Original

Holder: InfoTrack AU

Location: DocuSign

30/10/2026 | 16:48

signit.au@infotrack.com.au

Signer Events

Loren Livingstone Cox

lcox010@gmail.com

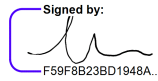
Security Level:

.Email

ID: dcaac320-f756-4f69-bf2e-e2d73065c805

30/10/2026 | 16:56

Signature

Signed by:

F59F8B23BD1948A...

Signature Adoption: Drawn on Device

Using IP Address: 2a09:bac3:313:3464::538:21

Signed using mobile

Timestamp

Sent: 30/10/2026 | 16:48

Viewed: 30/10/2026 | 16:56

Signed: 30/10/2026 | 16:56

Electronic Record and Signature Disclosure:

Accepted: 30/10/2026 | 16:56

ID: 29ac0a38-43ae-41b8-9d9e-93117479c18b

Louisa Christine Elisabeth Cox

louisacox010@gmail.com

Security Level:

.Email

ID: 6c28ee0c-73f2-403b-bc35-0a3fab0abb30

30/10/2026 | 16:57

Signed by:

0A009E5E1EC0455...

Signature Adoption: Pre-selected Style

Using IP Address: 115.186.228.135

Sent: 30/10/2026 | 16:48

Viewed: 30/10/2026 | 16:57

Signed: 30/10/2026 | 16:58

Electronic Record and Signature Disclosure:

Accepted: 30/10/2026 | 16:57

ID: e72da7cc-beaa-498e-b6ba-9633902f6440

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	30/10/2026 16:48
Certified Delivered	Security Checked	30/10/2026 16:57
Signing Complete	Security Checked	30/10/2026 16:58
Completed	Security Checked	30/10/2026 16:58

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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