



# Seller disclosure statement

Property Law Act 2023 section 99

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

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

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

**This statement does not include information about:**

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

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

## Part 1 – Seller and property details

Seller **SAMANTHA JAYNE RUSH AND KIM MADISON**

Property address **26/3 HIGHGATE PLACE, MAROOCHYDORE QLD 4558**

(referred to as the “property” in this statement)

Lot on plan description **LOT 14 ON GROUP TITLES PLAN OF RESUBDIVISION 2307**

Community titles scheme or BUGTA scheme:

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

**Yes**

**No**

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

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

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

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. <span style="float: right;"><input checked="" type="checkbox"/> <b>Yes</b></span>
	A copy of the plan of survey registered for the property. <span style="float: right;"><input checked="" type="checkbox"/> <b>Yes</b></span>

<p><b>Registered encumbrances</b></p>	<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>
<p><b>Unregistered encumbrances (excluding statutory encumbrances)</b></p>	<p>There are encumbrances not registered on the title that will continue to affect the property after <b>settlement</b>. <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p> <p><b>Note</b>—If the property is part of a community titles scheme or a BUGTA scheme it may be subject to and have the benefit of statutory easements that are <b>NOT</b> required to be disclosed.</p> <p><b>Unregistered lease (if applicable)</b></p> <p>If the unregistered encumbrance is an unregistered lease, the details of the agreement are as follows:</p> <ul style="list-style-type: none"> <li>» the start and end day of the term of the lease: 16/10/2025-19/10/2026</li> <li>» the amount of rent and bond payable: \$625.00 Per Week and \$2,500.00 Bond</li> <li>» whether the lease has an option to renew: N/A</li> </ul> <p><b>Other unregistered agreement in writing (if applicable)</b></p> <p>If the unregistered encumbrance is created by an agreement in writing, and is not an unregistered lease, a copy of the agreement is given, together with relevant plans, if any. <input type="checkbox"/> <b>Yes</b></p> <p><b>Unregistered oral agreement (if applicable)</b></p> <p>If the unregistered encumbrance is created by an oral agreement, and is not an unregistered lease, the details of the agreement are as follows:</p> <p>N/A</p>
<p><b>Statutory encumbrances</b></p>	<p>There are statutory encumbrances that affect the property. <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p> <p><i>If Yes, the details of any statutory encumbrances are as follows:</i></p> <p>Energex rights to retain and or access assets and or infrastructure on the common property for the scheme. NBN Co and Telstra rights to retain, install and or access communications assets and or infrastructure on the common property.</p> <p>Please see map images attached for further information.</p>
<p><b>Residential tenancy or rooming accommodation agreement</b></p>	<p>The property has been subject to a residential tenancy agreement or a rooming accommodation agreement under the <i>Residential Tenancies and Rooming Accommodation Act 2008</i> during the last 12 months. <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p> <p>If <b>Yes</b>, when was the rent for the premises or each of the residents' rooms last increased? <i>(Insert date of the most recent rent increase for the premises or rooms)</i> 08/10/2024</p> <p><b>Note</b>—Under the <i>Residential Tenancies and Rooming Accommodation Act 2008</i> the rent for a residential premises may not be increased earlier than 12 months after the last rent increase for the premises.</p> <p>As the owner of the property, you may need to provide evidence of the day of the last rent increase. You should ask the seller to provide this evidence to you prior to settlement.</p>

## Part 3 – Land use, planning and environment

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

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

## Part 4 – Buildings and structures

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

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



## Part 6 – Community titles schemes and BUGTA schemes

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

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

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

<b>Body Corporate and Community Management Act 1997</b>	<b>The property is included in a community titles scheme.</b> <i>(If Yes, complete the information below)</i>	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Community Management Statement</b>	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.  <b>Note</b> —If the property is part of a community titles scheme, the community management statement for the scheme contains important information about the rights and obligations of owners of lots in the scheme including matters such as lot entitlements, by-laws and exclusive use areas.	<input checked="" type="checkbox"/> <b>Yes</b>	
<b>Body Corporate Certificate</b>	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.  <i>If No</i> — An explanatory statement is given to the buyer that states: » 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.	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Statutory Warranties</b>	<b>Statutory Warranties</b> —If you enter into a contract, you will have implied warranties under the <i>Body Corporate and Community Management Act 1997</i> relating to matters such as latent or patent defects in common property or body corporate assets; any actual, expected or contingent financial liabilities that are not part of the normal operating costs; and any circumstances in relation to the affairs of the body corporate that will materially prejudice you as owner of the property. There will be further disclosure about warranties in the contract.		
<b>Building Units and Group Titles Act 1980</b>	<b>The property is included in a BUGTA scheme</b> <i>(If Yes, complete the information below)</i>	<input type="checkbox"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
<b>Body Corporate Certificate</b>	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.  <i>If No</i> — An explanatory statement is given to the buyer that states: » 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.  <b>Note</b> —If the property is part of a BUGTA scheme, you will be subject to by-laws approved by the body corporate and other by-laws that regulate your use of the property and common property.	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

# Signatures – SELLER

Signed by:  
  
D6C72885104A459...  
Signature of seller

Signed by:  
  
323742AFCA004B3...  
Signature of seller

SAMANTHA JAYNE RUSH

Name of seller

KIM MADISON

Name of seller

16/4/2026

Date

17/4/2026

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

<b>Title Reference:</b>	<b>17496051</b>	<b>Search Date:</b>	01/04/2026 09:54
<b>Date Title Created:</b>	19/04/1990	<b>Request No:</b>	55627950
<b>Previous Title:</b>	17285237		

### ESTATE AND LAND

Estate in Fee Simple

LOT 14 GROUP TITLES PLAN OF RESUBDIVISION 2307  
Local Government: SUNSHINE COAST  
COMMUNITY MANAGEMENT STATEMENT 20811

### REGISTERED OWNER

Dealing No: 720530753 18/01/2021

SAMANTHA JAYNE RUSH  
KIM MADISON

JOINT TENANTS

### EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by  
Deed of Grant No. 10583004 (POR 149)
2. MORTGAGE No 720530754 18/01/2021 at 14:16  
FIRST MORTGAGE COMPANY HOME LOANS PTY LIMITED A.C.N. 104 268  
448

### ADMINISTRATIVE ADVICES

NIL

### UNREGISTERED DEALINGS

NIL

Caution - Charges do not necessarily appear in order of priority

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

Building Units and Group Titles Act 1980 — 1984  
BUILDING UNITS AND GROUP TITLES REGULATIONS 1980  
(Form 1)

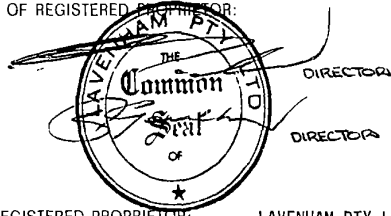
Regulation 8(1)  
Sheet No. 1 of 8 Sheets  
10  
ANNEXURE 1 TO SHEET 1  
MADE 11 APR 1990

NAME OF PARCEL: HIGHGATE

/OF RESUBDIVISION

**GROUP TITLES PLAN NO. 2307**  
RESUBDIVIDING LOT 6 ON G.T.P. 2002

SIGNATURE OF REGISTERED PROPRIETOR:



NAME OF REGISTERED PROPRIETOR: LAVENHAM PTY LTD

ADDRESS: PO BOX 20 MAROOCHYDORE QLD 4558

REFERENCE TO TITLE: VOLUME 7285 . FOLIO 237

DESCRIPTION OF PARCEL: LOT 6 ON G.T.P. 2002

COUNTY: CANNING

PARISH: MOOLOOLAH

CITY:



NAME OF BODY CORPORATE: THE PROPRIETORS HIGHGATE GROUP TITLES PLAN No 2002

ADDRESS at which documents may be served:

MR R NOCK  
PO BOX 20  
MAROOCHYDORE 4558

/OF RESUBDIVISION  
GROUP TITLES PLAN No.:

2307

REGISTERED.

11 APR 1990  
at 11:40am  
REGISTRAR OF TITLES

D. Christensen Shire Clerk  
Town

Surveyor's Reference: 1746

Local Authority Reference: Council of the Shire of Maroochy

CHARTED ON MAROOCHYDORE 34 29/9/90



ANNEXURE 1 TO SHEET No. 1

OF SUBDIVISION  
OF GROUP TITLES PLAN No.

2307

ON

11 APR 1990

Registrar of Titles

All dealings with the common property are recorded in Group Titles Plan No. 2002

It is notified that lot 17 in this Group Titles Plan has been resubdivided by Group  
Titles Plan of Subdivision No. 2649

21 MAY 1991 Registrar of Titles

Building Units and Group Titles Act 1980 — 1984  
BUILDING UNITS AND GROUP TITLES REGULATIONS 1980

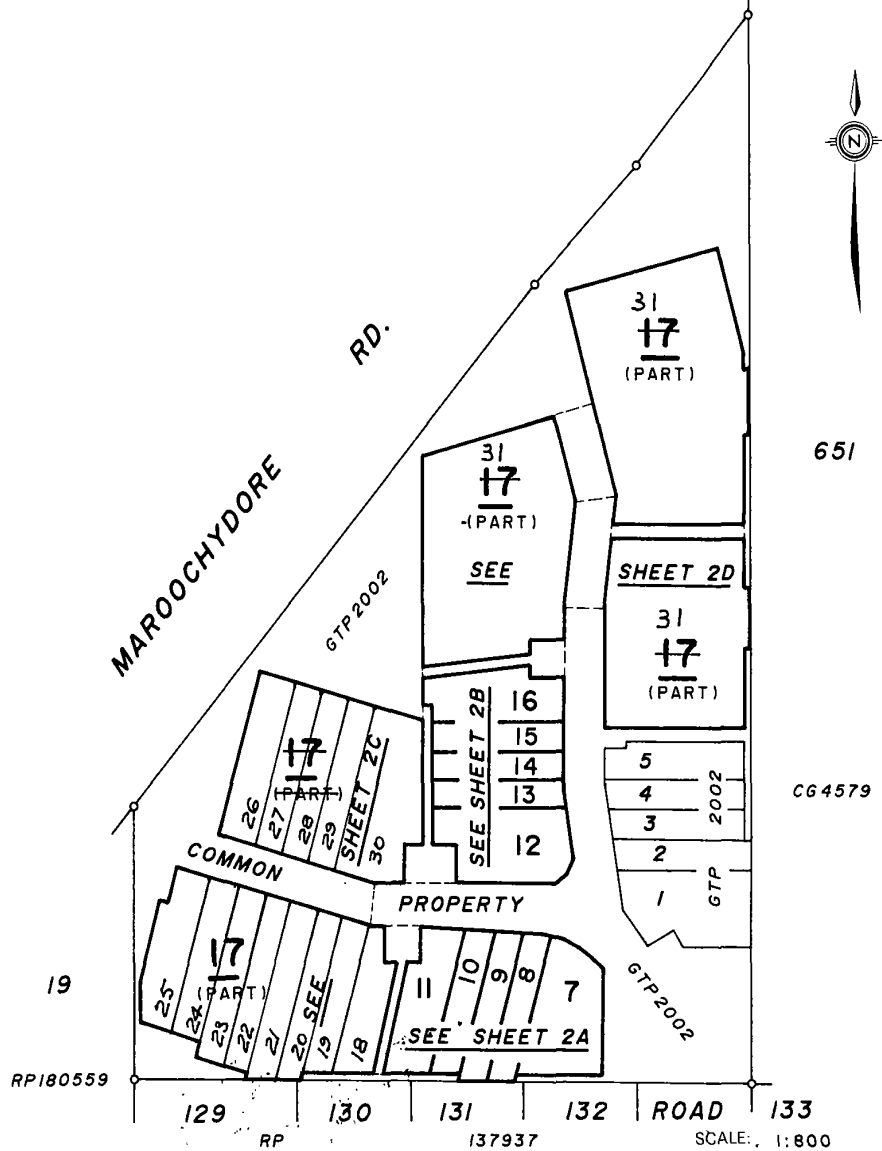
Name of Parcel: HIGHGATE

Regulation 8(1)  
Sheet No. 2 of 10 Sheets

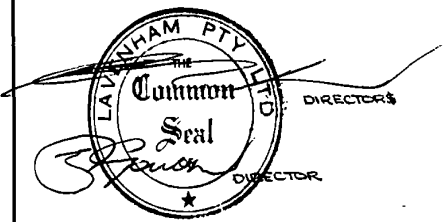
GROUP TITLES PLAN NO. *2307*  
RESUBDIVIDING LOT 6 ON GTP 2002

/OF RESUBDIVISION

Amendments made to Lot 17  
in accordance with Group Titles  
Plan of Resubdivision No. 2649  
this  
21 MAY 1991 *[Signature]*



SIGNATURE OF REGISTERED PROPRIETOR:



*[Signature]* Shire Clerk  
Town  
COUNCIL OF THE SHIRE OF MAROODYRE

Building Units and Group Titles Act 1980 — 1984  
BUILDING UNITS AND GROUP TITLES REGULATIONS 1980

