

Notice of Annual General Meeting 2026

Community Titles Scheme - 52594
VIRTUOSO
51 Ferry Road
WEST END QLD 4101

**The Annual General Meeting for the
Community Titles Scheme is to be held on:**

Wednesday, 29 July 2026 5:00 PM

The meeting will be held:

In person at

South's Leagues Club West End
120 Jane Street
West End QLD 4101

Pre-Meeting Voting: <https://my.civiumstrata.com.au/vote.aspx>

Welcome to your annual general meeting for Community Titles Scheme 52594 VIRTUOSO

Dear Owner(s),

We write as the Body Corporate Manager of your Community Titles Scheme and attach the Notice of the Annual General Meeting with relevant paper work for your perusal.

The contents of the agenda are enclosed within the notice of the meeting including, proxy form, voting procedural matters, proposed budget for the forthcoming year and financial statements.

To prevent the meeting being adjourned, the Body Corporate and Community Management Act 1997 requires a quorum of 25% of the number of voters to be represented including at least two (2) voters present personally at the meeting. If a quorum is not represented, the meeting will be adjourned the same time, one (1) week later.

In accordance with Section 82(5) of the Body Corporate and Community Management (Standard Module) Regulation 2020, the Adjourned Annual General Meeting will be adjourned to the offices of Civium Property Group, Level 5, 157 Ann Street, Brisbane, Qld, 4000.

STATEMENT REGARDING MEETING PROCEDURE AND VOTERS RIGHTS FOR A GENERAL MEETING

1. The Regulations * define who is entitled to vote at a meeting of the body corporate.
2. The Regulations ** set out how a person can vote at a meeting of the body corporate.
3. A notice is enclosed for a corporate owner to appoint a company nominee to vote on its behalf.
4. A person cannot vote on a motion requiring an ordinary resolution or a special resolution, or, in an election ballot, if a contribution, installment or penalty due to the body corporate has not been paid.
5. A person has 1 vote for each lot the person owns or represents.
6. Where there are 2 or more co-owners of a lot, a vote by any one of the co-owners will be counted as the vote for the lot unless a contrary vote is cast by another co-owner in which case no vote will be counted for the lot.
7. A voter may demand that a motion requiring an ordinary resolution be determined by a poll of the Contribution Schedule lot entitlements of voters, instead of on the basis of one vote for each lot. The demand may be made in writing beside the motion where it appears on the Voting Paper, or personally at the meeting by the owner or the owner's proxy.

* See for example sections of the Standard Module Regulation.

** See for example section of the Standard Module Regulation which provides that a person may vote in any of the following three ways:-

- In person at the meeting;
- By appointing a proxy to vote on the person's behalf.
- By voting paper or digital media

Should you have any queries prior to the meeting please do not hesitate to contact the Body Corporate Manager for your complex Elizabeth Juric on 3839 8800 or via e-mail elizabeth.juric@civium.com.au

We look forward to seeing you at the meeting.

Yours faithfully



Elizabeth Juric
elizabeth.juric@civium.com.au

INDEX OF DOCUMENTS

- 1. NOTICE AND AGENDA OF MEETING**
- 2. STATEMENT REGARDING MEETING PROCEDURE AND VOTING RIGHTS**
- 3. APPOINTMENT OF PROXY**
- 4. APPOINTMENT OF COMPANY NOMINEE**
- 5. EXPLANATORY SCHEDULE**
- 6. VOTING PAPERS**
- 7. EGM MINUTES 2026**
- 8. AGM FINANCIAL STATEMENTS**
- 9. BUDGET**
- 10. BODY CORPORATE AGREEMENT**
- 11. FORECAST (SINKING FUND)**
- 12. INSURANCE DETAILS**

ELECTIONS

Written nominations of candidates for election to the Committee have been received. There have been 6 nominations received for the position of Ordinary Member. As there are only 4 positions available, a ballot will be conducted. For the purpose of facilitating online voting within a single forum, the open ballot for the nomination of four (4) Ordinary Members has been structured across Motions 18(a) to 18(f). The four candidates out of six nominees receiving the highest number of votes - will be duly elected.

Position : Chairperson / Ordinary Committee Member

Candidate : Michael Moran

Lot : 411

Nominator : Julie-Anne Moran

Position : Secretary

Candidate : Rosalie Roberts

Lot : 103

Nominator : Brian & Rosalie Roberts

Position : Treasurer / Ordinary Committee Member

Candidate : Alison Brown

Lot : 701

Nominator : Alison Brown

Position : Ordinary Committee Member

Candidate : Caroline Hollis

Lot : 503

Nominator : Caroline Hollis

Position : Ordinary Committee Member

Candidate : Carol Cuffe

Lot : 204

Nominator : Carol Cuffe

Position : Ordinary Committee Member

Candidate : Ross Carleton

Lot : 509

Nominator : Michael Powell

Position : Ordinary Committee Member

Candidate : Thomas Cochrane

Lot : 511

Nominator : Thomas Cochrane & Grace Saw

Position : Ordinary Committee Member

Candidate : John Elphinston

Lot : 206

Nominator : Sandra Davies

Position : Ordinary Committee Member

Candidate : Natasha Tovey

Lot : 410

Nominator : Natasha Tovey

Legislation requires both the nominee and the nominator to be financial (not be in levy arrears) throughout the financial year. In the event that either the nominator (the person who nominated the Committee member) or nominee (the Committee member) are un-financial at a Committee meeting or when a motion is being considered via a Voting Outside Committee (VOC) meeting or via email, the Committee member will be unable to cast a vote at the said meetings.

AGENDA

ANNUAL GENERAL MEETING

Attendance record and Apologies
 Admittance of proxies and voting papers
 Levy Arrears and Bank Balances

To consider motions on the voting paper

ANNUAL GENERAL MEETING AGENDA	
MOTION 1	Minutes of Previous Meeting (Statutory)
MOTION 2	Financial Statements (Statutory)
MOTION 3(a)	Non Appointment of Auditor (Statutory)
MOTION 3(b)	Appointment of Auditor
MOTION 4	Appointment of a Body Corporate Manager
MOTION 5	Administrative Fund Budget (Statutory)
MOTION 6	Sinking Fund Budget (Statutory)
MOTION 7	Penalty Interest For Building Insurance
MOTION 8	Building Insurance Fund Budget (Statutory)
MOTION 9(a)	Safety Risk Assessment
MOTION 9(b)	Engagement for Safety Risk Assessment
MOTION 10	Insurance (Statutory)
MOTION 11	Work Cover Insurance
MOTION 12(a)	Insurance Valuation
MOTION 12(b)	Engagement for Insurance Valuation
MOTION 13(a)	Termite Inspection and Pest Control to Common Property
MOTION 13(b)	Termite Inspection to Individual Lots
MOTION 14	Electrical Safety Audit
MOTION 15	Indemnity
MOTION 16	Committee Ratification - Lift Maintenance Agreement
MOTION 17	Reduce Major Spending Limit
MOTION 18(a)	Ordinary Member Ballot - Candidate: Caroline Hollis
MOTION 18(b)	Ordinary Member Ballot - Candidate: Carol Cuff
MOTION 18(c)	Ordinary Member Ballot - Candidate: Ross Carleton
MOTION 18(d)	Ordinary Member Ballot - Candidate: Thomas Cochrane
MOTION 18(e)	Ordinary Member Ballot - Candidate: John Elphinston
MOTION 18(f)	Ordinary Member Ballot - Candidate: Natasha Tovey

Election of the Committee
General Discussion

Name of Secretary Civium Property Group Signature.....

Address for reply PO Box 10326, BRISBANE ADELAIDE STREET QLD 4000

Telephone No. 3839 8800 Date...../...../.....

PROXY FORM

for BODY CORPORATE GENERAL MEETINGS

VIRTUOSO Community Titles Scheme 52594

TO: The Secretary, C/- Civium Property Group
Address of Scheme: 51 Ferry Road
WEST END QLD 4101

Name of Owner 1

Signature Date

Name of Owner 2

Signature Date

Lot Number/s Plan Number

Name of Scheme CTS

Appoint (full name)

As my/our proxy to vote on my/our behalf (*including adjournments*) at:-

(please tick **one**)

the general meeting to be held on (date of meeting)

OR

all general meetings held before (expiry date)

OR

all general meetings held during the rest of the body corporate's financial year unless I/we
serve you with a prior written withdrawal of the appointment.

Signature of Proxy Holder Date

Email Address

Residential Address

Suburb State Postcode

Postal Address

Suburb State Postcode

The regulations set out a number of restrictions on the use of proxies, including an ability for the body corporate to further restrict their use including prohibition.

NOMINEE OF A CORPORATION

The following individual is the nominee of a corporate owner, corporate mortgagee in possession, corporate lessee under a leaseback arrangement or a corporate representative, being corporations entitled to be entered on the body corporate roll as provided for above. Details for entry in the roll are:

Name of Corporation

Lot Number

Full name of nominee

Residential address

Address for service of notices

Residential address

Date of Appointment

Signature of nominee

Full name of alternative nominee (if any)

Residential address

Address for service of notices

Date of Appointment

Signature of alternative nominee

..... / /

1. Signature of Director Name of person signing

..... / /

2. Signature of Director Name of person signing

EXPLANATORY SCHEDULE

VIRTUOSO

Community Titles Scheme 52594

1	Please refer to motions for explanatory.
----------	--

TO ALL OWNERS

RE: Voting Papers for ANNUAL GENERAL MEETING

Please find enclosed the voting papers for the motions of the ANNUAL GENERAL MEETING of VIRTUOSO. Mark either "YES", "NO", OR "ABSTAIN" (eg by a circle) printed opposite each motion you wish to vote on. You may vote for as few or as many motions as you wish. It is not necessary to vote on all motions.

Once you have completed the voting paper, including the personal details at the bottom of the page of the last motion, please return them by one of the following methods prior to **29/07/2026**.

- Post, return to PO Box 10326, Brisbane Adelaide Street Q 4000
- Email, scan in and email to elizabeth.juric@civium.com.au with VIRTUOSO Voting Paper as the subject
- Electronic, please follow the link <https://my.civiumstrata.com.au/vote.aspx> and enter your BPAY reference number to open the motions to be considered for this meeting.

Please note that your voting paper **must** be sent to Civium Property Group by one of the above means, or handed to the Secretary or representative of Civium Property Group at the meeting.

A third party (such as another owner) is not able to provide your voting paper to the meeting without a completed proxy form.

Yours faithfully



Elizabeth Juric
elizabeth.juric@civium.com.au

VIRTUOSO
Community Titles Scheme 52594

VOTING PAPER

If you want to vote using this voting paper, mark either “YES”, “NO”, OR “ABSTAIN” opposite each motion you wish to vote on. You may vote for as few or as many motions as you wish. It is not necessary to vote on all motions.

After signing the completed voting paper, forward it promptly to Civium or the Secretary before the start of the meeting.

MOTION No.	MOTION	VOTE
1	Minutes of Previous Meeting (Statutory) Person Proposing: Committee Resolution Required: Ordinary THAT the minutes of the Extraordinary General Meeting held on 2 March 2026 be confirmed as a true and accurate record of the proceedings at that meeting. <i>(See Explanatory Schedule)</i>	YES / NO / ABSTAIN
2	Financial Statements (Statutory) Person Proposing: Committee Resolution Required: Ordinary THAT the Statement of Accounts for the period ending 30/04/2026 be adopted.	YES / NO / ABSTAIN

3(a)	Non Appointment of Auditor (Statutory) <i>Explanatory:</i> <i>In accordance with the Body Corporate and Community Management (Standard Module) Regulation 2020 the Body Corporate is required to conduct an audit of the financial statements every year unless the body corporate resolves, by special resolution, not to have the statement of accounts audited.</i> <i>The last audit for Virtuoso was conducted for the 2025 - 2026 financial year.</i> <i>If you want the accounts to be audited vote “NO”; if you do not want the accounts to be audited vote “YES”.</i> Person Proposing: Committee Resolution Required: Special THAT the Body Corporate’s Statement of Accounts for the financial year 1 May 2026 to 30 April 2027 not be audited. <i>(Vote “NO” if you would like the records audited)</i>	YES / NO / ABSTAIN
3(b)	Appointment of Auditor Person Proposing: Committee Resolution Required: Ordinary THAT the Body Corporate’s Statement of Accounts for the financial year 1 May 2026 to 30 April 2027 be audited by AMG Accountants.	YES / NO / ABSTAIN

4	Appointment of a Body Corporate Manager <i>Explanatory:</i> <i>The current administration agreement that engages Civium as the Body Corporate Manager expires on 30 April 2026. This motion is to reappoint them to carry out the following duties:</i> <i>Convene and attend the Annual General Meeting</i> <i>Call nominations for the Committee</i> <i>Prepare and distribute meeting notices</i> <i>Record and distribute minutes</i> <i>Maintain and operate a bank account</i> <i>Prepare a statement of accounts for each financial year</i> <i>Prepare annual budgets</i> <i>Issue levy and other contribution notices</i> <i>Receipt and bank levies</i> <i>Process and pay accounts</i> <i>Pay insurance premiums</i> <i>Establish and maintain the roll and registers</i> <i>Maintain and keep records</i> <i>Civium is also able to organise common property maintenance where committee members are unable to obtain quotations and organise tradespeople.</i> Person Proposing: Committee Resolution Required: Ordinary THAT pursuant to the Body Corporate and Community Management Act 1997, Civium be re-appointed the body corporate manager to carry out some of the powers of the executive members of the Committee from 1 May 2026 to 30 September 2027 for a commencement fee of \$ 125.00 per registered Lot per annum including GST plus disbursements upon such terms and conditions as set out in the attached agreement.	YES / NO / ABSTAIN
5	Administrative Fund Budget (Statutory) <i>Explanatory:</i> <i>In accordance with the Body Corporate and Community Management (Standard Module) Regulation 2020, the Body Corporate must, by ordinary resolution, adopt the Administrative Fund Budget for each financial year:</i> <i>The Administrative Fund Budget must:</i> (a) <i>contain estimates for the financial year of necessary and reasonable spending from the administrative fund to cover:</i> (i) <i>the cost of maintaining common property and body corporate assets; and</i> (ii) <i>the cost of insurance; and</i> (iii) <i>other expenditure of a recurrent nature; and</i> (b) <i>fix the amount to be raised by way of contribution to cover the estimated recurrent expenditure mentioned in paragraph (a).</i> <i>In accordance with the Body Corporate and Community Management (Standard Module) Regulation 2020, the</i>	YES / NO / ABSTAIN

amount of a budget adopted at the meeting may be more or less than the proposed budget amount by an amount equivalent to not more than 10% of the proposed budget amount.

Penalty interest of 2.50% per month (30% per annum) is applicable if not paid 30 days after the due date.

Explanation for Administrative Fund increases.

The proposed increase in administration fund levies from \$116.41 to \$157.29 per lot entitlement is necessary to ensure the body corporate can meet its ongoing obligations and maintain the building to an appropriate standard. This equates to an increase of \$40.99 per lot entitlement which more accurately reflects real expenditure trends.

The building is now 7 years old. It is moving out of its initial low-maintenance period and we are seeing a natural increase in the need for repairs and upkeep particularly in key areas such as general building repairs and maintenance, electrical systems and plumbing systems, which are typical as a building ages.

The budget adjustments are made to align the budget with the actual cost of running and maintaining a 78 lot building as it matures – and avoiding larger financial impacts down the track.

Person Proposing: Committee
Resolution Required: Ordinary

THAT the Administrative Fund Budget of \$588,712 / \$647,583.20 Adjusted for GST be approved and that a contribution of \$157.29 per contributions schedule lot of entitlement per annum be determined and be due and payable in advance on the following dates:

DUE DATE	AMOUNT
01/05/2026	\$29.10 (issued)
01/08/2026	\$29.10
07/11/2026	\$49.54
01/02/2027	\$49.54

And that contributions for the first two levies of the next budget period be determined as follows.

01/05/2027	\$39.32
01/08/2027	\$39.32

A penalty interest of 2.50% per month is applicable if not paid 30 days after due date.

6

Sinking Fund Budget (Statutory)

*Explanatory:
In accordance with the Body Corporate and Community*

YES / NO / ABSTAIN

Management (Standard Module) Regulation 2020, the Body Corporate must, by ordinary resolution, adopt the Sinking Fund Budget for each financial year:

The Sinking Fund Budget must:

- (a) allow for raising a reasonable capital amount both to provide for necessary and reasonable spending from the sinking fund for the financial year, and also to reserve an appropriate proportional share of amounts necessary to be accumulated to meet anticipated major expenditure over at least the next 9 years after the financial year, having regard to:*
 - (i) anticipated expenditure of a capital or non-recurrent nature; and*
 - (ii) the periodic replacement of items of a major capital nature; and*
 - (iii) other expenditure that should reasonably be met from capital; and*
- (b) fix the amount to be raised by way of contribution to cover the capital amount mentioned in paragraph (a).*

Reasons for increase in Sinking Fund Levies:

Whilst an updated sinking fund forecast has been obtained the proposed increase to the Sinking Fund levies from \$65.02 to \$67.25 per lot entitlement indicates a continuation of the long term capital management strategy and to partly cover the costs of last year's successful completion of the Northside Rectification Project.

Maintaining this levy rate allows the Body Corporate to rebuild the Sinking Fund balance to a financially secure and healthy position.

In accordance with the Body Corporate and Community Management (Standard Module) Regulation 2020, the amount of a budget adopted at the meeting may be more or less than the proposed budget amount by an amount equivalent to not more than 10% of the proposed budget amount.

