

27 March 2026

Mr A Maurice & Ms K Collins

Ref

Fee    114.10                  Paid

Although all reasonable care has been taken in preparing this certificate, it is provided in good faith based solely on the records given to BCsystems (body corporate manager) by the body corporate, as at the date of issue. The body corporate manager cannot independently verify the accuracy or completeness of records provided to it by the body corporate.

The body corporate certificate is an extract of some information about the body corporate; it should not be relied upon as a comprehensive disclosure of all matters about the body corporate that may be relevant to a buyer. The buyer receiving the certificate should obtain their own legal or professional advice about the content of the certificate.

The buyer may inspect the body corporate records for important information that is not contained in the body corporate certificate, such as information about defects in the common property; expenses for which levies have not yet been fixed, disputes, and matters raised at recent body corporate meetings.

The buyer or their solicitor should request a second certificate before settlement, to confirm current amounts owed in respect of the lot for settlement adjustment calculation. If the second certificate is ordered within 3 months after the first certificate, a lesser fee applies to it.

Buyer's solicitor: Please provide a BCCM Form 8 promptly after settlement.

BCsystems  
info@bcsystems.com.au  
07 38990299

**BCCM****Form 33**

Department of Justice

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

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

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

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

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

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

This certificate does not include information about:

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

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

**The community management statement**

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

## The Office of the Commissioner for Body Corporate and Community Management

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

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

### The information in this certificate is issued on 27/03/2026

#### Becoming an owner

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

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

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

#### How to get more information

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

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

## Contacting the body corporate

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

#### Name and number of the community titles scheme

23 Kingsmill Street

CTS No. 26740

#### Body corporate manager

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

#### Is there a body corporate manager for the scheme?

Yes. The body corporate manager is:

Name: **Katrina Johnstone**

Company: **BCsystems**

Phone: **0738990299**

Email: **info@bcsystems.com.au**

#### Accessing records

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

The body corporate manager named above.

## Property and community titles scheme details

### Lot and plan details

Lot number: **2**

Plan type and number: **G111917**

Plan of subdivision: **BUILDING FORMAT PLAN**

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

### Regulation module

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

More information is available from [www.qld.gov.au/buyingbodycorporate](http://www.qld.gov.au/buyingbodycorporate).

**The regulation module that applies to this scheme is the:**

**Standard**

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

### Layered arrangements of community titles schemes

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

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

**No**

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

### Building management statement

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

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

**No**

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

## By-laws and exclusive use areas

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

### What by-laws apply?

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

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

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

### General by-laws

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

### Exclusive use areas

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

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

**Yes**

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

**listed in the Community Management Statement**

## Lot entitlements and financial information

### Lot entitlements

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

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

**Contribution schedule**

Contribution schedule lot entitlement for the lot: **1**  
 Total contribution schedule lot entitlements for all lots: **9**

**Interest schedule**

Interest schedule lot entitlement for the lot: **1**  
 Total interest schedule lot entitlements for all lots: **9**

**Statement of accounts**

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

**Owner contributions (levies)**

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

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

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

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

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

**Body corporate debts**

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

**Owner contributions and amounts owing**

**Administrative fund contributions**

Total amount of contributions (before any discount) for lot **2** for the current financial year: \$ **2,500.00**  
 Number of instalments: **4** (outlined below)  
 Discount for on-time payments (if applicable): **0** %  
 Monthly penalty for overdue contributions (if applicable): **0.00** %

Period	Due date	Amount due	Amount due if discount applied	Paid
01/05/25 to 31/07/25	01/05/25	684.44	684.44	24/04/25
01/08/25 to 31/10/25	01/08/25	684.44	684.44	28/07/25
01/11/25 to 31/01/26	01/11/25	565.56	565.56	27/10/25
01/02/26 to 30/04/26	01/02/26	565.56	565.56	23/01/26
01/05/26****31/07/26	01/05/26	643.75	643.75	
01/08/26****31/10/26	01/08/26	643.75	643.75	

Amount overdue **Nil**  
Amount Unpaid including amounts billed not yet due **\$643.75**

**Sinking fund contributions**

Total amount of contributions (before any discount) for lot **2** for the current financial year: \$ **1,980.12**

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

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

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

Period	Due date	Amount due	Amount due if discount applied	Paid
01/05/25 to 31/07/25	01/05/25	495.03	495.03	24/04/25
01/08/25 to 31/10/25	01/08/25	495.03	495.03	28/07/25
01/11/25 to 31/01/26	01/11/25	495.03	495.03	27/10/25
01/02/26 to 30/04/26	01/02/26	495.03	495.03	23/01/26
01/05/26****31/07/26	01/05/26	510.39	510.39	
01/08/26****31/10/26	01/08/26	510.39	510.39	