Name of Parcel: HIGHGATE

Regulation 8(1)  
Sheet No. 2A of 8 Sheets  
/OF RESUBDIVISION 10

**GROUP TITLES PLAN NO. 2307**  
RESUBDIVIDING LOT 6 ON G.T.P. 2602

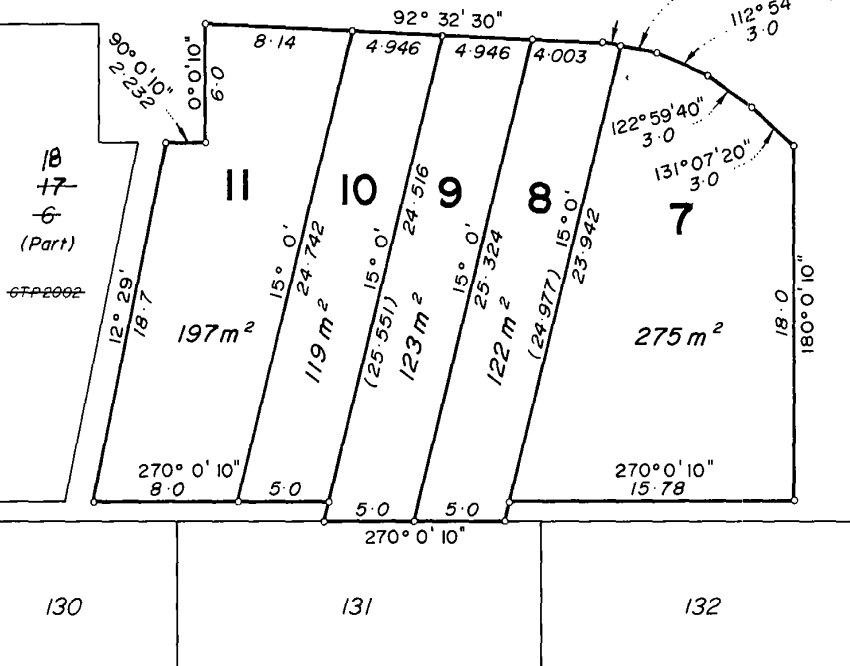


GTP 2002

COMMON PROPERTY

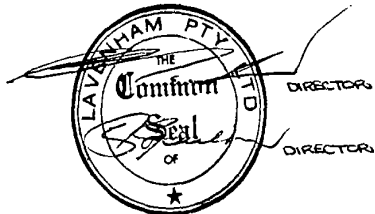
Amendments made to Lot 17  
in accordance with Group Titles  
Plan of Resubdivision No. 2609  
this  
27 MAY 1991  
*[Signature]*

SEE SHEET 2C



130 131 132  
RP137937  
SCALE 1:250

SIGNATURE OF REGISTERED PROPRIETOR:



*[Signature]* Shire Clerk  
Town

Council of the Shire of Maroochy



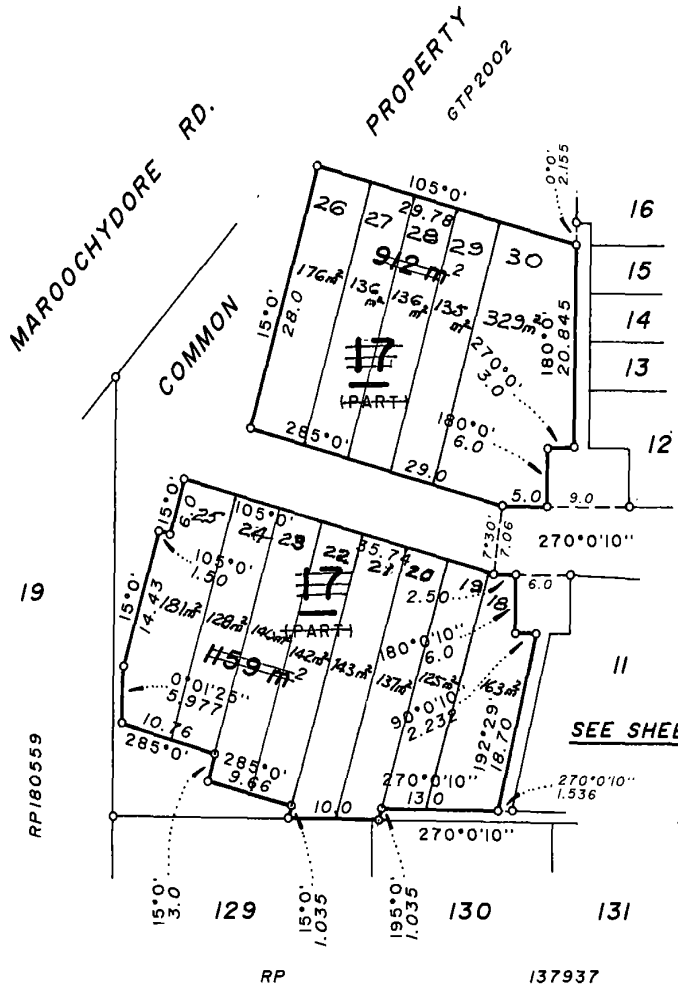
Building Units and Group Titles Act 1980 — 1984  
BUILDING UNITS AND GROUP TITLES REGULATIONS 1980

Name of Parcel: HIGHGATE

Regulation 8(1)  
Sheet No. 2 of 10 Sheets

GROUP TITLES PLAN NO. **2307**  
RESUBDIVIDING LOT 6 ON G T P 2002

OF RESUBDIVISION



Amendments made to Lot 17  
to ...  
Plan of Resubdivision No. 2649  
this

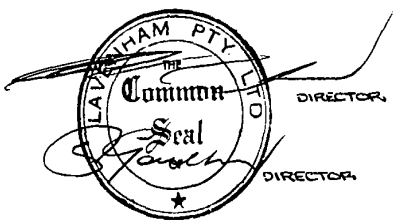
21 MAY 1991

SEE SHEET 2B

SEE SHEET 2A

SCALE: 1:500

SIGNATURE OF REGISTERED PROPRIETOR:



*A. Christensen* Shire Clerk  
Town

COUNCIL OF THE SHIRE OF MAROODYRE

Building Units and Group Titles Act 1980 — 1984  
BUILDING UNITS AND GROUP TITLES REGULATIONS 1980

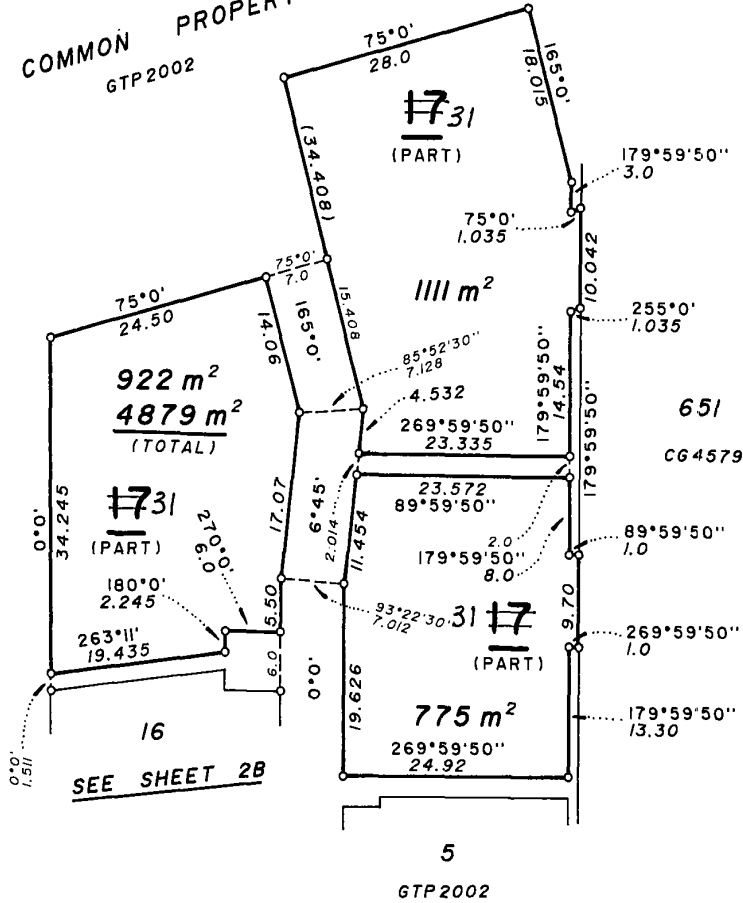
Name of Parcel: HIGHGATE

Regulation 8(1)  
Sheet No. 20 of 10 Sheets

GROUP TITLES PLAN NO. 2307  
RESUBDIVIDING LOT 6 ON GTP 2002

/ OF RESUBDIVISION

COMMON PROPERTY  
GTP2002

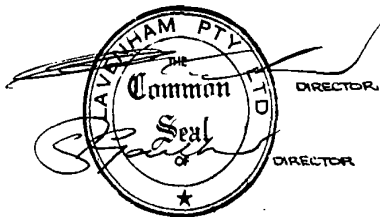


Amendments made to LOT 17  
in accordance with GRANT TIZLEY  
Plan of Resubdivision No. 2649  
this

21 MAY 1991 *[Signature]*

SCALE: 1:500

SIGNATURE OF REGISTERED PROPRIETOR:



*[Signature]* Shire Clerk  
Town

COUNCIL OF THE SHIRE OF MAROOCBY

Building Units and Group Titles Act 1980 - 1988  
BUILDING UNITS AND GROUP TITLES REGULATIONS 1980

NAME OF PARCEL: HIGHGATE

Sheet No. 3 of 8 Sheets  
10

/OF RESUBDIVISION

**GROUP TITLES PLAN NO. 2307**  
RESUBDIVIDING LOT 6 ON G.T.P. 2002

I, Grant Bruce Walters.....  
hereby certify that I have..... surveyed the land  
comprised in this plan by Wayne Edward Keyworth (Surveying  
Graduate) for whose work I accept responsibility.....

that the plan is accurate, that the said survey was performed in accordance with  
the Surveyors Act 1977 - 1987 and the Surveyors Regulation 1978 and that the  
said survey was completed on 5th July 1989.....

*G. Walters*  
Signature of Licensed Surveyor

Date 24th July 1989..

*D. Christiansen* Shire Clerk  
Town

Council of the Shire of Maroochy

Building Units and Group Titles Act 1980 — 1984  
BUILDING UNITS AND GROUP TITLES REGULATIONS 1980  
(Form 3)

Name of Parcel HIGHGATE

Regulation 8(1)  
Sheet No. 4 of 8 Sheets  
10

/OF RESUBDIVISION  
**GROUP TITLES PLAN NO. 2307**  
RESUBDIVIDING LOT 6 ON G.T.P. 2002

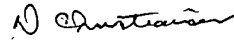
CERTIFICATE OF LOCAL AUTHORITY

\*Council of the Shire of Maroochy hereby certifies that the proposed subdivision of the parcel as illustrated in the abovementioned plan, has been approved by the \*Council of the Shire of Maroochy and that all requirements of the Local Government Acts 1936 — 1988 as modified by the Building Units and Group Titles Act 1980 have been complied with in regard to the subdivision.

DATED this TWENTIETH day of MARCH, 1990



SHIRE CHAIRMAN



SHIRE CLERK

Council of the Shire of Maroochy

\*Insert name of local authority

Building Units and Group Titles Act 1980 — 1983  
 BUILDING UNITS AND GROUP TITLES REGULATIONS 1980  
 (Form 7)

Name of Parcel: HIGHGATE


Regulation 8(1)  
 Sheet No. 5 of 10 Sheets

/OF RESUBDIVISION  
**GROUP TITLES PLAN NO. 2307**  
 RESUBDIVIDING LOT 6 ON G T P 2002

I, HAROLD ERIC RICHARDS, of 2 KENNEDY ROAD BLI BLI, 4560,  
 a valuer registered under the provisions of the Valuers Registration Act 1965 — 1983 do hereby certify  
 that set forth in the following schedule is my opinion as to the unimproved value, and the lot  
 entitlement, of each lot contained in the group titles plan to which this certificate is annexed.

**SCHEDULE**

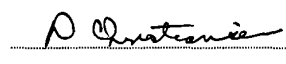
LOT	UNIMPROVED VALUE	LOT ENTITLEMENT
7	\$ 5,684.00	6
8	\$ 3,780.00	4
9	\$ 3,844.00	4
10	\$ 3,736.00	4
11	\$ 4,601.00	5
12	\$ 5,604.00	6
13	\$ 3,802.00	4
14	\$ 3,742.00	4
15	\$ 3,742.00	4
16	\$ 4,805.00	5
<del>17</del>	<del>\$ 118,440.00</del>	<del>126</del>
<del>18</del>	<del>\$ 3604.00</del>	<del>4</del>
<del>19</del>	<del>\$ 3497.00</del>	<del>4</del>
<del>20</del>	<del>\$ 3570.00</del>	<del>4</del>
<del>21</del>	<del>\$ 3589.00</del>	<del>4</del>
<del>22</del>	<del>\$ 3547.00</del>	<del>4</del>
<del>23</del>	<del>\$ 3547.00</del>	<del>4</del>
<del>24</del>	<del>\$ 3315.00</del>	<del>3</del>
<del>25</del>	<del>\$ 3542.00</del>	<del>4</del>
<del>26</del>	<del>\$ 3468.00</del>	<del>4</del>
<del>27</del>	<del>\$ 3230.00</del>	<del>3</del>
<del>28</del>	<del>\$ 3242.00</del>	<del>3</del>
<del>29</del>	<del>\$ 3243.00</del>	<del>3</del>
<del>30</del>	<del>\$ 3726.00</del>	<del>4</del>
<del>31</del>	<del>\$ 73,320.00</del>	<del>78</del>
AGGREGATE	182,500.00 \$ 161,780.00	194 172

Amendments made to Lot 17  
 in accordance with Group Titles  
 Plan of Resubdivision No. 2649  
 this  
 21 MAY 1991  


DATED this TWENTYSIXTH day of MARCH, 19 90



REGISTERED VALUER.