Penalty interest of 2.50% per month (30% per annum) is applicable if not paid 30 days after the due date.

Person Proposing: Committee
Resolution Required: Ordinary

THAT the Sinking Fund Budget of \$251,697.10 / \$276,866.80 adjusted for GST in line with the updated Sinking Fund Forecast be approved and that a contribution of \$67.25 per contributions schedule lot of entitlement per annum be determined and be due and payable in advance on the following dates:

DUE DATE	AMOUNT
01/05/2026	\$16.25 (issued)
01/08/2026	\$16.25
07/11/2026	\$17.37
01/02/2027	\$17.37

	And that contributions for the first two levies of the next budget period be determined as follows. 01/05/2027 \$16.81 01/08/2027 \$16.81 <i>A penalty interest of 2.50% per month is applicable if not paid 30 days after due date.</i>	
7	Penalty Interest For Building Insurance <i>Explanatory:</i> <i>Currently the body corporate has a penalty interest of 2.50% per month (30% per annum) for the Administration Fund and the Sinking Fund. This motion is to allow the same penalty to be applied to the Building Insurance Fund.</i> Person Proposing: Committee Resolution Required: Ordinary THAT pursuant to Section 145 of the Body Corporate and Community Management Standard Module) Regulation 2020, the Body Corporate approves the fixing of a penalty of 2.5% for each month, to be paid by owners of lots if a contribution or an instalment of a contribution is not received by the Body Corporate by the date for payment fixed in notices of contribution given to the owners.	YES / NO / ABSTAIN

8	Building Insurance Fund Budget (Statutory) <i>Explanatory:</i> <i>This is to fund the building insurance premium for the body corporate which will be charged out per interest schedule lot entitlement in accordance with body corporate legislation.</i> <i>The Body Corporate Committee was able to obtain several quotes for building insurance, and has insured the building through Chubb Insurance Australia Ltd. The existing Machinery Breakdown Policy was renewed with Vero Insurance.</i> Person Proposing: Committee Resolution Required: Ordinary THAT the Building Insurance Fund Budget of \$42,490.44 / \$46,739.48 adjusted for GST be approved and that a contribution of \$46.50 per interest schedule lot of entitlement per annum be determined and be due and payable in advance on the following dates: <table><tr><th>DUE DATE</th><th>AMOUNT</th></tr><tr><td>01/05/2026</td><td>\$14.31 (issued)</td></tr><tr><td>01/08/2026</td><td>\$14.31</td></tr><tr><td>07/11/2026</td><td>\$8.93</td></tr><tr><td>01/02/2027</td><td>\$8.93</td></tr></table> And that contributions for the first two levies of the next budget period be determined as follows. <table><tr><td>01/05/2027</td><td>\$11.62</td></tr><tr><td>01/08/2027</td><td>\$11.62</td></tr></table>	DUE DATE	AMOUNT	01/05/2026	\$14.31 (issued)	01/08/2026	\$14.31	07/11/2026	\$8.93	01/02/2027	\$8.93	01/05/2027	\$11.62	01/08/2027	\$11.62	YES / NO / ABSTAIN
DUE DATE	AMOUNT															
01/05/2026	\$14.31 (issued)															
01/08/2026	\$14.31															
07/11/2026	\$8.93															
01/02/2027	\$8.93															
01/05/2027	\$11.62															
01/08/2027	\$11.62															

9(a)	Safety Risk Assessment <i>Explanatory:</i> <i>The Work Health and Safety Act requires bodies corporate to ensure that a safe environment is provided for members of the public, contractors, volunteers, on-site management, voluntary workers and children.</i> <i>As the Work Health and Safety Act 2011 now places more responsibility on owners and committee members individually to ensure that the common property is safe, we recommend that a Safety Risk Assessment be carried out annually. The current Work Health and Safety Report for Virtuoso was prepared in September 2024.</i> Person Proposing: Committee Resolution Required: Ordinary THAT a Work Health and Safety Report (Safety Risk Assessment) be obtained to identify hazards on the common property and to recommend control measures to prevent or minimise the level of risks present and future.	YES / NO / ABSTAIN
9(b)	Engagement for Safety Risk Assessment <i>Explanatory:</i> <i>The cost referred to in this motion has been obtained from a schedule of fees provided by the contractor. By approving the motion at the Annual General Meeting the Body Corporate will reduce the cost of obtaining Committee approval at a later date.</i> <i>If the Committee would like to obtain their own quotations or have Civium obtain a secondary quotation, owners should vote against this motion.</i> <i>Civium will receive a commission of \$287.00 should this contractor be engaged. This commission is not payable by the body corporate and does not increase the cost of this quotation.</i> Person proposing: Committee Resolution required: Ordinary THAT Seymour Consultants be engaged to conduct a Work Health and Safety Report (Safety Risk Assessment) for a total cost of \$1,436.00 inc GST.	YES / NO / ABSTAIN
10	Insurance (Statutory) <i>Explanatory:</i> <i>Lot owners should ensure that their contents insurance covers any air conditioner/s that are installed which service their lot only, regardless of whether the air conditioner was part of the original building or installed by a lot owner.</i> <i>For full details of the insurance coverage please refer to the appropriate insurer's policy wording which will outline the policy terms and conditions as well as any events not</i>	YES / NO / ABSTAIN

covered, one of which may be flood.

FLEXIHOSES

Lot owners may not be aware that the flexihoses (if installed) located under bathroom and kitchen sinks, dishwashers and toilets (a lot owner's responsibility) may be reaching the end of their lifespan and threatening to burst. It has been reported that this is prevalent in properties that are 10 – 15 years old. Some hoses have only a 5-year warranty which essentially means they should be replaced after 5 years at the lot owner's cost.

As flexihoses account for 20% of household damage, the Body Corporate recommends the following checklist:

Incorporate a flexi hose review into your maintenance program

Look for bulging, rust spot or fraying or kinking

Check out the warranty period (the expiry date on the collar of the hose)

Purchase replacement hoses that come with a warranty

Consider a licensed plumber to install the hose

E-SCOOTERS

The Body Corporate refers to an e-scooter house fire which resulted in four people being hospitalised in Ipswich along with another fire in Darra. Furthermore, a man died during a caravan fire believed to have been started by an e-scooter battery.

It was reported that the fire may have stemmed from cheap scooters with non-compliant chargers. Compliant chargers are designed with a 'cut-off' from the power source. The Body Corporate urges lot owners to not leave a scooter unattended while charging. Lot owners are encouraged to include this in the rental agreements with their respective tenants.

The Body Corporate has instructed that residents must utilise a compliant charger. Failure to comply will result with the owner of the lot being held responsible for all costs incurred to the Body Corporate.

RENEWAL

The broker for Civium approaches the market 4-6 week prior to renewal date to obtain 3 quotations. Some insurers may decline to offer terms due to the following risk factors:

Claims history

Use of non-preferred building materials

Presence of commercial tenants

Outstanding maintenance issues or known building defects

Building falls outside of underwriting guidelines (eg high building sum insured)

Person Proposing: Committee

Resolution Required: Ordinary

THAT the insurance currently in force be confirmed

AND

	THAT the Committee on behalf of the Body Corporate be authorised to review the insurance policy/policies when they fall due for a period of up to 12 months.	
11	Work Cover Insurance <i>Explanatory:</i> <i>Workers' Compensation insurance through Work Cover Queensland is compulsory where the body corporate employs workers. If the body corporate is unsure if it employs workers, Work Cover Queensland still recommends a policy be taken out. Further information can be obtained from the Work Cover website at www.workcoverqld.com.au.</i> Person Proposing: Committee Resolution Required: Ordinary THAT the Work Cover policy currently in force be confirmed and renewed annually on 30 June.	YES / NO / ABSTAIN
12(a)	Insurance Valuation <i>Explanatory:</i> <i>The current Insurance Valuation for Virtuoso was prepared in March 2022. Every Body Corporate must have appropriate building insurance and it is recommended that a periodic insurance valuation be carried out to ensure the Body Corporate's replacement cover is adequate to meet the current costs of replacing all aspects of the common property.</i> <i>It is compulsory for a Body Corporate to have an Insurance Valuation every 5 years. If a current valuation is not available, there may be complications when it comes time to renew the insurance policy.</i> <i>To ensure compliance, we encourage all owners to vote in favour of this motion. In the even this motion is lost, it is important that owners are aware that there may be a risk of delays or difficulties in securing adequate insurance coverage. Additionally, properties without recent valuations may be underinsured which could have financial consequences in the event of a claim</i> Person Proposing: Committee Resolution Required: Ordinary THAT an Insurance Valuation be obtained to provide a Valuation, to ensure the Body Corporate's replacement cover is adequate to meet the current costs of replacing the building, its external works, and all associated fees and costs (as required by the Body Corporate and Community Management (Standard Regulation 2020).	YES / NO / ABSTAIN

12(b)	Engagement for Insurance Valuation <i>Explanatory:</i> <i>The cost referred to in this motion has been obtained from a schedule of fees provided by the contractor.</i> <i>If the Committee would like to obtain their own quotations or have Civium obtain a secondary quotation, owners should vote against this motion.</i> <i>Civium will receive a commission of \$287.00 should this contractor be engaged. This commission is not payable by the body corporate and does not increase the cost of this quotation.</i> Person proposing: Committee Resolution required: Ordinary THAT Seymour Consultants be engaged to obtain an Insurance Valuation for a total cost of \$1,413.00 inc GST.	YES / NO / ABSTAIN
13(a)	Termite Inspection and Pest Control to Common Property <i>Explanatory:</i> <i>It is recommended that a termite inspection be carried out annually.</i> <i>Civium Property Group does not hold record of when the last termite inspection of the common property was conducted at Virtuoso.</i> Person Proposing: Committee Resolution Required: Ordinary THAT quotations be obtained for termite inspection and pest control on the common property.	YES / NO / ABSTAIN
13(b)	Termite Inspection to Individual Lots <i>Explanatory:</i> <i>It is recommended that a termite inspection be carried out annually.</i> <i>Civium Property Group does not hold record of when the last termite inspection of the individual lots was conducted at Virtuoso.</i> <i>Conducting termite inspections to individual Lots is the responsibility of the Body Corporate in a Building Format Plan.</i> Person proposing: Committee Resolution required: Ordinary THAT quotations be obtained for termite inspections to individual lots.	YES / NO / ABSTAIN

14	Electrical Safety Audit <i>Explanatory:</i> <i>It is recommended that an Electrical Safety Audit be conducted to check all lights and electrical equipment on the common property. The audit will also check the main switchboard and safety switch. The Body Corporate has obligation to ensure all electrical equipment is electrically safe under the Electrical Safety Act 2002.</i> <i>Civium Property Group does not hold record of when the last electrical safety audit for the scheme was conducted.</i> Person Proposing: Committee Resolution Required: Ordinary THAT quotations be obtained to conduct an electrical safety audit of the common property electricity.	YES / NO / ABSTAIN
----	---	--------------------

15	Indemnity <i>Explanatory:</i> Civium consistently recommends that the Body Corporate engage only contractors that are fully compliant with all relevant legislative and regulatory requirements, including appropriate licensing, registration and insurances, to carry out works on behalf of the Body Corporate. This recommendation is made to limit legal and financial risk to both the Body Corporate and Civium as its appointed body corporate manager. <i>Notwithstanding this recommendation, there may be instances where the Body Corporate elects to directly engage or permits the engagement of a contractor that is unregistered, uninsured or otherwise non-compliant with applicable requirements. In such circumstances, Civium is exposed to increased risk and potential liability despite not having selected or approved the contractor.</i> <i>Where the Body Corporate chooses to engage non-compliant contractors, Civium is unable to process or pay invoices for works performed by those contractors unless the Body Corporate has formally resolved to indemnify Civium against any resulting liability.</i> <i>Accordingly, if this motion is not approved and the Body Corporate elects to engage its own non-compliant contractors who have not undergone the requisite checks, Civium will be unable to make any payments to those contractors and will not accept liability for any issues arising from their engagement.</i> Person Proposing: Committee Resolution Required: Ordinary THAT the Body Corporate fully indemnifies Civium against any and all liability, claims, losses, damages, costs, or expenses arising from, or in connection with any unregistered, uninsured, or otherwise non-compliant service contractor engaged directly by the Body Corporate, or engaged by any third party acting for or on behalf of the Body Corporate.	YES / NO / ABSTAIN
----	--	--------------------

16	Committee Ratification - Lift Maintenance Agreement <i>Explanatory:</i> <i>It was noted that the lift maintenance agreement fell due between general meetings. The committee had agreed to proceed with the renewal to ensure continuity of essential services. This motion is to ratify the Committee's decision.</i> Person Proposing: Committee Resolution Required: Ordinary THAT the following motion approved by the Committee be ratified: <i>THAT the quotation from Kone Elevators Pty Ltd to conduct lift maintenance works commencing from 13 August 2025 to 12 August 2030 for a commencement cost of \$35,900 plus GST inclusive of Sim card with 3% fixed annual increase be approved upon such terms and conditions as set out in the attached agreement.</i>	YES / NO / ABSTAIN
----	---	--------------------

17	Reduce Major Spending Limit <i>Explanatory:</i> The current level of \$390,000 was set by Stockwell River Development Pty Ltd at an Extraordinary General Meeting in 2019, before the existing body corporate committee structure was formed. <i>The figure no doubt suited Stockwell as the developer, particularly as at that time their builder had gone under. The figure has never been changed to reflect an environment of a formed committee acting on behalf of the Body Corporate in a completed building setting.</i> <i>As things currently stand, the Virtuoso Body Corporate Committee (VBCC) can obtain one quote and spend up to \$156,000 without testing that quote against the market. That is not to say that the VBCC would do that, but the current limit allows for it.</i> <i>The motion being presented is to reduce the level to a more reasonable figure of \$10,000. Above that figure the VBCC would have to obtain at least a second quote.</i> <i>Note that under the legislation in Queensland, there is no minimum or maximum that can be set. However, the government stipulates that in the case of Virtuoso with 78 units, in the absence of a committee setting a threshold at all, the figure should be the lesser of \$85,000 or \$10,000.</i> <i>As outlined above, Virtuoso does have a limit that was set by Stockwell but it is far in excess of what it should be.</i> <i>Reference:</i> The Qld government website below has the details: https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/finance-insurance/spending-limits/body-corporate Person proposing: Sandra Davies Lot No: 206 Resolution Required: Ordinary THAT the limit for Major Spending, which is the level used to determine how many quotes are required when considering a motion at either a General Meeting or a Committee Meeting, be reduced from the current level of \$390,000 to \$10,000.	YES / NO / ABSTAIN
----	---	--------------------

18(a)	Ordinary Member Ballot - Candidate: Caroline Hollis <i>Explanatory:</i> <i>For the purpose of facilitating online voting within a single forum, the open ballot for the nomination of four (4) Ordinary Members has been structured across Motions 18(a) to 18(f). The four candidates out of six nominees receiving the highest number of votes - will be duly elected.</i> Candidate : Caroline Hollis Lot : 503 Nominator : Caroline Hollis	YES / NO / ABSTAIN
18(b)	Ordinary Member Ballot - Candidate: Carol Cuff <i>Explanatory:</i> <i>For the purpose of facilitating online voting within a single forum, the open ballot for the nomination of four (4) Ordinary Members has been structured across Motions 18(a) to 18(f). The four candidates out of six nominees receiving the highest number of votes - will be duly elected.</i> Candidate : Carol Cuffe Lot : 204 Nominator : Carol Cuff	YES / NO / ABSTAIN
18(c)	Ordinary Member Ballot - Candidate: Ross Carleton <i>Explanatory:</i> <i>For the purpose of facilitating online voting within a single forum, the open ballot for the nomination of four (4) Ordinary Members has been structured across Motions 18(a) to 18(f). The four candidates out of six nominees receiving the highest number of votes - will be duly elected.</i> Candidate : Ross Carleton Lot : 509 Nominator : Michael Powell	YES / NO / ABSTAIN

18(d)	Ordinary Member Ballot - Candidate: Thomas Cochrane <i>Explanatory:</i> <i>For the purpose of facilitating online voting within a single forum, the open ballot for the nomination of four (4) Ordinary Members has been structured across Motions 18(a) to 18(f). The four candidates out of six nominees receiving the highest number of votes - will be duly elected.</i> Candidate : Thomas Cochrane Lot : 511 Nominator : Grace Saw	YES / NO / ABSTAIN
18(e)	Ordinary Member Ballot - Candidate: John Elphinston <i>Explanatory:</i> <i>For the purpose of facilitating online voting within a single forum, the open ballot for the nomination of four (4) Ordinary Members has been structured across Motions 18(a) to 18(f). The four candidates out of six nominees receiving the highest number of votes - will be duly elected.</i> Candidate : John Elphinston Lot : 206 Nominator : Sandra Davies	YES / NO / ABSTAIN
18(f)	Ordinary Member Ballot - Candidate: Natasha Tovey <i>Explanatory:</i> <i>For the purpose of facilitating online voting within a single forum, the open ballot for the nomination of four (4) Ordinary Members has been structured across Motions 18(a) to 18(f). The four candidates out of six nominees receiving the highest number of votes - will be duly elected.</i> Candidate : Natasha Tovey Lot : 410 Nominator : Natasha Tovey	YES / NO / ABSTAIN

I / we require that this voting paper, completed by me / us, be recorded as my / our vote in respect of the motions set out above.