Amount overdue **Nil**  
Amount Unpaid including amounts billed not yet due **\$510.39**

**Special contributions - Administrative Fund (IF ANY)**

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

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

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

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

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

Period	Due date	Amount due	Amount due if discount applied	Paid
--------	----------	------------	--------------------------------	------

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

**Special contributions - Sinking Fund (IF ANY)**

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

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

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

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

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

Due date	Amount due	Amount due if discount applied	Paid
----------	------------	--------------------------------	------

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

**Other amounts payable by the lot owner**

Purpose	Fund	Amount	Due date	Amount
---------	------	--------	----------	--------

No other amounts payable for the lot.

**Summary of amounts due but not paid by the current owner**

At the date of this certificate

Annual contributions	<b>Nil</b>
Special contributions	<b>Nil</b>
Other contributions	<b>Nil</b>
Other payments	<b>Nil</b>
Penalties	<b>Nil</b>
Total amount overdue <span style="font-size: small;">(Total Amount Unpaid including not yet due \$1,154.14)</span>	<b>Nil</b>

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

**Common property and assets**

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

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

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

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

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

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

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

**Current sinking fund balance (as at date of certificate): \$ 91,865.49**

## Improvements to common property the lot owner is responsible for

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

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

### Body corporate assets

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

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

## Insurance

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

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

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

### Body corporate insurance policies

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

TYPE/COMPANY	POLICY NO.	SUM INSURED	PREMIUM	DUE DATE	EXCESS
BUILDING AXIS UNDERWRITING SERVICES	P-028283	5,184,870.00	9,921.15	01/05/26	\$2,000 All other claims \$2,000 Water Damage
FLOOD AXIS UNDERWRITING SERVICES	P-028283	INCLUDED		01/05/26	\$2,000 All other claims \$2,000 Water Damage
FLOATING FLOORS AXIS UNDERWRITING SERVICES	P-028283	INCLUDED		01/05/26	\$2,000 All other claims \$2,000 Water Damage
PUBLIC LIABILITY AXIS UNDERWRITING SERVICES	P-028283	10,000,000.00		01/05/26	\$2,000 All other claims \$2,000 Water Damage
OFFICE BEARERS LIA AXIS UNDERWRITING SERVICES	P-028283	1,000,000.00		01/05/26	\$2,000 All other claims \$2,000 Water Damage
COMMON AREA CONTENTS AXIS UNDERWRITING SERVICES	P-028283	51,848.00		01/05/26	\$2,000 All other claims \$2,000 Water Damage
LOSS RENT/TEMP ACCOM AXIS UNDERWRITING SERVICES	P-028283	777,730.00		01/05/26	\$2,000 All other claims \$2,000 Water Damage
LOT OWNER'S FIXTURES AXIS UNDERWRITING SERVICES	P-028283	300,000.00		01/05/26	\$2,000 All other claims \$2,000 Water Damage
VOLUNTARY WORKERS AXIS UNDERWRITING SERVICES	P-028283	\$200,000/\$2,000		01/05/26	\$2,000 All other claims \$2,000 Water Damage
FIDELITY GUARANTEE AXIS UNDERWRITING SERVICES	P-028283	100,000.00		01/05/26	\$2,000 All other claims \$2,000 Water Damage

## Body corporate insurance policies

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

TYPE/COMPANY	POLICY NO.	SUM INSURED	PREMIUM	DUE DATE	EXCESS
WORKERS COMPENSATION WORKCOVER QUEENSLAND	WAA050612768		200.00	30/06/26	
GOV AUDIT COSTS AXIS UNDERWRITING SERVICES	P-028283	25,000.00		01/05/26	\$2,000 All other claims \$2,000 Water Damage
APPEAL EXPENSES AXIS UNDERWRITING SERVICES	P-028283	100,000.00		01/05/26	\$2,000 All other claims \$2,000 Water Damage
CATASTROPHE AXIS UNDERWRITING SERVICES	P-028283	1,555,461.00		01/05/26	\$2,000 All other claims \$2,000 Water Damage
LEGAL EXPENSES AXIS UNDERWRITING SERVICES	P-028283	50,000.00		01/05/26	\$2,000 All other claims \$2,000 Water Damage

## Alternative insurance

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

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

**No**

## Lot owner and occupier insurance

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

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

More information about insurance in community titles schemes is available from your solicitor or [www.qld.gov.au/buyingbodycorporate](http://www.qld.gov.au/buyingbodycorporate)

## Contracts and authorisations

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

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

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

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

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

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

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

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

**No**

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

**No**

**Embedded network electricity supply**

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

**No**

More information about embedded networks in community titles schemes is available from [www.qld.gov.au/buyingbodycorporate](http://www.qld.gov.au/buyingbodycorporate).