Shire Clerk  
 Town

COUNCIL OF THE SHIRE OF MAROONCHY

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

Regulation 8(1)  
 Sheet No. 86 of 8 Sheets  
 10

**GROUP TITLES PLAN NO. 2307**  
 /OF RESUBDIVISION  
 RESUBDIVIDING LOT 6 ON G.T.P. 2002

SCHEDULE OF LOT ENTITLEMENTS AND REFERENCE TO  
 CURRENT CERTIFICATE OF TITLE

Lot No.	Entitlement	Current C's T.		Lot No.	Entitlement	Current C's T.	
		Vol.	Fol.			Vol.	Fol.
7	6	1496	44				
8	4		45				
9	4		46				
10	4		47				
11	5		48				
12	6		49				
13	4		50				
14	4		51				
15	4		52				
16	5		53				
17	<del>126</del>		54				
18	4	847	13				
19	4		14				
20	4		15				
21	4		16				
22	4		17				
23	4		18				
24	3		19				
25	4		20				
26	4		21				
27	3		22				
28	3		23				
29	3		24				
30	4		25				
31	78		26				
AGGREGATE	<del>46</del> 194 172			AGGREGATE			

Amendments made to Lot 17  
 in accordance with Group Titles  
 Plan of Resubdivision No. 2249,  
 this  
 21 MAY 1991  
*[Signature]*

SIGNATURE OF REGISTERED PROPRIETOR

*[Signature]*  
 THE COMMON DIRECTOR  
 OF DIRECTOR

*[Signature]* Shire Clerk  
 Council of the Shire of Maroochy

9

FORM 14 Version 2

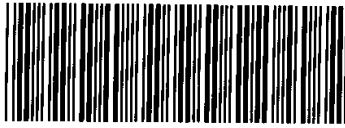
Land Title Act 1994 and Land Act 1994

GENERAL REQUEST

QUEENSLAND LAND REGISTRY

Dealing No.

Stamp Duty Imprint



706770035

\$55.30

07/07/2003 09:30

NR 470

1. Nature of Request

Request to record New Community Management Statement for Highgate Community Titles Scheme 20811

Lodger Name, address & phone number, Lodger Code  
North Coast Body Corporate  
PO Box 534  
CALOUNDRA QLD 4551

2. Description of Lot

Common Property of Highgate Community Titles Scheme 20811

County

Canning

Parish

Mooloolah

Title Reference

~~19202002~~ 19302002

3. Registered Proprietor / Crown Lessee

Body Corporate For Highgate Community Titles Scheme 20811

4. Interest

Fee Simple - New CMS

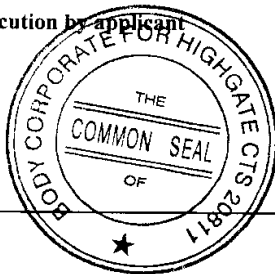
5. Applicant

Body Corporate For Highgate Community Titles Scheme 20811

6. Request

I hereby request that: the New Community Management Statement deposited herewith which amends Schedule C of the existing Community Management Statement and adopts the Standard Schemes Module be recorded as the Community Management Statement for Highgate Community Titles Scheme 20811

7. Execution by applicant



Execution Date

3/7/03

Applicant's or Solicitor's Signature

William Kees  
Chairperson  
A Mackay  
Secretary

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

**FIRST/NEW COMMUNITY MANAGEMENT STATEMENT**

THIS STATEMENT MUST BE LODGED WITH

This statement incorporates and must include the following:

**20811**

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

<b>1. Name of community titles scheme</b>	<b>2. Regulation module</b>
Highgate Community Titles Scheme 20811	Standard

<b>3. Name of body corporate</b>
Body Corporate For Highgate Community Titles Scheme 20811

<b>4. Scheme land</b>	County	Parish	Title Reference
Description of Lot	Canning	Mooloolah	19302002 <del>19202002</del>
Refer to Schedule Attached			

<b>5. Name and address of original owner #</b>	<b>6. Reference to plan lodged with this statement</b>
Not applicable	Not applicable

# first community management statement only

**7. Local Government community management statement notation**

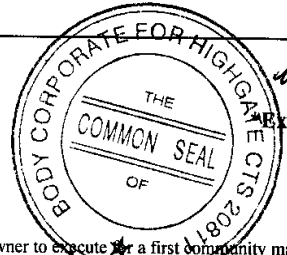
.....signed

.....name and designation

.....name of Local Government

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

Execution Date  
3/7/03



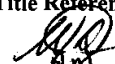
Chairperson  
*William Ross*  
Secretary  
*A Mackay*

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

## SCHEDULE

## Title Reference 19202002

## 2. Scheme Land

Lot on Plan	County	Parish	Title Reference
Common Property of Highgate Community Tiltles Scheme 20811	Canning	Mooloolah	 <del>19202002</del> 19302002
Lot 1 on GTP 2002	Canning	Mooloolah	17285232
Lot 2 on GTP 2002	Canning	Mooloolah	17285233
Lot 3 on GTP 2002	Canning	Mooloolah	17285234
Lot 4 on GTP 2002	Canning	Mooloolah	17285235
Lot 5 on GTP 2002	Canning	Mooloolah	17285236
Lot 7 on GTP 2307	Canning	Mooloolah	17496044
Lot 8 on GTP 2307	Canning	Mooloolah	17496045
Lot 9 on GTP 2307	Canning	Mooloolah	17496046
Lot 10 on GTP 2307	Canning	Mooloolah	17496047
Lot 11 on GTP 2307	Canning	Mooloolah	17496048
Lot 12 on GTP 2307	Canning	Mooloolah	17496049
Lot 13 on GTP 2307	Canning	Mooloolah	17496050
Lot 14 on GTP 2307	Canning	Mooloolah	17496051
Lot 15 on GTP 2307	Canning	Mooloolah	17496052
Lot 16 on GTP 2307	Canning	Mooloolah	17496053
Lot 18 on GTP 2649	Canning	Mooloolah	18147013
Lot 19 on GTP 2649	Canning	Mooloolah	18147014
Lot 20 on GTP 2649	Canning	Mooloolah	18147015
Lot 21 on GTP 2649	Canning	Mooloolah	18147016
Lot 22 on GTP 2649	Canning	Mooloolah	18147017
Lot 23 on GTP 2649	Canning	Mooloolah	18147018
Lot 24 on GTP 2649	Canning	Mooloolah	18147019
Lot 25 on GTP 2649	Canning	Mooloolah	18147020
Lot 26 on GTP 2649	Canning	Mooloolah	18147021
Lot 27 on GTP 2649	Canning	Mooloolah	18147022
Lot 28 on GTP 2649	Canning	Mooloolah	18147023
Lot 29 on GTP 2649	Canning	Mooloolah	18147024
Lot 30 on GTP 2649	Canning	Mooloolah	18147025
Lot 32 on GTP 2837	Canning	Mooloolah	18247180
Lot 33 on GTP 2837	Canning	Mooloolah	18247181
Lot 34 on GTP 2837	Canning	Mooloolah	18247182
Lot 35 on GTP 2837	Canning	Mooloolah	18247183
Lot 36 on GTP 2837	Canning	Mooloolah	18247184
Lot 37 on GTP 2837	Canning	Mooloolah	18247185

## SCHEDULE

## Title Reference 19202002

Lot 39 on GTP 2885	Canning	Mooloolah	18264005
Lot 40 on GTP 2885	Canning	Mooloolah	18264006
Lot 41 on GTP 2885	Canning	Mooloolah	18264007
Lot 42 on GTP 2885	Canning	Mooloolah	18264008
Lot 43 on GTP 2885	Canning	Mooloolah	18264009
Lot 45 on GTP 3038	Canning	Mooloolah	18324153
Lot 46 on GTP 3038	Canning	Mooloolah	18324154
Lot 47 on GTP 3038	Canning	Mooloolah	18324155
Lot 48 on GTP 3038	Canning	Mooloolah	18324156
Lot 49 on GTP 3038	Canning	Mooloolah	18324157
Lot 50 on GTP 3038	Canning	Mooloolah	18324158
Lot 51 on GTP 3038	Canning	Mooloolah	18324159
Lot 52 on GTP 3038	Canning	Mooloolah	18324160

## SCHEDULE A

## SCHEDULE OF LOT ENTITLEMENTS

Lot on Plan	Contribution	Interest
Lot 1 in GTP 2002	6	6
Lot 2 in GTP 2002	4	4
Lot 3 in GTP 2002	4	4
Lot 4 in GTP 2002	4	4
Lot 5 in GTP 2002	4	4
Lot 7 in GTP 2307	6	6
Lot 8 in GTP 2307	4	4
Lot 9 in GTP 2307	4	4
Lot 10 in GTP 2307	4	4
Lot 11 in GTP 2307	5	5
Lot 12 in GTP 2307	6	6
Lot 13 in GTP 2307	4	4
Lot 14 in GTP 2307	4	4
Lot 15 in GTP 2307	4	4
Lot 16 in GTP 2307	5	5
Lot 18 in GTP 2649	4	4
Lot 19 in GTP 2649	4	4
Lot 20 in GTP 2649	4	4
Lot 21 in GTP 2649	4	4
Lot 22 in GTP 2649	4	4
Lot 23 in GTP 2649	4	4
Lot 24 in GTP 2649	3	3

## SCHEDULE

## Title Reference 19202002

Lot 25 in GTP 2649	4	4
Lot 26 in GTP 2649	4	4
Lot 27 in GTP 2649	3	3
Lot 28 in GTP 2649	3	3
Lot 29 in GTP 2649	3	3
Lot 30 in GTP 2649	4	4
Lot 32 in GTP 2837	4	4
Lot 33 in GTP 2837	4	4
Lot 34 in GTP 2837	4	4
Lot 35 in GTP 2837	4	4
Lot 36 in GTP 2837	4	4
Lot 37 in GTP 2837	5	5
Lot 39 in GTP 2885	4	4
Lot 40 in GTP 2885	4	4
Lot 41 in GTP 2885	4	4
Lot 42 in GTP 2885	4	4
Lot 43 in GTP 2885	4	4
Lot 45 in GTP 3038	4	4
Lot 46 in GTP 3038	4	4
Lot 47 in GTP 3038	4	4
Lot 48 in GTP 3038	4	4
Lot 49 in GTP 3038	4	4
Lot 50 in GTP 3038	4	4
Lot 51 in GTP 3038	4	4
Lot 52 in GTP 3038	5	5
<b>Total</b>	<b>194</b>	<b>194</b>

<b>SCHEDULE B</b>	<b>EXPLANATION OF THE DEVELOPMENT OF SCHEME LAND</b>
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Sections 57 (1) (e) & (f) of the BCCM Act 1997 are not applicable

<b>SCHEDULE C</b>	<b>BY-LAWS</b>
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**Noise**

- 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**

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

**SCHEDULE****Title Reference 19202002**

- (2) An owner or occupier shall not permit any occupation of a caravan on a Lot
- (3) Except where accommodated within a garage or carport, an owner or occupier shall not park or stand or permit the parking or standing of any caravan, trailer, boat or motor vehicle upon his Lot unless for the purpose of immediately loading or unloading the same. This by-law does not however, restrict the owners of Lot 30, 43 & 45 from parking a motor vehicle on the paved area, designed for that purpose.
- (4) The occupier of a lot must not permit the use of skateboards, roller skates, roller blades or bicycles on common property roadways within the complex.
- (5) No vehicle (including caravan, trailer, boat) is to be parked in such a way that it protrudes onto a roadway.

**Obstruction**

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

**Damage to lawns etc.**

4. (1) The occupier of a lot must not, without the body corporate's written approval -
- (a) damage a lawn, garden, tree, shrub, plant or flower on 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 any 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 colour, 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 common property**

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

**Appearance / Alterations of lot**

8. (1) The occupier of a lot must not, without the body corporate's prior written approval -
- (a) 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.
  - (b) display a sign, advertisement, placard, banner, pamphlet, or similar article if the article is visible from another lot or the common property, or from outside the scheme land.
  - (c) erect external blinds or awnings
  - (d) alter the external colour scheme of any improvement on the Lot
  - (e) install any air-conditioning unit. Prior to requesting permission, an owner or occupier of a Lot shall choose the location of any air-conditioners with care so that they do not cause discomfort to neighbours. Evaporative air-conditioners shall be low profile, located below the ridge line, be of neutral colour or painted to match the roof and located so as not to be visible from the common property.
  - (f) install any solar water heater.