VIRTUOSO Community Titles Scheme 52594 ANNUAL GENERAL MEETING Wednesday, 29 July 2026 5:00 PM

Signature(s) of Owner(s) Date

Name(s) of voter(s)

Lot No. Phone No.

MINUTES OF THE EXTRAORDINARY GENERAL MEETING 2026

COMMUNITY TITLE SCHEME - 52594

**VIRTUOSO
51 Ferry Road
WEST END QLD 4101**

Held on :

Monday, 02 March 2026 09:00 AM

In person at

Postal Extraordinary General Meeting
Attendance not required

MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF VIRTUOSO CTS 52594

Held Monday, 02 March 2026 9:00 AM at
Postal Extraordinary General Meeting
Attendance not required

Conducted under Standard Module Regulation

Present	Alison Brown (Lot 701), Natasha Tovey (Lot 410), Rosalie Roberts (Lot 103)
Civium Rep(s)	Elizabeth Juric (Civium Strata)
Proxies	None
Company Nominees	None
Apologies	None
Voting Papers	Brian & Rosalie Roberts (Lot 103), John William Noye and Donna Rae Noye (Lot 104), Kenneth & Patricia Noye (Lot 108), Robert & Carol Cuffe (Lot 204), Sandra Patricia Davies (Lot 206), John & Alexandra Busselmaier (Lot 211), Sheila Smith (Lot 304), Ross & Mia Carleton (Lot 311), Arthur ter Hofstede & Petia Wohed (Lot 401), Suzanne Elphinston (Lot 402), Christopher & Jan Deans (Lot 403), Paul Allan & Belinda Gayle Worland (Lot 404), Walter & Karen Prescott (Lot 405), David & Elizabeth Vieritz (Lot 408), Natasha Tovey (Lot 410), Julie-Anne Moran (Lot 411), Warren & Elizabeth Waples (Lot 502), Timoth Farrell & Caroline Hollis (Lot 503), Michael Powell & Heather Parker (Lot 509), Sarah Warner (Lot 510), Thomas Grattan Cochrane & Grace Ean Har Saw (Lot 511), Heather Sharon Zwicker & Maureen Mary Engel (Lot 602), John & Anne Thomson (Lot 604), Daphne Reid (Lot 606), Kelvin White & Magdalen Chow (Lot 607), Douglas & Janet Porter (Lot 611), David & Alison Brown (Lot 701), Thomas & Deborah Duggan (Lot 705), Paul & Janette Johnson (Lot 710)
Other Attendees	None
Chairperson	Rosalie Roberts
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote: 105, 203, 208, 309, 407, 508, 703, 709 and 711.
Fund Balances	Administration Fund: \$170,662.35 Sinking Fund: \$119,208.48 Sinking Fund Investment: \$202,021.92

A Quorum was reached

MOTION	Motion for consideration
1	Minutes of Previous Meeting (Statutory) Person Proposing: Committee Resolution Required: Ordinary THAT the minutes of the Annual General Meeting held on 28 July 2025 be confirmed as a true and accurate record of the proceedings at that meeting. For : 22 Against : 0 Abstained : 6 Motion Carried
2	Ratification of a Committee Decision Person Proposing: Committee Resolution Required: Ordinary That the following decision of the Body Corporate Committee be ratified: THAT the quotation and entering into a contact with Remedial Property Solutions of \$193,158.56 (ex GST), to undertake rectification of the northside area of the walkways be accepted. <i>It was REPORTED that, pursuant to the variations clause in the Remedial Quote, the following variations had been approved by the Committee through a Flying Minute (03-2026) dated 4 February 2026</i> 1. <i>Skip bin relocation: Cost \$7040 (excl GST)</i> 2. <i>Removal of Excess material: Cost \$13200 (excl GST)</i> 3. <i>Plumbing: Cost \$3000 (excl GST)</i> 4. <i>Additional Waterproofing Membrane: Cost \$27850 (excl GST)</i> <i>This additional expenditure would be added to the project budget and recouped from an increase in the 2026-27 Sinking Fund Levies.</i> For : 28 Against : 0 Abstained : 0 Motion Carried

There being no further business the chairperson declared the meeting closed at 09:30 am

Dated: 2 March 2026

Issued by Civium Property Group for and on behalf of the Body Corporate.

08 June 2026

Civium Strata
17/23 Townshend St
PHILLIP ACT 2606

Dear Alyssandra,

RE: BODY CORPORATE AUDIT

We enclose our audit report on behalf of Virtuoso CTS 52594 in respect of the year ended 30 April 2026.

We advise our review of your books and records highlighted no anomalies.

Should you wish to discuss this matter further please do not hesitate to contact our office.

Kind regards,

Tony Giles | **Partner**
AMG AUDIT + ASSURANCE

INDEPENDENT AUDIT REPORT
“VIRTUOSO”
TO THE PROPRIETORS OF COMMUNITY TITLE SCHEME NO. 52594

Scope

We have audited the financial statements of the Proprietors of Virtuoso CTS 52594 being a special purpose financial report consisting of the Statement of Accounts for the Administration and Sinking Funds for the period ended 30 April 2026 and the Balance Sheet at 30 April 2026. The Body Corporate Manager has been delegated the responsibility for the preparation and presentation of the accounts and the information they contain. Notwithstanding this delegation, the accounts shall ultimately be deemed the responsibility of the Body Corporate. The Body Corporate Manager has determined that the basis of accounting used is appropriate to meet the requirements of the Body Corporate and Community Management Act 1997 (“the Act”) and the needs of the proprietors. We have conducted an independent audit of these financial statements in order to express an opinion on them to the proprietors of the Body Corporate on their preparation and presentation. No opinion is expressed as to whether the basis of accounting used is appropriate to the needs of the proprietors.

The financial statements have been prepared for distribution to proprietors for the purpose of fulfilling the requirements of the Act. We disclaim any assumption of responsibility for any reliance on this report or on the financial statements prepared as a special purpose financial report to which it relates to any person other than the proprietors, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion the financial statements presents fairly the financial position of Virtuoso CTS 52594 as at 30 April 2026 and the results of its operations for the period then ended.

AMG Audit + Assurance

.....
Tony Giles

Brisbane
Dated 8 June 2026

Balance Sheet - C.T.S. 52594
"VIRTUOSO"
51 FERRY ROAD, WEST END, QLD 4101
For the Financial Period 01/05/2025 to 30/04/2026
FINAL

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Assets			
Cash At Bank			
Virtuoso CTS 52594	\$206,870.02	\$95,560.49	\$302,430.51
Macquarie Bank BSB: 184-446 Acc No: 252720743			
VIRTUOSO CTS 52594 -TD	\$0.00	\$204,064.28	\$204,064.28
Macquarie Bank BSB: 184-446 Acc No: 257725739			
Accounts Receivable-	\$802.70	\$0.00	\$802.70
Levies Receivable	\$5.50	\$0.00	\$5.50
Prepaid Lift Maintenance	\$5,983.32	\$0.00	\$5,983.32
GST Clearing	\$(507.69)	\$4,730.95	\$4,223.26
Total Assets	\$213,153.85	\$304,355.72	\$517,509.57
Liabilities			
Accounts Payable	\$1,783.68	\$0.00	\$1,783.68
Accrual Expense	\$13,473.56	\$0.00	\$13,473.56
BAS Clearing	\$2,345.27	\$(9,956.54)	\$(7,611.27)
Paid in Advance	\$99,066.72	\$48,634.31	\$147,701.03
Security Deposits	\$9,250.00	\$0.00	\$9,250.00
Total Liabilities	\$125,919.23	\$38,677.77	\$164,597.00
Net Assets	\$87,234.62	\$265,677.95	\$352,912.57
Owners Funds			
Opening Balance	\$98,017.97	\$346,112.08	\$444,130.05
Net Income For The Period	\$(10,783.35)	\$(80,434.13)	\$(91,217.48)
Total Owners Funds	\$87,234.62	\$265,677.95	\$352,912.57

Income and Expenditure Statement - C.T.S. 52594

"VIRTUOSO"

51 FERRY ROAD, WEST END, QLD 4101

For the Financial Period 01/05/2025 to 30/04/2026

FINAL

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Building Insurance Levy	\$52,313.44	\$0.00	\$54,160.25
Chargefox Income	\$1,132.74	\$0.00	\$1,288.56
Containers for Change	\$1,760.53	\$0.00	\$1,678.52
Levy Income	\$435,691.14	\$488,003.91	\$425,499.53
Total Administrative Fund Income	\$490,897.85	\$488,003.91	\$482,626.86

Expenses

Arrears Recovery Costs	\$85.00	\$0.00	\$0.00
Audit Fees	\$1,300.00	\$1,200.00	\$0.00
Banking Management	\$390.63	\$430.00	\$372.00
Building Repairs & Maintenance	\$8,319.36	\$15,000.00	\$13,972.54
Bundled Disbursements	\$6,328.63	\$6,650.00	\$6,027.24
Civium Disbursements	\$460.00	\$600.00	\$587.27
Cleaning	\$28,523.63	\$31,000.00	\$25,751.82
Cleaning - Car Park	\$2,460.00	\$2,815.00	\$2,342.00
Cleaning - Refuse Chute	\$3,840.00	\$4,000.00	\$3,840.00
Cleaning - Waste Area	\$2,740.12	\$3,000.00	\$2,534.88
Cleaning - Windows & Glazing	\$0.00	\$5,000.00	\$0.00
Committee Approvals	\$0.00	\$2,000.00	\$0.00
Consultant Fees	\$2,400.00	\$12,000.00	\$8,264.84
Electrical Repairs & Maintenance	\$14,038.00	\$10,000.00	\$14,959.37
Electricity - Utility	\$40,211.56	\$40,000.00	\$37,051.23
Email Management	\$1,701.81	\$1,791.00	\$1,616.76
Facility Management	\$144,610.80	\$144,611.00	\$135,618.48
Fees & Permits	\$3,857.46	\$1,000.00	\$461.72
Fire Protection - Contracted	\$8,888.92	\$10,000.00	\$12,789.79
Fire Protection - Repairs/Replacements	\$13,374.57	\$8,000.00	\$8,045.27
GST Administration	\$710.91	\$880.00	\$620.00
Gardens & Grounds	\$36,571.48	\$45,000.00	\$39,451.38
Gas - Utility	\$6,295.93	\$4,000.00	\$3,398.25
Gate Repairs & Maintenance	\$8,701.35	\$5,770.00	\$7,072.60
Gymnasium Expenses	\$596.26	\$500.00	\$379.08
Hire of Room for Meeting	\$900.00	\$2,000.00	\$2,460.92
Hygiene & Sanitary Services	\$0.00	\$1,500.00	\$449.99
Insurance Building	\$52,312.79	\$52,313.00	\$49,804.96
Insurance Premiums	\$28,130.05	\$22,421.00	\$24,595.95

Civium Strata

Locked Bag 8300 CANBERRA ACT 2601 ABN: 39 121 276 300

Ph: 1300 724 256 Email: levies@civium.com.au

Printed: 04/06/2026 12:27 pm User: Alyssandra Cendana

Page 3

**Income and Expenditure Statement - C.T.S. 52594
"VIRTUOSO"****51 FERRY ROAD, WEST END, QLD 4101**

For the Financial Period 01/05/2025 to 30/04/2026

FINAL**Consolidated****Administrative Fund**

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Insurance Valuation	\$0.00	\$1,500.00	\$0.00
Lift Maintenance Contract	\$39,809.69	\$36,000.00	\$47,192.52
Lift Repairs	\$1,487.00	\$2,000.00	\$1,374.00
Management Fee	\$8,154.57	\$8,600.00	\$7,800.00
Online Portal Fees	\$2,067.72	\$2,175.00	\$1,965.60
Pest Control	\$3,160.00	\$7,000.00	\$6,360.00
Plumbing & Drainage	\$10,557.13	\$8,000.00	\$8,298.68
Pool Expenses	\$6,208.02	\$7,000.00	\$5,766.85
Property Services	\$180.23	\$0.00	\$0.00
Pump Repair and Maintenance	\$1,532.64	\$2,100.00	\$1,701.15
Rates	\$0.00	\$120.00	\$37.30
Security	\$1,833.70	\$5,000.00	\$4,945.99
Signage	\$685.00	\$3,200.00	\$685.00
Storage of BC Documents	\$208.02	\$0.00	\$0.00
Sundry Expenses	\$240.91	\$1,500.00	\$0.00
Tax Agent Fees - BAS/GST	\$100.00	\$0.00	\$0.00
Tax Agent Fees - Income Tax	\$425.00	\$360.00	\$360.00
Telephone	\$641.81	\$720.00	\$632.76
Trades Compliance	\$185.38	\$210.00	\$176.51
Water - Utility	\$4,934.26	\$5,000.00	\$1,546.52
Workcover Premium	\$241.77	\$300.00	\$300.86
Workplace Hlth/Sfty-Audit	\$1,279.09	\$1,300.00	\$1,241.82
Total Administrative Fund Expenses	\$501,681.20	\$525,566.00	\$492,853.90
Administrative Fund Surplus/Deficit	\$(10,783.35)	\$(37,562.09)	\$(10,227.04)
Opening Balance for the period	\$98,017.97	\$0.00	\$108,245.01
Fund Transfer (Admin)	\$0.00	\$0.00	\$0.00
Closing Balance for the period	\$87,234.62	\$(37,562.09)	\$98,017.97

af

Civium Strata

Locked Bag 8300 CANBERRA ACT 2601 ABN: 39 121 276 300

Ph: 1300 724 256 Email: levies@civium.com.au

Printed: 04/06/2026 12:27 pm User: Alyssandra Cendana

Page 4

**Income and Expenditure Statement - C.T.S. 52594
"VIRTUOSO"****51 FERRY ROAD, WEST END, QLD 4101**

For the Financial Period 01/05/2025 to 30/04/2026

FINAL

Consolidated			
Sinking Fund	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Insurance Claim Refund	\$0.00	\$0.00	\$68,018.00
Interest on Investment	\$4,064.28	\$0.00	\$0.00
Levy Income	\$243,349.56	\$243,350.00	\$159,963.98
Total Sinking Fund Income	\$247,413.84	\$243,350.00	\$227,981.98
Expenses			
Building Improvement/Upgrade	\$303,357.56	\$20,000.00	\$21,450.00
Building Repairs & Maintenance	\$0.00	\$0.00	\$969.00
Electrical Replacement/Upgrade	\$0.00	\$4,096.00	\$0.00
Fire Protection Replacement/Upgrade	\$0.00	\$14,267.00	\$8,070.00
Gardens & Grounds	\$0.00	\$0.00	\$21,945.00
Insurance Claim - Sinking	\$0.00	\$0.00	\$68,018.00
Plumbing & Drainage Works	\$18,421.40	\$0.00	\$0.00
Security System Replacement/Upgrade	\$6,069.01	\$0.00	\$0.00
Total Sinking Fund Expenses	\$327,847.97	\$38,363.00	\$120,452.00
Sinking Fund Surplus/Deficit	\$(80,434.13)	\$204,987.00	\$107,529.98
Opening Balance for the period	\$346,112.08	\$0.00	\$238,582.10
Fund Transfer (Sinking)	\$0.00	\$0.00	\$0.00
Closing Balance for the period	\$265,677.95	\$204,987.00	\$346,112.08

Civium Strata

Proposed Budget for Community Title Scheme 52594

VIRTUOSO, 51 Ferry Road WEST END

Prepared by Civium Strata (ABN 39 121 276 300)

Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Printed 09/06/2026 at 00:26:07 User= Alyssandra Cendana

Page 1

Contribution Schedule

Administrative Fund

	Proposed Budget (01/05/2026-30/04/2027)	Current Actual (01/05/2025-30/04/2026)	Current Budget (01/05/2025-30/04/2026)
Income			
Chargefox Income	\$0.00	\$1,132.74	\$0.00
Containers for Change	\$0.00	\$1,760.53	\$0.00
Levy Income	\$588,712.00	\$435,691.14	\$435,690.91
Total Admin Fund Income	\$588,712.00	\$438,584.41	\$435,690.91
Expense			
Arrears Recovery Costs	\$200.00	\$85.00	\$0.00
Audit Fees	\$2,000.00	\$1,300.00	\$1,200.00
Banking Management	\$500.00	\$390.63	\$430.00
Building Repairs & Maintenance	\$30,000.00	\$8,319.36	\$15,000.00
Bundled Disbursements	\$7,000.00	\$6,328.63	\$6,650.00
Civium Disbursements	\$600.00	\$460.00	\$600.00
Cleaning	\$35,000.00	\$28,523.63	\$31,000.00
Cleaning - Car Park	\$3,000.00	\$2,460.00	\$2,815.00
Cleaning - Refuse Chute	\$4,050.00	\$3,840.00	\$4,000.00
Cleaning - Waste Area	\$4,750.00	\$2,740.12	\$3,000.00
Cleaning - Windows & Glazing	\$5,000.00	\$0.00	\$5,000.00
Committee Approvals	\$2,000.00	\$0.00	\$2,000.00
Consultant Fees	\$30,000.00	\$2,400.00	\$12,000.00
Electrical Repairs & Maintenance	\$25,000.00	\$14,038.00	\$10,000.00
Electricity - Utility	\$45,000.00	\$40,211.56	\$40,000.00
Email Management	\$1,800.00	\$1,701.81	\$1,791.00
Facility Management	\$151,455.00	\$144,610.80	\$144,611.00
Fees & Permits	\$2,500.00	\$3,857.46	\$1,000.00
Fire Protection - Contracted	\$15,000.00	\$8,888.92	\$10,000.00
Fire Protection - Repairs/Replacements	\$10,000.00	\$13,374.57	\$8,000.00
GST Administration	\$880.00	\$710.91	\$880.00
Gardens & Grounds	\$45,000.00	\$36,571.48	\$45,000.00
Gas - Utility	\$8,000.00	\$6,295.93	\$4,000.00
Gate Repairs & Maintenance	\$10,000.00	\$8,701.35	\$5,770.00
Gymnasium Expenses	\$600.00	\$596.26	\$500.00
Hire of Room for Meeting	\$2,000.00	\$900.00	\$2,000.00
Hygiene & Sanitary Services	\$1,500.00	\$0.00	\$1,500.00
Insurance Premiums	\$37,912.00	\$28,130.05	\$22,421.00
Insurance Valuation	\$1,500.00	\$0.00	\$1,500.00
Lift Maintenance Contract	\$38,000.00	\$39,809.69	\$36,000.00
Lift Repairs	\$2,000.00	\$1,487.00	\$2,000.00
Management Fee	\$9,750.00	\$8,154.57	\$8,600.00
Online Portal Fees	\$2,175.00	\$2,067.72	\$2,175.00
Pest Control	\$7,000.00	\$3,160.00	\$7,000.00