**Body corporate authority**

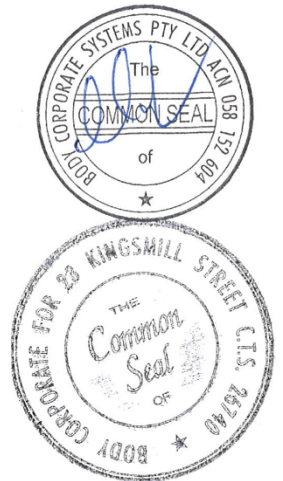
This certificate is signed and given under the authority of the body corporate.

**Name/s** BCsystems

**Positions/s held** Body Corporate Manager

**Date** 27/03/2026

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



**Copies of documents given with this certificate:**

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

# 23 Kingsmill Street CTS 26740

23 Kingsmill Street Chermside Qld 4032

## BALANCE SHEET

AS AT 30 APRIL 2025

	ACTUAL 30/04/2025	ACTUAL 30/04/2024
<b><u>OWNERS FUNDS</u></b>		
Administrative Fund	(1,931.33)	(2,923.48)
Sinking Fund	85,127.90	67,868.26
<b><u>TOTAL</u></b>	<b><u>\$ 83,196.57</u></b>	<b><u>\$ 64,944.78</u></b>
 <b><u>THESE FUNDS ARE REPRESENTED BY</u></b>		
 <b><u>CURRENT ASSETS</u></b>		
Cash At Bank	77,865.05	41,353.08
B O Q Stratacash A/C 1	0.00	30,000.00
Prepaid Expenses	9,921.15	0.00
<b><u>TOTAL ASSETS</u></b>	<b><u>87,786.20</u></b>	<b><u>71,353.08</u></b>
 <b><u>LIABILITIES</u></b>		
Creditors	(848.04)	0.00
Levies In Advance	5,437.67	6,408.30
<b><u>TOTAL LIABILITIES</u></b>	<b><u>4,589.63</u></b>	<b><u>6,408.30</u></b>
 <b><u>NET ASSETS</u></b>	 <b><u>\$ 83,196.57</u></b>	 <b><u>\$ 64,944.78</u></b>

# 23 Kingsmill Street CTS 26740

23 Kingsmill Street Chermside Qld 4032

## STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 MAY 2024 TO 30 APRIL 2025

	ACTUAL 01/05/24-30/04/25	BUDGET 01/05/24-30/04/25	%	ACTUAL 01/05/23-30/04/24
<b><u>ADMINISTRATIVE FUND</u></b>				
<b><u>INCOME</u></b>				
Levies - Administrative Fund	21,999.96	22,750.00	96.70	22,749.80
Special Admin. Fund Levy	0.00	3,500.00	0.00	0.00
<b><u>TOTAL ADMIN. FUND INCOME</u></b>	<b>21,999.96</b>	<b>26,250.00</b>		<b>22,749.80</b>
<b><u>EXPENDITURE - ADMIN. FUND</u></b>				
<b><u>AUDIT &amp; TAXATION COSTS</u></b>				
Independent Audit Fee	405.35	0.00		0.00
Independent Audit File Prep	0.00	0.00	0.00	220.00
Income Tax Return	220.00	220.00	100.00	220.00
<b><u>BANK &amp; FINANCIAL CHARGES</u></b>				
Stratapay Transaction Fee	49.55	60.00	82.58	50.95
<b><u>UTILITIES</u></b>				
Electricity - Common Areas	240.45	500.00	48.09	489.04
Electricity Govt Rebate No Gst	(975.00)	0.00	0.00	0.00
<b><u>INSURANCE</u></b>				
Insurance Premium	10,994.06	10,994.06	100.00	10,946.16
Insurance Stamp Duty - No Gst	938.94	938.94	100.00	0.00
Workcover	190.48	0.00		190.48
Workcover Stamp Duty - No Gst	9.52	0.00		9.52
<b><u>PROFESSIONAL ADVICE/FEEES</u></b>				
Land Titles/Search Fees	0.00	0.00	0.00	42.13
Advice - Strata Additional	845.70	1,000.00	84.57	1,244.10
Advice - Maintenance	176.00	0.00		261.80
<b><u>LICENCES &amp; PERMITS FEE</u></b>				
Software & Records Storage	207.90	207.90	100.00	207.90
<b><u>FIRE PROTECTION</u></b>				
Fire - R & M General	55.00	150.00	36.67	55.00
<b><u>PEST CONTROL</u></b>				
Pest Control Treatment	0.00	800.00	0.00	840.00
Termite Treatment	1,250.00	0.00		0.00
Annual Termite Inspection	0.00	800.00	0.00	735.00
<b><u>ELECTRICAL</u></b>				
R&M - Electrical General	1,143.12	500.00	228.62	1,275.20
<b><u>PLUMBING</u></b>				
Plumbing General	0.00	200.00	0.00	0.00
<b><u>BUILDING GENERAL</u></b>				
R&M - Building General	0.00	200.00	0.00	115.00
<b><u>GARDENS/GROUNDS</u></b>				
R&M - Grounds General	3,468.30	4,000.00	86.71	3,327.50