**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 lot or common property unless the substance is used or intended for use for domestic purposes.
- (2) 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.

SCHEDULE

Title Reference 19202002

**Garbage disposal**

10. (1) 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 and comfort of the occupiers of other lots.

**Keeping of animals**

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

**Speed Limit**

12. An owner or occupier of a lot shall not exceed the speed limit of 8kph while driving any motor propelled vehicle on the Common Property and shall use its best endeavours to ensure that its invitees do not exceed the speed limit.

**Fences and pergolas**

13. An owner or occupier shall not without the consent in writing of the Body Corporate erect any fence or pergola on its lot.

**Exclusive Use Allocation**

14. (1) The occupier for the time being and from time to time of Lot 26 shall be entitled to the exclusive use and enjoyment of that part of the common property designated "COURTYARD" on the plan sheet marked "A" annexed hereto the number of which corresponds with the number of the lot on the allocation table on the plan marked "26" annexed hereto and the owners of the lot to which this grant attaches shall be responsible for the maintenance and operating costs in respect of their exclusive use areas.
- (2) The occupier for the time being and from time to time of Lot 52 shall be entitled to the exclusive use and enjoyment of that part of the common property designated "COURTYARD" on the plan sheet marked "B" annexed hereto the number of which corresponds with the number of the lot on the allocation table on the plan marked "52" annexed hereto and the owners of the lot to which this grant attaches shall be responsible for the maintenance and operating costs in respect of their exclusive use areas.

**Fencing**

15. Fencing on the boundary between one lot and another will be maintained equally by the owners of those adjoining lots. All other fencing at the complex will be maintained by the body corporate.

<b>SCHEDULE D</b>	<b>OTHER DETAILS REQUIRED/PERMITTED TO BE INCLUDED</b>
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Nil

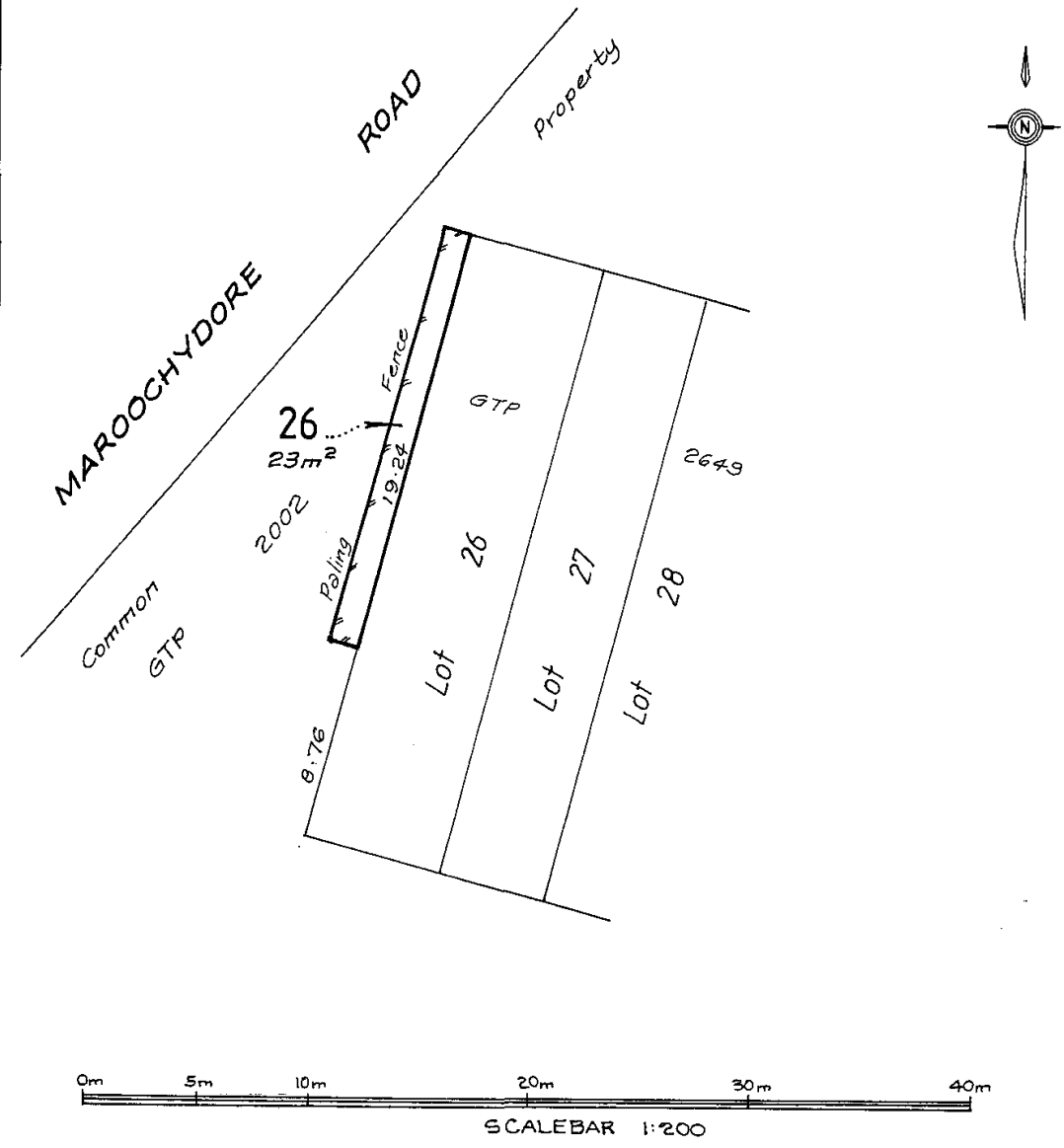
<b>SCHEDULE E</b>	<b>DESCRIPTION OF LOTS ALLOCATED EXCLUSIVE USE AREAS OF COMMON PROPERTY</b>
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Lot on Plan	Exclusive Use Area	Purpose
Lot 26 on BUP 2649	Area "26" on sketch plan "A"	Courtyard
Lot 52 on BUP 2649	Area "52" on sketch plan "B"	Courtyard

HIGHGATE COMMUNITY TITLES SCHEME NO.20811

SHEET OF SHEETS

PLAN FOR EXCLUSIVE USE AREAS OF COMMON PROPERTY ON GTP.2002



NOTE:  
EXCLUSIVE USE AREAS ARE  
DEFINED BY PALLING FENCE  
AND DIMENSIONS.

PLAN A

We, JOHN REDAER & ASSOCIATES PTY LTD (ACN 010 478 118)  
trading as READERS CLIFFORD SURVEYORS  
LICENSED SURVEYORS OF MOOLOOLABA CERTIFY THAT  
THE DETAILS SHOWN ON THIS PLAN ARE CORRECT.

JOHN EDWARD REDAER (Director & Licensed Surveyor)  
Date: 30.5.00

THOMAS CLIFFORD (Director)

CLIENT:  
HIGHGATE COMMUNITY TITLES SCHEME NO.20811

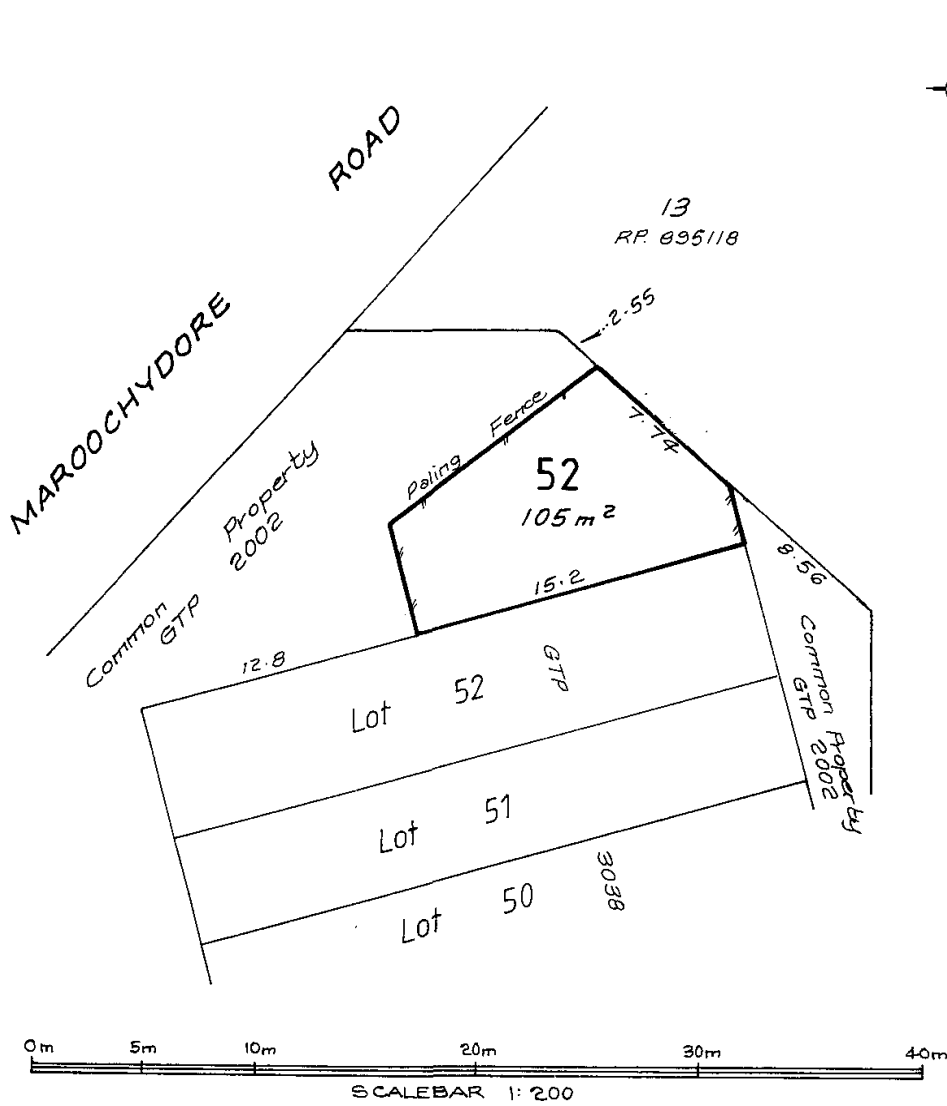
PROJECT:  
PLAN OF EXCLUSIVE USE  
FOR LOT 26 ON GTP.2649  
OVER COMMON PROPERTY  
ON GTP.2002  
PARISH OF MOOLOOLAH  
COUNTY OF CANNING

<p><b>READER + CLIFFORD</b> CONSULTING SURVEYORS</p> <p>2/14 SMITH STREET P.O. BOX 364 MOOLOOLABA QLD 4557 Ph: 07 5444 4022 Fax: 07 5444 0485 JOHN REDAER &amp; ASSOCIATES PTY LTD ACN 010 478 118</p>	<p>TWR: WEK</p> <p>DRAWING NO: RC.4787</p> <p>DATE: 22/05/00</p> <p>SURVEYORS</p> <p>FBI: L/L</p> <p>JOB FILE:</p>
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HIGHGATE COMMUNITY TITLES SCHEME NO.20811

SHEET OF SHEETS

PLAN FOR EXCLUSIVE USE AREAS OF COMMON PROPERTY ON GTP.2002



NOTE:  
EXCLUSIVE USE AREAS ARE  
DEFINED BY PALING FENCE  
AND DIMENSIONS.

PLAN B

We, JOHN READER & ASSOCIATES PTY LTD (ACN 010 478 118)  
trading as READER + CLIFFORD SURVEYORS  
LICENSED SURVEYORS OF MOOLOOLABA CERTIFY THAT  
THE DETAILS SHOWN ON THIS PLAN ARE CORRECT.

**JOHN READER & ASSOCIATES PTY LTD**  
A.C.N. 010 478 118

JOHN EDWARD READER (Director & Licensed Surveyor)  
Date: 30.5.00

DENIS THOMAS CLIFFORD (Director)

CLIENT:  
HIGHGATE COMMUNITY TITLES SCHEME NO.20811

PROJECT:  
PLAN OF EXCLUSIVE USE  
FOR LOT 52 ON GTP.3038  
OVER COMMON PROPERTY  
ON GTP.2002  
PARISH OF MOOLOOLAH  
COUNTY OF CANNING

FWK: WEK  
DRAWING NO: RC.4787  
DATE: 22/05/00  
FBK: L/L

**READER + CLIFFORD**  
CONSULTING SURVEYORS  
2/34 SMITH STREET  
P.O. BOX 364  
MOOLOOLABA QLD 4557  
Ph: 07 5444 4822.../m: 07 5444 8450  
JOHN READER & ASSOC PTY LTD  
A/CN 010 478 118

JOB FILE:



## 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](http://www.qld.gov.au/bodycorporate).

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

[www.qld.gov.au/searchofadjudicatorsorders](http://www.qld.gov.au/searchofadjudicatorsorders).