Civium Strata

Proposed Budget for Community Title Scheme 52594

VIRTUOSO, 51 Ferry Road WEST END

Prepared by Civium Strata (ABN 39 121 276 300)

Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Printed 09/06/2026 at 00:26:07 User= Alyssandra Cendana

Page 2

Contribution Schedule

Administrative Fund

	Proposed Budget (01/05/2026-30/04/2027)	Current Actual (01/05/2025-30/04/2026)	Current Budget (01/05/2025-30/04/2026)
Plumbing & Drainage	\$16,000.00	\$10,557.13	\$8,000.00
Pool Expenses	\$8,000.00	\$6,208.02	\$7,000.00
Property Services	\$200.00	\$180.23	\$0.00
Pump Repair and Maintenance	\$3,000.00	\$1,532.64	\$2,100.00
Rates	\$120.00	\$0.00	\$120.00
Security	\$5,000.00	\$1,833.70	\$5,000.00
Signage	\$3,200.00	\$685.00	\$3,200.00
Storage of BC Documents	\$210.00	\$208.02	\$0.00
Sundry Expenses	\$1,500.00	\$240.91	\$1,500.00
Tax Agent Fees - BAS/GST	\$100.00	\$100.00	\$0.00
Tax Agent Fees - Income Tax	\$360.00	\$425.00	\$360.00
Telephone	\$840.00	\$641.81	\$720.00
Trades Compliance	\$210.00	\$185.38	\$210.00
Water - Utility	\$6,500.00	\$4,934.26	\$5,000.00
Workcover Premium	\$300.00	\$241.77	\$300.00
Workplace Hlth/Sfty-Audit	\$2,000.00	\$1,279.09	\$1,300.00
Total Admin Fund Expense	\$588,712.00	\$449,368.41	\$473,253.00
Total Contribution Schedule Levy Income	\$588,712.00	\$435,691.14	\$435,690.91
ADD: ADMIN GST	\$58,871.20	\$0.00	\$43,569.09
Total Contribution Schedule Budget	\$647,583.20	\$435,691.14	\$479,260.00

Opening Balance as at 01/05/2026	\$87,234.62
ADD: Total Proposed Income	\$588,712.00
LESS: Total Proposed Expenses	\$588,712.00
Estimated Closing Balance as at 30/04/2027	\$87,234.62

Proposed New Admin Levies from 07/11/2026	\$665,222.55
ADD: Admin GST	\$66,522.25
Total Proposed New Admin Levies from 07/11/2026	\$731,744.80

Civium Strata
Proposed Budget for Community Title Scheme 52594

VIRTUOSO, 51 Ferry Road WEST END

Prepared by Civium Strata (ABN 39 121 276 300)

Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Printed 09/06/2026 at 00:26:07 User= Alyssandra Cendana

Page 3

Building Insurance

Administrative Fund

	Proposed Budget (01/05/2026-30/04/2027)	Current Actual (01/05/2025-30/04/2026)	Current Budget (01/05/2025-30/04/2026)
--	--	---	---

Income

Building Insurance Levy	\$0.00	\$52,313.44	\$0.00
Levy Income	\$42,490.44	\$0.00	\$52,313.00

Total Admin Fund Income

	\$42,490.44	\$52,313.44	\$52,313.00
--	-------------	-------------	-------------

Expense

Insurance Building	\$42,490.44	\$52,312.79	\$52,313.00
--------------------	-------------	-------------	-------------

Total Admin Fund Expense

	\$42,490.44	\$52,312.79	\$52,313.00
--	-------------	-------------	-------------

Total Building Insurance Levy Income

	\$42,490.44	\$0.00	\$52,313.00
--	-------------	--------	-------------

ADD: ADMIN GST

	\$4,249.04	\$0.00	\$5,231.30
--	------------	--------	------------

Total Building Insurance Budget

	\$46,739.48	\$0.00	\$57,544.30
--	-------------	--------	-------------

TOTAL ADMIN LEVY INCOME

	\$631,202.44	\$435,691.14	\$488,003.91
--	--------------	--------------	--------------

ADD: ADMIN GST

	\$63,120.24		\$48,800.39
--	-------------	--	-------------

TOTAL ADMIN BUDGET

	\$694,322.68		\$536,804.30
--	--------------	--	--------------

Opening Balance as at 01/05/2026

\$0.00

ADD: Total Proposed Income

\$42,490.44

LESS: Total Proposed Expenses

\$42,490.44

Estimated Closing Balance as at 30/04/2027

\$0.00

Proposed New Admin Levies from 07/11/2026

\$37,579.15

ADD: Admin GST

\$3,757.92

Total Proposed New Admin Levies from 07/11/2026

\$41,337.07

Civium Strata

Proposed Budget for Community Title Scheme 52594

VIRTUOSO, 51 Ferry Road WEST END

Prepared by Civium Strata (ABN 39 121 276 300)

Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Printed 09/06/2026 at 00:26:07 User= Alyssandra Cendana

Page 4

Contribution Schedule

Sinking Fund

	Proposed Budget (01/05/2026-30/04/2027)	Current Actual (01/05/2025-30/04/2026)	Current Budget (01/05/2025-30/04/2026)
--	--	---	---

Income

Interest on Investment	\$0.00	\$4,064.28	\$0.00
Levy Income	\$251,697.10	\$243,349.56	\$243,350.00

Total Sinking Fund Income

	\$251,697.10	\$247,413.84	\$243,350.00
--	--------------	--------------	--------------

Expense

Building Improvement/Upgrade	\$22,102.00	\$303,357.56	\$20,000.00
Electrical Replacement/Upgrade	\$5,941.00	\$0.00	\$4,096.00
Fire Protection Replacement/Upgrade	\$27,617.00	\$0.00	\$14,267.00
Gardens & Grounds	\$4,540.00	\$0.00	\$0.00
Plumbing & Drainage Works	\$0.00	\$18,421.40	\$0.00
Security System Replacement/Upgrade	\$0.00	\$6,069.01	\$0.00

Total Sinking Fund Expense

	\$60,200.00	\$327,847.97	\$38,363.00
--	-------------	--------------	-------------

Total Contribution Schedule Levy Income

	\$251,697.10	\$243,349.56	\$243,350.00
--	--------------	--------------	--------------

ADD: SINKING GST

	\$25,169.71	\$0.00	\$24,335.00
--	-------------	--------	-------------

Total Contribution Schedule Budget

	\$276,866.81	\$243,349.56	\$267,685.00
--	--------------	--------------	--------------

Opening Balance as at 01/05/2026	\$265,677.95
----------------------------------	--------------

ADD: Total Proposed Income	\$251,697.10
----------------------------	--------------

LESS: Total Proposed Expenses	\$60,200.00
-------------------------------	-------------

Estimated Closing Balance as at 30/04/2027	\$457,175.05
---	---------------------

Proposed New Sinking Levies from 07/11/2026	\$255,870.65
---	--------------

ADD: Sinking GST	\$25,587.07
------------------	-------------

Total Proposed New Sinking Levies from 07/11/2026	\$281,457.72
--	---------------------

Body Corporate Management Agreement

Date: 03/07/2026

Body Corporate Name and #:	VIRTUOSO CTS 52594
Address:	51 Ferry Road WEST END QLD 4101
Barad Management Pty Ltd	The Body Corporate Manager

Address:	Level 5, 157 Ann Street, Brisbane, QLD 4000	ABN:	26 010 622 125
Phone:	07 3839 8800	ACN:	010 622 125

Particulars			
Item 1	Professional indemnity	Fully insured.	
Item 2	Commencement date	01/05/2027	
Item 3	Term	12 Months	
		The management fee below relates to the option selected here.	
Item 4	Review date	Annually on each anniversary of the commencement date.	
Item 5	Percentage increase p.a	5%	
Item 6.1	Management Fee p.a	12 Months:	\$9,750.00
		Plus Part 5 Delegations	NO
		If YES, please refer to additional fees outline in Schedule D.	
Item 6.2	Fixed Disbursements for agreed services p.a.	\$93.74	Per lot
Item 7	Fee payment method	Monthly in advance	
		*All fees under this agreement are GST INCLUSIVE	
Item 8	Manner of accounting	Financial Statements – Accrual	
		Frequency of Accounting - Monthly	

Signatures		
Body Corporate		
The common seal of the owners corporation was affixed on		
In the presence of:		
Signature 1:	Signature 2:	
Designation	Designation	
Being the person(s) authorised by section 9A of the Management Act to attest the affixing of the seal		

Agent	
Executed by Barard Management Pty Ltd t/as Civium Strata in accordance with Section 127 of the Corporations Act 2001 in the presence of	
Agent	Witness
Signature of agent	Signature of Witness
Name of agent: Doug O'Mara	Name of witness:
Service: The owners corporation acknowledges receipt of a copy of this agreement within 48 hours of execution by the owners corporation.	
Name and signature of signatory (print name):	

Recitals

A) The Body Corporate appoints the Manager to supply administrative and other Services to the Body Corporate on the terms of this agreement.

It is agreed:

1 Appointment of Manager

1.1 Appointment

The Body Corporate:

- (a) appoints the Manager as the Body Corporate Manager to provide the Services;
- (b) authorises and requires the Manager to accept directions and instructions from the Committee as if they were the directions and instructions of the Body Corporate;
- (c) authorises the Manager to exercise the Authorised Powers;
- (d) authorises the Manager, in the provision of the Services, to administer funds controlled by the Body Corporate; and
- (e) authorises the Manager to:
 - (i) take custody of and use the common seal of the Body Corporate;
 - (ii) sign notices on behalf of the Secretary of the Body Corporate; and
 - (iii) sign by-law contravention notices on behalf of the Body Corporate.

1.2 Duties of the Manager

In the performance of its obligations under this agreement, the Manager will comply with the Act, the Module and the code of conduct in the Act applying to Body Corporate Managers.

1.3 Exclusions

- (a) The following powers, authorisations, duties and functions are specifically excluded from the appointment of the Manager:
 - (i) the duties of the Body Corporate specified in sections 152(1)(a) and (b) of the Act;
 - (ii) the duties of the Body Corporate specified in section 153 of the Act; and
 - (iii) the powers specified in section 100(2) of the Act.
- (b) The parties acknowledge and agree that the Manager has no control of or responsibility for Scheme land (including without limitation lots, buildings and common property).

1.4 Validity of appointment

The Body Corporate warrants to the Manager that the Body Corporate has validly passed any resolutions required by it to:

- (a) lawfully enter into this agreement;
- (b) perform its obligations under this agreement; and
- (c) give any directions or authorisations to the Manager.

2 Services

2.1 Supply of Services

- (a) The Manager will supply the Agreed Services to the Body Corporate.
- (b) Upon request from the Committee or the Body Corporate, the Manager will supply the Additional Services or Property Services.

2.2 Authorised powers

(a) The Manager:

- (i) must only exercise the Authorised Powers for the performance of the Services; and
- (ii) is not required to exercise the Authorised Powers other than to the extent necessary for the performance of the Services.

(b) The authorisation to exercise the Authorised Powers given under clause 1.1(c) does not:

- (i) relieve the Body Corporate or the Committee of their statutory functions; or
- (ii) make the Manager responsible for performing the statutory functions of the Body Corporate or the Committee.

2.3 Privacy

The Body Corporate:

(a) acknowledges and agrees that the Manager may be required under the provisions of the Act and the Privacy Act 1988 (Cth) to disclose Personal Information which forms part of the Body Corporate Records; and

(b) authorises the Manager to disclose the Personal Information in those circumstances.

3 Term

This Agreement:

- (a) commences on the Commencement Date as set out on the Cover Page (page 1 of this agreement); and
- (b) expires the day after the "Term" period selected as set out on the Cover Page (page 1 of this agreement).

4 Fees

4.1 Payment to Manager

The Body Corporate Manager will automatically draw the monthly fees as set out on page 1 of this agreement.

- (a) the Agreed Fee specified on the Cover Page (page 1 of this agreement) and Schedules B and D;
- (b) the fees for any Additional Services and Property Services in accordance with Schedules B and D; and
- (c) disbursements incurred by the Manager in accordance with the rates specified in Schedules B and D.

4.2 Time of performance

- (a) Unless requested by the Body Corporate, all Services will be provided by the Manager within Office Hours.
- (b) Additional fees will be payable as identified under Schedules B & D for Services provided outside Office Hours.

4.3 Increase in Fees

- (a) The Fees will be increased during the Term on each anniversary of the Commencement Date of Term by the Fixed Percentage Increase.
- (b) Disbursements will be increased during the Term in accordance with increases in the cost of those disbursements.

4.4 Other fees and commissions

- (a) The Manager is entitled to keep fees, commissions and costs paid to it:
 - (i) for information which the Manager must supply about the Body Corporate under the Act;

(ii) for services supplied at the request of lot owners; and

(iii) by the providers of goods and services to the Body Corporate as disclosed in Schedule A, or as further disclosed by the Manager during the Term.

(b) If at any time the Manager is not permitted to accept fees or commissions from an insurer or its agents, the Body Corporate must pay the Manager the appropriate fee under Schedule C.

5 GST

This clause applies if a party to this agreement is, or becomes, liable to pay GST regarding any Supply of goods, services or anything else under this agreement.

5.1 Definitions

Capitalised expressions which are not defined in this agreement but which have a defined meaning in the GST Act have the same meaning in this clause.

5.2 GST payable in addition to consideration

If a party (Supplier) makes a Taxable Supply under this agreement, then the Recipient of the Taxable Supply, must pay the Supplier the GST payable on the Taxable Supply in addition to the Consideration for the Supply.

5.3 Payment of GST

Subject to the Supplier issuing a Tax Invoice to the Recipient, the Recipient must pay the GST on the Taxable Supply under this agreement to the Supplier at the same time as the Recipient pays the Consideration for the Supply to the Supplier.

6 Representatives

(a) Each party will, on the Commencement Date and from time to time if a nominated representative is replaced, advise the other party of the name and contact details of their nominated representative to:

- (i) facilitate communication between the parties and facilitate the provision of the Services;
- (ii) provide instructions to the Manager and receive instructions from the Body Corporate;
- (iii) provide any information required by a party in respect to the Services;
- (iv) deal with any issues which arise in respect to the Services or this agreement; and
- (v) receive any notices given under this agreement.

(b) If at any time the Body Corporate or the Committee has not nominated a person as its representative, the Chairperson for the time being will be deemed to be the representative of the Body Corporate and the Committee.

7 Intellectual Property

(a) The Manager and the Body Corporate acknowledge and agree that all Intellectual Property Rights in the Body Corporate Records created by the Manager in providing the Services will vest in the Body Corporate upon creation.

(b) The Manager and the Body Corporate acknowledge and agree that that all Intellectual Property Rights created as a result of or in the course of the Manager providing the Services to the Body Corporate other than those specified in clause 7(a), belong to and vest upon their creation in the Manager. Without limitation, this includes notes of meetings and telephone conversations, recordings and other materials of a personal or commercial nature.

8 Insurance

8.1 Authorisation to effect insurance

The Body Corporate authorises the Manager to:

- (a) obtain quotations for the insurances required to be effected by the Body Corporate under the Act and the Module;
- (b) on behalf of the Body Corporate, effect the insurances required to be effected under the Act and the Module as directed by the Body Corporate;
- (c) pay insurance premiums from the Body Corporate's funds; and
- (d) as part of the Additional Services provided by the Manager, submit insurance claims to the Body Corporate's insurer.

8.2 Public Liability Insurance

In addition to any requirements under the Act or the Module, the public liability insurance policies effected and maintained by the Body Corporate must:

- (a) note the interest of the Manager and its Personnel as additional insured;
- (b) include a cross liability clause noting that the Manager and the Body Corporate will be considered as separate entities under the insurance policy; and
- (c) waive all rights of subrogation against the Manager and its Personnel.

8.3 Not advice

In effecting the insurances under this clause 8, the Body Corporate acknowledges and agrees that:

- (a) the Manager is simply providing the Body Corporate with information supplied to the Manager in respect to the insurances;
- (b) the Manager is not providing advice as to what insurance policy or policies the Body Corporate should or could effect or the terms under which those policies are or should be effected; and
- (c) the Body Corporate and the Committee must rely upon their own assessment or seek independent advice in respect to the insurances, their terms and conditions, the extent, nature, level or appropriateness of any policy or the terms of settlement of any claim under an insurance policy.