# 23 Kingsmill Street CTS 26740

23 Kingsmill Street Chermside Qld 4032

## STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 MAY 2024 TO 30 APRIL 2025

	ACTUAL 01/05/24-30/04/25	BUDGET 01/05/24-30/04/25	%	ACTUAL 01/05/23-30/04/24
<b><u>BODY CORPORATE MANAGEMENT</u></b>				
Fixed Price -Management Time	1,148.40	1,200.00	95.70	789.15
Fixed Price - Disbursements	418.37	430.00	97.30	286.96
Variable Disbursements	221.67	50.00	443.34	162.40
<b><u>PRIOR MANAGERS CHARGES</u></b>				
Prev Mgr - Admin Costs	0.00	0.00	0.00	558.66
Prev Mgr - Additional Services	0.00	0.00	0.00	1,062.71
Prev Mgr - Ppst	0.00	0.00	0.00	548.63
<b><u>GST</u></b>				
<b><u>TOTAL ADMIN. EXPENDITURE</u></b>	<b>21,007.81</b>	<b>22,250.90</b>		<b>23,638.29</b>
<b><u>SURPLUS / DEFICIT</u></b>	<b>\$ 992.15</b>	<b>\$ 3,999.10</b>		<b>\$ (888.49)</b>
Opening Admin. Balance	(2,923.48)	(2,923.48)	100.00	(2,034.99)
<b><u>ADMINISTRATIVE FUND BALANCE</u></b>	<b>\$ (1,931.33)</b>	<b>\$ 1,075.62</b>		<b>\$ (2,923.48)</b>

# 23 Kingsmill Street CTS 26740

23 Kingsmill Street Chermside Qld 4032

## STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 MAY 2024 TO 30 APRIL 2025

	ACTUAL 01/05/24-30/04/25	BUDGET 01/05/24-30/04/25	%	ACTUAL 01/05/23-30/04/24
<b><u>SINKING FUND</u></b>				
<b><u>INCOME</u></b>				
Levies - Sinking Fund	17,285.04	17,285.00	100.00	15,120.00
Special Sinking Fund Levy	1,485.00	0.00		1,980.00
<b><u>INTEREST</u></b>				
Interest Received	1,515.15	0.00		0.00
<b><u>TOTAL SINKING FUND INCOME</u></b>	<b>20,285.19</b>	<b>17,285.00</b>		<b>17,100.00</b>
<b><u>EXPENDITURE - SINKING FUND</u></b>				
<b><u>FEE/REPORTS</u></b>				
Report - Sinking Fund	0.00	369.00	0.00	0.00
<b><u>ELECTRICAL</u></b>				
Electrical General	2,475.55	0.00		0.00
<b><u>BUILDING</u></b>				
Gutters/Downpipes	550.00	0.00		0.00
<b><u>GST</u></b>				
<b><u>TOTAL SINK. FUND EXPENDITURE</u></b>	<b>3,025.55</b>	<b>369.00</b>		<b>0.00</b>
<b><u>SURPLUS / DEFICIT</u></b>	<b>\$ 17,259.64</b>	<b>\$ 16,916.00</b>		<b>\$ 17,100.00</b>
Opening Sinking Fund Balance	67,868.26	67,868.26	100.00	50,768.26
<b><u>SINKING FUND BALANCE</u></b>	<b>\$ 85,127.90</b>	<b>\$ 84,784.26</b>		<b>\$ 67,868.26</b>

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

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

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

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

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

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

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

### **The following information is provided by the Queensland Government:**

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

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

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

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

*The owner must:*

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

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

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

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

### **How to identify a specific obligation**

Improvements to common property include both:

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

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

## **Common examples of improvements:**

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

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

## Historical improvements

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

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

## Improvement as a 'removal' of something

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

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

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

## **Further right to information**

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

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