**The information in this certificate is issued on 08 / 04 / 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.

<b>Contacting the body corporate</b>					
The body corporate is an entity made up of each person who owns a lot within a community titles scheme.					
<b>Name and number of the community titles scheme (Example – Seaview CTS 1234)</b>					
HIGHGATE CTS 20811					
<b>Body corporate manager</b>					
Bodies corporate often engage a body corporate manager to handle administrative functions.					
<b>Is there a body corporate manager for the scheme?</b>					
<input checked="" type="checkbox"/> Yes. The body corporate manager is: <table style="width: 100%; margin-left: 40px;"> <tr> <td style="width: 50%;">Name: Amanda Potter</td> <td style="width: 50%;">Company: New Age Body Corporate Mangement</td> </tr> <tr> <td>Phone: 0483 884 833</td> <td>Email: admin@newagebcm.com.au</td> </tr> </table>		Name: Amanda Potter	Company: New Age Body Corporate Mangement	Phone: 0483 884 833	Email: admin@newagebcm.com.au
Name: Amanda Potter	Company: New Age Body Corporate Mangement				
Phone: 0483 884 833	Email: admin@newagebcm.com.au				
<input type="checkbox"/> No					
<b>Accessing records</b>					
<b>Who is currently responsible for keeping the body corporate’s records?</b>					
<input checked="" type="checkbox"/> The body corporate manager named above.					
<input type="checkbox"/> The following person: <table style="width: 100%; margin-left: 40px;"> <tr> <td style="width: 50%;">Name: .....</td> <td style="width: 50%;">Role: .....</td> </tr> <tr> <td>Phone: .....</td> <td>Email: .....</td> </tr> </table>		Name: .....	Role: .....	Phone: .....	Email: .....
Name: .....	Role: .....				
Phone: .....	Email: .....				

## Property and community titles scheme details

### Lot and plan details

Lot number: 14

Plan type and number (Example – BUP 1234): GTP2885

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](http://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](http://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](http://www.titlesqld.com.au). You should seek legal advice about the rights and obligations under the building management statement before signing the contract – for example, this can include costs the body corporate must pay in relation to shared areas and services.

## By-laws and exclusive use areas

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

### What by-laws apply?

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

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

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

### General by-laws

- The community management statement includes the complete set of by-laws that apply to the scheme.
- 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: 4

Total contribution schedule lot entitlements for all lots: 194

#### Interest schedule

Interest schedule lot entitlement for the lot: 4

Total interest schedule lot entitlements for all lots: 194

### 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 14 for the current financial year: \$ 1546.40

Number of instalments: 4 (outlined below)

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

Discount for on-time payments (if applicable): 10 %

Due date	Amount due	Amount due if discount applied	Paid
01 / 04 / 25	\$ 412.36	\$ 371.12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
01 / 07 / 25	\$ 412.36	\$ 371.12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
01 / 10 / 25	\$ 360.84	\$ 324.76	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
01 / 01 / 26	\$ 360.84	\$ 324.76	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### Sinking fund contributions

Total amount of contributions (before any discount) for lot 4 for the current financial year: \$ 536.08

Number of instalments: 4 (outlined below)

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

Discount for on-time payments (if applicable): 10 %

Due date	Amount due	Amount due if discount applied	Paid
01 / 04 / 25	\$134.04	\$120.64	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
01 / 07 / 25	\$ 134.04	\$ 120.64	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
01 / 10 / 25	\$ 134.00	\$ 120.64	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
01 / 01 / 26	\$ 134.00	\$ 120.64	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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
... / ... / .....	\$ _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
... / ... / .....	\$ _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
... / ... / .....	\$ _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
... / ... / .....	\$ _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> 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 \$ [Click or tap here to enter text.](#) (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: \$ .....554.04.....
  - Penalties on overdue contributions: \$ .....
  - Other amounts due but not paid: \$ .....

**Total amounts due but not paid: \$ 554.04**

## Common property and assets

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

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

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

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

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

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

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

**Current sinking fund balance (as at date of certificate):** \$ 132,985.79

### 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](http://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](http://www.qld.gov.au/buyingbodycorporate).

## Contracts and authorisations

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

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

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

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

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

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

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

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

- Yes - Name of caretaking service contractor engaged: .....
- 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](http://www.qld.gov.au/buyingbodycorporate).

## Body corporate authority

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

**Name/s:** Amanda Potter

**Position/s held:** Body Corporate Manager

**Signature/s:** \_\_\_\_\_



**Date:** 08/04/2026

## 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



Body Corporate Brokers Pty Ltd  
 Suite 1, 7-9 Burra Street  
 Chevron Island QLD 4217  
 Ph: 07 5668 7800  
 Email: [contactus@bcb.com.au](mailto:contactus@bcb.com.au)  
 A.B.N. 95 002 809 298  
 A.F.S.L. 244529

## NEW BUSINESS TAX INVOICE

Highgate CTS 20811  
 C/- New Age Body Corporate Management  
 Po Box 933  
 MORAYFIELD QLD 4506

Date: 25/07/2025  
 Invoice Number: 1102657  
 Key Contact: Felicity Hasthorpe

Thank you for using our services to arrange this insurance cover.

Brief details of the cover arranged on your behalf are given below. You should refer to the policy documents issued by the insurer for complete policy terms and conditions.

Please read carefully the important notices attached regarding your duty of disclosure. Do not hesitate to contact us with any questions you may have.

Type of Policy	SCI Residential
Insured	Highgate CTS 20811
Description	3 Highgate Place, Maroochydhore, QLD, 4558
Insurer	Strata Community Insurance Agencies
Policy Number	TBA
Period of Insurance	31/07/2025 to 31/07/2026

Premium	FSL	Insurer Agency Policy Fee	Insurer Total GST	Stamp Duty	Admin Fee	Admin Fee GST	Invoice Total
\$30,708.25	\$ 0.00	\$ 220.00	\$3,092.83	\$3,040.12	\$ 529.00	\$ 52.90	<b>\$37,643.10</b>

Insurer commission included within base premium = \$6,141.65 excl GST

### Payment Options



**Body Corporate Brokers Pty Ltd**

**DEFT Reference Number**  
**405076211026570**

Pay by credit card or registered bank account at [www.deft.com.au](http://www.deft.com.au).  
Payments by credit card may attract a surcharge.

**Want to pay monthly?**

Click here to accept online

Total amount payable \$39,886.40  
 (includes application fee and credit charges)  
 or visit [edge.iqumulate.com/myaccount](http://edge.iqumulate.com/myaccount)  
 Enter code: **VXDZWK9ECK**

✓  
 Smooth out cash flow  
 Easy monthly payments  
 No additional security



\*498 405076 211026570

Pay in-store at Australia Post by cheque or EFTPOS



**Biller Code: 20362**  
**Ref: 405076211026570**

**Name:** Highgate CTS 20811  
**Invoice No:** 1102657  
**Due Date:** 14/08/2025

1 <sup>st</sup> instalment of:	\$4,042.64
followed by 9 instalments of:	\$3,982.64
<b>or Total Due:</b>	<b>\$37,643.10</b>

Contact your participating financial institution to make BPAY payments using the biller code and reference number as detailed above

## STRATA COMMUNITY INSURANCE RESIDENTIAL STRATA POLICY SUMMARY

**INSURED:** Highgate CTS 20811

**SITUATION:** 3 Highgate Place, Maroochydore, QLD, 4558

### SECTIONS

#### **SECTION 1 – BUILDING & COMMON CONTENTS**

Building(s) and Common Property	\$	19,326,550
Common Area Contents	\$	193,266
Loss of Rent/Temporary Accommodation	\$	2,898,983
Fusion Cover		Up to \$5,000
Terrorism Cover under Section 1 (Part A2)		Applies
Floating Floors		Included
Flood Cover		Included

#### **SECTION 2 – LEGAL LIABILITY**

Indemnity Limit	\$	20,000,000
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#### **SECTION 3 – VOLUNTARY WORKERS**

Capital Benefits	\$	200,000
Weekly Benefits	\$	2,000

#### **POLICY 5 – FIDELITY GUARANTEE**

Fidelity Guarantee	\$	100,000
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#### **SECTION 6 – OFFICE BEARERS LIABILITY**

Indemnity Limit	\$	1,000,000
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#### **SECTION 7 – MACHINERY BREAKDOWN**

Indemnity Limit		Not Included
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#### **SECTION 8 – CATASTROPHE (BUILDING & COMMON CONTENTS)**

Total Catastrophe Cover	\$	5,797,965
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#### **SECTION 9 – GOVERNMENT AUDIT COSTS & LEGAL EXPENSES**

Government Audit Costs	\$	25,000
Appeal Expenses – Common Property Health and Safety Breaches	\$	100,000
Legal Defence Expenses	\$	50,000

#### **SECTION 10 – LOT OWNERS, FIXTURES AND IMPROVEMENTS (PER LOT)**

Indemnity Limit	\$	300,000
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#### **SECTION 11 – LOSS OF LOT MARKET VALUE**

Indemnity Limit		Not Included
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**Excesses:**

Section 1	Water Damage and/or Burst Pipes	\$	10,000
Section 1	Insured Property	\$	2,000
Section 1	Storm and Rainwater	\$	10,000
Section 9	Legal Defence Expenses and 10% Contribution	\$	1,000

This Policy has been written through: Allianz  
Australia Insurance Ltd ABN 15 000 122 850 2  
Market Street, Sydney NSW 2000

You must pay or contribute the amount of any Excess shown above for each claim made. Should more than one excess be payable for any claim arising from the one Event, such excesses will not be aggregated and the highest single level of Excess only will apply.

**SPECIAL TERMS AND CONDITIONS**

The following terms and conditions are subject to the terms received from your insurer.

**END0110 - Flood Limit**

Optional Cover '1. Flood in Section 1 - Insured Property' is deleted and replaced by the following:

1. Flood

For any claim arising from Flood, We will pay up to \$10,000,000 in the aggregate in respect of any Event(s) under Section 1 of the Policy, subject to any sub-limits applicable for those Event(s).

**This is a summary only. Full Terms and Conditions are as per the Insurer's Product Disclosure Statement/Policy Wording.**

## NOTICE TO INTENDING INSURED

### General Advice Warning

Any reference in this document to "you" or "your" is a reference to the insured.

Any advice we provide in this document is of a general nature only and may be based on incomplete or inaccurate information, and details about policies of insurance represent summary information only. Before acting on this advice you should consider its appropriateness in light of your particular objectives, needs and financial situation. For full details, terms and conditions, limits and exclusions in respect to any policy of insurance you should refer to the policy summary in this document, the policy wording, and to the relevant Product Disclosure Statement (PDS) which is available from your strata manager, our website, or by contacting us. For more information about BCB's significant relationships and remuneration arrangements please refer to our Financial Services Guide.

### Important Notices

We draw your attention to the following important notices which may affect claims settlements under your policy. These notices are provided in the context of our general advice to you. Please carefully review your policy documents and schedule to ensure you understand the conditions for your own particular circumstances. For any questions you may have concerning the cover provided please contact BCB.

### Your Duty of Disclosure

Before you enter into a contract of general insurance with an insurer, you have a duty, under the Insurance Contracts Act 1984, to disclose to the insurer every matter that you know or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance and if so, on what terms. You also have the ongoing obligation to truthfully and accurately answer any requests for information from either BCB or your insurer.

You have the same duty to disclose those matters to the insurer before you **renew, extend, vary or reinstate a contract of general insurance**.

You do not need to disclose any matter that:

- That diminishes the insurer's risk
- That is of common knowledge
- That the insurer knows or as an insurer should know; or
- That the insurer tells you they do not need to know

### Consequence of Non-Disclosure

If you fail to comply with your duty to disclose, the insurer may be entitled to reduce its liability under the contract in respect of a claim or may cancel the contract. If your non-disclosure is fraudulent, the insurer may also have the option of voiding the contract from its beginning.

### Remuneration Disclosure

<b>Itemised Insurance Costs</b>	
Base Premium <small>(includes commission from insurer)</small>	\$ 30,708.25 \$ 6,141.65 (20.0%)
ESL or FSL	\$ 0.00
Stamp Duty	\$ 3,040.12
Underwriting Agency Fee	\$ 220.00
Broker Fee <small>(as a % of base premium)</small>	\$ 529.00 (1.7%)
GST – all items	\$ 3,145.73
<b>Total Insurance Cost</b>	<b>\$ 37,643.10</b>
<b>Allocation of Strata Insurance Remuneration</b>	
Strata Management Company share of remuneration (ex GST)	\$ 4,606.24
Broker share of remuneration (ex GST)	\$ 2,064.41
Conflicts of Interest	Body Corporate Brokers Pty Ltd (BCB) and your Strata Management Company (where applicable if acting as an Authorised Representative / Distributor of BCB), manage our fiduciary obligations and any conflict of interest that may arise, by acting in the insured's best interests at all times. As a member of the National Insurance Brokers Association, we

	<p>adhere to their Insurance Broker's Code of Practice, and we are licensed and regulated by the Australian Securities and Investments Commission.</p> <p>Important information about BCB and how we conduct our business with your Strata Management Company are contained within the Financial Services Guide (FSG) provided with this report.</p>
<p>Best Interest Declaration</p>	<p>In preparing this broker advice Body Corporate Brokers and your strata management company (where applicable) have acted in the best interests of the insured at all times.</p> <p>Alistair Gibney Managing Director &amp; Responsible Officer Body Corporate Brokers Pty Ltd</p> <p>New Age Body Corporate Management</p>

The above breakdown contains the following standard abbreviations;  
 Emergency Services Levy (ESL), Fire Service Levy (FSL) & Goods & Services Tax (GST)

**Average or Co-insurance Clauses**

Some policies contain an "average" or "co-insurance" clause which may reduce the amount of a claim payable under the policy. Consequently, where property is insured for less than full replacement value, owners may find they are liable to pay a portion of the loss or damage as self-insured.