9 Termination and transfer

- (a) Either party may terminate this agreement in accordance with the Act or the Module.
- (b) The Manager may terminate this agreement:
 - (i) at any time and for any reason by giving 90 days written notice to the Body Corporate; or
 - (ii) with immediate effect after giving written notice to the Body Corporate if the Body Corporate:
 - (A) fails to pay the Manager any amount owing to it under this agreement and the failure continues for a period of 14 days after notice of the failure is given to the Body Corporate by the Manager; or
 - (B) the Body Corporate instructs the Manager to undertake an act in breach of any law, or the Body Corporate or any owner, tenant or other associated person threatens the safety of the Manager or its Personnel.
- (c) This agreement may be assigned or transferred by the Manager if the Body Corporate gives its approval in accordance with the transfer provisions of the Act.
- (d) Within 30 days of expiration or termination of this agreement, the Manager must deliver to the Body Corporate the Body Corporate Records and seal.

10 Release and Indemnity

10.1 Release and Indemnity

To the extent permitted by law, the Body Corporate:

- (a) releases, discharges and forever holds the Manager harmless from any Loss, Liability or Claim; and

(b) indemnifies and keeps the Manager indemnified against any Loss, Liability or Claim, including without limitation any Loss, Liability or Claim arising from the Manager being made a party to any litigation commenced by or brought against the Body Corporate,

howsoever arising out of or in connection with:

(c) the Manager being the Body Corporate Manager for the Scheme;

(d) the exercise or performance of the Manager's duties and obligations in accordance with this agreement;

(e) the performance of or compliance by the Manager with any instruction or direction by the Body Corporate or the Committee from time to time;

(f) termination under clause 9(b); or

(g) the Manager failing or omitting to do any act or thing it is required to do pursuant to this agreement as a result, directly or indirectly, from:

(i) a failure by the Body Corporate to deposit sufficient funds into the administration or sinking fund of the Body Corporate to enable the Manager to carry out its obligations; or

(ii) the Body Corporate failing to make a decision or pass a resolution required for the performance of an act by the Manager.

10.2 Exclusion of Consequential Loss

In no circumstance will the Company or its Personnel be liable to the Body Corporate for any Consequential Loss.

11 General

11.1 Notices

(a) In this agreement, a Notice means:

(i) a notice; or

(ii) a consent, approval or other communication required to be in writing, under this agreement.

(b) A Notice must be in writing and signed by or on behalf of the sender, addressed to the recipient and:

(i) delivered by personal service;

(ii) sent by pre-paid mail; or

(iii) transmitted by facsimile or email, to the recipient's address set out in Schedule A.

(c) A party may change its address for service by giving Notice of that change to each other party.

(d) The provisions of this clause 11.1 are in addition to any other mode of service permitted by law.

11.2 Stamp duty

The Body Corporate must pay any stamp duty (including any penalties) payable or assessed in connection with this agreement and any document required by or contemplated under this agreement.

11.3 Relationship

(a) The Body Corporate acknowledges and agrees that:

(i) this agreement is not a property maintenance inspection or safety agreement and the Manager is not required under this agreement to carry out any property maintenance, inspection or safety services for the Body Corporate;

(ii) the Manager is not engaged to provide legal, planning, development, building inspection or certification, fire safety, hazard identification, workplace safety, mechanical, valuation, insurance or risk assessments, or provide advice pertaining to these matters;

(iii) the Manager has recommended that the Body Corporate seek independent qualified assessments and advise on the matters set out in clause 11.3(a)(i) and on a regular basis to ensure compliance with all relevant legislation and safety standards;

(iv) the Manager has disclosed in Schedule C the arrangements it has with the providers of goods or services and the Manager's entitlement to commissions if the Body Corporate enters into contracts with those providers; and

(v) it will use its best endeavours to ensure that all Committee members are aware of their obligations under and that Committee members comply with the code of conduct in the Act applying to Committee voting members.

(b) The parties agree that this agreement creates the relationship of principal and independent contractor and does not constitute:

(i) joint venture;

(ii) a partnership between the Manager and Body Corporate;

(iii) a relationship of agency between the Manager and the Body Corporate; or

(iv) a relationship of employer and employee.

11.4 Legal costs

Except as expressly stated otherwise in this agreement, each party must pay its own legal and other costs and expenses of negotiating, preparing, executing and performing its obligations under this agreement.

11.5 Governing law and jurisdiction

(a) This agreement is governed by and is to be construed in accordance with the laws applicable in Queensland, Australia.

(b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of Queensland, Australia and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts.

11.6 Severability

If a provision of this agreement is illegal or unenforceable in any relevant jurisdiction, it may be severed for the purposes of that jurisdiction without affecting the enforceability of the other provisions of this agreement.

11.7 Further steps

Each party must promptly do whatever any other party reasonably requires of it to give effect to this agreement and to perform its obligations under it.

11.8 Rights cumulative

Except as expressly stated otherwise in this agreement, the rights of a party under this agreement are cumulative and are in addition to any other rights of that party.

11.9 Waiver and exercise of rights

(a) A single or partial exercise or waiver by a party of a right relating to this agreement does not prevent any other exercise of that right or the exercise of any other right.

(b) A party is not liable for any loss, cost or expense of any other party caused or contributed to by the waiver, exercise, attempted exercise, failure to exercise or delay in the exercise of a right.

(c) Civium will not be responsible for any liability or any additional liability attached to an unregistered/non compliant service contractor/s engaged directly by the Body Corporate or engaged by any third party representing the Body Corporate.

11.10 Survival

The provisions of clause 7, 9 and 12 of this agreement survive the expiry or termination of this agreement.

11.11 Amendment

This agreement may only be varied or replaced by an agreement executed by the parties.

11.12 Counterparts

This agreement may consist of a number of counterparts and, if so, the counterparts taken together constitute one agreement.

11.13 Entire understanding

- (a) This agreement contains the entire understanding between the parties as to the subject matter of this agreement.
- (b) All previous negotiations, understandings, representations, warranties, memoranda or commitments concerning the subject matter of this agreement are merged in and superseded by this agreement and are of no effect. No party is liable to any other party in respect of those matters.
- (c) No oral explanation or information provided by any party to another:
 - (i) affects the meaning or interpretation of this agreement; or
 - (ii) constitutes any collateral agreement, warranty or understanding between any of the parties.

12 Definitions and interpretation

12.1 Definitions

In this agreement:

Act means the *Body Corporate and Community Management Act 1997* (Qld).

Additional Fees the fee for the supply by the Body Corporate Manager of the additional services calculated according to the additional services rates, plus the hourly rate as varied under the agreement.

Additional Services the functions and duties of the owners corporation set out in schedule A1 or schedule A2.

Agreed Services the functions and duties of the Body Corporate set out in Schedule A1

Authorised Powers means those powers of the Committee that are capable of exercise by a body corporate manager under the Act.

Body Corporate Manager has the meaning given to that term under the Act.

Body Corporate Records means the rolls, registers, agreements and other documents required to be kept by a body corporate under the Act and the relevant Module. The term specifically excludes notes of meetings and telephone conversations, recordings, photographs and other images and other materials brought into existence by the Manager in the performance of the Services or the administration of this agreement.

Business Day means a day which is not:

- (a) a Saturday, Sunday, public holiday or public holiday in Brisbane, Queensland; or
- (b) between 22 December in one year and 18 January the following year (22 December to 18 January inclusive).



Claim includes a claim, notice, demand, action, proceeding, litigation, investigation, judgment, damage, Loss, cost, expense or liability however arising, whether present, unascertained, immediate, future or contingent, whether based in contract, tort or statute and whether involving a third party or a party to this agreement.

Committee means the Committee of the Body Corporate elected by the members of the Body Corporate in accordance with the Act.

Consequential Loss means indirect loss, loss of revenues, loss of reputation, loss of profits, lost opportunities, including opportunities to enter into arrangements with third parties or loss or damage in connection with claims made by third parties.

Disbursements means the outgoings and expenses of the Manager for agreed services, as set out in Item 6.2 on front page.

Any international postage would be an additional cost.

Disbursements for additional services means the outgoings and expenses of the Manager for any duties considered an additional service. These disbursements will be charged in line with hourly rates and disbursements costs detailed within Schedule B

Fees the costs and associated fees set out in schedule B and/or schedule D, as varied under the agreement.

Fixed Percentage Increase means % on front page.

GST means goods and services tax or similar value added tax levied or imposed in Australia under the GST Law or otherwise on a supply.

GST Act means A New Tax System (Goods and Services Tax) Act 1999 (Cth).

GST Law has the same meaning as in the GST Act.

Liability means any liability or obligation (whether actual, contingent or prospective) including any Loss, irrespective of when the acts, events or things giving rise to the liability or obligation occurred.

Loss includes any loss, damage, cost, charge liability (including Tax liability) or expense (including legal costs and expenses).

Module means the regulation module under the Act which applies to the relevant Body Corporate and the scheme under which the Body Corporate is registered.

Office Hours means 9:00 a.m. to 5:00 p.m. each Business Day.

Personal Information has the meaning given to that term under the *Privacy Act 1988* (Cth).

Personnel means

- (a) in relation to the Manager, any of its employees, agents, subcontractors (including subcontractor's Personnel) and representatives; and
- (b) in relation to the Body Corporate any of its employees, agents and representatives (including the Committee and any on-site Manager).

Property Services means the property services which may be provided by the Manager as set out in Schedules A1 & A2.

Scheme means the community title scheme which applies to the Body Corporate.

Services means the Agreed Services, Additional Services and Property Services.

Tax means all forms of taxes, duties, imposts, charges, withholdings, rates, levies or other governmental impositions of whatever nature and by whatever authority imposed, assessed or charged together with all costs, charges, interest, penalties, fines, expenses and other additional statutory charges, incidental or related to the imposition.

Term means the term specified in the Cover Page (Page 1 of this agreement).

12.2 Interpretation

In this agreement, unless the context otherwise requires:

(a) a reference to:

- (i) the singular includes the plural and the plural includes the singular;
- (ii) a recital, clause, schedule or annexure is a reference to a clause of or recital, schedule or annexure to this agreement and references to this agreement include any recital, schedule or annexure;
- (iii) any contract (including this agreement) or other instrument includes any variation or replacement of it and as it may be assigned or novated;
- (iv) a statute, ordinance, code or other law includes subordinate legislation (including regulations) and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- (v) a person or entity includes an individual, a firm, a body corporate, a trust, an unincorporated association or an authority;
- (vi) a person includes their legal personal representatives (including executors), administrators, successors, substitutes (including by way of novation) and permitted assigns;
- (vii) a group of persons is a reference to any two or more of them taken together and to each of them individually;
- (viii) an entity which has been reconstituted or merged means the body as reconstituted or merged, and to an entity which has ceased to exist where its functions have been substantially taken over by another body, means that other body;
- (ix) time is a reference to legal time in Brisbane, Queensland;
- (x) a reference to a day or a month means a calendar day or calendar month;
- (xi) money (including '\$', 'AUD' or 'dollars') is to Australian currency;

(b) the meaning of any general language is not restricted by any accompanying example, and the words 'includes', 'including', 'such as', 'for example' or similar words are not words of limitation;

(c) headings and the table of contents are for convenience only and do not form part of this agreement or affect its interpretation;

(d) if a period of time is specified and dates from a given day or the day of an act or event, it is to be calculated exclusive of that day;

(e) the time between two days, acts or events includes the day of occurrence or performance of the second but not the first day act or event;

(f) if the last day for doing an act is not a Business Day, the act must be done instead on the next Business Day;

(g) where there are two or more persons in a party each are bound jointly and severally; and

(h) a provision of this agreement must not be construed to the disadvantage of a party merely because that party was responsible for the preparation of this agreement or the inclusion of the provision in this agreement.

13 Public Officer

The Body Corporate appoints Douglas John O'Mara as its Public Officer for the purposes of applicable taxation legislation, and authorises Douglas John O'Mara and delegated Civium representatives to act on its behalf in dealings with the Australian Taxation Office and relevant authorities.

Schedule A1

NOTES:

1. Full authority is provided for the duties and functions disclosed in this Schedule subject to the extent of any limitations on authority stated in this table.
2. The Body Corporate Manager will not be required to perform personally Additional Services where the Body Corporate Manager determines that the Body Corporate Manager does not have the suitable qualifications and/or expertise, in which case the Body Corporate Manager may engage on behalf of the Scheme or recommend to the Scheme that the Scheme engage suitably qualified consultants for that purpose. This includes engagement of solicitors and other consultants in relation to the building defects issues and engagement of contractors in relation to repairs and maintenance

AGREED SERVICES Duties and functions	Limitations on Authority e.g. on expenditure (if nothing stated, then no limitations apply)	Fee Method
FINANCIAL MANAGEMENT		
Establishment and maintaining bank account		Agreed services
Collection of Body Corporate monies		Agreed services
Provide statutory reconciled accounts including balance sheet, statement of income and expenditure and levy status report		Agreed services
Financial record keeping		Agreed services
Prepare draft budgets		Agreed services
Manage the administrative fund and sinking fund		Agreed services
Generate and distribute levy notices (not special)		Agreed services
Conduct duties on behalf of the Treasurer (where appropriate)		Agreed services
DOCUMENTS AND RECORDS MANAGEMENT		
Holding documents and maintaining records relating to the Body Corporate (for example, the roll, notices, and minutes of meetings), which may be hard copy and/or electronically		Agreed services
Maintain Body Corporate roll		Agreed services
Maintain the agenda and minutes of Body Corporate meeting		Agreed services
Maintain correspondence		Agreed services
Record and maintain notices under The Body Corporate and Community Management Act 1997. Recording all change of ownerships and amendments to owners details as well as record mortgagee's		Agreed services
Assist the Body Corporate (where required) to maintain by-laws (excluding BCCM Form 10 – continuing contravention notice).		Agreed services
Providing copies of by-laws to the Committee upon request		Agreed services
Providing copies of management documents to the Committee upon request		Agreed services
Maintain the certificate of title and the strata Body Corporate		Agreed services
Providing copies of agendas and minutes of meetings upon request		Agreed services
Retain all specified Body Corporate records		Agreed services
Maintain Financial statements		Agreed services
Producing section 205 certificates and retain certificates under section 205 of the Act		Agreed services * Charges applicable to third parties
Producing urgent section 205 certificates and retain certificates under section 205 of the Act		Agreed services * Charges applicable to third parties
Retain service and management contracts		Agreed services

Rectifying deficiencies in the records when taking over the management from another Body Corporate Manager		Agreed services
Maintain common seal		Agreed services
ACCOUNTING/BANKING/COMPLIANCE		
– Australian Business Number registration – Arranging audit report and liaison with the auditor about the Body Corporates financial affairs and queries (if approved at AGM) – Paying accounts in relation to the Body Corporate (for example, accounts for water charges, utilities and maintenance etc.) – Arranging investment account set-up with current banking provider – Paying disbursements and expenses incurred in connection with the Body Corporate Manager's management of the Body Corporate – Undertaking the establishment of the Body Corporate bank accounts – EFT/Cheque processing and payments to trades, contractors and other payees – Transferring money between accounts – Providing additional financial reports to the Committee – GST registration and cancellation		Additional services fee (Schedule D)
UNDERTAKINGS AND MANAGEMENT		
Conduct duties on behalf of the Secretary (where appropriate)		Agreed services
Act as public officer		Agreed services
Affixing common seal on and any documents as required		Agreed services
Attend to routine written and oral communication and maintain correspondence		Agreed services
MAINTENANCE, REPAIRS AND WORKS		
Liaise with contractors, tradesmen, consultants and the committee about work(s) to be carried out at the complex		Agreed services
INSURANCES		
Arranging insurance cover for the <i>Body Corporate</i>		Agreed services
Submit insurance renewal quotations to the Committee and renew the insurances	Full –subject to instructions from the Committee	Agreed services
BY-LAWS AND DISPUTE		
Attend to general enquiries from the Committee, owners and agents about the Body Corporates by-laws		Agreed services
MEETINGS OF THE BODY CORPORATE		
Arranging and undertaking administrative duties in relation to annual general meetings i.e. booking meeting venues, arrangement and handling of collation, mail preparation		Agreed services
Arranging and undertaking administrative duties in relation to Committee Meetings i.e. booking meeting venues, arrangement and handling of collation, mail preparation <i>Committee meetings included within the agreed services must be held within office hours. Office hours mean hours (continued on next page)</i>	4 Committee meetings included in Agreed Services for a maximum of 2 hours" (Refer to Schedule B)	Agreed services

between 9:00am to 5:00pm Monday to Friday excluding public holidays and office closure of the Christmas period which is generally a 2 week period		
Distribute notices and minutes of annual general meetings and concurrent Committee meeting		Agreed services
Attendance at one Annual General Meeting (AGM) and any concurrent Strata Committee meeting is included each year, provided the meeting is held: - During office hours, defined as 8:30am to 5:00pm, Monday to Friday (excluding public holidays and the Christmas closure period, which is generally two weeks), and - At the Strata Manager's office, an online platform, or a professional venue (e.g. hired meeting room). The first 2 hours of the meeting during office hours are included at no additional cost. Time exceeding 2 hours will be charged at the hourly rate set out in Schedule B, billed in 30-minute increments. Meetings held outside of office hours will be charged from the meeting's commencement at the hourly rate specified in Schedule B. Where a meeting is held at a location other than the Strata Manager's office, travel time will also be charged in accordance with Schedule B.		Agreed service unless outside conditions apply (as outlined); additional charges per Schedule B.
Arrange for venue for meeting (cost of venue borne by Body Corporate) (only applicable if meeting not at Civium's Office)		Agreed services
BUNDLED DISBURSEMENTS – AGREED SERVICES		
- Processing and issuing levy notices via email or via post (in Australia) - E-mail management and management of bounded e-mails for the delivery of levies and correspondence and to send via post - Photocopy (Mono) - Printing reports as required - Postage via standard and large post items - Providing paper for correspondence, levy notices, meetings - Providing envelopes - Local and mobile telephone calls incoming/outgoing - Time take to compile standard and large post outs - Scanning and e-mailing documents upon request - Address labels - Mail merge of correspondence and material		Fixed Rate, per lot per annum. As per Item 6.2 on front Page