In any policy, the insurer's maximum liability is limited to the sum insured or policy limit. Therefore it is very important that owners select sums insured which represent full replacement value for property or other limits under their policy which reflect their potential exposure to financial loss

**'Claims Made and Notified' Provisions**

Sections of your insurance policy relating to Office Bearer's Liability, and where applicable sections covering Government Audit Costs and Legal Expenses, are arranged on a 'claims made and notified' or similar basis. This means that (subject to the other terms of the policy) these sections of the policy only provide cover for claims first made against you and notified to the insurer during the period of insurance. You should therefore ensure that any incident – or notice that is given to you – that may give rise to a claim is reported to BCB without delay when such incident or notice first comes to your attention.

**Major Exclusions and Uninsured Risks**

Please also note that policy sections not selected by you are marked in our summary as "Not Selected" or "Not Insured". If you believe that you require cover for any of these Uninsured Risks exposures or any other major perils currently excluded, please contact us to discuss your options.

**Cooling Off Period**

All policies are subject to a minimum cooling off period of 14 days, most strata insurers specify 21 days. Terms of the cooling off period – including the amount of premium that may be refunded – will vary across insurers and policies. Please refer to your PDS for your insurer's cooling off period. If you wish to cancel during the cooling off period, you must tell us during this period and we will notify the insurer.

**Sums Insured**

BCB has not reviewed the adequacy of the sums insured selected, and strongly recommends that you carefully consider whether the sums insured you have selected are sufficient. If you determine that your level of cover is insufficient, please contact us to arrange amendment.

**Flood**

We draw to your attention that flood is often a standard exclusion under the policy, please refer to your policy summary, PDS and policy wording to see if you have flood cover. If you specifically believe that you require cover for flood, please contact us to discuss your options.

**New Claims**

Any quotation we have obtained on your behalf is based on the understanding that there will be no deterioration in the claims experience between the date the insurers have quoted their terms and the inception date of the cover. If claims do occur during this period, the insurers have the right to revise their terms quoted or withdraw their quotation.

**Hold Blameless/Waiver of Rights/Subrogation**

You are warned that should you become a party to any agreement that has the effect of excluding or limiting your insurer's chance of recovery from a third party, your insurers may have the right to refuse to indemnify you for such loss where it is shown that your insurer's rights of recovery have been prejudiced by your action.

### **Others Parties' Interest**

This contract only covers the interest in the property of the named insured and does not extend cover to the interest of any third party in such property.

### **Complaints and Disputes**

Clients who are not fully satisfied with our services should contact our Complaints Officer (02 9024 3850). We are members of the Financial Ombudsmen Service (FOS) and its successor the Australian Financial Complaints Authority (AFCA). BCB adopts the General Insurance Brokers Code of Practice. Further information is available from our office, or contact FOS or AFCA at:

Financial Ombudsman Service Australia  
**if lodged before 1 November 2018;**  
Online : [www.fos.org.au](http://www.fos.org.au)  
Email : [info@fos.org.au](mailto:info@fos.org.au)  
Phone: 1800 367 367  
Mail : Financial Ombudsman Service Limited  
GPO Box 3 Melbourne VIC 3001

Australian Financial Complaints Authority  
**if lodged on or after 1 November 2018;**  
Online : [www.afca.org.au](http://www.afca.org.au)  
Email : [info@afca.org.au](mailto:info@afca.org.au)  
Phone 1800 931 678  
Mail : Australian Financial Complaints Authority  
GPO Box 3 Melbourne VIC 3001

### **Refund of Premiums**

In the event of any refund premium being allowed for the cancellation or adjustment of this insurance policy, Body Corporate Brokers reserves the right to retain all commission, broker fees and similar charges.

# ANNUAL FINANCIAL REPORT

For the year ending 31 March 2025

**Prepared for:**

**Body Corporate [CTS 20811]  
Highgate (ABN: 59 335 411 791)**

**Strata Manager:**

**Amanda Potter  
New Age Body Corporate Management**

## Balance Sheet

As at 31/03/2025

Account Classification	Amount(\$) 31/03/2025
<b><u>Assets</u></b>	
<b>Administrative Fund</b>	
<b>Accounts Receivable</b>	
Owner	333.55
Regular Contributions	1,009.39
	<b>1,342.94</b>
<b>Cash at Bank -&gt; AccNo:256345679</b>	
Presented	13,489.27
	<b>13,489.27</b>
<b>Sinking Fund</b>	
<b>Accounts Receivable</b>	
Owner	66.00
Regular Contributions	432.78
	<b>498.78</b>
<b>Cash at Bank -&gt; AccNo:256345679</b>	
Presented	156,049.40
	<b>156,049.40</b>
<b>Unallocated Fund</b>	
<b>Cash at Bank -&gt; AccNo:256345679</b>	
Presented	3,268.52
	<b>3,268.52</b>
<b>☛ Total Assets</b>	<b>\$174,648.91</b>
<b><u>Less Liabilities</u></b>	
<b>Administrative Fund</b>	
<b>Prepaid- Contributions</b>	
	<b>13,174.78</b>
	<b>13,174.78</b>
<b>Sinking Fund</b>	
<b>Prepaid- Contributions</b>	
	<b>4,282.69</b>
	<b>4,282.69</b>
<b>Unallocated Fund</b>	
<b>Prepaid- Contributions</b>	
	<b>3,268.52</b>
	<b>3,268.52</b>
<b>☛ Total Liabilities</b>	<b>\$20,725.99</b>
<b>Net Assets</b>	<b>\$153,922.92</b>

**Equity**

**Administrative Fund**

Prepared for Body Corporate Highgate [CTS 20811]

3 HIGHGATE PLACE MAROOCHYDORE QLD 4558 (ABN: 59 335 411 791)

Account Classification	Amount(\$) 31/03/2025
<b>Owners' Equity</b>	(3,537.93)
Operating Surplus/(Deficit)	5,195.36
	<u>1,657.43</u>
<b>Sinking Fund</b>	
Owners' Equity	150,113.59
Operating Surplus/(Deficit)	2,151.90
	<u>152,265.49</u>
	<u>152,265.49</u>
<b>Total Equity</b>	<b>\$153,922.92</b>
<b>Net Owners' Fund</b>	<b><u><u>\$153,922.92</u></u></b>

Prepared for Body Corporate Highgate [CTS 20811]

3 HIGHGATE PLACE MAROOCHYDORE QLD 4558 (ABN: 59 335 411 791)

# Income and Expenses

For the period of 01/04/2024 to 31/03/2025  
Administrative Fund

#	Item	Actuals	Budget	Previous Actuals	Variance (Curr. Act.)
<b>Income</b>					
<b>Levy Income</b>					
	[700071] Regular Contributions	\$80,000.00	\$80,000.00	\$0.00	\$0.00
	<b>Total Income</b>	<b>\$80,000.00</b>	<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Expenses</b>					
<b>Administrative Expense</b>					
	[200367] Archive Fee	\$22.00	\$0.00	\$0.00	(\$22.00)
	[200064] Bank Charges	\$268.85	\$150.00	\$0.00	(\$118.85)
	[200863] Computer Program/Software Fee	\$1,551.00	\$1,551.00	\$0.00	\$0.00
	[200065] Disbursement	\$3,619.07	\$3,619.00	\$0.00	(\$0.07)
	[200364] Levy Discount Allowed	\$6,011.94	\$8,000.00	\$0.00	\$1,988.06
<b>Building Maintenance</b>					
	[200055] General Repairs	\$162.00	\$0.00	\$0.00	(\$162.00)
	[200900] Pest Control Services - Termites, Ants	\$1,257.16	\$1,000.00	\$0.00	(\$257.16)
<b>Ground Maintenance</b>					
	[200598] Fences & Gates	\$858.00	\$0.00	\$0.00	(\$858.00)
	[200049] Lawns & Gardening	\$9,751.00	\$9,500.00	\$0.00	(\$251.00)
<b>Insurance</b>					
	[200066] Insurance Premium	\$42,226.34	\$42,500.00	\$0.00	\$273.66
<b>Standard Management Fees</b>					
	[200099] Standard Management Fees	\$8,682.03	\$8,789.00	\$0.00	\$106.97
<b>Utility</b>					
	[200094] Electricity	\$395.25	\$600.00	\$0.00	\$204.75
	<b>Total Expense</b>	<b>\$74,804.64</b>	<b>\$75,709.00</b>	<b>\$0.00</b>	<b>\$904.36</b>
	<b>Surplus / (Deficit)</b>	<b>\$5,195.36</b>	<b>\$4,291.00</b>	<b>\$0.00</b>	
<b>Opening balance as at 01/04/2024</b>				<b>(\$3,537.93)</b>	
<b>Total income for the period</b>				<b>\$80,000.00</b>	
<b>Total expenses for the period</b>				<b>(\$74,804.64)</b>	
<b>Closing balance as at 31/03/2025</b>				<b>\$1,657.43</b>	

Prepared for Body Corporate Highgate [CTS 20811]

3 HIGHGATE PLACE MAROOCHYDORE QLD 4558 (ABN: 59 335 411 791)

## Income and Expenses

For the period of 01/04/2024 to 31/03/2025  
Sinking Fund

#	Item	Actuals	Budget	Previous Actuals	Variance (Curr. Act.)
<b>Income</b>					
<b>Levy Income</b>					
	[700071] Regular Contributions	\$26,002.04	\$26,000.00	\$0.00	\$2.04
	<b>⦿ Total Income</b>	<b>\$26,002.04</b>	<b>\$26,000.00</b>	<b>\$0.00</b>	<b>\$2.04</b>
<b>Expenses</b>					
<b>Administrative Expense</b>					
	[200418] Legal Fee	\$530.20	\$1,000.00	\$0.00	\$469.80
	[200364] Levy Discount Allowed	\$1,896.20	\$2,600.00	\$0.00	\$703.80
<b>Building Maintenance</b>					
	[200866] Electrical Repairs	\$599.50	\$0.00	\$0.00	(\$599.50)
	[200055] General Repairs	\$2,045.85	\$0.00	\$0.00	(\$2,045.85)
	[200057] Gutters & Down Pipes	\$3,520.00	\$0.00	\$0.00	(\$3,520.00)
	[200214] Plumbing Maintenance	\$10,916.00	\$0.00	\$0.00	(\$10,916.00)
	[200832] Roadways, Driveways & Parking	\$3,627.39	\$0.00	\$0.00	(\$3,627.39)
<b>Building Replacement</b>					
	[200535] Fences and Gates	\$0.00	\$20,000.00	\$0.00	\$20,000.00
<b>Fire Protection Services</b>					
	[201419] Safety audits, Surveys	\$165.00	\$2,000.00	\$0.00	\$1,835.00
<b>Ground Maintenance</b>					
	[200227] Tree Removal & Landscaping	\$550.00	\$2,000.00	\$0.00	\$1,450.00
	<b>⦿ Total Expense</b>	<b>\$23,850.14</b>	<b>\$27,600.00</b>	<b>\$0.00</b>	<b>\$3,749.86</b>
	<b>Surplus / (Deficit)</b>	<b>\$2,151.90</b>	<b>(\$1,600.00)</b>	<b>\$0.00</b>	
<b>Opening balance as at 01/04/2024</b>				<b>\$150,113.59</b>	
<b>Total income for the period</b>				<b>\$26,002.04</b>	
<b>Total expenses for the period</b>				<b>(\$23,850.14)</b>	
<b>Closing balance as at 31/03/2025</b>				<b>\$152,265.49</b>	