* These fees have been negotiated between the parties to the *agreement*

ADDITIONAL SERVICES Duties and functions	Limitations on Authority e.g. on expenditure (if nothing stated, then no limitations apply)	Fee Method
FINANCIAL MANAGEMENT		
Generate and distribute special levy notices		Additional services (Schedule B)
GST activities including but not limited to preparation and lodgement of BAS and annual tax returns		Additional services (Schedule B)
Undertaking steps necessary to recover any money owing in relation to levies, including instructing lawyers to issue letters of demand and to commence legal action for the recovery of the body corporate debt.		Additional services (Schedule B)

DOCUMENTS AND RECORDS MANAGEMENT		
Archive retrieval and administration		Additional services (Schedule D)
Electronic storage of Body Corporates records and archive storage		Additional services (Schedule D)
ACCOUNTING/BANKING/COMPLIANCE		
Australian Business Number registration		Additional services fee (Schedule D)
Arranging audit report and liaison with the auditor about the Body Corporates financial affairs and queries (if approved at AGM)		
Paying accounts in relation to the Body Corporate (for example, accounts for water charges, utilities and maintenance etc.)		
Arranging investment account set-up with current banking provider		
Paying disbursements and expenses incurred in connection with the Body Corporate Manager's management of the <i>Body Corporate</i>		
Undertaking the establishment of the Body Corporate bank accounts		
EFT/Cheque processing and payments to trades, contractors and other payees		
Transferring money between accounts		
Providing additional financial reports to the Committee		
GST registration and cancellation		
TAX LODGEMENT		
Provision of assisting tax agent for ATO lodgements and tax return lodgement prepared by registered tax agent		Additional service fee (Schedule D)
Compiling all reports for the tax agent to attend to tax Lodgements		Tax agent fee payable by Body Corporate
Signing of the tax lodgement as the public officer for and on behalf of the Body Corporate		
BAS LODGEMENT		
BAS lodgements		Additional services (Schedule D)
UNDERTAKING AND MANAGEMENT		
Arranging the handover of the Body Corporate's records and accounts to another Body Corporate Manager appointed under the Act.		Additional services (Schedule B)
Assist with the management of building defect rectification process including arranging access and approving the engagement of consultants		Additional services (Schedule B hourly rate)
MAINTENANCE, REPAIRS AND WORKS		
Arranging building inspections and reports		Additional services (Schedule B)
Effecting repairs to and maintaining common property or engaging appropriately qualified tradespersons to do <i>Standard Work</i> , with limitations on expenditure that may be incurred by the <i>Body Corporate Manager</i> without obtaining the principal's approval		Additional services (Schedule D)
Engaging appropriately qualified tradespersons to do <i>Non-Standard Work</i> , and the appointment on behalf of the association of a <i>Principal Contractor</i> for such <i>Non-Standard Work</i> , with limitations on expenditure that may be incurred by the <i>Body Corporate Manager</i> without obtaining the principal's approval	Only where an appropriately qualified building consultant has been engaged and advises the Body Corporate as to the appointment of a principle contractor and ensures	Additional services (Schedule B and D)

	such appointment has been made.	
Obtaining a quotation(s) for the repair, maintenance and replacement of the common property or other property of the Body Corporate		Additional services (Schedule D)
Assistance and arrangement through third parties of major refurbishment projects and defect rectification works	As instructed by the Body Corporate or the Committee Includes the engagement of expert consultants Assist the Body Corporate in dealing with construction and building defects and breaches of statutory warranties subject to the appointment of a legal representative and expert building consultant	Additional services (Schedule B hourly rate & Schedule D)
Other services requested by the Body Corporate or the Committee that is not listed but can be undertaken by the Body Corporate Manager	As instructed by the Body Corporate or the Committee	Additional services (Schedule B hourly rate & Schedule D)
INSURANCES		
Insurance claims: Prepare and lodge routine insurance claims		Additional services fee (Schedule B)
Insurance non-commission	Where insurance commission is not received	Additional services (Schedule B hourly rate)
Insurance valuation	Obtain insurance valuations for building insurance purposes as prescribed in the Body Corporate and Community Management Regulation.	Additional services (Schedule B)
BY-LAWS AND DISPUTE		
Representing the Body Corporate at a tribunal and/or court hearing, including the preparation of documentation and lodgement of application	Following the instructions from the Committee via minuted approval of meeting	Additional services (Schedule B hourly rate)
Issuing and serving notices to comply with a by-law	Following the instructions from the Committee via minuted approval of meeting	Additional services (Schedule B)
Arranging registration of by-law additions, amendments and rescindments, pursuant to the relevant resolutions made by the Body Corporate	Following instructions from the Committee/Body Corporate	Additional services (Schedule B)
MEETINGS OF THE BODY CORPORATE		
Prepare and distribute notices and minutes of adjourned annual general meeting and other general meetings and Committee meetings		Additional services (Schedule B adjourned charge)
Attend extraordinary general/Committee meetings held during office hours (outside of the inclusive Committee/extraordinary general meetings per calendar year		Additional services (Schedule B hourly rate)
DISBURSEMENTS FOR ADDITIONAL SERVICES		
Processing and issuing levy notices via e-mail or via post (Outside Australia)		Additional services (Schedule B)
E-mail management and management of bounded e-mails for the delivery of levies and correspondence and to send via post (only additional levies or correspondence considered an additional service)		

Photocopying (mono and colour)		
Printing reports as required		
Postage via standard and large post items		
Providing paper for correspondence, levy notices, meetings		
Providing envelopes		
Local and mobile telephone calls incoming/outgoing		
Time take to compile standard and large post outs		
Scanning and e-mailing documents upon request		
Incoming and outgoing faxes		
Address labels		
Storage of keys/security cards of the Body Corporates common area, maintaining register and ordering additional keys/security cards as required		
Supply of archive boxes and/or disk		
Mail merge of correspondence and material		
COMPLIANCE		
Arrange fire safety statements and inspections required in order to ensure compliance with the Work Health and Safety Act 2011 or other legislation (where applicable)		Additional services (Schedule B)
Arrange and lodge Annual Lift Certification		Additional services (Schedule B)
Pool Compliance Lodgement		Additional services (Schedule B)
Arrange sinking fund forecast/updated forecast with third party service provider		Additional services (Schedule B)
Arrange WH & S report with third party service provider		Additional services (Schedule B)
Arrange asbestos report with third party service provider		Additional services (Schedule B)
Trades compliance		Additional services (Schedule D)
OTHER SERVICES		
Any other services that can be provided by the Body Corporate Manager to the Body Corporate and which the Body Corporate Manager agrees to provide to the Body Corporate at the request of the Body Corporate, which do not constitute agreed services under this agreement		Additional services (Schedule B hourly rate)
Any services which do not constitute agreed services under this agreement, but which the Body Corporate Manager, acting reasonably, determines are necessary or appropriate in order to comply with changes in the law, including the Act. For the avoidance of doubt, this includes additional services and any additional time spent performing agreed services as a result of such changes		Additional services (Schedule B hourly rate)
Annual Site Attendance with professional report to the Committee (as requested by the Committee)		Additional services (Schedule B hourly rate)
Non-payment of management fees and/or other charges to the Body Corporate Manager		Additional services (Schedule B)

Schedule B – Fees

Item		
Office hours mean hours between 9.00am to 5.00pm Monday to Friday excluding public holidays and office closure of the Christmas period which is generally a 2 week period		
Meetings are a minimum of 1-hours charge. Hourly rate is per hour or part there of		
Unless otherwise specified, Additional Services will be timed costed at the hourly rates as outlined under Hourly Rates*		
Hourly Rates *	Charge (Inclusive of GST)	Unit
Tenancy Meeting (Must be held within office hours(9am-5pm), further charges will be incurred as per below)	As below	Per hour (minimum 1 hr)
Body Corporate Administrator	\$220.00	Per hour
Senior Body Corporate Administrator	\$275.00	Per hour
Principal/Director/General Manager	\$330.00	Per hour
Accounting staff	\$220.00	Per hour
Insurance Staff	\$220.00	Per hour
Administrative staff	\$165.00	Per hour
Property Services Staff	\$165.00	Per hour
Hourly rate for weekend or public holiday is double the hourly rate fee per hour	Double hourly rate	Per hour
Meeting preparation (other than AGM) Agenda/Minutes	\$110.00	Per hour
Meetings Outside AGM		
Committee Meeting	4 included in agreed services	
Committee Meetings	\$220.00	Per meeting, plus hourly rate and disbursements
Voting Outside Committee Meeting (VOC)/ Flying Minute/ Resolution	\$100.00	Per VOC, plus disbursements
Extraordinary General Meeting	\$220.00	Per meeting, plus hourly rate and disbursements
Reconvened General Meeting	\$120.00	Per Meeting
After Hours Surcharge (Mon-Thurs 2hrs up to 8pm)	\$300.00	Per Meeting
Ballot Paper preparation	\$150.00	Per Ballots plus disbursements
Compliance		
Fire safety certificate management	\$295.00	Per certificate plus \$2.50 per lot
Lift certification lodgement	\$95.00	Per lift
Pool Compliance Lodgement	Refer to Hourly rates	Charged at Body Corporate Administrator hourly rate
Arrange all third party service provider reports such as WH & S, sinking fund forecasts, insurance valuation & asbestos <i>*Where applicable</i>	\$55.00	Per report
Arrange/Lodge other Compliance/Risk matter (not mentioned above)	Refer to Hourly rates	Charged at Body Corporate Administrator hourly rate
Initial Site Inspection	\$100.00	Per Visit
Documentation and Records		
Inspecting records	Per legislation	Per legislation

Basic Information Package	\$275.00	Per request
Provision of Body Corporate (Handover)	\$165.00	Per request
Accounts		
BAS Preparation (Only for plans that are GST registered)	\$220.00	Per quarter
Dishonored Cheques	\$35.00	Per cheque
Investment Account Transfers	\$15.00	Per action
Utility Billing (per invoice)	\$7.50	Per invoice
Phone call/e-mail in relation to overdue levy (initial reminder notice)	\$5.50	Per matter
Issue notice of overdue levy (reminder notice) 1 st Demand	\$44.00	Per notice
Issue notice of overdue levy (reminder notice) 2 nd Demand	\$44.00	Per notice
Issue notice of overdue levy (reminder notice) 3 rd Demand	\$88.00	Per notice
Providing instructions to solicitor for recovery of outstanding levy	\$120.00	Per instruction
Levy arrears monitoring fee (Payment Plan)	\$55.00	Per month per lot
Contact via phone or SMS outside of issuing a notice as outlined above	\$5.00	Per contact
Management Services and Additions		
By-Laws, issuing by-law breach letter (1st Notice)	\$60.00	Per arrangement
By-Laws, issuing by-law breach letter (2nd Notice)	\$40.00	Per arrangement
By-Laws, issuing Continuing Contravention notice (Form 10)	\$100.00	Per arrangement
By-Law Registration	\$220.00	Per Hour, Plus Office of the Commissioner Fees
Change of Services of Notice Address	\$100.00	Per Arrangement, plus Office of commissioner Fees
TFN/ABN/GST Applications and/or Amendments	\$50.00	Per arrangement
Submissions to Commissioner's Officer	Refer to Hourly rates	Charged at Body Corporate Administrator hourly rate
Non-payment of management fee when due and/or other charges owed to The Body Corporate Manager	\$110.00	Per month plus 15% of the fee owed charged daily
Loan to Body Corporate	\$550.00	Per arrangement plus 10% of the loan amount charged monthly in advance
Insurance claim (per claim)	\$220.00	Per hour
Issuing Notice to Comply with by-law (includes affixing of common seal)	\$110.00	Per notice
Providing title/other searches	\$44.00	Per search plus Title search fee
Producing section s206 certificate	\$0.00	Per certificate in addition to the statutory fee
Producing urgent s206 certificate (double statutory fee)		
Annual Land Valuations	\$5.50	Per lot
Work Cover Lodgements	\$65.00	Per lodgement
Stationery		
DL Envelope	\$0.30	Per envelope
C5 Envelope	\$0.49	Per envelope
C5 Notice Envelope	\$0.70	Per envelope
A4 Envelope	\$0.70	Per envelope

C4 Envelope	\$0.90	Per envelope
Common Seal	\$30.00	Per seal, plus cost
Photocopying (single-sided)	\$0.60	Per page
Photocopying (double-sided)	\$0.80	Per page
Labels	\$1.10	Per page of labels
Freight		
Postage & Couriers	At cost	
Record Storage		
Offsite Storage	\$1.10	Per box, per week
Retrieval & Refilling of Records	At cost	
Archive Box	At cost	
On site building/maintenance inspection and report	\$165.00	Per Visit

* These fees have been negotiated between the parties to the agreement

** Any other duties as requested not included in the schedule is at the appropriate hourly rate

Schedule C – Disclosure schedule

Schedule C1 – The following providers pay a rebate, discount or commission to the *Body Corporate Manager*:

Name of company / person	Amount / percentage of rebate, discount or commission
Construction Cost Associates	20%
Quality Building Management	20%
Solutions IE	20%
Seymour Consultants	20%
CHU Underwriting Agencies	20% of base premium
Verve Insurance Pty Ltd	20% of base premium
Honan Insurance Group	20% of base premium
Flex Insurance Pty Ltd	Up to 20% of base premium
Proinsure Pty Ltd	10% of base premium
Body Corporate Brokers	Up to 20% of base premium
BAC Brokers Pty Ltd	Up to 20% of base premium
CRM Brokers Pty Ltd	Up to 20% of base premium
Austbrokers Pty Ltd	Up to 20% of base premium
MGA Insurance Brokers Pty Ltd	Up to 20% of base premium
Strata Community Insurance (SCI)	Up to 20% of base premium
Collective Insurance Brokers	Up to 20% of base premium
AON Insurance Brokers	Up to 20% of base premium
CGU	Up to 20% of base premium
Insurance Investment Solutions (IIS) via Honan Risk & Insurance Brokers	Shared Broker Fee

Schedule C2 – The following providers pay a rebate, discount or commission to the *Body Corporate Manager*:

Name of company / person	Amount / percentage of rebate, discount or commission	Other information relating to the disclosure
Ochre Trade Services Pty Ltd	Civium owns shares in this company	
Verve Insurance Pty Ltd	Verve is an associated entity of Civium	
Strata Valuations Pty Ltd	Civium owns shares in this company	

The Strata manager discloses that it operates a Corporate Partnership Program which is designed to identify, develop, maintain relationships with contractors and suppliers, promote our services to existing clients and attract new clients to our respective businesses.

Civium may collect a marketing levy from contributing partners to support marketing initiatives to jointly promote our businesses nationally.

The levy covers the administration of our marketing programs, advertising of Civium and our partners businesses through digital and hard copy advertising, sponsorship of community organisations and contributions to charities.

The marketing levy is not compulsory but may considered a benefit as a result of contributions made by suppliers, contractors and other partners, Civium hereby discloses such arrangements.

Contribution to the marketing program by no means guarantees participants work as a result of Civium's coordination of works within our portfolio. All participating contractors and suppliers agree to a code of conduct, safe work methods and invoice/quotation requirements.

The Owner's Corporation is always able to nominate contractors they wish to use following a certification and compliance process and always has final approval for all works undertaken in your property.



Australian Financial Services Licence & Authorisations: Verve Insurance Pty Ltd (ABN 95 625 643 889) is a corporate authorised representative of Honan Insurance Group Pty Ltd (AFSL 246749)(ABN: 67005 372 396)(AR# 1265311).

The Agent may receive rebates, commissions, or discounts from third-party suppliers. There are disclosed third-party suppliers in this Agreement. Additional third-party suppliers may be added, or existing ones removed, over time. Any changes to these arrangements, including additional third-party suppliers, will be communicated in writing to the Body Corporate.

Schedule D – Charges and associated fees*

Item	Charge (inclusive of GST)	Unit
IT, Software Licencing & Online Portal Fee	\$2.55	Per lot per month
After hours emergency telephone calls	\$88.00	Per arrangement
Administering and arranging electricity contracts/auctions/reverse auctions through third party	Included	Included
Accounting Service Provision/ATO Compliance (refer to Schedule A)	\$25.47	Per month per building
Levies – Generate and Distribute	Included	Included
Levies (Special) – Generate and Distribute	\$14.50	Per lot
Tax Return preparation and lodgement (lodgement via external agent)	\$330.00	Per annum
Courier	At cost	Per item
Bank Management (refer to schedule A)	\$12.13	Per month per building
Issuing work orders/quotations, including liaising with the tradesmen and follow-up after work order has been issued	\$40.00	Per work order
Undertake follow-up on the work order with the tradesperson or contractor within 72-hours of issuing	Included	Included
Managing access arrangements including arranging the issue of swipe cards and fobs and recording the issue of these including a key register	\$44.00	Per card/key
Bundled Disbursements (refer to schedule A)	\$93.74	Per lot per annum
Sending SMS	\$1.10	Per SMS
Trades Compliance (licence and insurance check)	\$17.84	Per month per building
New owner orientation package	\$33.00	Per owner
Set Up Costs	\$165.00 per hour	Maximum 3 hours
Plus commissions in Schedule C1 If commissions are selected YES, the agreed services fee is calculated on this basis. If the insurance commission is not received the base management fee increases by \$165.00 GST inclusive, per lot, per annum.	YES	
Part 5 Management Fee	\$150.00	Per lot per annum
Email Management and Online Storage	\$2.10	Per lot per month

* These fees and charges have been negotiated between the parties to the agreement

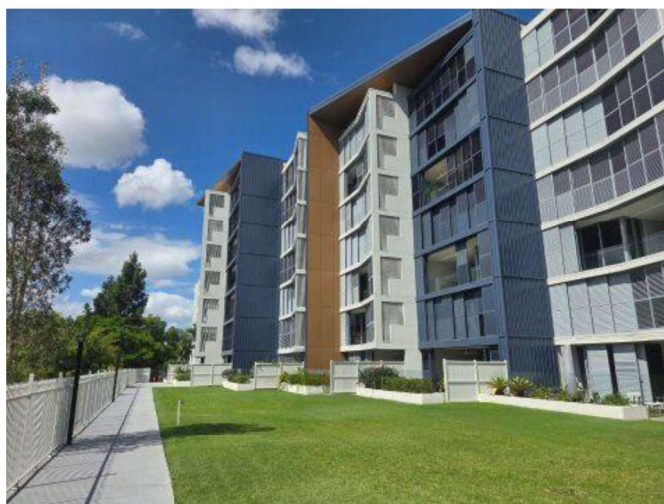


Sinking Fund Forecast

Virtuoso CTS 52594

Job No: 32076

Date: 17/03/2026



51 Ferry Road WEST END QLD 4101



SINKING FUND
FORECASTS



INSURANCE
VALUATIONS



POOL
CERTIFICATION



ASBESTOS
REPORTS



DILAPIDATION
REPORT



WORK HEALTH
& SAFETY



BUILDING CONDITION
REPORT



TAX
DEPRECIATION



CARETAKING
PERFORMANCE



FIRE
SAFETY



Page | 1

Contents

Section A.....	3
Summary of Sinking Fund Forecast	3
Section B.....	4
Sinking Fund Forecast	4
2.1 GENERAL INFORMATION.....	4
2.2 LIFE EXPECTANCY.....	4
2.3 CONTINGENCY.....	4
2.4 GOODS AND SERVICES TAX (GST)	4
2.5 SINKING FUND BALANCE.....	4
2.6 CONTRIBUTION / ALLOWANCE.....	4
Section C	5
Exclusions	5
2.7 SPECIFIC EXCLUSIONS.....	5
2.8 STRUCTURAL DEFECTS.....	5
2.9 ASBESTOS SURVEY.....	5
2.10 SAFETY.....	5
2.11 TERMS AND CONDITIONS.....	5
Section D	6
Contribution Summary.....	6
Section E.....	7
Sinking Fund Forecast Summary.....	7
Section F.....	11
Sinking Fund Forecast Details.....	11
Section G	12
Graphical Explanation	12
Section H	13

Section A

Summary of Sinking Fund Forecast

Property Name:	Virtuoso
CTS/SP Number:	52594
Building Address:	51 Ferry Road WEST END QLD 4101
Introduction:	This report has been commissioned by the Body Corporate to provide a sinking fund forecast for the above-mentioned property. This forecast satisfies the requirements of the Body Corporate and Community Management Act 1997. The purpose of this forecast is to establish a reserve of funds which allows for their future expenditure on the replacement of building components at the end of their expected life.

Report Summary

Building Type:	BFP
Year of Construction/ Registration Date:	-
Financial Year Start Date:	01/05/2026
Opening Balance:	\$325,000.00
Number of Lots	78
Number of Entitlements	4117
Proposed Sinking Fund Levy – Per Lot Entitlement	\$26.91
Proposed Sinking Fund Levy – Annual	\$110,799.52

Additional Information

Company taxation rate	30
Allowance for future building cost escalation - %	4
Contingency Allowance - %	5
Registered for GST	YES
Forecast Period – Number of Years	15

Property Inspection

Property Inspection Date	04/02/2026
---------------------------------	------------


 SINKING FUND
FORECASTS

 INSURANCE
VALUATIONS

 POOL
CERTIFICATION

 ASBESTOS
REPORTS

 DILAPIDATION
REPORT

 WORK HEALTH
& SAFETY

 BUILDING CONDITION
REPORT

 TAX
DEPRECIATION

 CARETAKING
PERFORMANCE

 FIRE
SAFETY


Page | 3

Section B

Sinking Fund Forecast

2.1 GENERAL INFORMATION

The estimates in this forecast are based on the typical usage for a building of this type.

This forecast has been based on a reasonable estimate of the expected life of the components listed in the forecast. The actual life of the components can be expected to vary from the estimated life and will be affected by maintenance programs, climate and environmental conditions, material failure, misuse and design errors etc.

This forecast is based on the assumption that the Body Corporate Committee or onsite Manager will implement a maintenance policy to recognize and encourage regular maintenance expenditure in the prevention of larger remedial capital expenditures.

The contributions and expenses in this report should be reviewed on an annual basis to take into account any change in condition of the building, new work that may have been attended to or changes in the Sinking Fund balance. It will also require updating if there is a change in any statutory requirements affecting this project.

2.2 LIFE EXPECTANCY

This forecast is based on the estimated life allowances sourced from industry trade specialists. The estimated life of the products is a guide only and the actual life may vary based on the site conditions and maintenance programs.

The estimated life of the components as listed in the elemental breakdown of this forecast.

E.O.L = Estimated overall life

E.R.L = Estimated Remaining Life

2.3 CONTINGENCY

A contingency has been allowed for any unforeseen expenses.

2.4 GOODS AND SERVICES TAX (GST)

The forecast is exclusive of the ten (10%) allowance for Goods and Services Tax.

2.5 SINKING FUND BALANCE

The sinking fund balance is forecast on expected contributions and expenses at the beginning of the year.

2.6 CONTRIBUTION / ALLOWANCE

These terms within the report refer to monies set aside over the term of the report for future expenditure of items which may or may not occur within the 15-year cycle. These are budgeting items and not expenditure.

Section C

Exclusions

2.7 SPECIFIC EXCLUSIONS

The forecast makes no allowance for costs associated with the following:

- Additional costs by shortage of labour and materials caused by widespread catastrophes or extremely buoyant building conditions.
- Operational costs including Management fees and employment costs, insurances, administration costs and expenses, cleaning and consumables.
- Rates
- Land legal and finance costs
- Recurring items such as maintenance contracts and cost of remedial repairs arising from lack of fully implemented maintenance program.
- Refurbishments which are unrelated to physical deterioration, unless Body Corporate has provided us with specific costs
- Costs associated with vandalism
- Latent defects
- Damage or component failure which may occur for whatever reason before the end of the expected life span of each component
- Minor items such as light bulbs and batteries
- Items which are included in the administration fund
- Costs arising from changes to legislation, e.g. GST
- Electrical cabling, mechanical duct-work and tiling – all are deemed to not require replacing within 10 years if periodic repairs, maintenance and reconditioning are carried out. The cost of all such repairs, maintenance and reconditioning have also been excluded.

2.8 STRUCTURAL DEFECTS

This is not a structural report and does not cover expenditure that occurs either directly or indirectly as a result of structural defects. It does not cover expenditure as a result of accidental damage.

2.9 ASBESTOS SURVEY

An Asbestos detection survey is not applicable.

2.10 SAFETY

The inspection and report does not cover safety issues.

2.11 TERMS AND CONDITIONS

All services provided by Seymour Consultants are based on our general terms and conditions which are available on our website at www.seymourconsultants.com.au

Contribution Summary

Sinking Fund Forecast Contribution Summary

General Information

Number of Entitlements	4,117	78	Lots
Opening Balance	\$ 325,000		
Inflation Rate (p.a.)	4.00	%	
Interest Rate (after tax)	1.50	%	
Y1 Contribution per Ent/Yr	\$ 26.91		
Previous year	2025		
Financial year 1 start	01/05/2026		

Sinking Fund Contribution Summary

Year	Financial Year Period	Expected Expenses	Required Contribution	Interest	Sinking Fund Balance	Contribution Per Ent. P.A.
					\$325,000	
Year 1 - (2026)	01/05/2026 to 30/04/2027	-\$60,200	\$110,788	\$5,634	\$381,223	\$26.91
Year 2 - (2027)	01/05/2027 to 30/04/2028	-\$133,940	\$125,220	\$5,588	\$378,091	\$30.42
Year 3 - (2028)	01/05/2028 to 30/04/2029	-\$67,653	\$140,400	\$6,763	\$457,600	\$34.10
Year 4 - (2029)	01/05/2029 to 30/04/2030	-\$513,904	\$151,016	\$1,421	\$96,132	\$36.68
Year 5 - (2030)	01/05/2030 to 30/04/2031	-\$218,760	\$157,056	\$516	\$34,945	\$38.15
Year 6 - (2031)	01/05/2031 to 30/04/2032	-\$109,982	\$167,107	\$1,381	\$93,450	\$40.59
Year 7 - (2032)	01/05/2032 to 30/04/2033	-\$147,566	\$177,791	\$1,855	\$125,530	\$43.18
Year 8 - (2033)	01/05/2033 to 30/04/2034	-\$27,056	\$188,503	\$4,305	\$291,281	\$45.79
Year 9 - (2034)	01/05/2034 to 30/04/2035	-\$196,207	\$196,043	\$4,367	\$295,484	\$47.62
Year 10 - (2035)	01/05/2035 to 30/04/2036	-\$103,536	\$203,884	\$5,937	\$401,770	\$49.52
Year 11 - (2036)	01/05/2036 to 30/04/2037	-\$70,189	\$212,040	\$8,154	\$551,775	\$51.50
Year 12 - (2037)	01/05/2037 to 30/04/2038	-\$99,909	\$220,521	\$10,086	\$682,473	\$53.56
Year 13 - (2038)	01/05/2038 to 30/04/2039	-\$98,803	\$229,342	\$12,195	\$825,208	\$55.71
Year 14 - (2039)	01/05/2039 to 30/04/2040	-\$732,808	\$238,516	\$4,964	\$335,879	\$57.93
Year 15 - (2040)	01/05/2040 to 30/04/2041	-\$291,102	\$248,057	\$4,393	\$297,227	\$60.25

- General maintenance costs are excluded.
- All figures stated are net and are exclusive of any discounts or penalty interest.
- Sinking Fund Balance includes bank interest at the rate per annum as stated above.
- No liability accepted.

Section E Sinking Fund Forecast Summary

Sinking Fund Forecast Summary

Annual Increase: 4%	CURRENT COSTS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	TOTAL
		2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	1.732

Sinking Fund Forecast Summary

Basement	36,299	0	0	12,168	5,989	0	0	15,152	0	15,396	0	7,881	0	12,408	0	19,481	88,476
Building	639,278	0	44,736	3,795	461,987	102,465	44,130	2,297	0	71,399	55,464	11,407	8,941	28,602	662,699	68,887	1,566,809
Services	214,919	53,409	20,364	27,185	16,873	94,648	51,649	102,653	25,767	52,447	37,805	40,605	44,548	46,805	32,604	168,135	815,497
Recreational Facilities	32,773	0	5,096	8,231	2,821	4,095	8,967	8,498	0	8,096	2,242	3,712	24,268	0	0	13,178	89,204
External Works	105,886	3,924	57,365	13,053	1,763	7,135	0	11,940	0	39,525	3,096	3,242	17,394	6,282	2,609	7,559	174,885
Unforeseen Expenditure	51,458	2,867	6,378	3,222	24,472	10,417	5,237	7,027	1,288	9,343	4,930	3,342	4,758	4,705	34,896	13,862	136,744
TOTAL	1,080,613	60,200	133,940	67,653	513,904	218,760	109,982	147,566	27,056	196,207	103,536	70,189	99,909	98,803	732,808	291,102	2,871,615













SINKING FUND FORECASTS

INSURANCE VALUATIONS

POOL CERTIFICATION

ASBESTOS REPORTS

DILAPIDATION REPORT

WORK HEALTH & SAFETY

BUILDING CONDITION REPORT

TAX DEPRECIATION

CARETAKING PERFORMANCE

FIRE SAFETY

Page 34

Page | 7

Sinking Fund Forecast Details

Annual Increase %		Description		EOL		CURRENT COSTS		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	TOTAL
								2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	1,732
Basement				7	4	1,742					1,960							2,579					4,539
Basement	Entry ramp		Repair cracks to concrete entry ramp	6	3	7,960				8,599						10,880						13,767	33,246
Basement	Garage door		Replace motor to basement door	15	13	7,750														12,408			12,408
Basement	Basement		Replace entry basement door	7	4	3,582				4,029									5,302				9,330
Basement	Line marking		Car park line marking	6	3	3,300				3,569						4,516							5,715
Basement	Basement floor		Repairs to epoxy floor coating to basement floor	12	7	2,750																	13,800
Basement	Underground water		Replace water pumps	12	7	2,750																	3,480
Basement	Basement		Replace sewer pumps	12	7	6,200																	7,845
Basement	Underground water		Replace stormwater pumps	12	7	3,025																	3,828
Building																							
Building	Metal roofing		Contribution to replace or repair metal roof sheeting	9	6	26,771							32,571										46,359
Building	Metal roofing		Reseal roof fixings to metal sheeting	9	6	9,500							11,558										16,451
Building	Sealed roofing		Repairs to roof waterproofing (New Sealant)	9	2	3,176			3,303											4,702			28,009
Building	Roof plumbing		Contribution to replace gutters/downpipes	6	5	4,530						5,299								6,706			8,005
Building	Roof plumbing		Contribution to replace external paint	10	4																		12,005
Building	External surfaces		Paint external building facade	10	4	340,000				382,454											566,125		948,579
Building	External surfaces		Paint soffits - refer external paint	10	4																		
Building	External surfaces		Paint concrete soffits - refer to external paint	10	4																		
Building	External surfaces		Allowance for working at heights - refer external paint	10	4																		
Building	External surfaces		General painting (touch ups)	8	2	20,000			20,800														
Building	Windows		Contribution to replace windows	12	9	25,974																	49,266
Building	Windows		Contribution to replace window seals	12	4	12,705					14,291												35,547
Building	Awnings / screens		Contribution to replace awnings/ screens	8	5	6,788						7,941											14,291
Building	Balustrading		Contribution to replace glass balustrading	12	9	22,688																	18,809
Building	Fire doors		Contribution to replace fire doors	8	2	15,411			16,027														31,049
Building	Fire doors		Contribution to replace fire door hardware	8	5	1,646																	37,961
Building	Fire doors		Contribution to replace fire door frames and seals	8	5	3,291																	4,580
Building	Doors		Contribution to replace doors - general	8	5	4,235																	9,120
Building	Doors		Paint doors, frames & architraves	10	4	15,000				16,873													11,735
Building	Automatic doors		Replace motor to automatic entry doors	6	3	3,509				3,795						4,802							41,849
Building	Doors		Replace refuse room roller door	15	13	1,905																	6,076
Building	Typical levels - surfaces		Paint walls and ceilings (including GYM)	10	4	43,000				48,369													3,050
Building	Internal floors		Replace/Upgrade tiled floors - lobby	15	5	6,710						7,850											119,967
Building	Internal floors		Replace carpeting - typical levels	12	5	57,000																	7,850
Building	Internal floors		Replace carpeting - gymnasium	12	5	3,388																	66,682
Building	Filaments		Replace directional and safety signs - basement	8	2	711				740													3,963
Building	Filaments		Replace safety signage	8	2	711				740													1,753
Building	Filaments		Replace pool signage	8	2	711				740													1,753
Building	Filaments		Replace driveway signage	8	2	711				740													1,753
Building	Filaments		Replace general signage	8	2	711				740													1,753
Building	Filaments		Renewal of building signage	10	7	1,815																	2,297
Building	Filaments		Replace letter boxes	15	12	5,808																	8,941
Building	Filaments		Repairs to letterboxes doors	15	2	871			906														906
Building	Filaments		Replace artwork excluded	15	16																		