BYDA

Sequence: 270626731  
Date: 31/03/2026

Scale: 1:500  
Tile No: **Tile No: 1**

**CAUTION - HIGH VOLTAGE**

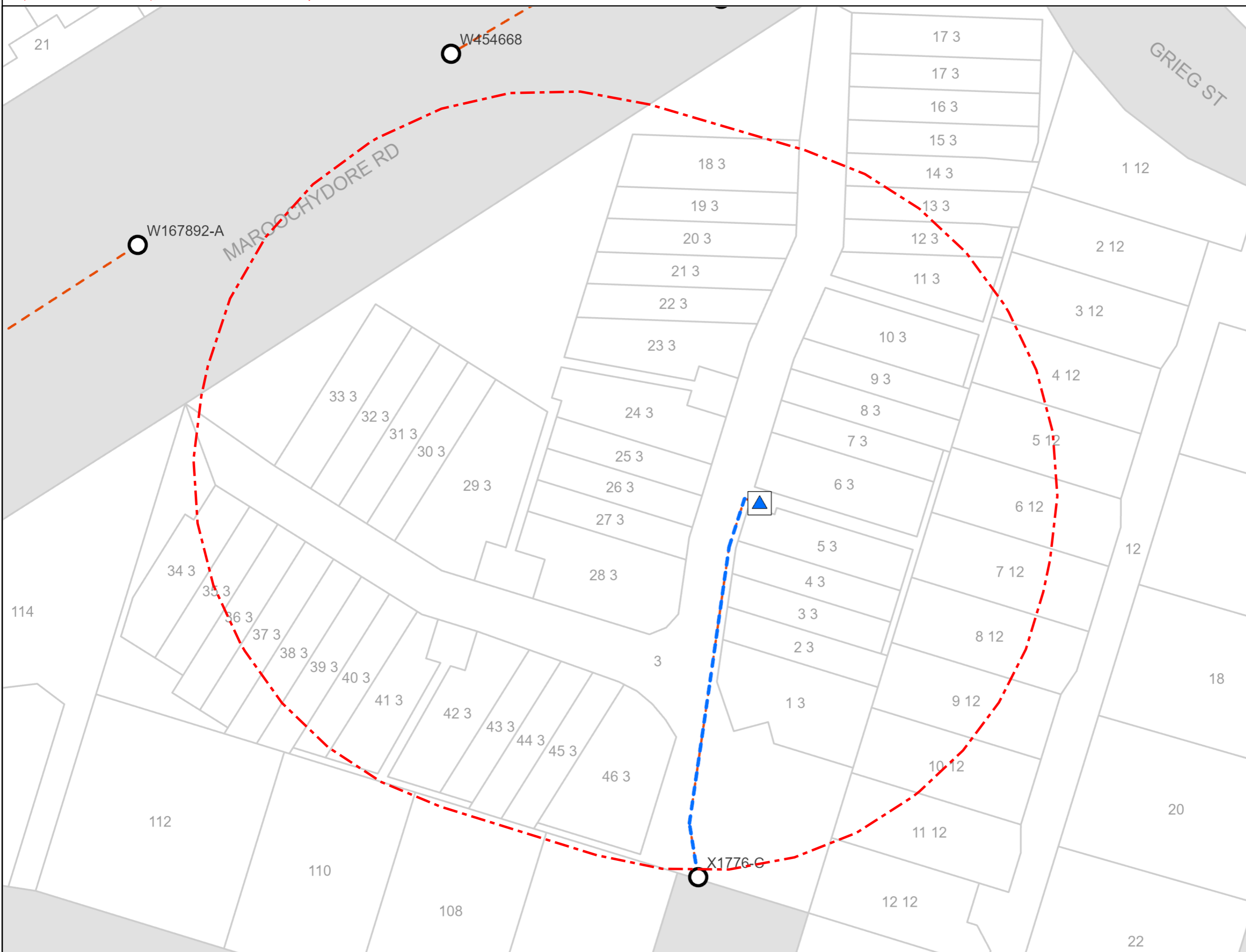
LEGEND

- Substation
- Cable Marker
- Pit
- Pole
- Pillar
- LV Cable (up to 1kV)
- HV Cable (1kV - <33kV)
- HV Cable (33kV and over)
- Pit Boundary
- Planned Work Area

AS5488 Category "D" Plan



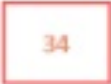




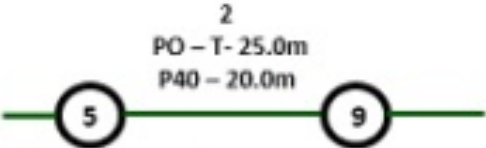




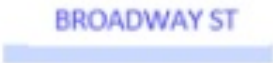
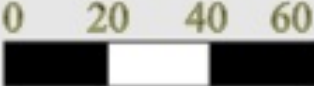
**DISCLAIMER:** While reasonable measures have been taken to ensure the accuracy of the information contained in this plan response, neither Energex nor Pelican Corp shall have any liability whatsoever in relation to any loss, damage, cost or expense arising from the use of this plan response or the information contained in it or the completeness or accuracy of such information. Use of such information is subject to and constitutes acceptance of these terms.



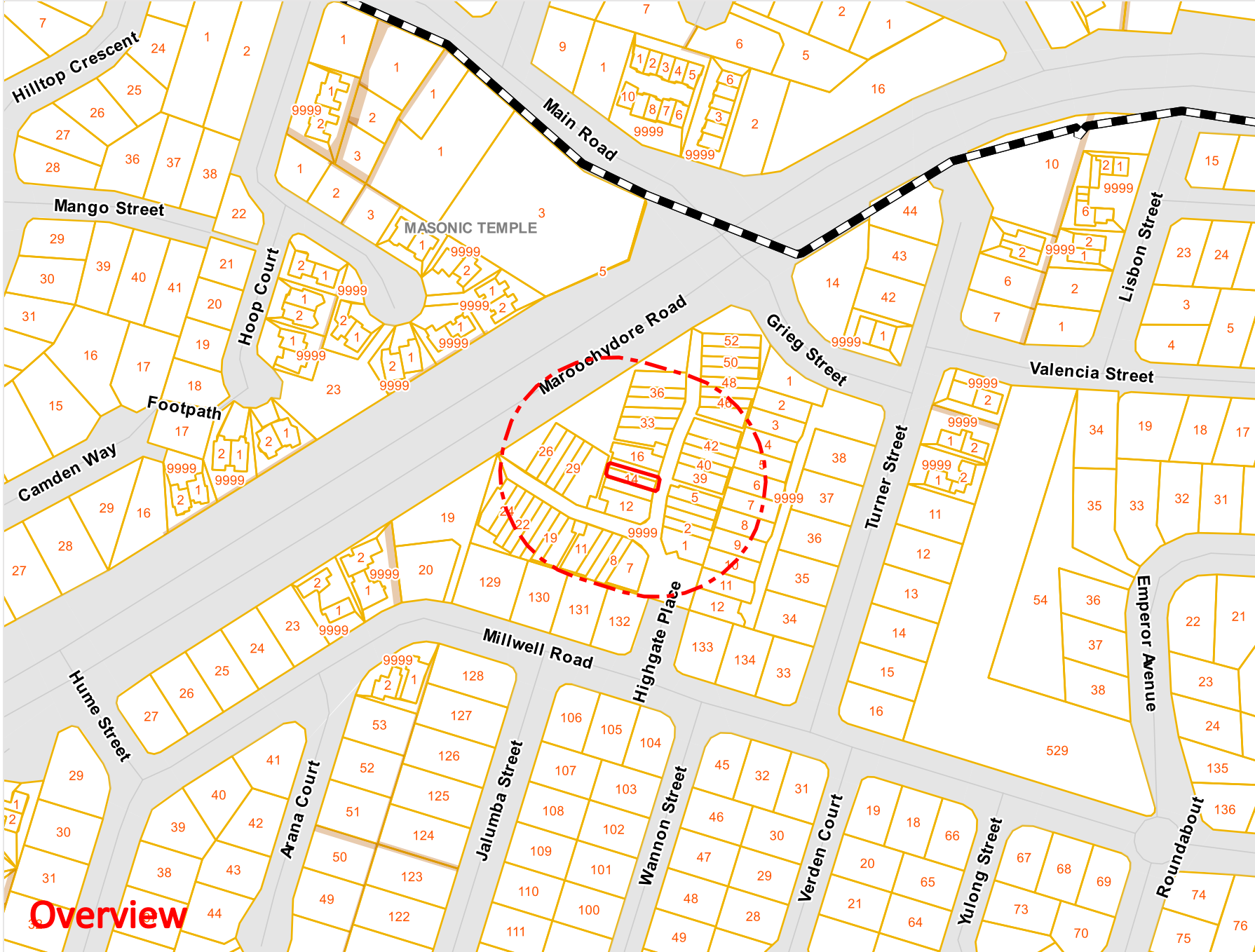


## LEGEND



	Parcel and the location
	Pit with size "5"
	Power Pit with size "2E". Valid PIT Size: e.g. 2E, 5E, 6E, 8E, 9E, E, null.
	Manhole
	Pillar
	Cable count of trench is 2. One "Other size" PVC conduit (PO) owned by Telstra (-T-), between pits of sizes, "5" and "9" are 25.0m apart. One 40mm PVC conduit (P40) owned by NBN, between pits of sizes, "5" and "9" are 20.0m apart.
	2 Direct buried cables between pits of sizes, "5" and "9" are 10.0m apart.
	Trench containing any <b>INSERVICE/CONSTRUCTED</b> (Copper/RF/Fibre) cables.
	Trench containing only <b>DESIGNED/PLANNED</b> (Copper/RF/Fibre/Power) cables.
	Trench containing any <b>INSERVICE/CONSTRUCTED</b> (Power) cables.
	Road and the street name "Broadway ST"
Scale	 Meters 1:2000 1 cm equals 20 m





Legend



Scale: 1:2500  
Expires: 28 Apr 2026

**DISCLAIMER:** While reasonable measures have been taken to ensure the accuracy of the information contained in this plan response, neither Visionstream nor PelicanCorp 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 it or the completeness or accuracy of such information. Use of such information is subject to and constitutes acceptance of these terms.

**Overview**



Plans generated by SmarterWX™  
Automate

**31/03/26 (valid for 30 days)**

**In an emergency contact Sunshine Coast Council on (07) 5475 7272**



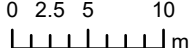
**Job # 52772946**

**Seq # 270626727**

**Legend**

 BYDA Enquiry



Scale 1:500 

**Disclaimer**

While every care is taken to ensure the accuracy of this product, neither the Sunshine Coast Regional Council nor the State of Queensland makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs that may occur as a result of the product being inaccurate or incomplete in any way or for any reason.

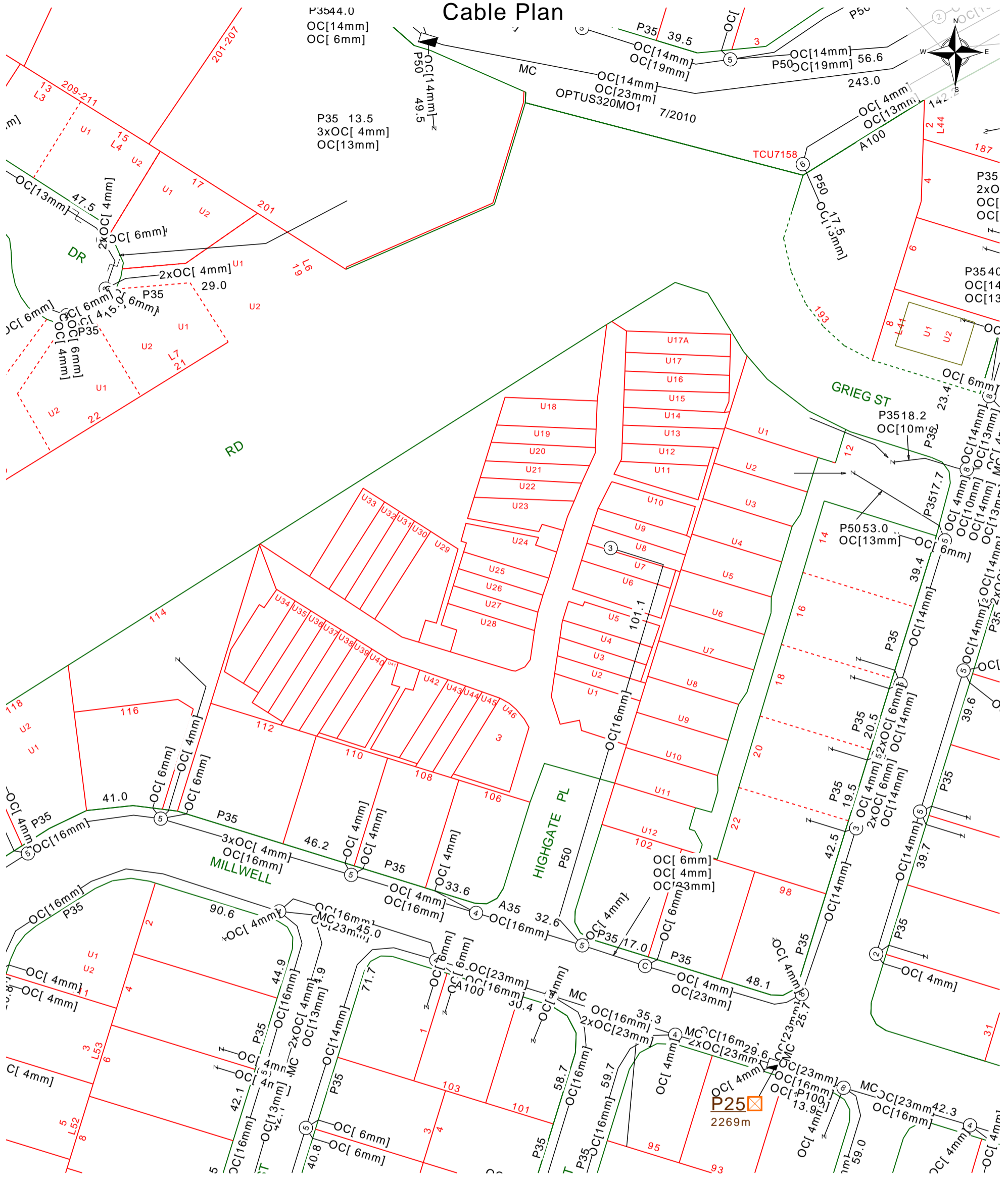
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Provided by Sunshine Coast Council



SCC

# Cable Plan



Report Damage: <https://service.telstra.com.au/customer/general/forms/report-damage-to-telstra/>  
 Ph - 13 22 03  
 Email - Telstra.Plans@team.telstra.com  
 Planned Services - ph 1800 653 935 (AEST bus hrs only) General Enquiries

Sequence Number: 270626732

TELSTRA LIMITED A.C.N. 086 174 781

**CAUTION: Critical Network Route in plot area.  
 DO NOT PROCEED with any excavation prior to  
 seeking advice from InfraCo Plan Services on :  
 1800 653 935**

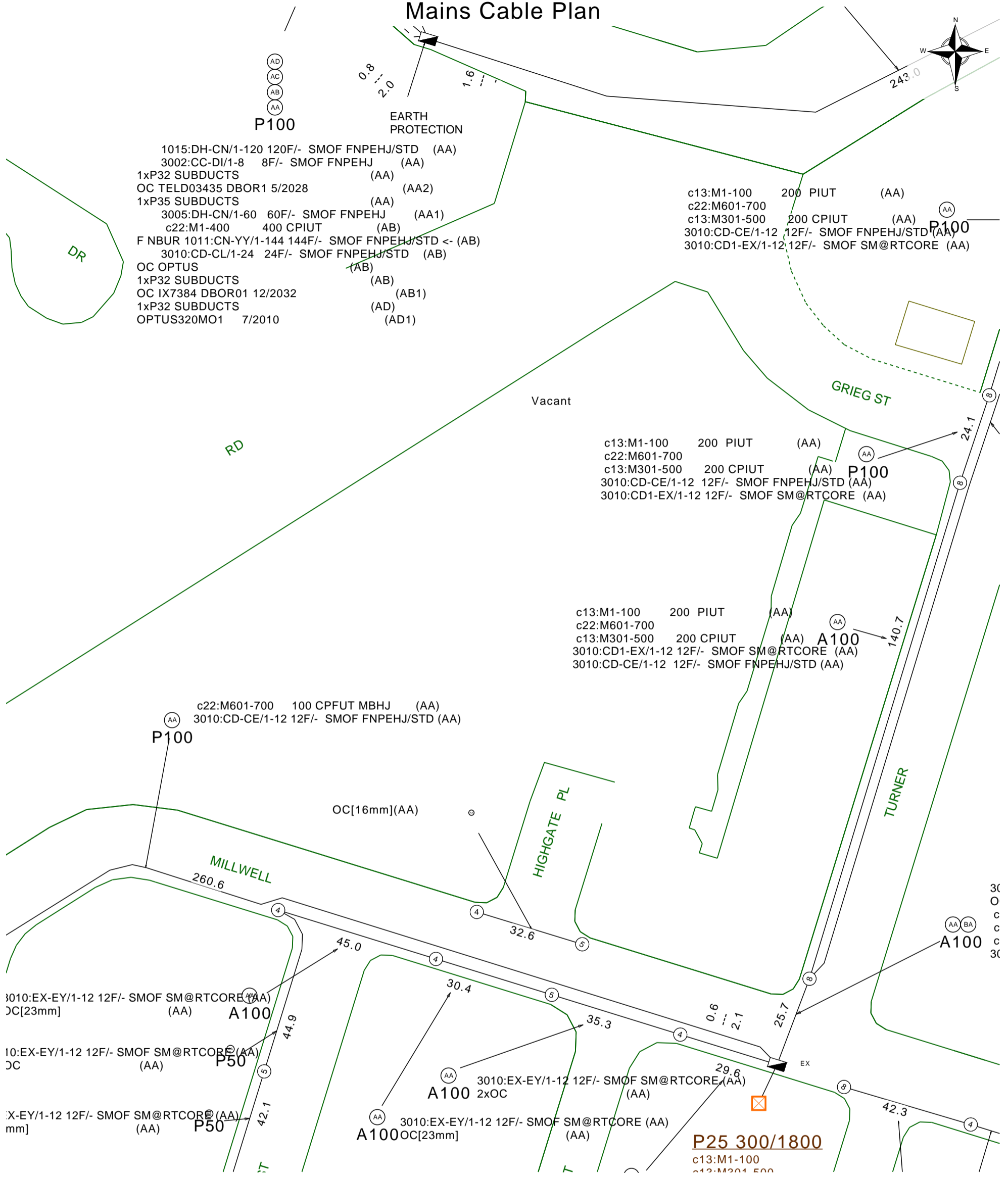
Generated On 31/03/2026 15:35:38

The above plan must be viewed in conjunction with the Mains Cable Plan on the following page

**WARNING**  
 Telstra plans and location information conform to Quality Level "D" of the Australian Standard AS 5488-Classification of Subsurface Utility Information. As such, Telstra supplied location information is indicative only. Spatial accuracy is not applicable to Quality Level D. Refer to AS 5488 for further details. The exact position of Telstra assets can only be validated by physically exposing it. Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy. Further on site investigation is required to validate the exact location of Telstra plant prior to commencing construction work. A Certified Locating Organisation is an essential part of the process to validate the exact location of Telstra assets and to ensure the asset is protected during construction works.

See the Steps- Telstra Duty of Care that was provided in the email response.

# Mains Cable Plan



Report Damage: <https://service.telstra.com.au/customer/general/forms/report-damage-to-telstra/>  
 Ph - 13 22 03  
 Email - Telstra.Plans@team.telstra.com  
 Planned Services - ph 1800 653 935 (AEST bus hrs only) General Enquiries

Sequence Number: 270626732

TELSTRA LIMITED A.C.N. 086 174 781  
 Generated On 31/03/2026 15:35:46

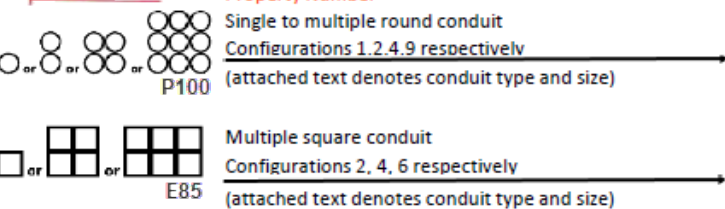
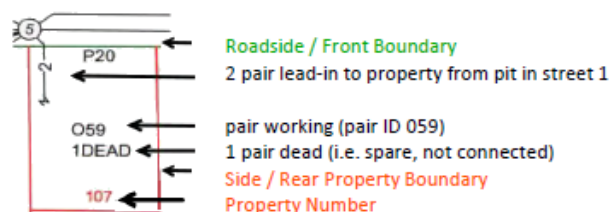
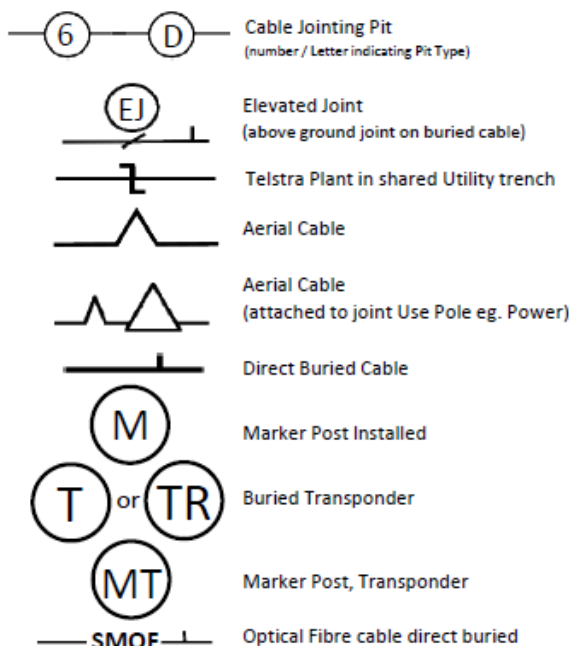
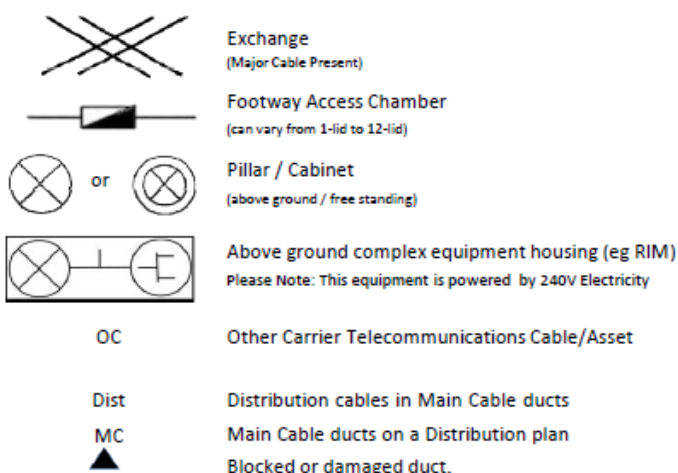
**CAUTION: Critical Network Route in plot area.  
 DO NOT PROCEED with any excavation prior to  
 seeking advice from InfraCo Plan Services on :  
 1800 653 935**

The above plan must be viewed in conjunction with the Mains Cable Plan on the following page

**WARNING**  
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 See the Steps- Telstra Duty of Care that was provided in the email response.



# LEGEND



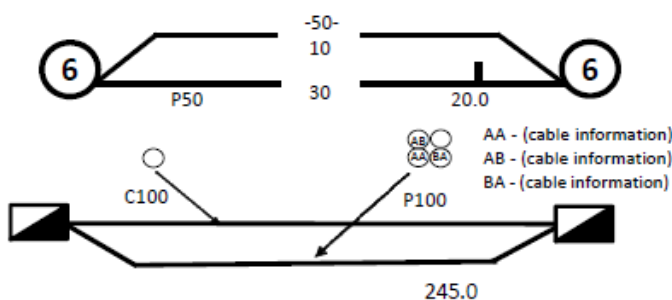
Some examples of conduit type and size:

A - Asbestos cement, P - PVC / Plastic, C - Concrete, GI - Galanised iron, E - Earthenware

Conduit sizes *nominally* range from 20mm to 100mm

P50 50mm PVC conduit  
P100 100mm PVC conduit  
A100 100mm asbestos cement conduit

## Some Examples of how to read Telstra Plans



One 50mm PVC conduit (P50) containing a 50-pair and a 10-pair cable between two 6-pits. approximately 20.0m apart, with a direct buried 30-pair cable along the same route

Two separate conduit runs between two footway access chambers (manholes) approximately 245m apart A nest of four 100mm PVC conduits (P100) containing assorted cables in three ducts (one being empty) and one empty 100mm concrete duct (C100) along

## Protect our Network:

by maintaining the following distances from our assets:

- 1.0m Mechanical Excavators, Farm Ploughing, Tree Removal
- 500mm Vibrating Plate or Wacker Packer Compactor
- 600mm Heavy Vehicle Traffic (over 3 tonnes) not to be driven across Telstra ducts or plant.
- 1.0m Jackhammers/Pneumatic Breakers
- 2.0m Boring Equipment (in-line, horizontal and vertical)

For more info contact a [CERTLOC Certified Locating Organisation \(CLO\)](#) or [Telstra Location Intelligence Team 1800 653 935](#)

# UNITYWATER BYDA MAP

Sequence Number: 270626729

Job Number: 52772946

Printed On: 31/03/2026

Emergency Situations  
Call Unitywater:  
1300 086 489

This information on this plan is valid  
for 30 days from "Printed On" date.

**Legend**

	Extent of Unitywater Area		Sewer Gravity Main Trunk Main
	Water Pump Station		Sewer Gravity Main Reticulation Main
	Water Service		Sewer Gravity Main Overflow Main
	Water Valve		Sewer Gravity Main Sewer Pipe (Abandoned)
	Water Pipe (Abandoned)		Sewer Pressure Main Pressure Sewer
	Water Hydrant		Sewer Pressure Main Rising Main
	Water Fitting		Sewer Pressure Main Vacuum Main
	Water Main Trunk Main		Sewer Pressure Main Pressure Sewer Service
	Water Main Reticulation Main		Sewer Pressure Main Sewer Service
	Sewer Pump Station		Recycled Water Recycled Water Pump Station
	Sewer Maintenance Hole		Recycled Water Recycled Water Valve
	Sewer Valve		Recycled Water Recycled Water Hydrant
	Sewer Fitting		Recycled Water Recycled Water Fitting
			Recycled Water Pipe (Abandoned)
			Recycled Water Recycled Water Main

Map Tile: 1  
Scale: 1:1000  
(If printed at 100%  
on A3 size paper)



Before You Dig Australia  
PO Box 953  
Caboolture QLD 4510

Inquiries: 1300 0 Unity (1300 086 489) Email: dbyd@unitywater.com

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