INSURANCE VALUATIONS



POOL CERTIFICATION



ASBESTOS REPORTS



DILAPIDATION REPORT



WORK HEALTH & SAFETY



BUILDING CONDITION REPORT



TAX DEPRECIATION



CARETAKING PERFORMANCE



FIRE SAFETY



Page | 8

Sinking Fund Forecast Details

	Annual Increase %	Description	FO	LER	Current Costs	Year 1 2026	Year 2 2027	Year 3 2028	Year 4 2029	Year 5 2030	Year 6 2031	Year 7 2032	Year 8 2033	Year 9 2034	Year 10 2035	Year 11 2036	Year 12 2037	Year 13 2038	Year 14 2039	Year 15 2040	TOTAL
Services																					
Services	Electrical	Replace intercom	12	6	12,150						14,782										14,782
Services	Electrical	Upgrade CCTV system	12	11	6,000											8,881					8,881
Services	Electrical	Allowance to replace CCTV cameras	4	1	1,936	1,936				2,265				2,650				3,100			9,950
Services	Electrical	Contribution to replace light fittings - Basement	3	2	1,096		1,140			1,282			1,443			1,623			1,825		7,313
Services	Electrical	Contribution to replace light fittings - Internal	3	2	1,271		1,321			1,486			1,672			1,881			2,115		8,476
Services	Electrical	Contribution to replace light fittings - External	3	2	1,020		1,061			1,193			1,342			1,510			1,698		6,805
Services	Electrical	Contribution to replace light fittings - Exit	3	2	1,194		1,242			1,397			1,572			1,768			1,989		7,967
Services	Electrical	Replace fire indicator panel	25	17				2,082									2,963				2,963
Services	Electrical	Replace smoke detectors	3	3	1,925																13,356
Services	Electrical	Repair electrical services	4	1	3,388	3,388				3,963				4,637				5,424			17,412
Services	Electrical	Replace main electrical switchboard	25	19																	
Services	Electrical	Overhaul generator	10	5	7,381					8,635											
Services	Electrical	Replace generator batteries (x2)	2	1	617	617		667		722		781		845		913		988		1,069	6,602
Services	Electrical	Allowance to replace pipework	4	1	4,235	4,235				4,954				5,796				6,780			21,766
Services	Hydraulics	Allowance to replace stormwater system(s)	12	9	3,630																4,968
Services	Hydraulics	Allowance to replacement of extinguishers	3	3	2,310			2,498			2,810				3,161		3,556				4,000
Services	Hydraulics	Allowance to replacement of FHR	3	3	4,049			4,379			4,926			5,541		6,233					28,089
Services	Hydraulics	Overhaul fire pumps	15	5	14,278					16,703											16,703
Services	Hydraulics	Replace fire pump batteries (x2)	2	1	617	617		667		722				845		913		988		1,069	6,602
Services	Hydraulics	Replace sprinkler pipework	10	7	3,993																5,052
Services	Hydraulics	Replace jacking pumps	15	7	10,285																13,014
Services	Hydraulics	Fire water tank liner	15	1	27,000	27,000															27,000
Services	Hydraulics	Replace pressurisation pumps	15	7	4,000																5,061
Services	Hydraulics	Repairs/ upgrade to irrigation system	2	1	616	616		666		721		779		843		912		986		1,067	6,589
Services	Mechanical	Replace A/c to gym	9	6	3,509						4,269										6,076
Services	Mechanical	Replace A/c to lift motor room	9	6	3,509						4,269										6,076
Services	Mechanical	Replace toilet extraction exhaust	12	5	4,620					5,405											10,346
Services	Mechanical	Replace refuse extraction exhaust	8	5	2,825					3,305											7,829
Services	Mechanical	Replace / Repair air intake	15	5	9,250					10,821											16,455
Services	Mechanical	Replace car park exhaust fans	5	5	11,561					13,525											20,020
Services	Mechanical	Allowance to replace ventilation ducting	15	12	5,654																8,704
Services	Lift	Upgrade interiors	8	7	46,000																79,657
Services	Lift	Contribution to overhaul lift motors / controllers	1	1	15,000	15,000	15,600	16,224	16,873	17,548	18,250	18,980	19,739	20,529	21,350	22,204	23,092	24,015	24,976	25,975	300,354



Sinking Fund Forecast Details

	Annual Increase %	Description	EOL	ERL	CURRENT COSTS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
						2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Recreational Facilities																				
Recreational Facilities	Gymnasium	Replace gym equipment	6	6	7,370						8,967					11,346				20,313
Recreational Facilities	Swimming pool	Provision to resurface outdoor pool	15	16																
Recreational Facilities	Swimming pool	Replace pool sand filter(s)	6	3	1,733			1,874						2,371						3,000
Recreational Facilities	Swimming pool	Replace pool pump(s)	6	3	2,550			2,758						3,490						4,416
Recreational Facilities	Swimming pool	Replace chlorinator(s)	6	3	1,634			1,767						2,236						2,829
Recreational Facilities	Swimming pool	Replace repair pool decking	12	3	1,694			1,832												6,831
Recreational Facilities	Swimming pool	Replace pool furniture	5	2	4,900		5,096					6,200					7,543			2,933
Recreational Facilities	Amenity building	Repairs to amenity building(s)	10	7	1,816						2,298									4,766
Recreational Facilities	Amenity building	Paint amenity building - refer to external Paint	10	3																18,839
Recreational Facilities	Amenity building	Upgrade toilet facilities	15	12	3,494											5,379				5,379

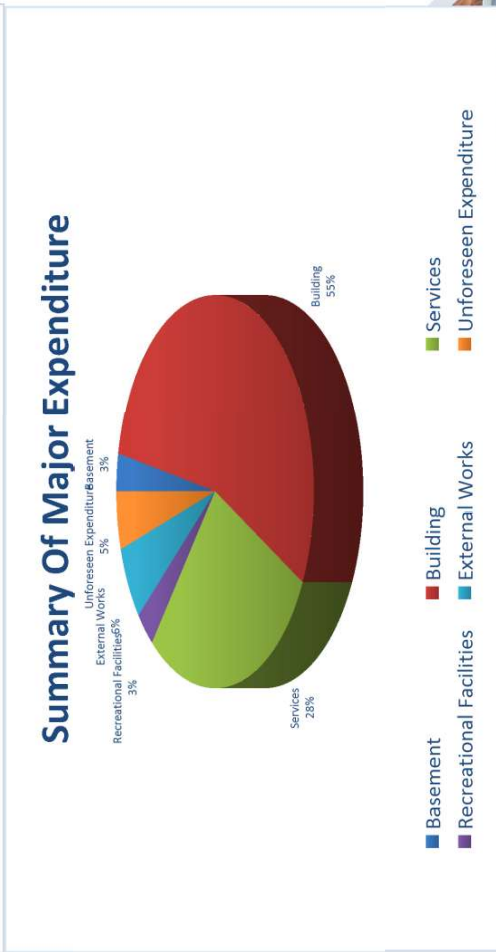
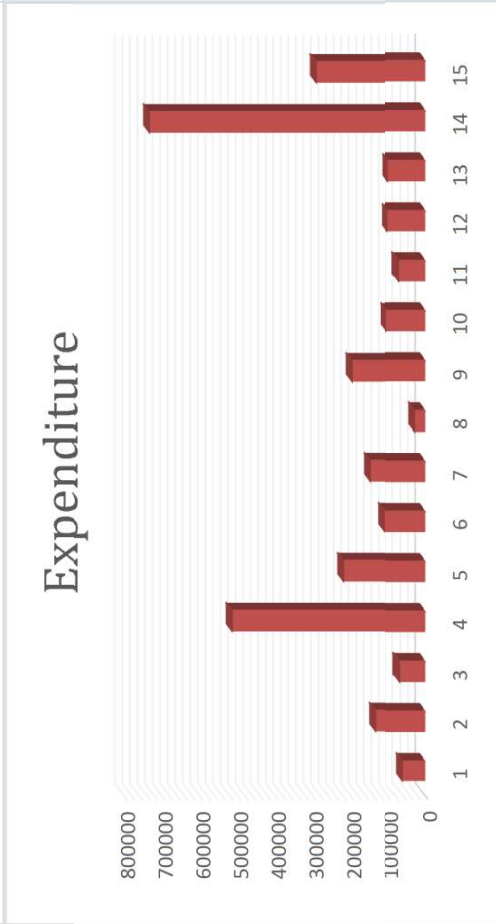
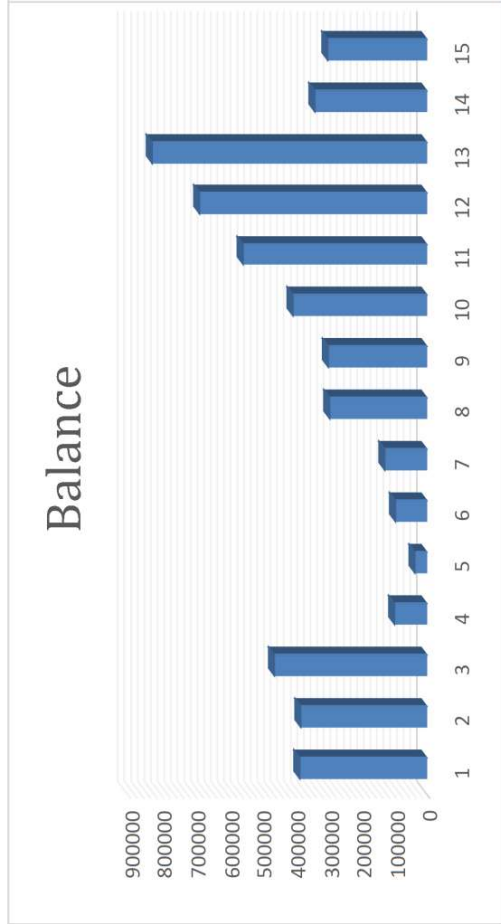
Sinking Fund Forecast Details

Sinking Fund Forecast Details

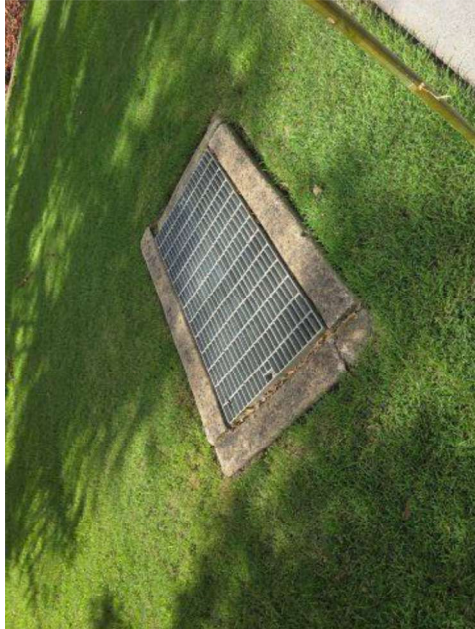
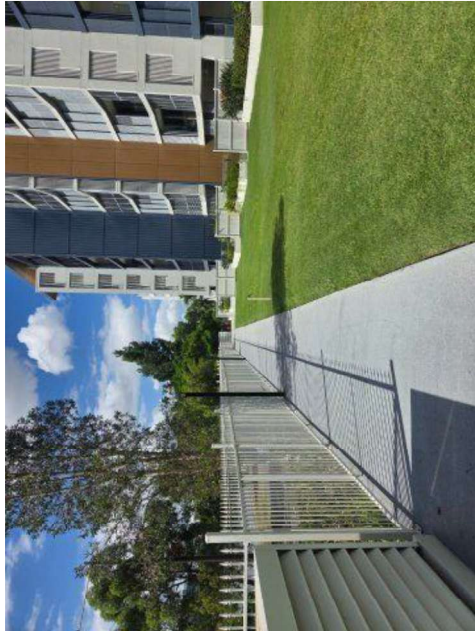
[illegible]

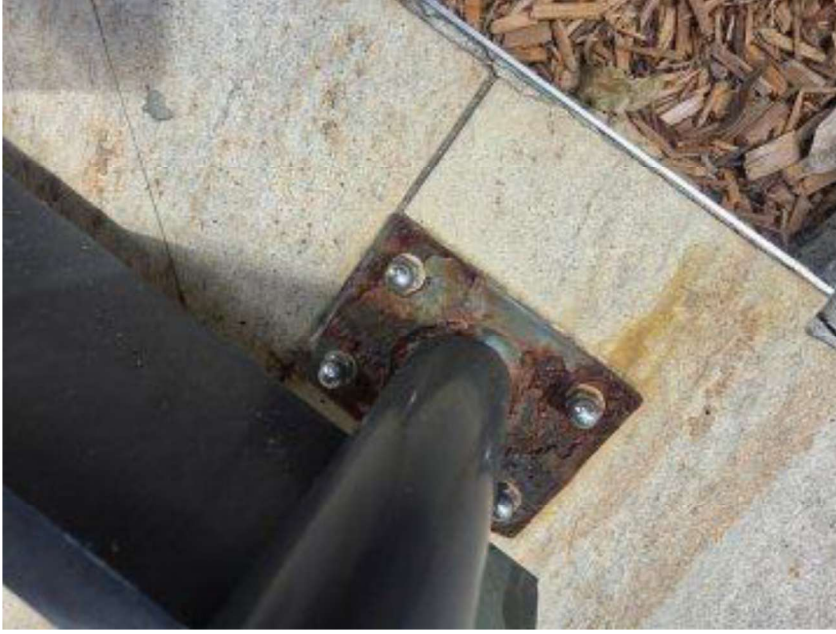
Section G

Graphical Explanation

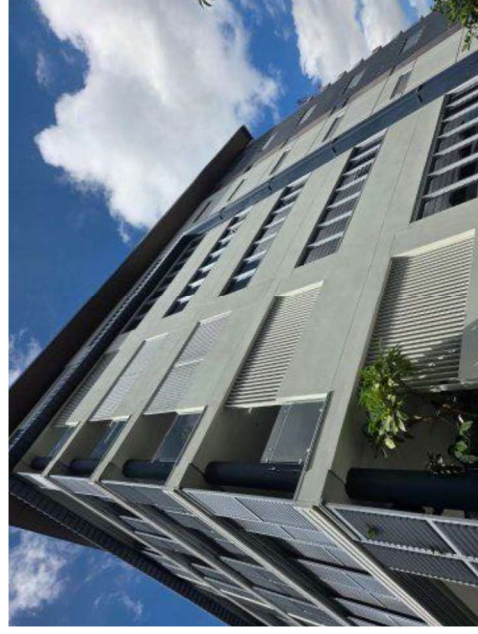


[Click here to view photo gallery online](#)




















SINKING FUND FORECASTS

INSURANCE VALUATIONS

POOL CERTIFICATION

ASBESTOS REPORTS

DILAPIDATION REPORT

WORK HEALTH & SAFETY

BUILDING CONDITION REPORT

TAX DEPRECIATION

CARETAKING PERFORMANCE

FIRE SAFETY

www.seymourconsultants.com.au

info@seymourconsultants.com.au

07 5573 4011

Page | 17



Chubb Insurance Australia Limited
ABN: 23 001 642 020 AFSL: 239687
Grosvenor Place
Level 38, 225 George Street
Sydney NSW 2000, Australia
O +61 2 9335 3200
www.chubb.com/au

Date Issued: 04 May 2026

Certificate of Currency

This Certificate of Currency confirms the following **Policy** is current at the date stated below. Please refer to **Policy** documents for full terms and conditions.

Certificate of Currency		
Named Insured:	Virtuoso CTS 52594	
Indemnity to Others (Section 5, General Liability Insurance Only)	Not Applicable	
Policy Number:	04GS020199	
Insurance:	Residential Strata Insurance	
Wording	Chubb Strata Insurance ChubbSTRATA01PDS0224	
Period of Insurance:	From:	4.00pm on 30 April 2026, Local Standard Time
	To:	4.00pm on 30 April 2027, Local Standard Time
The Insurer:	Section 1	100.00% Chubb Insurance Australia Limited
	Section 2	100.00% Chubb Insurance Australia Limited
	Section 3	100.00% Chubb Insurance Australia Limited
	Section 4-10	100.00% Chubb Insurance Australia Limited
Insured Location	51 Ferry Road, West End QLD 4101	

Limits of Liability

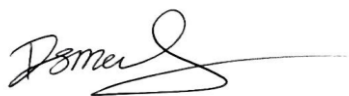
Section 1: Property Damage Insurance	Buildings and Common Property	AUD 73,943,757
	Common Contents	AUD 739,438
	Catastrophe	AUD 11,202,479
Section 2: Machinery Breakdown Insurance	AUD 25,000	
Section 3: Consequential Loss Insurance	AUD 11,091,564	
Combined Section 1 - Property Damage Insurance and Section 3 - Consequential Loss Insurance Limit of Liability	AUD 96,977,238	
Section 4: Crime Insurance	AUD 250,000	
Section 5: General Liability Insurance	Personal Injury	AUD 30,000,000 in respect of any one Occurrence
	Property Damage	AUD 30,000,000 in respect of any one Occurrence
Section 6: Environmental Impairment Liability Insurance	AUD 250,000 in the aggregate Period of Insurance	
Section 7: Management Committee Liability Insurance	AUD 5,000,000 in the aggregate Period of Insurance	
Section 8: Audit Expenses Insurance	AUD 30,000	
Section 9: Appeal Expenses Insurance	AUD 150,000	
Section 10: Voluntary Workers Insurance	Accident each occurrence Limit	AUD 200,000
	Accident aggregate Limit	AUD 200,000 in the aggregate Period of Insurance

All the values on this Certificate of Currency are correct as at 04 May 2026 and may only be subject to change within the **Period of Insurance** by written agreement between the Insurer and the **Insured**.

The insurance afforded by the policies described in this Certificate is subject to all terms, exclusions and conditions of such policies.

This Certificate is furnished as a matter of information only and does not constitute an insurance contract upon which claims can be made. **Policy** terms and conditions incorporate provisions which may enable Insurers to cancel or vary the **Policy** on the happening of prescribed circumstances or events (i.e. non-payment of premium). Therefore, this confirmation of insurance is not to be construed as guaranteeing that the **Policy** will remain in force throughout the **Period of Insurance** as specified herein.

Signed:



Declan Smail
Strata Underwriter, QLD

Authorised Officer, Chubb Insurance Australia Limited
ABN 23 001 642 020 AFSL 239687